

Potential Revisions to Rules of Boards & Commissions



May 1, 2025

Boards Included in Proposal



Planning
Commission
(PC)



Board of
Adjustment
(BOA)



Historic
District
Commission
(HDC)



Community
Design
Commission
(CDC)

Summary of Proposal

7 member seats on each Board

4 members for quorum

Votes requiring a majority of members –
exclude vacant seats and conflicts of interest

Town Manager alternative for review in the
event CDC lacks enough appointed members

What the Proposal Does NOT Do

- Add to or take away from the powers and duties of Boards
- Sunset any Board
- Shorten the term of any current members
- Reduce current opportunities to seek re-appointment

Potential Benefits of Revisions to Rules



- Consistent policy for all 4 boards
- More effective recruitment, fewer recurring vacancies
- Meetings can take place and business can be completed
- Participation for individual members

Vacancy Challenges



- CDC – multiple recurring vacancies even after reduction to 7 members
- BOA – 1 to 3 regular member vacancies over the past 3 years, no alternate member appointments
- PC and HDC – often have 1 or 2 vacancies

Boards & Commission Assessment



- Initiated in June 2023 by Council member petition
- Seeking meaningful and diverse community engagement
- Seeking clear understanding of roles and responsibilities
- Conversations with Board members and staff
- Best practices research

Boards & Commission Assessment



- **Recommendation:** Implement standard practices for number of members, roles, meeting frequency, and training
- **Recommendation:** Implement equitable processes for member recruitment and appointment

Board-Specific Policy Changes

PC: Remove 'Champion' seats to 4 other Boards

- Commission can continue designating members to represent an interest

BOA: Clarify eligibility for multiple alternate and regular member terms – up to 2 each consecutively

Project Schedule

May 6	Planning Commission Review
May 21	Council Hearing
June 11	Council Considers Action

How to Share Input

- Attend one of the meetings above
- Reach out to your Council liaison
- mayorandcouncil@townofchapelhill.org

Questions?

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