



CONSIDER A PROPOSAL FOR AN ADVISORY BOARD MEMBERSHIP POLICY AMENDMENT AND A CODE OF ORDINANCE TEXT AMENDMENT

STAFF REPORT

TOWN OF CHAPEL HILL PLANNING AND DEVELOPMENT SERVICES
Ben Hitchings, Director
Judy Johnson, Operations Manager
Becky McDonnell, Planner I

AMENDMENT REQUEST

Amend the Advisory Board Membership Policy and the Code of Ordinances regarding the board membership attendance and length of term policies. Amendments to individual board and commission policies are detailed in the attached Technical Report.

DATE

December 5, 2018

STAFF RECOMMENDATION

That the Council adopt the Resolution to Amend the Advisory Board Membership Policy and enact the Ordinance to Amend the Code of Ordinances.

UPDATES SINCE PUBLIC HEARING

The following changes have been made since the Public Hearing for the accompanying item, Consider a Land Use Management Ordinance Text Amendment - Proposed Changes to Section 8.3 Board of Adjustment and 8.4 Historic District Commission, on November 14, 2018:

- The Human Services Advisory Board provided feedback and asked to include an update that would clarify the recusal process for board members. This amendment has been incorporated into the proposal.
- A clause was added to clarify the attendance policy for boards and commissions that do not meet regularly.
- A clause was added to clarify that the proposed changes to the Advisory Board Membership Policy apply to all advisory boards unless otherwise described in the Advisory Board Membership Policy or superseded by the Town Code of Ordinances.

PROCESS

1. Staff held joint meeting with affected Advisory Boards and Commission to obtain feedback regarding proposed amendments.
2. Council may adopt the Resolution amending the Advisory Board Membership Policy.
3. Council may enact the Ordinance amending the Code of Ordinances.

OVERVIEW

- The amendments to the Advisory Board Membership Policy and the Code of Ordinances respond to a Council request to clarify the advisory board membership policy.
- On [October 17, 2018](#)¹, the Council authorized the Town Manager to act on the recommendations of the Council Committee on Boards and Commissions to submit suggested revisions to Council for adoption and enactment.
- This action is not part of the Charting Our Future Land Use Management Ordinance rewrite process.

DECISION POINTS

Tonight’s proposed actions would amend the Advisory Board Membership Policy and the Code of Ordinances as follows:

Advisory Board Membership Policy

- Membership Section – add a General subsection to add language to the policy about the term length and how vacancies are filled;
- Attendance Section – update the policy so any member who misses three or more consecutive regular meetings or more than half of regular meetings in a year shall lose their membership status;
- Length of Term Section – remove a clause that allows members to serve until a successor is appointed after their terms have expired;
- Community Design Commission membership policy – add “green design, place making” to the Seat Requirements and remove Chapel Hill Historic District resident as a seat category;
- Environmental Stewardship Advisory Board membership policy – add a new seat to be designated as a Stormwater Advocate seat.

Code of Ordinances

- Sections 2-121, 2-141, 2-177, and 6-9. Membership terms - update the sections so that any reference to board membership policies refers back to the Advisory Board Membership Policy;
- Sections 6-8 through 6-11 – conclude the Cemeteries Advisory Board effective June 30, 2019;
- Section 12-17. Membership – designate an existing seat to be a Cemeteries Champion seat to the Parks, Greenways, and Recreation Commission membership;

¹ <https://chapelhill.legistar.com/LegislationDetail.aspx?ID=3701641&GUID=F8EE3319-9F18-460A-9158-774ADB93B872>

- Sections 12-21 and 23-16. Attendance at Meetings - update the sections so that any reference to board membership attendance policies refers back to the Advisory Board Membership Policy.
- Sections 2-121. Membership terms – clarify the recusal policy for the Human Services Advisory Board.

ATTACHMENTS

1. Draft Staff Presentation
2. Resolution to Amend the Advisory Board Membership Policy
3. Ordinance to Amend the Code of Ordinances
4. Response to Questions from Public Hearing and Advisory Board Input
5. Technical Report
6. Advisory Board Membership Policy Amendments Feedback