



## Legislation Text

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File #: [19-0817], Version: 1

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### **Consider Modifying the Process to Interview Applicants to the Boards with Semi-Autonomous Authority.**

#### **Staff:**

Mayor Pam Hemminger  
Mayor pro tem Jessica Anderson  
Council Member Donna Bell  
Council Member Michael Parker

#### **Department:**

Council Committee on Boards and Commissions

**Overview:** In addition to two autonomous boards, the Council delegates some authorities to the Planning Commission, Community Design Commission, Board of Adjustment and Historic District Commission. The Council has several methods to interview applicants to various boards, including the Planning Commission and the Community Design Commission.

#### ☆ **Recommendation(s):**

That the Council modify the process to interview applicants to the semi-autonomous boards, which includes the Board of Adjustment and Historic District Commission.

#### **Background:**

Typically, an advisory board will review applications and may meet or interview applicants prior to making a recommendation to the Council for appointments.

On [March 10, 2014 <http://chapelhill.granicus.com/MinutesViewer.php?view\\_id=21&clip\\_id=2049&doc\\_id=abaf092e-faa1-1031-b922-6bad25aefadb>](http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=2049&doc_id=abaf092e-faa1-1031-b922-6bad25aefadb), the Council considered revisions to the Advisory Board Membership Policy. The key decision points were: to consider and approve memberships for five development review boards; to make policy decision regarding "champions" on the Planning Commission; to determine how the Council might be involved in screening applicants; and advisory boards and commissions include supporting statements with their recommendations. The Council ultimately decided that the full Council would interview Planning Commission and Community Design Commission applicants. "Interviews will usually take place at a Council meeting at least one meeting prior to the Council meeting at which appointments are made." (excerpt from [Advisory Board Membership Policy <https://www.townofchapelhill.org/town-hall/mayor-and-council/boards-commissions/board-membership-policy/appointment-procedures>](https://www.townofchapelhill.org/town-hall/mayor-and-council/boards-commissions/board-membership-policy/appointment-procedures), Appointment Process)

Historically, the Council Committee on OWASA Interviews meets and interviews applicants and makes a recommendation to the full Council for Town appointees on this autonomous board.

On September 23, 2019, the Council Committee on Boards and Commissions recommended the Council modify the interview process to include all four semi-autonomous advisory boards, an opportunity for a subcommittee to interview applicants prior to the full Council interviews with those applicants that most meet the values that the Council has set for the board. This may result in fewer and more indepth interviews with the full Council.



**Attachments:**

- Resolution

**A RESOLUTION TO MODIFY THE PROCESS TO INTERVIEW APPLICANTS TO THE BOARDS WITH SEMI-AUTONOMOUS AUTHORITY (2019-10-30/R-8)**

WHEREAS, in addition to two autonomous boards, the Council delegates some authorities to the Planning Commission, Community Design Commission, Board of Adjustment and Historic District Commission; and

WHEREAS, on [March 10, 2014 <http://chapelhill.granicus.com/MinutesViewer.php?view\\_id=21&clip\\_id=2049&doc\\_id=abaf092e-faa1-1031-b922-6bad25aefadb>](http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=2049&doc_id=abaf092e-faa1-1031-b922-6bad25aefadb), the Council decided to interview applicants for the Planning Commission, and Community Design Commission prior to making appointments; and

WHEREAS, these interviews are conducted by the full Council at a special meeting where each applicant is asked several questions in a brief three to five minute period; and

WHEREAS, in 1977 the [Orange Water and Sewer Authority <https://www.owasa.org/history-of-owasa>](https://www.owasa.org/history-of-owasa) (OWASA) was created as an autonomous board with representatives from the Towns of Chapel Hill and Carrboro, and Orange County; and

WHEREAS, the Council has a subcommittee to interview the applicants to the OWASA Board of Directors. This subcommittee makes recommendations to the Council for the five Town-appointed seats; and

WHEREAS, these are two methods that the Council uses to interview applicants to advisory boards; and

WHEREAS, on June 19, 2019, the Council Committee on Boards and Commissions (Committee) recommended that the full Council consider if and how the Council would interview the applicants to the Board of Adjustment and Historic District Commission.

WHEREAS, on September 23, 2019, the Committee further recommended that the full Council consider modifying the interview process for the semi-autonomous boards; and

WHEREAS, the Committee recognized the interest for all Council members to advocate for applicants based on their perspectives and for a process that is not onerous for the applicant.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council modifies its interview process to interview applicants to include all four semi-autonomous boards (Board of Adjustment, Community Design Commission, Historic District Commission, and Planning Commission).

BE IT FURTHER RESOLVED that the Council modifies the applicant interview process to add the formation of a Council subcommittee with three to four Council members. This subcommittee will review applications, and interview applicants. Using a Council approved rubric to identify the candidates that best meet the Council's interests for that board, the subcommittee will recommend applicants for full Council interview.

BE IT FURTHER RESOLVED that the Council asks the Council Committee on Boards and Commissions to draft a rubric that reflects the Council's values for each board for the full Council's approval.

BE IF FURTHER RESOLVED that the Council asks the Town Clerk to amend the Advisory Board Membership Policy to reflect this process.

This the 30<sup>th</sup> day of October, 2019.

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**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

PRESENTER: Michael Parker, Council Member

RECOMMENDATION: That the Council modify the process to interview applicants to the semi-autonomous boards, which includes the Board of Adjustment and Historic District Commission.