

ATTACHMENT A

**A RESOLUTION SETTING A PUBLIC HEARING ON A LAND USE ORDINANCE TEXT
AMENDMENT RELATING TO ADVISORY BOARD OR
BOARD OF ADJUSTMENT APPOINTMENTS**

Resolution No. 54/2008-09

WHEREAS, the Carrboro Board of Aldermen seeks to consider fully policies, plans and regulations pertaining to development opportunities; and

WHEREAS, the Board of Aldermen has directed staff to prepare a draft ordinance to amend the Land Use Ordinance to relating to advisory board and board of adjustment appointments; and

WHEREAS, a draft ordinance has been prepared.

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen:

Section 1. Sets a public hearing for January 27, 2009; and

Section 2. Refers the draft ordinance to the Planning Board and Orange County for review.

FOLLOW UP ON ADVISORY BOARD APPOINTMENT AND TRAINING PROCESSES

The purpose of this agenda item was to present responses to ideas proposed by the Board of Aldermen on 4/22/008 during a discussion of advisory board appointment and training processes.

The following resolution was introduced by Alderman Dan Coleman and duly seconded by Alderman Randee Haven-O'Donnell.

A RESOLUTION OUTLINING FURTHER ADVISORY BOARD TRAINING AND
PROCEDURES FOR THE FUTURE
Resolution No. 23/2008-09

WHEREAS the Board of Aldermen appreciate the wise counsel they receive from their advisory boards; and

WHEREAS the Board wishes these advisory boards to function as openly and efficiently and as wisely as possible; and

WHEREAS the Board has discussed various means for achieving such function.

NOW THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that:

1. Staff should proceed with the creation of an advisory board training video.
2. Staff shall provide at least a monthly update on advisory board vacancies (staff's proposal is that this would be contained in a Board-Manager Memo).
3. The Advisory Board Appointment Guidelines be amended to state that advisory board appointees appointed to unexpired terms of 6 or fewer months will be simultaneously appointed to the following 3 year term.
4. Staff shall create materials for chair training.
5. Staff shall prepare a common set of bylaws for use by all advisory board to include procedural rules and email use.
6. That the Guidelines for Selecting Advisory Board Members be amended to state that advisory board chairs shall complete the Summary of Applications form only—not the Applicants Recommended for Appointment form.
7. That advisory board minutes include the advisory board name, the date and time of the meeting, the location of the meeting and members in attendance, in addition to the items on the agenda, a synopsis of discussion points, actions taken and next steps.

8. Advisory board members may serve as chair for only two years.
9. That Board of Aldermen liaisons for the Parks and Recreation Commission and Human Services Commission shall be non-voting members.

The foregoing resolution having been submitted to a vote received the following vote and was duly adopted this 11th day of November 2008:

Ayes: Mark Chilton, Dan Coleman, Jacquelyn Gist, Randee Haven-O'Donnell, John Herrera, Lydia Lavelle

Noes: Lydia Lavelle

Absent or Excused: Joal Hall Broun

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE RELATING
THE APPOINTMENT OF THE CHAIRS OF VARIOUS ADVISORY BOARDS AND THE
BOARD OF ADJUSTMENT

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Subsection 15-24 of the Carrboro Land Use Ordinance (which deals with officers of the planning board) is amended to read:

(a) The planning board shall designate one of its members to serve as ~~chairman and one member to serve as vice-chairman~~ chair, one member to serve as first vice-chair and one member to serve as second vice-chair. These officers shall be selected annually at the board's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the board sooner expire. A member may be selected to serve as chair for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only.

(b) The ~~chairman and vice-chairman~~ chair, first vice-chair and second vice-chair may take part in all deliberations and vote on all issues."

Section 2. Subsection 15-27(g) of the Carrboro Land Use Ordinance (which deals with officers of the northern transition area advisory committee) is amended to read:

(g) The committee shall designate one of its members to serve as chair and one member to serve as vice-chair. These officers shall be selected annually at the committee's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the committee sooner expire. A member may be selected to serve as chair for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only. The chair and vice-chair may take part in all deliberations and vote on all issues.

Section 3. Subsection 15-33(a) of the Carrboro Land Use Ordinance (which deals with officers of the board of adjustment) is amended to read:

(a) The board of adjustment shall designate one of its members to serve as ~~chairman~~ and one member to serve as ~~vice-chairman~~. These officers shall be selected annually at the board's first regular meeting in February and shall serve for terms of one year unless their terms of appointment to the board sooner expire. A member may be selected to serve as chair for not more than two consecutive full one-year terms. Vacancies shall be filled for the unexpired terms only.

Section 4. Subsection 15-43(f) of the Carrboro Land Use Ordinance (which deals with officers of the appearance commission) is amended to read:

(f) The appearance commission shall select one of its members to serve as ~~chairman~~ and one member to serve as ~~vice-chairman~~ when the commission exercises the powers and duties of the appearance commission. The appearance commission shall select one of its members to serve as ~~chairman~~ and one member to serve as ~~vice-chairman~~ when exercising the powers and duties of

the neighborhood preservation district commission or the historic district commission. The commission may, but need not, choose the same members to serve as officers in these two different capacities. These officers will be chosen annually at the commission's first meeting in March and shall serve for terms of one year unless their terms of appointment to the commission sooner expire. Vacancies shall be filled for the unexpired term only. A member may be selected to serve as chair in either capacity for not more than two consecutive full one-year terms. The chairman and vice-chairman may take part in all deliberations and vote on all issues.

Section 5. Subsection 15-45.1(c) of the Carrboro Land Use Ordinance (which deals with officers of the environmental advisory board) is amended to read:

(c) The EAB shall select one of its members to serve as chair and one member to serve as vice-chair. These officers will be chosen annually at the EAB's first meeting in March and shall serve for terms of one year unless their terms of appointment to the EAB sooner expire. Vacancies shall be filled for the unexpired term only. A member may be selected to serve as chair for not more than two consecutive full one-year terms. The chair and vice-chair may take part in all deliberations and vote on all issues.

Section 6. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 7. This ordinance shall become effective upon adoption.



TOWN OF CARRBORO
PLANNING BOARD

301 West Main Street, Carrboro, North Carolina 27510

**R E Q U E S T F O R
P R E P A R A T I O N O F L U O
A M E N D M E N T**

OCTOBER 21, 2008

Seils moved that the PB request staff to draft amendments to the LUO to reflect the changes. Basically, the addition of a second vice-chair and Paulsen seconded.

VOTE: AYES: (6) Barton, Bell, Carnahan, Paulsen, Seils, and Warner, **NOES:** (0);
ABSENT/EXCUSED: (4) Clinton, Cook, Fritz, Poulton, **ABSTENTIONS:** (0).

(Signed) _____

November 24, 2008