

A RESOLUTION ADOPTING A STATEMENT EXPLAINING THE
BOARD OF ALDERMEN'S REASONS FOR ADOPTING AN
AMENDMENT TO THE TEXT OF THE CARRBORO LAND USE ORDINANCE
Resolution No. 65/2008-09

WHEREAS, an amendment to the text of the Carrboro Land Use Ordinance has been proposed, which amendment is described or identified as follows: AN ORDINANCE AMENDING THE LAND USE ORDINANCE RELATING TO THE SERVICE OF CHAIRS OF VARIOUS ADVISORY BOARDS AND THE BOARD OF ADJUSTMENT.

NOW THEREFORE, the Board of Aldermen of the Town of Carrboro Resolves:

Section 1. The Board concludes that the above described amendment is consistent with Carrboro Vision 2020, Policy 1.45.

Section 2. The Board concludes that its adoption of the above-described amendment is reasonable and in the public interest because the Town seeks to encourage the active participation of its citizens in community planning.

Section 3. This resolution becomes effective upon adoption.

A RESOLUTION ADOPTING A STATEMENT EXPLAINING THE
BOARD OF ALDERMEN'S REASONS FOR REJECTING
AN AMENDMENT TO THE TEXT OF THE CARRBORO LAND USE ORDINANCE

WHEREAS, an amendment to the text of the Carrboro Land Use Ordinance has been proposed, which amendment is described or identified as follows: AN ORDINANCE AMENDING THE LAND USE ORDINANCE RELATING TO THE SERVICE OF CHAIRS OF VARIOUS ADVISORY BOARDS AND THE BOARD OF ADJUSTMENT.

NOW THEREFORE, the Board of Aldermen of the Town of Carrboro Resolves:

Section 1. The Board concludes that the above described amendment is not consistent with Carrboro Vision 2020.

Section 2. The Board concludes that its rejection of the above described amendment is reasonable and in the public interest because existing ordinance provisions are sufficient.

Section 3. This resolution becomes effective upon adoption.

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

ATTACHMENT B-2

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.

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

Noes: Lydia Lavelle

Absent or Excused: Joal Hall Broun



TOWN OF CARRBORO
PLANNING BOARD

301 West Main Street, Carrboro, North Carolina 27510

**REQUEST FOR
PREPARATION OF LUO
AMENDMENT**

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



TOWN OF CARRBORO
PLANNING BOARD

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

THURSDAY, DECEMBER 18, 2008

**Land Use Ordinance Text Amendment Related to Service of Chairs of Various
Advisory Boards and the Board of Adjustment**

Matthew Barton moved that the Planning Board recommends approval of the ordinance, edited to allow a member of all the specified advisory boards and the Board of Adjustment to return to the position as chair after a one-year break following any two consecutive full years. The motion was seconded by Damon Seils. Barton revised the motion to also address the similar language recently adopted for advisory boards described in the Town Code. Cook offered a friendly amendment regarding language to allow continued service in the event that no one else would serve. The amendment was not accepted.

AYES: (9) Barton, Bell, Carnahan, Cook, Fritz, Paulsen, Poulton, Seils and Warner; NOES: (0); Abstentions: (0); Absent/Excused (1) David Clinton.

Cook moved that in the absence of an advisory board member willing or able to serve as chair or vice chair, the current chair or vice chair should be allowed to continue in that position. The motion was seconded by Fritz.

AYES (3) Cook, Paulsen and Fritz; NOES (6) Barton, Bell, Carnahan, Poulton, Seils and Warner; Abstentions: (0); Absent/Excused (1) David Clinton

Associated Findings

By a unanimous show of hands, the Planning Board membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Furthermore, the Planning Board of the Town of Carrboro finds that the land use regulations and procedures should be consistent with _____.

Motion in support of this finding was made by _____ and seconded by _____.

VOTE: AYES: (); ABSENT/EXCUSED: (); NOES: (); ABSTENTIONS: ()

Matthew Barton, James Carnahan, David Clinton, Susan Poulton, Damon Seils, Rich Bell, Heidi Paulsen, Sharon Cook, Rose Warner, and Debra Fritz

(signed)

1/15/09

ORANGE COUNTY PLANNING & INSPECTIONS DEPARTMENT

Craig N. Benedict, AICP, Director

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P. O. Box 8181
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TRANSMITTAL DELIVERED VIA EMAIL

December 30, 2008

Patricia J. McGuire, AICP
Planning Administrator
Town of Carrboro
301 W. Main St.
Carrboro, NC 27510

Dear Trish:

Thank you for the opportunity to review the following ordinance amendments received by us on December 23, 2008 and proposed for town public hearing on January 27, 2009:

- Service of Chairs of Advisory Boards and Board of Adjustment

We find no inconsistency with the adopted *Joint Planning Area Land Use Plan* on these proposed amendments and have no additional comment.

Sincerely,

Perdita Holtz, AICP
Planning Systems Coordinator

cc: Laura Blackmon, ICMA-CM, Orange County Manager
Craig Benedict, AICP, Orange County Planning Director