

**AN ORDINANCE AMENDING CHAPTER 3 OF THE CARRBORO TOWN CODE TO ESTABLISH A CARRBORO AFFORDABLE HOUSING ADVISORY COMMISSION**

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

The following ordinance was introduced by Alderman \_\_\_\_\_ and duly seconded by Alderman \_\_\_\_\_.

Section 1. Article V of Chapter 3 of the Carrboro Town Code is amended by adding a new section 3-24.14 as follows:

**Section 3-24.14 Carrboro Affordable Housing Advisory Commission**

(a) Composition. There shall be a Carrboro Affordable Housing Advisory Commission composed of seven (7) members and two (2) non-voting liaison members. One liaison member shall be a member of the Town Staff and one liaison member shall be a member of the Board of Aldermen; both of whom shall be appointed by the Board of Aldermen. The voting members shall be appointed by the Board of Aldermen and shall be composed as follows:

- (1) Five residents of the Town of Carrboro;
- (2) One resident of the Town's extraterritorial zoning jurisdiction or the Town; and
- (3) One member who need not be a resident of the Town of Carrboro, but who must possess special expertise related to affordable housing.

(b) Term. The liaison members of the Commission shall be appointed by the Board every two years at, or shortly after, the Board's organizational meeting when other appointments to Board committees are made, and shall serve at the pleasure of the Board of Aldermen. The seven regular members, including the seat which is not required to be a resident of the Town of Carrboro, shall be appointed for three-year, staggered terms, but members shall continue to serve until their successors have been appointed. The initial term of the seats on the Commission on the effective date of the ordinance creating the Commission (whether filled or vacant) shall be such that (i) three seats shall expire on February 28, 2021, (ii) two seats shall expire on February 28, 2020, and two seat shall expire on February 28, 2019. Vacancies in seats shall be filled for the unexpired terms, only.

(c) Purpose. The purpose of the Carrboro Affordable Housing Advisory Commission is as follows:

- (1) To review and make recommendations to the Board of Aldermen concerning new or revised policies regarding the operation of the Town's Affordable Housing Fund;

(2) To review and make recommendations to the Board of Aldermen for new or revised Land Use Ordinance provisions related to the Town's Affordable Housing Goals and Strategies;

(3) To review and make recommendations to the Board of Aldermen on Affordable Housing Funding Applications;

(4) To carry out specific responsibilities that may be required in accordance with the Affordable Housing Fund Policies or the Town's Land Use Ordinance;

(5) To annually review the Town's Affordable Housing goals, data and other progress indicators, and to make recommendations to prioritize or adjust activities based on such review;

(6) To offer recommendations to the Board of Aldermen for new or specific actions the Town may pursue to increase the availability of diverse, affordable housing in Carrboro, particularly as new opportunities arise or are brought to the Commission's attention by Staff;

(7) To review and approve annual and other Staff reports to the Board of Aldermen;

(8) As needed or as requested by Town Staff, to organize subcommittees focusing on specific topics or issues to help advance specific work; and

(9) To identify and research affordable housing trends and issues.

(d) The Carrboro Affordable Housing Advisory Commission shall report to the Town Board.

(e) The Carrboro Affordable Housing Advisory Commission shall meet monthly, or as otherwise necessary to advance policy and funding decisions.

(f) Quorum and Voting.

(1) A quorum of the Carrboro Affordable Housing Advisory Commission shall be four of seven voting members;

(2) Majority vote of the members attending a meeting in which a quorum has been established will constitute an official action of the Commission.

(3) Meetings and Engagement.

- a. The Commission shall hold regular monthly meetings, and at such other times as may necessary or appropriate to advance policy and funding decisions;
- b. The Commission shall, at its first meeting, designate one of its members to serve as chairperson and one member to serve as Vice-Chairperson. Thereafter, the Chair Person and Vice-Chair Person shall be elected annual at the Commission's first regular meeting in December, shall serve for terms of one year unless their term of appointment to the Commission expires. The Chair Person and Vice-Chair Person shall take part in all deliberations by the Commission and shall vote on all issues brought before the Commission for a vote.
- c. Unless waived by the Chair Person, all members shall be removed if they are absent without prior notice from three consecutive Commission meetings. The Town Clerk shall notify the Chair in writing as soon as a member becomes subject to removal under this Section. The Chair will have ten days after receipt of such notice to waive the removal. If the Chair fails to notify the Town Clerk in writing within ten days after receipt of such notice, then the Town Clerk will send a removal notice to the Commission member. This removal shall be effective of such notice.
- d. All Commission meetings will open public meetings, and the Commission shall publish a schedule of its proposed meetings in accordance with the Open Meetings Law.
- e. The Commission shall keep minutes of all its meetings.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this \_\_\_\_ day of June, 2017.

Ayes: \_\_\_\_

Noes: \_\_\_\_

Absent or Excused: \_\_\_\_