

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE RELATING  
TO ADVISORY BOARDS AND COMMISSIONS

\*\*DRAFT 08-14-25\*\*

THE TOWN COUNCIL OF THE TOWN OF CARRBORO ORDAINS:

**Section 1.** Section 15-21 (Appointment and Terms of Planning Board Members) of the Carrboro Land Use Ordinance is amended by adding a new subsection (h) to read as follows:

(h) Members of the planning board shall be required to complete at least an hour of assigned training per year.

**Section 2.** Section 15-29 (Appointment and Terms of Board of Adjustment) of the Carrboro Land Use Ordinance is amended by replacing “Town Council” with “Board of Adjustment” in subsection (e) and by adding a new subsection (f) to read as follows:

(f) Members of the board of adjustment shall be required to complete at least an hour of assigned training per year.

**Section 3.** Section 15-42 (Appointment and Terms of Transportation, Mobility and Greenways Advisory Commission), is amended by modifying subsection (a) to read as follows:

(a) There shall be a Transportation, Mobility and Greenways Advisory Commission (TMGAC) consisting of nine members appointed by the Council. Seven members shall be residents of the Town, and two members shall be a resident either of the Town, the Town’s extraterritorial planning jurisdiction, or the Town’s joint planning transition area. All such members (“regular members”) shall be interested in or have expertise relevant to the duties of the TMGAC.

**Section 4.** Section 15-44 (Powers and Duties of TMGAC) is amended by modifying subsection (e) to read as follows:

(e) From time to time, the Town Council may appoint one or more individuals to assist the TMGAC to carry out its transportation responsibilities with respect to a particular subject area. By way of illustration, without limitation, the Council may appoint advisory committees to consider long-range transportation plans, pedestrians or bicycle plans, infrastructure safety improvements, etc. Members of such advisory committees shall sit as nonvoting members of the TMGAC when such issues are being considered and shall lend their talents, energies, and expertise to the planning board. However, all formal recommendations to the Council shall be made by the TMGAC.

(1) The Town Council may appoint a subcommittee of the TMGAC for the purposes of implementing the Safe Routes to School Strategic Action Plan as described in subsection (a) below.

a. The Safe Routes to School Implementation Committee shall recommend transportation projects, policies, programs, or activities that serve to increase the safety and convenience of walking and bicycling to school. The Committee shall provide guidance and support for implementing the recommendations of the adopted Safe Routes to School Action Plan and evaluating implementation progress. The Committee may assist with seeking project or program funding, including applying for grants, Safe Routes to School event planning, and data collection.

- b. The TMGAC shall consider the recommendations of the SRTS Action Plan when carrying out its duties under subsections 15-44(a), (b) and (e) of this Chapter and its review of development applications and amendments described in Article IV and Article XX of Chapter 15 of the Town Code, the Carrboro Land Use Ordinance.
- (2) The Safe Routes to School (SRTS) Implementation Committee members shall include the full membership of the TMGAC and six additional members, appointed by the Town Council for two year staggered terms, but members may continue to serve until successors have been appointed.
- a. The appointed SRTS Implementation Committee shall include two youth members and four adult members. Youth members may include any combination of students who attend public school in Carrboro at the elementary, middle school, or high school level. Adult members may include any combination of administrator, faculty, teacher, parent or parent of former student(s) from a public school in Carrboro at the elementary, middle school, or high school level.

The Town Council, when appointing SRTS Implementation Committee members, should seek to create a balanced committee with regard to student age, school representation, and adult experience and expertise.

- b. Appointed members may serve for two successive terms (or any part thereof). A member who has served for two successive terms (or any part thereof) shall be eligible for re-appointment only after an absence from the committee of at least one year.
  - c. The committee may invite others with expertise in the subject matter to participate in the meeting as non-voting members.
  - d. A member of the Chapel Hill/Carrboro School System or School Board may serve as a liaison to the committee.
- (3) The SRTS Implementation Committee shall meet at least four times a year, at the TMGAC's regularly scheduled meeting for the third Thursday of the month, or at additional special meetings as may be deemed necessary to complete its work.
- a. Public notice for the meeting shall clearly identify the SRTS Implementation Committee agenda.
  - b. As the SRTS Implementation Committee is a subcommittee of the TMGAC, a quorum shall be determined on the basis of the TMGAC's membership, described in Section 15-43 above. There shall be no quorum requirement for the SRTS members.

**Section 5.** Section 15-45 (Appointment and Terms of Climate and Environmental Advisory Commission) is rewritten to read as follows:

(a) There shall be a Climate and Environmental Advisory Commission (CEAC), consisting of nine members appointed by the Town Council. Eight members shall be residents of the Town, and one member shall be a resident either of the Town, the Town's extraterritorial planning jurisdiction, or the Town's joint planning transition area.

(b) CEAC members shall be appointed for three year staggered terms, but members may

continue to serve until their successors have been appointed. Membership terms shall be as follows:

- (1) Four members shall be appointed for three year terms.
- (2) Three members shall be appointed for two year terms.
- (3) Two members shall be appointed for a one year term, one of which shall be a youth member aged 15-25.

Vacancies shall be filled for the unexpired terms only.

(c) Members may be removed as follows:

- (1) The chair or staff liaison shall file or caused to be filed with the town clerk an attendance report after each meeting identifying those members who are present or absent.
- (2) Members shall be removed if they have three (3) unexcused absences, or if they miss more than thirty percent of the meetings during a twelve-month period. The town clerk shall send a removal notice to the member within ten days of the determination that the attendance requirements have not been met. This removal shall be effective on the date of such notice.
- (3) Members may also be removed by the Town Council, after a hearing, for any good cause related to performance of duty.

(d) In appointing CEAC members, the Town Council shall seek persons with experience in climate action, sustainability, environmental protection, biology, natural resources, and related topics. The Town Council shall seek to appoint at least one person with interest or expertise in community organizing or environmental justice. The Council shall also reserve one seat for a youth member, aged 15-25.

(e) Members of the Climate and Environmental Advisory Commission shall be administered an oath of office as prescribed by G.S. 160D-309.

**Section 6.** Section 15-45.2 (Powers and Duties of the CEAC), subsection (a), (b) and (e) are amended to read as follows:

(a) Advise the Town Council on policies, ordinances, and administrative procedures regarding environmental protection and the conservation of natural resources. The areas of review for the CEAC include new development, solid waste, air quality, climate protection and resilience, energy conservation, solar energy, groundwater, natural resources, urban forests, heat resilience, biodiversity, and other areas.

(b) Provide recommendations for green building and low impact development as part of new development and redevelopment, including site planning and design, tree canopy, native landscaping, energy efficiency and renewable energy, water efficiency, materials efficiency and waste reduction, indoor environmental quality, and the minimization of pollution.

(e) Advise on the design, organization and implementation of community outreach events.

**Section 7.** All provisions of any town ordinance in conflict with this ordinance are repealed.

**Section 8.** This ordinance shall become effective upon adoption.