



Legislation Details (With Text)

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**Title:** Request to Set a Public Hearing on Land Use Ordinance Text Amendments Relating to Attendance Policies for Board and Commission Members

PURPOSE: The purpose of this agenda item is for the Town Council to set a public hearing to consider amendments to the Land Use Ordinance to revise language associated with advisory board and commission attendance policies and procedures.

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution, 2. B - Draft Ordinance Amending LUO - Advisory Attendance, 3. C - Illustrative Mark Up of Draft Ordinance, 4. D - Draft Ordinance Amending Town Code - Advisory Attendance, 5. E - Pocket Questions

Date	Ver.	Action By	Action	Result
5/21/2024	1	Town Council		

Request to Set a Public Hearing on Land Use Ordinance Text Amendments Relating to Attendance Policies for Board and Commission Members

**PURPOSE:** The purpose of this agenda item is for the Town Council to set a public hearing to consider amendments to the Land Use Ordinance to revise language associated with advisory board and commission attendance policies and procedures.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** ; Patricia McGuire, Planning Director, 919-918-7327, pmcguire@carrboronc.gov; Christina Moon, Planning & Transportation Administrator, 919-918-7325, cmoon@carrboronc.gov; Duncan Dodson, Planner, 919-918-7340, ddodson@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity     Climate     Comprehensive Plan     Other

Advisory boards and commissions are regulated by provisions of the Town Code, Chapter 3 and 15, the Land Use Ordinance. The Town Council has also maintained guidelines and procedures associated with board appointments and meetings for some time. Race and Equity pocket questions are included as Attachment E.

**INFORMATION:**

In March 2023, the Town Council directed staff to update notification processes associated with attendance requirements for advisory boards and commissions. In May 2023, The Town Council held a public hearing to

consider amendment related to attendance for boards and commissions regulated by the Land Use Ordinance. Parallel changes for advisory boards and commissions regulated by the Town Code were on that same evening's agenda. After consideration of the items, Town Council referred the following comments back to staff to address and bring forward at a later meeting: 1) that membership termination would be enacted by the Town Clerk, and 2) that members would have excused absences instead of absences.

The draft ordinance has been revised in response to Town Council direction (Attachment B). The draft ordinance makes these changes to Land Use Ordinance provisions for the following boards and commissions:

- Planning Board
- Northern Transition Area Advisory Commission
- Environmental Advisory Board
- Appearance Commission
- Board of Adjustment

Parallel changes to similar provisions in the Town Code for advisory boards and commissions will be included as an amendment to the Town Code, Chapter 3 on the agenda for the Oct 11<sup>th</sup> meeting. In 2023, per the direction from the Town Council, the draft Town Code amendment was sent to applicable advisory boards for review.

A resolution setting a public hearing for October 11th and referring the draft ordinance for advisory board and Orange County review is included as Attachment A. The resolution also refers the Town Code amendment to applicable boards and commissions.

**FISCAL IMPACT:** There are minimal fiscal impacts associated with setting a public hearing.

**RECOMMENDATION:** The Town Manager recommends that the Town Council approve the resolution setting a public hearing for October 11, 2024, and referring the draft ordinance to advisory boards and Orange County for review and the Town Code amendment to applicable boards and commissions.