



Legislation Details (With Text)

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Type: Agendas **Status:** Agenda Ready
File created: 5/8/2023 **In control:** Town Council
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Title: Text Amendments to Chapter 3 of the Carrboro Town Code Relating to Attendance for Advisory Board and Commissions Members.
PURPOSE: The purpose of this agenda item is for Town Council to consider amendments to various sections of Chapter 3 of the Carrboro Town Code which will modify attendance requirements for Advisory Boards, Commissions, Committees and Task Forces, as identified at the March 14, 2023 Council Work Session.

Indexes:**Code sections:**

Attachments: 1. Attachment A- Draft Ordinance Amending Town Code Ch. 3- Advisory Attendance, 2. Attachment B- Recommendation Forms & Comments, 3. Attachment C- Pocket Questions - Town Code Ch. 3- Advisory Boards and Commissions Attendance Amendments

Date	Ver.	Action By	Action	Result
5/23/2023	1	Town Council		

Text Amendments to Chapter 3 of the Carrboro Town Code Relating to Attendance for Advisory Board and Commissions Members.

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DEPARTMENT: Town Clerk, Planning

CONTACT INFORMATION: Wesley Barker, Town Clerk, wbarker@carrboronc.gov, 919-918-7309; Trish McGuire, Planning Director, pmcguire@carrboronc.gov, 919-918-7327.

COUNCIL DIRECTION:

☒ Race/Equity ☐ Climate ☐ Comprehensive Plan ☒ Other

The Town Council has maintained guidelines and procedures associated with board appointments and meetings for some time. At the March 14, 2023 work session, the Town Council directed staff to update notification processes associated with attendance requirements. Pocket questions related to these changes in the Town Code and related procedures are included in *Attachment C*.

INFORMATION: A draft ordinance has been prepared in response to Town Council direction to amend various sections of Town Code Chapter 3. The draft ordinance removes a provision that provides for board and commission chairs to allow flexibility in the removal of members who do not meet the attendance requirements. The draft ordinance makes these changes within Chapter 3 of the Town Code for the following boards and commissions:

Section 3-7 - Human Services Advisory Commission

Section 3-24 - Transportation Advisory Board

Section 3-24.3 - Economic Sustainability Commission

Section 3-24.7 - Greenways Commission

Section 3-24.14 - Affordable Housing Advisory Commission

Section 3-24.15 - Stormwater Advisory Commission

Section 3-24.16 - Climate Action Team

Section 3-27 - Recreation and Parks Commission

Section 3-41 - Arts Committee

*Section 3-46 - Racial Equity Commission**

**It should be noted that Section 3-46 for the Racial Equity Commission did not originally have text included in the Town Code regarding attendance. Therefore, for uniformity, text will be added for this section regarding attendance, but does not include the portion of text that is proposed to be removed from the other sections.*

A copy of this draft ordinance is included as *Attachment A*. The draft ordinance details what text is to be amended within each section of Chapter 3, and what text will remain. The Town Attorney has reviewed draft ordinance.

The draft ordinance has been referred for advisory boards and commissions review per the Town Council's direction. Recommendation forms, and comments, from advisory board and commissions are included in *Attachment B*. The following boards recommended the Council adopt the draft ordinance for amendments to attendance: Affordable Housing Advisory Commission and Racial Equity Commission. The Climate Action Team recommends the Council adopt the draft ordinance but to not remove the ability for the chairperson to waive the attendance requirement. The following boards recommended the Council reject the draft ordinance: Arts Committee, Economic Sustainability Commission, Recreation & Parks Commission, Stormwater Advisory Commission. The Greenways Commission and Transportation Advisory Board did not have a quorum, and the Human Services Advisory Commission does not have a meeting scheduled at this time.

Parallel changes to similar provisions within the Town's Land Use Ordinance are being considered, as well as amendments to the Appointment & Recruitment Policy and Rules of Procedure for Advisory Boards and Commissions documents.

FISCAL IMPACT: There are no fiscal or staff impact associated with this proposed text amendment.

RECOMMENDATION: Staff recommend that the Town Council review and consider approving the draft ordinance (*Attachment A*) for the proposed amendments to various sections of Chapter 3 of the Town Code related to attendance for board and commission members.