

# WE INVITE YOUR PARTICIPATION

## What role do boards and commissions serve?

Most boards participate in the Town's policy decisions by making recommendations to the Council.

## How do I apply?

Complete an application form, available at [www.townofchapelhill.org/boards](http://www.townofchapelhill.org/boards) or from the Communications and Public Affairs Department in Town Hall, 405 Martin Luther King Jr. Blvd. Contact the office at (919) 968-2743 or [advisoryboards@townofchapelhill.org](mailto:advisoryboards@townofchapelhill.org).

## When are appointments made?

Board and commission terms expire on June 30th of each year. Although the Council makes most appointments in May or June, you may file an application at any time of the year. Your application will be kept on file from 7/1 to 6/30 of the same fiscal year.

## Do I have to be a resident of Chapel Hill?

Residence within the Town limits is necessary for most appointments by the Council, but there are some seats which can be held by non-residents. Please see [www.townofchapelhill.org/boards](http://www.townofchapelhill.org/boards) for details.

## Can I serve a second term?

If you are appointed to a board, you may be reappointed to a second full consecutive term. However, you must reapply and be considered along with new applicants.

## Can I serve on more than one board at a time?

You may only be appointed to one standing advisory board or commission at a time unless you are serving as a champion on the Planning Commission — then you may also serve on the board you are championing. You may apply for appointment to an ad-hoc committee or task force during your term on a board or commission.

## Are there other opportunities for involvement?

In addition to the standing boards and commissions, the Council periodically establishes temporary committees to address specific issues and give it feedback.

# GET INVOLVED

## Monthly Meeting Schedules

### Monday

- Library Board of Trustees – 2nd Mon.

### Tuesday

- Community Design Commission – 4th Tues.
- Community Policing Advisory Committee – 2nd Tues.
- Environmental Stewardship Advisory Board – 2nd Tues.
- Historic District Commission – 2nd Tues.
- Housing Advisory Board – 2nd Tues.
- Human Services Advisory Board – 1st Tues.
- Parks, Greenways and Recreation Commission – 3rd Tues.
- Planning Commission - 1st & 3rd Tues
- Stormwater Management Utility Advisory Board – 4th Tues.
- Transportation and Connectivity Advisory Board – 4th Tues.

### Wednesday

- Cultural Arts Commission – 3rd Wed.

### Thursday

- Board of Adjustment – 1st Thurs.
- Chapel Hill Downtown Partnership – 2nd Thurs.
- Justice in Action Committee – 1st Thurs.
- Orange Water and Sewer Authority – 2nd & 4th Thurs.

### Quarterly Meeting Schedule

- Cemeteries Advisory Board

### As Needed

- Grievance Hearing Board

PUBLISHED IN JANUARY 2018 BY:

Town of Chapel Hill  
Communications and Public Affairs  
(919) 968-2743 or  
[publicaffairs@townofchapelhill.org](mailto:publicaffairs@townofchapelhill.org)

Printed on recycled paper. Please recycle.



# ADVISORY BOARDS & COMMISSIONS



# MAKE YOUR MARK ON CHAPEL HILL APPLY TODAY!

[www.townofchapelhill.org/boards](http://www.townofchapelhill.org/boards)

More information is available from  
Communications and Public Affairs  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514  
(919) 968-2743  
[advisoryboards@townofchapelhill.org](mailto:advisoryboards@townofchapelhill.org)

# TOWN OF CHAPEL HILL BOARDS & COMMISSIONS

## 🍁 Board of Adjustment

Considers appeals by residents and property owners from decisions by the Planning Board, Historic District Commission, Community Design Commission and Town staff in applying the Town's zoning and development regulations. Considers requests for variances from dimensional regulations (such as setback and height limits), water and sewer provisions, the Watershed Protection District, and the Resource Conservation District Ordinance. Term: 3 years.

**6:30 p.m., 1st Thurs, Council Chamber, Town Hall**

## 🍁 Cemeteries Advisory Board

Provides citizen input to the Town Council on policies for the operation and maintenance of the Town's cemeteries. Term: 3 years.

**Quarterly, 2nd Mon of Mar., Jun., Sep., Dec., time and location to be determined.**

## 🍁 Chapel Hill Downtown Partnership

The non-profit corporation was created to bring the resources of the Town, the University, and downtown community together to maintain, enhance, and promote downtown as the social, cultural, and spiritual center of Chapel Hill structure through economic development. Terms: 3 years for Town and University seats; 1 year for seventh member.

**8:30 a.m., 2nd Thurs., Launch Accelerator, 306 W. Franklin St. Suite F**

## 🍁 Chapel Hill Cultural Arts Commission

Advises the Town Council on art-related matters, works with Town staff to administer the Percent For Art program, increases public access to the arts through programming initiatives and promotes understanding and awareness of public art. Term: 3 years.

**5:30 p.m., 3rd Wed, Chapel Hill Public Library**

## 🍁 Community Design Commission

Reviews conceptual plans for development. Makes recommendations to the Council on community design and appearance matters such as entranceway improvements and proposed development. Makes recommendations on building elevation and lighting plans for Special Use Permits. Term: 3 years.

**6:30 p.m., 4th Tues, Council Chamber, Town Hall**

## 🍁 Community Policing Advisory Committee

Makes recommendations to the Town Manager and Chief of Police with regard to organizational matters and procedures; serve as a liaison to enhance community and police relations; participate in annual review of the Police Department's Citizen Academy; receive, review, and consult on the quarterly professional standards report; consult and advise on the Police Department's strategic plan, and; provide an annual report to Council on a Council requested topic.

**7:30 p.m., 2nd Tues, Police Dept. Conference Room**

## 🍁 Environmental Stewardship Advisory Board

The charge of the environmental stewardship advisory board will be to assist the Chapel Hill Town Council in strengthening environmentally responsible practices that protect, promote and nurture our community and the natural world through advice and program support.

**7:00 p.m., 2nd Tues, 2nd Flr Training Room, Town Hall**

## 🍁 Grievance Hearing Board

Makes recommendations to Town Manager on Town employees' grievances not resolved through the dispute resolution process. Term: 3 years.

**Meetings are called as needed.**

## 🍁 Historic District Commission

Approves or denies applications for "Certificates of Appropriateness" for construction, additions, signs and other exterior work in the three historic districts (Franklin-Rosemary, Cameron-McCauley, and Gimghoul). Residence in the historic district is not required for appointment. A majority of members must have demonstrated special interest, experience or education in history or architecture. Term: 3 years.

**6:30 p.m., 2nd Tues, Council Chamber, Town Hall**

## 🍁 Housing Advisory Board

The charge of the housing advisory board will be to assist the Chapel Hill Town Council in promoting and developing a full spectrum of housing opportunities that meet the needs of the Chapel Hill community.

**6:30 p.m., 2nd Tues, 1st Flr Conf Room, Town Hall**

## 🍁 Human Services Advisory Board

Determines human services needs of the Town and reports to the Council in January of each year. Requests proposals from community agencies to provide services to meet identified needs. Makes recommendations for funding of proposals. Term: 3 years.

**6:30 p.m., 1st Tues, 1st Flr Conf Room, Town Hall**

## 🍁 Justice in Action Committee

Works to reflect the Town's commitment to preserving racial, economic, and social justice within the community.

**6:30 p.m., 1st Thurs, Chapel Hill Public Library**

## 🍁 Library Board of Trustees

Makes recommendations on library services, facilities, fee policies and budget. Works closely with the Friends of the Library, the Foundation, and the Library Director. Term: 4 years.

**5:15 p.m., quarterly, Chapel Hill Public Library**

## 🍁 Orange Water and Sewer Authority

OWASA is a regional public water and sewer utility serving the Chapel Hill-Carrboro community and outlying areas. Term: 3 years.

**6 p.m., 2nd Thurs, OWASA at 400 Jones Ferry Road, Carrboro, and 4th Thurs, 7 p.m., Town Hall, Council Chamber**

## 🍁 Parks, Greenways and Recreation Commission

Makes recommendations on recreation services, greenways, facilities, fee policies and budget. Term: 3 years.

**7 p.m., 3rd Tues, Chapel Hill Public Library**

## 🍁 Planning Commission

Makes recommendations on general plans for managing growth of the community. Examples: the Land Use and Thoroughfare Plans, Goals and Objectives of the Comprehensive Plan. Makes recommendations on applications for special use permits, rezoning proposals, and changes in the Land Use Management Ordinance. Makes recommendations on proposed subdivisions of land into individual lots for houses or other structures. Approves Site Plan Review and minor subdivision applications. Term: 3 years.

**7 p.m., 1st and 3rd Tues, Council Chamber, Town Hall**

## 🍁 Stormwater Management Utility Advisory Board

Provides recommendations for implementing stormwater management program activities, reviews and provides recommendations on the Stormwater Management Program Master Plan, provides recommendations for priorities and scheduling of watershed master planning and development of drainage basin plans. Term: 3 years.

**6 p.m., 4th Tues, Chapel Hill Public Library**

## 🍁 Transportation and Connectivity Advisory Board

The charge of the transportation and connectivity advisory board will be to assist the Chapel Hill Town Council in creating an inclusive connected community by recommending, advocating and planning for comprehensive, safe, effective and sustainable multi-modal transportation and connectivity.

**7:00 p.m., 4th Tues, 1st Flr Conf Room, Town Hall**

Apply online at  
[www.townofchapelhill.org/boards](http://www.townofchapelhill.org/boards)

