

# ORANGE COUNTY BOARD OF COMMISSIONERS

## AGENDA

BOCC Work Session  
January 29, 2013  
Meeting – 7:00 p.m.  
Southern Human Services Center  
2501 Homestead Road  
Chapel Hill, NC

- |                |    |  |
|----------------|----|--|
| (7:00 – 8:00)  | 1. | County Commissioners: Boards and Commissions – Annual Work Plans/Reports                                 |
| (8:00 – 8:30)  | 2. | Town of Hillsborough/Orange County Central Orange Coordinated Area Land Use Plan – Update and Next Steps |
| (8:30 – 9:30)  | 3. | County Commissioners: Boards and Commissions Assignments   |
| (9:30 – 10:00) | 4. | Discussion of Some Board of Commissioners and Advisory Board Protocols                                   |

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** January 29, 2013

**Action Agenda**

**Item No.** 1

**SUBJECT:** County Commissioners: Boards and Commissions – Annual Work Plans/Reports

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**DEPARTMENT:** Board of Commissioners

**PUBLIC HEARING: (Y/N)**

No
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**ATTACHMENT(S):** *Under Separate Cover  
Listing of Annual Summaries*

**INFORMATION CONTACT:**  
Clerk's Office, 245-2130

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**PURPOSE:** To consider and discuss the list of boards and commissions' annual work plans/reports for five boards and commissions at this meeting with their Chairs in attendance.

**BACKGROUND:** In the past, as part of the Board of Commissioners' annual planning and goal setting retreats, the Board requested and received annual summaries/work plans from the County's internal advisory boards and commissions (ABCs). This information provided the Board with a yearly overview of the boards and commissions and their projected goals for the upcoming year. This particular process ended in 2007. The Board decided at its April 13, 2010 meeting to reinstate this process independent of the Board's annual retreats.

The Board decided in January 2012 to invite half of its boards and commissions to attend a 2013 work session to review board summaries in case the BOCC has any questions. The BOCC will review the remaining boards and commissions at a subsequent meeting (with the exception of the four advisory boards that already meet for joint dinner meetings and/or some statutory boards). A listing is below for the boards and commissions and the schedule for review of their summaries. However, the work plans/reports for all of the boards and commissions listed are included for this meeting.

**The Boards that will be represented at the January 29<sup>th</sup> meeting are:** (the expectation was that there would be six Boards represented (instead of five) but some board chairs and/or staff could not attend)

Animal Services Advisory Board:

Dr. Kristine Bergstrand, DVM Chair

Michelle Walker, JD, Vice Chair

Chapel Hill/Orange County  
Visitors Bureau

Dave Gephardt, Chair

Commission for the Environment  
Historic Preservation Commission  
OUTBoard

David Neal, Chair  
Todd Dickinson, Chair  
Paul Guthrie, Chair

**Boards and Commissions to attend a subsequent work session:**

Advisory Board on Aging  
Agricultural Preservation Board  
Arts Commission  
Economic Development Advisory Board  
Human Relations Commission  
Parks and Recreation Council

**Boards that will not attend a work session (unless otherwise requested by the Board):**

Adult Care Community Advisory Board  
Affordable Housing Advisory Board - joint dinner meeting  
Board of Adjustment  
Board of Health - joint dinner meeting  
Board of Social Services - joint dinner meeting  
Nursing Home Community Advisory Board  
Planning Board - joint dinner meeting  
Solid Waste Advisory Board

**FINANCIAL IMPACT:** None.

**RECOMMENDATION(S):** The Manager recommends the Board review the annual work plans from advisory boards and commissions and provide feedback and/or direction.

**BOARDS AND COMMISSIONS**

1. Animal Services Advisory Board pages 4-10
2. Chapel Hill/Orange County Visitor's Bureau pages 11-14
3. Commission for the Environment pages 15-20
4. Historic Preservation Commission pages 21-25
5. Orange Unified Transportation Board (OUTBoard) pages 26-31
6. Arts Commission pages 32-34
7. Adult Care Home Community Advisory Committee pages 35-38
8. Affordable Housing Advisory Board pages 39-42
9. Agricultural Preservation Board pages 43-46
10. Alcoholic Beverage Control (ABC) Board pages 47-49
11. Board of Adjustment pages 50-51
12. Board of Health pages 52-55
13. Board of Social Services pages 56-58
14. Advisory Board on Aging pages 59-61
15. Human Relations Commission pages 62-65
16. Nursing Home Community Advisory Committee pages 66-68
17. Parks and Recreation Council pages 69-72
18. Planning Board (Orange County) pages 73-77
19. Solid Waste Advisory Board pages 78-82

**NAME OF BOARD/COMMISSION: Animal Services Advisory Board (ASAB)**

**Report Period:** January 2012 – December 2012

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
INPUT FOR COUNTY COMMISSIONERS' ANNUAL PLANNING RETREAT**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

Board/Commission Name: **Animal Services Advisory Board (ASAB)**

Person to address the BOCC at Retreat (if requested by BOCC) and contact information: **Kristine Bergstrand, DVM, Chair, ASAB but a new chair will be elected at the January 16, 2013 meeting**

Primary County Staff Contact: **Bob Marotto, Animal Services Director**

How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?

**In 2013, the ASAB will have a monthly meeting schedule. The ASAB decided to return to a monthly meeting schedule from the bimonthly meeting schedule it has kept since the middle of 2010. The reason for the decision was that bimonthly meetings did not offer sufficient time to hear public comment and address agenda items in a deliberate and timely manner.**

**The ASAB will continue to be supported, in the main, by the Animal Services Director to control staff time spent in support of the ASAB. In addition, the director's time commitment may actually be minimized by the election of a secretary with record keeping responsibilities at the first meeting of the year (January) in 2013.**

**Presently, the ASAB has only one standing committee and one task force::**

- **Potentially Dangerous Dog Appeal Committee: This standing committee is required by NCGS to hear appeals initiated by owners of potentially dangerous dog declarations. Based on requests for appeal, this committee often meets between six and twelve times per**

**NAME OF BOARD/COMMISSION: Animal Services Advisory Board (ASAB)**

**Report Period: January 2012 – December 2012**

- year.
- **Animal Recovery and Sterilization Committee:** This task force is considering a legislative issue as part of the County's strategic plan for addressing pet overpopulation. In particular, it is considering whether there are ordinance changes the County should make to encourage the sterilization of dogs and cats recovered as strays—particularly dogs and cats impounded as strays more than one time.

Brief Statement of Board/Commission's Assigned Charge and Responsibilities.

**According to Orange County's new General Policy for Boards and Commissions, the ASAB provides a critical interface between the community and elected officials. Accordingly, the ASAB will continue to serve as a sounding board for stakeholder groups, reviewing animal-related policy issues raised by residents or identified by the BOCC. Animal Services and other county staff will continue to direct residents to the ASAB as a step in any review and discussion process prior to bringing an issue to the Board of County Commissioners.**

**Two recent examples of citizen concerns brought to the ASAB for consideration were noise complaints related to crowing roosters and whether that species should be added to the County's Animal Control Ordinance, and possible cat sheltering enhancement of caging and enrichment.**

**The ASAB would stress that it remains fundamentally concerned about the human aspects of animal issues and services as well as animal welfare. It continues to be involved with the full range of services that impact public health and safety. The ASAB would also recall that one of its members is the veterinarian who serves on Orange County's Health Board.**

**In addition, the ASAB recognizes the importance of the "human-animal bond" and values the role of animal companions in enriching the quality of life for people. A good illustration is the ASAB's support for Animal Services partnership with the Department of Social Service to provide affordable pet sterilization to households of lesser means. Another illustration is the ASAB's strong and ongoing support for the department's ten (10) or so annual low cost rabies vaccination clinics, which are responsible for approximately 1000 dog and cat vaccinations each year.**

What are your Board/Commission's most important accomplishments?

**The ASAB has partnered with staff to continue to facilitate partnerships with other animal organizations. At many meetings there is a "Partner**

**NAME OF BOARD/COMMISSION: Animal Services Advisory Board (ASAB)**

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**Profile” presentation. In 2012, these included the Orange County chapter of the Coalition to Unchain Dogs, Pet Overpopulation Control—North Carolina, AnimalKind, Triangle Wildlife Rehabilitation Clinic and the North Carolina representative of the Humane Society of the United States.**

**Also, the ASAB again worked with staff to review funding applications from outside agencies. Through this process, the board sought to identify agencies that augment the “animal services” provided by the County and in the case of Triangle Wildlife Rehab Clinic, remove some of the burden from staff in responding to wildlife questions from the community, freeing them to focus on the goals of Animal Services**

**The ASAB coordinated with staff to address two specific issues raised by residents of the county, namely, whether noise from crowing roosters should be regulated and the identification of shelter animals. The ASAB closely coordinated with staff to review these issues, and prepared written reports with carefully formulated recommendations for the BOCC.**

**Along with ASAB Chair and Animal Services Director, members of the ASAB met with the Chair and Vice Chair of the Agricultural Preservation Board (APB) and the DEAPR Director to discuss the issue of crowing roosters and noise control. One outcome was agreement to approach the County’s new Director of Public Affairs to consider how to bring the full range of attributes of rural life to people who may be considering Orange County as a home. Another outcome was continued discussion of other points of interface between the ASAB and APB, e.g., disaster responses for livestock and other large animals.**

**In addition, the ASAB continued to work with staff to support and promote a strategic plan for managing pet overpopulation. In particular, the board began work on the legislative component of the strategic plan, and began to assess whether the County should require the sterilization of dogs and cats that are repeatedly impounded and recovered by an owner or keeper. This initiative encompasses a review of pertinent practices throughout the country and North Carolina, and an effort to create greater incentives for animal owners and custodians to sterilize their dogs and cats.**

**Finally, the ASAB assured the continuity of its own successful operation in a changing operational context for boards and commissions in Orange County. In the first place, the ASAB Chair communicated much more closely than in past years with the BOCC Chair to ensure consistent and effective coordination between the two bodies. This proved especially important in regard to more charged program and policy issues, providing**

**NAME OF BOARD/COMMISSION: Animal Services Advisory Board (ASAB)**

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**a genuine bridge in the absence of a designated Commissioner liaison for the ASAB.**

**In addition, the ASAB collaborated with Animal Services staff to reconstitute the board's membership once the BOCC lifted its freeze on appointments to boards and commissions. This ongoing effort has included interviewing ASAB candidates and making a recommendation to the to the BOCC for vacant positions. It has also included conduct of an orientation for all new members, conducted by the ASAB Chair and the department Director, which provides an overview of County "animal services" and introduction to the advisory board in relation to County governance.**

List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.

**As previously noted, the ASAB hosted a variety of partner organizations, thereby helping to strengthen important working relationships. The ASAB also supported the department's very successful annual Open House. In specific program areas, the ASAB supported the department's ongoing effort to support and spread targeted spay and neuter as well as to aspire to and achieve a very high live release rate for all sheltered animals.**

Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.

**Work done by the ASAB in coordination with Animal Services staff touches several principles and priorities. Three principles and priorities seem noteworthy with respect to the ASAB in calendar year 2012. These are:**

**Budget Discipline and Core Services**

- **Supported strategic plan for managing pet overpopulation to control medium and long-term costs.**
- **Concentrated on core services and continued to seek and enhance partnerships through use of Partner Profiles.**
- **Communicated budget constraints to others.**
- **Supported departmental initiatives to increase revenues, such as the department's move to online licensing and donation services.**

**Making County Government Accessible, Understandable and Transparent**

- **Served as a sounding board for the BOCC on citizen concerns with animal related policies.**
- **Worked with staff to communicate with the BOCC regarding citizen concerns.**
- **Made recommendations to the BOCC regarding certain citizen**

**NAME OF BOARD/COMMISSION: Animal Services Advisory Board (ASAB)**

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**concerns as well as on candidates for ASAB vacancies.**

**Advisory Board Roles and Responsibilities**

- **Sustained ASAB by filling numerous vacancies that occurred during the BOCC “freeze” on board appointments**
- **Implemented or prepared for the implementation of new board practices and procedures as these are set out in the County’s new General Policy for Boards and Commissions**
- **Continued to be attentive to and respectful of the reductions in staff support for the ASAB itself.**

If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board’s activities/accomplishments as they may relate to the Comprehensive Plan’s goals or objectives.

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

**Not applicable.**

Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities.

If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).

The ASAB expects to be especially concerned with several areas in the coming year. These are:

**Budget Discipline and Core Services**

- **Continue to work toward the full implementation of the County’s strategic plan for managing pet overpopulation but on an adjusted schedule.**
- **Continue to concentrate on core services and to seek effective partnerships with other organizations.**
- **Continue to communicate with residents and others (as needed) about the preceding.**

**Making County Government Accessible, Understandable and Transparent**

- **Continue to serve as a sounding board for the BOCC on policy concerns including kennel permits in the rural buffer (and possibly other areas of the County).**
- **Continue to make recommendations to BOCC, in coordination with**

**NAME OF BOARD/COMMISSION: Animal Services Advisory Board (ASAB)****Report Period: January 2012 – December 2012**

- staff, on issues of citizen concern
- Continue to coordinate with staff to inform the BOCC of strategic initiatives and significant policy considerations

**Advisory Board Roles and Responsibilities**

- Continue to recommend ASAB applicants to the BOCC and orient new members to the role and responsibility of the advisory board.
- Work with staff to ensure full implementation and effectiveness of new board protocols for boards and commissions.

What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?

**Spay/Neuter:** The ASAB intends to begin considering the complex issue of free-roaming and feral cats as part of the legal element of the County's strategic plan for managing pet overpopulation. However, the ASAB recognizes that this process may begin later rather than sooner and that it must be coordinated with other activities and staff obligations. Also, the ASAB may seek to work with staff to develop a volunteer corps to do outreach and provide transportation for qualified residents.

**Volunteer Program:** The ASAB will be working with staff to further grow and enhance the department's robust and highly productive volunteer effort. Budgetary concerns include the acquisition of appropriate volunteer management software and the addition of another full-time equivalent position in the area of program management.

**Animal Ordinance:** As already mentioned, the ASAB expects to play some role in the review of kennel permit requirements in the rural buffer as that review process proceeds. In addition, the ASAB is aware that staff is attempting to create a comprehensive ordinance for Orange County, applicable in different ways to rural areas and towns, and expects to review some version of this work. The ASAB also expects to approach the BOCC with a policy recommendation regarding dogs and cats that are repeatedly impounded and recovered and expects this may entail a proposal for budget action as well as an ordinance amendment.

**Commercial Dog Breeding Regulations:** The ASAB expects to approach the BOCC to request a resolution of support for legislation that would regulate "puppy mills" in North Carolina. In addition, the ASAB expects to coordinate with county staff in considering and developing a County ordinance regulating "commercial breeding operations." A county ordinance may be necessary if the effort to amend North Carolina's General

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**Statute. It may also be necessary if the criterion for “commercial breeding operations” becomes watered down through the legislative process.**

**New County Policies for Advisory Boards and Board Development: Early in 2013, the ASAB will complete its transition to operating under the County’s new general policy and the County’s new policy specific to the ASAB itself. Among other things, this transition will include the creation of a secretary to perform tasks that to date have been performed by staff. More generally, the ASAB will continue to develop itself and foster new leadership, which is notable because of significant changes in its composition, i.e., the addition of numerous new members and “retirement” of experienced members.**

**NAME OF BOARD/COMMISSION: The Chapel Hill/Orange County Visitors Bureau****Report Period: 2012/2013****ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
ANNUAL REPORT/ WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:**

Advisory Board for Orange County Visitors Bureau

**Person to address the BOCC at work session- if applicable- and contact information:**

Dave Gephart, Chairman  
[dave@gephartmarketing.com](mailto:dave@gephartmarketing.com)  
919-656-7104

**Primary County Staff Contact:**

Laurie Paolicelli, Director  
[lpolicelli@visitchapelhill.org](mailto:lpolicelli@visitchapelhill.org)  
919-968-2064

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

The Visitors Bureau meets the third Wednesday, 8am, each month at Monthly, rotating locations in Orange County (except for December and July).

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

The Chapel Hill/Orange County Visitors Bureau exists to build Orange County's economy through tourism. To accomplish this, since 1992, the bureau has been asked to position Orange County as a desirable destination for conferences, general tourism and special events through a strategic marketing program that increases spending by our visitors, which in turn helps to increase jobs, retail sales and occupancy taxes in Orange County. The thrust of their programs is to

**NAME OF BOARD/COMMISSION: The Chapel Hill/Orange County Visitors Bureau**

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increase overnight stays, which generate the greatest number of dollars, as well as encouraging day trippers, who spent one-third less than overnighters but fuel restaurant and retail sales.

**What are your Board/Commission's most important accomplishments?**

The overarching goal is marketing the assets of Orange County to outside audiences while filling hotel rooms and contributing to a positive economy through tourism. To reach these goals the Visitors Bureau must work closely with UNC, the towns, hotels, restaurants, event organizers, transportation agents and state tour operators to **promote seasonal travel opportunities**.

With a 13- member voting (advisory) board made up of hospitality-focused constituents from the private sector and local government board members from Carrboro, Hillsborough, Chapel Hill and Orange County and equipped with data from the state tourism office – the Visitors Bureau is ideally situated to promote and sustain a healthy tourism industry. It also oversees the Orange County Arts Commission and helps that agency use art to build the economy.

According to the 2011 America for the Arts Study the Orange County Arts Commission participated in, the arts in Orange County generate \$85 million a year. The study confirmed that nonprofit arts and culture organizations pay their employees, purchase supplies, contract for services, and acquire assets from within their communities. Their audiences generate event-related spending for local merchants such as restaurants, retail stores, hotels, and parking garages. This study sends an important message to community leaders that support for the arts is an investment in economic well-being as well as quality of life.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

The Visitors Bureau's program is wide-ranging: it includes marketing both evergreen staples that attract visitors – UNC, the favorable climate, environmental assets, history, heritage, food, botanicals, art and meeting space – as well as special events such as festivals, new restaurants, farm programs, University events (Obama's visit, for instance), athletics, comedy clubs, sculpture shows, national guest lecturers and artistic performers.

The sales and marketing efforts are broad ranging and their successes are encouraging. According to NC Dept. of Commerce, nearly \$157 million was left by tourists to Orange County in 2011.

**NAME OF BOARD/COMMISSION:** The Chapel Hill/Orange County Visitors Bureau  
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**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

From a tourism standpoint, Orange County leaders, as well as leaders at the state level, prioritize tourism in part because it's a clean industry. It requires little infrastructure, uses a hotel occupancy tax levied by the county, and creates jobs. Typically these are jobs at every skill level that cannot be outsourced, from front desk personnel and valet services to reservation center jobs, restaurant staff, bartenders, manager; and environmental leaders that take care of county parks, greenways, water, botanicals and historical districts.

N/A

**NOT AN Element Lead Advisory**

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities. If applicable, is there a fiscal impact (i.e., funding, staff time, and other resources) associated with these proposed activities (please list).**

The Visitors Bureau is succeeding, but continues to see areas for improvement. The Board has created a Plan of Action that seeks to build jobs, create more spending and support the arts. Specifically, research shows that the Bureau can have a greater impact by focusing on mid-week travel, or the Sunday-Thursday period that require greater marketing in order to bring business travelers and conferences to town. Once this is accomplished there is a greater chance of a stable hospitality industry and downtown and evening economies. If the Bureau can help the hotels achieve greater occupancy, and build its rate, than everybody associated with the travel industry-- autos, rental cars, restaurants, retail-- will see an increase. It is the hope of the Bureau to contribute to an economic development goal of \$170 million dollar impact and 1,900 jobs in 2013.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

To make the most effective use of our dollars we play to the international brand recognition that Chapel Hill enjoys. And yet at the same time, we must strike the right alliance with our other towns, specifically Hillsborough and Carrboro as they have huge tourism draws and a new focus on overnight business. In this way the visitor's bureau works to promote the whole county by taking advantage of the

**NAME OF BOARD/COMMISSION: The Chapel Hill/Orange County Visitors Bureau**

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unique offerings each town provides.

Finally, a big focus for 2013 will center on a visitor campaign that promotes Farms, Family, and Fun. Agri-tourism is exploding. The visitor's bureau is working with farmers and marketing firms that specialize in farm marketing campaigns to produce a new program focused on farm events, farms available to the public and related fun.

**NAME OF BOARD/COMMISSION:** Commission for the Environment  
**Report Period:** 2012 – 2013

**ORANGE COUNTY ADVISORY BOARDS & COMMISSIONS  
 ANNUAL REPORT / WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:** Commission for the Environment

**Persons to address BOCC at work session and contact information:**

Chair: David Neal 919-732-2156  
 David.L.Neal@gmail.com  
 Vice-Chair: Jan Sassaman 919-933-1609  
 jan.sassaman@gmail.com

**Primary County Staff Contact:**

Department of Environment, Agriculture, Parks and Recreation  
 Rich Shaw (Land Conservation Manager) 245-2514  
 rshaw@orangecountync.gov  
 Tom Davis (Water Resources Coordinator) 245-2513  
 tdavis@orangecountync.gov

**How many times per month does this commission meet, including any special meetings and sub-committee meetings?**

One meeting per month (2<sup>nd</sup> Monday); committees as needed during regular meeting

**Brief Statement of Commission's Assigned Charge and Responsibilities.**

Purpose: to advise the BOCC on matters affecting the environment, with particular emphasis on environmental protection and enhancement. Other duties include:

- Perform special studies/projects on environmental issues as requested by BOCC
- Recommend environmental initiatives to the BOCC, especially of local importance
- Study changes in environmental science and environmental regulations in the pursuit of the CFE's duties
- Educate the public and local officials on environmental issues

**NAME OF BOARD/COMMISSION:** Commission for the Environment  
**Report Period:** 2012 – 2013

**What are your Commission's most important accomplishments?**

- Advocated for ½ cent sales tax referendum for Triangle Region public transit (2012)
- Advised the BOCC to protect public health and sensitive lands from fracking (2012)
- Compiled annotated bibliography of the effects of forest mgnt. on water quality (2012)
- Initiated project to identify native plant habitat along roadways for protection from herbicides in collaboration with NC Botanical Garden, NCDOT, utility providers (2012)
- Provided comments on draft UDO amendments for permitting solar arrays (2012)
- Advised BOCC to preserve areas in developments for solar energy production (2012)
- Initiated effort to create incentives for energy efficient construction/renovation (2012)
- Developed a Sustainable Landscaping Policy for County facilities (2010)
- Developed a Forest Management Policy for County properties (2010)
- Assisted County staff in completing the Natural and Cultural Systems Element of the Orange County Comprehensive Plan (2008)
- Helped draft Environmental Responsibility in County Gov't. Goal (2005)
- Worked with Board of Health and staff on determining best ways to implement the Water Resources Initiative (adopted in principle by BOCC in 2005)
- Assisted with County's Greenhouse Gas Emissions Reduction Inventory (2005)
- Completed Orange Co. State of the Environment reports (2000, 2002, 2004, 2009)
- Convened Orange County Environmental Summit (2005 and 2009)
- Worked with Orange County Schools to introduce local environmental indicators/ trends and issues into middle and high school science curriculum (SOE 2004, 2009)

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

- Review and comment on environmental issues (such as biosolids application, water pollution, air quality, forest management) and other issues assigned by the BOCC
- Identify priorities for the Lands Legacy Action Plan (natural areas and wildlife habitat)
- Conduct special studies pertaining to Orange County environment (e.g., energy efficiency/sustainability, forestry effects on water quality, herbicides and native flora)
- Develop recommendations on implementation of ground water studies of the 1990s and the integration of ground water and surface water quality and quantity

**NAME OF BOARD/COMMISSION:** Commission for the Environment  
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- Conduct environmental education outreach at events (e.g., Last Fridays, Festifall)

**Describe this commission's activities/accomplishments in carrying out BOCC goals/priorities, if applicable.**

**BOCC Goal Five: Create, preserve, and protect a natural environment that includes clean water, clean air, wildlife, important natural lands and sustainable energy for present and future generations.**

- Presented findings and recommendations to BOCC on selected environmental issues: effects of forest mgmt. on water quality; effects of herbicides on roadside native plant habitat; potential effects of hydraulic fracturing (“fracking”) in Orange County; problems caused by hydrilla in the Eno River (BOCC Priorities #1 and #12)
- Stayed abreast of ongoing and developing environmental issues of importance to the County, such as the Falls & Jordan Lake nutrient management rules, the permitting of biosolids land application on farmland, and solid waste mgmt. (Priorities #12 and #16)
- Provides comments on proposed master plans for future parks/preserves

**If your commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your activities/ accomplishments as they may relate to the Comprehensive Plan's goals or objectives. (*Element Lead Advisory Boards include: Planning Board, Commission for the Environment, Historic Preservation Commission, Agriculture Pres. Board, and Parks & Recreation Council*)**

- The CFE provided extensive input into DEAPR staff development of the *Natural and Cultural Systems Element* of the Comprehensive Plan—specifically the chapters on Air and Energy Resources, Water Resources, and Natural Areas and Wildlife Habitat

**Objective AE-1:**

Assess and implement the current countywide greenhouse gas emissions inventory and action plan target reductions.

- The CFE helped to initiate a countywide inventory of greenhouse gas emissions (2005), and continues to advise on ways to reduce the County's “carbon footprint.”

**Objective AE-15:**

Foster participation in green energy programs such as installation incentives for solar hot water/solar generation/solar tempering in residential or commercial construction. The County should develop programs that will link citizens and businesses with options for alternative and sustainable energy sources.

- The CFE's Energy Resources Committee has developed proposals that address energy efficiency and renewable power issues, and will continue to expand its efforts in collaboration with other advisory boards and stakeholders.

**NAME OF BOARD/COMMISSION:** Commission for the Environment  
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**Objective NA-3:**

Develop a more detailed and consistent methodology for monitoring changes in forest cover throughout the County, and specifically the extent of mature hardwood forest.

- The CFE's State of the Environment 2009 reported on the significant reduction in mature hardwood forest that occurred from 2003-2008 and since 1988. Further refinements to the methodology are still needed for future applications.

**Objective NA-11:**

Develop a comprehensive conservation plan for achieving a network of protected open space throughout Orange County, which addresses 1) threats to important natural areas; 2) connectivity between protected areas; 3) coordination with neighboring counties; and 4) sustainable management of critical natural resources.

- The CFE's Biological Resources Committee prepared a draft scope of work and is considering how to proceed in concert with updated Parks & Rec Master Plan

**Objective NA-16:**

Create a system of public and private open space and conservation areas, including parks, nature preserves, and scenic vistas representative of Orange County landscape.

- The CFE advises County's Lands Legacy program in its efforts to protect the most important natural and cultural resource lands through a variety of means.
- The CFE's Biological Resources Committee prepared a draft scope of work is considering how to proceed in concert with updated Parks & Rec Master Plan

**Objective WR-5:**

Promote and participate in regional efforts to plan for use of water supplies in the region in an equitable manner, including contingency planning for water supplies during droughts. [Also Objectives WR-9, WR-10, and WR-15]

- CFE is staying abreast of Jordan Lake Partnership and advising staff as needed
- CFE is advocating full implementation of the Water Resources Initiative to ensure planning for an adequate water supply for current and anticipated future needs

**Objective WR-11:**

Provide incentives and educational information to landowners to increase protection of watersheds and ground water supplies and their inter-relationships.

- The CFE distributes groundwater and surface water educational materials at Festifall and Last Fridays events and as part of its State of the Environment reports

**NAME OF BOARD/COMMISSION:** Commission for the Environment  
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**Identify any activities this commission expects to carry out in 2013 as they relate to established BOCC goals and priorities. If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (list).**

- Convene an Energy Task Force (or equivalent work group) to improve the County's ability to foster local sustainable energy production and energy efficiency strategies.
- Recommend ways to reduce the County's "carbon footprint" and implement the County's Environmental Responsibility Goal (BOCC Priority #10)
- Collaborate with others to identify significant roadside habitat for native plants; work with NCDOT and utilities to protect roadside habitats (BOCC Priority #1)
- Stay abreast of Jordan and Falls Lake nutrient reduction rules, and Jordan Lake Partnership (water supply allocations); advise County staff and BOCC as needed
- Develop surface water monitoring plan for county in coordination with other entities
- Continue to review/comment on plans to expand the Orange Well Net program
- Initiate efforts to create a detailed water budget for Orange County
- Assist with data collection for 2013-14 Orange County State of the Environment
- Advise County staff on implementing selected objectives of the Comprehensive Plan
- Help develop a comprehensive conservation plan for Orange Co (BOCC Priority #1)
- Continue to monitor UNC's transition from coal to biomass for power generation
- Provide recommendations for land conservation priorities through the Lands Legacy Action Plan 2013-15 (BOCC Priorities #1 and #24)
- Co-sponsor annual DEAPR photography contest: *The Nature of Orange*

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

- The ongoing need to fully implement the Water Resources Initiative to ensure planning for an adequate water supply for current and anticipated future needs (e.g., expand the Orange Well Net groundwater monitoring program; initiate efforts to create a detailed Water Budget for the county.)
- The CFE will collaborate with others to identify significant roadside habitat for native plants and work with NCDOT and other utilities to protect those roadside habitats [authorized by BOCC June 2012]

**NAME OF BOARD/COMMISSION:** Commission for the Environment  
**Report Period:** 2012 – 2013

- Convene an Energy Task Force (or equivalent work group) to improve the County's ability to foster local sustainable energy production and energy efficiency strategies
- Continued interest in collaborating with the Planning Board and others (with appropriate direction from the BOCC) on developing new requirements or incentives for developers of residential and commercial properties to reserve areas for solar energy generation [Dec. 2011 memos to BOCC]
- Continued interest in collaborating with the Planning Board (with appropriate direction from the BOCC) on developing incentives for increasing energy efficiency in all new construction [Jan 2012 memo to Planning Board]
- The US EPA is likely to revise two Federal Air Quality standards (ozone and particulate matter) in 2013. These anticipated changes may affect both stationary and mobile emission sources and require revisions in Orange County's transportation planning. The CFE will stay up to date with any regulatory changes and advise the BOCC on any policy implications for the county.

**NAME OF BOARD/COMMISSION:** Historic Preservation Commission  
**Report Period:** 2012 - 2013

**ORANGE COUNTY ADVISORY BOARDS & COMMISSIONS  
 ANNUAL REPORT / WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:** Historic Preservation Commission (HPC)

**Person to address the BOCC at Retreat (if requested) and contact information:**

Chair: Todd Dickinson (919) 732-5439 dicres@mindspring.com  
 Vice-Chair: Steve Rankin (919) 308-6057  
 orangecountync@gmail.com

**Primary County Staff Contact:**

Department of Environment, Agriculture, Parks and Recreation  
 Peter Sandbeck (Cultural Resources Specialist) 245-2517  
 psandbeck@orangecountync.gov  
 Rich Shaw (Land Conservation Manager) 245-2514  
 rshaw@orangecountync.gov

**How many times per month does this commission meet, including any special meetings and sub-committee meetings?**

One meeting per month (4<sup>th</sup> Wednesday)

**Brief Statement of Commission's Assigned Charge and Responsibilities.**

The Historic Preservation Commission (HPC) is charged with the identification, inventory and protection of architectural and archaeological sites in the County, with publishing and/or offering online records of this inventory, and advising the Board of County Commissioners on matters pertaining to historic preservation. The HPC is also charged with providing guidance and a forum for public comments on National Register nominations and administering the Local Landmark Program as outlined in the Certified Local Government Program.

**What are your Commission's most important accomplishments?**

- Convened the Orange County Historic Preservation Summit (May 2012) involving ten organizations (historic commissions and non-profits) from the county and municipalities

**NAME OF BOARD/COMMISSION:** Historic Preservation Commission  
**Report Period:** 2012 - 2013

- Was awarded \$15,000 state grant for an archaeological survey (Phase II) of Hollow Rock Access Area (New Hope Creek Preserve); survey to be completed in 2013
- Completed *Design Standards for Orange County Local Landmarks and Local Historic Districts* (2010)
- Evaluated candidates for Orange County Local Landmarks and recommended BOCC designation for five landmarks (thus far), including Murphey School (2011)
- Supported the stabilization of the historic building complexes at future park sites
- Prepared the Cultural Resources Chapter of the 2030 Comprehensive Plan (2008)

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

- Prepare annual report for the Certified Local Government Program
- Conduct activities related to National Historic Preservation Month in May, including organizing a photo contest with the Orange County Museum, booth at Hillsborough Last Fridays event, and periodic Historic Preservation Summit with other preservation entities
- Administer the Local Landmark Program
- Provide a forum for public comments on nominations to the National Register of Historic Places

**Describe this commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

**Goal Two: Promote an interactive and transparent system of governance that reflects community values.**

**Priority 7:** Improve intra-and intergovernmental coordination, cooperation and collaboration. (a) Work with Town of Hillsborough on: Joint land use planning approaches, policies/ordinances, and annexation, and Economic Development Districts. (b) Work with City of Durham on: Economic Development Districts.

- The HPC's work with the Hillsborough HDC regarding the handling of historic sites located in the Town's ETJ speaks to Priority 7.

**Goal Five: Create, preserve, and protect a natural environment that includes clean water, clean air, wildlife, important natural lands and sustainable energy for present and future generations.**

**Priority 15:** Complete stewardship and management plans for Lands Legacy.

- The HPC has been actively involved in the stabilization of the historic buildings at the County's future park sites and has offered suggestions on

**NAME OF BOARD/COMMISSION:** Historic Preservation Commission  
**Report Period:** 2012 - 2013

potential new uses for buildings that outlived their original purpose. The HPC would like to use the collective expertise of its members to remain involved in the repair and use of these important structures, as suggested in memo to County Manager to that effect.

**Priority 16: (a)** . . . Conduct public education campaign; and Link public with opportunities to improve energy efficiency and use sustainable energy sources.

- For the last four years, the focus of the HPC's Last Friday's booth during Historic Preservation Month has been historic preservation and green building, including information on how to improve the energy efficiency of existing buildings in a way that retains their historic significance.

**If your commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your activities/ accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

- The HPC provided extensive input into DEAPR staff's development of the *Natural and Cultural System Element* of the Comprehensive Plan—specifically the chapter on Cultural and Historic Resources. The HPC frames its annual work plan around efforts to implement the objectives outlined in the Cultural and Historic Resources Chapter.

**Objective CR-1:**

Provide for the systematic identification of historic buildings, objects, districts, sites, structures and archaeological sites. Update and improve these inventories at regular intervals.

- Information regarding the identification of newly-discovered historic resources and the loss of existing resources are documented in the Certified Local Government program annual reports.
- The HPC is also involved in the identification and protection of cultural resources below ground, and continues to promote an understanding and appreciation of the importance of archaeological resources.

**Objective CR-3:**

Work within the Orange County government system to identify and resolve existing policies which may be in conflict with the County's historic preservation mission.

**NAME OF BOARD/COMMISSION:** Historic Preservation Commission  
**Report Period:** 2012 - 2013

- The HPC and DEAPR staff have begun working more closely with Planning & Inspections staff and Environmental Health staff on permitting requirements for historic properties (e.g., Murphey School), as well as the identification and protection of archaeological resources during construction projects.

**Objective CR-7:**

Encourage publication of material relating to the County's heritage.

- Completed *Design Standards for Orange County Local Landmarks and Local Historic Districts* (adopted October 2010).

**Objective CR-10:**

Establish a dialogue with the other jurisdictions in and adjacent to Orange County to address cultural resources in areas with or without designated Historic Preservation/District Commissions.

- The HPC began this dialogue with the initial Historic Preservation Summit (2009), which led to the BOCC's initial discussion with the Hillsborough Town Council regarding the handling of historic properties in the Town's ETJ. The HPC remains interested in the possibility of extending the County's Local Landmark program into the Town of Hillsborough's ETJ.

**NAME OF BOARD/COMMISSION:** Historic Preservation Commission  
**Report Period:** 2012 - 2013

**Identify any activities this commission expects to carry out in 2013 as they relate to established BOCC goals and priorities. If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

- The HPC expects to continue working with the Hillsborough Historic District Commission and the County Attorney on an approach for the handling the further protection of historic sites in the Town's extra-territorial jurisdiction
- The HPC will remain active in advising the County in the care and repair of its historic buildings and offer suggestions on potential new uses for buildings that outlived their original purpose
- The HPC will monitor the findings of an archaeological survey (Phase II) of the County's Hollow Rock/New Hope Creek Preserve property and advise the County on it might use this information to interpret the history of land use at this location

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

- The HPC would like to revisit the language in the County's internal Cultural and Archaeology Resources Policy (adopted in 2006) to ensure that it provides the intended level of protection to local resources
- The HPC would like to publish the countywide survey files on the Department of Environment, Agriculture, Parks and Recreation website
- The HPC would like to increase its outreach to local residents, particularly the owners of historic buildings, to share more information about existing preservation tools and programs.
- The HPC is developing a proposal for establishing a virtual (i.e., on-line) center that would enable historic preservation entities in the county to provide better services and products that will stimulate cultural and heritage tourism in Orange County

**NAME OF BOARD/COMMISSION: Orange Unified Transportation Board (OUTBoard)**  
**Report Period: 2012**

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
 INPUT FOR COUNTY COMMISSIONERS' ANNUAL PLANNING RETREAT**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**NAME OF BOARD/COMMISSION: Orange Unified Transportation Board (OUTBoard)**

Person to address the BOCC at Retreat (if requested by BOCC) and contact information:

**Paul Guthrie, Chair. Telephone 919-933-2931**  
**E-mail: [guthriep@bellsouth.net](mailto:guthriep@bellsouth.net)**

Primary County Staff Contacts:

**Abigaile Pittman, 245-2567, [abpittman@co.orange.nc.us](mailto:abpittman@co.orange.nc.us)**  
**Tom Altieri, 245-2579, [taltieri@co.orange.nc.us](mailto:taltieri@co.orange.nc.us)**  
**Tina Love, 245-2575, [tlove@co.orange.nc.us](mailto:tlove@co.orange.nc.us)**

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

The OUTBoard typically meets once each month. The Board met less frequently in 2012 (seven times), as needed to address BOCC priorities. There were no subcommittee meetings in 2012.

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities:**

The purpose of the Orange Unified Transportation Board is to advise the Board of County Commissioners (BOCC) on major transportation issues, and provide to the Board recommendations regarding the overall planning and programming of transportation improvements in the county.

**What are your Board/Commission's most important accomplishments?**

In 2012, the OUTBoard has:

1. Reviewed the status of the Comprehensive Transportation Plan (Comprehensive Plan Transportation Element Objective T-3-2) for rural

**NAME OF BOARD/COMMISSION: Orange Unified Transportation Board  
(OUTBoard)  
Report Period: 2012**

- Orange County. Further Board activity on this matter was suspended pending MPO boundary resolution. The Board was advised in October that the boundary issue had been resolved and development of the CTP would be proceeding soon.
2. Reviewed the status of the Safe Routes to School Action Plan. Further Board activity on this matter was suspended in 2012 pending review of the Draft Plan by NCDOT. On August 2, 2012 Planning staff received an email from NCDOT advising that they are reviewing the final materials from Greene Transportation, the Plan consultant. When they complete their review, the Plan will be brought back to the OUTBoard (in 2013) for review of NCDOT comments and any suggested revisions.
  3. Reviewed concerns regarding bicycling safety and communicated these concerns to the BOCC.
  4. Received a presentation on the TTA Transit Plan for Orange County.
  5. Discussed options for comprehensively communicating planned transportation improvements on the County's web site through mapping tools or other such tools that would enhance communication with the public. Revisions have been made based on OUTBoard input.
  6. The Durham-Chapel Hill-Carrboro (DCHC) Metropolitan Planning Organization (MPO) Metropolitan Transportation Plan (MTP) for Air Quality Conformity is federally mandated, and involves a recurring 4-year cycle of tasks to update the plan to ensure air quality goals are met. The OUTBoard is involved with the review and comment for Orange County's part in the development of regional long-range transportation plans and air quality conformity analyses (socio-economic data, deficiency analysis, land use analysis, transportation alternatives development and analysis, and development of vision plan.) In 2012 the OUTBoard reviewed the MTP Alternatives Analysis, and provided comments on the Plan to the BOCC at their October 2, 2012 meeting.
  7. Reviewed and updated Board policies and procedures according to specific guidelines provided by the County Attorney's office.
  8. Reviewed, discussed and updated new BOCC criteria for membership and representation.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

**NAME OF BOARD/COMMISSION: Orange Unified Transportation Board  
(OUTBoard)**

**Report Period: 2012**

1. The Transportation Improvement Program (TIP) is a recurring two-year process:  
 First year - develop priority list of projects to request in TIP for BOCC approval.  
 Second year – recommend comments regarding draft TIP for BOCC approval to submit to NCDOT during public comment period.  
  
 In 2012, the OUTBoard reviewed active NCDOT projects in the County, including various paving, construction and CMAQ projects; and assisted with the identification and prioritization of NCDOT projects for rural (TARPO RPO) and metropolitan (DCHC MPO and BG MPO) planning areas.
2. Received an update from the Planning staff on the NCDOT quarterly luncheon topics of discussion.
3. Reviewed and discussed current Board vacancies.

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

Accomplishments 1, 2, 4, and 6 (review and comment, and oversight of ongoing development of a Comprehensive Transportation Plan (CTP), the Safe Routes to School Action Plan, Metropolitan Transportation Plan (MTP) and Transit Plan); and Accomplishment 3 (regarding review and communications pertaining to bicycling safety) relate to BOCC Goal Three (Implement planning and economic development policies which create a balanced, dynamic local economy, and which promote diversity, sustainable growth and enhanced revenue while embracing community values), Priority 20: Support transit, pedestrian, and bicycle facilities and other alternatives to the single passenger automobile.

Accomplishment 5 (pursuing options for comprehensively communicating planned transportation improvements on the County's web site through mapping tools, etc.) relate to BOCC Goal Two (promote an interactive and transparent system of governance that reflects community values), Priority 6 (Develop plan and tools to improve how County and citizens communicate with each other; foster two-way exchange).

Accomplishments 7 and 8 (Reviewing and updating Board policies and procedures, and reviewing, discussing and updating new BOCC criteria for membership and representation) relate to BOCC Goal Two (promote an interactive and transparent system of governance that reflects community values), Priority 8 (Examine advisory boards and commissions to: (a) ensure they are meeting their missions; (b) determine how boards relate to each other and

**NAME OF BOARD/COMMISSION: Orange Unified Transportation Board  
(OUTBoard)  
Report Period: 2012**

how their work can best be integrated with the BOCC; and (c) ensure sustainability goals; (d) ensure fit with overall County vision; and recognize (and be sensitive to) consistencies represented by boards, commissions when framing this review).

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

Accomplishments 1, 2, 4, and 6 (review and comment, and oversight of ongoing development of a Comprehensive Transportation Plan (CTP), the Safe Routes to School Action Plan, Metropolitan Transportation Plan (MTP) and Transit Plan); and Accomplishment 3 (regarding review and communications pertaining to bicycling safety) relate to Comprehensive Plan Transportation Element Goal 3 Objective T-3.2: Create and implement an Orange County Comprehensive Transportation Plan that provides the framework for a comprehensive and connected transportation system supporting a mix of transportation modes, including sidewalks and bicycle facilities, bus and rail transit facilities, and highways. The plan should be coordinated with the goals and objectives of this Comprehensive Plan and seek to maintain and enhance community character and the natural environment; Comprehensive Plan Transportation Element Goal 2 Objective T-2.7: Construct bicycle facilities in Orange County that will make cycling safer, more convenient, and more efficient; and Comprehensive Plan Transportation Element Goal 4 Objective T-4.1: Work with nearby jurisdictions to integrate the County's transportation plans with those of other transportation planning agencies and service providers in Orange County and the Triangle Region. The resulting intermodal transportation system should reflect regional goals and objectives to meet projected travel demand and to reduce congestion and reliance on single occupancy vehicles.

**NAME OF BOARD/COMMISSION: Orange Unified Transportation Board  
(OUTBoard)  
Report Period: 2012**

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities. If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

*(See Item 3 in the section after this for a statement regarding staff resources, which is the primary fiscal impact associated with carrying out OUTBoard activities.)*

1. Continuation of Accomplishments 1, 2, 4, and 6 (review and comment, and final recommendation on the Comprehensive Transportation Plan (CTP), the Safe Routes to School Action Plan, Metropolitan Transportation Plan (MTP) (BOCC Goal Three Priority 20).
2. Review and comment on the DCHC MPO Collector Street Plan (BOCC Goal Three). [The MPO released a draft Collector Street Plan for public review in mid-October. The MPO will release a final Collector Street Plan for public comment in mid-2013 to allow time for the 2040 Metropolitan Transportation Plan (MTP) to be completed before drafting the final Collector Street Plan. DCHC has requested Orange County's input, especially concerning access management and connectivity in the economic development districts.]
3. Comprehensive Plan and UDO amendments to incorporate County functional road classification map and to establish appropriate linkages (a tightening up of existing regulations) to access management policies.
4. Review and comment on amendment to UDO for Eno EDD access management regulations (BOCC Goal 3, Priority 2: Implement Comprehensive Plan (a) Rewrite zoning and subdivision regulations (Unified Development Ordinance).
5. Conclude study of and recommendations on parking regulations for Economic Development areas and seek BOCC authorization to develop applicable amendments to the UDO to take to the Planning Board. (BOCC Goal 3, Priority 2: Implement Comprehensive Plan (a) Rewrite zoning and subdivision regulations (Unified Development Ordinance).
6. Provide input and recommendations on high speed rail corridor through the County and proposed rail crossing closings, if requested by the BOCC (BOCC Goal 3 Priority 20).
7. Continue to work with staff and the BOCC to recommend and monitor Orange County TIP projects (BOCC Goal 3 Priority 20).
8. Begin examination of UDO Section 7.8 Access and Roadways with respect to the goals and objectives of the Transportation Element of the Comprehensive Plan to determine consistency, and seek BOCC authorization to develop recommendations of applicable amendments to the UDO to take to the Planning Board. (BOCC Goal 3, Priority 2: Implement Comprehensive Plan (a) Rewrite zoning and subdivision regulations (Unified Development Ordinance).

**NAME OF BOARD/COMMISSION: Orange Unified Transportation Board  
(OUTBoard)**

**Report Period: 2012**

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

1. Following adoption, research and provide recommendations on implementation of the Comprehensive Transportation Plan (CTP).
2. Collector Street Plan review and recommendations with an emphasis on Economic Development areas.
3. Safe Route To School (SRTS) Strategic Action Plan adoption and implementation.
4. Review of new transportation related technologies (e.g., assess suitability of use of smart phones for employment connections), and other innovations promoting transportation commuting alternatives (e.g., Smart Cars).
5. Enhanced regional transportation planning and operational efforts including rural services as noted in the Orange County Bus and Rail Investment Plan.
6. Pursuit of funding sources for transportation projects.
7. Revisit OUTBoard Rules of Procedure to address township representation, and in the event OPT remains within the auspice of Orange County Government, then additional amendments will be required to comply with State regulations regarding transportation services and operational duties.
8. Review Orange County Master Aging Plan 2012-2017 strategies involving transportation and mobility and provide recommendations.

Note: These items will require staff resources. We assume we will be operating at full staff capacity in the Spring of 2013.

**NAME OF BOARD/COMMISSION: Arts Commission**

**Report Period: January-November 2012**

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS INPUT  
FOR COUNTY COMMISSIONERS' ANNUAL PLANNING RETREAT**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:**

Orange County Arts Commission (OCAC)

**Person to address the BOCC at Retreat (if requested by BOCC) and contact information:**

Alice Levinson, Chair, Home # 919/932-5902; allevs@att.net (OCAC scheduled to present in 2014)

**Primary County Staff Contact:** Martha Shannon, 919/968-2011, mshannon@orangecountync.gov

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

2<sup>nd</sup> Monday each month (except for July) at 6 pm at various sites

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities:**

**Our mission is "to promote and strengthen the artistic and cultural development of Orange County, North Carolina."** Since 1985 the OCAC has served as the countywide arts agency providing funding and support for high quality arts programs. OCAC is the Designated County Partner for NC Arts Council's state Grassroots Program funds in Orange County. We also award county arts grants, sponsor programs, promote the arts and serve as an arts information clearinghouse.

**What are your Board/Commission's most important accomplishments?**

In addition to our annual programs listed below, the Arts Commission has recently:

- Coordinated all aspects of Orange County's participation in a national **arts economic impact study** by Americans for the Arts (AFTA) entitled "Arts & Economic Prosperity IV - The Economic Impact of Nonprofit Arts & Culture Organizations & Their Audiences." – **ECON. DEV.**
- With the help of the Chapel Hill/Orange County Visitors Bureau, launched an **online arts calendar** for Orange County artists & arts organizations ([www.ExploreChapelHillARTS.com](http://www.ExploreChapelHillARTS.com)). Reminders & Training for artists & arts organizations on the use of this online resource is ongoing. – **ECON. DEV.**

**NAME OF BOARD/COMMISSION: Arts Commission****Report Period: January-November 2012****List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

- Administer two grant programs (spring and fall) that fund artists, schools, arts agencies and nonprofit organizations sponsoring art projects
- Lead two grant-writing workshops for artists & organizations prior to OCAC grant deadlines
- Apply annually to NC Arts Council for Designated County Partner renewal
- Sponsor Quarterly Artists' Salons, featuring speakers on professional development for artists
- Write and distribute press releases, online newsletters, monthly e-newsletters, grant guidelines/applications and other occasional publications
- Serve as clearinghouse of arts information on/for Orange County by responding to artists, nonprofit organizations, schools, and the public via phone, email, mail, social media, etc.
- Update and maintain website with information on our programs and services including a searchable online local arts directory utilizing our database
- Coordinate 5<sup>th</sup> District Congressional High School Arts Competition for Orange County; participate at the district-level competition and reception
- Co-sponsor Emerging Artist Program with arts councils in Durham, Chatham, Person, and Granville counties
- Co-sponsor Piedmont Laureate Program with arts councils in Durham, Wake & Alamance co's.

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s):**

The OCAC has a role to play in carrying out **Goal 3 (Economic Development)** and **Goal 6 (Quality of Life)** of the **BOCC's Goals and Priorities Fiscal Year 2009-10** (approved 9/15/09).

**The role of the OCAC in tourism is to help local artists and arts agencies create the "product" (visual art exhibits, musical concerts, studio tours, theatre performances, etc.) that both locals and visitors come to Orange County to enjoy.** The arts help create more vibrant and prosperous communities. The presence of creative professionals in a given area is the single most important factor associated with what visitors will spend. Arts industries & events draw audiences. Nonprofit arts and culture organizations in Orange County spent a total of \$85.4 million during FY 2010, supporting 3,352 full-time equivalent jobs and generating \$8.0 million in local and state government revenue.

Through the creative industries, Orange County has an opportunity to further increase job creation, attract investments, generate tax revenues, and stimulate the local economy through tourism and consumer purchases. In addition, creative industries contribute to the contemporary workforce, making creative contributions to industries' products and services and infusing culture into community development. Orange County can use the arts to boost the economy in a variety of ways, from incorporating arts into economic development and community development plans to supporting arts education and promoting arts assets as boosts to cultural tourism. By investing in the arts and incorporating arts and culture into economic development plans, Orange County can reap numerous benefits – economic, social, civic, and cultural – that help generate a more stable, creative workforce; new tourism; and more livable communities.

The arts teach our children the skills that will make them successful in the 21<sup>st</sup> century workforce – innovation, imagination, critical thinking, and collaboration. The single most effective way to achieve

**NAME OF BOARD/COMMISSION: Arts Commission****Report Period: January-November 2012**

sustainable economic growth and to enrich the quality of life of all citizens is to develop the arts at all levels. **The Arts create jobs. The Arts create vibrant Orange County communities. The Arts make money for Orange County. The Arts inspire Orange County children to excel. The Arts communicate across cultures in Orange County. The Arts express Orange County's identity and heritage. The Arts Experience changes lives.**

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities...:**

*N/A*

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities... please list fiscal impact:**

**GOAL 3: ECONOMIC DEVELOPMENT** – Along with the Durham Arts Council and CVB, we will continue to promote the **Triangle-wide** online arts calendar in 2013.

**GOAL 3: ECONOMIC DEVELOPMENT** – We want to partner with other agencies on various Collaborative Marketing Initiatives, such as an Orange County “Sculpture Collaboration” promotion.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

- We hope for continued funding by Orange County.
- We would like meaningful input in the planning process of all county art-related projects.
- We want to resume public art projects on county property funded by annual CIP allocations.

**NAME OF BOARD/COMMISSION:** Adult Care Home Community Advisory Committee

**Report Period:** January 2012 – December 2012

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS**  
**ANNUAL REPORT/ WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:**

Orange County Adult Care Home Community Advisory Committee (OC-ACHCAC)

**Person to address the BOCC at work session- if applicable- and contact information:**

Daniel A. Hatley, Esq.  
Advisory Committee Chair  
151 E. Rosemary St., Suite 205  
Tel: 919-200-0822

**Primary County Staff Contact:**

Mary Fraser, Department on Aging  
2551 Homestead Rd  
Chapel Hill, NC 27516  
919-968-2070

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

Bi-monthly committee business meetings and quarterly subcommittee visits to long term care facilities.

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

- Stay apprised of general conditions for residents of long term care facilities.
- Make official unannounced quarterly visits to each of Orange County's Adult Care Homes as well as unannounced annual visits to Family Care Homes.
- Prepare official reports as required by the NC Division of Aging & Adult Services to report concerns encountered and long term care issues in

**NAME OF BOARD/COMMISSION:** Adult Care Home Community Advisory Committee

**Report Period:** January 2012 – December 2012

general. (Reports are public records available through the regional ombudsman.)

- Serve as a focal point for fostering increased community involvement and volunteerism in Orange County's long term care facilities.
- Promote community education about and awareness of the needs of residents in long term care facilities.
- Work toward keeping the public informed about emerging developments in long term care and the operation of long term care homes in Orange County.

**What are your Board/Commission's most important accomplishments?**

- Continued personal advocacy for residents and the families of residents in Orange County's many long term care facilities.
- Greater community awareness of Orange County's Long Term Care System and person centered practices.
- Providing insights to members of the Department on Aging and the Advisory Board on Aging.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

- All Orange County Adult Care and Family Care Homes were visited by the committee in 2012 for a total of 28 facility visits.
- Visitation reports were written for each of the Orange County Adult Care and Family Care Homes. These reports will be available on the Orange County website to allow for public access.
- Ongoing training and support for committee members at business meetings, by phone, email and one-on-one meetings were provided by the Ombudsman and other Triangle J personnel.
- Reading and sharing of articles from national organizations working with older adults in all forms of media.

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

- Represented at the Triangle J CAC Appreciation Brunch (04/25/12)
- Participation in the Department on Aging Resource fair (05/09/12)
- Represented at the Triangle J CAC Leadership Conference (09/27/12)
- Recognition and continued training of paid long term care facility staff, thereby improving quality and continuity of care of long term care residents
- Illumination of CAC activities to other community organizations in which committee members are involved.

**NAME OF BOARD/COMMISSION:** Adult Care Home Community Advisory Committee

**Report Period:** January 2012 – December 2012

- Service on Aging Boards and in Human Service organizations.
- Provision of activity resources to facilities such as magazines, puzzles, clothes, activity materials and other needed items.

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities. If applicable, is there a fiscal impact (i.e., funds, staff time, other resources) associated with these proposed activities (please list).**

- Continued preparation in concert with Orange County Department on Aging for increased need for Long Term Care due to aging “Baby Boom” generation.
- Support and promotion of “culture change” in our assisted living facilities to provide more person centered care for current and future residents.
- Continued implementation of Department on Aging’s Master Aging Plan.
- As yet unnamed public fundraiser to provide used music players to residents of Long Term Care who also suffer from dementia/Alzheimer's Disease.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners’ attention?**

- The lack of stimulating daily activities for residents of Orange County's long term care facilities continues to worry our committee. State guidelines require all facilities to maintain a calendar of events, but in many instances they serve as window dressing to mask a culture of inactivity. The committee will strive to highlight the benefit of daily activity and encourage sharing of activity planning between the myriad long term care facilities in Orange County.
- Ongoing concern and advocacy for residents who are no longer eligible for personal care services under the new state eligibility requirements. It is anticipated that many of these residents currently residing in assisted living and family care homes will be discharged from these facilities due to lack of payment.
- Ongoing concern and advocacy for increased training of and legislation giving oversight for support staff in adult care facilities with mixed populations. Facilities that mix younger, chronically mentally ill residents with older, frail residents pose problems that are of much concern to the committee. Proper training of support staff can reduce the likelihood of injury to elderly residents.

**NAME OF BOARD/COMMISSION:** Adult Care Home Community Advisory  
Committee

**Report Period:** January 2012 – December 2012

- Our committee continues to be concerned with care of residents in Medicaid dependent adult care facilities. We recognize that quality care is contingent on quality caregivers and low turnover. We will continue to support the front line workers in these facilities by advocating for fair wages and proper treatment.
- Facility management problems, vacancies and turnover in key administrative positions at Orange County's long term care facilities are of much concern. We will continue to provide consultation to recently appointed administrators.
- Continued decreases in resident volume at many facilities and the closure of other facilities underscores the impact of our weak economy. Limited finances keep many elders at home, thus creating potential for greater family stress and fiscal difficulties at facilities with low census.
- The continued growth of the Family Care Home industry will require attention from the committee to ensure that these homes meet substantially the same standards by which we judge larger corporate owned Adult Care Homes.

**Additional Comments and Observations:**

- Orange County Facility Strengths:
- Orange County's Adult Care Homes and Family Care Homes continue to serve a wide variety of adults in various types of facilities.
- All facilities visited by the committee are aware of the committees' function and are open to our concerns and questions.
- Most facilities see our committee as an asset that can be brought to bear to overcome challenges which may arise in the facility.
- Attentiveness to the residents' individual needs and wants, particularly in the smaller, adult care homes and in the family care homes.
- Additional family care home options continue to become available.
- Orange County Facility Weaknesses:
- Mixed populations of mentally ill, younger residents with older adults
- Apparent lack of preparation of staff in handling mental health needs
- Maintenance and repairs to the physical plant of older facilities
- High rate of staff turnover in many of the facilities
- Inability to personalize services to the needs and desires of the residents in each facility
- Activities programs are inadequate and uninspired in general



**Board/Commission Name:** Affordable Housing Advisory Board (AHAB)

**Report period:** 2012 calendar year for annual report; 2013 calendar year for work plan

- ✓ Provided outreach at the Annual Hog Day Celebration in Hillsborough.
- ✓ Conducted the annual “on the ground” affordable housing bus tour for board members.
- ✓ Reviewed Habitat for Humanity’s request for remaining bond funds to develop rental housing in Rusch Hollow and made a recommendation for funding.
- ✓ Engaged in board member recruitment.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

- Prepare the Annual Performance Report/Calendar
- Monitor the Affordable Housing Bond Program
- Conduct an Affordable Housing Bus Tour
- Review non-departmental applications from organizations providing housing services

**Describe this board/commission’s activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

Please refer to the accomplishments listed above.

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board’s activities/accomplishments as they may relate to the Comprehensive Plan’s goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

The Affordable Housing Advisory Board was very involved in the development of the Housing Element and have thoroughly reviewed the goals of the Housing Element of the Comprehensive Plan and reported on agency accomplishments in support of these goals. The Board plans to continue to pursue the opportunity to work collaboratively with the Planning Board to assess progress.

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities.**

**If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

The Advisory Board Workplan for FY 2012 – 2013 include the following.

**Board/Commission Name:** Affordable Housing Advisory Board (AHAB)

**Report period:** 2012 calendar year for annual report; 2013 calendar year for work plan

1. Begin implementation of a media campaign that would keep the need for affordable housing in the community conversation for the County and the Towns of Chapel Hill, Hillsborough and Carrboro. Initial efforts will include printed brochures and the use of social media such as Facebook.
2. Encourage expenditure of remaining unspent funds from previous bond referendums. (See attachment)
3. Continue the recruitment of members of the Advisory Board.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

1. Begin the exploration of a future bond referendum for affordable housing.
2. Interest in encouraging more affordable housing options in Northern Orange County.
3. The need for a "Forum on Affordable Housing" to educate elected officials and developers of affordable housing.

**Board/Commission Name:** Affordable Housing Advisory Board (AHAB)  
**Report period:** 2012 calendar year for annual report; 2013 calendar year for work plan

Project Name	Sponsor	Commitment Date	Commitment Amount	Expenditures	Remaining Funds
<b>Completed Non-Landbanking Projects</b>					
Rental Property Acquisition Orange County, NC	Chrysalis Foundation	6/17/2003	\$260,000	\$260,000	
Rental Property Acquisition Carrboro, NC	Weaver Comm Housing Assoc	6/17/2003	\$220,000	\$220,000	
New Construction Rusch Hollow Chapel Hill, NC	Habitat for Humanity	5/20/2003	\$170,000	\$170,000	
Property Acquisition - Milton Avenue Chapel Hill, NC	OCHLT	5/1/2008	\$100,000	\$100,000	
Property Acquisition - Rental Chapel Hill, NC	CASA, Inc Pritchard Avenue Apartments	3/18/2008	\$632,300	\$632,300	
New Construction - Sykes Street Project Chapel Hill, NC	EmPOWERment, Inc	5/20/2003	\$90,000	\$90,000	
Rental Property Acquisition Orange County, NC	Affordable Rentals	6/17/2003	\$272,716	\$272,716	
Second Mortgage Assistance - N. Fairview Hillsborough, NC	Habitat for Humanity	5/1/2008	\$180,000	\$180,000	
New Construction - Rental Hillsborough, NC	Banks Law Firm Eno Haven	6/5/2008	\$1,000,000	\$1,000,000	
		<b>Subtotals</b>	<b>\$2,925,016</b>	<b>\$ 2,925,016</b>	
<b>Completed Projects – Land Banking</b>					
Property Acquisition Chapel Hill, NC	EmPOWERment, Inc	11/3/2005	\$131,243	\$129,930	\$1,313
Property Acquisition Chapel Hill, NC	Habitat for Humanity	12/19/2005	\$205,000	\$205,000	
Property Acquisition Hillsborough, NC	Habitat for Humanity	6/26/2006	\$116,250	\$116,250	
Property Acquisition - N. Fairview Hillsborough, NC	Habitat for Humanity	5/1/2008	\$182,000	\$182,000	
<b>Sub-total</b>		<b>Subtotals</b>	<b>\$634,493</b>	<b>\$633,180</b>	<b>\$1,313</b>
<b>Incomplete Projects</b>					
New Construction – Phoenix Place Chapel Hill, NC	Habitat for Humanity	4/24/2007	\$450,000	\$ 215,095	\$234,905
New Construction - Rental Chapel Hill, NC	Chrysalis Foundation Rusch Hollow	1/15/2008	\$130,000	\$0	\$130,000
Second Mortgage Assistance Orange County, NC	Community Home Trust	5/1/2008	\$200,000	\$0	\$200,000
		<b>Subtotals</b>	<b>\$780,000</b>	<b>\$ 215,095</b>	<b>\$564,905</b>
<b>Total Commitments</b>			<b>\$4,339,509</b>	<b>\$3,773,291</b>	
<b>Total Commitments - Undisbursed</b>					<b>\$566,218</b>
<b>Bond Funds Available</b>	Total 2001 Housing Bonds	\$4,000,000			
	Unallocated 1997 Housing Bonds	\$352,500			
	<b>TOTAL</b>	<b>\$4,352,500</b>			
	less Total Commitments	\$4,339,509			
	<i>Remaining Housing Bond funds</i>	<b>\$12,991</b>			
	<i>Deobligation - Chrysalis Foundation</i>	<b>\$130,000</b>			
	<i>Deobligation - EmPOWERment, Inc</i>	<b>\$1,313</b>			
	<b>TOTAL Remaining Housing Bond Funds</b>	<b>\$144,304</b>			

**NAME OF BOARD/COMMISSION:** Agricultural Preservation Board  
**Report Period:** 2012

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
ANNUAL REPORT/ WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:** Agricultural Preservation Board

**Person to address the BOCC at work session- if applicable- and contact information:** N/A

**Primary County Staff Contact:** David Stancil, DEAPR Director

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

Third Wednesdays of January, March, May, August, September and November. Meetings in alternate months called as needed.

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

The Board's mission statement, adopted in 2005, is "to encourage the voluntary preservation of farmland from non-farm development, recognizing the importance of agriculture to the economic and cultural life of the county."

The APB serves as the County government advisory board for agricultural issues and administers the Voluntary Farmland Protection Program Ordinance (Chapter 48, Orange County Code of Ordinances) as per NCGS 106-735 through 744. The Board receives and makes recommendations on proposed Voluntary Agricultural Districts and Enhanced Voluntary Agricultural Districts. The Board is responsible for preparing (in conjunction with other agricultural agencies) the Countywide Agricultural Development and Farmland Protection Plan, and the implementation of the Orange County Comprehensive Plan, Natural and Cultural Systems Element (Agricultural section). The Board advises the Board of Commissioners on agricultural and farmland preservation, agricultural issues including sustainable agriculture, emerging trends in agriculture, and other

**NAME OF BOARD/COMMISSION: Agricultural Preservation Board**  
**Report Period: 2012**

ventures, initiatives and projects. The Board assists in other programs such as the annual Agricultural Summit.

**What are your Board/Commission's most important accomplishments?**

- Review and recommendations on 18 approved Voluntary Agricultural District farms (totaling 3,300 acres), and one Enhanced Voluntary Agricultural District farm.
- Creation and approval of the Orange County Agricultural Development and Farmland Protection Plan.
- The 10% Campaign for Local Foods
- Preparation of educational materials on Voluntary Agricultural Districts, right-to-farm law, and other agricultural topics.
- Assistance in the annual Agricultural Summit.
- Participated in discussion with Animal Services Advisory Board subcommittee on possible nuisance issue.
- Developed list of livestock operations for Animal Services department.
- Convening meeting of all county agricultural boards and committees for joint goal-setting and planning.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

Assist in the annual Agricultural Summit. Biennial/triennial meeting of all agricultural boards.

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

The APB promotes and reviews and recommends new Voluntary Agricultural Districts that help protect farmland (Comp Plan, Natural and Cultural Systems Goal 2).

The Board oversaw the creation of a long-term plan for agricultural development and farmland protection, and is working to implement the provision of that plan. (Goal 2, Goal 5).

The APB stays abreast of emerging trends in agriculture, and advises the Board of Commissioners of new issues or concerns – such as Agricultural Support Enterprises (Goal 5)

The APB makes recommendations on goals and objectives for the triennial

**NAME OF BOARD/COMMISSION: Agricultural Preservation Board**  
**Report Period: 2012**

Lands Legacy Action Plan (Goal 8).

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agricultural Preservation Board, Affordable Housing Board, **Parks and Recreation Council**)*

The APB has continued to advocate for the Agricultural Support Enterprises project, to help promote agricultural economic development and agricultural entrepreneurialism (Goal 2, Objective AG-1).

The APB promotes, reviews and recommends Voluntary Agricultural Districts and Enhanced Voluntary Agricultural Districts (Goal 2 Objective AG-1, Goal 8 Objective AG-9).

The APB promotes efforts to increase purchase and consumption of local foods (Goal 2, Objective AG-3; Goal 3, Objective AG-7).

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities.**

**If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

- Review and possible revisions to the Voluntary Farmland protection ordinance as per changes to NC General Statutes
- Assist with the 2013 Agricultural Summit
- Explore possible Rural Orange Oral History Project with Orange County Library (funding possibly via Library)
- Assisting with possible Farm-to-Table Event for 4<sup>th</sup>-grade students in fall 2013 (staff time and funds within DEAPR proposed budget)
- Continuing to promote and recommend Voluntary Agricultural Districts and Enhanced Voluntary Agricultural Districts
- Assist with the implementation of the 10% Campaign to promote local food purchasing within County government and among residents.
- Working with the Planning Department on Conditional Use Zoning (Ag Support Enterprises) effort.
- Coordination with Animal Services Advisory Board on ordinance provisions. Discussion of possible revisions to Animal Control Ordinance that impact agricultural operations.

**NAME OF BOARD/COMMISSION: Agricultural Preservation Board**  
**Report Period: 2012**

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

- Based on recent experiences, an effort is needed to address retention of Use Value Tax program when farmer-to-farmer land transfers occur. Propose to work with Tax Administration office to help make farmers aware of the process for keeping agricultural land in the program when land changes hand from one farmer to another.
- Continuing need to address farm animals and the application of animal services ordinance nuisance provisions.

**BOARD/COMMISSION:** Orange County ABC Board

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
INPUT FOR COUNTY COMMISSIONERS' ANNUAL PLANNING RETREAT**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:**

Orange County ABC Board

**Person to address the BOCC at Retreat (if requested by BOCC) and contact information:**

Tony DuBois 122 hwy 70 East Hillsborough 27278  
919-732-3432 ext 22 [ocabc@mindspring.com](mailto:ocabc@mindspring.com)

**Primary County Staff Contact:** Earl McKee and Donna Baker

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

The Board meets once per month on the 3<sup>rd</sup> Tuesday at 8:30am

**Provide a Brief Statement of the Boards Assigned Charge and Responsibilities.**

The Mission of the Orange County ABC Board and our employees is to serve our locality responsibly by controlling the sale of spirituous liquor, returning profits to Law Enforcement, Alcohol Education, and the County Fund while providing excellent service in customer friendly, modern and efficient stores.

**What are your Board/Commission's most important accomplishments?**

A distribution of \$400,000 will be made to the Orange County General fund for 2012-2013. The board also set aside \$91,851 to contribute to the Board Retiree Health Care Plan. We will distribute \$125,000 to Alcohol Law Enforcement agencies. The board also committed \$130,000 to Alcohol Rehabilitation and Education grants for schools and local community organizations.

**BOARD/COMMISSION:** Orange County ABC Board

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

We partner with local agencies by providing grants for work done in the community for alcohol education, rehabilitation and underage drinking prevention in the amounts listed below. This reflects a \$25,000 increase over the previous year.

Mental Health America-Orange Partnership	\$8000
Orange County Drug Court	\$10,000
Carpe Diem	\$11,000
El Futero	\$28,000
Orange County Schools	\$35,000
Chapel Hill-Carrboro city Schools	\$38,000

**Describe this boards activities/accomplishments in carrying out BOCC goal(s)/priorities.**

The Orange County ABC board provides funds to local law enforcement as listed below to help keep Orange County a great place to live, work and get an education.

Hillsborough Police Department	\$4,500
Carrboro Police Department	\$13,300
Chapel Hill Police Department	\$18,436
Orange County Sheriff's Department	\$88,746

**If your board played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities and accomplishments as they may relate to the Comprehensive Plan's goals or objectives.** *(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

**NA**

**Identify any activities this board expects to carry out in 2013 as they relate to established BOCC goals and priorities.**

**If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

None of our activities in 2012-13 will have any financial or other impact on county resources.

**BOARD/COMMISSION:** Orange County ABC Board

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

We will be relocating our Office and warehouse complex to allow for much needed room to grow based on our current sales trends and long term needs. We will also relocate a store that we will build in the Chapel Hill North shopping center. We are currently listing the existing property at 122 Hwy 70 that houses our administrative office and warehouse for sale and hope to sell the property in 2013.

**NAME OF BOARD/COMMISSION** Board of Adjustment

**Report Period** 2013 Calendar Year

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
ANNUAL REPORT/ WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:**

Board of Adjustment

**Person to address the BOCC at work session- if applicable- and contact information:** Michael D. Harvey, Planning and Inspections  
(919) 245-2597

**Primary County Staff Contact:** Michael D. Harvey, Planning and Inspections  
(919) 245-2597

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

The Board meets on an as needed basis, typically the second Monday of each month. There are no sub-committees associated with the Board of Adjustment.

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

Review development applications requiring the issuance of a Class B Special Use Permit, Variance requests, or appeals of decisions made by the Planning Director.

**What are your Board/Commission's most important accomplishments?**

The continuous processing of various applications, in a courteous, professional manner, consistent with the requirements of both the County's Unified Development Ordinance and the applicable provisions of State law.

**NAME OF BOARD/COMMISSION Board of Adjustment****Report Period 2013 Calendar Year****List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

None.

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

The Comprehensive Plan suggests the development be processed in a fair and equitable manner. The Board of Adjustment operates in a strong quasi-judicial framework.

The Board of Adjustment is not a direct creation of the BOCC but is a statutorily required body designed to serve a myriad of functions including the review, interpretation, and application of development regulations.

While some of their actions are based on the wording of the adopted 2030 Comprehensive Plan they are required to review certain cases, such as variance and appeal applications, on a case by case basis. There is always the likelihood the Board may determine there are errors within staff decisions and development regulations potentially requiring action by the BOCC to address.

The BOCC, like any aggrieved party, has the option of appealing the Board's decisions to Superior Court for judicial review.

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

**This Board did not play the role as detailed herein.**

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities.**

**If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

Continued professional and courteous processing of applications consistent with the requirements of the UDO and State law.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

If permitted uses processed are being examined, then any thoughts towards a more expanded role of the Board of Adjustment should be mutually researched.

**NAME OF BOARD/COMMISSION:** Board of Health  
**Report Period:** Calendar year: 2012

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
 ANNUAL REPORT/ WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:** Board of Health

**Person to address the BOCC at work session- if applicable- and contact information:**

Primary County Staff Contact: Colleen Bridger – 245-2412

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

The Board of Health meets one time per month skipping July and December.

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

The Board of Health is the primary policy-making and adjudicatory body (NCGS 130A-39(a) (powers and duties of the boards of health) and NCGS 130A-24 (appeals), for the health department and is charged to protect and promote the public health of Orange County.

Mission and Core Functions of the Health Department:

To enhance the quality of life, promote the health, and preserve the environment for all people in the Orange County community.

- Prevent and intervene in epidemics and the spread of disease
- Protect against environmental hazards
- Promote and encourage safe and healthy behaviors
- Assure the quality and accessibility of health services
- Assure compliance with laws and regulations that protect health and safety

**NAME OF BOARD/COMMISSION:** Board of Health  
**Report Period:** Calendar year: 2012

**What are your Board/Commission's most important accomplishments?**

- With information from the Community Health Assessment and through a modified Delphi decision-making technique determined the Board of Health's top 3 health priorities for the next 4 years (1) Access to Care; 2) Child and Family Obesity and 3) Substance Abuse/Mental Health).
- Developed a 2 year strategic plan to address these three priorities.
- Changed the Board structure to form workgroups to oversee and address the strategic plan action steps for each priority.
- Conducted review of applications for non-profit agency requests for funding, providing feedback to the County Manager
- Significantly modified the Health Department's fee structure to accommodate new cost settlement rules.
- Successfully recruited, interviewed and selected a new Board of Health representative (Alex Smith).
- Joint BOH/BOCC meeting where the Community Health Assessment, Dental Clinic and the proposed Smoke Free Public Places Rule were discussed.
- Received and discussed the annual communicable disease report for Orange County
- Passed the Smoke Free Public Places Rule and received BOCC approval for the Rule
- Oversaw the development of an Innovations Grant Program at the Health Department

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

Healthy Carolinians Annual Meeting  
 Review of State of County Health Report annually  
 Review and approve new programs for health department  
 Review and approve budget request for department to forward to county  
 Review and approve fee schedule and any fee changes and forward to county  
 Review department strategic plan annually  
 Review annual activity report for the department  
 Reviews quarterly and annual fiscal report for department  
 Reviews annual communicable disease report for the county  
 Review of Health Director performance  
 Regular Board of Health Education Session

**NAME OF BOARD/COMMISSION:** Board of Health  
**Report Period:** Calendar year: 2012

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

The current BOCC goal on preserving safety net functions is the goal most closely aligned to the Health Department's functions.

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

NA

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities. If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

As part of the 2012-2014 Board of Health Strategic Plan, the Board of Health will be examining evidence-based policies and programs that will decrease childhood obesity. The Board may seek support (both political and financial) from the BOCC for these interventions.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

- Effects of health care reform may mean needed expansion of services to address community need OR may mean need to shift current services to a prevention model.
- Effects of the state budget crisis on state and federal allocations for providing basic public health services.
- Developing innovative ways to improve access to expanded health insurance/Medicaid benefits through NC FAST and the Accountable Care Act. On-line access to applications may allow us to enroll patients at the point of care rather than sending them to the Department of Social Services to enroll.
- Implementation of the Smoke Free Public Places Board of Health Rule.
- Reaccreditation site visit will be the first week in March.
- Simplifying access, sharing information and streamlining services with

**NAME OF BOARD/COMMISSION: Board of Health**

**Report Period: Calendar year: 2012**

- community and county partners (e.g., Piedmont Health Services, United Way, Department of Social Services, Planning and Zoning, Parks and Recreation, Etc.). Specifically, Centralized Permitting.
- Electronic Health Records (implementation, training, scanning of existing paper records) and related challenges.
  - Seeking to replace antiquated personnel-dependent job tasks with better use of technology to automate recurring activities (especially reporting and financial management).
  - Maximize the use of Health Informatics to better describe and address health challenges in the County.

**NAME OF BOARD/COMMISSION** Board of Social Services  
**Report Period** 2012-2013

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
 ANNUAL REPORT/ WORK PLAN FOR THE COUNTY COMMISSIONERS**

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**Board/Commission Name:** Board of Social Services

**Person to address the BOCC at work session- if applicable- and contact information:**

Pat Garavaglia, Chair, 967-3433

**Primary County Staff Contact:** Lindsey Shewmaker, Human Services Manager

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

Once per month.

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

The Social Services Board:

- hires the county social services director;
- determines the director's salary (subject to approval of the board of county commissioners);
- advises and consults with the director;
- evaluates the director's job performance;
- dismisses the director if his or her job performance is unsatisfactory
- or if his or her personal conduct is unacceptable;
- appoints the third or fifth member of the social services board;

**NAME OF BOARD/COMMISSION** Board of Social Services  
**Report Period** 2012-2013

- assists the county social services director in planning the department's proposed budget;
- establishes county policies for public assistance and social services programs (consistent with applicable federal and state laws, regulations, and policies);
- advises county and municipal authorities on the development of policies and plans designed to improve social conditions in the community; and
- carries out other duties and responsibilities as assigned by the General Assembly, the state Social Services Commission, the state Department of Health and Human Services, and the board of county commissioners.

**What are your Board/Commission's most important accomplishments?**

- 2012-13 budget approval
- Policy formation and approval
- Continued oversight for programs of human services

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

- Budget approval

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

- Budget approval
- Policy formation and approval for programs supporting BOCC Goal 1
- Oversight for programs of human services

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

NA

**NAME OF BOARD/COMMISSION** Board of Social Services  
**Report Period** 2012-2013

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities.**

**If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

The Board of Social Services will continue to oversee operations of the Department of Social Services as staff carry out programs of human services. (Goal 1, Priority 4) The majority of the budget for Social Services relates to this goal.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

The Board has identified the following three issues as those of primary concern for the next year:

- The impact of impending budget cuts at the state and federal level on low-income Orange County families
- NC FAST implementation and associated changes
- Medicaid changes

The Board of Social Services continues to be concerned with the increasing numbers of Orange County residents in need of services. The Board wants to be certain that the critical programs and services provided by the Department of Social Services can continue to operate.

**NAME OF BOARD/COMMISSION:** Advisory Board on Aging  
**Report Period:** Jan. 2012 – December 2012

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
 ANNUAL REPORT/ WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:**

Orange County Advisory Board on Aging

**Person to address the BOCC at Retreat (if requested by BOCC) and contact information:**

Heather Altman, Advisory Board Chair  
 haltman@carolwoods.org  
 109 Sunset Ridge Lane Chapel Hill, NC 27516

**Primary County Staff Contact:** Janice Tyler, Department on Aging Director

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

In addition to the monthly meetings, the Board has been actively engaged in MAP meetings and work groups, sometimes meeting several times monthly.

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

This Board suggests policy and makes recommendations to the Board of Commissioners and the Department on Aging while acting as the liaison between the older adults of the County and County government. It is charged with promoting needed services, programs and funding that impacts the older adults.

**What are your Board/Commission's most important accomplishments?**

- Completed the Master Aging Plan Update process for 2012-2017 and in July began our Year One Implementation plan. The new MAP process is considered a model for the state. The board chair and Aging Director presented the planning process model at the NC Board of County Commissioners Annual Conference in Raleigh in August. The Aging Director and Aging Transition Administrator were invited to D.C. to meet with officials representing the French government to share our planning model.
- Secured outside funding for two UNC School of Public Health Summer

**NAME OF BOARD/COMMISSION:** Advisory Board on Aging  
**Report Period:** Jan. 2012 – December 2012

- Practicum interns to assist in creating the Yr 1 MAP Implementation Plan.
- Secured a second UNC School of Public Health Behavior Capstone Team of five graduate students to assist with the implementation of a social marketing/communications for the Department as outlined in the 2012-17 MAP.
  - Aging board members also serve on other county and community boards to strengthen coordination of services to older adults. Those boards include the Orange County OUT, OCIM, Meals on Wheels, Carolina Villages and Orange County Housing Boards.
  - On-going development of community partnerships to accomplish MAP goals.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

- Co-sponsored 4th annual Community Resource Fair at University Mall; 700 persons were in attendance at the March 2012 event.
- Provide Orange County representation to the Triangle J Area Agency on Aging Advisory Council
- Support the Chatham-Orange Community Resource Connections and the development of its 24 partnerships with local agencies, as well as being a pilot site for the Hospital Transitions model.
- Assist in promotion of the Senior Tar Heel Legislature initiatives through representation by two Advisory Board on Aging affiliates.
- Board makes recommendations to BOCC of potential legislative concerns to be included in the BOCC Legislative agenda.
- On-going input into other community planning processes, such as the Southern Human Services Campus Master plan project, the UNC GigU Initiative and etc.

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

**Identify any activities this board/commission expects to carry out in 2013**

**NAME OF BOARD/COMMISSION:** Advisory Board on Aging  
**Report Period:** Jan. 2012 – December 2012

**as they relate to established BOCC goals and priorities.**

**If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

- Continue with Year One Implementation Plan thru June 2013 and prioritize strategies for Year Two including securing funding for new initiatives.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

- The Advisory Board on Aging continues to study ways and means to maximize or reallocate available resources to meet the emerging magnitude of the needs of an increasing percentage of county residents that are seniors.
- The Advisory Board sees its role as volunteers who are here to help and be utilized as much as possible to build a better community.
- Concern for the growing transportation needs of older adults and the emerging issue of volunteers providing transportation and the liabilities that this involves.

**NAME OF BOARD/COMMISSION:** The Orange County Human Relations Commission (HRC)

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
INPUT FOR COUNTY COMMISSIONERS' ANNUAL PLANNING RETREAT**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:**

The Orange County Human Relations Commission (HRC)

**Person to address the BOCC at Retreat (if requested by BOCC) and contact information:**

Tara L. Fikes, Director  
Housing, Human Rights, and Community Development Department  
919.245.2492

**Primary County Staff Contact:**

Same as above

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

The HRC meets monthly except for the month of July. If the HRC convenes "special meetings" and/or sub-committee meetings the purpose is to consider nomination information for the Pauli Murray Awards or the Student Essay Contest.

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

The Orange County Board of Commissioners created the Orange County Human Relations Commission to:

- a. Study and make recommendations concerning problems in the field of human relationships;
- b. Anticipate and discover practices and customs most likely to create animosity and unrest and to seek solutions to problems as they arise;
- c. Make recommendations designed to promote goodwill and harmony among groups in the County irrespective of their race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status or status with regard to public assistance;
- d. Monitor complaints involving discrimination;
- e. Address and attempt to remedy the violence, tensions, polarization, and other harm created through the practices of discrimination, bias, hatred, and civil inequality; and

**NAME OF BOARD/COMMISSION:** The Orange County Human Relations Commission (HRC)

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

- f. Promote harmonious relations within the County through hearings and due process of law.

**What are your Board/Commission’s most important accomplishments?**

1. Organized and sponsored the 2012 Human Relations Month Forum entitled: “Defining Marriage in North Carolina by Constitutional Amendment: What are the Implications?” The panelists included: Stuart Campbell, Executive Director – Equality North Carolina; Maxine Eichner, Professor - UNC-CH School of Law; and Brett Webb-Mitchell, Visiting Professor – North Carolina Central University. Attorney Milan Pham served as Moderator for the Forum.
2. Continued implementation of the Building Integrated Communities Initiative to discuss ways to engage the immigrant community in governmental activities.
3. Adopted a resolution requesting the BOCC take the appropriate steps to amend the Civil Rights Ordinance to include sexual orientation and sexual identity as protected classes and that this matter be included in the legislative agenda of the Orange County Legislative Delegation for the next legislative session.
4. Reviewed the BOCC Advisory Board Policy and crafted the Human Relations Commission Policies and Procedures in accordance therewith. Also, considered optimal membership size and made a recommendation to the BOCC to have a total size of 18.
5. Held the 2011 Pauli Murray Awards Ceremony on February 26, 2012 when community service awards were given to a Youth – Joseph DeVito; Individual – Maggie West; and Chapel Hill Rehabilitation and Healthcare. Additionally, local middle and high school students participated in an Essay Contest with first, second and third prizes.
6. Developed a plan for more regular attendance at Board of County Commissioners meetings in order to stay informed regarding issues that may have social justice implications.
7. The Emancipation Proclamation subcommittee began making plans for Orange County’s commemoration of the 150<sup>th</sup> Anniversary of the issuance of Emancipation Proclamation in 2013.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

Provide proclamations recognizing Human Rights Week, Human Rights Day, and the Bill of Rights Day in December of each year, Human Relations Month in February and for Fair Housing Month in April.

Organized and sponsored the annual Human Relations Month Forum to acknowledge February as Human Relations Month.

Organize and sponsor the Annual Pauli Murray Awards Ceremony.

**NAME OF BOARD/COMMISSION:** The Orange County Human Relations Commission (HRC)

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

Respond to residents' requests for feedback/support regarding various social justice issues.

Study and make recommendations to the BOCC regarding social justice issues as well as other human relations matters.

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

***Goal Two: Promote an interactive and transparent system of governance that reflects community values.***

- Entered into collaboration with the UNC School of Government known as "The Building Integrated Communities" initiative. The anticipated goal of this collaborative effort is to ensure that all the diverse ethnic and immigrant communities in Orange County have equal access to and understanding of available resources within the County.

***BOCC Charge to the HRC***

*Study and make recommendations concerning problems in the field of human relationships.*

*Make recommendations designed to promote goodwill and harmony among groups in the County irrespective of their race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status or status with regard to public assistance.*

- Recommended that the BOCC take appropriate steps to amend the Orange County Civil Rights Ordinance to include *sexual orientation* and *sexual identity* as protected classes and further recommended that this matter be included on the agenda of Orange County Legislative Delegation for the next legislative session
- Adopted a resolution encouraging the BOCC to re-affirm its commitment to social justice, equal rights and equal opportunity for all residents of Orange County and to voice opposition to the proposed Amendment 1 to the North Carolina Constitution which would prohibit marriage between people of the same gender, and further prohibit the recognition of any other form of domestic legal union.
- Submitted a recommendation to the BOCC requesting that the BOCC adopt a proclamation acknowledging Human Rights Day, Bill of Rights Day, and Human Relations Week in December 2011.

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate**

**NAME OF BOARD/COMMISSION:** The Orange County Human Relations Commission (HRC)

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

**your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

N/A

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities.**

**If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

- ✓ Pursue current issues for women in collaboration with The Women's Center.
- ✓ Continue monitoring and commenting about immigration issues.
- ✓ Initiate the implementation of the Social Justice Goal Impact Review Tool.
- ✓ Continue the "Building Integrated Communities" Initiative.
- ✓ Continue monitoring and commenting about the proposed Amendment 1 to the NC Constitution.
- ✓ Continue efforts to get the Orange County Civil Rights Ordinance amended to include *sexual orientation* and *sexual identity* as protected classes.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

- Acknowledgement of the 150<sup>th</sup> anniversary of the Emancipation Proclamation with planned activities throughout the year. .
- Amending the Civil Rights Ordinance include sexual orientation and sexual identity as protect classes.
- Integrate immigrant population representatives into the membership of the HRC.
- Include the Social Justice Goal Impact Review Tool in the governing body's decision-making process.
- Continue efforts to affirmatively further fair housing.
- Work with Justice United to craft a Tenant's Bill of Rights.

## **Board or Commission: Orange County Nursing Home Community Advisory Committee**

**Report Period: 2012**

### **ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS INPUT FOR COUNTY COMMISSIONERS' ANNUAL PLANNING RETREAT**

Board/Commission Name:

**Orange County Nursing Home Community Advisory Committee**

Person to address the BOCC at Retreat (if requested by BOCC) and contact information:

**Ed Flowers**

**2813 Beckett's Ridge Drive**

**Hillsborough, NC 27278**

**Phone 919-971-6188**

**E-mail: [ED\\_FLOWERS@YAHOO.COM](mailto:ED_FLOWERS@YAHOO.COM)**

**Primary County Staff Contact:**

**Mary Fraser**

**Orange County Department on Aging**

**Phone: 919-245-4276**

**Email: [mfraser@orangecountync.gov](mailto:mfraser@orangecountync.gov)**

**Ombudsman**

**Charlotte Terwilliger**

**Regional Long Term Care Ombudsman**

**Phone: 919-558-9401**

**Email: [cterwilliger@ticoq.org](mailto:cterwilliger@ticoq.org)**

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

The committee meets the first Monday every other month.

#### **Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

This Community Advisory Committee is composed of Orange County citizens. These volunteers are appointed by the Board of County Commissioners and are trained by paid ombudsmen. Our ombudsmen also provide our committee volunteers with ongoing technical assistance and educational support. The committee's activities include:

- Quarterly visits to each nursing home. These site visits are not scheduled or announced ahead of time.
- Apprise themselves of general conditions under which residents of long-term care facilities are living.
- Assisting residents or family members with grievance resolution regarding residents' rights issues by referring them to the Ombudsman

## **Board or Commission: Orange County Nursing Home Community Advisory Committee**

### **Report Period: 2012**

- Preparing reports as required by the North Carolina Division of Aging, citing specifically observed concerns and generally held long-term care issues and reporting resolutions of prior reported concerns
- Serving as a nucleus for increased community involvement in the facilities
- Promoting community education and awareness of the needs of residents in long-term care facilities
- Working toward keeping the public informed about aspects of long-term care and the operations of nursing homes in their county
- 

### **What are your Board/Commission's most important accomplishments?**

- The team has improved living conditions at each of the nursing homes in Orange County by diligently staying informed about issues affecting seniors, making quarterly visits to their assigned homes, writing reports for each visit, and following up on previous observations.
- Teams have established an excellent rapport with administration and staff personnel at each facility we visit. These relationships directly impact our ability to improve observed conditions for the residents we serve. Comments and concerns are well-received and promptly addressed in each case.
- Each team focused on improving scheduled physical activity programs at each nursing home in 2012. This special emphasis will continue in 2013.
- Volunteers have brought many diverse professional and personal experiences to the group. Many have professional backgrounds in medicine, social work, occupational therapy, industrial hygiene and teaching among others. These aptitudes and talents are readily shared with the group.

### **List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

- Our team of 8 to 12 members makes quarterly visits in pairs or groups of three to each nursing home in Orange County and prepares written reports of these visits. Each report is reviewed by our ombudsman then made available to the public via the BOCC website.
- The Dept. of Aging sponsors community awareness events each year. The OCNHCAC staffs a table at these events.
- Committee members regularly attend local, regional and state conferences and forums related to nursing home resident's care and welfare.

### **Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

The BOCC supports the group by allowing us to use space on the website, advertises for open volunteer positions and approves volunteer appointments.

**Board or Commission: Orange County Nursing Home Community Advisory Committee****Report Period: 2012****Identify any activities this board/commission expects to carry out in 2011 as they relate to established BOCC goals and priorities.****If applicable, is there a fiscal impact (i.e., funding, staff time, and other resources) associated with these proposed activities (please list).**

We will continue our work as described above and will appreciate the administrative support of a staff member from the Department on Aging. We greatly appreciate the dedicated support from Mary Ann Weston and Mary Fraser. We look forward to this continued support in 2013.

We are also grateful for the professional and educational support provided by our Professional Ombudsman, Charlotte Terwilliger.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

None.

**NAME OF BOARD/COMMISSION:** Parks & Recreation Council  
**Report Period:** 2012

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
 ANNUAL REPORT/ WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:** Parks and Recreation Council

**Person to address the BOCC at work session- if applicable- and contact information:** N/A

**Primary County Staff Contact:** David Stancil, DEAPR Director

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

One, plus quarterly Intergovernmental Parks Work Group (chair) and special meetings related to the Parks and Recreation Master Plan

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

The Council shall serve as the advisory board for provision of parks facilities and recreation programs. It shall suggest policies, within its powers and responsibilities as stated in Article 26 of the Code of Ordinances. The Council shall consult with and advise the Board of Commissioners and staff in matters affecting recreation policies and programs, advise on the acquisition of parkland and lands for recreation programs, and advise on long-range planning for recreation and parks, including the development of plans, studies and reports.

**What are your Board/Commission's most important accomplishments?**

- Members have assisted and advised in the master plans for Little River

**NAME OF BOARD/COMMISSION:** Parks & Recreation Council  
**Report Period:** 2012

Regional Park, Efland Cheeks Community Park (Phase 2), Twin Creeks (Moniese Nomp) Park, Blackwood Farm Park, Cedar Grove Park, Fairview Park and the Hollow Rock Access Area.

- The Council is taking an active role in the new Parks and Recreation Master Plan, which is underway, including advising on public input and participating in public input sessions.
- Members have assisted in the operation of numerous special events.
- The Chair serves on the Inter-governmental Parks Work Group, and representatives also serve on the New Hope Creek Corridor Advisory Council.
- The Council was an Element Lead Advisory Board involved in the 2030 Comprehensive Plan.
- The Council makes recommendations for the triennial Lands Legacy Action Plan.
- The Council has worked toward the establishment and incorporation of a Friends of Parks and Recreation Group.
- The Council hosts the biannual Joint Recreation and Parks Advisory Council meeting on a rotating basis, most recently in 2011.
- The Council took meetings 'on the road' in 2012, visiting park sites and discussing issues with different staff superintendents and park managers.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

Biennial joint meetings of town/county parks and recreation councils

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

The PRC reviews site plans for major subdivision applications in the county's jurisdiction. Recommendations are made on potential land dedication for parks and open space. (Goal 5)

The PRC is the lead advisory board and is taking an active role in the update to the 1988 Comprehensive Parks and Recreation Master Plan. This effort is underway, and the PRC helped create the community needs assessment survey and the public input sessions in its role as "steering committee." (Goal 5)

The Council reviewed plans and advised on Fairview Park and the Hollow Rock Access Area, as well as providing input on the Mountains to Sea Trail dialogue of 2012. (Goal 6)

**NAME OF BOARD/COMMISSION:** Parks & Recreation Council  
**Report Period:** 2012

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, **Parks and Recreation Council**)*

The PRC helped create and advised on the Community Needs Assessment (4200 household surveys in September 2012) (Goal 1, 4).

The PRC has identified working with the school systems to promote shared use of facilities for recreation purposes as a priority, and engaged in preliminary discussions to this end (Objective PR 2.4).

The PRC has assisted in the implementation of park master plans, such as Fairview Park (Objective PR 3.2).

A new Parks and Recreation Facilities Plan map will be an outcome of the new Master Plan (Objective PR-5.6).

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities.**

**If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

- By far the most substantial and significant effort carrying into 2013 is the Parks and Recreation Master Plan, currently underway and scheduled to be completed in spring 2013.
- Use the master plan to identify top priorities for future implementation, and address important coordination (towns, schools) and system priorities and scope questions.
- Take a more-direct approach to engaging the school systems on recreational use of school facilities, including more regular communication.
- Examine the facility use policy as it pertains to recreational facilities, and assist staff in developing a "partnership template" for evaluating requesting facility leases and partnership opportunities.
- Continue to look at opportunities to provide a support system for recreation activities, including the Friends of Parks and Recreation group.
- Provide assistance in facilitating accurate information on the planned Mountains-to-Sea Trail within Orange County.

**NAME OF BOARD/COMMISSION:** Parks & Recreation Council  
**Report Period:** 2012

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

- Attempting to break through the longstanding issue of community use of school facilities for recreation is becoming more important each year. Lack of gymnasium space is the driving factor for the need to resolve this matter.
- Development of environmental/nature programming and services, identified by citizens at public information sessions as a common theme.
- The possibility of a working farm component at a park site (with the possibility of a working farmer living on-site)?

**NAME OF BOARD/COMMISSION:** Planning Board

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
ANNUAL REPORT/ WORK PLAN FOR THE COUNTY COMMISSIONERS**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:** Planning Board

**Person to address the BOCC at work session- if applicable- and contact information:**

Larry Wright, Chair, (919) 732-7362, [wright7020@gmail.com](mailto:wright7020@gmail.com)  
(please note the Chair may change in January when the Planning Board holds elections – the Chair at the time the work session is held will address the BOCC)

**Primary County Staff Contact:**

Craig Benedict, Planning Director; secondary contact: Perdita Holtz, Planner III (Planning Systems Coordinator)

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

On average, twice per month (12 regular meetings + 4 Quarterly Public Hearings + special or sub-committee meetings).

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

Under the authority of NC General Statute, the BOCC created the Planning Board to embark upon a continuing planning program, including but not limited to the preparation and maintenance of a Comprehensive Plan for Orange County, in protection of the public health, safety, and general welfare of present and future residents, landowners and visitors. The duties of the Planning Board are listed in Section 1.6.3 of the Unified Development Ordinance.

**What are your Board/Commission's most important accomplishments?**

**NAME OF BOARD/COMMISSION:** Planning Board

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

Within last 3-years:

- Development and adoption of Unified Development Ordinance (UDO)
- Land Use Element Map amendments in Bowman Road area and Efland area (423 acres)
- UDO Text Amendment for Office/Institutional zoning district
- Rezoning in Efland area (112 acres)
- Efland-Buckhorn-Mebane Access Management Plan (covers over 1,500 acres)
- Future Land Use Map and Zoning Atlas amendments associated with changes in the Orange – Alamance county line boundary

More recently:

- Three separate UDO text amendments that revised numerous regulations in order to better promote activity in the Economic Development Districts, Commercial Transition Activity Nodes, and Commercial-Industrial Transition Activity Nodes.
- UDO text amendment to add a new conditional zoning district – Rural Economic Development Area (REDA) – that is applicable to the geographic area in the “Highway 57 Speedway Area” Small Area Plan.
- Future Land Use Map and Zoning Atlas amendments in the Eno EDD Area.
- Zoning Atlas amendment to pre-zone certain properties (232 acres) in the Buckhorn/Mebane Commercial-Industrial Transition Activity Nodes (CITAN) to prepare the area for eventual non-residential development.
- Future Land Use Map amendment in the Efland area (47 acres changed to 10-Year Transition)
- Comprehensive Plan text amendments to correct inconsistencies.
- Four separate UDO text amendments relating to public sewer connections, stormwater, political signs, and appeals.
- UDO text amendment related to telecommunication towers, including height limitations.
- UDO text amendment to address the development of solar arrays.
- In 2012, several applications for special use permits and rezonings that were not initiated by the County were processed. The Planning Board reviewed all of these and issued a recommendation to the BOCC on each application.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

- Monthly Planning Board meetings
- Quarterly Public Hearings (4)
- Ordinance Review Committee (ORC) meetings and special meetings as required

**NAME OF BOARD/COMMISSION:** Planning Board

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

- Review applications for ordinance amendments, major subdivisions, and Class A special use permits and provide recommendations to the BOCC
- Develop and recommend policies, ordinances, administrative procedures and other means for carrying out plans

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

The Planning Board is involved in the ongoing implementation of the 2030 Comprehensive Plan. Initially, this implementation was defined as completion of a UDO and implementation of recommendations contained in Small Area Plans. This work has scored high on the list of BOCC priorities, listed second among 24 top priorities. The UDO was adopted in April 2011 and several small area plan implementation measures were completed in late 2011. In 2012 numerous small area plan and economic development-related items were developed, processed, and adopted.

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

The processing of several small area plan recommendations specifically addresses an objective included in the 2030 Comprehensive Plan. Following are specific Comprehensive Plan Goals and Objectives that have been part of the Planning Board's recent work (please note this is not an all-inclusive list of all goals and objectives that have been addressed this year):

**Land Use Overarching Goal:** Coordination of the amount, location, pattern and designation of future land uses, with availability of County services and facilities sufficient to meet the needs of Orange County's population and economy consistent with other Comprehensive Plan element goals and objectives.

**Objective LU-1.1:** Coordinate the location of higher intensity / high density residential and non-residential development with existing or planned locations of public transportation, commercial and community services, and adequate supporting infrastructure (i.e., water and sewer, high-speed internet access,

**NAME OF BOARD/COMMISSION:** Planning Board

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

streets, and sidewalks), while avoiding areas with protected natural and cultural resources. This could be achieved by increasing allowable densities and creating new mixed-use zoning districts where adequate public services are available.

**Land Use Goal 4:** Land development regulations, guidelines, techniques and/or incentives that promote the integrated achievement of all Comprehensive Plan goals.

**Land Use Element Objective LU-4.2:** Review and amend the Orange County Zoning and Subdivision Ordinances to identify and eliminate existing regulatory impediments to objectives identified in the Comprehensive Plan. Such objectives include but are not limited to the development of energy efficient buildings within the County, water efficiency standards for new development, and development of affordable housing.

**Objective ED-1.5:** Identify barriers to development of desirable businesses and local businesses, and mitigate these barriers.

**Economic Development Goal 2:** Infrastructure that supports desired development.

**Objective ED-2.5:** Identify lands suitable to accommodate the expansion and growth of commercial and industrial uses in the County.

**Objective ED-2.7:** Select industrial sites in Economic Development Areas based on present and planned supporting systems, such as public water and sewer, access to adequate highway, rail, or public transportation infrastructures, and minimize detrimental environmental or negative social outcomes.

**Services and Community Facilities Goal 1:** Efficient provisions of public water and sewer service systems which are consistent with the Land use Plan and which abide by the current Water and Sewer Management Planning Boundary Agreement, the existing Orange County-Chapel Hill-Carrboro Joint Planning Agreement and Land Use Plan, and future agreements to be negotiated among the County and public and private service.

**Services and Community Facilities Goal 7:** Efficient and effective public safety including, police, fire, telecommunications, emergency services, and animal services.

**Objective PS-T-7:** Manage the number of future wireless telecommunication facilities by identifying preferred locations capable of accommodating service Countywide.

**NAME OF BOARD/COMMISSION:** Planning Board

**Report Period:** 2012 calendar year for annual report; 2013 calendar year for work plan

**Objective PS-T-8:** Encourage the expansion of affordable, high-speed Internet access, fiber-optic lines, and other high-speed communication networks to rural and underserved areas.

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities.**

**If applicable, if there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

The Board will continue its work in partnership with staff to further implement recommendations contained within small area plans.

Items Related to Small Area Plan Implementation:

1. UDO Text Amendment to add two new overlay zoning districts in the Efland area and specify design standards for the areas. (The Efland-Mebane Small Area Plan Implementation Focus Group was the lead advisory board in developing the text but the Planning Board will review the amendment and provide a recommendation to the BOCC). This item is scheduled for the November 2012 quarterly public hearing.
2. Joint land use plan with the Town of Hillsborough (consistent with the Interlocal Agreement). Work on the plan commenced in September 2012.

Additionally, the Planning Board proposes the following work items for 2013:

3. Conduct a review of the UDO Implementation Bridge and prioritize items that have not yet been completed.
4. Conduct a review of Small Area Plan Implementation Measures that have not yet been completed and prioritize any remaining items.

Also, since the BOCC's retreat on February 1, 2013 may result in new or additional goals and priorities, the Planning Board proposes to review the results of the BOCC retreat when they're available and determine if work items need to be added to the Planning Board's work plan as a result of the retreat.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

The Planning Board proposes to begin meeting with other advisory board representatives 2 to 3 times a year to discuss items of mutual interest. The purpose of these meetings is to lessen "the silo effect" of advisory boards working separately on topics where advisory board interests overlap.

**Board/Commission Name: Solid Waste Advisory Board  
Report Period: 2012**

**ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS  
INPUT FOR COUNTY COMMISSIONERS' ANNUAL PLANNING RETREAT**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**Board/Commission Name:**

**Solid Waste Advisory Board**

**Person to address the BOCC at Retreat (if requested by BOCC) and contact information:**

Dr. Jan F. Sassaman, Chair  
(919) 933-6625  
jan.sassaman@pleresgroup.com

**Primary County Staff Contact:**

Gayle Wilson, Solid Waste Management Director

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

The second Wednesday of each month except July.

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities.**

"... to advise the County's Governing Board on matters related to the [solid waste] System and the Solid Waste Management Plan and Policies." (Section 7, page 10, Interlocal Agreement for Solid Waste Management, August 7, 1999)

**What are your Board/Commission's most important accomplishments?**

**Board/Commission Name: Solid Waste Advisory Board**  
**Report Period: 2012**

**For 2011**

1. Adopted a Code of Ethics for SWAB Members that is based on that for other Boards and Commissions that are organic to the County (i.e., not comprised of members appointed by multiple jurisdictions).
2. Sponsored a presentation by Dr. Christopher Heaney (UNC) and both David Caldwell and Robert Campbell (RENA) titled "Relation between malodor, ambient hydrogen sulfide, and health in a community bordering a land fill."
3. Provided advice and feedback (from representative jurisdictions) to Solid Waste staff, and entertained public comments, on various issues, including:
  - Reviewed the Three-year update (for 2009) to the Solid Waste Plan for submittal (in 2011) to the North Carolina DHENR.
  - Planning and development of the new Walnut Grove convenience center in accord with the Solid Waste Plan
  - Alternative technologies for handling solid waste
  - Long-term strategies and options for handling solid waste in a land fill post-closure environment,
  - Mitigation plans and efforts for the Rogers Road area, and
  - Pros and cons of single stream recycling for both incorporated and some unincorporated portions of the county in accord with the Solid Waste Plan.

**For 2012**

1. Provided input to Solid Waste Staff on:
  - development of upgrade of the Walnut Grove Convenience Center in accord with the Solid Waste Plan adopted by Orange County and Municipalities.
  - continued development of the Landfill Gas recovery Project
  - landfill neighborhood cleanup plans and operation
  - pending Landfill closure, and
  - implementation of single stream recycling.
2. Despite the dwindling representation of the signatories to the current Interlocal Agreement (ILA), the SWAB continued to struggle with the need for those signatories to draft a new ILA that recognizes the realities of a changed solid waste landscape in Orange County, while also either providing a roadmap and structure for the SWAB consonant with those

**Board/Commission Name: Solid Waste Advisory Board**  
**Report Period: 2012**

realities or abolishing the SWAB as it is now constituted. To that end, many of these issues and concerns were outlined in a memo from the SWAB Chair to BOCC dated November 11, 2010.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

- SWAB meets monthly on the second Wednesday of the month (ad hoc sub-committees meet as needed) to consider matters/issues brought before it by BOCC, individual governments (Carrboro, Chapel Hill, Hillsborough), and Solid Waste Staff.
- There are no specific events or functions sponsored annually.

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable.**

SWAB responds to matters brought to it from BOCC as noted above.

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

Not Applicable

**Identify any activities this board/commission expects to carry out in 2013 as they relate to established BOCC goals and priorities.**

**If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

If requested by BOCC and staff, offer a forum for providing evaluation and recommendations to BOCC and Solid Waste staff regarding:

- issues associated with the revised Solid Waste Plan 3-year update to be submitted to the State (NCDEHNR) December 2013
- issues associated with revisions to the Interlocal Agreement as revisions to that Agreement may be considered by BOCC and local jurisdictions; or alternatively participation in a process to develop a new Interlocal Agreement
- alternative means to handle solid waste disposal for Orange County intergovernmental issues associated with initial planning for close-out of

**Board/Commission Name: Solid Waste Advisory Board**  
**Report Period: 2012**

the existing solid waste landfill and issues associated with post-landfill closure and solid waste management, such as hauling options, C&D landfill concerns, and funding for other essential remaining solid waste activities, and

- any other issues brought to SWAB by BOCC and town governments.

It is noted that there are only three members on the SWAB at this time – the two representatives from Chapel Hill, and one from Hillsborough. It is somewhat difficult to get anything significant accomplished with such scanty representation despite the best intentions of the sitting members of the board. We will continue to encourage elected officials from Carrboro and Orange County to appoint new members and are prepared to assist in identifying qualified candidates.

These activities may have fiscal impacts in terms of:

- Funding – minimal unless additional technical resources are needed to evaluate alternative means for solid waste disposal per BOCC vote December 2009. Development of any new interlocal agreement by BOCC and municipalities may require legal assistance.
- Staff Time – will be required to provide SWAB with technical input and analyses as well as ongoing meeting support, communication with SWAB members and general public, generation and distribution of meeting minutes and various related tasks.
- Other Resources – none identified at this time.

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

1. Lack of a Viable Interlocal Agreement

The SWAB has served a valuable function as a regular forum where elected officials, staff, and citizens of Orange County can interact on solid waste issues. As was noted in the prior 2011 and 2012 goals documents to the BOCC, SWAB continues to see a clear need for a close review and revision of the current Interlocal Agreement for Solid Waste Management. Such revision is needed in light of the shifting realities of intergovernmental relationships, pending landfill closure, issues of Greene Tract status, and the need to maintain a high quality of solid waste services in a period of severe fiscal constraints.

The process to revise the current ILA as a result of pending landfill closure was suspended pending completion of the Chapel Hill Solid Waste study. That study has been completed and submitted to the Chapel Hill Town Council. SWAB trusts that this submittal will be followed by expeditious

**Board/Commission Name: Solid Waste Advisory Board**  
**Report Period: 2012**

completion of a revised ILA for Orange County and are prepared to assist the BOCC and elected town officials with those revisions. Indeed, we have sent forward our suggestions for revision in the memo to BOCC of November 11, 2010 mentioned above.

Until such completion of a new ILA, the SWAB's mandate is tenuous at best and its direction unclear. Furthermore, likely in response to the uncertainties associated with SWAB's mandate and direction, several positions on the SWAB remain unfilled, including both BOCC appointed slots.

2. Financing the Solid Waste Enterprise

The wide variety of solid waste activities supported by the enterprise fund will be severely constrained following closure of the MSW landfill as of June 30, 2013. Savings from reducing employees and equipment will not cover remaining costs of vital solid waste operations. Currently revenue from the MSW landfill covers far more than the costs of operating that facility. If the County and Towns and landfill users wish to maintain the remaining solid waste infrastructure including but not limited to the construction waste landfill, yard debris management, and environmental support services, other sources of funds must be identified and included in the 2013-14 budget and beyond.

3. Ongoing relations with the Town of Chapel Hill in their consideration of building a transfer station to handle MSW.

At this point it appears the Town is seriously considering constructing and operating a transfer station to handle its existing MSW load and possibly that of Carrboro, but it is not clear if other MSW generated within Orange County would or could be accommodated. Given the consulting study's projected high cost per ton of capitalizing and operating such a facility based on the limited tonnage from only the two Towns and the constraints of the possible site under consideration, a broader discussion and set of planning criteria for a transfer station that involved other generators including the County, Town of Hillsborough, and perhaps UNC and others might be useful, but there is no clear path to this engagement at this time.

4. Roll-Carts for Curbside Collection

Delays in distribution of roll-carts for both the urban and rural curbside collection programs are limiting the advantages of converting to single-stream collection.

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** January 29, 2013

**Action Agenda  
Item No. 2**

**SUBJECT:** Town of Hillsborough/Orange County Central Orange Coordinated Area Land Use Plan – Update and Next Steps

---

**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING:** (Y/N)

No

**ATTACHMENT(S):**

- A. October 2, 2012 BOCC Comment Letter to Town
- B. Town's Future Land Use Plan (Draft) and Corresponding Key to Recommendations of Town Planning Board (Nov. 2012)
- C. Hillsborough-Orange Interlocal Agreement Areas

**INFORMATION CONTACT:**

Tom Altieri, 245-2579  
Abigaile Pittman, 245-2567  
Craig Benedict, 245-2575

**PURPOSE:** To provide a brief review of joint planning efforts with the Town of Hillsborough and information on the Town's update to its Future Land Use Plan.

**BACKGROUND:** The Town of Hillsborough has initiated a process to prepare a draft Future Land Use Plan (FLUP). The draft Plan covers the Town's planning jurisdiction, plus some additional areas of County jurisdiction, per the Hillsborough-Orange Interlocal Land Management Agreement (December 2009).

In general and consistent with the Agreement, the Plan is to be completed and adopted first by Hillsborough, "inviting comments from the BOCC". Following Town adoption, the BOCC is to consider endorsing the Plan or arranging for negotiation and agreement on any changes followed by joint approval.

Following Public Outreach Sessions last fall, the Town held a public hearing on a draft FLUP. The Orange County BOCC reviewed the draft at its October 2, 2012 meeting and submitted comments to the Town (Attachment A). Since then, the Town's Planning Board has recommended several changes to the draft and a second public hearing was held on January 17, 2013 to allow the public an opportunity to comment on the Planning Board's recommendations (Attachment B).

Attachment C is the map from the Hillsborough-Orange Interlocal Land Management Agreement Central Orange Coordinated Area (2009) that shows the areas for coordination and Extraterritorial Planning Jurisdiction (ETJ) areas to be swapped later in the joint planning process. There are eight key zone categories depicted on the map, which are defined in the Agreement and are as follows:

1. Incorporated Town
2. Existing Extraterritorial Jurisdiction (ETJ)
3. Proposed ETJ Areas to be Added
4. Proposed ETJ Areas to be Deleted
5. Proposed Hillsborough Urbanizing Areas (Not ETJ but under Town zoning control, which is similar to the Orange County-Chapel Hill-Carrboro Joint Planning Area Land Use Plan "Transition Area").
6. Proposed Orange County Urbanizing Areas (Under coordinated land use control but remains under County zoning)
 

*Note: All previous zone categories are within a primary Urban Services Area (USA) with the exception of number 4.*
7. Existing Water Service Area ("exceptions") Outside USA
8. Central Orange Coordinated Area Boundary under County zoning.

The intent of the coordinated planning areas is to provide clear and consistent guidance for land use/zoning decisions, coordinated growth patterns, and a distinction between areas that are to have urban characteristics from those that are to remain rural.

Summary of Town of Hillsborough Next Steps:

Planning Board –	February 20, 2013
Town Board Consideration –	March 11, 2013

February 21, 2013 Joint BOCC and Town Board Meeting – The Town’s Future Land Use Plan and the Central Orange Coordinated Area Joint Land Use Plan will each be agenda items at the Joint Meeting on February 21, 2013. This will be a good opportunity for the elected officials of both jurisdictions to offer perspectives, ideas or any questions they may have on these projects.

Links to Additional Materials

Town of Hillsborough Future Land Use Plan Revision/Update

<http://www.ci.hillsborough.nc.us/content/future-land-use-plan-revisionupdate>

History of Town of Hillsborough/Orange County Joint Planning

<http://www.co.orange.nc.us/planning/documents/TownofHillsboroughandOrangeCountyJointPlanning.pdf>

Hillsborough and Orange County Strategic Growth Plan

<http://www.co.orange.nc.us/planning/documents/FinalAdoptedSGP1.pdf>

Hillsborough-Orange Interlocal Land Management Agreement

<http://www.co.orange.nc.us/planning/documents/Hillsborough-OrangeInterlocalLandManagementAgreement.pdf>

**FINANCIAL IMPACT:** There is no financial impact associated with receiving the update.

**RECOMMENDATION(S):** The Manager recommends the Board:

1. Receive the update; and
2. Provide any input the Board may have as staff prepares for the February 21, 2013 Joint Meeting with the Town of Hillsborough.

BERNADETTE PELISSIER, CHAIR  
 PAM HEMMINGER, VICE CHAIR  
 VALERIE P. FOUSHEE  
 ALICE M. GORDON  
 BARRY JACOBS  
 EARL MCKEE  
 STEVE YUHASZ

ORANGE COUNTY BOARD OF COMMISSIONERS  
 POST OFFICE BOX 8181  
 200 SOUTH CAMERON STREET  
 HILLSBOROUGH, NORTH CAROLINA 27278



October 2, 2012

Mr. Tom Stevens, Mayor  
 Hillsborough Town Board  
 Town of Hillsborough  
 PO Box 429  
 Hillsborough, NC 27278

Dear Mayor Stevens:

Thank you for the opportunity to provide input on the Town's draft Future Land Use Plan. Over a period of several years, the County and Town have maintained commitment to coordinate our planning efforts, particularly along the Town's fringe areas. The completion of the Strategic Growth Plan and Interlocal Land Management Agreement were significant accomplishments leading us to this initial step towards a Joint Land Use Plan.

Please accept and consider the following Board of County Commissioner comments during the Town's public hearing process. Following adoption of the Town's Land Use Plan, we look forward to working in partnership with the Town to agree upon the Joint Land Use Plan.

- Orange County Planning staff to coordinate with Hillsborough staff on recommendations for areas within the Urban Service Boundary that have been left blank.
- Orange County will be assisting with costs to extend utilities to properties in the southwest quadrant of Old NC 86/I-40 to accommodate high intensity uses.
- Preference for non-residential uses in Economic Development Districts (See Attached Area 1).
- If Mixed Residential Neighborhood is desirable south of I-40, east of Old NC 86 would be a better place (See Attached Area 2).
- A land use category appropriate for a retail hotel should be provided near the hospital (See Attached Area 3).
- Change Rural Living located between I-40 and new NC 86 to Mixed Residential Neighborhood (See Attached Area 4).
- Relatively high residential densities associated with the Mixed Residential Neighborhood classifications north of US 70 could present significant impacts on downtown through traffic (See Attached Area 5).
- Some difficulty differentiating between a few of the map colors.

[www.co.orange.nc.us](http://www.co.orange.nc.us)

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 Orange County, North Carolina – You Count!  
 (919) 245-2130 • FAX (919) 644-0246

Page 2

For any questions regarding these comments, please contact our Planning Staff, Craig Benedict or Tom Altieri at 919-245-2575.

Sincerely,



Bernadette Pelissier, Chair  
Orange County Board of Commissioners

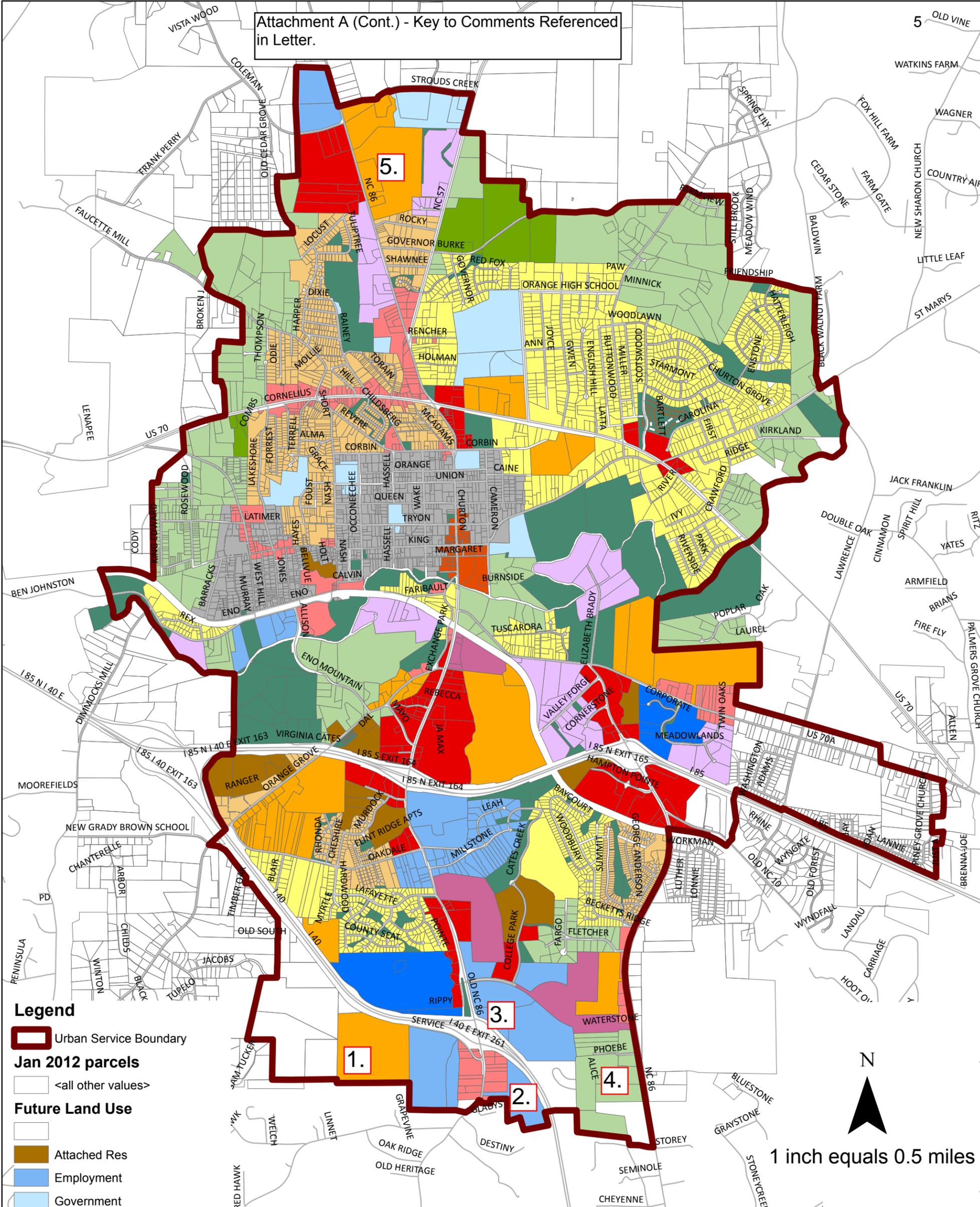
Attachment

CC: Board of Commissioners  
Frank Clifton, County Manager  
Eric Peterson, Town Manager

[www.co.orange.nc.us](http://www.co.orange.nc.us)

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Orange County, North Carolina – You Count!  
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Attachment A (Cont.) - Key to Comments Referenced in Letter.



- Legend**
- Urban Service Boundary
  - Jan 2012 parcels**
  - <all other values>
  - Future Land Use**
  - Attached Res
  - Employment
  - Government
  - Light Industry
  - Medium Density Residential
  - Mixed Residential Neighborhc
  - Mixed Use
  - Neighborhood Mixed Use
  - Permanent Open Space
  - Rural Living
  - Retail Service
  - Small Lot Residential
  - Suburban Office
  - Town Center
  - Urban Neighborhood
  - WorkingFarm

N  
1 inch equals 0.5 miles

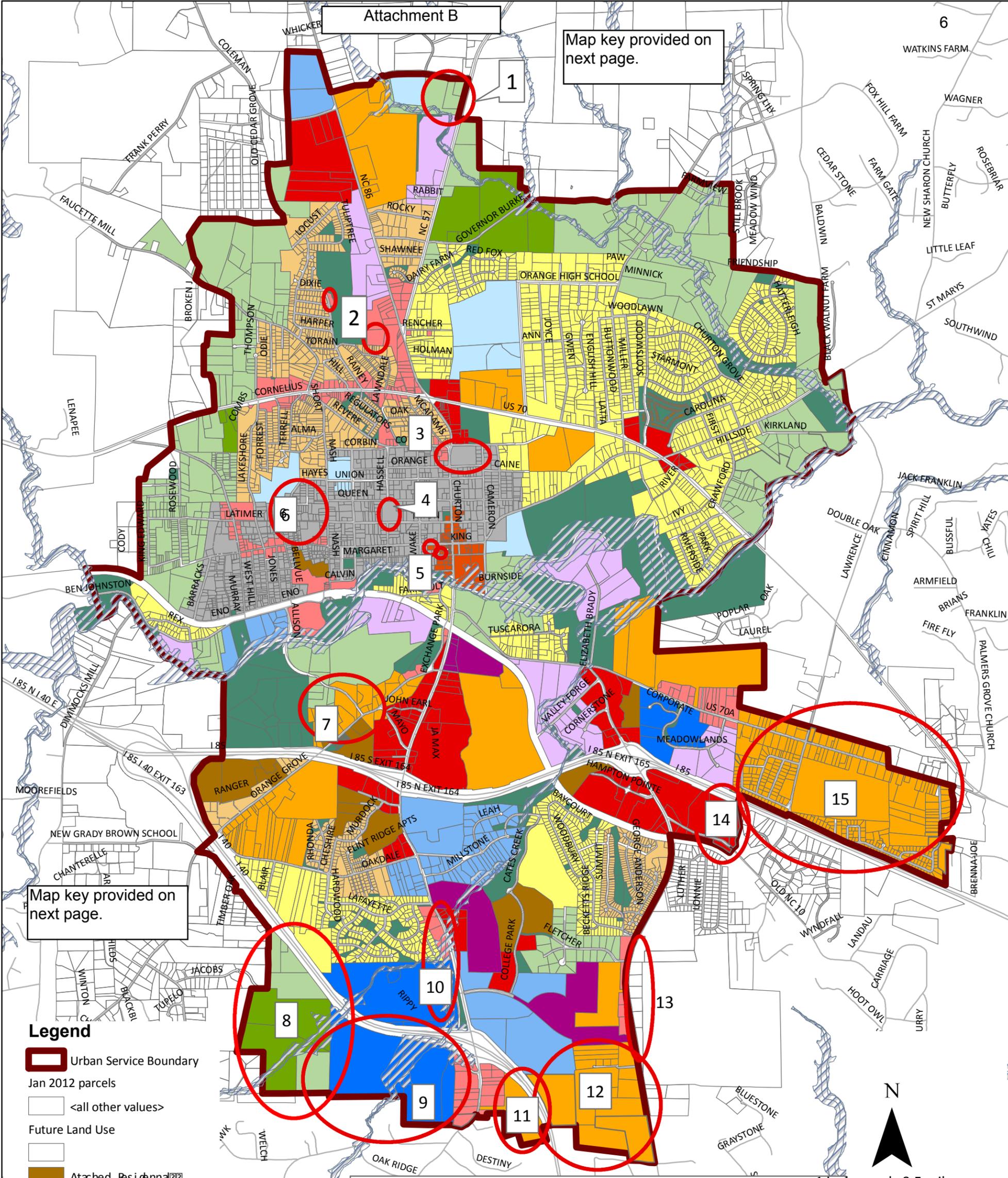
**Future Land Use Plan (DRAFT)  
Planning Board August 2012**

The **Urban Services Boundary** indicates the limits of Hillsborough water and sewer service consistent with an Inter-local Agreement with Orange County, OWASA, Chapel Hill, Carrboro, and Hillsborough. Future Land Uses would be used by Hillsborough and Orange County as the basis for approving zoning designations on all parcel and those within the boundary, consistent with the Inter-local Agreement between Orange County and Hillsborough.

Areas **inside** the Urban Services Boundary **without** a Future Land Use designation have not yet been discussed by the Planning Board. Areas **outside** the Urban Services Boundary **with** a Future Land Use designation are due to the boundary crossing a parcel. Areas **outside** the Urban Services Boundary with current utility service from the Town of Hillsborough **will retain service**.

Want more information? Refer to the Future Land Use Plan webpage OR <http://www.ci.hillsborough.nc.us/content/future-land-use-plan-revisionupdate>

Map key provided on next page.



Map key provided on next page.

**Legend**

- Urban Service Boundary
- Jan 2012 parcels
- <all other values>
- Future Land Use
- Attached Residential
- Employment
- Government
- Light Industry
- Medium Density Residential
- Mixed Resid. Neighborhood
- Mixed Use
- Neighborhood Mixed Use
- Permanent Open Space
- Rural Living
- Retail Service
- Small Lot Residential
- Suburban Office
- Town Center
- Urban Neighborhood
- Working Farm

**Future Land Use Plan (DRAFT)**  
**Post hearing Planning Board recommendation**  
**November 2012**

The **Urban Services Boundary** indicates the limits of Hillsborough water and sewer service consistent with an Inter-local Agreement with Orange County, OWASA, Chapel Hill, Carrboro, and Hillsborough. Future Land Uses would be used by Hillsborough and Orange County as the basis for approving zoning designations on all parcels and those within the boundary, consistent with the Inter-local Agreement between Orange County and Hillsborough.

Areas **inside** the Urban Services Boundary **without** a Future Land Use designation have not yet been discussed by the Planning Board. Areas **outside** the Urban Services Boundary **with** a Future Land Use designation are due to the boundary crossing a parcel. Areas **outside** the Urban Services Boundary with current utility service from the Town of Hillsborough **will retain service**.

Want more information? Refer to the Future Land Use Plan webpage OR <http://www.ci.hillsborough.nc.us/content/future-land-use-plan-revisionupdate>

Hillsborough Future Land Use Plan  
Descriptions of adjustments following October public hearing  
As recommended by the Planning Board, November 2012 map

- 1) Mars Hill Church area – change designation on parcel surrounding Pathways Elementary to Rural Living from “Government”. Government use was renamed “Education” and limited to school sites only.
- 2) Two town parcels near Fairview Park – change designation to “Neighborhood Mixed Use” since “Government” use was eliminated.
- 3) Knight properties & Town Hall – changed 2 parcels on west side of Churton Street to “Neighborhood Mixed Use” from urban Neighborhood to ease redevelopment. Changed Town Hall designation to “Urban Neighborhood” since “Government” use was eliminated.
- 4) Whitted building – Changed building parcel and two adjacent parcels to “Urban Neighborhood” since “Government” use was eliminated.
- 5) Long and Colonial Inn parcels – changed bot parcels from “Urban Neighborhood” to “Town Center” since future uses are much more likely to reflect the Town Center designation.
- 6) Hayes Street vicinity – changed the “Medium Density Residential” designation along West King, Latimer, and Hayes Street to “Urban Neighborhood.” This pocket has some potential to develop in unique and innovative fashion that is better reflected by the Urban Neighborhood designation. There are some sizable vacant parcels, the former Champayne Club, and the proximity to the school were all considerations.
- 7) Eno Mountain & Orange Grove Roads – changed the parcels fronting on Orange Grove Road with access to the improved sewer line along Orange Grove Road from Rural Living to Mixed Residential Neighborhood to allow density consistent with the utility service (per public comment).
- 8) Truffle farm area – rather than recommending a change to the utility service area, the parcels in this area were designated a combination of “Working Farm” and “Rural Living” to reflect current and anticipated land uses. Also includes changing the Geiger family property from “Mixed Residential Neighborhood” to “Small Lot Residential” to match Cornwallis Hills (per public comment).
- 9) Southwest quadrant - Economic Development District – Designated 3 large parcels “Suburban Office Complex” to reflect a preference for employment based uses without the option for a waste transfer facility (as would be allowed with the “Employment” designation).
- 10) Old NC 86 West side frontage – added the 100 year floodplain to the entire map to reflect the Natural Resource designation and limited potential of some of this property. Changed the designation south of Cornwallis Hills to “Suburban Office Complex” to allow buildable areas to be merged with adjacent lands. The frontage east of Cornwallis Hills was changed to “Neighborhood Mixed Use” reduce the intensity of potential uses consistent with neighborhood comments.
- 11) Southeast quadrant - Economic Development District – designated the parcel with interstate frontage but limited access to “Mixed Residential Neighborhood.”

- 12) NC 86 South of Waterstone – the parcels west of NC 86 and south of Waterstone were designated “Mixed Residential Neighborhood” consistent with BOCC comments.
- 13) East side of NC 86 – seven parcels are not currently in the service boundary. The Planning Board recommended that work begin to amend the boundary to bring these parcels into the urban services boundary as soon as practical. The Member agreed with the proposed land use of “Neighborhood Mixed Use” , but did not recommend showing it on the map until the boundary was adjusted.
- 14) Orange Mobile Estates – the parcels east of the former truck stop and still within the service boundary are recommended to be “Retail Service.”
- 15) Lawrence Road area – the area between the current city limits and service boundary to the east along US 70 and I-85 is recommended to be “Mixed Residential Neighborhood.”

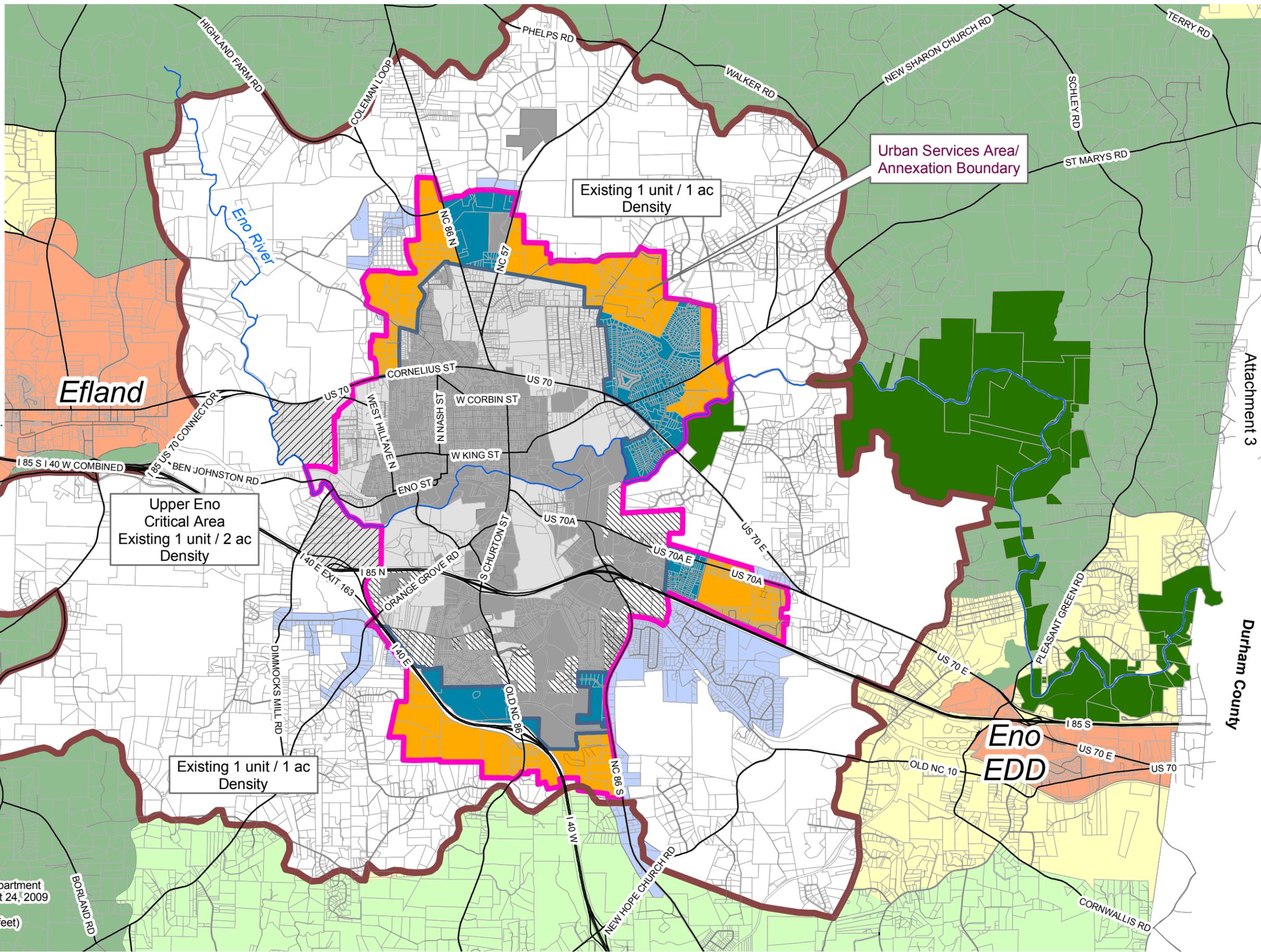
# Town of Hillsborough/Orange County Strategic Growth Plan Phase II

Attachment C

## Central Orange Coordinated Area

### Legend

-  Proposed Central Orange Coordinated Area Boundary = 33,875 ac. (White area = 24,412 ac.)
-  Proposed Urban Service Area = 9,463 ac.
-  Proposed ETJ Boundary
-  Proposed ETJ Areas to be Added = 624 ac.
-  Proposed ETJ Areas to be Deleted = 489 ac.
-  Proposed Orange County Urbanizing Areas = 1,909 ac.
-  Proposed Hillsborough Urbanizing Areas = 1,118 ac.
-  Existing Rural Residential
-  Existing Agricultural Residential
-  Existing JPA Rural Buffer
-  Existing Eno River State Park
-  Existing Water Service Area Outside Urban Services Area = 1,394 ac.
-  Existing Adopted Small Area Plan Areas
-  Existing Hillsborough Town Limits = 3,303 ac.
-  Existing Hillsborough ETJ areas = 2,918 ac.



Attachment 3

Durham County

Orange County Planning and Inspections Department  
GIS Map Prepared by Miriam Coleman, August 24, 2009

Projection: North Carolina State Plane (feet)  
Datum: North American 1983



**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** January 29, 2013

**Action Agenda  
Item No. 3**

**SUBJECT:** County Commissioners: Boards and Commissions Assignments

---

**DEPARTMENT:** Board of Commissioners

**PUBLIC HEARING: (Y/N)**

No

**ATTACHMENT(S):** Under Separate Cover

Attachment A - Current Policy Governing the  
Selection Process of BOCC  
Boards/Commissions Assignments  
Attachment B - Boards and Commissions  
Listing

**INFORMATION CONTACT:**

Clerk's Office, 245-2130

---

**PURPOSE:** To consider the list of boards and commissions on which the BOCC serve and select those boards on which the BOCC wishes to serve.

**BACKGROUND:** BOCC members serve on various County and County-related boards and commissions. Yearly, BOCC members indicate their desire to continue serving on specific boards or commissions or their desire to make changes.

Attachment A- Selection Process  
Attachment B- Board and Commissions Listing

**FINANCIAL IMPACT:** None.

**RECOMMENDATION(S):** The Board will consider making BOCC advisory board assignments.

## **Policy Governing the Selection Process of BOCC Boards/Commissions Assignments –Adopted 2011**

- Each BOCC member (veteran) shall chose one board that they currently serve on to keep in perpetuity
- The junior member will then pick one board first in the first round and then least senior members of the Board will choose one board on which to serve (*suggestion is to do this alphabetically – by last name*)
- In the second round, the senior member will pick first, and then the other senior members to the least senior member will pick
- And then it is back to the junior member....
- Round Robin will not include short-term taskforces (limited duration), ex-officio boards, and non-O.C. boards with BOCC in officer/leadership positions (these boards also cannot be taken away by other BOCC members).

## Attachment B

<b>BOARD NAME</b>	<b>MEETING DATE</b>	<b>BOCC MEMBER</b>	<b>CURRENTLY SERVING</b>	<b>SELECTION (to be done at meeting)</b>
<b>STATUTORY</b>				
ABC Board	Monthly, Third Tues 8:30 AM	Commissioner Not Required (non-voting member)	Commissioner McKee	
Board of Health	Monthly, Fourth Wed 7:00 PM	1 Commissioner Required	Member_____	
Board of Social Services	Monthly, Third Mon 4:00 PM	2 appointees Commissioner not required but usually a Commissioner serves	Member_____  Citizen-Already appointed	
Orange-Person-Chatham (OPC) Community Operations Center Advisory Board		1 Commissioner or designee 1 Consumer/Family member 1 Citizen/ Stakeholder	Mark Dorosin- appointed by Board of County Commissioners- June 2012 as citizen/stakeholder	
<b>INTERGOVERNMENTAL and OTHER GROUPS WITH BOCC MEMBERS</b>				
Burlington/Graham MPO Transportation Advisory Committee		Requires 1 Commissioner member 1 Alternate Commissioner	Chair Jacobs- Member  Alternate_____	
Communities in Schools	Monthly, Fourth Wed 3:00-5:00 PM	1 Commissioner Required	Member_____	
Community Home Trust BOD	Monthly	1 Commissioner Required	Member_____	
Durham-Chapel Hill-Carrboro-Metropolitan Planning Organization (MPO)-Transportation Advisory Committee	Monthly-second Wed.	Requires 1 Commissioner Member  1 Alternate Commissioner	Commissioner Gordon -Member Commissioner Pelissier - Alternate	

## Attachment B

<b>BOARD NAME</b>	<b>MEETING DATE</b>	<b>BOCC MEMBER</b>	<b>CURRENTLY SERVING</b>	<b>SELECTION (to be done at meeting)</b>
Durham/Chapel Hill/Orange Work Group	Quarterly-rotates between entities- noon meeting	2 Elected Representatives required (from 4 jurisdictions)	Commissioner Gordon  Member_____	
Durham Tech Board of Trustees	Quarterly	2 Appointees– one can be a Commissioner but doesn't have to be	Valerie Foushee-BOCC makes appointment each year instead of the full term; term ends 2014  Citizen already appointed	
Efland Mebane Small Area Plan Implementation Focus Group	Not meeting at this time. Has not been disbanded	1 Commissioner	Chair Jacobs	
Emergency Services Work Group	Meets as needed	1 Commissioner  1Alternate Commissioner	Commissioner McKee -Member  Alternate_____	
Fire Chief's Association of Orange County	Bi-monthly – first Weds.- 7pm	Commissioner not required as member – but can attend as guest(s)	Commissioner McKee	
Healthy Carolinians	Meets quarterly (3 <sup>rd</sup> Thursdays at 8:30am)	Commissioner not required –often same BOCC Member as on the Board of Health	Commissioner McKee	
Historic Rogers Road Task Force	Meets as needed	2 Commissioners	Member_____	Member_____

## Attachment B

<b>BOARD NAME</b>	<b>MEETING DATE</b>	<b>BOCC MEMBER</b>	<b>CURRENTLY SERVING</b>	<b>SELECTION (to be done at meeting)</b>
HOME Program Review Committee	Quarterly	1 Commissioner Required	Member_____	
Housing Bond Program-Project Review & Selection Committee		1 Commissioner Required	Member_____	
Hollow Rock Park Planning Committee	Not meeting at this time	2 Commissioners	Commissioner Gordon and Chair Jacobs	
Intergovernmental Parks Work Group	Quarterly-meets at 5:30pm	1 Commissioner Member 1 Alternate Commissioner	Commissioner Gordon –Member Alternate_____	
JOCCA	Meets Quarterly in Pittsboro at 5:30pm -	1 Commissioner Or Citizen Required but not serving at this time		
Legislative Issues Work Group	As needed	2 Commissioners	Commissioner Dorosin and Commissioner McKee	
Library Services Task Force	Not meeting at this time Has not been disbanded	2 Commissioners	Chair Jacobs Member_____	
Orange County Partnership for Young Children	Bi-Monthly-last Wed of month-at 8:30am	1 Commissioner - Board of Directors	Commissioner Pelissier	
Research Triangle Regional Partnership (RTRP)	Meets as needed	1 Commissioner	Member_____	
Solid Waste Management Work Group	Meets as needed	1 Commissioner	Member_____	

## Attachment B

<b>BOARD NAME</b>	<b>MEETING DATE</b>	<b>BOCC MEMBER</b>	<b>CURRENTLY SERVING</b>	<b>SELECTION (to be done at meeting)</b>
Solid Waste – Elected Leaders Work Group	Meets as needed	1 Commissioner	Commissioner Pelissier	
Ten Year Plan to End Homelessness Executive Team	Monthly -1 <sup>st</sup> Wed. at 5:30pm	1 Commissioner member	Commissioner Pelissier	
Triangle J Council of Governments	Monthly – 4 <sup>th</sup> Wed – 6:00pm	1 Commissioner Member  1 Alternate Commissioner	Chair Jacobs-Member  Alternate _____	
Triangle Area Rural Planning Organization (TARPO) Transportation Advisory Committee	Bi-monthly	1 Commissioner Member 1 Alternate Commissioner	Commissioner McKee –Member Commissioner Gordon -Alternate	
Triangle Transit Board of Trustees	Monthly –4 <sup>th</sup> Wednesday 1:30pm-5:30pm	May appoint a Commissioner or Commissioner-appointed citizen	Commissioner Pelissier	
Upper Neuse River Basin Association	Monthly – Different Counties Host	By-Laws state that “The number of Directors constituting the Board of Directors shall be one (1) per full voting entity, with one (1) alternate per full voting entity in case of the Director’s absence.	Pam Hemminger – appointed as a citizen in November 2012  Alternate- Staff member Tom Davis	

Attachment B

Workforce Development Board – Regional Partnership	Meets monthly in Asheboro (staff recommends to hold due to pending reorganization)	Does not require a Commissioner- usually has been 1 Non-Voting Liaison	Nancy Coston – DSS Director	
Visitor’s Bureau	Monthly – Third Wed 8:00 AM	1 Commissioner Required	Member _____	
<b>BOARDS TO WHICH BOCC HAS ALREADY MADE APPOINTMENTS</b>				
<b>NACo Voting Delegate</b>		1 Commissioner Required	Commissioner Price	NA
<b>NCACC Voting Delegate</b>		1 Commissioner Required	Commissioner Price	NA
<b>Triangle Transit Special Tax Board</b>	As Needed	2 Commissioners Required	Commissioner Gordon and Commissioner Pelissier	NA

**EX-OFFICIO**

<b>Community Leadership Council</b>	Chair Serves
<b>Hillsborough/Orange County Chamber of Commerce- does not require a Commissioner</b>	Chair Serves
<b>NC DOT Quarterly Meetings</b>	Chair/Vice Chair
<b>School Collaboration Meetings</b>	Chair/Vice Chair

**OFFICERS**

<b>Ten Year Plan to End Homelessness Executive Team</b>	Commissioner Pelissier –Chair (elections take place in Feb.)
<b>Triangle Transit Board of Trustees</b>	Commissioner Pelissier - Treasurer

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** January 29, 2013

**Action Agenda  
Item No.** 4

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**SUBJECT:** Discussion of Some Board of Commissioners and Advisory Board Protocols

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**DEPARTMENT:** County Commissioners

**PUBLIC HEARING: (Y/N)**

No
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**ATTACHMENT (S):**

BOCC Advisory Board Policy  
BOCC Rules of Procedure

**INFORMATION CONTACT:**

Chair Barry Jacobs

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**PURPOSE:** To discuss issues surrounding some Board of Commissioners and Advisory Board protocols.

**BACKGROUND:** Several issues have arisen recently that BOCC members have indicated a desire to discuss related to representations to outside entities.

**FINANCIAL IMPACT:** None.

**RECOMMENDATION (S):** The Manager recommends the Board discuss and provide any direction to staff.

## **ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS ADVISORY BOARD POLICY**

### **SECTION I: SCOPE**

#### **A. Purpose**

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will make appointments to public advisory boards, committees, commissions, and councils (hereinafter "advisory boards").

#### **B. Authority**

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the County.
3. The Orange County Board of Commissioners has the responsibility to appoint residents to serve as members of advisory boards established by the Commissioners.
4. Orange County department directors and staff are responsible for providing support to the advisory boards.

#### **C. Policy and Periodic Review**

1. This Advisory Board Policy establishes some parameters for:
  - a. Appointments to state-mandated, regional, and/or county-developed advisory boards.
  - b. Removals from such advisory boards.
  - c. Quorum and voting standards.
  - d. A code of general conduct for advisory board members.
  - e. Other aspects of advisory board service the Orange County Board of Commissioners wishes to address.
2. Periodic Review
  - a. Periodic review of this Advisory Board Policy will be conducted every five (5) years by the Orange County Board of Commissioners.
  - b. This Advisory Board Policy may be changed or adjusted as deemed necessary by the Orange County Board of Commissioners regardless of whether it is scheduled for a review.

#### **D. Applicability**

1. To the extent it does not conflict with the statute or ordinance creating a specific advisory board, where applicable, this Advisory Board Policy applies to the following Orange County advisory boards, policies, commissions, and councils:
  - a. Adult Care Home Community Advisory Committee
  - b. Advisory Board on Aging
  - c. Affordable Housing Advisory Board
  - d. Agricultural Preservation Board
  - e. Animal Services Advisory Board
  - f. Arts Commission

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- g. Commission for the Environment
- h. Economic Development Commission
- i. Board of Equalization and Review
- j. Historic Preservation Commission
- k. Human Relations Commission
- l. Nursing Home Community Advisory Committee
- m. Orange County Board of Adjustment
- n. Orange County Parks and Recreation Council
- o. Orange County Planning Board
- p. Orange Unified Transportation Board
- q. Visitor's Bureau

2. Except as otherwise provided herein or through a specific advisory board policy this Advisory Board Policy shall control the appointment, reporting, operation and other requirements of the advisory boards listed above except to the extent the same are controlled by a specific statute or ordinance. In those cases, as noted above, where a statute or ordinance controls the requirements of the advisory board and the terms of this Advisory Board Policy conflict with the terms of the statute or ordinance the statute or ordinance shall prevail.

**SECTION II: DUTIES****A. Community Contact**

1. Advisory boards, through their membership and subcommittees, shall maintain contact with stakeholder groups. In this manner, the advisory board is kept apprised of current information related to matters under the jurisdiction of Orange County.

**B. Primary Responsibilities**

1. Individual advisory boards shall maintain awareness of their goals and objectives as those goals are related to the Orange County Board of Commissioners' adopted overall goals and objectives for Orange County.
2. All actions or recommendations of the advisory board shall be communicated to the Orange County Board of Commissioners as provided herein.

**SECTION III: MEMBERSHIP****A. Authority**

1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.
  - a. All members of standing, statutory boards must meet the qualifications for the specific statutory requirements for an appointed position.
  - b. All boards members must be eighteen (18) years of age or older unless applying for a youth-designated position.

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- c. All board members shall be residents of Orange County and shall maintain their domicile in Orange County unless they are under eighteen (18) years of age and applying for a youth-designated position. The Clerk shall confirm applicants are residents of Orange County and maintain their domicile in Orange County.
  - i. Domicile is defined as one's permanent established home as distinguished from one's temporary although actual place of residence.
- d. All board members shall have good reputations for integrity and an interest in community service.
- e. No nominee to a board shall be currently employed by Orange County government and serve on a board that directly affects their work.
- f. No nominee may currently be a party to or be the actual legal representative in litigation against Orange County. The Clerk shall confirm nominees are not involved in such litigation.
- g. Each nominee must be prepared and committed to participate in advisory board work in a manner that enhances relationships between the county and the community.
- h. Advisory board members shall owe no outstanding taxes at the time of appointment.
- i. All board members are representatives of the Orange County Board of Commissioners and shall conduct themselves, both in their official actions and personal actions so as to be above reproach in their conduct and shall not bring disrepute to either the County or the Commissioners.
- j. The Orange County Board of Commissioners may waive any of the conditions within this section, with the exception of statutorily imposed conditions.

B. Composition

- 1. The Orange County Board of Commissioners shall appoint all voting and nonvoting ex officio members to advisory boards. The Orange County Board of Commissioners shall endeavor to appoint members who represent the ethnic, cultural, demographic, and geographic diversity of the community.

C. Selection Criteria

- 1. Appointed members, except for ex officio members, shall be qualified by the Clerk to the Board of County Commissioners.
- 2. Members shall be appointed from applicants whose properly filed and submitted applications were submitted to the Clerk to the Board of Orange County.

D. Appointment

- 1. All members of advisory boards serve at the pleasure of the Orange County Board of Commissioners.
- 2. Appointments to advisory boards will be initiated with a public application process from individuals, advisory boards, or community and professional organizations.
- 3. All appointments to advisory boards will be made by the Orange County Board of Commissioners.

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- a. The Orange County Board of Commissioners may elect to interview applicants to certain advisory boards.
  - b. In the event the Orange County Board of Commissioners conducts such interviews the advisory board to which the applicant seeks appointment may identify and suggest interview questions to the Orange County Board of Commissioners.
4. No person appointed to an Orange County advisory board shall serve on that board for more than two consecutive terms of three years each.
  5. The Orange County Board of Commissioners may direct the Clerk to the Board of County Commissioners to establish an orientation program for certain advisory or other boards.
  6. Extension of a member's term may be approved by the Orange County Board of Commissioners if it is determined that it is in the best interest of Orange County to allow an individual to continue to serve.

**E. Term**

1. Each appointed advisory board member shall hold office until the qualification and appointment of his or her successor or until one year has elapsed since the expiration of the term for which the member was appointed, whichever first occurs. No person shall serve as an appointed member of an advisory board for more than two consecutive terms of three years.
2. In order to establish staggered terms the original voting members of the advisory board shall be appointed as follows:
  - a. One- third for a one year term.
  - b. One-third for a two year term.
  - c. One third for a three year term.
  - d. Thereafter, each newly appointed voting member shall serve for a three year term.
3. Advisory board members whose terms are due to expire may request they be appointed to a second term or be asked to accept a second term appointment to the position.
4. Notwithstanding section III(E)(1) above the membership of any advisory board member whom the Orange County Board of Commissioners decline to appoint to a second term shall immediately terminate upon the expiration of their term.
5. Advisory board members may not serve concurrently on more than two (2) Orange County advisory boards. This restriction does not impact an individual's service on boards and commissions that are not Orange County advisory boards or short term task forces or work groups.

**F. Resignation**

1. If a member wishes to resign, the member shall submit the resignation in writing to the Chair of the advisory board on which the member serves and the Clerk to the Board of Orange County Commissioners, noting the effective date of the resignation.
2. The advisory board Chair will forward a copy of the resignation to the Clerk to the Board of Orange County Commissioners.
3. The Orange County Board of Commissioners may recognize the individual's service via a letter or certificate.

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4. An announcement of the open seat will be made at the time the resignation becomes effective.

G. Vacancies

1. Upon the expiration of the term of service of members or should a vacancy otherwise occur, the Orange County Board of Commissioners shall have the responsibility of selecting and appointing new members to the advisory board.

H. Removal

1. Members of Orange County's advisory boards serve at the pleasure of the Orange County Board of Commissioners and may be removed for any reason or no reason with or without cause.
2. Members of Orange County's advisory boards are expected to abide by the highest ethical and professional standards.
3. In addition to Section III(H)(1) above, the Orange County Board of Commissioners shall remove any member of an advisory board for neglect of duty, nonparticipation that becomes problematic to the advisory board's functioning and purpose. Neglect of duty and nonparticipation are defined as follows:
  - a. Missing three (3) consecutive meetings; or
  - b. Missing twenty-five percent (25%) of meetings within any twelve (12) month period.
  - c. For this section III(H)(3) to apply, the missed meetings in question must be unexcused.
4. The advisory board Chair shall notify a member if the member is at risk of being removed pursuant to section III(H)(3).
5. The advisory board Chair shall notify the Clerk to the Board of Orange County Commissioners if a member has violated section III(H)(3).

I. Release from Service

1. When it is deemed necessary by the Orange County Board of Commissioners to release a member from his or her term of appointment on an advisory board, the affected individual shall be notified by the Clerk to the Board of County Commissioners by letter and/or electronic mail.
2. When an advisory board has completed its function, the members shall be informed of the completion of their service and the termination of the advisory board by letter and/or electronic mail.

**SECTION IV. ROLES AND RESPONSIBILITIES**

A. Members

1. Members shall attend meetings of the advisory board, serve on subcommittees, and perform other functions as assigned by the advisory board chair with the approval of the advisory board.
2. If a member is unable to attend a meeting the member shall contact the Chair or designated staff as much in advance of the scheduled meeting as possible.
3. Ex officio members may be appointed by the Orange County Board of Commissioners for the purpose of meeting subject matter expertise needs. Ex officio members are nonvoting members of the advisory board.

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4. Upon review of the above matters, the Orange County advisory board shall address recommendations and concerns, if any, to the Orange County Board of Commissioners in writing.

B. Advisory Board

1. The Orange County Board of Commissioners will consider all advisory board recommendations and/or concerns.
  - a. Should any concerns remain unresolved after a response has been received from the advisory board, the Orange County Board of Commissioners may request that the matter be referred to the County Manager.
2. To enhance trust between Orange County Government and the community, Orange County advisory boards shall:
  - b. Assist the staff of Orange County in achieving a greater understanding of the nature and causes of community issues, with an emphasis on improving relations between the department and the residents.
  - c. Recommend methods to encourage and develop the advisory board's ability to accomplish their work.
  - d. Work throughout the community to gain relevant information about advisory board issues and communicate these to the staff of Orange County and the Orange County Board of Commissioners.
  - e. Promote public awareness of contemporary issues Orange County must address to achieve the Orange County Board of Commissioners' goals and priorities.

C. Chair, Vice Chair, Secretary

1. Selection
  - i. Election
    1. Chair, Vice Chair and Secretary shall be elected by the advisory board unless otherwise specified by the Board of Commissioners.
    2. Chair, Vice Chair and Secretary shall be elected to one-year terms.
    3. Chair, Vice Chair and Secretary shall serve no more than three consecutive one-year terms.
    4. Chair, Vice Chair and Secretary shall assume office on the date of their election. At the first advisory board meeting upon assuming office the advisory board Chair or department staff shall present members with a copy of the advisory board's charge, scope of authority, membership responsibilities, and code of conduct.
2. Responsibilities
  - i. The advisory board Chair:
    1. Calls all meetings.
    2. Serves as the presiding officer and conducts advisory board meetings.
    3. Is the Authorized spokesperson for the advisory board.
    4. Assists staff in developing the advisory board meeting agenda.
    5. Appoints and dissolves subcommittees, and the Chair and members thereof, of the body in consultation and with approval of the advisory board.
    6. Sets goals for the advisory board in consultation with the Orange County Board of Commissioners.

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7. Carries out advisory board assignments as required by the Orange County Board of Commissioners.
  8. Reviews all advisory board minutes and proposed recommendations or assigns another member of the advisory board to do so.
  9. May excuse members from attending advisory board meetings up to two (2) times per twelve (12) month period.
- ii. The advisory board Vice Chair:
    1. Serves as the presiding officer and conducts advisory board meetings in the absence of the Chair.
    2. Has all the responsibilities of the Chair in the Chair's absence.
  - iii. The advisory board Secretary:
    1. Takes (or oversees the taking of) minutes for all advisory board meetings.
    2. Submits minutes to the Chair to be distributed to advisory board members in advance of meetings.
    3. Submits approved advisory board minutes to the Clerk to the Orange County Board of Commissioners for retention and distribution to the Orange County Board of Commissioners.
    4. Assures that other records of the advisory board are kept as directed by the Chair or the Orange County Board of Commissioners.
  - iv. Removal:
    1. The Chair, Vice Chair and/or Secretary may be replaced at any time by the Orange County Board of Commissioners.

**SECTION V. ORGANIZATION****A. Orientation and Training**

1. Orange County will make available for advisory board members and department staff periodic training on state and/or county goals and priorities as well as relevant statutes and policies, including open meetings, public records, conflicts of interest and ethics.
2. Each member shall attend an orientation to familiarize the advisory board members with the operation of County government, applicable department rules, and the operating procedures of the advisory board.
  - a. The Chair and Vice Chair, if newly elected, shall attend an additional orientation to familiarize themselves with the duties and responsibilities of the Chair and Vice Chair and the guidelines for conducting meetings.
3. Each voting member will be encouraged to complete the orientation within the time frame established by the policy of the specific advisory board to which they have been appointed.
4. Advisory board members will be issued a manual and should become familiar with its contents.

**B. Operating Expenses**

1. Members, when in service on the board, are not employees of Orange County.

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2. Members serve in a voluntary capacity and shall receive monetary compensation or reimbursement only per standard county policy and with Orange County Board of Commissioners approval.
3. Members shall receive no financial or employee benefits from the County unless authorized by another section of this policy and specifically approved by the Orange County Board of Commissioners.
4. The County will provide office supplies and assume responsibility for other reasonable expenses necessary for the operation of the board.

C. Confidentiality

1. The Chair shall serve as the spokesperson for the advisory board.
2. Except for the Chair, no member of the advisory board shall make any written or oral statement of any confidential matter to any individual, business, or agency. A violation of this section will result in that member's immediate removal from the advisory board.
3. Members of the advisory board may receive information regarding personnel matters and other information of a sensitive or confidential nature. It shall be the duty and responsibility of each member to respect and maintain the confidentiality of client issues presented before the board. Neither the advisory board nor any individual member shall disseminate confidential information received during advisory board meetings.
4. Advisory board members may be required to sign confidentiality statements as necessary and will be removed from the advisory board upon violation of the confidentiality agreement.

**SECTION VI. MEETINGS**

A. Regular Meetings

1. All meetings are to be open to the public as required by the applicable North Carolina General Statutes.
2. Unless otherwise specified, public meetings will follow the standard rules of procedure defined by the Orange County Board of Commissioners.
3. The advisory board members shall determine the date, time, and place for each meeting, consistent with the guidelines below.
  - a. Regular advisory board and subcommittee meetings.
    - i. The advisory board convenes upon call of the Chair and meets on schedule as established by the specific advisory board policy.
    - ii. Subcommittee meeting dates shall be set by the subcommittee Chairs and shall be scheduled in conjunction with advisory board meetings.
    - iii. A schedule of all meeting dates, times, and places shall be properly posted in accord with North Carolina Law and delivered to the Clerk to the Board.

B. Special Meetings

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1. A majority of advisory board members or the Chair may call special meetings at any time for any specific business. Special meetings shall be convened at a location selected by the Chair.
2. All called special meetings shall be noticed in accord with North Carolina Law and delivered to the Clerk to the Board.

C. Emergency Meetings

1. A majority of advisory board members or the Chair may call a meeting in emergency circumstances by providing telephone notice to media outlets at least one hour prior to the meeting.
2. An emergency situation includes a disaster that severely impairs the public's health or safety. In the event telephone services are not working, notice that the meetings occurred must be given as soon as possible after the meeting in accord with North Carolina Law and by delivery to the Clerk to the Board.

D. Notice of Meetings Generally

1. Notice of advisory board meetings, including public hearings and appeals if applicable, and agendas shall be made available to all members and interested parties, and to any person who requests such notice, at least ten (10) days in advance of the meeting by e-mail and by posting on the Orange County government website.
2. All applicable notice requirements established by North Carolina law shall be followed.
3. Prior to January 5<sup>th</sup> of each calendar year the Board shall cause a schedule of its meetings to be posted in a readily accessible location. Such schedule shall be delivered to the Clerk to the Board of Commissioners for posting to the Orange County website.

E. Agendas

1. Board members and/or staff members shall submit agenda items to the Chair and staff for consideration at least fifteen (15) days prior to a scheduled meeting.
2. The agenda must provide a description of each item of business to be transacted or discussed so that interested members of the public will be capable of understanding the nature of each agenda item.
3. As a general rule, only those items appearing on the agenda will be discussed or voted on. However, if an item is raised by a member of the public, the advisory board may accept public comment and discuss the item so long as no action is taken until a subsequent meeting.
4. With the Chair's agreement, the designated staff will develop and distribute to each member an agenda listing the matters to be considered at upcoming advisory board meetings. Also, so far as practicable, copies of all written reports that are to be presented to the advisory board for members' review will be included in this package at least ten (10) days before the meeting.
5. All recommendations and reports of the advisory board, approved in the form of motions, shall be conveyed exclusively to the Orange County Board of Commissioners for consideration, approval or denial. Outcomes are reported back to the advisory board.

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## F. Minutes

1. Minutes shall be taken of all advisory board meetings and submitted to the Clerk to the Board of Orange County Commissioners for retention and distribution to the Orange County Board of Commissioners.

**SECTION VII. SUBCOMMITTEES**

## A. Purpose and Formation

1. Subcommittees may be formed by the advisory board to research and make special recommendations on special issues or areas in order to carry out the duties of the advisory board.
2. All subcommittees shall be reviewed by the appointing body on an annual basis to determine continued need and realignment with the priorities of the advisory board.
3. Approved subcommittees must have documented goals, deliverables, and a timeline. The subcommittee will cease to meet when these are satisfied.
4. The advisory board Chair may request that the Orange County Board of Commissioners change the structure and/or operating procedures of the advisory board if he or she deems it essential for improving the board's productivity and effectiveness.
5. A subcommittee can be formed with the approval of the advisory board chair and majority vote of the advisory board.
6. Subcommittees shall operate as directed by the advisory board.

## B. Procedure and Membership

1. A member of the subcommittee shall take responsibility for taking minutes of subcommittee meetings and shall report to the advisory board the subcommittee's progress toward its stated objectives, including dissenting viewpoints.
2. Subcommittees shall operate by majority vote.
3. Subcommittees may request a technical representative be approved by the County Manager.
4. Subcommittees shall operate openly as defined by applicable North Carolina State law and local ordinances and policies.
5. Membership on subcommittees shall be voluntary unless the specific advisory board policy dictates otherwise.

**SECTION VIII. QUORUM AND VOTING**

## A. Quorum

1. A quorum for a meeting of an advisory board and any subcommittee thereof shall consist of a majority of the number of appointed members. Vacant positions are not counted when determining if a quorum is present.
2. Members who teleconference into the meeting may not be counted present for purposes of a quorum.

## B. Voting

1. Unless otherwise required by law, all decisions shall be reached by a simple majority vote.

2. All voting will be conducted in open meetings, except when in closed session where such closed session is permitted by North Carolina law.
3. No issues can be voted upon unless a quorum is present.
4. Only appointed members can vote at advisory board meetings.
5. Appointed members shall not delegate their vote to another member.
6. The Chair of the advisory board may participate and vote on all issues.
7. Voting by proxy is not authorized and shall not be allowed.
8. Members may not abstain from voting but where a member has a conflict of interest the member may be excused by majority vote of the advisory board.
9. Members of advisory boards must be physically present to vote.
10. Individuals appointed as ex officio members of the advisory board are not authorized to vote on any issue before the advisory board.

## **SECTION IX. ETHICS**

### **A. Conflict of Interest**

1. During advisory board meetings, a member shall immediately disclose any potential conflict of interest and request to be excused from voting when he or she has a conflict of interest.
2. During appeal proceedings, the applicant has the right to question the interest of any voting member. The advisory board chair should consult with the County Attorney or staff attorney on any potential conflict of interest in appeal matters.
3. In determining from existing facts and circumstances whether a conflict of interest exists the determining party shall consider the facts and circumstances as would an ordinary and reasonable person exercising prudence, discretion, intelligence, and due care.

### **B. Gifts**

1. An advisory board member shall not directly or indirectly ask, accept, demand, exact, solicit, seek, assign, receive, or agree to receive any gift or honorarium for the advisory board member, or for another person, in return for being influenced in the discharge of the advisory board member's official responsibilities.
2. This section shall not apply to gifts or awards authorized by Orange County Policies, Resolutions, or Ordinances.

### **C. Code of Ethics**

1. Advisory board members should act with integrity and with independence from improper influence as they exercise the functions of their offices. Characteristics and behaviors that are consistent with this standard are:
  - a. Adhering firmly to a code of sound values.
  - b. Behaving consistently and with respect towards everyone with whom they interact.
  - c. Exhibiting trustworthiness.
  - d. Living as if they are on duty as appointed officials regardless of where they are or what they are doing.
  - e. Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner.

- f. Remaining incorruptible, self-governing, and not subject to improper influence, while at the same time being able to consider the opinions and ideas of others.
  - g. Disclosing contacts and information about issues that they receive outside of public meetings, and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
  - h. Treating other advisory boards and advisory board members and the public with respect, and honoring the opinions of others even when they disagree.
  - i. Being careful not to reach conclusions on issues until all sides have been heard.
  - j. Showing respect for their appointed office and not behaving in ways that reflect badly on the office, the advisory board, Orange County, or the Orange County Board of Commissioners.
  - k. Recognizing that they are part of a larger group and acting accordingly.
  - l. Recognizing that individual board members are not generally allowed to act on behalf of the board, but may only do so if the board specifically so authorizes, and that the board must take official action as a body.
  - m. Being faithful in the performance of the duties of their offices.
  - n. Acting as especially responsible residents whom others can trust and respect.
  - o. Faithfully attending and preparing for meetings.
  - p. Carefully analyzing all credible information that is properly submitted to them, and when applicable, being mindful of the need not to engage in communications outside the meeting in quasi-judicial matters.
  - q. Being willing to bear their fair share of the board's workload.
  - r. To the extent appropriate, they should be willing to put the board's interests ahead of their own and shall avoid the appearance of a conflict of interest and shall, under no circumstances, use their position on any board for personal gain or profit.
2. Members of the Planning Board, Board of Adjustment, Economic Development Commission, and Board of Equalization and Review shall upon initial appointment, and prior to December 31 annually thereafter, disclose:
- a. Any interest he or she or his or her spouse or domestic partner has in real property situated in whole or in part in Orange County and the general description of that property.
  - b. Any legal, equitable, beneficial or contractual interest he or she or his or her spouse or domestic partner has in any business, firm or corporation, which is currently doing business with Orange County pursuant to contracts awarded by Orange County, or which is attempting, or has attempted in the past calendar year, to secure the award of a bid from Orange County or the approval of any Board or Agency of Orange County.
  - c. Failure to file a disclosure statement setting out the above required information shall result in immediate removal of the member from the applicable board.

## **SECTION X. COMPENSATION AND TRAVEL REIMBURSEMENT**

AMENDED 11/ 8/2012

## A. Compensation

1. As a general rule advisory board service is voluntary and appointed members shall receive no form of compensation for their services.
2. However, should the Orange County Board of Commissioners determine, in its sole discretion, that an advisory board's members should be compensated, such compensation shall be addressed in that advisory board's specific policy and rules of procedure as adopted by the Commissioners.

## B. Travel Expense Reimbursement

1. The Chair shall, to the extent practicable, schedule all hearings and advisory board meetings to minimize travel and per diem costs.
2. Payment of expenses to advisory board members shall occur only when travel has been approved by the County Manager prior to the time the expenses are incurred.
3. Orange County shall reimburse reasonable and necessary travel and incidental business expenses from pre-approved travel to advisory board members
4. Advisory board members shall be reimbursed in accordance with current local and/or state rules and regulations. Expense claims shall be submitted as required pursuant to the Orange County travel policy.
5. Transportation expense claims shall include charges essential for transportation to and from the meeting place. Reimbursement shall be made only for the local government's standard mileage allowance. Travel should be via the shortest, most commonly traveled route.
6. Travel expense does not include hotel/motel expenses.

**SECTION XI. LIMITATION OF POWER AND AUTHORITY**

- A. Nothing contained in this Advisory Board Policy shall be construed to conflict with any North Carolina law or Orange County ordinance. Should there be an appearance of conflict, the appropriate North Carolina law or Orange County ordinance shall prevail.
- B. The activities of the advisory board shall, at all times, be conducted in accord with applicable Federal law, North Carolina law, and Orange County ordinances.
- C. Advisory Boards and any members thereof shall not (and shall not have the express or implied authority to):
  1. Incur expense or obligate Orange County in any manner.
    - a. Any expense incurred must have been pre-approved either through the department director overseeing the advisory board's budget, the Orange County Board of Commissioners, or the County Manager.
    - b. It is specifically acknowledged that no member of an advisory board has the authority, express or implied, to, contractually or otherwise, bind Orange County.
  2. Identify or release any draft document that has not been approved for release by the Orange County Board of Commissioners or County Manager.
  3. Take positions, in their capacity as an advisory board member, on any political issue or support or oppose any candidate for public office.

AMENDED 11/ 8/2012

4. Independently investigate resident complaints against Orange County, any department or any employee of a department.
5. Conduct any activity that might constitute or be construed as an official governmental review of departmental or employee actions.
6. Conduct any activity that might constitute or be construed as establishment of Orange County or departmental policy.
7. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.
8. Engage in any act to impose or attempt to impose discipline on any advisory board member, department, or employee.
9. Interfere, attempt to interfere or involve themselves in any way in staff personnel matters regardless of the nature of the matter.

# **Rules of Procedure for the Board of County Commissioners**

Adopted - May 2002  
Amended - March 2012  
Printed - March 2012



Orange County  
North Carolina

**Principles of  
Parliamentary Law**

- *Justice and courtesy for all*
- *Majority rules*
- *Right of the minority to be heard*
- *Protection of the rights of the individual and the absentee*
- *Consideration of one thing at a time*
- *Maintain order*
- *Expedite business*
- *Partiality to no one*

**Rules of Procedure  
for the  
Board of County Commissioners**

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**Orange County, North Carolina**

## ***Preface***

These rules of procedure for use by a North Carolina board of county commissioners were first compiled in 1978 by Bonnie E. Davis, who at that time was a member of the Institute of Government faculty. The second edition was issued in 1990. This revised second edition takes into account several changes in the Open Meetings Law and other statutes that have been made since 1990.

The 1994 and 1999 changes to the Open Meetings Law reduced the grounds for holding closed meetings and required that motions to hold closed sessions be specific as to the reason. Rule 3 has been revised to bring it into compliance with the new law.

A 1993 amendment to G.S. 153-26 requires that the organizational meeting following the general election in even-numbered years must be held on the first Monday in December. This statutory change brought clarity to the confusion that previously existed as to what business could be transacted by the old board at the first meeting in December following an election. The old board should conclude all of its business before the December organizational meeting, even if the board normally holds a regular meeting on the first Monday of each month.

## ***Acknowledgements***

These rules of procedure are based on the following publications of the Institute of Government at the University of North Carolina, Chapel Hill:

*Rules of Procedure for the Board of County Commissioners*, Second Edition, Revised. Joseph S. Ferrell, Institute of Government, the University of North Carolina at Chapel Hill, 1994.

*Suggested Rules of Procedure for Small Local Government Boards*, Second Edition. A Fleming Bell, II, Institute of Government, the University of North Carolina at Chapel Hill, 1998.

The text of these publications was utilized and modified as appropriate to reflect the specific needs of the Board of Commissioners of Orange County.

# Rules of Procedure for the Board of County Commissioners

## *Introduction*

These rules of procedure were designed for use by a North Carolina board of county commissioners. Essentially, the rules are a modified version of *Robert's Rules of Order, Revised*. *Robert's Rules* is intended to guide the deliberations of a large legislative body; consequently, it is not always appropriate for a small governing board, which can afford to proceed with much less formality. Another valuable resource consulted for this revision of the rules was *Mason's Manual of Legislative Procedure*. *Mason's Manual* is intended primarily for state legislatures, but its extensive discussion of the basic principles of parliamentary law and procedure is valuable for local governing boards as well.

These rules apply to all meetings of the Orange County Board of Commissioners at which the Board is empowered to exercise any of the executive, administrative or legislative powers conferred on it by law.

The North Carolina law (G.S. 153A-41) permits a board of county commissioners to adopt its own rules of procedure if these conform to "generally accepted principles of parliamentary procedure" and do not conflict with applicable law. *Mason's Manual* suggests that parliamentary law affecting the work of a board of county commissioners can be summarized in ten basic principles:

1. *The board can take only those actions that it has authority or jurisdiction to take.* A corollary of this principle is that the board's action, to be valid, must not violate any applicable law or constitutional provision. This is simply another manifestation of the familiar legal doctrine that a unit of local government has only those powers conferred on it by law or necessarily implied from some specific grant of power.
2. *The board must meet in order to act.* Under North Carolina law, the powers conferred on the county governing board are exercised by the county board of commissioners as a group, not its individual members. Therefore, the group must meet in order to act.

3. *All board members must receive proper notice of meetings.* Since all members are equally entitled to participate in board meetings, each member must be properly notified of the place, time, and purpose of meetings.
4. *The board may act only with a quorum.*
5. *There must be a question before the board on which it can decide.* Except when electing their own officers or balloting for appointments, legislative bodies proceed by voting *yes* or *no* on specific proposals put forward by one or more members. Each member has a right to know at all times what question is before the board and what effect a *yes* or *no* vote would have on that question.
6. *There must be opportunity for debate.* The very nature of a deliberative body requires that members share information and opinion about matters before the board.
7. *Questions must be decided by vote.* Legislative bodies do not decide matters by discussing them until a consensus emerges.
8. *Votes are decided by majority.* Usually only a simple majority of votes cast suffices, but the board's rules or an applicable law may sometimes require an extraordinary majority.
9. *There must be no fraud, trickery, or deception in the board's proceedings.*
10. *The board's rules of procedure must be applied consistently.*

Most of the following rules have been modified to suit local needs and customs. The comments following the rules note when rules state procedures required by law (North Carolina General Statutes, hereinafter cited as G.S.).

## **I. Applicability**

**Rule 1. Applicability of Rules.** These rules apply to all meetings of the Board of Commissioners of Orange County at which the board is empowered to exercise any of the executive, quasi-judicial, administrative, or legislative powers conferred on it by law.

Comment: On the whole, rules of procedure of a governing board are intended to govern formal meetings of the board where it will exercise any of its executive and legislative powers. These rules fulfill that purpose and also are designed to ensure board compliance with the Open Meetings Law, G.S. 143-318.9 through 318.18, which applies to any gathering of a majority of

the board to discuss public business. The rules also apply to informal work sessions or committee meetings where public business is discussed but no official action is taken.

## II. Open Meetings

**Rule 2. Meetings to be Open.** (a) It is the public policy of North Carolina and of Orange County that the hearings, deliberations, and actions of this board and its committees be conducted openly.

(b) Except as otherwise provided in these rules and in accordance with applicable law, each official meeting of the Orange County Board of Commissioners shall be open to the public and any person is entitled to attend such meeting.

Comment: See G.S. 143-318.10(a).

(c) For the purposes of the provisions of these rules concerning open meetings, an official meeting of the board is defined as any gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of board members for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting public business within the jurisdiction, real or apparent, of the board.

Comment: See G.S. 143-318.10(d). The Open Meetings Law provides that a social meeting or other informal assembly or gathering together of the members of the board does not constitute an official meeting unless it is "called or held to evade the spirit and purposes" of the laws requiring meetings to be open.

**Rule 3. Closed Sessions.** (a) Notwithstanding the provisions of Rule 2, the board may hold a closed session for the reasons listed below. It is the policy of the state of North Carolina that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a session is required:

1. To prevent the disclosure of information that is privileged or confidential pursuant to the law of this state or of the

United States, or is not considered a public record within the meaning of Chapter 132 of the General Statutes.

2. To prevent the premature disclosure of an honorary degree, scholarship, prize or similar award
3. To consult with the county attorney or another attorney employed or retained by the county in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. G.S. 143-318.11(a)(2) provides that general policy matters may not be discussed in a session closed in order to consult with the county attorney, and the mere fact that the county attorney is participating in a board meeting is not grounds to close the meeting. The statute further provides that the board may consider and give instructions to the attorney concerning handling or settlement of any pending litigation or other matter in controversy, but the terms of any settlement (other than a malpractice claim against a public hospital) must be reported to the board of commissioners and entered in the minutes "as soon as possible within a reasonable time" after the settlement is concluded.
4. To discuss matters relating to the location or expansion of industries or other businesses in the county, including agreement on a tentative list of economic development incentives that may be offered by a public body in negotiations. G.S. 143-318.11(a)(4) requires that the action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures be taken in open session.
5. To establish or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
6. To consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment or appointment of an individual public officer or employee, or prospective public officer or employee; or to hear or investigate a complaint, charge or grievance by or against an individual public officer or employee. General personnel

policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment or removal of a member of the public body or a member of any other public body, and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

7. To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(b) The board may go into closed session only upon a motion made and duly adopted at an open meeting. This motion must cite one or more of the permissible purposes listed in subsection (a) of this rule. In addition, a motion to go into closed session pursuant to Rule 3 (a)(1) must state the name or citation of the law that renders the information to be discussed privileged or confidential, and a motion to go into closed session pursuant to Rule (a)(3) must identify the parties in each existing lawsuit, if any, concerning which the board expects to receive advice during the closed session.

(c) The board shall determine who shall attend the closed session. The county manager, county attorney and clerk to the board shall attend all closed sessions unless otherwise determined by the board. The board shall determine other necessary attendees as the facts and the circumstances dictate. With respect to a closed session to consult with the county attorney or another attorney employed by or retained by the county, in order to preserve the attorney-client privilege between the attorney and the board, the board shall not permit a person to attend the closed session if that person's attendance would defeat the attorney-client privilege.

(d) The board shall conclude a closed session and return to open session upon a motion made and adopted to do so.

### III. Organization of the Board

**Rule 4. Organizational Meeting.** The board shall hold an organizational meeting at its regular meeting place at 7:00 p.m. on the first Monday in December of each year. The former chair shall call the meeting to order and shall preside until a chair is elected. The agenda shall be as follows: (1) special recognition of any outgoing commissioners, (2) taking and subscribing the oath of office by the newly elected members of the board, (3) election of a chair and vice-chair, (4) designation of voting delegate for all NCACC and NACo meetings, (5) seating arrangement and (6) appointment of the manager, clerk, county attorney and appointments to the various boards and commissions on which county commissioners serve. The bonds of the Register of Deeds and the Sheriff shall be approved as part of the consent agenda.

Comment: This rule incorporates the requirements of G.S. 153A-26 concerning the times for organizational meetings and the qualifications of new members and the requirements of G.S. 153A-39 concerning the election of the chair and the vice-chair, G.S. 161-4 (for the Register of Deeds), G.S. 162-9 (for the Sheriff), require the board to approve the bonds of these officials.

G.S. 153A-26 provides that the oath of office is that prescribed by Article VI, Section 7, of the North Carolina Constitution (see also G.S. 11-6 and G.S. 11-7) and may be administered by any person authorized by law to administer oaths. The written statement of the oath shall be signed by each new member and filed with the clerk to the board. The statute also provides that a new member who cannot be present at the organizational meeting may take and subscribe the oath later.

**Rule 5. Election of the Chair.** The chair of the board shall be elected annually for a term of one year and shall not be removed from the office of chair unless he or she becomes disqualified to serve as a member of the board.

Comment: G.S. 153A-39 provides for the election of a chair and states that he or she is chosen “for the ensuing year.”

## IV. Regular and Special Meetings

### Rule 6. Regular and Special Meetings.

**(a) Regular Meetings.** The board usually holds a regular meeting on the first and third Tuesday of each month in accordance with the “Board Calendar of Meetings” approved by the board. All meetings shall begin at 7:00 p.m. unless otherwise noted on the “Calendar of Meetings.” The board may change the place or time of any meeting listed on the approved “Calendar of Meetings” by a majority vote, and have it posted and noticed no less than seven days before the change takes effect. A notice shall be filed with the clerk to the board and posted, on the principal bulletin board of the county, and at or near the regular meeting place, and copies shall be sent to all persons who have requested notice of special meetings of the board.

Comment: See G.S. 143-318.12(b)(1) and G.S. 153A-40(a). Any permanent change in the schedule of regular meetings must be adopted not later than ten days before the first meeting to which the new schedule applies. Also, G.S. 153A-40 requires the board of county commissioners to meet at least once a month. The notice requirements of the proposed rule are somewhat broader than those required by law.

**(b) Special Meetings.** The chair or a majority of the members of the board may at any time call a special meeting of the board by signing a notice stating the time and place of the meeting and the subjects to be considered. The person or persons who call the meeting shall cause the notice to be posted on the principal bulletin board of the county, located at the Link Government Services Center in Hillsborough, and at or near the meeting place, and delivered to the chair and all other board members or left at the usual dwelling place of each member at least 48 hours before the meeting. In addition, the notice shall be mailed or sent by e-mail to individual persons and news media organizations who have requested such notice as provided in subsection (e), below. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or those who are not present have signed a written waiver.

A special meeting may also be scheduled by vote of the board in

open session during another duly called meeting. The motion calling for a special meeting shall specify its time, place, and purpose. At least 48 hours before the meeting, the notice shall be posted on the principal bulletin board of the county and at the regular meeting place, and delivered to all board members not present at the meeting at which the special meeting was called. Only items of business specified in the motion calling for the special meeting may be transacted at a special meeting called in this matter unless all members are present and the board determines in good faith at the meeting that it is essential to discuss or act on the additional item immediately.

Comment: See G.S. 153A-40(a) and G.S. 143-318.12(b)(2).

**(c) Emergency Meetings.** The chair or a majority of board members may at any time call an emergency meeting of the board by signing a written notice stating the time and place of the meeting and the subjects to be considered. Written or oral notice of the meeting shall be given to each board member and to each news organization that has filed a written emergency meeting notice request with the clerk to the board, and whose request includes that organization's telephone number. Only business connected with the emergency may be considered at an emergency meeting.

**(d) Work Sessions, Committee Meetings or other Informal Meetings.** The chair or a majority of the board members may schedule work sessions, committee meetings or other informal meetings of the board or of a majority of its members at such times and concerning such subjects as may be established by the board. The times and subject matter may be established by resolution or order of the board. A schedule of any such meetings that are held on a regular basis shall be filed in the same place and manner as the schedule of regular meetings. Work sessions and other informal official meetings not held regularly are subject to the same notice requirements as special board meetings.

**(e) Sunshine List.** Any individual person and any newspaper, wire service, radio station, and television station may file with the clerk to the board of commissioners a written request for notice of all special meetings of the board. These are meetings

not listed on the regular “Calendar of Meetings.” Requests by individuals must be renewed on or before the last day of each calendar year and are subject to a \$10.00 nonrefundable annual fee.

Comment: The Open Meetings Law requires that any “official meeting” at which a majority of the board deliberates on public business must be open to the public and notice must be given. The last sentence of the rule embodies that principle. The rule goes beyond the Open Meetings Law in requiring a published schedule of work sessions or committee meetings held on a regular basis.

G.S. 143-318.13(a) provides that if the board holds any regular, special, emergency, or other official meeting by use of conference telephone or other electronic means, the clerk shall provide a location and means whereby members of the public may listen to the meeting and notice of the meeting shall specify that location.

**Rule 7. Location of Meetings.** All meetings shall be held within the boundaries of Orange County except as otherwise provided herein.

1. A joint meeting with the governing board of any other political subdivision of this state or any other state may be held within the boundaries of either subdivision as may be stated in the call of the meeting. At any such joint meeting, the board reserves the right to vote separately on all matters coming before the joint meeting.
2. A special meeting called for the purpose of considering and acting upon any order or resolution requesting members of the General Assembly representing all or any portion of this county to support or oppose any bill pending in the General Assembly or proposed for introduction therein may be held in Raleigh or such other place as may be stated in the call of the meeting.
3. A meeting may be held in connection with a retreat, forum, or similar gathering solely for the purpose of providing members of the board with general information relating to the performance of their public duties.
4. A meeting may be held while in attendance at a convention, association meeting, or similar gathering solely to discuss

or deliberate the board's position concerning convention resolutions, elections of association officers, and similar issues that are not legally binding upon the board or its constituents.

Comment: See G.S. 153A-40(c). That statute also speaks of two other categories of gatherings that may be held outside the boundaries of the county: retreats, and meetings with the legislative delegation representing the county in the General Assembly. The statute expressly forbids the board to take any official action at any such meetings, so they are not mentioned in the proposed rule. However, such meetings are covered by the Open Meetings Law if a majority of the board is present and "deliberates" on public business.

## V. Agenda

**Rule 8. Agenda.** (a) The county manager shall prepare the agenda for each regular, special and emergency meeting subject to review and approval by the chair and vice-chair. A request to have an item of business placed on the agenda must be received by 12:00 noon, Monday of the week prior to the meeting. Any Board member may petition the Board to have an item placed on the agenda.

(b) The agenda packet for regular meetings shall include the agenda document, any proposed ordinances or amendments to ordinances, and supporting documentation and background information relevant to items on the agenda. A copy of the agenda packet shall be delivered to each member of the board at least ninety-six hours before the meeting. Documents in the agenda packet, if not previously available for public inspection, shall become so when packets have been delivered to each board member or left at his or her usual dwelling. Copies shall be available for members of the public in the clerk's office and at the Orange County Main Public Library. Quarterly Public Hearing Agendas shall also be placed at the Chapel Hill Library. The agenda is also published on the county's web site, [www.co.orange.nc.us](http://www.co.orange.nc.us).

For all other meetings (special, work sessions, etc.) a copy of the agenda and attachments shall be available to members of the public on the Orange County website prior to the meeting (usually 48-72 hours before the meeting).

The clerk's office shall post agendas for regular meetings, public hearings and work sessions on the county's website within 24 hours after they are distributed to the board of Commissioners by the county manager's office. Agendas which are distributed on Thursday prior to a Friday holiday or agendas which are distributed on Friday will be posted on the County's web site by noon the following Monday.

(c) The board may, by approval of a majority of its members, i.e. an affirmative vote equal to a quorum, add an item that is not on the agenda.

Comment: Because of the increased volume and complexity of the matters they must consider, nearly all boards use an agenda. Some boards use an agenda only to organize the material they must consider and to give themselves an opportunity to study the issues before they meet. These boards generally allow last-minute additions to the agenda by general consent. This rule takes that approach. Other boards use their agenda to control the length of their meetings. Often a board that uses its agenda for this purpose will hold a work session before the regular meeting to ask questions and thoroughly explore the proposals that must be voted on at the regular meeting. Generally these boards take a stricter approach and do not allow late additions to the agenda unless an emergency exists.

**Rule 9. Public Comments - Items Not on the Printed Agenda.** The county manager shall include on the agenda of each regular meeting a time for comments or questions from members of the public in attendance. The chair will first recognize individuals or groups who have signed up to be heard, and then may recognize others, subject to available time. Speakers will be allowed three minutes each up to an hour total. After the hour set aside for public comments has expired, the chair will recognize further speakers only upon motion duly made and adopted.

*Petitions/Resolutions/Proclamations and other similar requests submitted by the public will not be acted upon by the Board of Commissioners at the time presented. All such requests will be referred for Chair/Vice Chair/Manager review and for recommendations to the full Board at a later date regarding a) consideration of the request at a future regular Board meeting; or b) receipt of the request as information only. Submittal of information to the Board or receipt of information by the Board does not constitute approval, endorsement, or consent.*

Comment: The board may decide as a matter of general policy to set aside part of each meeting for individuals or groups to address the board. The rule allows any individual or group to get on the agenda but lets the board decide whether there is time to hear its comments.

## **Rule 10. Order of Business.**

**(a) Regular Meetings.** For all regular meetings, items shall be placed on the agenda as listed below:

1. Additions or Changes to the Agenda  
*Public Charge*
2. Public Comments (Limited to One Hour)
3. Petitions by Board Members (Three Minute Limit Per Commissioner)
4. Proclamations/Resolutions/Special Presentations
5. Consent Agenda
  - Removal of Items from Consent Agenda
  - Approval of Remaining Consent Agenda
  - Discussion and Approval of the Items Removed from the Consent Agenda
6. Public Hearings
7. Regular Agenda
8. Reports
9. County Manager's Report
10. County Attorney's Report
11. Appointments
12. Board Comments
13. Information Items
14. Closed Session
15. Adjournment

If there is no objection, the chair may call items in any order most convenient for the dispatch of business. The meeting will end at 10:30 unless there is a majority vote of the Board to continue beyond that time.

### **(b) Order of Business for Public Hearings**

1. Opening Remarks from the Chair
2. Public Charge
3. Public Hearing Items
4. Adjournment

**(c) Public Charge.** A public charge may be read at each meeting to set the tone for civil decorum. The public charge is placed on the agenda immediately after item 1, “Additions or Changes to the Agenda” and it shall read:

*“The Board of Commissioners pledges to the residents of Orange County its respect. The Board asks its residents to conduct themselves in a respectful, courteous manner, both with the board and with fellow citizens. At any time should any member of the Board or any resident fail to observe this public charge, the Chair will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair will recess the meeting until such time that a genuine commitment to this public charge is observed. All electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate.”*

## **VI. Conduct of Debate**

**Rule 11. Powers of the Chair.** The chair shall preside at all meetings of the board if he or she is present. If the chair is absent, the vice-chair shall preside. If both the chair and vice-chair are absent, another member designated by vote of the present board members shall preside. A member must be recognized by the presiding officer in order to address the board. The chair shall have the following powers:

1. To rule on points of parliamentary procedure, including the right to rule out of order any motion patently offered for obstructive or dilatory purposes;

2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of parliamentary law or procedure;
4. To call a brief recess at any time;
5. To adjourn in an emergency.

A decision by the presiding officer under any of the first three powers listed above may be appealed to the board upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

Comment: The chair normally presides at board meetings. In his or her absence, the vice-chair, if there is one, presides. If there is no vice-chair, or if both the chair and vice-chair are absent, the board typically selects a temporary presiding officer.

The board may choose whether the chair always votes or votes only to break a tie. Someone who is temporarily presiding in the chair's place is still a full member of the board and thus entitled to make motions and to vote.

The chair or anyone presiding in the chair's place has substantial procedural powers, but those powers are not absolute. Under this rule and Rule 15, any board member is entitled to make a motion to appeal to the other members concerning the presiding officer's decisions on motions, decorum in debate and most other procedural matters.

There are two exceptions to this right of appeal. A chair or other presiding officer may adjourn without the board's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time, when necessary to "clear the air" and thus reduce friction among the members.

### **Rule 12. Presiding Officer when the Chair is in Active Debate.**

If the chair wishes to become actively engaged in debate on a particular proposal, he or she shall designate another board member to preside. The chair shall resume the duty to preside as soon as action on the matter is concluded.

Comment: Good leadership depends, to a certain extent, on not taking sides during a debate. On a small board this may not always be feasible or desirable; yet an unfair advantage accrues to the side whose advocate controls access to the floor. This rule is designed to ensure evenhanded treatment to both sides during a heated debate. Ordinarily the chair should call on the vice-chair to preside if he or she finds it necessary to step aside.

**Rule 13. Action by the Board.** The board shall proceed by motion. Any member, including the chair, may make a motion. If two or more Commissioners speak at the same time to make a motion (or second), the chair shall determine, for purposes of recording action for the minutes, which name the clerk shall use.

Comment: The chair may make motions, or the chair may invite another member to make a motion by saying “The chair will entertain a motion that...”

**Rule 14. Second Required.** A motion shall require a second, followed by discussion and/or comments and a vote.

Comment: The philosophy underlying the requirement of a second is that if a proposal is not supported by at least two members, it is not worth the time it would take to consider the matter. A second does not necessarily mean that a member agrees with the motion, but that the member wishes the matter open to discussion. A second allows the matter to be discussed further.

**Rule 15. One Motion at a Time.** A member may make only one motion at a time.

**Rule 16. Substantive Motion.** A substantive motion is out of order while another substantive motion is pending.

Comment: This rule sets forth the basic principle of parliamentary procedure: distinct issues are considered and dealt with one at a time, so a new proposal may not be put forth until action on the preceding one has been concluded.

*Robert's Rules of Order* does not refer to substantive motions as such; instead it uses such adjectives as “main” or “principal.” Here, a substantive motion is any motion other than the procedural motions listed in Rule 19. The possible subject matter of a substantive motion coexists with the board’s legal powers, duties, and responsibilities. Indeed, since Rule 13 provides that the board shall proceed by motion, the substantive motion is the board’s exclusive mode of action. The procedural

motions detailed in the following rules set forth the board's various options in disposing of substantive motions.

**Rule 17. Adoption by Majority Vote.** A motion shall be adopted if approved by a majority of the votes cast, a quorum being present, unless an extraordinary majority is required by these rules or the laws of North Carolina. A majority is more than half. A quorum is a majority of the actual membership of the board, including any vacant seats. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

**Rule 18. Debate.** The chair shall state the motion and then open the floor to debate, presiding over the debate according to these general principles:

1. The member making the motion or introducing the ordinance, resolution, or order is entitled to speak first.
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.
3. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

**Rule 19. Procedural Motions.** (a) In addition to substantive proposals, the procedural motions listed in subsection (b) of this rule, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.

Comment: This rule substantially departs from *Robert's Rules of Order*. Each procedural motion in *Robert's Rules of Order* was reviewed to determine whether it was appropriate for use by a small board; substantial modifications and deletions were the result. The following enumeration of procedural motions is exhaustive; if a procedural option is not on the list, it is not available.

(b) In order of priority (if applicable), the procedural motions are:

Comment: While a substantive motion is out of order if another substantive motion is pending, several procedural motions can be entertained in succession without necessarily disposing of the immediately pending one. The order of the list below establishes which procedural motion yields to which-for

example, a move to defer consideration (6) may be made while a move to refer to committee (9) is pending because (6) ranks higher on the list.

1. *To Appeal a Procedural Ruling of the Presiding Officer.* A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the board as specified in Rule 11. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Comment: Rule 11 allows the ruling of the presiding officer on certain procedural matters to be appealed to the board. This appeal must be made as soon as the presiding officer's decision is announced, so this motion is accorded the highest priority. See Rule 11 and its comment for further discussion of this motion.

2. *To Adjourn.* The motion may be made at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.

Comment: This motion differs from the *Robert's Rules of Order* motion in several respects. In *Robert's Rules of Order*, it is not debatable or amendable and can be made at any time, even interrupting substantive deliberations. In view of the small number of members and the available procedures to limit debate, this rule allows debate and amendment of the motion to adjourn but allows the motion to adjourn only when action on a pending matter is over. The motion to defer consideration or to postpone to a certain time or day may be used if the board wants to adjourn before completing action on a matter.

3. *To Take a Recess.*

Comment: *Robert's Rules of Order* does not allow debate on this motion, but since the number of members is small and procedures to limit debate are available, this rule allows debate on the motion. As in *Robert's Rules of Order*, the motion is in order at any time. Note that under Rule 11, the chair also has the power to call a brief recess.

4. *To Call to Follow the Agenda.* The motion must be made at the first reasonable opportunity or it is waived.

Comment: This motion differs from the call for the orders of the day in *Robert's Rules of Order*: it may be debated and must be made when an item of business that deviates from the agenda is proposed or the right to insist on following the agenda is waived for that item.

5. *To Suspend the Rules.* The motion requires a vote equal to a quorum.

Comment: This motion differs from *Robert's Rules of Order* in that it is debatable and amendable and the number of necessary votes is a quorum rather than two-thirds. Thus if a board has seven members, four members (a quorum) must vote for the motion; if only four members are present at a particular meeting, all four must vote for the motion in order to adopt it. This motion is in order when the board wishes to do something that it may legally do but cannot without violating its own rules. The procedure will pose some problems for a three-member board, as it can be used to prevent one member from participating in the board's deliberations. Frequent use of the motion to prevent one member from presenting proposals to the board or from speaking on an issue before the board is of doubtful legality. A three-member board may decide to require a unanimous vote to suspend the rules.

6. *To Divide a Complex Motion and Consider it by Paragraph.* This motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Comment: This motion is the same as the division of a question and consideration by paragraph in *Robert's Rules of Order* except that it is debatable.

7. *To Defer Consideration.* The board may defer a substantive motion for later consideration at an unspecified time. A substantive motion that has been deferred expires 100 days thereafter, unless a motion to revive consideration is adopted.

Comment: This motion, which replaces the motion to lay on the table in *Robert's Rules of Order*, was renamed to avoid confusion. It allows the board temporarily to defer consideration of a proposal. It differs from *Robert's Rules of Order* in that it may be debated and amended, and in that a motion that has been deferred dies if it is not taken up by the board

(via a motion to revive consideration) within one hundred days of the vote to defer consideration. (In *Robert's Rules of Order* a motion laid on the table dies at the end of the particular session of the assembly.) One hundred days is the suggested period of time for deferring consideration because it is also the time within which a proposed ordinance must be enacted (see Rule 27).

8. *To Call the Previous Question.* The motion is not in order until there has been a debate and every member has had one opportunity to speak.

Comment: This motion differs from the motion in *Robert's Rules of Order*. The *Robert's Rules of Order* motion is always in order, is not debatable or amendable, and requires a two-thirds vote for adoption. Thus, it may be used to compel an immediate vote on a proposal without any debate on the issue. Such a device may be necessary to preserve efficiency in a large assembly, but with a small board, a minimum period of debate on every proposal that comes before the board strikes a better balance between efficiency and effective representation by all board members. Since every member will have an opportunity to speak, the debate may be ended by a majority vote.

9. *To Postpone to a Certain Time or Day.*

Comment: This motion allows the board to defer consideration to a specified time or day and is appropriate when more information is needed or the deliberations are likely to be lengthy.

10. *To Refer a Motion to a Committee.* The board may vote to refer a substantive motion to a committee for its study and recommendations. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire board, whether or not the committee has reported the matter to the board.

Comment: This motion is identical with the motion of the same name in *Robert's Rules of Order* except that the introducer's right to compel consideration by the full board after a specified period of time prevents using the motion to defeat a proposal by referring it to a committee that intends to take no action on it. If the board does not use committees, this rule is unnecessary.

11. *To Amend.* An amendment to a motion must be pertinent to the subject of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend. There may be an amendment to the motion and an amendment to an amendment, but no further amendments. Any amendment to a proposed ordinance shall be reduced to writing. A vote on a motion to amend a motion may be regarded as a vote on the motion as amended if that is determined to be the intent of the board.

Comment: This motion is identical to the motion of the same name in *Robert's Rules of Order* except for the requirement for written amendments to proposed ordinances.

12. *To Revive Consideration.* The motion is in order at any time within one hundred days of a vote deferring consideration of it. A substantive motion on which consideration has been deferred expires one hundred days after the deferral, unless a motion to revive consideration is adopted.

Comment: This motion replaces the motion to take up from the table in *Robert's Rules of Order* and was renamed in order to avoid confusion. This motion may be debated and amended; the motion in Robert's Rules of Order may not. If the motion to revive consideration is not successful within 100 days of the original deferral date, the substantive motion expires. The subject matter of the motion may be brought forward again by a new motion.

13. *To Reconsider.* The board may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the "nos" prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through recess to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting. If a member wishes to reverse an action taken at a previous meeting, he or she generally may make a new motion having the opposite effect of the prior action.

Any new motion having the opposite effect of the prior action that is related to the board issuing or not issuing a permit may be considered only where new evidence is presented to the board concerning the permit and all pertinent ordinance requirements, substantive and procedural, including those related to public hearings, have been met. Any new motion having the opposite effect of the prior action that relates to an ordinance may only be considered consistent with pertinent ordinance requirements, substantive and procedural, including those related to public hearings.

*Comment:* According to *Robert's Rules of Order*, the motion may be at the same meeting or on the next legal day and may interrupt deliberation on another matter. The rule does not allow reconsideration of a vote once the meeting adjourns. A member wishing to reverse an action taken at a previous meeting may make a motion or introduce a new ordinance having the opposite effect, consistent with public hearing requirements of North Carolina Law.

14. *To Prevent Reconsideration for Six Months.* The motion shall be in order immediately following the defeat of a substantive motion, and at no other time. The motion requires a vote equal to a quorum and is valid for six months or until the next regular election of county commissioners, whichever occurs first.

*Comment:* This clincher motion prevents the same motion from being continually introduced when the subject has been thoroughly considered. Because this motion curtails a member's right to bring a matter before the board, a vote equal to a quorum is required. As with every other motion, a clincher may be dissolved by a motion to suspend the rules. Six months is merely a suggested time; the board may shorten or lengthen the time as it sees fit. In order to give a new board a clean slate, the motion is not effective beyond the next regular election.

**Rule 20. Renewal of Motion.** A defeated motion may not be renewed at the same meeting.

**Rule 21. Withdrawal of Motion.** A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

Comment: *Robert's Rules of Order* provides that once a motion has been stated by the chair for debate, it cannot be withdrawn without the assembly's consent. Such a procedure is unnecessary for a small board.

## VII Quorum and Other Rules

**Rule 22. Duty to Vote.** It is the duty of each member to vote unless excused by a majority vote according to law. The board shall excuse members from voting on matters involving their own financial interest or official conduct as provided by law. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the board or by law, or the member's official conduct, as defined by the board. In all other cases, a failure to vote by a member who is physically present in the meeting, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

Comment: G.S. 153A-44 provides that board members have a duty to vote, but does not state the remedy for failure to do so. Many boards record all members as voting yes on any matter put to vote unless members audibly vote no. A few boards reverse the presumption and record members as voting no unless they audibly vote yes.

**Rule 23. Prohibition of Secret Voting.** No vote may be taken by secret ballot. If the board decides to vote by written ballot, each member shall sign his or her ballot and the minutes shall record the vote of each member. These ballots shall be retained and made available for public inspection until the minutes of that meeting have been approved, at which time they may be destroyed.

Comment: See G.S. 143-318.13(b)

**Rule 24. Action by Reference.** The board shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted on.

Comment: See G.S. 143-318.13(c).

**Rule 25. Introduction of Ordinances, Resolutions, and Orders.**

A proposed ordinance shall be deemed introduced at the first meeting at which it is on the agenda and actually considered by the board and its introduction shall be recorded in the minutes.

Comment: G.S. 153A-45 provides that an ordinance may not be finally adopted at the meeting at which it is introduced except by unanimous vote. The definition of introduction therefore is important because it makes a difference in the number of votes required to adopt an ordinance. The rule assumes that a measure is introduced only when the board begins to consider the matter.

**Rule 26. Adoption, Amendment, or Repeal of Ordinances.**

To be adopted at the meeting where first introduced, an ordinance or any action with the effect of an ordinance, or any ordinance amending or repealing an existing ordinance (except the budget ordinance, a bond order, or other ordinance requiring a public hearing before adoption), must be approved by all members of the board of commissioners. If the proposed measure is approved by a majority of those voting but not by all members of the board, or if the measure is not voted on at the meeting where introduced, it shall be considered at the next regular meeting of the board. If the proposal receives a majority of the votes cast at the next meeting or at a meeting within 100 days of being introduced, it is adopted.

*Adoption of Ordinances, Resolutions, Proclamations and Orders.*

A motion shall be adopted by a majority of the votes cast for any and all resolutions, proclamations and orders. The vote shall express the sense of the board on a question or issue brought before it and shall serve as an official declaration of a particular state of fact or circumstance.

Comment: See G.S. 153A-45. See also G.S. 153A-46 for requirements for granting franchises.

**Rule 27. Quorum.** A majority of the board membership shall constitute a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a

meeting without being excused by majority vote of the remaining members present, he or she shall be counted as present for the purposes of determining whether a quorum is present. The board may compel the attendance of an absent member by ordering the sheriff to take the member into custody.

Comment: See G.S. 153A-43. Compelling the attendance of a member by ordering the sheriff to take the person into custody is an extraordinary remedy intended for use when a member obstinately refuses to attend meetings for the purpose of preventing action on a proposal. If the board contemplates using this power, it should give the absent members notice that their attendance is required by the majority and may be compelled in this manner.

**Rule 28. Public Hearings.** Public hearings required by law or deemed advisable by the board shall be advertised per legal requirements and staff shall set forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted to each speaker and designating representatives to speak for large groups. At the appointed time, the chair shall call the hearing to order and preside over it. When the allotted time expires, or earlier, if no one wishes to speak who has not done so, the presiding officer shall entertain or make a motion to end the hearing or adjourn the public hearing to another board meeting, or vote on the item. The board shall thereafter resume the regular order of business.

Anyone wishing to speak during a public hearing must first provide his or her name and address to the clerk.

Comment: G.S. 153A-52 provides that public hearings may be held anywhere within the county and gives the board authority to adopt rules governing the hearings.

**Rule 29. Quorum at Public Hearings.** A quorum of the board shall be required at all public hearings required by law.

Comment: G.S. 153A-52 implies that a quorum of governing board members is necessary for a public hearing by providing that a hearing shall be deferred to the next regular meeting if a quorum is not present at the originally scheduled time. However, if the board decided to hold a public hearing not required by law to gather a consensus of public opinion on an issue, the hearing could be held at several different sites, with a few members at each site.

**Rule 30. Minutes.** Minutes shall be kept of all board meetings. Minutes will be presented to the board on the regular meeting agenda. Substantive changes, including changes in content, will be made in open session. Other changes may be provided to the clerk. The exact wording of each motion and the results of each vote shall be recorded in the minutes. On the request of any board member the board shall be polled by name on any vote.

Minutes of closed sessions will be presented to the board during a closed session held under G.S. 143-318.11(a)(1). Motion to go into closed session should state that one purpose of the session is “to prevent the disclosure of information that is made privileged or confidential by G.S. 143-318.10(e).”

Minutes and general accounts of closed sessions shall be considered sealed automatically. Closed session records shall be unsealed by board action if and when the closed session’s purpose would no longer be frustrated by making these records public.

Comment: See G.S. 143-318.10(d) and the discussion of minutes in Bonnie E. Davis, *Handbook for North Carolina County Commissioners, second edition, revised*, by Joseph S. Ferrell (Chapel Hill, N.C.: Institute of Government, 1985). G.S. 143-318.11(d) provides that minutes and other records made of a closed session may be withheld from public inspection as long as such inspection would frustrate the purpose of the closed session.

**Rule 31. Appointments.** The board shall use the procedure as stated in the resolution for “Appointment and Orientation Process for Boards and Commissions” approved on April 6, 1992 and amended on March 15, 1994, August 8, 1994, November 3, 1999, November 22, 1999, December 7, 1999, February 14, 2000, June 6, 2000, March 6, 2001, April 20, 2004, and April 12, 2005 when making appointments to fill vacancies in the regular and short-term boards and commissions on which they make appointments. Appointments will be presented by the clerk to the board.

**Rule 32. Amendment of the Rules.** These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of

the stated purposes of the meeting. Adoption of these rules or an amendment thereof shall require an affirmative vote equal to a quorum.

Comment: Local boards may generally amend their rules of procedure whenever they choose, unless a statute or rule of the body that created the particular board provides otherwise. To ensure that any amendments adopted reflect the will of the board majority, a vote equal to a quorum is required to approve the amendment.

**Rule 33. Reference to Robert's Rules of Order.** To the extent not provided for in, and not conflicting with the spirit of, these rules, the chair shall refer to *Robert's Rules of Order* to resolve procedural questions.

Comment: *Robert's Rules of Order* was designed to govern a large legislative assembly, and many of its provisions may be inappropriate for small boards. Nevertheless, it is the best source of Parliamentary procedure; care should simply be taken to adjust *Robert's Rules of Order* to meet the needs of small governing boards.

**Rule 34. The Clerk to the Board shall be the Sole County Officer Responsible for Presenting Documents to the Chair for Signature.** The clerk shall review all such documents with the county manager and county attorney before they are presented to the chair for execution.