

## C. Table of Advisory Board Charges

Town of Chapel Hill Advisory Board	Charge
<b>Bicycle and Pedestrian Advisory Board</b>	<p>The Bicycle and Pedestrian Advisory Board was created by ordinance with the following powers and duties:</p> <ul style="list-style-type: none"><li>• Advise the Council regarding the creation, development, and revision of a phased Walks and Bikeways Master Plan. The Bicycle and Pedestrian Action Plan can be viewed online.</li><li>• Set priorities for new facilities or enhancement of existing routes in the Walks and Bikeways Master Plan.</li><li>• Identify and prioritize critical gaps in facilities; advise which critical gaps require Town action.</li><li>• Review project designs related to proposed bicycle and pedestrian improvements, including review of new proposals for subdivision or development of land or improvements to existing subdivisions and developments, and recommend qualitative enhancements, following criteria established by the Board.</li><li>• Recommend walks and bikeways priorities for local, State, and federal projects.</li><li>• Assist in identifying alternative funding sources for walks and bikeways projects.</li><li>• Review Town ordinances with respect to pedestrian and bicycle requirements and recommend enhancements or changes.</li><li>• Review State and regional policies pertaining to pedestrian and bicycle facilities and recommend changes that fit local community needs.</li><li>• Report annually to the Council regarding walks and bikeways system needs and priorities for consideration during capital improvements program and budget deliberations.</li><li>• Promote walking and biking as alternate modes of transportation, with emphasis on educating school age children on safe, effective bicycling and walking.</li><li>• Advocate services for bike-commuters, such as showers, changing areas and secure bicycle parking facilities.</li><li>• Work with regional organizations to coordinate regional bikeway linkages.</li><li>• Work with other Town advisory boards to coordinate walks and bikeways planning</li></ul>

## C. Table of Advisory Board Charges

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<b>Board of Adjustment</b>	<p>The Board of Adjustment, through the process of appeal and review, may determine that variances to the zoning regulations of the Town be permitted.</p> <p>It may also reverse any order, requirement, decision, or determination of the administrative official charged with enforcement of the Land Use Management Ordinance. It may serve as an appeals board for other matters assigned to it under the Town Code of Ordinances. The Board of Adjustment has been granted the power to act independently of the Town Council in most instances but on occasion serves in an advisory capacity to the Council.</p>
<b>Cemeteries Advisory Board</b>	<p>The Cemeteries Advisory Board is created for the purpose of providing citizen input to the Town Council on policies for the operation and maintenance of the Town's cemeteries.</p>
<b>Chapel Hill Downtown Partnership</b>	<p>The mission of the Chapel Hill Downtown Partnership (CHDP) is to bring the resources of the Town, University and downtown community together to maintain, enhance and promote the downtown as the social, cultural and spiritual center of Chapel Hill structure through economic development.</p>
<b>Chapel Hill Public Arts Commission</b>	<p>The mission of the Chapel Hill Public Arts Commission (CHPAC) is to enhance and enliven the community through public art.</p> <p>The CHPAC advises the Chapel Hill Town Council on art-related matters, works with Town staff to administer the Percent for Art program, increases public access to the arts through programming initiatives, and promotes public understanding and awareness of the arts.</p>

## C. Table of Advisory Board Charges

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<p><b>Community Design Commission</b></p>	<p>The Community Design Commission was created through ordinance to function generally as follows:</p> <p>To initiate, promote and assist in the implementation of programs of general community beautification in Chapel Hill and its environs;</p> <p>To seek to coordinate the activities of individuals, agencies, organizations and groups, public and private, whose plans, activities and programs bear upon the appearance of Chapel Hill and its environs;</p> <p>To provide leadership and guidance in matters of design and appearance to individuals, organizations and groups, public and private;</p> <p>To make studies of the visual assets and liabilities of the community, including surveys and inventories of an appropriate nature, and to suggest standards and policies of design for the entire community, or any individual project to be undertaken therein;</p> <p>To prepare both general and specific plans for the improved appearance of the Town of Chapel Hill and its environs; and</p> <p>To participate in the implementation of the foregoing plans in ways deemed appropriate by the Council.</p>
<p><b>Community Policing Advisory Committee</b></p>	<p>The purpose of the Community Policing Advisory Committee is to:</p> <ul style="list-style-type: none"> <li>• Make recommendations to the Town Manager and Chief of Police with regard to organizational matters and procedures,</li> <li>• Serve as a liaison to enhance community and police relations,</li> <li>• Participate in annual review of the Police Department’s Citizen Academy,</li> <li>• Receive, review, and consult on the quarterly professional standards report,</li> <li>• Consult and advise on the Police Department’s strategic plan, and</li> <li>• Provide an annual report to Council on a Council requested topic.</li> </ul>

## C. Table of Advisory Board Charges

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<b>Greenways Commission</b>	<p>The general functions of the Greenways Commission are as follows:</p> <p>To develop and propose for Council consideration a master Greenways Plan, and identify potential property and easements to accomplish the Greenways Plan.</p> <p>To advise Council on the status of needs of the greenway system, recommend property to be acquired, and recommend and promote alternative funding sources for acquisition and maintenance of greenways.</p> <p>To work with neighborhoods, community groups and regional organizations to promote greenways development and maintenance.</p> <p>To review proposals for development of land in the greenway corridors and make recommendations to the Council and Planning Board regarding provision or dedication of property or easements to accomplish the Greenways Plan</p>
<b>Historic District Commission</b>	<p>General responsibilities of the Commission are to guide physical change within the historic districts of Chapel Hill in such a way as to promote, enhance, and preserve the character of the districts.</p> <p>The Historic District Commission has been granted the power to act independently of the Town Council in most instances but on occasion serves in an advisory capacity to the Council.</p>
<b>Human Services Advisory Board</b>	<p>The Human Services Advisory Board was created through ordinance to alert the Council to changes in human service needs in Chapel Hill, to assure that Chapel Hill citizens receive services to which they are entitled, coordinate delivery of human services with other agencies, advise the Council of human service funding needs, and other responsibilities as may be established by the Council.</p>
<b>Library Board of Trustees</b>	<p>The Library Board of Trustees is responsible for recommending long-term plans, policies, and programs of library service throughout the community. It advises the Mayor and Council on library matters, develops plans for library facilities, and recommends operating policies of the library. The Trustees are also responsible for the monitoring of non-budgeted gifts and donations received by the library. See also the Library Board of Trustees page on the Library web site.</p>

### C. Table of Advisory Board Charges

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<b>Orange Water and Sewer Authority (OWASA) Board of Directors</b>	OWASA is granted authority by the General Statutes and was created by joint resolutions of Orange County and the Towns of Chapel Hill and Carrboro. It provides water, sewer, and reclaimed water services to the Chapel Hill Carrboro area.
<b>Parks &amp; Recreation Commission</b>	The basic function of the Commission is to promote recreation for the citizens of Chapel Hill. The Commission serves as the recreation policy advisory body for the Department of Parks and Recreation and the Town. It consults with and advises the Council on matters affecting the overall recreational policies of the Town, the acquisition and use of lands and properties related to the total community recreation program, and its long-range projected programs for recreation, parks, and playgrounds.
<b>Personnel Appeals Committee</b>	The Personnel Appeals Committee, created by ordinance, conducts grievance and appeal hearings for Town employees and renders advisory opinions to the Manager. It develops and maintains adequate records of all its proceedings, findings, and recommendations. Finally, the Committee informs the employee(s) and the Manager in writing of its findings and recommendations in all cases referred to it.

## C. Table of Advisory Board Charges

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<b>Planning Board</b>	<p>The general functions of the Planning Board are as follows:</p> <ul style="list-style-type: none"><li>• To acquire and maintain in current form such basic information and materials on the physical growth and development of the Town and its environs as are necessary for an understanding of past trends, present conditions, and forces at work to cause changes in these conditions;</li><li>• To prepare and, from time to time, recommend revisions to the Comprehensive Plan for physical development of the Town;</li><li>• To develop and recommend principles and policies for guiding action in the development of the Town;</li><li>• To prepare and recommend to the Council ordinances promoting orderly development along the lines indicated in the Comprehensive Plan;</li><li>• To determine whether specific proposed developments conform to the principles and requirements of the Comprehensive Plan for the growth and development of the Town; and</li><li>• To keep the Council and the public informed and advised as to these matters.</li></ul> <p>The Planning Board has been granted the power to act independently of the Town Council in most instances but on occasion serves in an advisory capacity to the Council.</p>

## C. Table of Advisory Board Charges

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<b>Public Housing Program Advisory Board</b>	<p>The Public Housing Program Advisory Board is charged by ordinance with the following powers and duties:</p> <p>Recommend public housing procedures, in accord with HUD regulations and within the budgetary and service levels authorized by the Council, regarding terms of lease, occupancy, late rent fees, pet policy, resident transfers, and other applicable regulations.</p> <p>Assess and update the public housing needs of the community and alert the Council to changes in these needs.</p> <p>Serve as liaison with the public housing residents' organizations. Provide time at each meeting for a report from the residents' organizations and remarks by any residents. Hold an annual meeting with residents to hear needs, concerns, complaints, and ideas.</p> <p>Recommend a tenant grievance policy, in accord with HUD regulations, for the Council's consideration and adoption. Serve as grievance panel for those tenant grievances not settled at the staff level.</p> <p>Advise the Council with respect to public housing funding needs at the beginning of the budget cycle and make recommendations to the Council regarding the recommended budget and fiscal policies.</p> <p>Work with other human service organizations in the community and coordinate services to residents of public housing and help assure that residents are provided with social services to which they are entitled.</p> <p>Advise the Council regarding housing initiatives, programs, and services.</p>

## C. Table of Advisory Board Charges

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<b>Stormwater Management Utility Advisory Board</b>	<p>The Stormwater Management Utility Advisory Board is charged with the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Provide recommendations regarding the identification and implementation of new stormwater management program activities.</li> <li>• Review and provide recommendations on the Stormwater Management Program Master Plan.</li> <li>• Provide recommendations concerning gaps or inconsistencies in Town stormwater management services, facilities, programs, policies, and regulations and recommend improvement alternatives.</li> <li>• Provide recommendations for priorities and scheduling of watershed master planning and development of drainage basin plans.</li> <li>• Assist Town staff in working with stakeholder groups to implement program objectives and activities.</li> <li>• Assist Town staff with public education and outreach activities that promote the Town’s Stormwater Management Program.</li> <li>• Assist Town staff in meeting the mission and achieving the identified goals and objectives of the Town’s Stormwater Management Program.</li> <li>• Provide recommendations for internal program evaluation and reporting mechanisms, and assist Town staff in periodically reporting (Quarterly Report) to the Town Council on program effectiveness.</li> </ul>



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<b>Sustainability Committee</b>	<p>The Sustainability Committee be charged with maintaining a general overview of the sustainability of the Town, to specifically include the following responsibilities:</p> <ul style="list-style-type: none"><li>• Provide guidance to the Planning Board regarding sustainability principles to be adopted as part of the Comprehensive Plan review process.</li><li>• Monitor implementation of principles and policies as adopted by the Council as part of the Comprehensive Plan review process by performing the following tasks:<ol style="list-style-type: none"><li>1. Review and make recommendations to the Council on sustainability principles, plans, and policies.</li><li>2. Coordinate with Town boards and commissions to advance sustainability principles, plans, and policies established by the Council.</li><li>3. Seek information from other organizations to aid in the development of strategies, programs and initiatives that will further the sustainability goals established by the Council.</li><li>4. Provide a representative to the Town's Community Design Commission to review, as appropriate, proposed development projects in keeping with the sustainability goals established by the Council.</li></ol></li></ul> <p>The committee builds on reports produced by the Sustainable Development Task Force from 1995 to 1998.</p>

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<b>Transportation Board</b>	<p>The Transportation Board is charged by ordinance with the following duties and powers:</p> <ul style="list-style-type: none"> <li>• Advise the Council, Town Manager and staff concerning transportation matters.</li> <li>• Advise the Council, Town Manager and staff concerning the policies and operations of the public transit system for the Town, including review of the Transportation Department budget and making comments and recommendations to the Manager and to the Council with respect thereto, and approving route changes, headways and schedule changes as recommended by the Town Manager or Transportation Director within the budgetary and service levels authorized by the Council.</li> <li>• Advise the Council, Planning Board, Town Manager and staff concerning the traffic impact and traffic plans for significant development and redevelopment, e.g., special use, large subdivision rezoning requests.</li> <li>• Advise the Council and Town Manager, and coordinate with the Planning Board, on transportation planning for the community, including preparation and revision of the Thoroughfare Plan and implementation of the Plan through Transportation Improvement Plan requests to the State.</li> <li>• Advise the Council and Town Manager regarding plans and policies for bicycling and bikeway facilities, and regarding pedestrian access and safety.</li> <li>• Advise the Council and Town Manager regarding the planning, development and operation of on-street and off-street parking and parking facilities under the Town's control; and regarding ordinances and other policies for taxi and other franchise carrier operations within and around the Town.</li> </ul>