Advisory Board Documents Review Instrument

1. **Enter UNC Student Evaluator Name**

2. **Which board was meeting?**

○ Bicycle & Pedestrian
○ Board of Adjustment
○ Cemeteries Advisory Board
○ Community Design
○ Community Policing Advisory Board
○ Greenways
○ Historic District
○ Human Services
○ Library Trustees
○ Parks & Recreation
○ Personnel Appeals
○ Planning Board
○ Public Arts
○ Public Housing Program
○ Stormwater Advisory Board
○ Sustainability
○ Transportation

3. **In which fiscal year did the meeting take place? (FY runs July 1-June 30)**

○ FY 2010-2011
○ FY 2011-2012

4. **What date did the board meet?** (MM/DD/YYYY)

5. **Are minutes available online for this meeting?**

○ Yes
○ No

6. **How many board members were present?**

7. **Who else was present?**

❑ Other staff offering information/reports

❑ Citizens offering information, resources, or collaboration
❑ Citizens making requests
❑ Citizens observing

8. **Was this a joint meeting?**

○ Yes
○ No

If so, list other boards participating in the meeting:

9. What time did the meeting begin? (Enter 999 if not recorded)

10. What time did the meeting end? (Enter 999 if not recorded)

<u>NOTE: The priorities and Council charges were specified for each board and fiscal year. A selection of the questions for the Planning Board (8 and 9 in this document) are provided as a sample.</u>

11. Identify whether or not each element of the Council's charge to the Planning Board was addressed in the agenda and/or by vote during the meeting.

	Was this purpose or an item related to this purpose on the agenda?		Was this purpose or an item related to this purpose voted upon at the meeting?	
	Yes	No	Yes	No
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;	○	○	○	○
To prepare and, from time to time, recommend revisions to the Comprehensive Plan for physical development of the	○	○	○	○

Town;				
To develop and recommend principles and policies for guiding action in the development of the Town;	○	○	○	○
To prepare and recommend to the Council ordinances promoting orderly development along the lines indicated in the Comprehensive Plan;	○	○	○	○
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	○	○	○	○
To keep the Council and the public informed and advised as to these matters.	○	○	○	○

12. **Identify whether or not each of the Planning Board's FY 2010-2011 priorities was addressed in the agenda and/or by vote during the meeting.**

	Was this priority or an item related to this priority on the agenda?		Was this priority or an item related to this priority voted upon at the meeting?	
	Yes	No	Yes	No
Expanded web page information concerning public education about sustainability and environmental protection.	○	○	○	○
Set aside funds for	○	○	○	○

consultants to be used on an as-needed basis.				
Fully fund staff positions for zoning enforcement.	○	○	○	○

13. **Which of the following benefits did the board members contribute to the Town during the meeting? (check all that apply)**

❑ Tapping into the expertise of the citizenry as subject matter experts
❑ Engaging citizens as partners in the process of governing the city or county
❑ Gathering information for governing and decision making
❑ Making the governing process more transparent
❑ Going beyond what the Town can accomplish alone
❑ Improving communication between elected officials and the public
❑ Receiving new information and perspectives
❑ Linking to other resources and groups interested in addressing community issues
❑ Reducing the likelihood that government decisions will be challenged in court
❑ Expanding citizens' understanding of how local government works

14. **What did the board do during the meeting? (check all that apply)**

❑ Prepared a recommendation to Council
❑ Addressed correspondence or requests from public
❑ Made a binding decision (quasi-judicial boards)
❑ Planned an initiative or outreach effort
❑ Reviewed/debriefed previous efforts
❑ Reviewed development plans
❑ Received information/report from staff
❑ Received information/report from the public
❑ Had a discussion
❑ Other _____

15. **Are motions written verbatim?**

○ Yes
○ No

16. **Are votes recorded clearly (including board member names if the vote was split)?**

○ Yes
○ No

16. **Is the meeting start time recorded?**

○ Yes
○ No

17. **Is the meeting end time recorded?**

○ Yes
○ No