

ADDENDUM A

CHATHAM COUNTY ADVISORY COMMITTEES

I. AFFORDABLE HOUSING ADVISORY COMMITTEE

Mission:

Relaunched in fall 2017, the Chatham County Affordable Housing Advisory Committee will make recommendations to the Chatham County Board of Commissioners for procedures and policies around affordable housing. The Committee will be instrumental in implementing the Chatham County Affordable Housing Strategy Toolbox.

Charge and Responsibilities:

- Reviewing affordable housing policies and procedures and providing recommendations and comments to advise County leadership.
- Understanding the Chatham County Affordable Rental Housing Strategy Toolbox and helping to implement priorities.
- Providing feedback and assistance in developing additional strategies to support affordable homeownership opportunities and transitional housing in Chatham County.
- Helping to promote opportunities related to affordable housing like fair housing workshops, RFPs, and surveys.
- Submitting an “Advisory Committee Summary Annual Report” to the Chatham County Board of Commissioners.

Committee Membership:

The Committee will consist of 8-12 residents. The initial appointments were made with staggered terms, but full terms are three years. It is beneficial if members have expertise in some of the fields that relate to housing, including the following:

- Real estate, development
- Social services
- Public health
- Transportation
- Finance
- Economic development
- Design, architecture
- Urban and regional planning
- Property management
- Faith-based service provider

Not every representation/liaison category below must be filled; however, an intentional effort should be made to have a wide variety of knowledge and diverse representation. Every member must be a resident of Chatham County. The town boards of Goldston, Pittsboro, Siler City will have the ability to designate their members.

Committee composition should preferably include:

- 1 Older adult resident
- 2 Hispanic/Latino resident
- 3 Property manager/landlord
- 4 Mobile home park resident
- 5 Pittsboro resident
- 6 Siler City resident
- 7 Goldston resident
- 8 District 1 resident
- 9 District 2 resident
- 10 District 3 resident
- 11 District 4 resident
- 12 District 5 resident

In accordance with the county's conflict of interest policy for advisory committees, members and organizations members are associated with cannot benefit from decisions or recommendations made by the Committee.

Meetings:

The meeting schedule is still in development after appointments are made, as of September 17, 2017. Designated staff will attend every meeting and assist with staffing and facilitating the meetings. From fall 2017 through summer 2018, planners from Triangle J Council of Governments will facilitate the meetings.

II. CLIMATE CHANGE ADVISORY COMMITTEE

Mission:

The purpose of the Committee will be to make recommendations to the Board of Commissioners and others regarding likely climate change impacts in Chatham County and ways to adapt to and mitigate these impacts, including: (a) reducing emissions of greenhouse gases (primarily CO₂) with related improvements in air quality, (b) promoting the use of renewable energy, (c) promoting carbon neutral/green building standards for new and existing buildings both public and private and (d) encouraging resilient conservation-oriented land uses and both residential and commercial land development standards that foster climate change mitigation and adaptation.

Initial Activities:

A key focus of the Committee will be to make recommendations to the County about ways to: (1) reduce emissions of greenhouse gases (primarily CO₂), (2) adapt to climate changes and (3) promote educational activities that support both. Initial Committee projects and activities that have been identified include:

- Study carbon-neutral policies that have been considered and/or adopted by other local jurisdictions and businesses;
- Identify the sources of energy that are now used in Chatham County;
- Make recommendations to the County regarding use of the LEED building standards;
- Make recommendations to the County regarding the sources of renewable energy that could be used to support County and other buildings;

- Make recommendations to the County regarding energy efficiency of County-owned and other buildings and vehicles;
- Make recommendations to the County regarding possible amendments to the zoning and subdivision ordinances and building codes to improve the efficiency of residential buildings and the conservation qualities of housing developments;
- Make recommendations to the County regarding ordinance and regulatory amendments to encourage maintenance of timberland generally, greater use of trees in commercial and residential developments and discouragement of deforestation practices;
- Make recommendations to foster agricultural practices that avoid unnecessary contributions to climate change;
- Make recommendations to the County regarding education of the public on issues relating to climate change.

Membership:

The Climate Change Advisory Committee will have up to 13 members, with one member each representing the towns of Siler City and Pittsboro which will determine their representatives. The Committee should consist primarily of members who are dedicated to its mission and who have time and resources available to devote to the work and research that will be necessary to accomplish its objectives. It would be useful if Committee membership also included persons with knowledge relating to:

- Renewable energy systems
- Building efficiency
- Green building standards
- Conservation standards applicable in both residential and commercial settings
- Transportation efficiency standards and fuel options
- Forestry and agricultural practices and management
- Ecology and environmental science
- Literature relating to the science of climate change

Committee Support:

The Committee may seek either as “ex officio” members or otherwise help and advice of staff from county government and other local governments, who are knowledgeable about the matters it wishes to consider. It may also look to the local universities, community colleges and other experts for assistance.

Meetings: The committee is expected to meet monthly in the Pittsboro area.

III. ENVIRONMENTAL REVIEW ADVISORY COMMITTEE

Mission:

- Evaluates existing minimum level "triggers" for proposed developments that would require the County Board of Commissioners to have environmental impact assessments performed..
- Provides a "peer review" of any environmental impact assessments produced for the Board of Commissioners. The review reports would be provided to the Planning Board, Division of Environmental Health and the Board of Commissioners.
- Advises the Board of Commissioners on environmental policy and related county ordinances, including the Watershed Protection Ordinance.

- Conducts investigations and gathers information, as needed, to facilitate protection of the environment.
- Reviews, at its discretion or as requested by the Board of Commissioners, any required state and federal environmental permits for projects in the county.
- Partners with towns in the county and other interested governmental agencies on mutual concerns related to the environment.
- Serves as the Watershed Review Board (Chatham County Watershed Protection Ordinance, Sections 505-508); State Statutes Chapter 153A, Article 6, Section 121 and Chapter 143, Article 21)
- Closely monitors the work of the N.C. Environmental Management Commission for local impacts.

Meetings: Typically meets the second Thursday of the month at 6:30 pm

Membership: Has eleven (11) voting members, with each county commissioner having two appointments each and one appointment by the full board. The Environmental Review Board is a technical board. Applicants should have expertise in at least one of the following areas:

- Botany
- Soil Science
- Toxicology/Air quality
- Governmental Agency (including university)
- Environmental Planning (including GIS experience; AICP preferred)
- Environmental Law/Land Use Attorney
- Water Resources/ Professional Engineer
- Biology
- Agriculture

IV. LIBRARY ADVISORY COMMITTEE

Mission: Serves as the advisory committee for the effective functioning of the library.

Meetings: Typically meets four times a year at noon with meetings rotated among the three library branches in Pittsboro, Siler City and Goldston.

Membership: Has six (6) members. Each Commissioner makes an appointment and the sixth appointment is made by the full Board of Commissioners.

V. RECREATION ADVISORY COMMITTEE

Mission: Advises the Board of Commissioners on recreation programs and county-owned recreation and park facilities.

Membership: Has ten (10) voting members. Each county commissioner has two (2) appointments to provide geographic representation.

Meetings: Typically meets 4 to 6 times a year on the third Wednesday of the month at 7 pm. Locations can vary.

VI. SOLID WASTE ADVISORY COMMITTEE

Mission:

- Serves as a liaison between Solid Waste Management Division staff and the County Board of Commissioners.
- Provides guidance to the Board of Commissioners on solid waste issues, including funding, waste reduction and recycling, short-term and long-term disposal, collection center policies, household hazardous waste, environmental education, and environmental enforcement.

Meetings: As of 7/20/15, the Board of Commissioners voted that this committee is only going to meet as needed when issues arise that require its input.

Membership: Has eight (8) voting members, with each county commissioner having one appointment each to ensure geographic representation. The other three (3) members are nominated by the towns of Goldston, Pittsboro and Siler City, but are approved by the full Board of Commissioners.

VII. TRANSPORTATION ADVISORY COMMITTEE

~~**Mission:** The Transportation Advisory Committee was established to advise and inform the Board of County Commissioners and to serve as a venue for public discourse on all matters related to transportation.~~

~~The Committee seeks to achieve a sustainable, multi-modal transportation system that provides mobility and access for people and goods, including the impact on public health, economics, environment, inclusiveness, education and quality of life in order to achieve a sustainable, multi-modal transportation system that provides mobility and access for residents of Chatham County.~~

Mission: The Transportation Advisory Committee's (TAC) purpose is to assist the County Commissioners on:

- Providing input in the development of the County's Comprehensive Transportation Plan every five to ten years as NCDOT requests;
- Providing input in NCDOT's transportation project prioritization process within the county;
- Providing guidance on major transportation projects or related issues of concern as assigned by the Board of Commissioners, Planning Department, or TAC Chairs.

~~**Meetings:** Typically meets about four times a year on the fourth Tuesday of the month at 6:00 pm.~~

Meeting as Needed Status: As of 5/21/2018, this advisory committee will meet only as needed to accomplish the purposes listed above. Committee meetings will be advertised in advance and will be open to the public.

As long as the advisory committee remains in meeting-as-needed status, officers will be elected every two years and reports to the Board of Commissioners will only be made upon completion of any work or recommendations of the advisory committee. Membership also will be assessed every two years to identify and fill vacancies.

Membership: Has a total of eleven (11) voting members and up to eight (8) non-voting members.

Each commissioner appoints two (2) voting members from a list of recommended candidates to ensure geographic representation. The non-voting members (up to eight) may represent Chatham County government, Chatham Transit Network, incorporated towns in the county or other appropriate organizations. The voting members also should have knowledge or experience in one or more of the following:

- Non-motorized transportation, such as bicycling and walking
- Public transportation, such as transit systems
- Personal motor vehicles, such as cars and motorcycles
- Large, slow-moving or commercial vehicles, including agricultural and commercial product transport
- Public safety, including emergency responders and law enforcement
- Transportation & the economy
- Transportation & the environment
- Transportation & society (community)

ADDENDUM B

Guidelines & Form for Advisory Committees to Make Annual Report to Board of Commissioners

- I. Schedule your annual report with the Clerk to the Board during July to September of each year.
- II. Limit your presentation to no more than **15 minutes**, but be prepared for additional time for questions from the Board of Commissioners
- III. Provide the written Summary Report (next page) to the Clerk to the Board at least two weeks prior to the date of the meeting so that it can be attached to the agenda. Attach any other handouts as needed. Graphs and charts are always helpful.
- IV. You may choose to make your presentation as a PowerPoint or talk from your Summary Report. If you provide a PowerPoint, please provide that to the Clerk to the Board along with your Summary Report.
- V. The chair of the Advisory Committee should make the report unless he/she designates someone else to do so.

ADVISORY COMMITTEE SUMMARY ANNUAL REPORT

NOTE: Attach current list of members and identify officers.

Name of Committee:	
Date of Presentation:	
Time Period Covered:	
# of Meetings Held During Period (including any special meeting or community input)	
MISSION & GOALS – Summarize concisely the committee’s mission (charge), key goals, objectives and measures below. You also may attach as a separate document, but limit to no more than one page single-spaced.	
ACCOMPLISHMENTS & ACTIVITIES – Summarize concisely below the committee’s major accomplishments and activities of the past year. This should include reports, research, projects, public input, etc. Be sure to identify how they relate to specific goals, objectives or measures. You also may attach as a separate document but limit to no more than one page single-spaced.	

BARRIERS & CHALLENGES – Identify any barriers or challenges that make it difficult for the committee to achieve goals or objectives. Limit to the space provided below.

RECOMMENDED CHANGES: Please list any recommendations to the Board of Commissioners related to the changes in the advisory committee’s membership, mission, goals, objectives or other related issues.

OTHER INFORMATION: Provide any other information or observations that the Board of Commissioners should know about. Provide in the space below.

ADDENDUM C

CHATHAM COUNTY ADVISORY COMMITTEE CONFLICT OF INTEREST POLICY

The Chatham County Board of Commissioners believes that it is imperative that public office and volunteer service on behalf of county government should NOT be used for personal gain. This is critical to building and maintaining public trust in Chatham County government.

This policy establishes the requirements of the Chatham County Board of Commissioners for its advisory committees concerning the avoidance of conflicts of interest. An individual committee may adopt specific guidelines that clarify this policy's application to the specific activities of the committee and professions represented in its membership, but these guidelines may not be in conflict with this policy.

As a minimum, advisory committee members should adhere to the following standards:

Any member who has an interest in any act or action coming before the advisory committee of which he/she is a member shall publicly disclose his or her interest and shall completely withdraw from any discussion or consideration of said act or action. For this policy, "interest" means direct or indirect financial or material benefit that might accrue to the member as a result of the act or action.

Furthermore, this policy applies when the discussion of consideration of acts or actions could provide a direct or indirect financial or material benefit to:

- a) The member's immediate family (spouse, parents, children, grandchildren, aunt, uncle, nieces, nephews, etc.);*
- b) Any business entity or other organization in which the member is an officer or board member; and*
- c) Any business entity in which member has control or ownership of at least five percent of the stock or legal or beneficial ownership of the entity.*

Whenever an advisory committee member has any doubt about as to the applicability of this policy in a specific situation, he or she should seek the advice of the Chatham County Attorney.

Any advisory committee member violating this policy shall be subject to removal from the advisory committee by the Chatham County Board of Commissioners.