

## Advisory Boards & Public Authorities

March 23 | 6:30 to 9 p.m. | Durham Tech

### Session Description

The Town of Hillsborough has seven advisory boards: Board of Adjustment, Cemetery Committee, Historic District Commission, Parks and Recreation Board, Planning Board, Tree Board, and the Water and Sewer Advisory Committee.

The town serves an advisory role to the Tourism Board and Tourism Development Authority. The State Treasurer's Office defines both boards as public authorities, which are separate legal entities distinct from the primary government. Both entities were created by special enabling legislation. The town can veto spending above \$5,000 as well as the purchase of property. The Hillsborough Finance Director serves as the boards' finance officer, responsible for ensuring their actions comply with the Local Government Budget and Fiscal Control Act.

The Board of Adjustment and Historic District Commission are quasi-judicial boards, exercising their judgement and discretion to make rulings on cases based on the Zoning Ordinance and the Historic District Design Guidelines. The other advisory boards focus on areas of interest and make recommendations to the Board of Commissioners.

During this session, you will learn more about the roles of advisory boards in local government and in Hillsborough as well as the different boards' priorities, challenges and opportunities.

### Recommended Readings

- ✓ Town Advisory Boards – responsibilities and make-up (5 pages)

# Town Advisory Boards – responsibilities and make-up

## Board of Adjustment

Responsibilities:

- Conditional use permits, including modifications to these permits.
- Requests for variances from specific requirements of the Unified Development Ordinance and the Flood Damage Prevention Ordinance.
- Appeals from enforcement actions, orders, requirements, decisions and determinations of the planning director and Minimum Housing Code inspector.
- Appeals from decisions of the Technical Review Committee and Historic District Commission.
- Interpretations of the Unified Development Ordinance

Board makeup:

The board is comprised of five regular and two alternate members:

- Three regular members and one alternate member are residents of the town.
- Two regular members and one alternate member are residents of the town’s extraterritorial jurisdiction and are appointed by the Orange County Board of Commissioners. The ETJ is an area outside the town’s corporate limits where the town has zoning and subdivision regulation authority.
- One regular member also serves on the Hillsborough Planning Board.

<b>Name</b>	<b>Membership</b>	<b>Term Start</b>	<b>Term End</b>
<i>David Remington</i>	Vice Chair/ETJ	6/3/2014	6/30/2017
<i>James Czar</i>	Planning Board Rep	3/21/2013	3/31/2016
<i>Bill Whitmore</i>	Alternate/In-Town	4/8/2013	4/30/2016
<i>Dan Barker</i>	In-Town	4/8/2013	4/30/2016
<i>Dustin Williams</i>	Alternate/ETJ	5/20/2014	9/30/2016
<i>Roderick Jones</i>	In-Town	3/10/2014	3/31/2017

## Historic District Commission

Responsibilities:

- Decide applications for Certificates of Appropriateness - applications for exterior changes within the Historic District
- Identify, protect and preserve Hillsborough’s architectural resources
- Educate the public about those resources and preservation in general

In its quasi-judicial role, the commission hears evidence, determines relevant facts and then applies the

law as it concerns the exterior changes to or demolition of any properties as well as new construction in the district.

Board makeup:

The commission is comprised of seven members. A majority of the commission’s members have specialized training or an interest in architecture, preservation, archaeology, history or building methods.

<b>Name</b>	<b>Membership</b>	<b>Term Start</b>	<b>Term End</b>
<i>Anna Currie</i>	Chair	3/14/2011	3/31/2017
<i>Reid Highley</i>	Vice Chair	10/14/2013	10/31/2016
<i>Laura Simmons</i>		2/8/2016	3/31/2019
<i>Virginia Smith</i>		12/14/2015	2/30/2019
<i>Joe Griffin</i>		12/14/2015	1/30/2019
<i>Jill Heilman</i>		9/14/2015	9/30/2018
<i>Brad Farlow</i>		7/13/2015	7/31/2018
<i>Candice Cobb</i>		11/9/2009	11/30/2015

## Planning Board

Responsibilities:

- Conduct public hearings on, review, and make recommendations to the Town Board on requests for rezoning, Special Use Permits and development code amendments.
- Recommend adoption or amendment of documents that make up the town’s comprehensive plan
- Advise the Town Board on general planning and development issues

Board makeup:

The board has ten members. Seven reside in town. Three are appointed by the Orange County Board of Commissioners to represent residents of the Extraterritorial Jurisdiction.

<b>Name</b>	<b>Membership</b>	<b>Term Start</b>	<b>Term End</b>
<i>Erin Eckert</i>	Chair/ETJ	9/9/2010	10/31/2016
<i>Christy Raulli</i>	Vice Chair/ In-Town	2/11/2013	1/31/2016
<i>John Bemis</i>	ETJ	10/12/2009	10/31/2015
<i>James Czar</i>	In-Town	3/11/2013	2/28/2016
<i>Toby Vandemark</i>	In-Town	4/13/2015	3/31/2018
<i>Doug Peterson</i>	In-Town	12/9/2013	11/30/2016
<i>Chris Wehrman</i>	In-Town	1/13/2014	1/31/2017
<i>Rick Brewer</i>	In-Town	4/11/2011	4/30/2017
<i>Jamie Morris</i>	ETJ	5/3/2011	5/31/2017
<i>Vacancy</i>	In-Town		

## Parks and Recreation Board

### Responsibilities:

- Implement the recommendations in the Parks and Recreation Master Plan
- Implement the recommendations in the Community Connectivity Plan
- Provide comments to the Planning Board about recreation space offered by various developments
- Communicates with other recreational organizations to facilitate the sharing of resources and programming opportunities
- Coordinates with neighborhood groups to establish neighborhood parks
- Coordinates with the Public Works Department to ensure maintenance of parks and construction of sidewalks

### Board makeup:

The board has up to 12 members to advise the town and planning boards about park issues. The town strives to recruit volunteers from the various park districts defined in the Parks and Recreation Master Plan.

<b>Name</b>	<b>Membership</b>	<b>Term Start</b>	<b>Term End</b>
<i>Todd Stabley</i>	Chair	7/8/2013	6/30/2016
<i>Ashley DeSena</i>	Vice Chair	11/12/2013	11/30/2016
<i>Rebecca Swartz</i>		5/19/2015	5/19/2018
<i>Chris Wehrman</i>	Planning Board Rep	4/1/2015	4/19/2016
<i>Robb English</i>		4/1/2015	4/17/2018
<i>Kim Woodell</i>		7/8/2013	6/31/2016
<i>Annie Jarabek</i>		11/12/2013	11/30/2016
<i>Nancy Taylor</i>		9/8/2014	8/31/2017
<i>Kate Albrecht</i>		9/8/2014	8/31/2017
<i>Noah Lassiter Mace</i>		9/8/2014	8/31/2017
<i>Jennifer Weaver</i>	Town Board Ex Officio	1/21/2014	1/19/2016

## Tree Board

### Responsibilities:

- Receives and decides requests by citizens for planting, maintenance and removal of street and park trees
- Establishes guidelines for the planting of trees on town property
- Provides guidance to the Public Works Department about maintenance of public trees and planting new public trees

Board makeup:

The board has seven members from the Hillsborough area. Residency is not a factor for this board.

<b>Name</b>	<b>Membership</b>	<b>Term Start</b>	<b>Term End</b>
<i>Andrea Lewis</i>	Chair	5/6/2006	12/31/2016
<i>Frances Harris</i>	Vice Chair	6/1/2015	6/1/2018
<i>George Campbell</i>	Member	1/12/2015	1/17/2018
<i>Gregory Yavelak</i>	Ex Officio	6/8/2012	6/8/2015
<i>Bryan Stuart</i>	Member	2/9/2015	2/21/2018
<i>Elizabeth Waters</i>	Ex Officio	5/21/2014	5/17/2017
<i>Dana Dannehower</i>	Member	4/16/2014	4/15/2017
<i>Karen MacAulay</i>	Ex Officio	5/11/2012	5/11/2015
<i>Phil Ray</i>	Member	8/9/2010	8/9/2016

## Hillsborough Cemetery Committee

Responsibilities:

- Recommendations to town staff and the Hillsborough Board of Commissioners regarding the preservation and maintenance of Margaret Lane Cemetery, the Old Town Cemetery and the Hillsborough Town Cemetery.

Board makeup:

The board has seven members from the Hillsborough area. Residency is not a factor for this board.

<b>Name</b>	<b>Membership</b>	<b>Term Start</b>	<b>Term End</b>
<i>Ken Ostrand</i>	Chair	11/10/2014	12/31/2017
<i>Ashley DeSena</i>	Vice Chair	11/10/2014	12/31/2015
<i>Jane Gaede</i>		2/9/2015	2/28/2019
<i>David McCullough</i>		11/10/2014	12/31/2016
<i>Evelyn Poole-Kober</i>		11/10/2014	12/31/2016
<i>Lisa Williams</i>		11/10/2014	12/31/2017
<i>Bartow Culp</i>	Archivist	11/10/2014	12/31/2017

## Water/Sewer Advisory Committee

Responsibilities:

- Recommendations to town staff and the Hillsborough Board of Commissioners on issues related to the management of the Water and Sewer Fund
- Prepare and distribute public information about the town's utility operations and financial issues.

Board makeup:

The board has eight members. Four are generally in town customers and 4 are generally out of town customers.

<b>Name</b>	<b>Membership</b>	<b>Term Start</b>	<b>Term End</b>
<i>Frank Cohen</i>	Chair/Out-of-Town	10/1/2009	10/31/2017
<i>Scott Jennings</i>	In-Town	1/11/2016	1/11/2020
<i>Saru Salvi</i>	Out-of-Town	1/11/2016	1/11/2020
<i>Volker Mittendorf</i>	Out-of-Town	11/14/2015	11/14/2019
<i>Aaron Butner</i>	In-Town	9/1/2015	12/6/2018
<i>Jim Parker</i>	In-Town	5/13/2013	5/31/2017
<i>Arthur Sprinczeles</i>	Out-of-Town	12/4/2014	12/6/2018
<i>Dan Barker</i>	In-Town	12/4/2014	12/6/2018

## Tourism Board

Responsibilities:

- Promote travel, tourism and visitor services.
- Preserve, enhance and program our historic built and natural environment.
- Sponsor programs and activities designed to improve Hillsborough's attraction to visitors.
- Solicit individuals and groups to visit and stay in Hillsborough.
- Assist these individuals and groups with visitor services during their stay.
- Encourage visitors to enjoy Hillsborough's historic built and natural environment and its cultural, entertainment and recreational opportunities.
- Preserve, enhance and program our non-revenue producing historic built and natural environment and attractions to entice such individuals and groups to visit our town.

Board makeup:

The Tourism Board has 9 members. Four members must be owners or operators of food establishments subject to the prepared food and beverage tax. Two members serve the community at large and the remaining three positions present the Chamber of Commerce, Alliance for Historic Hillsborough and Town Board respectively.

<b>Name</b>	<b>Membership</b>	<b>Term Start</b>	<b>Term End</b>
<i>Erik Myers</i>	Chair	6/9/2014	6/9/2016
<i>Mary Catherine McKee</i>	Vice Chair	10/7/2013	9/30/2017
<i>Libbie Hough</i>	Alliance Appointee	10/7/2013	10/31/2017
<i>Sean Garrett</i>	Restaurant Appointee	12/14/2015	12/14/2017
<i>Kate Carroll</i>	Restaurant Appointee	12/14/2015	12/14/2017
<i>Kathleen Ferguson</i>	Town Board Rep	12/14/2015	12/14/2017

<i>Kim Tesoro</i>	Hillsborough/Chamber Appointee	7/13/2015	8/17/2016
<i>Steven Burke</i>	At-Large	7/14/2014	7/13/2016
<i>Carolyn Twesten</i>	Restaurant Appointee	10/13/2014	10/13/2016

## Tourism Development Authority

### Responsibilities:

- promote travel, tourism and conventions in Hillsborough
- sponsor tourist-related events and activities
- finance tourist-related capital projects

The authority is responsible for administering the proceeds of a 3 percent room occupancy tax that the town began levying in July 2012. At least two-thirds of the tax's proceeds must fund travel and tourism promotion, with the remainder designated for tourism-related expenditures.

### Board makeup:

The Tourism Development Authority consists of three members. Two members must also be members of the Tourism Board. One third of the members must represent a lodging establishment subject to the occupancy tax and three fourths of the members must be engaged in tourism activities.

<b>Name</b>	<b>Membership</b>	<b>Term Start</b>	<b>Term End</b>
<i>Eric Hallman</i>	Chair	10/13/2014	1/31/2016
<i>Anjan Desai</i>		1/14/2013	1/31/2017
<i>Mary Catherine McKee</i>		7/13/2015	1/31/2017