



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date:	June 22, 2026
Department:	Planning and Economic Development
Agenda Section:	Consent
Public hearing:	Yes
Date of public hearing:	Feb. 19, 2026 and May 21, 2026

#### PRESENTER/INFORMATION CONTACT

Joseph Hoffheimer, Planner  
Molly Boyle, Senior Planner

#### ITEM TO BE CONSIDERED

**Subject:** Text amendment to Unified Development Ordinance Section 2.5, Administration – Historic District Commission (staff-initiated)

##### Attachments:

1. Draft text amendment with Planning Board revisions
2. Planning Board statement
3. Consistency statement
4. Ordinance

##### Summary:

Staff brought an amendment of Unified Development Ordinance Section 2.5, Administration – Historic District Commission to public hearing on Feb. 19, 2026. The text amendment proposed changes to the quorum requirements for the Historic District Commission.

No members of the public spoke at the hearing, but the Planning Board and the elected officials had concerns about the proposed language and discussed several possible alternatives. The approved minutes from the hearing on Feb. 19 are available on the town's website: <https://mccmeetings.blob.core.usgovcloudapi.net/hillsbronc-pubu/MEET-Minutes-b51fd202d1fb4b4e98c65294745afce5.pdf>.

Staff revised the text amendment based on feedback from the public hearing. The revised text amendment proposed to do the following:

- Reduce the number of members on the Historic District Commission from seven to five;
- Update the language about commission membership to better align with NC GS § 160D-303 (a), Historic Preservation Commission – Composition; and
- Change quorum and voting requirements to better align with NC GS § 160D-406 (i), Quasi-judicial procedure – Voting.

The general statutes referenced above can be viewed online via the following links:

- NC GS § 160D-303 (a), Historic Preservation Commission – Composition  
[https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_160D/GS\\_160D-303.pdf](https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_160D/GS_160D-303.pdf)
- NC GS § 160D-406 (i), Quasi-judicial procedure – Voting  
[https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_160D/GS\\_160D-406.pdf](https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_160D/GS_160D-406.pdf)

At the second public hearing on May 21, 2026, the boards reviewed the proposed changes. There was still some confusion about the proposed language, although staff noted that the language in question came directly from state statutes.

After the hearing on May 21 closed, the town board left and the Planning Board took up its regular business. The Planning Board members discussed potential revisions to the amendment. The Planning Board ultimately recommended to approve the text amendment with a revision: change the term “appointed members” to “filled seats” (6-0). The Planning Board’s recommended version of the text amendment is attached.

**Comprehensive Sustainability Plan goal:**

Town Government Goals and Actions 2:

Adopt local laws, regulations, and policies that help to achieve sustainable and equitable outcomes.

- Strategy:  
Develop and adopt policies that help accomplish town goals.
- Action:  
Regularly review and update town policies as new information is garnered and achievements are met.

**Financial impacts:**

None.

**Staff recommendation and comments:**

Staff recognizes that there has been some confusion with the proposed text amendment language. However, the language in question comes directly from state statutes. The concerns of the boards may also be assuaged by the following:

- Historic District Commission meetings are quasi-judicial, meaning the town attorney is always present to provide legal guidance; and
- Should a situation arise where only one or two Historic District Commissioners are voting on an item, the applicant and/or the Historic District Commissioners may request to table said item until a full commission is present.

Staff recommends approval of the Planning Board’s recommended version of the text amendment.

**Action requested:**

Adopt the Planning Board’s version of the proposed text amendment by adopting the attached consistency statement, followed by the attached ordinance.