



Agenda Abstract

JOINT PUBLIC HEARING

Meeting Date:	February 19, 2026
Department:	Planning & Economic Development Division
Agenda Section:	Public Hearings
Public hearing:	Yes
Date of public hearing:	February 19, 2026

PRESENTER/INFORMATION CONTACT

Joseph Hoffheimer, Planner

ITEM TO BE CONSIDERED

Subject: Text amendment to Unified Development Ordinance (UDO) Section 2.5.7, Administration – Historic District Commission – Quorum and Necessary Vote (staff-initiated)

Attachments:

1. Draft text amendment
2. Draft Planning Board statement

Summary:

This is a “housekeeping” text amendment to change the definition of quorum for the Historic District Commission (HDC) from four members to a simple majority, excluding vacant positions and members disqualified from voting.

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:

UDO Section 2.5.7 currently requires a quorum of four HDC members to conduct any business, but the proposed amendment would align the UDO’s quorum requirements with NC GS § 160D-406 (i), which is more accommodating of vacancies and recusals.

On average, the HDC cancels one or two meetings per year due to the inability to meet quorum, but this text amendment would allow the board to meet more often and shorten the time that some Certificate of Appropriateness (COA) applicants currently must wait for a decision. Staff believe this change would have no adverse impact on the current operation of the HDC and that routine COA applications could be decided under the revised quorum definition. In addition, both the commission and applicants retain the option to continue more complex or contentious applications to a subsequent meeting when a fuller board may be present.

Staff recommends approval of the text amendment as written.

Action requested: Hold the public hearing. After the public hearing is closed, the Planning Board may make its recommendation if prepared to do so.