



THE CITY OF
ASHEVILLE
NORTH CAROLINA

THE
**TALENT
SCOUT**

City of Asheville
Boards & Commissions

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The Asheville City Council needs the expertise of all citizens interested in serving on one of the City of Asheville's many boards and commissions.

The City of Asheville has over 30 active, standing boards and commissions. A description of the duties and purpose for each of these committees is provided in this booklet. Each summary includes information on when and where the meetings are generally conducted.

This booklet serves only as a general information resource and interest-generator vs. a definitive summary of all our boards and commissions.

If you have specific questions about being a volunteer or if you would like an application, please feel free to call the City Clerk's Office at 828-259-5839 or 828-259-5601.

For more information about the various boards and contact information, please visit the City of Asheville Boards & Commissions web page at www.ashevillenc.gov.



Affordable Housing Advisory Committee



The **Affordable Housing Advisory Committee** is composed of not more than nine members who will represent the diverse viewpoints of community stakeholders on affordable housing.

The Committee will work in conjunction with City leadership and staff to implement the 2008 Affordable Housing Plan. The specific functions will be:

1. To consider affordable housing policy issues and advise City leadership about those policies;
2. To develop concrete action steps to implement the highest priorities of the Affordable Housing Plan, and to update that Plan as appropriate over time; and
3. To advise City leadership and staff regarding affordable housing priorities for the investment of City-controlled funds.

The Committee meets at 9:30 a.m. on the first Thursday of each month in the Sixth Floor Large Conference Room in the City Hall Building, 70 Court Plaza, Asheville, N.C. Meetings generally last one-two hours.



**African American
Heritage
Commission**



The **City-County African American Heritage Commission** consists of nine members - three appointed by the Asheville City Council, two appointed by the Buncombe County Board of Commissioners, and three appointed by the six appointed members.

The Commission will advise the City Council and County Commissioners about the preservation, interpretation, and promotion of African American arts, history and culture.

The Commission meets at 11:30 a.m. on the second Thursday of each month in the First Floor Conference Room in the City Hall Building, 70 Court Plaza, Asheville, N.C. The normal length of the meeting is one-two hours.



Air Quality Agency Board



The **Western North Carolina Air Quality Agency Board** consists of five members – two appointed by City Council and three appointed by the Buncombe County Commissioners. The term of office is six years.

The Board is responsible for advising City Council and the Buncombe County Commissioners on matters related to the development of policies and plans to improve air quality. In addition, the Board shall

1. Select the Director according to the merit system rules of the State Personnel Commission;
2. Consult with the Director about problems relating to management of the Agency; and
3. Perform the functions and responsibilities enumerated in N.C. Gen. Stat. sec. 143-215.112 (c) (1).

The Board meets the second Monday in January, March, May, July, September and November at 4 p.m. at 125 S. Lexington Avenue, Suite 101.



Alcoholic Beverage Control Board



The **Asheville Alcoholic Beverage Control (ABC) Board** consists of five members – all appointed by City Council. The term of office is three years.

The ABC Board oversees the operation and administration of the ABC system.

The ABC Board meets the last Tuesday of each month at 8:30 a.m. in the Administrative Office at 1 Cherry Street, Asheville, N.C. The normal length of the meeting is one-two hours.



Asheville Regional Airport Authority



The **Greater Asheville Regional Airport Authority** consists of seven members - two shall be registered voters of the City of Asheville appointed by the Asheville City Council; two shall be registered voters of the County of Buncombe appointed by the Board of Commissioners of Buncombe County; two shall be registered voters of the County of Henderson appointed by the Board of Commissioners of Henderson County; and one shall be appointed by the majority of the other six members. The term of office is four years.

The Greater Asheville Regional Airport Authority oversees the management and operation of the Asheville Regional Airport.

The Authority meets on the second Friday of each month at 8:30 a.m. in the Asheville Airport offices, 61 Terminal Drive, Suite 1, Fletcher, N.C. The normal length of the meeting is one-two hours.



Audit Committee



The **Audit Committee** is charged with: reviewing internal audit reports; reviewing with management and the external auditors the results of the financial statements audit; reporting to City Council about committee activities, issues, and related recommendations as needed; and the committee also provides an open avenue of communication between internal audit, the external auditors, and City Council.

The Audit Committee consist of five members, one Council member and four members appointed by Council. Appointed members will be both independent (no conflicts of interest) and financially literate, with the ability to read and understand audit reports. Audit Committee members must have a minimum of 5 years of experience in the management of accounting, finance, or audit for corporation, non-profit, and/ or government. The term of office is three years. consists of five members – all appointed by City Council. The term of office is three years.



Board of Adjustment



The **Board of Adjustment** consists of five regular members and seven alternate members. Four regular members and five alternate members, who are residents of the City shall be appointed by City Council. The other regular member and two alternate members shall be appointed by the Buncombe County Commissioners from residents of the extraterritorial area. The term of office is three years.

The Board of Adjustment

1. Hears and decides applications for approval of variances from the terms of the Unified Development Ordinance (UDO);
2. Hears and decides appeals from any order, requirement, permit, decision, or determination issued or made by an administrative officer of the City in enforcing any provisions of the UDO;
3. Serves as the City's Housing Code Appeals Board; and
4. Performs such additional powers and duties as may be set forth in the UDO and in other laws and regulations.

The Board meets on the fourth Monday of each month at 2 p.m. in the First Floor North Conference Room of the City Hall Building, 70 Court Plaza, Asheville, N.C. The normal length of the meeting is two hours.



Board of Education



The **Asheville City Board of Education** consists of five members – all appointed by City Council. Any person appointed must be a resident in the Asheville City School District. The term of office is four years.

The Board is responsible for assuring quality education for Asheville city school children.

The Board meets on the first Monday of each month at 6:30 p.m. at the Asheville City School Administrative Offices at 85 Mountain Street, Asheville, N.C. The normal length of the meeting is two hours.

In addition to the regular board meetings, the board rotates work sessions at the schools one week prior to the regular board meeting at 4 p.m.



Board of Electrical Examiners



The **Board of Electrical Examiners** consists of five members – all appointed by City Council. In addition, the City’s electrical inspector is an ex-officio member. The term of office is three years.

The Board examines applicants for licenses and for the transaction of other related business.

The Board meets on the first Tuesday of January, April, July and October at 9 a.m. The location of the meeting is in the Public Works Facility, Room A109 at 161 S. Charlotte Street, Asheville, N.C. The normal length of the meeting is one-two hours.



Citizens/Police Advisory Committee



The **Citizens/Police Advisory Committee** consists of 13 members – five area representatives, one Council Member, a youth representative, resident of property owned by the Housing Authority, a police officer (non-voting), Housing Authority representative, Chief of Police (non-voting), and two at large members. The term of office is three years.

The Committee serves as a liaison between the police department and community. The committee mediates problems or conflicts, and serves as an advocate for programs, ideas, and methods to improve the relationship between the police and community. The committee is also responsible for disseminating information to the community and to the government officials of Asheville.

The Committee meets at 5 p.m. on the first Wednesday of each month at various community locations. The normal length of the meeting is one-two hours.



Civic Center Commission



The **Civic Center Commission** consists of nine voting members – seven members are appointed by the City Council and two members are to be appointed by the Buncombe County Board of Commissioners. The term of office is three years.

The Commission reviews and makes recommendations on programming goals and objectives; long-range plans; proposals for changes in the fees and charges; and encourages promotion of sports, recreation, entertainment, cultural events and activities at the Civic Center.

The Commission meets on the first Tuesday of each month at 4 p.m., at the Civic Center in the Banquet Hall, 87 Haywood Street, Asheville, N.C. The normal length of the meeting is two hours.



Civil Service Board



The **Civil Service Board** consists of five members – two appointed by City Council (which must be City residents), two elected by members of the Classified Service, and one member appointed by the other four members of the Board. The term of office is two years.

The Board works with the Human Resources Department to resolve employee grievances on an as needed basis and meets on a periodic basis to discuss personnel administration issues.

The Board meets on the first Thursday of each month at 2:30 p.m. in Room 623 of the City Hall Building, 70 Court Plaza, Asheville, N.C. The normal length of the meeting is one-two hours.



Crimestoppers Board of Directors



The **Asheville-Buncombe Crimestoppers Board of Directors** consists of various members appointed by City Council, Buncombe County Commissioners, Merchants Association and the Board itself. The term of office is three years.

The Board reviews crimes and sets awards for information leading to the arrest and conviction of felony crime offenders and fugitives.

The Board meets on the fourth Tuesday of each month at 9 a.m. in the Sheriff's Office at 60 Court Plaza, 4th Floor, Asheville, N.C. The normal length of the meeting is one-two hours.



Downtown Commission



The **Downtown Commission** consists of 11 members – eight members appointed by City Council, two members appointed by the Buncombe County Commissioners and one member is a seated Board member of the Downtown Association. The term of office is three years.

The Commission was established to promote the sustainability and continued development of downtown Asheville, a vital urban center of western North Carolina’s economic, cultural and visitor activity. The Commission:

1. Recommends to City Council an overall policy for the continued development and sustainability of downtown;
2. Recommends effective management of the public resources for downtown and actively pursues and assists the private sector investment in the downtown area; and
3. Carries out the powers and duties assigned to the Commission in the Unified Development Ordinance.

The Commission meets on the second Friday of every month at 8:30 a.m. in the First Floor Conference Room in the City Hall Building, 70 Court Plaza, Asheville, N.C. The normal length of the meeting is one-two hours.



**Firemen's
Relief Fund
Board of Trustees**



The **Firemen’s Relief Fund Board of Trustees** consists of five members – two appointed by City Council, two elected by members of the local fire department or departments who are qualified as beneficiaries of such fund, and one appointed by the Commissioner of Insurance. The term of office is two years.

The Board is responsible for controlling the funds derived from the provisions of Article 118 of the North Carolina General Statutes and disbursing the funds in accordance with the statute.

The Board meets at 9 a.m. in February and September each year at the Wells Fargo Bank Building.



Historic Resources Commission



The Asheville-Buncombe **Historic Resources Commission** consists of 12 members – six appointed by City Council and six appointed by the Buncombe County Commissioners. The term of office is three years.

The Commission:

1. Recommends “historic districts” and “landmarks” for establishment by the Asheville City Council and the Buncombe County Commissioners;
2. Reviews and acts upon proposals for alterations, demolitions, or new construction within historic districts, or for alteration or demolition of designated landmarks;
3. Undertakes an inventory of properties of historical, archaeological, architectural and/or cultural significance; and
4. Conducts an educational program with respect to historic properties and districts within its jurisdiction.

The Commission meets on the second Wednesday of each month at 4 p.m. in the first Floor North Conference Room of the City Hall Building, 70 Court Plaza, Asheville, N.C. The normal length of the meeting is one-two hours.



Homeless Initiative Advisory Committee



The **Homeless Initiative Advisory Committee** is composed of not more than 16 members, representing various focus areas (consumer, Buncombe County, supportive/permanent housing, mental health/substance abuse, legal, educational/university) or organizations. The term of office is three years.

The Committee is responsible for implementing the Ten Year Plan to End Chronic Homelessness, and its duties shall include:

1. Conducting research and investigation into issues about homelessness, including causes and effects within Asheville and the surrounding area;
2. Formulate and make recommendations to local governmental entities and social service agencies to reduce the incidence of homelessness;
3. Act as a clearinghouse for information on local homelessness issues; and
4. Other duties as requested by City Council, Board of County Commissioners, or as the Homeless Initiative Advisory Committee deems appropriate.

The Committee meets on the fourth Tuesday of each month at 12 p.m. in the Housing Authority Board Room, located at 165 S. French Broad Avenue, Asheville, N.C. The normal length of the meeting is one-two hours.



Housing Authority Board of Directors



The **Housing Authority Board of Directors** consists of five members – all appointed by the Mayor. The term of office is four years.

The Board reviews and approves budgets for submission to the U.S. Department of Housing and Urban Development, approves plans and specifications, awards contracts and appoints the Executive Director of the Housing Authority.

The Board meets at 5 p.m. on the fourth Wednesday of each month in the Housing Authority Board Room at 165 S. French Broad Avenue, Asheville, N.C., or at one of the development offices. The normal length of the meeting is one-two hours.



HUB Community Economic Development Alliance



The **HUB Community Economic Development Alliance** consists of the Asheville Mayor; a City Council committee member from the Planning & Economic Development Committee; UNC-Asheville Chancellor; A-B Technical Community College President; Warren Wilson College President, superintendents of the city and county school systems, Chair of the Buncombe County Board of Commissioners; Buncombe County Economic Development Coalition representative; five members appointed by the Asheville City Council; five members appointed by the Buncombe County Board of Commissioners; and at-large members appointed by the Board itself.

The Committee has managed and monitored the implementation of the HUB project plan by leveraging Buncombe County's unique assets to attract, create and expand business opportunities while improving the well-being of our citizens. Currently it is a forum for discussing and catalyzing actions that will advantage Asheville and Buncombe County five years out and beyond.

The Committee meets on an as needed basis at various community locations. The normal meeting length is one-two hours.



Metropolitan Sewerage District Board of Directors



The **Metropolitan Sewerage District Board of Directors** consists of 12 members – three appointed by City Council (which must be City residents), three appointed by the Buncombe County Commissioners, one appointed by the Town of Weaverville, one appointed by the Town of Black Mountain, one appointed by the Town of Biltmore Forest, one appointed by the Woodfin Sanitary Water and Sewer District, one appointed by the Town of Montreat; and one appointed by the Town of Woodfin. The term of office is three years.

The Board oversees the operation of the Metropolitan Sewerage District and holds hearings on related issues.

The Board meets on the third Wednesday of each month at 2 p.m. in the Board Room of the Metropolitan Sewerage District Office at 2028 Riverside Drive, Asheville, N.C. The normal length of the meeting is two hours.



Multimodal Transportation Commission



The **Multimodal Transportation Commission**

consists of nine voting members and three non-voting members, all of whom shall be residents of the City of Asheville. Two voting members represent transit interests; two voting members represent greenway interests; two voting members represent bicycle/pedestrian interests; and three are at-large members. One representative each from the Neighborhood Advisory Committee, Planning & Zoning Commission, and Sustainability Advisory Committee on Energy & the Environment are ex-officio non-voting members.

The Commission will:

1. Recommend policies for the development/integration of multimodal transportation planning and education to the City;
2. Assist with the development of a multimodal transportation system;
3. Assist the City with the implementation of best management practices for educating the public on the benefits of multimodal transportation;
4. Assist in the sustainability, development and implementation of the multimodal transportation plan;
5. Assist in the prioritization of the Capital Improvement Plan as it relates to multimodal transportation projects; and
6. Establish and appoint members to the Transit and Greenway Subcommittees.

The Commission meets on the fourth Wednesday of each month (except in November and December) at 3 p.m. in the First Floor Conference Room in City Hall, 70 Court Plaza, Asheville, N.C.



**Neighborhood
Advisory
Committee**



The **Neighborhood Advisory Committee**

consists of nine members, all appointed by City Council, with representation from specific community sectors. Members shall be residents of the City or the City's extra-territorial zoning jurisdiction, and shall reflect the socio-economic diversity of Asheville. The term of office is three years.

The Committee was established to advise the City Council on neighborhoods within the City of Asheville's zoning and planning jurisdiction. The Committee shall have the following powers and duties:

1. Develop rules and by-laws for the conduct of its business, including but not limited to meeting schedules, officers, voting, sub-committees;
2. Develop a plan to strengthen neighborhood identity and resilience, and to facilitate communication and cooperation between Asheville's neighborhoods and City offices;
3. Develop benchmarks and standards by which progress towards implementing the plan can be measured; and
4. Work on special projects that are consistent with the goals of the committee, as assigned or directed by Council.

The Committee meets on the fourth Monday of each month at 6:00 p.m. in Room A109 of the Public Works Facility located at 161 S. Charlotte Street, Asheville, N.C. The normal length of the meeting is two hours.



Noise Ordinance Appeals Board



The **Noise Ordinance Appeals Board** consists of five members – one city zoning or building safety enforcement officer, one city police officer, one city animal control officer (or employee of contracted animal control agency) and two city residents. The two alternate positions are for one city resident and one city employee. The term of office is three years.

The Board advises the City on matters related to noise and noise control, and hears and decides appeals and complaints from citizens.

The Board meets on an as needed basis in the Police Chief's Conference Room of the Asheville Police Department, 100 Court Plaza, Asheville, N.C. The normal length of the meeting is one-two hours.



Planning & Zoning Commission



The **Planning and Zoning Commission** consists of seven members – five appointed by City Council (which must be City residents) and two appointed by the Buncombe County Commissions (which must be residents of the extraterritorial area). The term of office is three years.

The Commission is an advisory Board to City Council. It reviews all new text for proposed amendments to the Unified Development Ordinance (UDO) and proposals to zone or rezone all property regulated under the UDO. After review, the Commission then makes recommendations to City Council. In addition, the Commission:

1. Performs studies and surveys of the present conditions and probable future development of the City, including studies and surveys of land uses, population, traffic, parking and redevelopment needs;
2. Formulates and recommends to City Council adoption or amendment of a comprehensive plan and other plans for the City and its environs;
3. Reviews the terms of the UDO to recommend to City Council any changes that the Commission considers necessary to regulate properly the development and use of land, buildings and structures;
4. Reviews and makes recommendations to City Council on applications for planned unit development designation and the preliminary plans for such planned unit developments;
5. Reviews and decides on approval of all proposed preliminary plats of major subdivisions; and
6. Performs such additional powers and duties as may be set forth elsewhere in the UDO and in other laws and regulations.

The Commission meets on the first Wednesday of each month at 5 p.m. in the First Floor North Conference Room of the City Hall Building, 70 Court Plaza, Asheville, N.C. The normal length of the meeting is one-two hours.



Police Officers and Firefighters Disability Review Board



The **Police Officers and Firefighters Disability Review Board** consists of six members – one City Council Member (who shall serve as Chair), one member of the Asheville Police Department (elected by former members of the Asheville Policemen’s Pension and Disability Fund), one member of the Asheville Fire Department (elected by former members of the Asheville Firemen’s Pension and Disability Fund), one licensed medical doctor from within the corporate limits of the City of Asheville (appointed by City Council), two members appointed by City Council, and the City Manager (or his designee). The term of office is two years.

The Board determines when supplemental payments should be made to members of the Pension and Disability Fund or their survivors.

The Board meets on an as-needed basis. The normal length of the meeting is one-two hours.



Public Art & Cultural Commission



The **Public Art & Cultural Commission**

consists of nine members – all appointed by City Council. The term of office is three years.

The Commission is responsible for promoting and maintaining art displays in public buildings and public spaces in the City of Asheville. In addition the Board:

1. Facilitates public art in public buildings and public spaces;
2. Informs the residents of and visitors to Asheville about public art;
3. Advances the City of Asheville as an “arts destination” and engages public art as a major attraction for artists, cultural tourism, and economic development;
4. Is responsible for approving the site and content of public art;
5. Is responsible for developing a procedure for the selection of art and/or artists, which will include public input as well as appropriate staff review. The Public Art Board shall follow its Public Art Policy and Implementation Guidelines as modified and/or amended every five years; and
6. Recommends to City Council the acceptance of works of art.

The Commission meets on the fourth Thursday in January, March, May, July, September and November at 4 p.m., and has Worksession meetings in February, April, and August in the First Floor North Conference Room of the City Hall Building, 70 Court Plaza, Asheville, N.C. The normal length of the meeting is one-two hours.



Recreation Board



The **Recreation Board** consists of nine members – all appointed by City Council. The term of office is three years.

The Board advises City Council on various matters pertaining to the operation of park facilities and recreation programs within the City of Asheville.

The Board meets every other month (January, March, May, July, September and November) on the second Monday at 12:30 in the First Floor North Conference Room of the City Hall Building, 70 Court Plaza, Asheville, N.C. The normal length of the meeting is two hours.



**Asheville Area
Riverfront
Redevelopment
Commission**



The **Asheville Area Riverfront Redevelopment Commission** consists of 14 members – two members appointed by the Buncombe County Board of Commissioners, with one being a County Commissioner; five members appointed by City Council, with one being a City Council member; two members appointed by the Asheville Area Chamber of Commerce; two members appointed by RiverLink; two members appointed by the Council of Independent Business Owners; and one member appointed by the Woodfin Board of Aldermen. Each appointing body shall ensure that at least one half of their appointees are an owner of real property or an owner of a business in the regional riverfront. The Town of Woodfin, having only one appointee, is exempted from the ownership requirement.

The Commission shall:

1. Recommend to the City and County an overall policy for the continued development and sustainability of the regional riverfront;
2. Provide recommendations to the City and County for effective management of the public resources for the districts;
3. Actively pursue and assist private sector investment in the districts; and
4. Cooperate with, evaluate and represent the recommendations of other organizations, including, but not limited to, property owners, merchants, residents, businesses, tenants, non-profits, institutions and other members of the riverfront and regional riverfront district communities.

The Commission meets on the second Thursday of each month at 4 p.m. in the Chamber of Commerce Board Room at 36 Montford Avenue, Asheville, N.C. The normal meeting length is one-to-two hours.



Soil Erosion/ Stormwater Review Committee



The **Soil Erosion/Stormwater Review Committee** consists of five members – two City department directors designated by the City Manager; one member of the Planning & Zoning Commission; and two members appointed by City Council. City Council appointments must be a City resident or a resident in the extra-territorial jurisdiction. At least one City Council appointment shall have a professional accreditation in the practice of stormwater management, erosion and sediment control, or related areas of professional practice.

The Committee will hear appeals from the Stormwater Administrator, and meets on an as-needed basis.



**Sustainability
Advisory Committee
on Energy & the
Environment**



The **Sustainability Advisory Committee on Energy & the Environment** consists of nine members, all appointed by City Council, with representation from specific economic and community sectors.

This Committee will undertake initiatives, at a City level, and participate in the larger community and regional discussions, to improve the environment, encourage green development, and support the development of a healthy community.

This Committee meets on the third Wednesday of each month at 3:30 p.m., in the First Floor North Conference Room in City Hall, 70 Court Plaza, Asheville, N.C. The normal length of the meeting is two hours.



Tourism Development Authority



The Buncombe County **Tourism Development Authority** consists of 11 members – four members appointed by City Council (one person who is an owner or operator of a hotel, motel, bed and breakfast, or vacation rental management company, with 100 or less rental units, two people who are owners or operators of hotels, motels, bed and breakfasts, or vacation rental management companies, with more than 100 rental units, one person actively involved in tourist business who has participated in tourism promotion and who does not own or operate a hotel, motel or other taxable tourist accommodation); four members appointed by the Buncombe County Commissioners (one person who is an owner or operator of a hotel, motel, bed and breakfast, or vacation rental management company, with 100 or less rental units, two people who are owners or operators of hotels, motels, bed and breakfasts, or vacation rental management companies, with more than 100 rental units, one person actively involved in tourist business who has participated in tourism promotion and who does not own or operate a hotel, motel or other taxable tourist accommodation); one member appointed by the Chamber of Commerce; one member of City Council (who is an ex-officio non-voting member); and one member of the Buncombe County Commissioners (who is an ex-officio non-voting member). The term of office is three years.

The Authority's purpose is to further the development of travel, tourism, and conventions in the county through state, national and international advertising and promotion.

The Authority usually meets on the fourth or last Wednesday of each month at 9 a.m. in the Explore Asheville Convention & Visitors Bureau, 27 College Place, Asheville, N.C., although locations may vary. The normal length of the meeting is one-two hours.



Tree Commission



The **Tree Commission** consists of seven members – all appointed by City Council. The term of office is three years.

The Commission is responsible for fostering the preservation, planting, replacement and removal of trees without denying the reasonable use and enjoyment of real property. In addition, the Commission:

1. Facilitates the planting, growing and protection of trees within the City; and
2. Conducts continuing research, planning and feasible assessments required to promote and enforcement Chapter 20 of the Code of Ordinances regarding the regulation of planting, protection, preservation and removal of trees.

The Commission meets on the third Monday of each month at 3:30 p.m. in Room A109 of the Public Works Facility at 161 S. Charlotte Street, Asheville, N.C. The normal length of the meeting is one-two hours.



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