

**7.A. 25/26-29: Consideration/Possible Action to call for Public Hearing: Amend and Update Parks and Recreation Commission Ordinance (E)**

**Town Council Action Requested:** Town Council will review and consider a draft ordinance amending the current Parks and Recreation Commission Ordinance to provide updates, to clarify authority and to remove conflicts. Additionally, Town Council will consider whether or not to move forward with the issue and call for a public hearing on the draft Ordinance.

**Purpose:** Town Council in their 2023-25 goals requested that the Town Manager review the charges of Boards, Commissions and Committees to see if there was need for updates and to see if there were overlaps in authority. The review of the Parks and Recreation Ordinance found that there were practices that were outdated and that were in conflict with the Charter and actual operations. The proposed Ordinance clarifies responsibilities and updates the regulations.

**History:** The current Parks and Recreation Commission Ordinance was adopted prior to the current structure of the Town. Today we have a Town Council-Town Manager form of government with professional department heads, including a Parks and Recreation Director. The previous structure involved management of programs and operations by committee. The current Ordinance conflicts with the Charter in the placement of authority and can make completing administration tasks difficult and not timely. Additionally, the current Ordinance did not recognize the need for environmental permits when impacting wetlands, open space and habitat. The Parks and Recreation Commission, during the review process, was concerned that they would no longer be a Commission. Many of the concerns expressed were considered and added to amendments within the draft document throughout the process. This draft Ordinance preserves this board as a Commission. They remain instrumental in overseeing the planning and development of parks and programs. The Ordinance clarifies what authority is with staff and what remains with the Commission.

**Facts about the issue:** The Town Council may choose to make amendments to the proposed Ordinance as drafted. If and when Town Council is ready to advance this Ordinance, a call for a public hearing may be authorized for community input prior to final Town Council consideration and adoption. Due to advertising requirements, the earliest date for a hearing would be February 2, 2026.

**Funding Information:** There is no financial impact to this proposed amendment to the Parks and Recreation Commission Ordinance.

**Steering Committee Recommendation:** The Steering Committee, at their December 22, 2025, meeting voted to recommend to Town Council that the proposed Ordinance be adopted.

**Town Manager Comments:** none.

**Town Manager's Recommendation:** Motion to approve the wording of the proposed Ordinance and to call for a public hearing on this Ordinance for February 2, 2026, at 7:00 PM to be held in the Town Hall Annex.