



**Town of Carrboro**

Town Hall  
301 W. Main St.  
Carrboro, NC 27510

**Meeting Minutes**

**Board of Aldermen**

**Tuesday, March 11, 2014**

**7:30 PM**

**Board Chambers - Room 110**

**Present:** Mayor Lydia Lavelle, Alderman Michelle Johnson, Alderman Damon Seils, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell and Alderman Sammy Slade

**Also Present:** David Andrews, Town Manager, Cathy Wilson, Town Clerk, Mike Brough, Town Attorney

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**PASSING OF RICHARD KINNEY, FORMER RECREATION AND PARKS DEPARTMENT DIRECTOR**

Alderman Gist noted the passing of Richard Kinney and acknowledged his many contributions to the Town of Carrboro. She asked for folks to keep his family in their thoughts.

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**NATIONAL LEAGUE OF CITIES NBC-LEO DIVERSITY AWARD**

Mayor Lavelle announced that the annual Community Dinner won the National League of Cities NBC-LEO Diversity Award runner-up in the category for population under 25,000 and presented the award to event co-founder Nerys Levy.

**CIAA TOURNAMENT**

Braxton Foushee thanked the Mayor for her attendance at the recent CIAA Tournament in Charlotte. Arbor Day

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## **CHARGES ISSUED TO RECENTLY APPOINTED ADVISORY BOARD MEMBERS**

The Town Clerk issued the following charges:

1. Recreation and Parks Commission – Kendra Van Pelt
2. Economic Sustainability Commission – Leo Gaev and Betsy Bertram
3. Environmental Sustainability Commission – Jae Furman
4. Transportation Advisory Board – Diana McDuffee

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## **WORK SESSION ON WAYS TO EXPEDITE AND INCENTIVIZE ENVIRONMENTALLY FRIENDLY DEVELOPMENT PROJECTS**

The Board of Aldermen identified the provision of environmentally friendly features in development projects as desirable. This item provided information related to the concept and provides an opportunity for the Board to give staff direction on possible related changes to the development process.

Marty Roupe, the Town's Zoning Administrator made the staff presentation.

Alderman Slade asked for the Town Attorney to report back on what effects, if any HB 74 would have on the implementation of these incentives. Staff and the attorney noted that these incentives would be an option and not a requirement. He also suggested that staff develop a cap on how many expedited projects can be successfully managed, for the item to be dealt with comprehensively rather than piecemeal, for the text to be written so that developers clearly understand that current code requirements must be exceeded to meet the goals, and to possibly develop a dual energy/affordable housing incentive points program to include points for green incentives that lead to more affordable housing by reducing energy bills.

Alderman Gist asked for staff to prepare an ordinance that does not include overhangs as part of the setbacks and to report back quickly. She also asked staff to research how to mitigate the effects that these incentives would have on costs of housing and the timing, and cost, of the review process.

Alderman Johnson asked how this would affect the expedited review for affordable housing.

Alderman Haven-O'Donnell asked for staff to report back on past environmental upgrades from previous commercial and residential developments that have been approved in the Town. She also asked staff to more closely review the 40% open space requirement to ensure that the space will maintain environmental quality.

Alderman Seils stated that he would be interested in hearing about if there are other types of review and approval checklists that can be pushed to after the project has been permitted. He asked for staff to define a set of aggressive deadlines to establish deadlines for the expedited process.

Mayor Lavelle stated that she is very interested in pursuing expedited review. She suggested that if transportation is offered as an incentive that there should be a way to determine if the project is located in an area that is suitable for that transportation upgrade in regards to affordable housing. She noted that a further reduction on the Jordan Lake accounting tool may be difficult because that tool has been a work in progress over the past year and a half.

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**DISCUSSION ON LAND USES ASSOCIATED WITH DRIVE-IN AND DRIVE-THROUGH WINDOWS**

The purpose of this item was to provide the Board of Aldermen with an opportunity to discuss regulations affecting land uses with drive-in and drive-through windows.

Tina Moon, the Town's Planning Administrator, made the staff presentation.

Alderman Haven-O'Donnell asked if the Town could restrict drive-thrus for pharmacy use only because she had heard from citizens that have the need for that use.

Mayor Lavelle noted that she also heard from citizens that expressed the need for access to a drive-thru pharmacy.

Alderman Seils noted that there are currently no pharmacies in town that have drive-thrus.

Alderman Slade asked for staff to report back with the amount of parking spaces that could be available in existing drive-thru lane space. He also asked for staff to recommend that the current pharmacies provide walk-out delivery service to those that have accessibility needs.

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN HAVEN-O'DONNELL, FOR STAFF TO COME BACK WITH A DRAFT ORDINANCE AMENDING THE LAND USE ORDINANCE TO PROHIBIT FUTURE DRIVE-IN AND DRIVE-THROUGH USES THROUGHOUT THE TOWN'S PLANNING JURISDICTION, WITH THE POSSIBILITY OF LEAVING PHARMACY DRIVE-THROUGHS AS A FURTHER DISCUSSION POINT. STAFF SHOULD ALSO REPORT BACK ON WHAT HOURS AND METHODS OF DISTRIBUTION PHARMACIES IN CARRBORO USE AND ON THE NUMBER OF PHARMACIES IN CHAPEL HILL THAT HAVE DRIVE-THROUGHS. VOTE: AFFIRMATIVE ALL

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**UPDATE ON DOWNTOWN TRAFFIC CIRCULATION INCLUDING TRAFFIC MODEL ANALYSIS**

This was the next in a series of updates provided to the Board of Aldermen on traffic in the downtown area since 2011. This update provided results from traffic analysis, using Synchro software, of downtown intersections and segments.

Jeff Brubaker, the Town's Transportation Planner, made the staff report and responded to questions from the Board.

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**CLOSED SESSION**

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN JOHNSON TO ENTER INTO CLOSED SESSION FOR THE PURPOSE OF A PERSONNEL MATTER. VOTE:

AFFIRMATIVE ALL

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**OPEN SESSION**

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN HAVEN-O'DONNELL TO ENTER INTO OPEN SESSION. VOTE: AFFIRMATIVE ALL

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**ADJOURNMENT**

MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN SEILS TO ADJOURN THE MEETING. VOTE: AFFIRMATIVE ALL