

Town of Carrboro

301 W. Main St., Carrboro, NC 27510



Meeting Agenda - Final

Tuesday, February 21, 2023

7:00 PM

Council Chambers - Room 110

Town Council

7:00-7:05**A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS**

1. [23-39](#) Proclamation - National Invasive Species Awareness Week 2023
PURPOSE:

7:05-7:10**B. ANNOUNCEMENT OF UPCOMING MEETINGS****7:10-7:20****C. PUBLIC COMMENT**

Comments are limited to three minutes per speaker.

7:20-7:25**D. CONSENT AGENDA**

1. [23-65](#) Approval of May 24, 2022 Minutes
2. [23-63](#) A Request to Amend the 2022-2023 HOME Investment Partnership Program Annual Plan

PURPOSE: The purpose of this item is to request that the Town Council consider approving a proposed amendment to the 2022-2023 HOME Investment Partnership Program Annual Plan that was approved by the Town Council on June 14, 2022. The Plan amendment would reallocate \$105,000 originally allocated to EmPOWERment, Inc. to acquire a rental unit in Carrboro to instead acquire an affordable rental property in Chapel Hill.

Attachments: [Attachment A- Amendment HOME FY23 Resolution Carrboro](#)
[Amendment B - Summary of Amended FY22-23 HOME Investment Partnership Program Action Plan v01 \(1\)](#)

3. [23-64](#) A Request to Approve Amending the 2021-2022 HOME Investment Partnership Program Annual Plan to add the HOME-ARP Allocation Plan

PURPOSE: The purpose of this item is to request that the Town Council consider amending the 2021-2022 HOME Investment Partnership Program Annual Plan approved by the Town Council on May 4, 2021. The Plan amendment would add the Allocation Plan for \$1,371,401 in HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) funding.

Attachments: [Attachment A- HOME ARP Allocation Plan Resolution](#)
[Attachment B Orange County HOME-ARP Draft Allocation Plan](#)

4. [23-50](#) Consideration of a Minor Modification Request to the Special Use Permit-A Project at 502-A North Greensboro Street

PURPOSE: The purpose of this agenda item is to request that the Town Council consider approving a Minor Modification request for the Special Use Permit-A for 502-A North Greensboro Street. If approved, the modification would allow Hope Renovations to place a shipping container on the site for use as office space.

Attachments: [A -Resolution Approving Minor Modification Request for 502-A North Greensboro Street](#)
[B- Original Conditional Use Permit from 1987](#)
[C- Site Plan](#)
[D- Letter from Applicant](#)

5. [23-51](#) Consideration of a Minor Modification Request to the Special Use Permit-A Project for Estes Park Apartments at 306 Estes Drive
- PURPOSE:** The purpose of this agenda item is to request that the Town Council consider approving a Minor Modification request for the Special Use Permit-A for Estes Park Apartments at 306 Estes Drive. The modification would allow the property owner to construct a new maintenance building, replace the existing dumpster enclosure area, and remove eighteen parking spaces from the site.

Attachments: [A- Resolution Approving Minor Modification Request for Estes Park Apartments at 306 Estes Drive](#)
[B- Estes Park - Proposed Project Plans](#)

6. [23-32](#) A Request to Approve a Town Code Amendment to Prohibit Parking on E. Winmore Avenue East of Jewell Drive
- PURPOSE:** The purpose of this item is to request that the Town Council consider approving an ordinance amending the Carrboro Town Code to prohibit parking on E. Winmore Avenue from Jewell Drive east to Homestead Road.
- Attachments:** [A - Ordinance Amending Town Code](#)
[B - Location Map Showing Sign Locations](#)

E. OTHER MATTERS

7:25-7:55

1. [23-26](#) Annual Comprehensive Financial Report (ACFR) and Independent Audit for Fiscal Year Ended June 30, 2022
- PURPOSE:** The purpose of this agenda item is for the Town's independent auditor, FORVIS LLP, (previously Dixon Hughes Goodman LLP), to present to the Town Council the Annual Comprehensive Financial Report (ACFR) and audit for the fiscal year ended June 30, 2022.
- Attachments:** [Attachment A: Town of Carrboro Report to Town Council 6.30.22 Final Draft](#)
[Resolution Respondind to Audit Findings YE 2022](#)

7:55-8:10

2. [23-62](#) Amendment to Independent Audit Contract for Fiscal Year Ending June 30, 2022
- PURPOSE:** The purpose of this agenda item is to request that the Town Council amend the Town's audit contract to extend the deadline for submission of the audit to the Local Government Commission.
- Attachments:** [Attachment A: Resolution to Amend Audit Contract YE 6-30-2022](#)
[Attachment B: LGC205-amended-audit-contract-form-2023 - Carrboro](#)

F. MATTERS BY COUNCIL MEMBERS



Town of Carrboro

301 W. Main St., Carrboro,
NC 27510

Agenda Item Abstract

File Number: 23-39

Agenda Date: 2/21/2023
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Proclamation - National Invasive Species Awareness Week 2023



Town of Carrboro

301 W. Main St., Carrboro,
NC 27510

Agenda Item Abstract

File Number: 23-65

Agenda Date: 2/21/2023
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Approval of May 24, 2022 Minutes



Agenda Item Abstract

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Agenda Date: 2/21/2023
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TITLE

A Request to Amend the 2022-2023 HOME Investment Partnership Program Annual Plan

PURPOSE: The purpose of this item is to request that the Town Council consider approving a proposed amendment to the 2022-2023 HOME Investment Partnership Program Annual Plan that was approved by the Town Council on June 14, 2022. The Plan amendment would reallocate \$105,000 originally allocated to EmPOWERment, Inc. to acquire a rental unit in Carrboro to instead acquire an affordable rental property in Chapel Hill.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Anne-Marie Vanaman, Interim Director, amvanaman@carrboronc.gov
<<mailto:amvanaman@carrboronc.gov>>

INFORMATION: Every year, state and local governments (“Participating Jurisdictions”) that receive HOME Investment Partnerships Program (“HOME”) funds from the U.S. Department of Housing and Urban Development (“HUD”) are required to complete an [Annual Action Plan](https://orangecountync.gov/DocumentCenter/View/21628/Orange-County-FY-2022-2023-HOME-Annual-Action-Plan-FINAL?bidId=>) <<https://orangecountync.gov/DocumentCenter/View/21628/Orange-County-FY-2022-2023-HOME-Annual-Action-Plan-FINAL?bidId=>>> that lays out how they will allocate HUD funds for the upcoming program year to address the goals and priorities in the [Consolidated Plan](https://orangecountync.gov/DocumentCenter/View/10806/Orange-County-NC-Consolidated-Plan-FINAL?bidId=>) <<https://orangecountync.gov/DocumentCenter/View/10806/Orange-County-NC-Consolidated-Plan-FINAL?bidId=>>>.

Orange County is a special type of Participating Jurisdiction, called a Consortium, consisting of Orange County and the Towns of Carrboro, Chapel Hill, and Hillsborough. Orange County serves as the lead entity for the Orange County HOME Consortium. To enhance collaboration on affordable housing among the jurisdictions in the County, the Orange County Local Government Affordable Housing Collaborative (the Collaborative) was formed in 2017. The Collaborative includes elected officials and staff from the each of the four participating jurisdictions and serves as the HOME Program application review team, charged with developing an annual HOME Program plan. Council Member Susan Romaine represents the Carrboro Town Council on the Collaborative. All participating jurisdictions must approve and authorize submission of the plan or any amendments to the plan prior to submittal to the U.S. Department of Housing and Urban Development (HUD). Following approval of the Plan on [June 14, 2022](https://carrboro.legistar.com/LegislationDetail.aspx?ID=5690227&GUID=3E845E0B-28EE-47A9-BB85-652931818942&Options=ID|Text|&Search=HOME) <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=5690227&GUID=3E845E0B-28EE-47A9-BB85-652931818942&Options=ID|Text|&Search=HOME>>, the required environmental reviews were not able to be completed in advance of the closing of the property in Carrboro (105 Fidelity St. A-20) for which EmPOWERment, Inc. was allocated \$105,000 in HOME funding to acquire. As a result, Orange County identified another funding source to support this acquisition. Therefore, the \$105,000 in HOME funding originally allocated for the Carrboro acquisition must be reallocated for another eligible project. On November 3, 2022, the Collaborative proposed to reallocate the funds for another acquisition by EmPOWERment, Inc. this time in Chapel Hill. The proposed amended FY 2022-2023 Annual Action Plan Summary is provided in Attachment B.

Recommended Amended 2022-2023 Orange County HOME Program Plan		
	Approved Plan	Amended Plan
Habitat for Humanity - Down Pay	\$ 167,241	\$ 167,241
Community Empowerment Fund	\$ 90,000	\$ 90,000
Rebuilding Together of the Triangle Replacements	\$ 150,000	\$ 150,000
EmPOWERment - Rental Acquis	\$ 105,000	\$0
EmPOWERment - Rental Acquis	\$0	\$ 105,000
Administration (10% of HOME F	\$ 44,350	\$ 44,350
Total	\$ 556,591	\$ 556,591

FISCAL IMPACT: The recommended plan amendment proposes to provide grant funds to a non-profit organization for affordable housing activities. The majority of the funding for the plan is provided by HUD to Orange County. Participation in the HOME Program requires a local match. The Town’s portion of the local match will remain at \$14,270 in the amended plan, as approved in the current FY 2022-2023 HOME Program Plan in June 2022.

RECOMMENDATION: The Town Manager recommends that the Town Council consider approving the Amended 2022-2023 Orange County HOME Investment Partnership Program Annual Plan for use of \$556,591; and authorize this plan to be incorporated into the annual update to the 2020-2025 Consolidated Plan submitted to the U.S. Department of Housing and Urban Development. A resolution is provided in Attachment A.

RESOLUTION APPROVING AN AMENDMENT TO THE FY 2022-2023 HOME INVESTMENT PARTNERSHIP PROGRAM ANNUAL PLAN

WHEREAS, on June 14, 2022, the Carrboro Town Council approved a 2022-2023 HOME Investment Partnership Program Annual Plan for use of \$556,591 to be carried out by the members of the Orange County HOME Consortium; and

WHEREAS, EmPOWERment, Inc. is no longer able to use the awarded funds for the original purpose from their application received and evaluated prior to plan approval; and

WHEREAS, the Orange County HOME Consortium members have identified an alternate HOME project to recommend for funding, requiring an amendment to the current 2022-2023 HOME Investment Partnership Program Annual Plan; and

WHEREAS, the following Amended 2022-2023 HOME Investment Partnership Program Annual Plan will be carried out by the members of the Orange County HOME Consortium:

Recommended Amended 2022-2023 Orange County HOME Program Plan		
	Approved Plan	Amended Plan
Habitat for Humanity – Down Payment Assistance	\$ 167,241	\$ 167,241
Community Empowerment und – IDA Program	\$ 90,000	\$ 90,000
Rebuilding Together of the Triangle – 2 Manufactured Home Replacements	\$ 150,000	\$ 150,000
EmPOWERment – Rental Acquisition in Carrboro	\$ 105,000	\$0
EmPOWERment – Rental Acquisition in Chapel Hill	\$0	\$ 105,000
Administration (10% of HOME Funds, per statute)	\$ 44,350	\$ 44,350
Total	\$ 556,591	\$ 556,591

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF CARRBORO:

Section 1. Approves the recommended amended plan for FY 2022-2023 Orange County HOME Program funds.

Section 2. Authorizes this amended plan to be incorporated into the Annual Update to the 2020-2025 Consolidated Plan for Orange County for submission to the U.S. Department of Housing and Urban Development.

Section 3. This resolution shall become effective upon adoption.



Orange County, NC HOME Consortium FY 2022-2023 Annual Action Plan Summary

Annual Goals and Objectives

	Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
1	Home Buyer Assistance	2020	2024	Affordable Housing	Housing for Low- and Moderate-Income Households	\$257,241	Direct Financial Assistance to Homebuyers: 27 Households Assisted
2	Rental Acquisition	2020	2024	Affordable Housing	Affordable housing acquisition	\$105,000	Rental units acquired: 1 Housing Unit
3	Housing Rehabilitation/ Preservation	2020	2024	Affordable Housing	Housing for Low- and Moderate-Income Households	\$150,000	Homeownership units rehabilitated: 2 Housing Units

Projects

#	Project Name	Description
1	Habitat for Humanity – Homebuyer Assistance	\$167,241 will be allocated to Orange County Habitat for Humanity to provide deferred payment zero interest mortgages to an estimated seven (7) households earning between thirty percent (30%) and eighty percent (80%) of the area median income.
2	Community Empowerment Fund – Homebuyer Assistance	\$90,000 will be allocated to Community Empowerment Fund to provide first-time homebuyer education and assistance for 20 households earning less than eighty percent (80%) of the area median income, including a 2-to-1 savings match of up to \$4,000 to be used for down payment and closing cost assistance.
3	EmPOWERment, Inc. – Rental Acquisition	\$105,000 will be allocated to EmPOWERment, Inc. to purchase a home out of the Northside Neighborhood Initiative landbank to be used for affordable rental. The single family home will be renovated into a duplex to serve 2 low-income households.
4	Rebuilding Together of the Triangle – Homeowner Preservation	\$150,000 will be allocated to Rebuilding Together of the Triangle for replacement of two (2) manufactured homes for Orange County property owners who are currently living in hazardous conditions due to deteriorating manufactured housing units as identified through the partnership with Orange County Home Preservation Coalition.

Affordable Housing

One Year Goals for the Number of Households to be Supported	
Homeless	1
Non-Homeless	30
Total	31

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	2
Acquisition of Existing Units	29
Total	31



Agenda Item Abstract

File Number: 23-64

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A Request to Approve Amending the 2021-2022 HOME Investment Partnership Program Annual Plan to add the HOME-ARP Allocation Plan

PURPOSE: The purpose of this item is to request that the Town Council consider amending the 2021-2022 HOME Investment Partnership Program Annual Plan approved by the Town Council on May 4, 2021. The Plan amendment would add the Allocation Plan for \$1,371,401 in HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) funding.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Anne-Marie Vanaman, Interim Director, amvanaman@carrboronc.gov

INFORMATION: The Town of Carrboro is a member of the Orange County HOME Program Consortium, with Orange County serving as the lead entity. The Consortium includes four participating jurisdictions (Carrboro, Chapel Hill, Hillsborough, and Orange County).

To enhance collaboration on affordable housing among the jurisdictions in the County, the Orange County Local Government Affordable Housing Collaborative (the Collaborative) was formed in 2017. The Collaborative includes elected officials and staff from each of the four participating jurisdictions and serves as the HOME Program application review team, charged with developing an annual HOME Program plan. Council Member Susan Romaine represents the Carrboro Town Council on the Collaborative. All participating jurisdictions must approve and authorize submission of the plan or any amendments to the plan prior to submittal to the U.S. Department of Housing and Urban Development (HUD).

HOME-ARP

The HOME-ARP provides HOME Program entitlement communities with a one-time award of funding to reduce homelessness and increase housing stability in response to the Covid-19 pandemic. The HOME-ARP Allocation Plan must be submitted to HUD as an amendment to the 2021-2022 HOME Annual Action Plan no later than March 31, 2023. The HOME-ARP Allocation Plan is provided as Attachment B.

The Allocation Plan's purpose is to update HUD on the Collaborative's community engagement, needs analysis, prioritization for households served, and allocates the available funding to HUD-identified eligible use categories, with specific projects to be awarded funding later.

Eligible Categories include: Development of Affordable Rental Housing, Tenant Based Rental Assistance (TBRA), Homelessness Supportive Services, Creation of Non-Congregate Shelter.

Based on extensive community engagement and needs analysis by Orange County in the fall of 2021 and winter of 2022, the following priorities were identified for the \$1,371,401 in HOME-ARP program funding:

- \$1,165,691 to be used for eligible Affordable Rental Housing Development projects
- \$205,710 in funding for Administration, which will support the development of a County-Wide Affordable Housing Plan.
- A preference for projects that use Coordinated Entry (CE) to identify tenants for units developed using HOME-ARP funds.
- CE is the process recommended by HUD and used by the Orange County Partnership to End Homelessness to bring providers and case managers together to assess, refer, and connect households experiencing housing crisis to housing and other assistance. Since HOME-ARP must serve households experiencing homelessness or housing insecurity, CE is a good fit for identifying beneficiaries.

Any changes to the Allocation Plan, including designating a portion of the funding for a different eligible category or changing the preferences for project or beneficiary selection, must be approved by the governing body of all four participating jurisdictions and HUD.

Specific projects funded with HOME-ARP will be identified during an open application process planned for the Spring of 2023 after HUD approves the Allocation Plan, with the Collaborative developing a recommended funding plan for all 4 participating jurisdictions to review and approve prior to any work being completed.

The Collaborative recommends the Town Council review and approve an Amended 2021-2022 HOME Program Plan that includes the attached HOME-ARP Allocation plan. No other changes were made to the approved plan.

All participating jurisdictions must approve and authorize submission of the plan or any amendments to the plan prior to submittal to the U.S. Department of Housing and Urban Development. Orange County approved and authorized submission of the HOME-ARP Allocation on February 7, 2023, and the towns of Hillsborough and Chapel Hill approved and authorized submission on February 13, 2023 and February 15, 2023 respectively.

FISCAL IMPACT: The recommended Allocation Plan included as an amendment to the 2021-2022 HOME Annual Action Plan proposes to provide HOME-ARP funds as grants to non-profit organizations for affordable rental housing development. All the HOME-ARP funding included with the plan is provided by HUD to Orange County and no local match is required.

RECOMMENDATION: The recommended Allocation Plan included as an amendment to the 2021-2022 HOME Annual Action Plan proposes to provide HOME-ARP funds as grants to non-profit organizations for affordable rental housing development. All the HOME-ARP funding included with the plan is provided by HUD to Orange County and no local match is required.

**RESOLUTION APPROVING AN AMENDMENT TO THE
2021-2022 HOME INVESTMENT PARTNERSHIP PROGRAM ANNUAL PLAN
TO INCLUDE A HOME-ARP ALLOCATION PLAN**

WHEREAS, on May 4, 2021, the Carrboro Town Council approved a 2021-2022 HOME Investment Partnership Program Annual Plan to be carried out by the members of the Orange County HOME Consortium; and

WHEREAS, in September 2021 the U.S. Department of Housing and Urban Development (HUD) notified the Consortium of an additional one-time award of HOME Investment Partnership American Rescue Plan Program (HOME-ARP) funding in the amount of \$1,371,401 to reduce homelessness and increase housing stability; and

WHEREAS, HUD requires a HOME-ARP Allocation Plan be submitted for the funding as an amendment to the 2021-2022 HOME Investment Partnership Program Annual Plan; and

WHEREAS, Orange County conducted extensive county-wide community engagement and needs analysis to identify priority uses for the funds; and

WHEREAS, based on this engagement and analysis, the Orange County HOME Consortium developed the following HOME-ARP Allocation Plan:

Eligible Use	Amount
Affordable Housing Rental Development	\$1,165,691
Administration (15% of HOME-ARP, per statute)	\$ 205,710
Total HOME-ARP Funds	\$1,371,401

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF CARRBORO:

Section 1. Approves the following HOME-ARP Allocation Plan submitted to HUD as an Amendment to the 2021- 2022 HOME Investment Partnership Program Annual Plan.

Section 2. Authorizes this amended plan to be incorporated into the Annual Update to the 2020-2025 Consolidated Plan, for submission to the U.S. Department of Housing and Urban Development.

Section 3. This resolution shall become effective upon adoption.

Orange County (NC) HOME-ARP Allocation Plan

Participating Jurisdiction: Orange County, NC HOME Consortium

Date: February 3, 2022

Background

The American Rescue Plan Act of 2021 appropriated \$5 billion to provide housing, services, and shelter to individuals experiencing homelessness and other vulnerable populations. These funds were allocated by formula to jurisdictions that qualified for funding through the HOME Investment Partnership Program (HOME Program) from the U.S. Department of Housing and Urban Development (HUD). This special round of funding is called the "HOME-ARP" program. In September 2021, HUD awarded the Orange County, NC HOME Consortium (which consists of Orange County and the Towns of Carrboro, Chapel Hill, and Hillsborough) \$1,371,401 in HOME-ARP funds.

Eligible activities that may be funded with HOME-ARP include: (1) development and support of affordable housing; (2) tenant-based rental assistance; (3) provision of supportive services (such as housing counseling, homelessness prevention, child care, job training, legal services, case management, moving costs, rental applications, and rent assistance); and (4) acquisition and development of non-congregate shelter units.

Funds must primarily benefit individuals and households in the following qualifying populations:

- *Experiencing homelessness (as defined in 24 CFR 91.5 "Homeless" (1), (2), or (3))*
- *At risk of homelessness (as defined in 24 CFR 91.5 "At risk of homelessness")*
- *Fleeing domestic violence, dating violence, sexual assault, stalking, or human trafficking, (as defined in 24 CFR 5.2003)*
- *Other populations with high risk of housing instability (including highly cost-burdened low-income households, households who have moved two or more times in the last 60 days, and households living in a hotel/motel)*

Consultation

Before developing its plan, the Orange County, NC HOME Consortium must consult with the local Continuum of Care (CoC), homeless and domestic violence service providers, veterans' groups, public housing agencies (PHAs), public agencies that address the needs of the qualifying populations, and public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities.

Summary of the consultation process

An electronic survey was widely distributed to agencies and organizations that work with people experiencing homelessness, people fleeing domestic violence, justice-involved individuals, veterans, people with low incomes, and other qualifying populations. Staff from the Orange County Department of Housing and Community Development also attended standing meetings of several relevant groups to present on HOME-ARP and solicit input on priority needs.

Organizations consulted and summary of feedback

Agency/Organization	Organization Type	Consultation	Feedback
<p>Orange County Housing Authority</p>	<p>Public Housing Authority</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: Case management; Permanent supportive housing; Education on tenant-landlord relations; Rapid rehousing; Affordable housing in general</p> <p>Biggest gaps: Affordable units that accept rental assistance</p> <p>Highest funding priority: Services; Non-congregate shelter</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Ranked affordable housing development last because it is something local governments could facilitate by expediting the permitting process and allowing more development ● Need more rental housing in general to drive rents down, and need policies that will allow developers to build reasonably-priced rental housing ● Fund project-based voucher units, acquisition of rapid rehousing units

<p>Orange County Partnership to End Homelessness Leadership Team</p>	<p>Homeless Service Provider</p>	<p>Meeting</p>	<p>Biggest gaps: 1 BR units priced within the guidelines for subsidies and where landlords are willing to take rental assistance; Rental assistance overall; Rental assistance for undocumented folks and folks who are ineligible for HCV due to conviction histories; More PeeWee Homes; Case management for people to obtain and maintain housing; Ensuring landlords continue to take vouchers; Policies to put more power in the hands of tenants</p> <p>Other feedback:</p> <ul style="list-style-type: none"> • With Alliance as new LME/MCO for the County, need to figure out what their funds can cover in terms of housing and they will intersect with other local funding
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<p>Orange County Partnership to End Homelessness</p>	<p>Homeless Service Provider</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: Single occupancy units; Help with housing search process, move-in, and maintaining tenancy; 24-hour bathroom and 7 day per week shower/laundry facilities in the south and north parts of the County</p> <p>Biggest gaps: More shelter; Low-barrier shelter for singles and families; More permanently affordable units</p> <p>Highest funding priority: Development of affordable housing</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Need affordable senior housing with indoor hallway and elevators, near grocery stores and health care services ● Community lacks Permanent Supportive Housing Vouchers and TCLI ● Need services for folks who toe the line of not being able to care for themselves and are required (<i>Olmstead</i>) to be given the option to live in the community
<p>Orange County Affordable Housing Coalition</p>	<p>Housing Service Provider</p>	<p>Meeting</p>	<p>Other feedback:</p> <ul style="list-style-type: none"> ● Incorporate the OC Forward plan

<p>Orange County Affordable Housing Advisory Board</p>	<p>Housing Advisory Board</p>	<p>Meeting</p>	<p>Greatest unmet housing/service needs: Physical and mental health services; Affordable housing supply; Rental assistance; Supports for people with disabilities experiencing domestic violence</p> <p>Biggest gaps: Rent and utility assistance; Affordable housing with access to transportation</p> <p>Highest funding priority: Rental assistance; Development of affordable housing</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Prioritize rental assistance as it provides immediate help ● Identify properties that could easily convert to non-congregate shelter (e.g., office building or floor) or work with hotels to temporarily house people ● Non-congregate shelter should make space for youth transitioning out of the foster care system, and should be explicitly LGBTQ-friendly ● Prioritize housing preservation as it saves community and is more cost effective than building ● Build multi-unit dwellings/tiny homes with access to outdoors ● Get regulations on the books to encourage and enforce affordable housing integration in future developments; planning regulations do not make integrated affordable housing a priority; more mixed-income housing ● Encourage landlords to accept vouchers and expand voucher programs (broaden eligibility criteria) ● Fully adopt Housing First model
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<p>Town of Chapel Hill Housing Advisory Board</p>	<p>Housing Advisory Board</p>	<p>Meeting</p>	<p>Greatest unmet housing/service needs: Permanent supportive housing units and service provision; Services and units for people with high barriers to finding and maintaining housing (such as criminal record, substance use, behavioral health); Project-based vouchers</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Create point structure for awarding HOME-ARP funds that incentivizes developers to partner with service providers ● If considering funds for development gap financing, be aware that if the funds require deeper income targeting, they may not actually fill the funding gap (e.g., an extra \$200k HOME-ARP may be less in the long run than the higher rents that could be gotten if units did not have to be targeted toward 30% AMI households)
<p>Town of Carrboro Affordable Housing Advisory Committee</p>	<p>Housing Advisory Board</p>	<p>Meeting</p>	<p>Other feedback:</p> <ul style="list-style-type: none"> ● Concerned with access to these funds; residents (particularly Black residents) consistently struggle to access housing funds and encounter barriers with local administrators ● Focus on engaging landlords, as one driver of homelessness is landlords not accepting vouchers

<p>Emergency Housing Assistance Partners</p>	<p>Homeless Service Provider Other Organization Addressing the Needs of Qualifying Populations</p>	<p>Meeting</p>	<p>Greatest unmet housing/service needs: Long-term funding for security deposits/utility deposits/first month's rent; Affordable units; Hotel assistance for temporary stabilization; Permanent housing units/subsidies for people below 30% AMI; Permanent supportive housing; Landlords willing to accept vouchers</p>
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<p>Community Empowerment Fund</p>	<p>Homeless Service Provider Other Organization Addressing the Needs of Qualifying Populations</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: Increased bed space and opportunities for transitional housing for people experiencing homelessness</p> <p>Biggest gaps: Housing inventory for those at and below 30% AMI (from the data we see at least 13% of all new units need to be geared for 30% AMI and below to meet the current need – need will only rise as more families are destabilized by evictions)</p> <p>Highest funding priority: Development of affordable housing</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Housing market is forcing out families that have been here for generations ● Need for 30% AMI housing cannot be overstated ● Rental assistance will keep families housed and, hopefully, prevent additional people from becoming homeless ● Money alone is not sufficient to support a transition from homelessness to housed – services are essential ● Funding CEF and similar organizations (IFC, EmPOWERment, etc.) ensures that needed services continue and that organizations can focus on work rather than on fundraising
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<p>Interfaith Council for Social Services</p>	<p>Homeless Service Provider</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: Affordable housing</p> <p>Biggest gaps: Landlords unwilling to rent to the unsheltered due to stigma</p> <p>Highest funding priority: Development of affordable housing</p>
<p>PeeWee Homes</p>	<p>Housing Service Provider</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: Web of support for aging in community</p> <p>Biggest gaps: Provision of Livable Design to support those aging and/or with disabilities</p> <p>Highest funding priority: Development of affordable housing</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Need more affordable housing across the income spectrum, and supports and services ● Jackson Center is an asset - could HOME-ARP funds buy land bank houses? ● Could HOME-ARP funds support construction of PeeWee Homes Hill Street homes, or building PeeWee Homes in rural areas?

<p>The Arc of the Triangle</p>	<p>Organization Serving People with Disabilities</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: Extremely limited housing options (and long waitlists) for people with disabilities who cannot work; Lack of affordable housing options near transportation, stores, etc.</p> <p>Biggest gaps: Long-term supportive housing options; Affordability</p> <p>Highest funding priority: Non-congregate shelter; Development of affordable housing</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Research shows Housing First model has most success in keeping people housed and is more cost effective ● Expand rental assistance to cover people who do not currently qualify based on income but still cannot afford a typical rent ● Landlords should not be allowed to deny potential renters because they receive rental assistance ● Develop supportive housing throughout community to promote integration and building of natural supports ● Service needs include supports finding/moving into housing, transportation, help with chores/home repairs ● Emergency housing is not a permanent fix ● Individual rooms (non-congregate shelter) provides privacy and dignity to people experiencing homelessness
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<p>Orange County Criminal Justice Resource Department</p>	<p>Other Organization Addressing the Needs of Qualifying Populations</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: Bridge housing; Affordable housing; Permanent supportive housing; Low-barrier shelter; DV shelter; Case management to locate housing, apply for housing, and set up utilities (obtaining and moving furniture as well)</p> <p>Biggest gaps: See OCPEH gaps analysis; Emergency shelter; Shelter options for people on the sex offender registry; Case managers to assist with housing searches and application process; Financial assistance with rental application fees</p> <p>Highest funding priority: Non-congregate shelter; Development of affordable housing</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Hotel rooms with supportive services and case management ● Affordable housing very difficult to locate – takes a lot of time and effort and some people do not have the capacity (and therefore remain houseless) ● Prioritize construction of single-person units ● Non-congregate shelter would be helpful for people with significant medical or mental health needs who cannot function in a congregate setting
<p>Local Reentry Council</p>	<p>Other Organization Addressing the Needs of Qualifying Populations</p>	<p>Meeting</p>	<p>Greatest unmet housing/service needs: Short-term bridge housing with services</p>

<p>Triangle J Council of Governments</p>	<p>Other Organization Addressing the Needs of Qualifying Populations</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: Displacement of manufactured home owners (especially on rented land); Affordable housing for aging population (could address through senior LIHTC development or home repair funds)</p> <p>Biggest gaps: Legal services for eviction prevention and mediation (plus rental assistance)</p> <p>Highest funding priority: Development of affordable housing</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Could create more affordable housing with a 4% tax credit project in partnership with one of the Towns; the County could assist with providing land or infrastructure funding ● Building affordable housing will only become more difficult as time progresses, due to lack of land and additional subsidy needed to serve extremely low-income households ● Prioritize creating senior-focused and/or supportive housing options as our population ages
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<p>Rogers-Eubanks Neighborhood Association</p>	<p>Other Organization Addressing the Needs of Qualifying Populations</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: Home repairs</p> <p>Biggest gaps: Lack of housing inventory</p> <p>Highest funding priority: Development of affordable housing</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Workforce housing is a top priority, specifically homeownership assistance ● Need housing for Veterans ● Need county-wide mental health services
<p>Refugee Community Partnership</p>	<p>Other Organization Addressing the Needs of Qualifying Populations</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: DV housing: families with multiple kids cannot safely leave due to having children and no DV shelter in our county, and short-term solutions (e.g., hotel for 3 nights) are not enough – need longer-term housing solutions and childcare to be able to work</p> <p>Biggest gaps: No DV shelter; Lack of language access; Lack of affordable housing</p> <p>Highest funding priority: Development of affordable housing</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● More apartments with affordable rents (e.g., EmPOWERment's model) ● Rental assistance for DV survivors ● More units for larger families ● Improve language access

<p>Chapel of the Cross</p>	<p>Other Organization Addressing the Needs of Qualifying Populations</p>	<p>Survey</p>	<p>Greatest unmet housing/service needs: Access to affordable housing; Shelter beds</p> <p>Biggest gaps: Supportive services for people with behavioral health concerns to help stabilize housing; Need more focus on building affordable multifamily units and/or rental assistance</p> <p>Highest funding priority: Development of affordable housing; Rental assistance</p> <p>Other feedback:</p> <ul style="list-style-type: none"> ● Bring services to unhoused people where they are at ● Get more landlords to accept subsidies from tenants to help stabilize the rental market and make housing more affordable for low-wage workers ● Expanding rental assistance programs will help low-income working people obtain housing with access to public transportation ● Consider sliding scale rental subsidies with a minimum monthly amount for families with children under age 6 to help with child care or other costs ● Provide financial assistance for security deposits ● Fund financial counseling and services for immigrants/refugees ● Non-congregate shelter should focus on providing separate rooms for single mothers with small children who are in untenable situations ● Don't waste money building anything new; use funds to improve housing options we already have
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Public Participation

*The Orange County, NC HOME Consortium must provide for and encourage citizen participation in the development of the HOME-ARP allocation plan. Before submission of the plan, the Consortium must provide residents with reasonable notice and an opportunity to comment on the proposed HOME-ARP allocation plan of **no less than 15 calendar days**. The Consortium must follow its adopted requirements for “reasonable notice and an opportunity to comment” for plan amendments in its current citizen participation plan. In addition, the Consortium must hold **at least one public hearing** during the development of the HOME-ARP allocation plan and prior to submission.*

Public comment period: The draft Orange County HOME-ARP Allocation Plan was made available for public display and comment on the Orange County Housing and Community Development Department (OCHCD) website at <http://orangecountync.gov/2831/HOME-ARP> and available in hard copy upon request at the OCHCD office. The public comment period ran November 16 – December 1, 2021. Public notice of the public comment period was published in English in *The Herald Sun* on Friday, October 29, 2021 and in Spanish in *La Noticia* on Wednesday, November 3, 2021.

Public hearing: The Orange County HOME Consortium held two public hearings. The first Public Hearing on the draft HOME-ARP Allocation Plan was held on November 16, 2021. Public notice of the hearing was published in English in *The Herald Sun* on Friday, October 29, 2021 and in Spanish in *La Noticia* on Wednesday, November 3, 2021. The public comment period ran November 16 – December 1, 2021.

Additionally, The Orange County HOME Consortium held a second Public Hearing on the November 1, 2022, before finalizing the plan to submit to HUD. Public notice of the hearing was published in English in *The Herald Sun* on and in Spanish in *La Noticia* on Saturday, October 22, 2022 and Sunday October 23, 2022. The public comment period ran October 22 – November 7, 2022.

Description of efforts to broaden public participation

Information about Orange County’s HOME-ARP funding is being widely distributed, through traditional avenues such as public notices, as well as more tailored avenues including emails to stakeholders and residents, presentations at community meetings, and an online survey.

Summary of comments and recommendations received through public participation process

The Consortium must consider any comments or view of residents received in writing, or orally at a public hearing, when preparing the HOME-ARP allocation plan.

In addition to receiving survey feedback from stakeholder agencies and organizations, the Consortium also received feedback from individual residents of Orange County. This feedback is summarized below.

	Method of Consultation	Feedback
Residents	Survey	<p>Greatest unmet housing/service needs:</p> <ul style="list-style-type: none"> ● Affordable rental housing for households with just one adult; ● Families have trouble finding affordable housing in the area and often get denied because of an eviction or other background information. ● Communication with people applying for housing assistance <p>Biggest gaps: There is not enough affordable housing available in the area and sometimes the referral process is complicated.</p> <p>Highest funding priorities:</p> <ul style="list-style-type: none"> ● Non-congregate shelter ● Development of affordable housing ● Rental assistance <p>Other feedback:</p> <ul style="list-style-type: none"> ● Need more variety of affordable housing (apartments, townhomes, houses, condos, etc.) ● Chapel Hill has prioritized student housing development and many students can't even afford student housing (student housing has primarily focused on amenities, but should focus on quality units with adequate square footage, accessibility, etc.) ● Need case management for the people experiencing chronic homelessness ● Need for family non-congregate with dedicated transportation services ● Assistance especially with rental deposits ● Need more individual rooms for emergency shelter ● Improving referral processes and partnerships for service provision, funding nonprofit service providers ● Need lower-barrier shelters (e.g., family shelters not allowing men or men's shelters not allowing children) ● Can personally attest to need for financial assistance; rent for income-based housing is going up \$200 and I make minimum wage ● Need for food assistance as well as housing

Summary of comments or recommendations not accepted and reasons why

All comments or recommendations will be accepted and a response to each comment will be provided.

Needs Assessment and Gaps Analysis

The Orange County, NC HOME Consortium must evaluate the size and demographic composition of qualifying populations within its boundaries and assess the unmet needs of those populations. In addition, the Consortium must identify any gaps within its current shelter and housing inventory as well as the service delivery system. The Consortium should use current data, including Point-in-Time Count, Housing Inventory Count, or other data available through the Continuum of Care (CoC), and consultations with service providers to quantify the individuals and families in the qualifying populations and their need for additional housing, shelter, or services.

Homeless Needs Inventory and Gap Analysis Table

	Current Inventory			Homeless Population				Gaps Analysis	
	Family	Adults Only	Vets	Family Household (at least 1 child)	Adult Household (w/o child)	Vets	Victims of DV	Family	Adults Only
	# of Beds	# of Beds	# of Beds					# of Beds	# of Beds
Emergency Shelter	32	53	N/A						
Transitional Housing	0	65	0						
Permanent Supportive Housing	40	38	15						
Other Permanent Housing							5		
Sheltered Homeless				10	111	9	5		
Unsheltered Homeless				0	33	3			

Current Gaps										
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County Shelter Referral List; HMIS Program Data

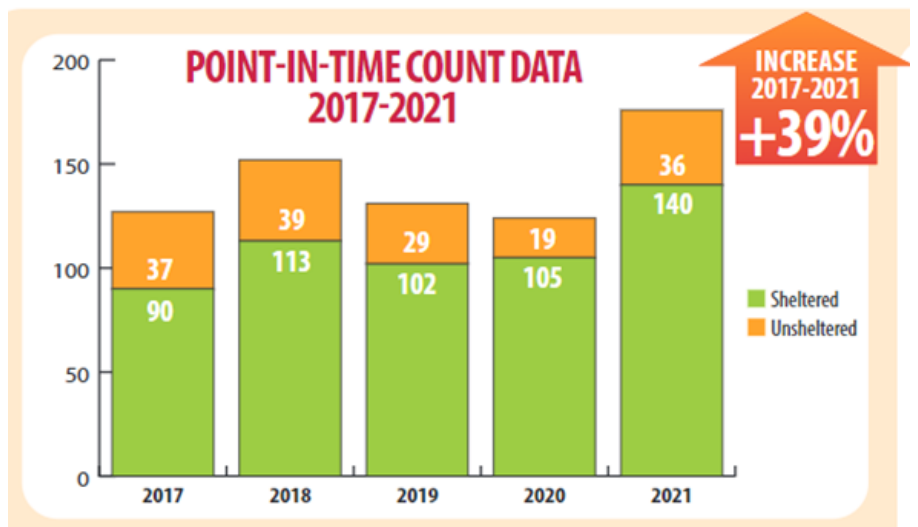
Housing Needs Inventory and Gap Analysis Table

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of 0-30% AMI Units
Total Rental Units	19,990		
Rental Units Affordable to Households Earning 0-30% AMI (At-Risk of Homelessness)	1,870		
0-30% AMI Renter Households with At least One Severe Housing Problems (At-Risk of Homelessness)		3,560	
Current Gaps			1,690

Sources: Comprehensive Housing Affordability Strategy (CHAS) data, 2014-2018; Tables 18C, 14B, and 1

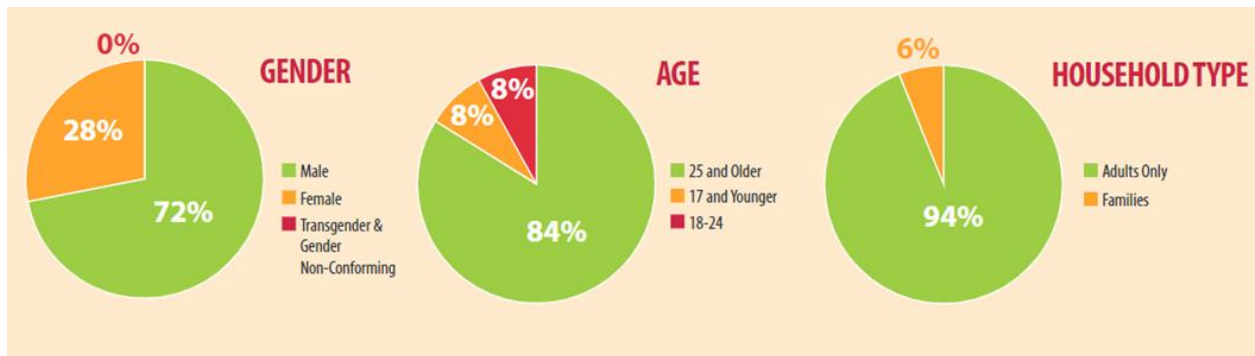
Size and demographic composition of qualifying populations in Orange County

The 2021 Point-in-Time (PIT) Count found 176 people (comprising 154 households) experiencing homelessness in Orange County on one night in January 2021 – 36 of these people were living unsheltered and 140 were sheltered. Looking at annual numbers, the street outreach team served about 110 people in 12 months per caseload logs and 278 people entered shelter or housing programs per FY20 HUD System Performance Measures. People experiencing homelessness are



disproportionately people of color; 67% of people experiencing homelessness in the 2021 Point-in-Time (PIT) Count were Black or African-American, whereas just 12% of people in Orange County overall are Black or African-American. The Latinx population is underrepresented, however – 9% of Orange County population overall identifies as Latinx compared with 5% of the homeless population.

PIT data also show that people experiencing homelessness are overwhelmingly in adult-only households (94%), and most are age 25 and older (84%) and male (72%).



Unmet housing and service needs of qualifying populations

Feedback from the online survey and community meetings revealed four major areas of unmet housing and service needs in Orange County: affordable housing supply, affordable housing access, supportive services, and shelter and bridge housing supply. Further detail on each of these four areas is below.

Affordable Housing Supply	Affordable Housing Access	Supportive Services	Shelter and Bridge Housing Supply
<ul style="list-style-type: none"> • Affordable housing in general • Permanent supportive housing • Single occupancy units • Units near transportation, stores, etc. • Housing for aging population • Housing for people with disabilities • Stability for manufactured home park residents 	<ul style="list-style-type: none"> • Rental assistance (particularly for people below 30% AMI) • Rapid rehousing • Project-based vouchers • Long-term funding for providing assistance with security deposits/utility deposits/first month's rent • Landlords willing to accept rental assistance 	<ul style="list-style-type: none"> • Case management • Housing navigation and tenancy support (including education on tenant-landlord relations) • Physical and mental health services • Supports for people with disabilities and domestic violence survivors • Support for aging in community • Home repairs • 24-hour bathroom and 7 day per week shower/laundry facilities in the south and north of County 	<ul style="list-style-type: none"> • Shelter beds in general • Low-barrier shelter • Domestic violence shelter • Hotel assistance for temporary stabilization • Bridge housing with services • Transitional housing

Current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, tenant-based rental assistance, and affordable and permanent supportive rental housing

Orange County has several resources available to help people experiencing homelessness. The Housing Helpline is an in-person, phone, and email information and referral service for anyone in housing crisis that uses HUD coordinated entry practices to route people to the resources they need – including rent and utility assistance for people maintaining housing, homelessness diversion and eviction diversion for people at risk of homelessness, and emergency response (shelter and/or street outreach) and permanent housing referrals for people experiencing homelessness.

Orange County has two congregate emergency shelters that serve men, women, and families operated by the Inter-Faith Council for Social Service. Compass Center operates a non-congregate shelter program for people fleeing domestic violence. In January 2022, the County currently operates non-congregate shelter for overflow cold weather cots and a hotel program for people experiencing homelessness who are Covid positive.

The Orange County Street Outreach, Harm Reduction and Deflection (SOHRAD) program connects people living unsheltered with services and housing and helps to deflect law enforcement interactions. The Criminal Justice Resource Department (CJRD) administers the Local Reentry Council that provides case management and housing resources for people exiting jail and prison. CJRD also manages the Lantern Project, a deflection, diversion, and reentry program that connects people with histories of substance use who are justice involved with therapeutic supports as soon as possible, the Restoration Legal Counsel who provides *pro bono* legal assistance to individuals facing barriers due to a criminal record and/or driver's license suspension, and a Clinical Coordinator and Youth Behavioral Health Liaison who provide clinical services to people who are incarcerated. The Chapel Hill Police Crisis Unit assists people living unsheltered and others who have law enforcement contact. Orange County Outreach Court is a therapeutic court model that connects people with low-level charges with services – in exchange for engaging with service providers and housing plans, people have their court charges dismissed.

The UNC Center for Excellence in Community Mental Health HomeLink program serves people who are experiencing or at-risk of homelessness with mental health, occupational therapy, housing, and employment and training resources. The Community Empowerment Fund works one-on-one with people to achieve goals like savings plans and housing. Freedom House provides behavioral health services including detox and crisis treatment.

There are also many permanent housing programs in Orange County, including the Orange County Rapid Re-housing program, and Volunteers of America's Supportive Services for Veterans and their Families program. The Orange County Housing Authority partners with the Durham VA to provide HUD-VASH vouchers for veterans, and issues Housing Choice Vouchers (HCVs) and Emergency Housing Vouchers (EHVs) to people exiting homelessness. The Orange County Emergency Housing Assistance program (funded by the County and the Town of Chapel Hill, Town of Carrboro and Town of Hillsborough) provides security deposits and first month's rent for people exiting homelessness, in addition to ongoing rent and utility assistance payments for all people at or below 30% of Area Median Income . Compass

Center provides a housing program and rapid re-housing for people fleeing domestic violence. The Inter-Faith Council for Social Service operates a Permanent Supportive Housing program. The Orange County Homelessness Prevention and Housing Stability programs provides services and financial support for people at risk of homelessness. The Housing Access Coordinator works with landlords and property managers to make more units available for people exiting homelessness.

Affordable housing in Orange County is provided by organizations including Community Home Trust, CASA, EmPOWERment, the Center for Community Self-help, Habitat for Humanity, PeeWee Homes, and DHIC.

Gaps within the current shelter and housing inventory as well as the service delivery system

Feedback from the online survey and community meetings revealed four major areas of unmet housing and service needs in Orange County: affordable housing supply, affordable housing access, supportive services, and shelter and bridge housing supply. Further detail on each of these four areas is below.

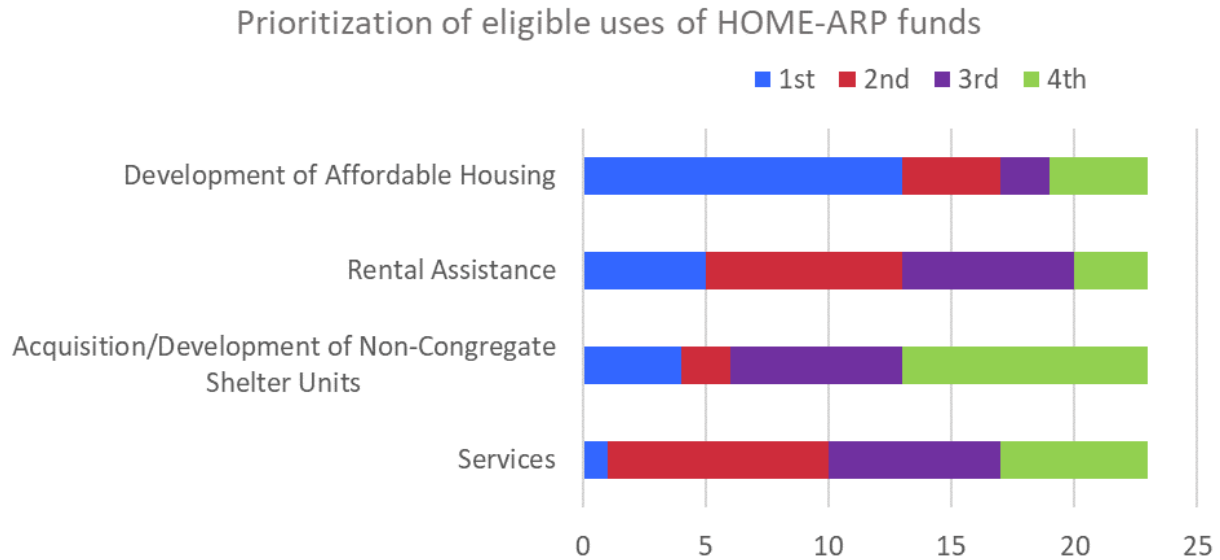
Affordable Housing Supply	Affordable Housing Access	Supportive Services	Shelter and Bridge Housing Supply
<ul style="list-style-type: none"> ● Affordable housing (particularly 30% AMI) ● Multifamily housing in general ● Permanent supportive housing ● Single occupancy units PeeWee Homes ● Units near transit, stores, etc. ● Housing with Livable Design to support aging population and/or people with disabilities 	<ul style="list-style-type: none"> ● Rental assistance (particularly for people who are undocumented or have conviction histories) ● Utility assistance ● Financial assistance with application fees ● Landlords willing to accept rental assistance ● Landlords willing to rent to people currently experiencing homelessness ● Policies to give tenants more power 	<ul style="list-style-type: none"> ● Housing navigation and tenancy support ● Language services ● Physical and mental health services ● Legal services for eviction prevention and mediation 	<ul style="list-style-type: none"> ● Shelter beds in general ● Low-barrier shelter ● Domestic violence shelter ● Shelter for people on sex offender registry

Characteristics of housing associated with instability and an increased risk of homelessness (if the Consortium will include such conditions in its definition of “other populations”)

Older housing units and manufactured housing are at great risk of redevelopment in Orange County. Residents in this housing and other naturally occurring affordable housing are at an increased risk of homelessness due to displacement.

Priority needs for qualifying populations

Feedback from the online survey and community meetings revealed a preference among respondents to prioritize development of affordable housing.



How the level of need and gaps in shelter and housing inventory and service delivery systems based on the data presented in the plan were determined

The Orange County Partnership to End Homelessness has created a homeless gaps analysis annually starting in 2017 (<https://www.ocpehnc.com/gaps-analysis>). Staff used this data in addition to the 2021 Point-in-Time and Housing Inventory County, as well as the current shelter referral list (people waiting to get into emergency shelter) and coordinated entry lists (people experiencing homelessness who are connected with service providers and in housing search) to determine data presented in this plan.

HOME-ARP Activities

Description of the method for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors and whether the Consortium will administer eligible activities directly

The Consortium will accept applications for HOME-ARP funding from developers and other housing and service providers beginning in December 2022. The Local Government Affordable Housing Collaborative, made up of one elected official from each of the four jurisdictions that make up the Consortium (Orange County, the Towns of Carrboro, Chapel Hill, and Hillsborough), is the group locally tasked with allocating the Consortium's HOME funds. Similar to the annual award process for the Consortium's regular HOME funds, the Collaborative will develop a scorecard with which to review HOME-ARP applications and then make funding recommendations to be approved by the governing boards of each jurisdiction.

Use of HOME-ARP Funding

The Orange County, NC HOME Consortium must indicate the amount of HOME-ARP funding that is planned for each eligible HOME-ARP activity type and demonstrate that any planned funding for nonprofit organization operating assistance, nonprofit capacity building, and administrative costs is within HOME-ARP limits.

	Funding Amount	Percent of Grant	Statutory Limit
Supportive Services	TBD		
Acquisition and Development of Non-Congregate Shelters	TBD		
Tenant-Based Rental Assistance	TBD		
Development of Affordable Rental Housing	\$1,165,691		
Nonprofit Operating	TBD		5%
Nonprofit Capacity Building	TBD		5%
Administration and Planning	\$205,710	15%	15%
Total HOME-ARP Allocation	\$1,371,401		

How shelter and housing inventory characteristics, service delivery system, and the needs identified in the gaps analysis provided a rationale for the plan to fund eligible activities

Funding of eligible activities will be determined via the application process, currently scheduled for spring 2023.

HOME-ARP Production Housing Goals

Estimate of the number of affordable rental housing units for qualifying populations that the Consortium will produce or support with its HOME-ARP allocation

We estimate five or six affordable housing units can be built with allocated HOME-ARP funds. This number is based on current market prices and other recent local affordable housing projects.

Specific affordable housing rental production goal that the Consortium hopes to achieve and how it will address the Consortium's priority needs

Funding of eligible activities will be determined via the application process, currently scheduled for spring 2023.

Preferences

Identify whether the Consortium intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project

- ***Preferences cannot violate any applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a)***
- ***The Consortium is not required to describe specific projects to which the preferences will apply***

Orange County plans to implement a qualifying population preference for those experiencing Homelessness. The Orange County Partnership to End Homelessness (OCPEH) collaborates with public and private agencies in Orange County to help people find a safe place to stay using Coordinated Entry (CE) – a single point of entry, homelessness diversion, and program referral system. Coordinated Entry helps service providers determine quickly, consistently, and effectively which resources will best help people in housing crisis. Coordinated Entry streamlines the processes for diversion, shelter referral, and housing program referrals. This process formalizes prioritization, prioritizing households with higher service needs over households with lower service needs. Coordinated Entry is guided, maintained, and updated by two Committees, the HOME Committee and CE Planning Committee, and one workgroup, the Data & Grants Workgroup, comprised of Coordinated Entry stakeholders and coordinated by the Orange County Partnership to End Homelessness (OCPEH).

(If a preference was identified) How the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or category of qualifying population, consistent with the Consortium’s needs assessment and gaps analysis

The use of this preference will allow more people experiencing homelessness to access affordable housing units. The Orange County Partnership to End Homelessness has created a homeless gaps analysis annually starting in 2017 (<https://www.ocpehnc.com/gaps-analysis>) and update this report annually with input from people experiencing homelessness, service providers, state and national level experts, and community feedback. Staff used this data in addition to the 2022 Point-in-Time and Housing Inventory Count, as well as the current shelter referral list (people waiting to get into emergency shelter) and coordinated entry lists (people experiencing homelessness who are connected with service providers and in housing search) to determine what unmet homeless service needs exist in Orange County. The community’s current prioritization reflects an emphasis on serving people with the

highest service need, as determined by the VI-SPDAT, then households fleeing DV, and then households with the longest time experiencing homelessness. There are currently about 170 households each month who are experiencing homelessness who are connected to a community service provider that is providing support to obtain housing. This preference will enable households with the highest barriers to obtaining housing with access to additional permanent housing options.

(If a preference was identified) How the Consortium will use HOME-ARP funds to address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the preference

The Orange County Partnership to End Homelessness considers all qualifying populations in its process of coordinated entry.

HOME-ARP Refinancing Guidelines

If the Orange County, NC HOME Consortium intends to use HOME-ARP funds to refinance existing debt secured by multifamily rental housing that is being refinanced with HOME-ARP funds, the Consortium must state its HOME-ARP refinancing guidelines in accordance with 24 CFR 92.206(b). The guidelines must describe the conditions under which the Consortium will refinance existing debt for a HOME-ARP rental project.

Minimum level of rehabilitation per unit or required ratio between rehabilitation to refinancing to demonstrate that rehabilitation of HOME-ARP rental housing is the primary eligible activity

The Consortium does not intend to use HOME-ARP funds to refinance existing debt.

Required review of management practices to demonstrate that disinvestment in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving qualified population for the minimum compliance period can be demonstrated

The Consortium does not intend to use HOME-ARP funds to refinance existing debt.

State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both

The Consortium does not intend to use HOME-ARP funds to refinance existing debt.

Required compliance period (whether it is the minimum 15 years or longer)

The Consortium does not intend to use HOME-ARP funds to refinance existing debt.

State that HOME-ARP funds cannot be used to refinance multifamily loans made or insured by any federal programs, including CDBG

The Consortium does not intend to use HOME-ARP funds to refinance existing debt. HOME-ARP funds cannot be used to refinance multifamily loans made or insured by any federal programs, including CDBG.

Other requirements in the guidelines, if applicable

N/A



Agenda Item Abstract

File Number: 23-50

Agenda Date: 2/21/2023
In Control: Town Council
Version: 1

File Type: Agendas

TITLE:

Consideration of a Minor Modification Request to the Special Use Permit-A Project at 502-A North Greensboro Street

PURPOSE: The purpose of this agenda item is to request that the Town Council consider approving a Minor Modification request for the Special Use Permit-A for 502-A North Greensboro Street. If approved, the modification would allow Hope Renovations to place a shipping container on the site for use as office space.

DEPARTMENT: Planning

CONTACT INFORMATION: Marty Roupe, Development Review Administrator, 919-918-7333 or mroupe@carrboronc.gov <<mailto:mroupe@carrboronc.gov>>

INFORMATION: Hope Renovations, on behalf of the property owner Fitch Lumber Co., submitted an application seeking permission to place a shipping container on the 502-A North Greensboro Street property. If approved, the modification would allow the container to be placed on site, and upfitted and utilized as office space to serve Hope Renovations. The container could potentially remain for an undetermined amount of time as the attached resolution (Attachment A) does not specify a time limit for it being on site, but Hope Renovations has indicated in the attached letter they provided (Attachment D) that they currently expect to use the shipping container as an office for about two years. The original permit, issued in 1987, is attached for reference (Attachment B).

The shipping container will be placed on the site and upfitted for office use in compliance with the NC Building Code. Bathrooms are provided within the existing office space. A site plan is attached showing where the container will be located (Attachment C).

FISCAL & STAFF IMPACT: The applicant is paying the applicable permitting fees associated with the application. No other fiscal or staff impacts are noted.

RECOMMENDATION: The Town Manager recommends that the Town Council approve the attached resolution for the Minor Modification request (Attachment A).

The following resolution was introduced by Council Member _____ and duly seconded by Council Member _____.

A RESOLUTION APPROVING A MINOR MODIFICATION TO THE 502-A NORTH GREENSBORO STREET SPECIAL USE PERMIT-A TO ALLOW A SHIPPING CONTAINER TO BE ADDED TO THE SITE TO BE USED AS OFFICE SPACE ASSOCIATED WITH EXISTING MANUFACTURING AND ASSEMBLY USE OF THE PROPERTY

WHEREAS, the Carrboro Town Council approved a Special Use Permit-A for 502-A North Greensboro Street in 1987; and

WHEREAS, Town Staff has determined that this request constitutes a Minor Modification to the Special Use Permit-A; and

WHEREAS, the applicant has met the criteria in the Town’s Land Use Ordinance related to Minor Modifications.

NOW, THEREFORE BE IT RESOLVED that the Carrboro Town Council hereby approve the Minor Modification authorizing installation of a shipping container on the site.

This the 21st day of February 2023

NORTH CAROLINA

ORANGE COUNTY

BOOK 632

PAGE

108

RECEIVED

JAN 16 1987

TOWN OF CARRBORO ZONING DIVISION

RECEIVED

JAN 7 1987

TOWN OF CARRBORO ZONING DIVISION

RECEIVED

FEB 19 1987

TOWN OF CARRBORO ZONING DIVISION

9778-87-9725

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7.93.A.3ADJ

THE TOWN OF CARRBORO

CONDITIONAL USE PERMIT GRANTED

On the date(s) listed below, the Board of Aldermen of the Town of Carrboro met and held a public hearing to consider the following application:

Applicant Miles Fitch, Jr.

Property Location 502-A North Greensboro Street
Street Address

Tax Map 93 Block A Lot 2 and 3A

Proposed Use of Property To allow construction of a covered facility for building material storage (Use 10.220) and enclosed facility for manufacturing and assembling.

Meeting Date(s) January 6, 1987

Having heard all the evidence and arguments presented at the hearing, the Board finds that the application is complete, that the application complies with all of the applicable requirements of the Carrboro Land Use Code for the development proposed, and that therefore the application to make use of the above described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Land Use Code and the following conditions:

- 1) The applicant shall complete the development strictly in accordance with the plans submitted to and approved by this Board, a copy of which is filed in the Carrboro Town Hall. Any deviations from or changes in these plans must be pointed out specifically to the administrator in writing and specific written approval obtained as provided in Section 15-64 of the land use ordinance.
- 2) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.
- 3) That the owner comply with the noise regulations of the Carrboro Land Use Ordinance.
- 4) That an erosion control plan be approved by the Orange County Erosion Control Officer prior to approval of construction plans.
- 5) That revised grading plans and details for the stormwater management system be reviewed and approved by the Town Engineer prior to approval of construction plans.
- 6) That the existing cinderblock building be removed at the time of construction, since no provisions have been made for utilization with the proposed plan of development.

Prepared by: Sarah C. Williamson

return to: Town of Carrboro, P. O. Box 337, Carrboro, N. C. 27510

RECEIVED
1987 FEB -4 AM 11:25
ORANGE CTY. LAND RECORDS

This permit shall automatically expire within two years of the date of issuance if the use has not commenced or less than 10 percent of total cost of construction has been completed or non-compliance with any other requirements of Section 15-62 of the Carrboro Land Use Ordinance.

All street construction on those streets proposed for acceptance by the Town of Carrboro shall be certified by an engineer. Engineering certification is the inspection by the developer's engineer of the street's subgrade, base material, asphalt paving, sidewalks and curb and gutter, when used. The developer's engineer shall be responsible for reviewing all compaction tests that are required for streets to be dedicated to the town. The developer's engineer shall certify that all work has been constructed to the town's construction specifications.

If this permit authorizes development on a tract of land in excess of one acre, nothing authorized by the permit may be done until the property owner properly executes and returns to the Town of Carrboro the attached acknowledgement of the issuance of this permit so that the town may have it recorded in the Orange County Registry.

NORTH CAROLINA
ORANGE COUNTY

BOOK 632 PAGE 110

IN WITNESS WHEREOF, the Town of Carrboro has caused this permit to be issued in its name, and the undersigned being all of the property owners of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding upon them and their successors in interest.

ATTEST:

Sarah C. Williamson (SEAL)
Town Clerk

THE TOWN OF CARRBORO

BY Robert W. Morgan
Town Manager

I, Ellen Gray Hughes, a Notary Public in and for said County and State, do hereby certify that Robert W. Morgan, Town Manager of the Town of Carrboro, and Sarah C. Williamson, Town Clerk for the Town of Carrboro, personally came before me this day and being by me duly sworn says each for himself that he/she knows the corporate seal of the Town of Carrboro and that the seal affixed to the foregoing instrument is the corporate seal of the Town of Carrboro, that Robert W. Morgan, Town Manager of said Town of Carrboro and Sarah C. Williamson, Town Clerk for the Town of Carrboro subscribed their names thereto; that the corporate seal of the Town of Carrboro was affixed thereto, and by virtue of a resolution of the Board of Aldermen, and that said instrument is the act and deed of the Town of Carrboro.

IN WITNESS THEREOF, I have hereunto set my Hand and Notarial Seal this the 4th day of January, 1987.

Ellen Gray Hughes
Notary Public



My Commission Expires:

My Commission Expires September 21, 1987

I, Miles M. Fitch President Fitch Lumber Co., Inc., owners, do hereby acknowledge receipt of this conditional use permit. The undersigned owners do further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding upon them and their successors in interest.

ATTEST:

Carol D. Fitch (SEAL)
Secretary

Fitch Lumber Company, Inc.
Corporate Name

BY Miles M. Fitch
President, Miles M. Fitch, Jr.

Address: 309 N. GREENSBURG ST
CARRBORO, N.C. 27510

NORTH CAROLINA
ORANGE County

This 5th day of FEBRUARY, 1987, personally came before me, BOBBIE B VAUGHAN, a Notary Public of ORANGE County, N. C. Carol D. Fitch, who being by me duly sworn, says that she knows the common seal of the FITCH LUMBER CO INC, and is acquainted with MILES M FITCH JR, who is president of said corporation and she CAROL D FITCH, who is secretary of said corporation, saw the said president sign the foregoing instrument and that she, CAROL D FITCH, secretary as aforesaid, affixed said seal of said instrument and she, the said SECRETARY, signed his name in attestation of execution of said instrument in the presence of said president of said corporation.

WITNESS my Hand and Notarial Seal, this the 5th day of February, 1987.

Bobbie B. Vaughan
Notary Public

My Commission Expires:

June 30 1999

NORTH CAROLINA - ORANGE COUNTY

The foregoing certificate(s) of

Ellen Gray Hughes and Bobbie B. Vaughan

Prepared by: Town Clerk, Town of Carrboro, P.O. Box 337, Carrboro, N.C. 27510

Return to:

Zoning Division
Town of Carrboro
P.O. Box 337
Carrboro, NC 27510

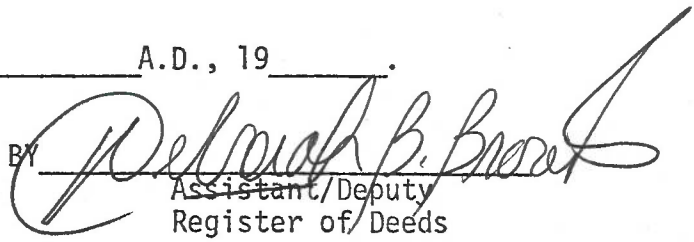
STATE OF NORTH CAROLINA
COUNTY OF ORANGE

The foregoing certificate(s) of _____

Notary/Notaries Public of the designated governmental units (is) (are)
certified to be correct.

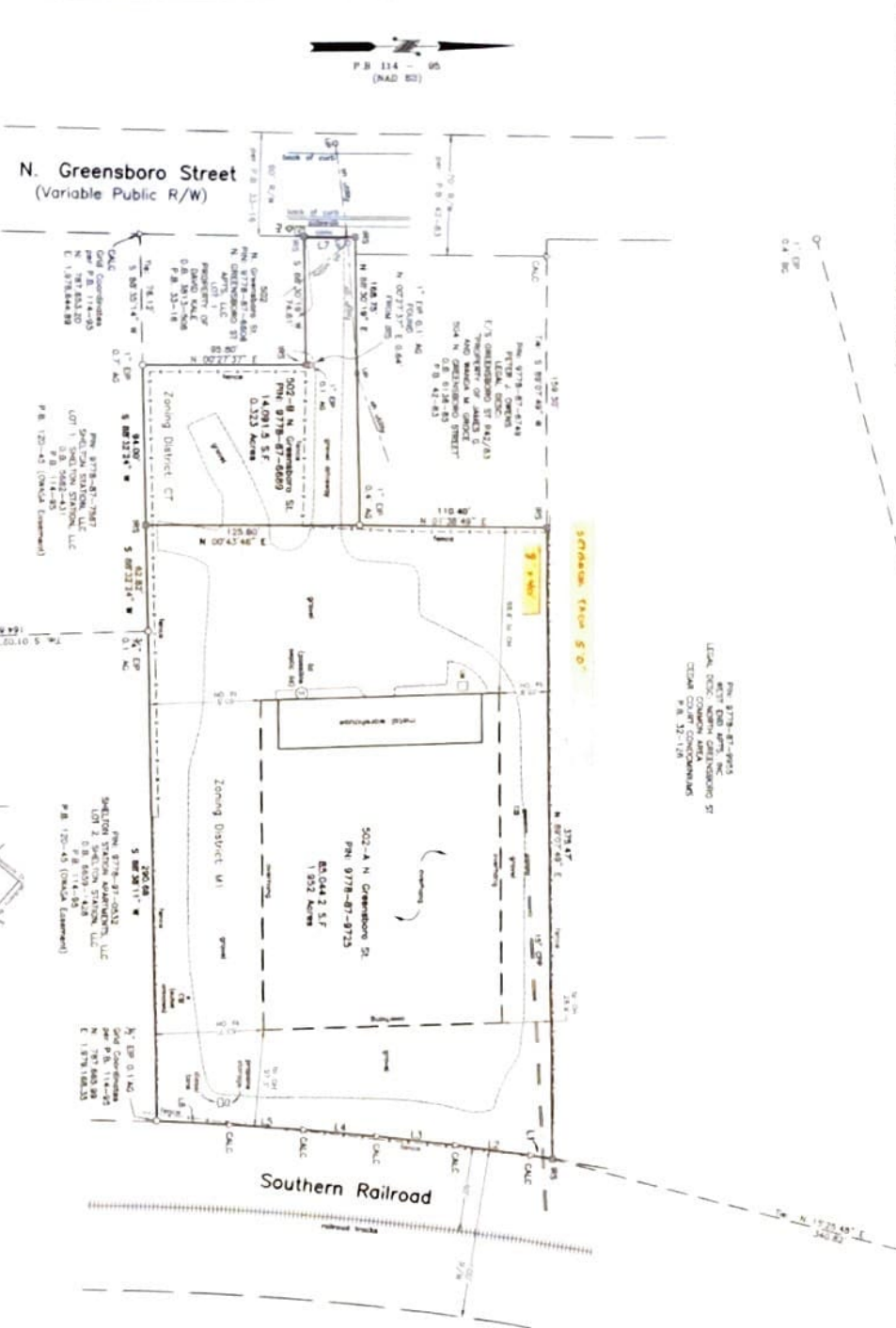
This the _____ day of _____ A.D., 19_____.

Register of Deeds

BY 
Assistant/Deputy
Register of Deeds

NOTES:
1) This survey was performed without the benefit of a title report.
2) This survey is subject to any facts not herein shown and assumptions which may be made.
3) This survey is subject to any easements, rights and restrictions shown hereon or of record in any public records.
4) The owner of the land shown hereon is subject to any easements, rights and restrictions shown hereon or of record in any public records.
5) The owner of the land shown hereon is subject to any easements, rights and restrictions shown hereon or of record in any public records.
6) The owner of the land shown hereon is subject to any easements, rights and restrictions shown hereon or of record in any public records.
7) The owner of the land shown hereon is subject to any easements, rights and restrictions shown hereon or of record in any public records.
8) The owner of the land shown hereon is subject to any easements, rights and restrictions shown hereon or of record in any public records.
9) The owner of the land shown hereon is subject to any easements, rights and restrictions shown hereon or of record in any public records.
10) The owner of the land shown hereon is subject to any easements, rights and restrictions shown hereon or of record in any public records.
11) This survey is in the Town of Greensboro, NC.

Pin 9778-87-6688
N. Greensboro St, Greensboro, NC 27410
Pin 9778-87-6688 is the Greenway Metropolitan Planning Agency District (GMA)
Pin 9778-87-6725
Pin 9778-87-6723
Pin 9778-87-6722
Pin 9778-87-6721
Pin 9778-87-6720
Pin 9778-87-6719
Pin 9778-87-6718
Pin 9778-87-6717
Pin 9778-87-6716
Pin 9778-87-6715
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Pin 9778-87-6692
Pin 9778-87-6691
Pin 9778-87-6690
Pin 9778-87-6689
Pin 9778-87-6688



FREEHOLD LAND SURVEYS, INC. C-185

rolling address P.O. BOX 188, CARBORO, NC 27510
office address 1777 FORDHAM BLVD SUITE 104
charlotte, NC 27514

STEPHEN W. HULLSTROM PROFESSIONAL LAND SURVEYOR L-30853 J4228

SETBACK EACH 5'0"

159.30'

Tie: S 89°07'49" W

PIN: 9778-87-6749

PETER J. OWENS

LEGAL DESC:

E/S GREENSBORO ST P42/83

"PROPERTY OF JAMES G.

AND WANDA M. GROCE

504 N. GREENSBORO STREET"

D.B. 6136-85

P.B. 42-83

1" EIP 0.1' AG

FOUND

00°27'37" E 0.64'

FROM IRS

68.75'

30°19' E

utility

UP

of utility

1" EIP 0.4' AG

110.40' N 01°38'49" E fence

8' x 40'

98.6' to OH

to OH 28.9'

375.47' N 89°07'49" E

fence

15" CPP

to OH 28.9'

CB

gravel

overhang

overhang

502-A N. Greensboro St.

PIN: 9778-87-9725

85,044.2 S.F.

1.952 Acres

overhang

metal warehouse

UB

gravel

lid

(possible septic lid)

gravel driveway

1" EIP 0.1' AG

fence

502-B N. Greensboro St.

PIN: 9778-87-6689

19' W 74.61'

IRS



3 Bolin Heights
Chapel Hill, NC 27514
Ph. 919-960-1957
www.HopeRenovations.org
info@hoperenovations.org



February 14, 2023

Town of Carrboro Zoning and Inspections
301 W Main Street
Carrboro, NC 27510

Dear Marty Roupe,

This information is regarding the permit needed for the container:

- The container is not permanent and will only be there for 2 years.
- There will be no increase in parking needs.
- We are capping the number of trainees per cohort to 9.
- The timeline for construction is 2 weeks after permit approval.

Sincerely,

Nora E. Spencer

Founder & CEO

Hope Renovations

919-921-8460

nora@hoperenovations.org



Agenda Item Abstract

File Number: 23-51

Agenda Date: 2/21/2023

File Type: Agendas

In Control: Town Council

Version: 1

TITLE:

Consideration of a Minor Modification Request to the Special Use Permit-A Project for Estes Park Apartments at 306 Estes Drive

PURPOSE: The purpose of this agenda item is to request that the Town Council consider approving a Minor Modification request for the Special Use Permit-A for Estes Park Apartments at 306 Estes Drive. The modification would allow the property owner to construct a new maintenance building, replace the existing dumpster enclosure area, and remove eighteen parking spaces from the site.

DEPARTMENT: Planning

CONTACT INFORMATION: Marty Roupe, Development Review Administrator, 919-918-7333 or mroupe@carrboronc.gov <<mailto:mroupe@carrboronc.gov>>

INFORMATION: Estes Park Apartments submitted an application requesting permission to build a new maintenance building, replace the existing dumpster enclosure, and to remove eighteen parking spaces from the site as well. Town records for the project are limited but it is clear that a permit was issued in the early 1970s allowing for construction of 296 dwelling units. Under its current zoning designation this represents a nonconforming density with more than double the number of units than would currently be allowed. The current application does not seek to modify the number of units in any way, only to add a maintenance building, replace the dumpster enclosure, and remove eighteen parking spaces. Accordingly, the application is being considered a Minor Modification to the Special Use Permit-A for the property.

Maintenance Building Addition. The proposed maintenance building is one-story tall, and is approximately 32 feet by 48 feet, or 1,550 square feet in size. The proposed location is shown on Sheet C1.02 of the attached plans (Attachment B).

Removal of Parking Spaces. The plans show removal of 18 spaces. The project was constructed in the early 1970s with 570 parking spaces, before the current Land Use Ordinance had been adopted. Under the current ordinance, the number of presumptively required spaces for the site is 546 spaces. Five hundred fifty-two spaces will remain after removal, exceeding the presumptive minimum requirement. The removal of spaces will also reduce impervious surfaces on the site by approximately 1,764 square feet.

Dumpster Enclosure Replacement. A new enclosure is proposed as well. A detail drawing for the enclosure is provided on Sheet C1.03

FISCAL & STAFF IMPACT: The applicant is paying the applicable permitting fees associated with the application. No other fiscal or staff impacts are noted.

RECOMMENDATION: The Town Manager recommends that the Town Council approve the attached resolution for the Minor Modification request (Attachment A).

The following resolution was introduced by Council Member _____ and duly seconded by Council Member _____.

A RESOLUTION APPROVING A MINOR MODIFICATION TO THE ESTES PARK APARTMENTS SPECIAL USE PERMIT-A AT 306 ESTES DRIVE TO ALLOW CONSTRUCTION OF A NEW MAINTENANCE BUILDING, REPLACEMENT OF THE EXISTING DUMPSTER ENCLOSURE, AND TO REMOVE EIGHTEEN PARKING SPACES

WHEREAS, the Carrboro Town Council approved a permit for construction of 296 dwelling units at 306 Estes Drive in the early 1970s; and

WHEREAS, Town Staff has determined that the current request constitutes a Minor Modification to the Special Use Permit-A; and

WHEREAS, the applicant has met the criteria in the Town’s Land Use Ordinance related to Minor Modifications.

NOW, THEREFORE BE IT RESOLVED that the Carrboro Town Council hereby approve the Minor Modification authorizing construction of a new maintenance building, replacement of an existing dumpster enclosure, and removal of eighteen parking spaces on the site.

This the 21st day of February 2023

ESTES PARK MAINTENANCE WORKSHOP ESTES PARK APARTMENTS

CARRBORO SUBMITTAL

APRIL 28, 2022

DRAWING INDEX

- C0.01 COVER SHEET
- G0.01 APPENDIX B - FOR REFERENCE
- G0.02 LIFE SAFETY - FOR REFERENCE

- C1.01 SITE DEMOLITION
- C1.02 MINOR SITE PLAN
- C1.03 DUMPSTER ENCLOSURE

- A1.01 ARCHITECTURAL PLANS
- A2.01 ARCHITECTURAL ELEVATIONS
- A3.01 BUILDING SECTIONS

- S0.01 STRUCTURAL NOTES & VALUES
- S0.02 STRUCTURAL NOTES & VALUES
- S1.01 STRUCTURAL PLANS
- S6.01 TYPICAL DETAILS - WOOD

PROPERTY INFORMATION

PARCEL IDENTIFICATION: 9778996233

PARCEL ADDRESS: 306 Estes Drive Extension
Carrboro, North Carolina 27510

OWNER: North Estes LLC
c/o General Services Corporation
2922 Hathaway Road
Richmond, Virginia 23225

OWNERSHIP TYPE: Multi-family Residential

DEED INFORMATION: Book 5342, Page 507

ARCHITECT

JON PAUL YOUNG, II, AIA
DTW ARCHITECTS & PLANNERS, LTD
3333 DURHAM-CHAPEL HILL BOULEVARD
SUITE D-100
DURHAM, NC 27701

(919) 317-4020
PYOUNG@DTWARCH.COM

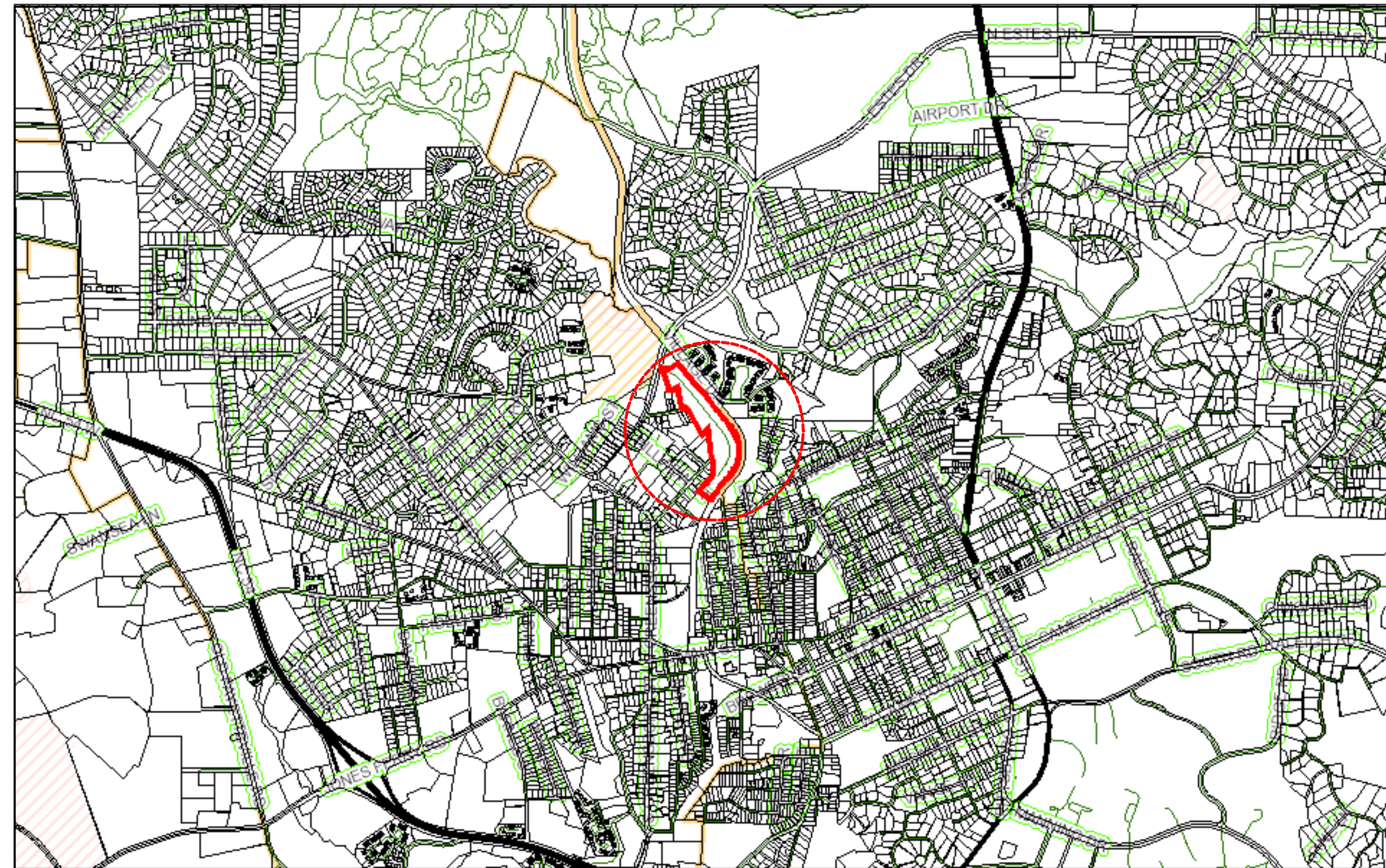
STRUCTURAL ENGINEER

JAMES MICHAEL CZAR, PE
SARMIRAN, PLLC
PO BOX 1378
HILLSBOROUGH NC 27278

(919) 241-8745
JCZAR@SARMIRAN.COM

PME ENGINEER

TO BE DESIGNED BY TRADE CONTRACTOR
AS DESIGN BUILD



VICINITY MAP



Sarmiran, PLLC
PO Box 1378
Hillsborough NC 27278

919 241-8745 v
919 241-8747 f

Firm License - P-1378



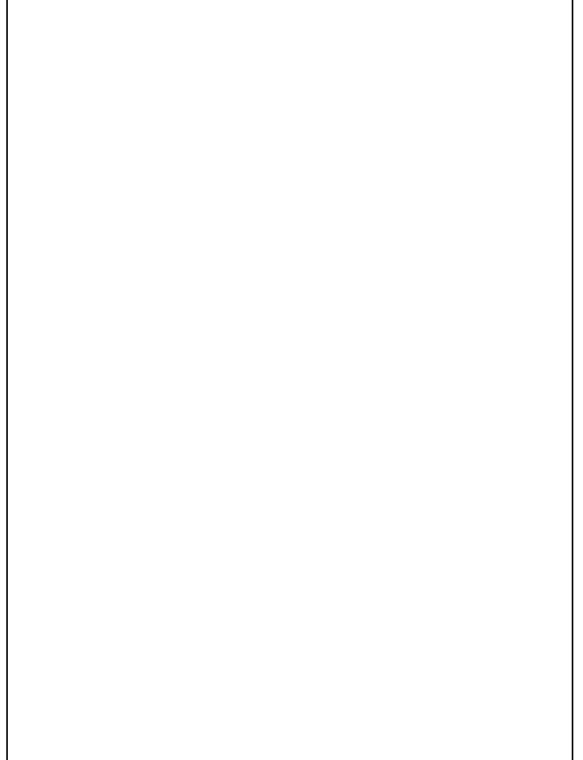
Maintenance Workshop

306 Estes Drive Extension
Apartment 11-H
Carrboro, North Carolina 27510

No.	Description	Date

Project number	2126402
Date	04/27/2022
Drawn by	JMC
Checked by	JMC
Scale	

Seal



COVER SHEET

C0.01

APPENDIX B
2018 BUILDING CODE SUMMARY
FOR ALL COMMERCIAL PROJECTS
(EXCEPT ONE AND TWO-FAMILY DWELLINGS AND TOWNHOUSES)

Name of Project: Estes Park Maintenance Workshop
Address: 305 Estes Drive Extension, Carrboro, NC 27510
Owner or Auth. Agent: James Michael Czar, PE

CONTACT: James Czar
DESIGNER: DTW Architects and Planners
Architectural: Paul Young
Civil:
Electrical:
Fire Alarm:
Plumbing:
Mechanical:
Spr.-Stand:
Structural: James Czar
Ret. Walls >5' High:
Other:

2018 BUILDING CODE: [X] New Building [] Shell/Core [] 1st Time Interior Completions
2018 NC EXISTING BUILDING CODE: [] Prescriptive [] Alteration - Lvl 1 [] Historic Property
CONSTRUCTED: (date)
RENOVATED: (date)
OCCUPANCY CATEGORY (Table 1604.5): Current: Proposed: II

BASIC BUILDING DATA
Construction Type: [] I-A [] II-A [] III-A [] IV [] V-A
Sprinklers: [X] No [] Partial [] NFPA 13 [] NFPA 13R [] NFPA 13D
Standpipes: [X] No [] Class [] II [] III [] Wet [] Dry
Primary Fire District: [X] No [] Yes Flood Hazard Area: [X] No [] Yes
Special Inspections Required: [X] No [] Yes

GROSS BUILDING AREA TABLE
FLOOR EXISTING (SQ FT) RENOVATED (SQ FT) NEW (SQ FT) SUB-TOTAL
6th Floor
5th Floor
4th Floor
3rd Floor
2nd Floor
Mezzanine
1st Floor 1,350
Basement
TOTAL 1,350

ALLOWABLE AREA
Primary Occupancy Classification (s):
Assembly [] A-1 [] A-2 [] A-3 [] A-4 [] A-5
Business [X]
Educational []
Factory [] F-1 Moderate [] F-2 Low
Hazardous [] H-1 Detonate [] H-2 Deflagrate [] H-3 Combust [] H-4 Health [] H-5 HPM
Institutional [] I-1 [] I-2 [] I-3 [] I-4
I-3 Condition [] 1 [] 2
I-2 Condition [] 1 [] 2
I-3 Condition [] 1 [] 2 [] H-3 Combust [] H-4 Health [] H-5 HPM
Mercantile []
Residential [] R-1 [] R-2 [] R-3 [] R-4
Storage [] S-1 Moderate [] S-2 Low [] High-piled [] Parking Garage
[] Open [] Enclosed [] Repair Garage
Utility and Misc. []

ACCESSORY OCCUPANCIES CLASSIFICATION (s):
INCIDENTAL USES (Table 509):
SPECIAL USES (Chapter 4 - List Code Sections):
SPECIAL PROVISIONS (Chapter 5 - List Code Sections):
MIX OCCUPANCY: [X] No [] Yes Separation: Hr. Exception:
[] Non-separated Use (508.3)
[] Separated Use (508.4)--See below for area calculations for each story, the area of the occupancy shall be such that the sum of the ratios of the actual floor area of each use divided by the allowable floor area for each use shall not exceed 1.

Table with 5 columns: STORY NO., DESCRIPTION AND USE, (A) BLDG. AREA PER STORY (ACTUAL), (B) AREA FOR FRONTAGE INCREASE 1.5, (C) ALLOWABLE AREA PER STORY OR UNLIMITED 2.3

- 1. Frontage area increases from Section 506.2 are computed thus:
a. Perimeter which fronts a public way or open space having 20 feet minimum width = (F)
b. Total Building Perimeter = (P)
c. Ratio (F/P) = (R)
d. W = Minimum width of public way = (W)
2. Unlimited area applicable under conditions of Sections 507.
3. Maximum Building Area = total number of stories in the building x D (maximum 3 stories) (506.2).
4. The maximum area of open parking garages must comply with Table 406.5.4. The maximum area of air traffic control towers must comply with Table 412.3.1.
5. Frontage increase is based on the unsprinklered area value in Table 506.2.

ALLOWABLE HEIGHT
Table with 4 columns: ALLOWABLE, SHOWN ON PLANS, CODE REFERENCE

1. Provide code reference if the "Shown on Plans" quantity is not based on Table 504.3 or 504.4.

FIRE PROTECTION REQUIREMENTS
Table with 8 columns: BUILDING ELEMENT, FIRE SEPARATION DISTANCE (FEET), REQ'D, RATING PROVIDED (W/ REDUCTION), DETAIL AND SHEETS, DESIGN FOR RATED ASSEMBLY, SHEET# FOR RATED PENETRATION, SHEET# FOR RATED JOINTS

PERCENTAGE OF WALL OPENING CALCULATIONS
Table with 4 columns: FIRE SEPARATION DISTANCE (feet) FROM PROPERTY LINES, DEGREE OF OPENINGS PROTECTION (TABLE 705.8), ALLOWABLE AREA (%), ACTUAL SHOWN ON PLANS (%)

LIFE SAFETY SYSTEM REQUIREMENTS
Emergency Lighting: [X] Yes [] No
Exit Signs: [X] Yes [] No
Fire Alarm: [X] Yes [] No
Smoke Detection Systems: [] Yes [X] No
Carbon Monoxide Detection: [] Yes [X] No

LIFE SAFETY PLAN REQUIREMENTS
Life Safety Plan Sheet #: A1.01
[] Fire and/or smoke rated wall locations (Chapter 7)
[] Assumed and real property line locations (if not on the site plan).
[] Exterior wall opening area with respect to distance to assumed property lines (705.8)
[X] Occupancy Use for each area as it relates to occupancy load calculations (Table 1004.1.2)
[X] Occupant loads for each area
[X] Exit access travel distances (1017)
[] Common path of travel distances [Table 1006.2.1 & 1006.3.2(1)]
[] Dead end lengths (1020.4)
[X] Clear exit widths for each exit door
[X] Maximum calculated occupant load capacity each exit door can accommodate based on egress width (1005.3)
[X] Actual occupant load for each exit door
[] A separate schematic plan indicating where fire rated floor/ceiling and/or roof structure is provided for purposes of occupancy separation
[] Location of doors with panic hardware (1010.1.10)
[] Location of doors with delayed egress locks and the amount of delay (1010.1.9.7)
[] Location of doors with electromagnetic egress locks (1010.1.9.9)
[] Location of doors equipped with hold-open devices
[] Location of emergency escape windows (1030)
[] The square footage of each fire area (202)
[] The square footage of each smoke compartment for Occupancy Classification I-2 (407.5)
[] Note any code exceptions or table notes that may have been utilized regarding the items above

ACCESSIBLE DWELLING UNITS (SECTION 1107)
Table with 5 columns: TOTAL UNITS, ACCESSIBLE UNITS REQUIRED, ACCESSIBLE UNITS PROVIDED, TYPE A UNITS PROVIDED, TYPE B UNITS PROVIDED, TYPE C UNITS PROVIDED, TOTAL ACCESSIBLE UNITS PROVIDED

ACCESSIBLE PARKING (SECTION 1108)
Table with 5 columns: LOT OR PARKING AREA, REQUIRED, PROVIDED, # OF ACCESSIBLE SPACES PROVIDED, TOTAL # ACCESSIBLE PROVIDED

PLUMBING FIXTURE REQUIREMENTS (TABLE 2902.1)
Table with 6 columns: USE, WATER CLOSETS, URINALS, LAVATORIES, SHOWERS/TUBS, DRINKING FOUNTAINS

SPECIAL APPROVALS
Special approval: (Local Jurisdiction, Department of Insurance, OSC, DPI, DHHS, ICC, etc., describe below)

ENERGY REQUIREMENTS:
The following data shall be considered minimum and any special attribute required to meet the energy code shall also be provided. Each Designer shall furnish the required portions of the project information for the plan data sheet. If performance method, state the annual energy cost for the standard reference design versus the annual energy cost for the proposed design.
Existing building envelope complies with code: [] (If checked, the remainder of this section is not applicable.)
Exempt Building: [] Provide code or statutory reference:
Climate Zone: [] 3A [X] 4A [] 5A
Method of Compliance:
Energy Code: [] Performance [X] Prescriptive
ASHRAE 90.1: [] Performance [] Prescriptive
Other: [] Performance (specify source)

THERMAL ENVELOPE: (Prescriptive method only)
Roof/Ceiling Assembly (each assembly)
Description of assembly: Wood trusses, fiber cement panels, R-42 batt insulation
U-Value of total assembly: .023
R-Value of insulation: R-42
Skylights in each assembly: None
U-Value of skylight:
Total square footage of skylights in each assembly:
Exterior Walls (each assembly)
Description of assembly: 4" face brick, air space, 2" rigid insulation, sheathing, 2x4 wood studs, R-15 batt insulation, 1/2" gypsum
U-Value of total assembly: .060
R-Value of insulation: R-15 plus R-10 continuous
Openings (windows or doors with glazing):
U-Value of assembly: .32
Solar heat gain coefficient: .25
Projection factor: PF < .25
Door R-Values: .50

Walls below grade (each assembly)
Description of assembly:
U-Value of total assembly:
R-Value of insulation:
Floors over unconditioned space (each assembly)
Description of assembly:
U-Value of total assembly:
R-Value of insulation:
Floors slab on grade
Description of assembly: 5" concrete slab, vapor barrier, crushed stone
U-Value of total assembly: .77 Factor - 0.520
R-Value of insulation: R-15
Horizontal/vertical requirement: Vertical to top of footing
Slab heated: No

DESIGN LOADS:
Importance Factors: Wind (Iw) _____
Snow (Is) _____
Seismic (Ie) _____
Live Loads: Roof _____
Mezzanine _____
Floor _____ psf
Ground Snow Load: _____ psf
Wind Load: Basic Wind _____ mph (ASCE-7)
Exposure Category _____

SEISMIC DESIGN CATEGORY:
Provide the following Seismic Design Parameters:
Occupancy Category (Table 1604.5): [] I [] II [] III [] IV
Spectral Response Acceleration: Ss _____ % S1 _____ %
Site Classification (ASCE 7): [] A [] B [] C [] D [] E [] F
Data Source: [] Field Test [] Presumptive [] Historical Data
Basic structural system: [] Seating Wall [] Dual w/Special Moment Frame [] Dynamic
[] Building Frame [] Dual w/Intermediate R/C or Special Steel
[] Moment Frame [] Inverted Pendulum
Analysis Procedure: [] Simplified [] Equivalent Lateral Force [] Dynamic
Structural, Mechanical, Components anchored? [] Yes [] No
Seismic base shear: Vx = _____ Vy = _____

LATERAL DESIGN CONTROL: [] Earthquake [] Wind
SOIL BEARING CAPACITIES:
Field Test (provide copy of test report) _____ psf
Presumptive Bearing capacity _____ psf
Pile size, type, and capacity _____

STRUCTURAL DESIGN
DESIGN LOADS:
SEISMIC DESIGN CATEGORY:
LATERAL DESIGN CONTROL:
SOIL BEARING CAPACITIES:

MECHANICAL SUMMARY
MECHANICAL SYSTEMS, SERVICE SYSTEMS AND EQUIPMENT
Thermal Zone
Winter dry bulb _____
Summer dry bulb _____
Interior design conditions
Winter dry bulb _____
Summer dry bulb _____
Relative humidity _____
Building heating load _____
Building cooling load _____
Mechanical Spacing Conditioning System
Unitary
Description of unit _____
Heating efficiency _____
Cooling efficiency _____
Size category of unit _____
Boiler
Size category, if over 100, state reason. _____
Chiller
Size category, if over 100, state reason. _____
List equipment efficiencies _____

ELECTRICAL SUMMARY
ELECTRICAL SYSTEM AND EQUIPMENT
Method of Compliance
Energy Code: [] Prescriptive [] Performance
ASHRAE 90.1: [] Prescriptive [] Performance
Lighting schedule (each fixture type)
Lamp type required in fixture _____
Number of lamps in fixture _____
Ballast type used in the fixture _____
Number of ballasts in the fixture _____
Total wattage per fixture _____
Total interior wattage specified vs. allowed _____
Total exterior wattage specified vs. allowed _____
Additional Prescriptive Compliance
[] 506.2.1 More Efficient Electrical Equipment
[] 506.2.2 Reduced Power Density
[] 506.2.3 Energy Efficient Ventilation Systems
[] 506.2.4 Higher Efficiency Service Water Heating
[] 506.2.5 On-site Supply of Renewable Energy
[] 506.2.6 Automatic Daylighting Control Systems

ABBREVIATIONS
@ at
ALUM. aluminum
APPR. approximate
BD. board
BLDG. building
B.U.R. built up roof
C.J. control joint
CLG. ceiling
CLR. clear
C.M.U. concrete masonry unit
COL. column
CONC. concrete
CONT. continuous
CONTR. contractor
C.T. ceramic tile
DIM. dimension
DN. down
DS. downspout
DWG. drawing
EA. each
E.J. expansion joint
EL. or ELEV. elevation
ELEC. electrical
EQ. equal
E.W.C. electric water cooler
EXIST. existing
EXP. expansion
F.D. floor drain
FIN. finish
FL. floor
F.O.B. face of brick
F.O.C. face of concrete
F.O.M. face of masonry
GA. gauge
GALV. galvanized
G.B. grab bar
GL. glass
GYP. gypsum
H.M. hollow metal
HT. height
INSUL. insulation
INV. invert
JT. joint
LAM. laminate
LAV. lavatory
LTL. aluminum
LT. WT. light weight
MAG. board
MAS. masonry
MAX. maximum
MECH. mechanical
MIN. minimum
M.O. masonry opening
M.R. moisture resistant
M.T. metal threshold
MTL. or MET. metal
NLC. not in contract
N.T.S. not to scale
O.C. on center
OP'NG opening
OPP. opposite
PARTN. partition
PL. plate
PLYW'D. plywood
PREFIN. pre-finish
PT. point
PWR. electrical
R.A.G. return air grill
R.D. roof drain
REF. reference
REINF. reinforced
REQ'D. required
RM. room
RW. L. rainwater leader
SIM. similar
S. STL. stainless steel
STL. steel
STRUCT. structural
SUSP. suspended
TH'L.D. threshold
TYP. typical
V.C.T. vinyl composition tile
V.I.F. verify in field
V.W.C. vinyl wall covering
WD. wood
W/. with

SYMBOLS AND NOTATIONS
Table with 3 columns: NAME, AREA NAME, CONCRETE MASONRY, BRICK, CONCRETE, PLYWOOD, FINISH WOOD, BATT INSULATION, RIGID INSULATION, PLASTER, GYP. BD., EARTH

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Estes Park

Maintenance Workshop
306 Estes Drive Extension
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Carrboro, North Carolina 27510

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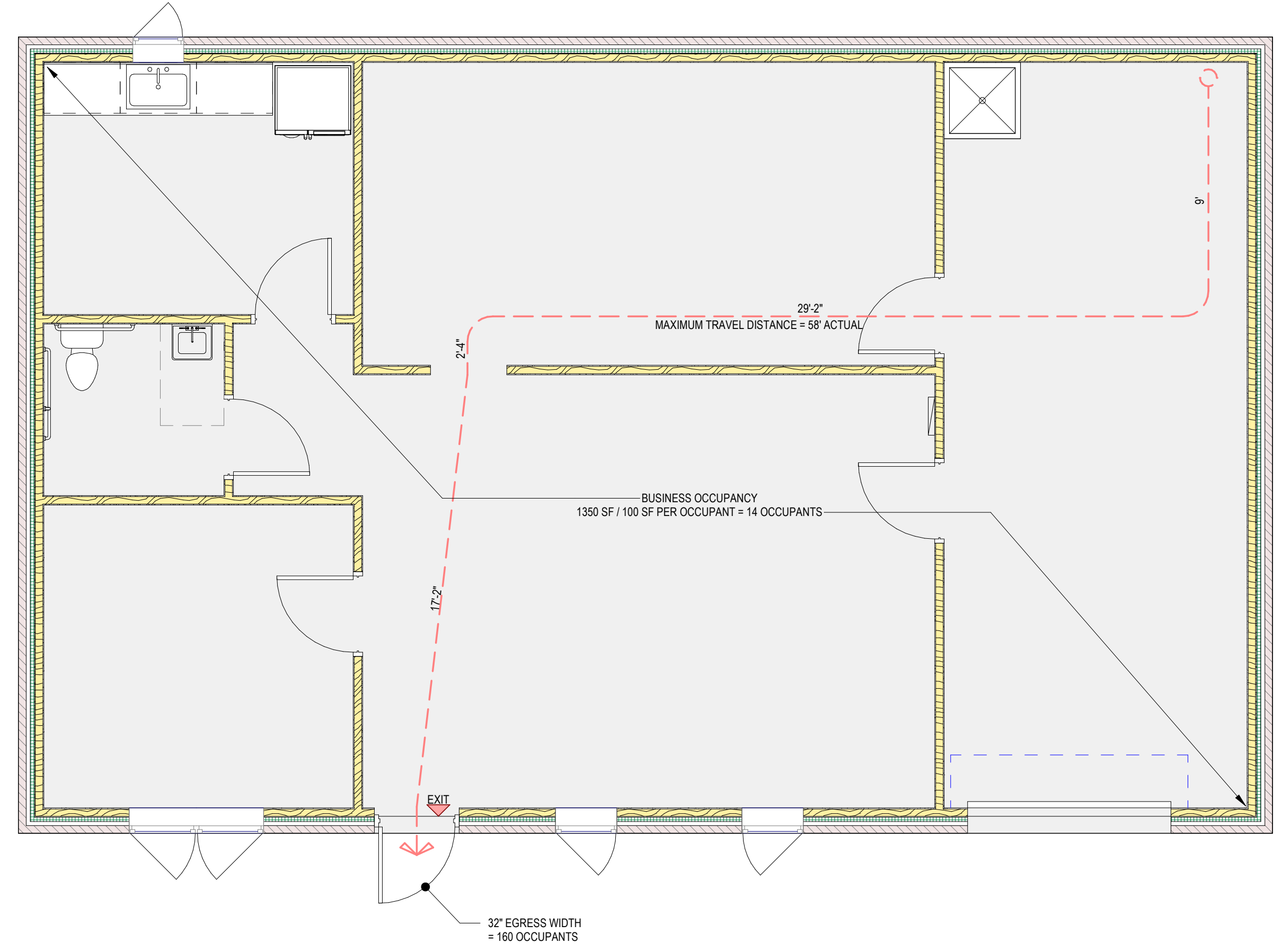
Table with 3 columns: No., Description, Date

Project number 2126402
Date 04/27/2022
Drawn by JPY
Checked by JPY
Scale

Seal of DTW Architects & Planners, Ltd. and Jon Paul Young, PE, Architect

APPENDIX B

G0.01



LIFE SAFETY PLAN

1/4" = 1'-0"

NOTES

1. PER NCSBC TABLE 1006.3.2(2) THE BUILDING IS PERMITTED TO HAVE ONE EXIT.
2. PER NCSBC TABLE 1006.3.2(2) THE MAXIMUM ALLOWED COMMON PATH OF EGRESS IS 75 FEET.

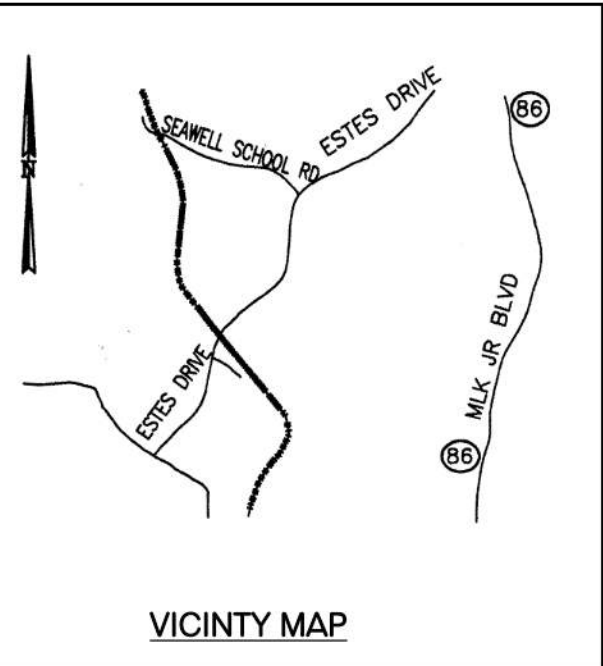
No.	Description	Date

Project number	2126402
Date	04/27/2022
Drawn by	JMC
Checked by	JPY
Scale	1/4" = 1'-0"

Seal

LIFE SAFETY PLAN

G0.02



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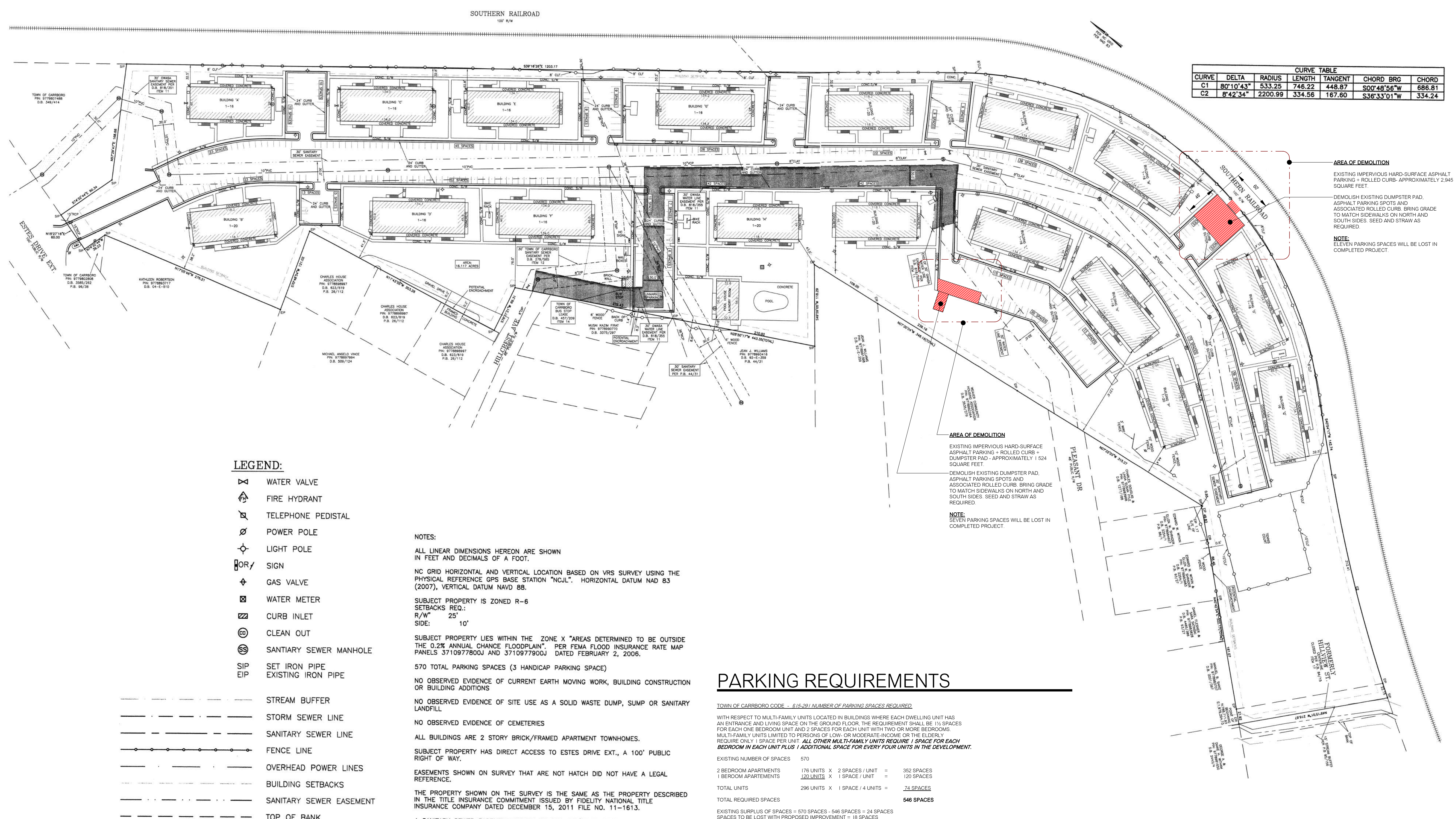
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LEGEND:

- ⊗ WATER VALVE
- ⊕ FIRE HYDRANT
- ⊗ TELEPHONE PEDISTAL
- ⊗ POWER POLE
- ⊗ LIGHT POLE
- ⊗ SIGN
- ⊕ GAS VALVE
- ⊗ WATER METER
- ⊗ CURB INLET
- ⊗ CLEAN OUT
- ⊗ SANTIARY SEWER MANHOLE
- ⊗ SET IRON PIPE
- ⊗ EXISTING IRON PIPE
- STREAM BUFFER
- STORM SEWER LINE
- SANITARY SEWER LINE
- FENCE LINE
- OVERHEAD POWER LINES
- BUILDING SETBACKS
- SANITARY SEWER EASEMENT
- TOP OF BANK

NOTES:

ALL LINEAR DIMENSIONS HEREON ARE SHOWN IN FEET AND DECIMALS OF A FOOT.

NC GRID HORIZONTAL AND VERTICAL LOCATION BASED ON VRS SURVEY USING THE PHYSICAL REFERENCE GPS BASE STATION "NCJL". HORIZONTAL DATUM NAD 83 (2007), VERTICAL DATUM NAVD 88.

SUBJECT PROPERTY IS ZONED R-6

SETBACKS REQ.:
R/W 25'
SIDE 10'

SUBJECT PROPERTY LIES WITHIN THE "ZONE X" AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN" PER FEMA FLOOD INSURANCE RATE MAP PANELS 3710977800J AND 3710977900J DATED FEBRUARY 2, 2006.

570 TOTAL PARKING SPACES (3 HANDICAP PARKING SPACE)

NO OBSERVED EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS

NO OBSERVED EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL

NO OBSERVED EVIDENCE OF CEMETERIES

ALL BUILDINGS ARE 2 STORY BRICK/FRAMED APARTMENT TOWNHOMES.

SUBJECT PROPERTY HAS DIRECT ACCESS TO ESTES DRIVE EXT., A 100' PUBLIC RIGHT OF WAY.

EASEMENTS SHOWN ON SURVEY THAT ARE NOT HATCH DID NOT HAVE A LEGAL REFERENCE.

THE PROPERTY SHOWN ON THE SURVEY IS THE SAME AS THE PROPERTY DESCRIBED IN THE TITLE INSURANCE COMMITMENT ISSUED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY DATED DECEMBER 15, 2011 FILE NO. 11-1613.

A SANITARY SEWER EASEMENT SHOWN ON P.B. 44/31 IS SHOWN ON THE SURVEY.

PARKING REQUIREMENTS

TOWN OF CARRBORO CODE - §15.291 NUMBER OF PARKING SPACES REQUIRED

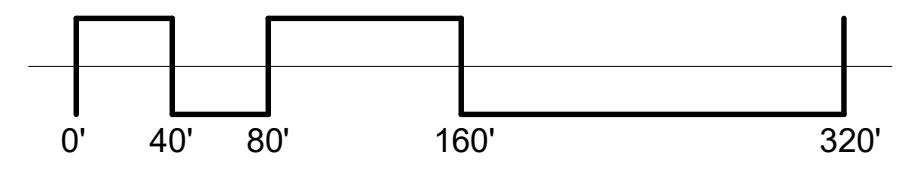
WITH RESPECT TO MULTI-FAMILY UNITS LOCATED IN BUILDINGS WHERE EACH DWELLING UNIT HAS AN ENTRANCE AND LIVING SPACE ON THE GROUND FLOOR, THE REQUIREMENT SHALL BE 1 1/2 SPACES FOR EACH ONE BEDROOM UNIT AND 2 SPACES FOR EACH UNIT WITH TWO OR MORE BEDROOMS. MULTI-FAMILY UNITS LIMITED TO PERSONS OF LOW- OR MODERATE-INCOME OR THE ELDERLY REQUIRE ONLY 1 SPACE PER UNIT. ALL OTHER MULTI-FAMILY UNITS REQUIRE 1 SPACE FOR EACH BEDROOM IN EACH UNIT PLUS 1 ADDITIONAL SPACE FOR EVERY FOUR UNITS IN THE DEVELOPMENT.

EXISTING NUMBER OF SPACES	570
2 BEDROOM APARTMENTS	176 UNITS X 2 SPACES / UNIT = 352 SPACES
1 BEDROOM APARTMENTS	204 UNITS X 1 SPACE / UNIT = 204 SPACES
TOTAL UNITS	206 UNITS X 1 SPACE / 4 UNITS = 74 SPACES
TOTAL REQUIRED SPACES	546 SPACES

EXISTING SURPLUS OF SPACES = 570 SPACES - 546 SPACES = 24 SPACES
SPACES TO BE LOST WITH PROPOSED IMPROVEMENT = 18 SPACES
PROPOSED SURPLUS OF SPACES = 6 SPACES

SITE PLAN - DEMOLITION

- 1" = 80'-0"
- NOTES:
- SURVEY DRAWINGS PREPARED BY TRIANGLE SURVEYORS, INCORPORATED ON A SURVEY PREPARED FEBRUARY 15, 2012. ALL RIGHTS RETAINED BY SURVEY AUTHOR
 - DEMOLISH ASPHALT AND ROLLED CURB TO ALLOW INSTALLATION OF WORKSHOP STRUCTURE
 - IF CONSTRUCTION IS DELAYED FROM DEMOLITION, SEED WITH TURF TO MATCH ADJACENT AND PROTECT WITH STRAW UNTIL TURF IS ESTABLISHED
 - NO CANDOPY TREES WILL BE DEMOLISHED IN THIS PROJECT. VOLUNTEER TREES WITH CALIPER LESS THAN 4" MAY BE REMOVED FOR WORKSHOP ADDITION
 - CHANGE IN IMPERVIOUS SURFACE
 - + IMPERVIOUS SURFACE DEMOLISHED = 4469 SF
 - + PERVIOUS SURFACE INSTALLED AT COMPLETION = 1550 SF + 745 SF + 410 SF = 2705 SF
 - + NET REDUCTION IN IMPERVIOUS SURFACE = 1764 SF



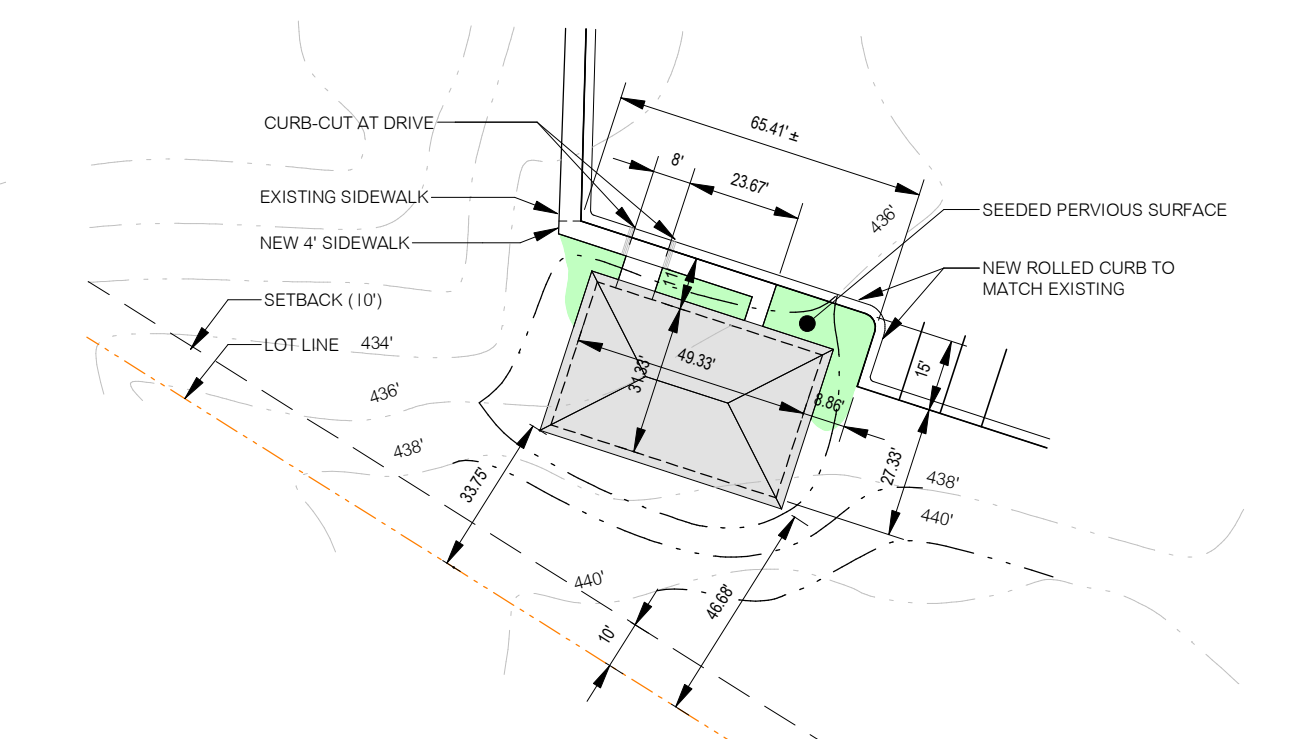
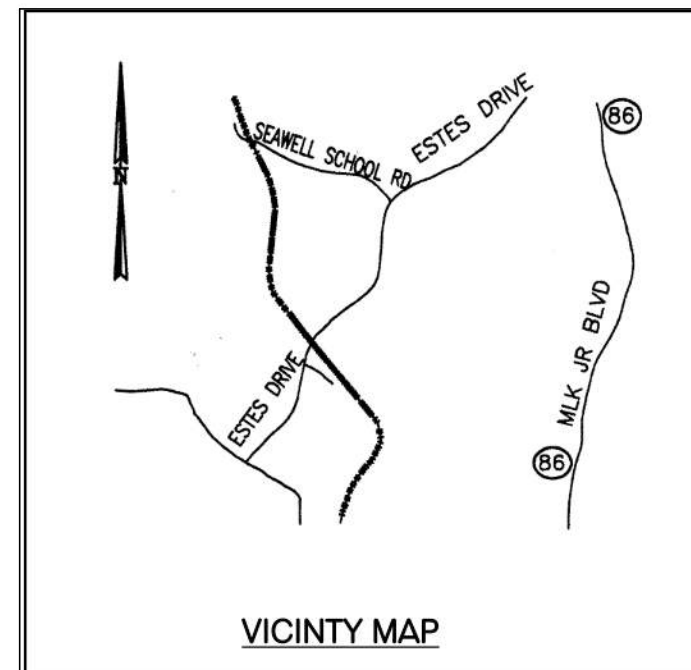
No.	Description	Date

Project number 2126402
Date 04/27/2022
Drawn by JMC
Checked by DEC
Scale 1" = 80'-0"

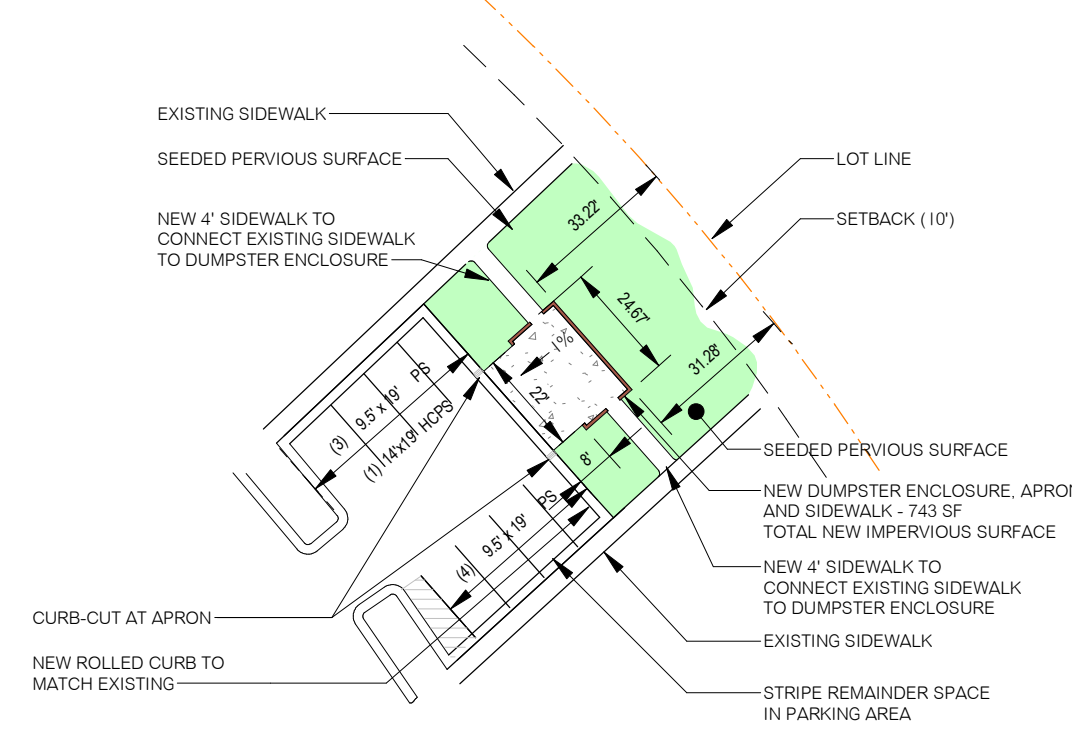


SITE PLAN - DEMOLITION

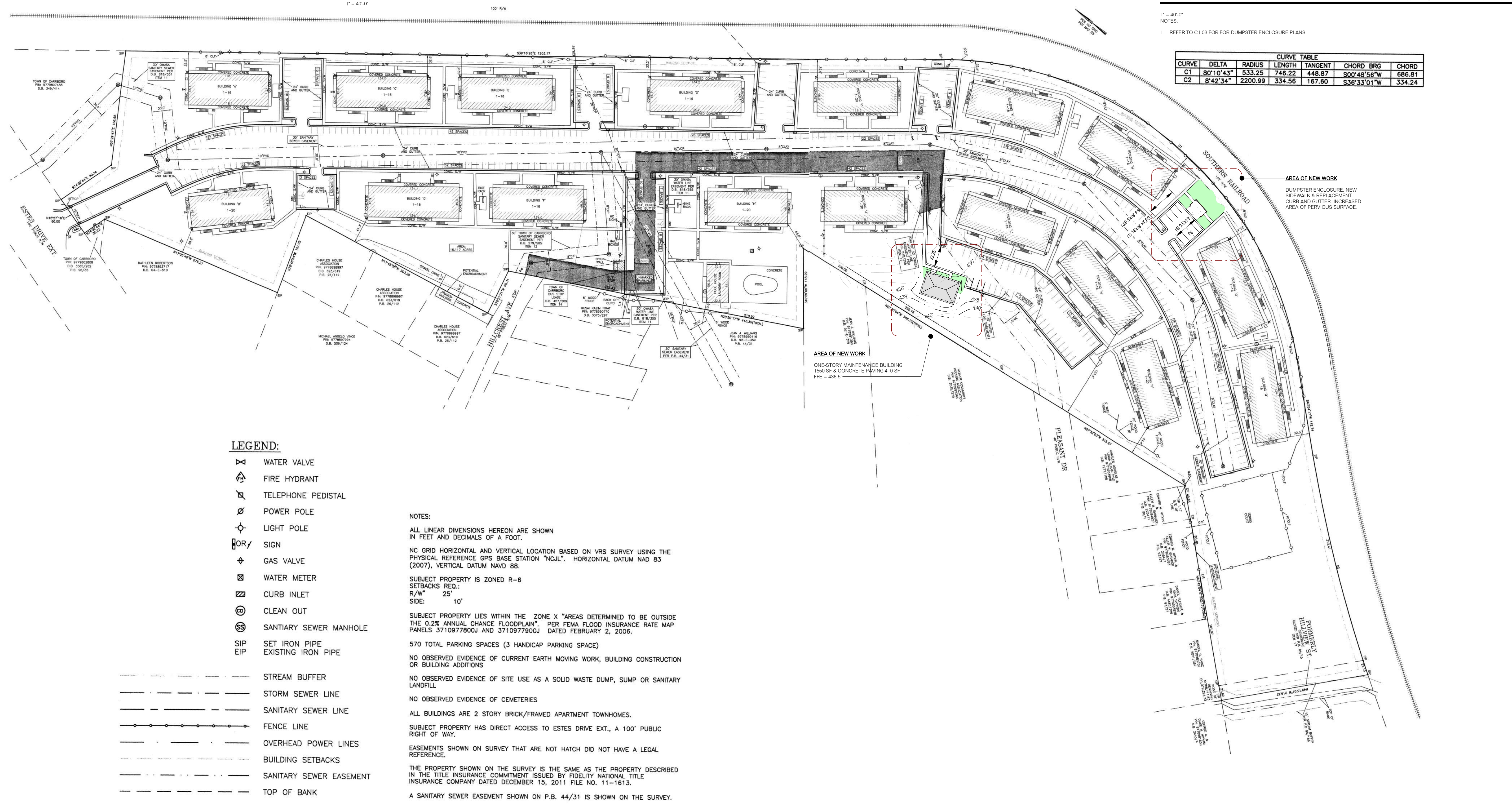
C1.01



BLOW-UP & LOT LINE DISTANCES DIAGRAM



BLOW-UP & LOT LINE DISTANCES DIAGRAM



1' = 80' 0"

NOTES:
1. REFER TO C1.03 FOR DUMPSTER ENCLOSURE PLANS

CURVE	DELTA	RADIUS	CURVE TABLE			CHORD
			LENGTH	TANGENT	CHORD BRG	
C1	80°10'43"	633.25	745.27	448.87	S02°48'56"W	886.81
C2	8°42'34"	2200.99	334.56	167.60	S36°33'01"W	334.24

LEGEND:

- WATER VALVE
- FIRE HYDRANT
- TELEPHONE PEDISTAL
- POWER POLE
- LIGHT POLE
- SIGN
- GAS VALVE
- WATER METER
- CURB INLET
- CLEAN OUT
- SANITARY SEWER MANHOLE
- SET IRON PIPE
- EXISTING IRON PIPE
- STREAM BUFFER
- STORM SEWER LINE
- SANITARY SEWER LINE
- FENCE LINE
- OVERHEAD POWER LINES
- BUILDING SETBACKS
- SANITARY SEWER EASEMENT
- TOP OF BANK

NOTES:

ALL LINEAR DIMENSIONS HEREON ARE SHOWN IN FEET AND DECIMALS OF A FOOT.

NC GRID HORIZONTAL AND VERTICAL LOCATION BASED ON VRS SURVEY USING THE PHYSICAL REFERENCE GPS BASE STATION "NCJL". HORIZONTAL DATUM NAD 83 (2007), VERTICAL DATUM NAVD 88.

SUBJECT PROPERTY IS ZONED R-6

SETBACKS REQ:
R/W 25'
SIDE 10'

SUBJECT PROPERTY LIES WITHIN THE ZONE X "AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN", PER FEMA FLOOD INSURANCE RATE MAP PANELS 371097800J AND 371097800J DATED FEBRUARY 2, 2006.

570 TOTAL PARKING SPACES (3 HANDICAP PARKING SPACE)

NO OBSERVED EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS

NO OBSERVED EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP OR SANITARY LANDFILL

NO OBSERVED EVIDENCE OF CEMETERIES

ALL BUILDINGS ARE 2 STORY BRICK/FRAMED APARTMENT TOWNHOMES.

SUBJECT PROPERTY HAS DIRECT ACCESS TO ESTES DRIVE EXT., A 100' PUBLIC RIGHT OF WAY.

EASEMENTS SHOWN ON SURVEY THAT ARE NOT HATCH DID NOT HAVE A LEGAL REFERENCE.

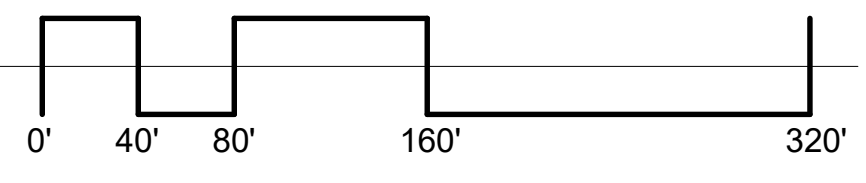
THE PROPERTY SHOWN ON THE SURVEY IS THE SAME AS THE PROPERTY DESCRIBED IN THE TITLE INSURANCE COMMITMENT ISSUED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY DATED DECEMBER 15, 2011 FILE NO. 11-1613.

A SANITARY SEWER EASEMENT SHOWN ON P.B. 44/31 IS SHOWN ON THE SURVEY.

MINOR SITE PLAN

1' = 80' 0"

NOTES:
1. SURVEY DRAWINGS PREPARED BY TRIANGLE SURVEYORS, INCORPORATED ON A SURVEY PREPARED FEBRUARY 15, 2012. ALL RIGHTS RETAINED BY SURVEY AUTHORITY.
2. NEW CONSTRUCTION IS LIMITED TO NEW MAINTENANCE SHED AND PAVEMENT CONNECTING NEW SHED TO EXISTING PAVEMENT.
3. ALL PAVEMENT IS TO BE 6" 3000PSI CONCRETE OVER 6" #57 STONE. PROVIDE JOINTS AT 10'-0" O.C.



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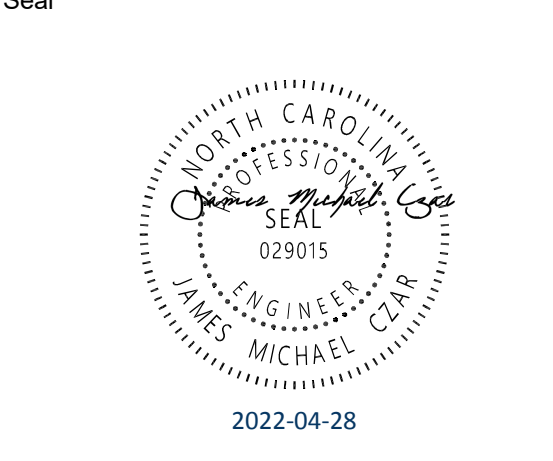
Estes Park

Maintenance Workshop

306 Estes Drive Extension
Apartment 11-H
Carrboro, North Carolina 27510

No.	Description	Date

Project number 2126402
Date 04/27/2022
Drawn by JMC
Checked by DEC
Scale As indicated



MINOR SITE PLAN

C1.02

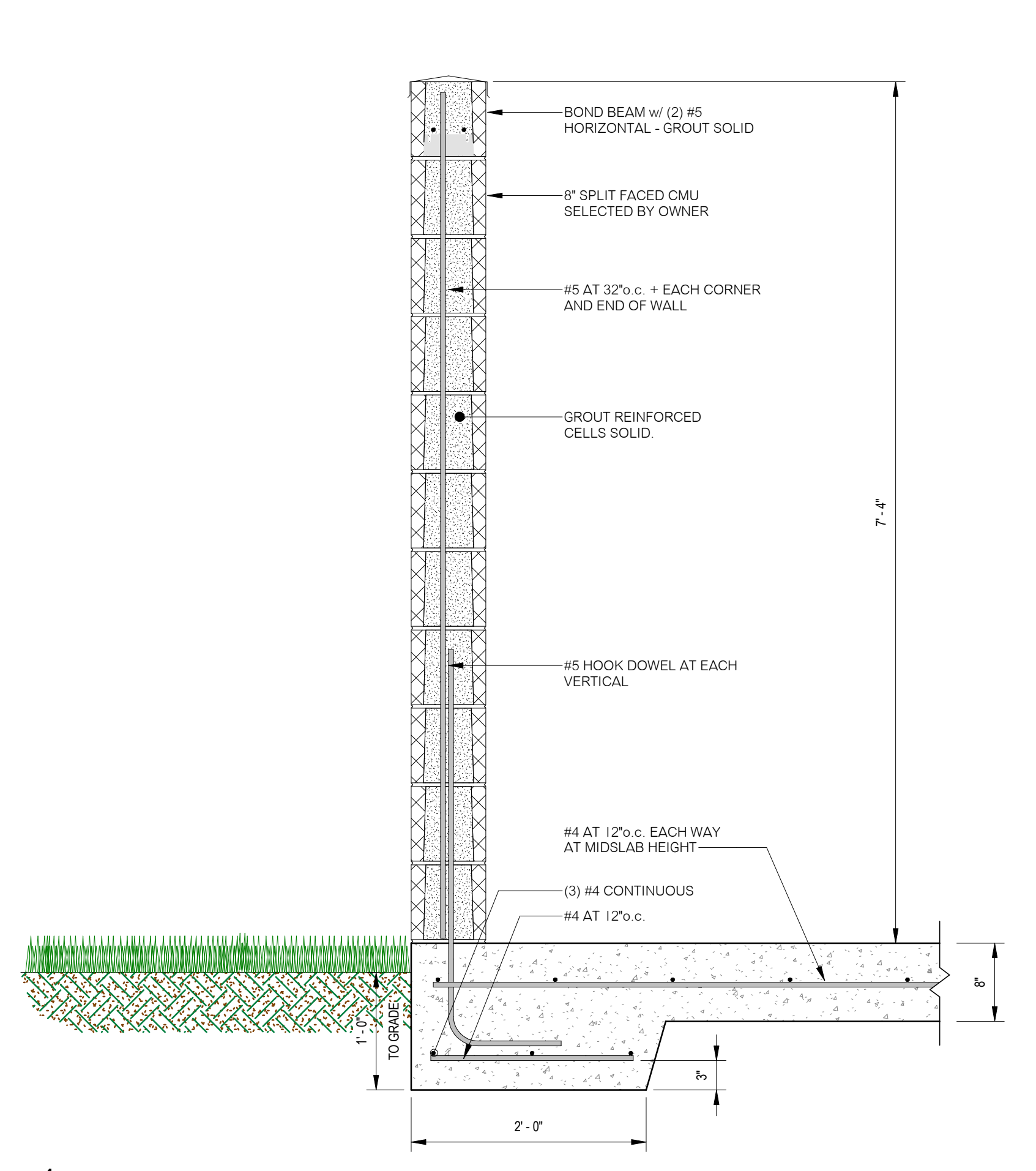


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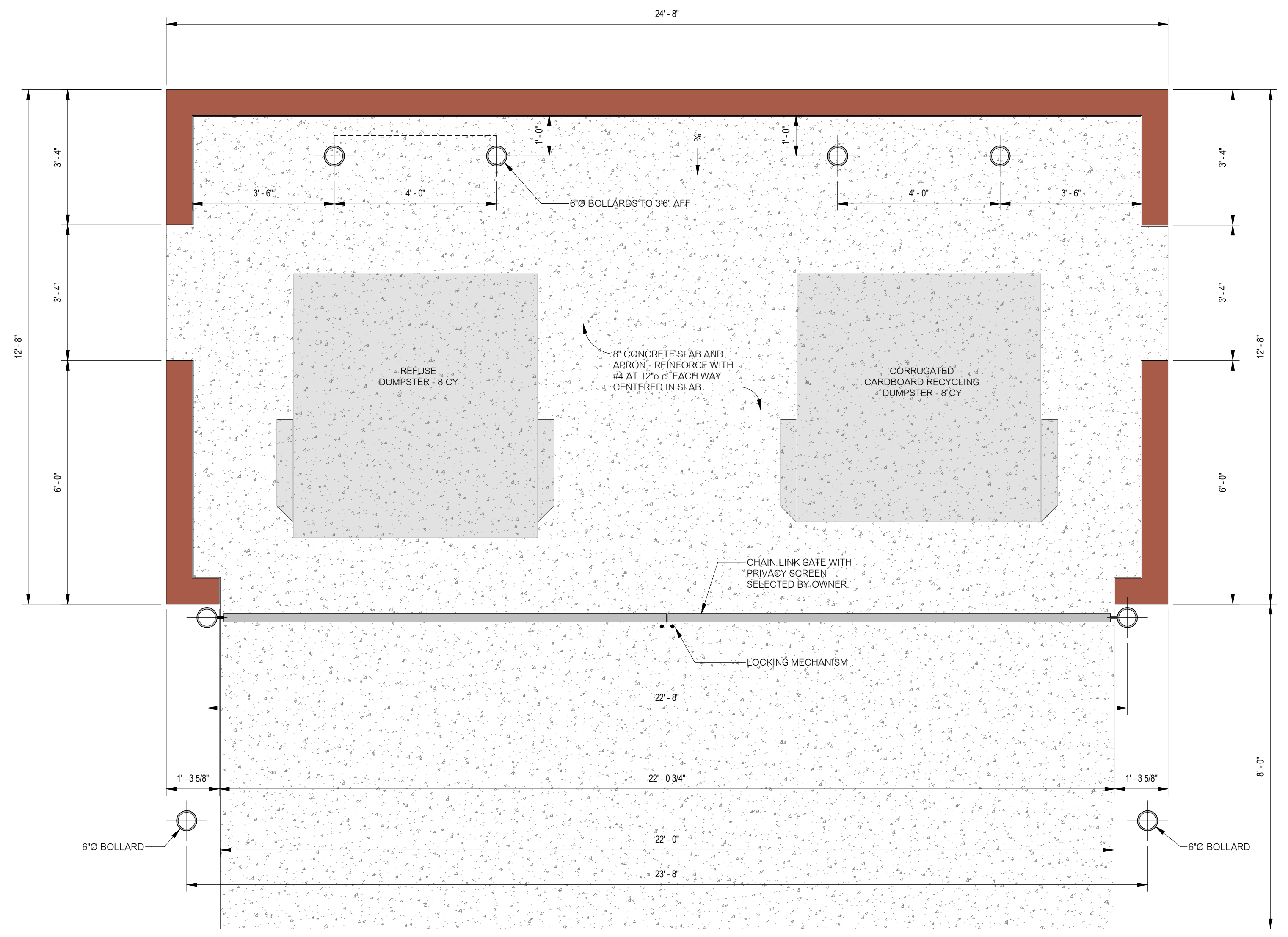


Maintenance Workshop

306 Estes Drive Extension
 Apartment 11-H
 Carrboro, North Carolina 27510



1 DUMPSTER ENCLOSURE - WALL
 C1.03 1" = 1'-0"

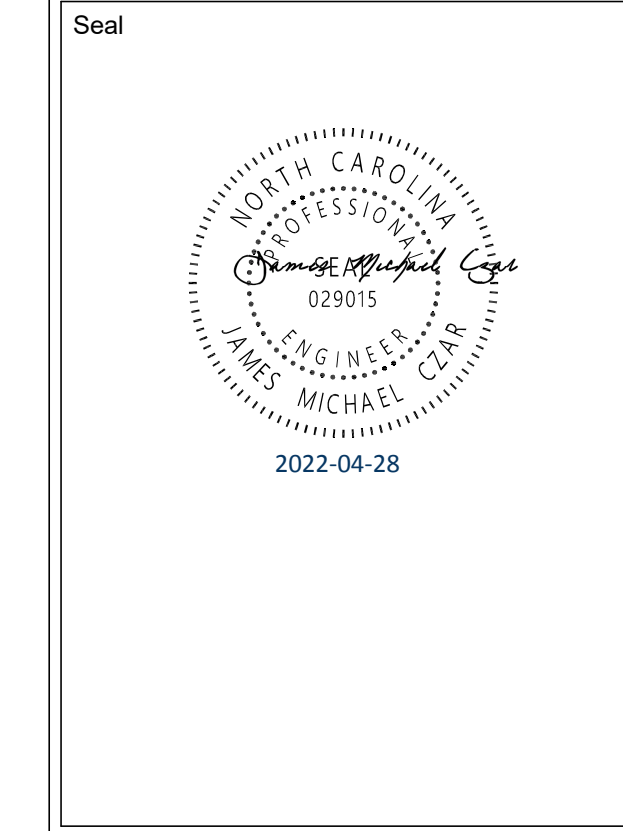


- NOTES
1. ALL CONCRETE TO BE MINIMUM OF 4500 PSI CYLINDER BREAK AT 28 DAYS AND MAXIMUM W/C RATION OF 0.45
 2. OWNER SHALL SELECT SPLIT FACED PATTERN
 3. OWNER TO SELECT GRABE DOOR SCREENING
 4. MINIMUM SOIL BEARING CAPACITY TO BE 1500 PSF
 5. CONTINUE TURNDOWN TO A MINIMUM OF 12" BELOW ADJACENT GRADE.

A DUMPSTER ENCLOSURE
 C1.03 1/2" = 1'-0"

No.	Description	Date

Project number	2126402
Date	04/27/2022
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DUMPSTER ENCLOSURE

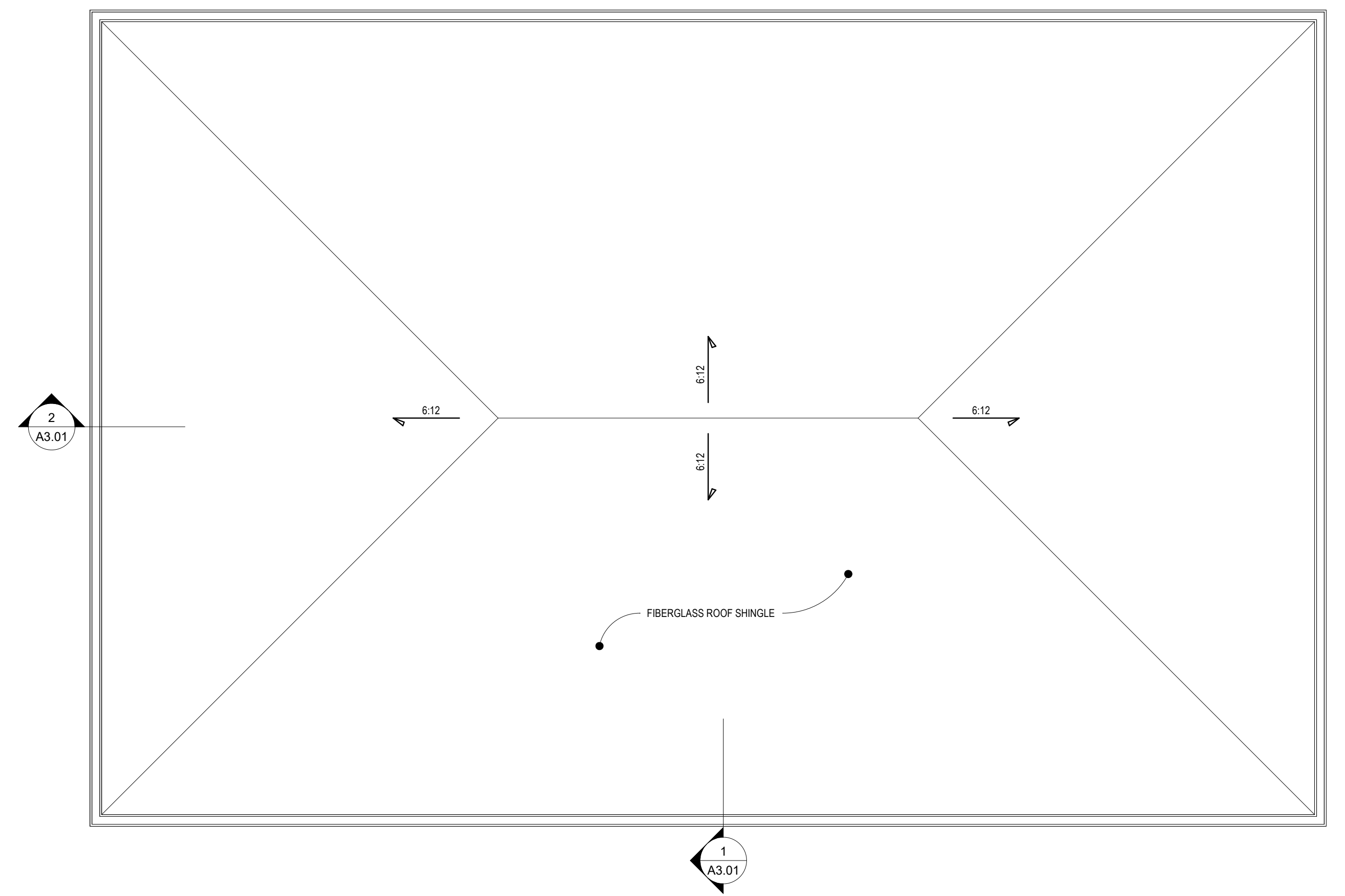
C1.03



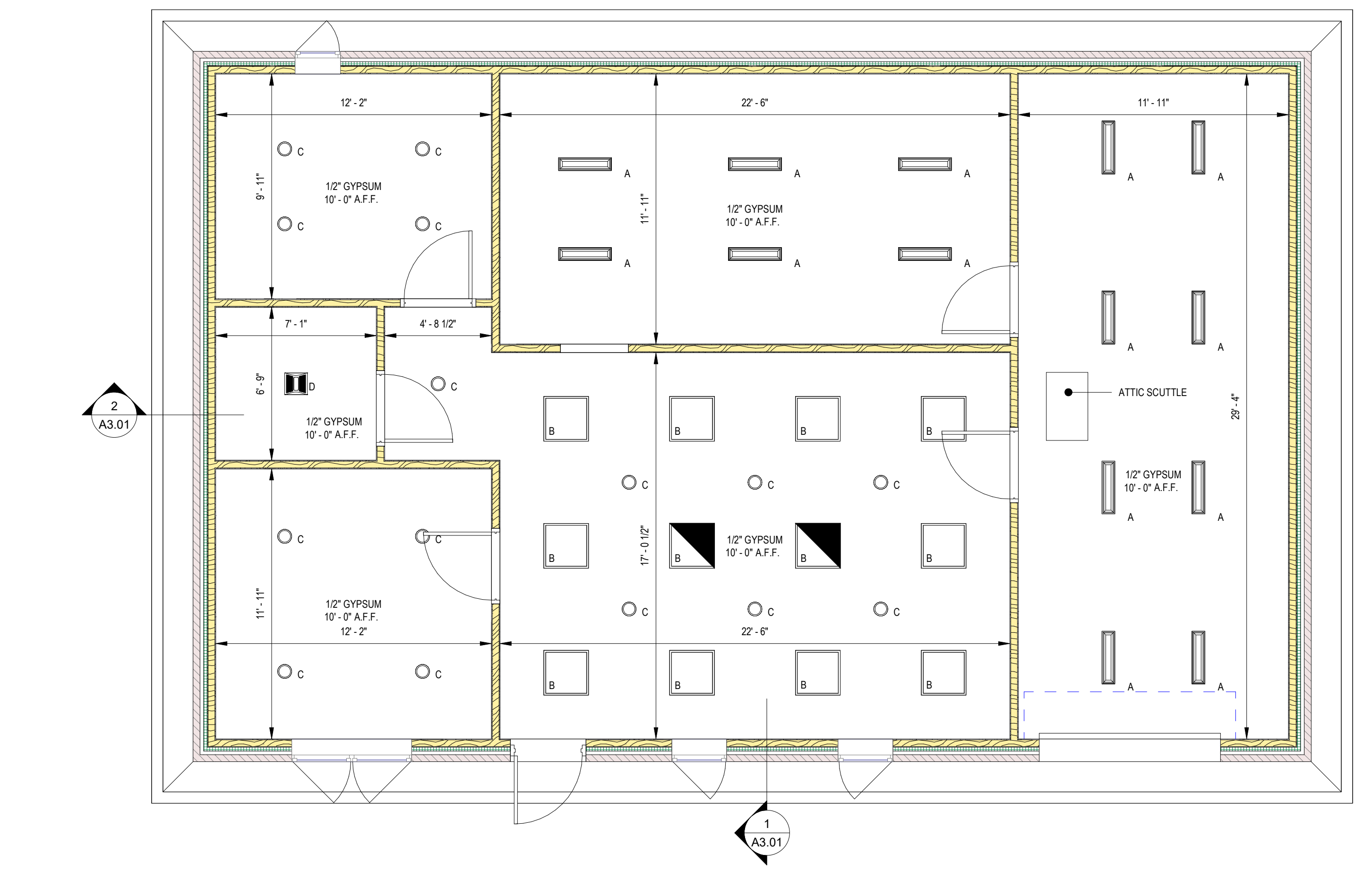
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Maintenance Workshop
 306 Estes Drive Extension
 Apartment 11-H
 Carrboro, North Carolina 27510



C ROOF PLAN
 A1.01 1/4" = 1'-0"



B REFLECTED CEILING PLAN
 A1.01 1/4" = 1'-0"

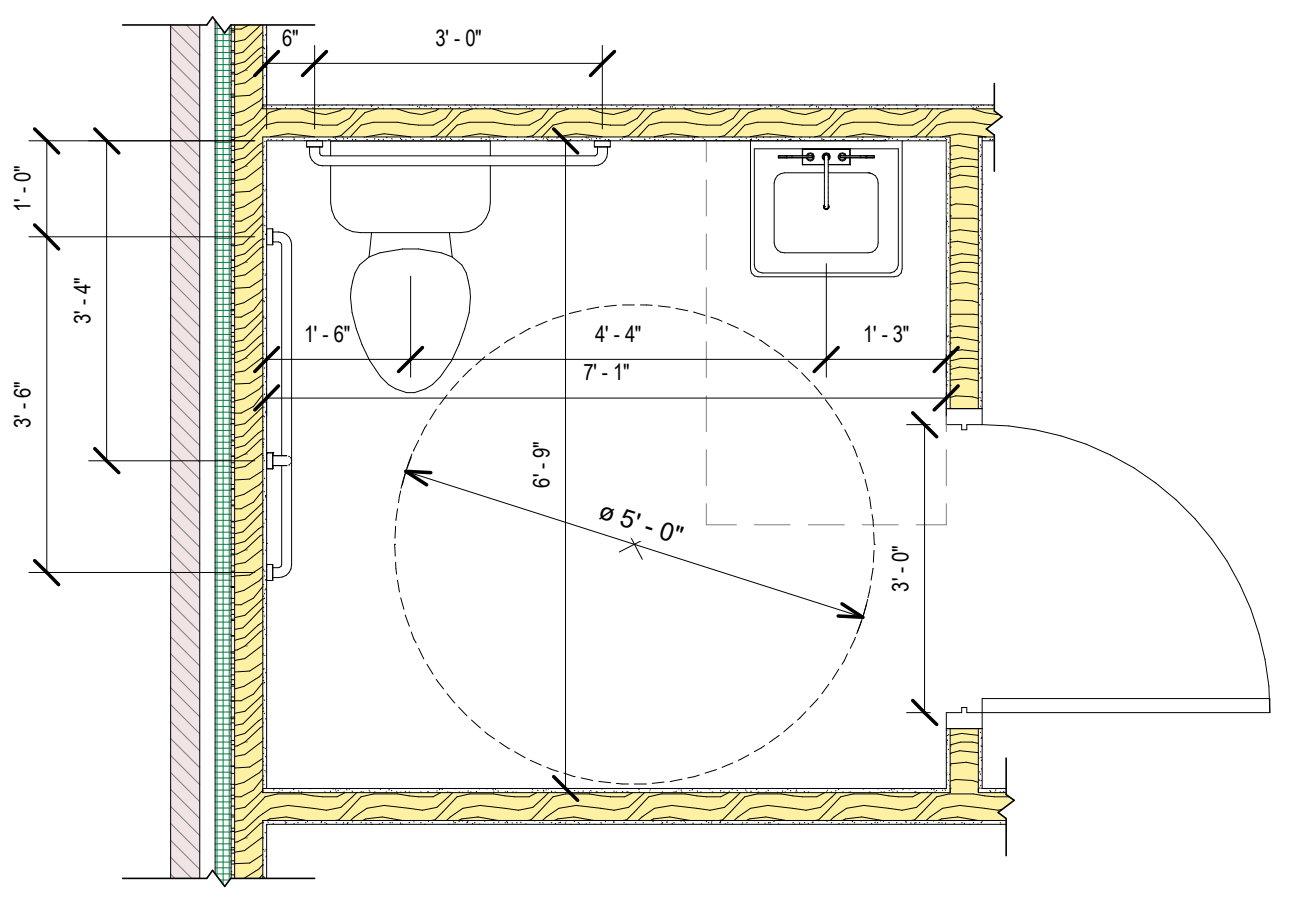
Type Mark	Manufacturer	Type	Wattage	Temperature
A	Columbia Lighting	LXEM2-35LW-RFP-EDU	21 W	3500 K
B	Acuity Brands Lighting	CPANL 2x2 24/3344LM 35K - 24LM	19 W	3500 K
C	Acuity Brands Lighting	LINE 3625 LWGARLS	17 W	3500 K
D	Brown-NuTone	AE501100CL	5 W	3500 K

- Notes:**
 1. Lighting shown is basis of design. Electrical Contractor may propose alternatives subject to review using following criteria.
 A. All areas to be illuminated to 40 ± 2 foot candles except workshop. Illumination intensity measured at 2.5' AFF.
 B. Workshop to be illuminated to 50 ± 2 foot candles. Illumination intensity measured at 2.5' AFF.
 C. Workshop to contain main illumination flat panel LEDs and recessed can lights for night time illumination.
 D. Workshop night time illumination shall be 10 ± 2 foot candles. Illumination intensity measured at 2.5' AFF.
 E. Switch workshop flat panel and recessed lighting separately.
 F. Provide battery backup on a minimum of two central flat panel fixtures in workshop.
 2. All lighting fixtures are to be dimmable, switchable LED.

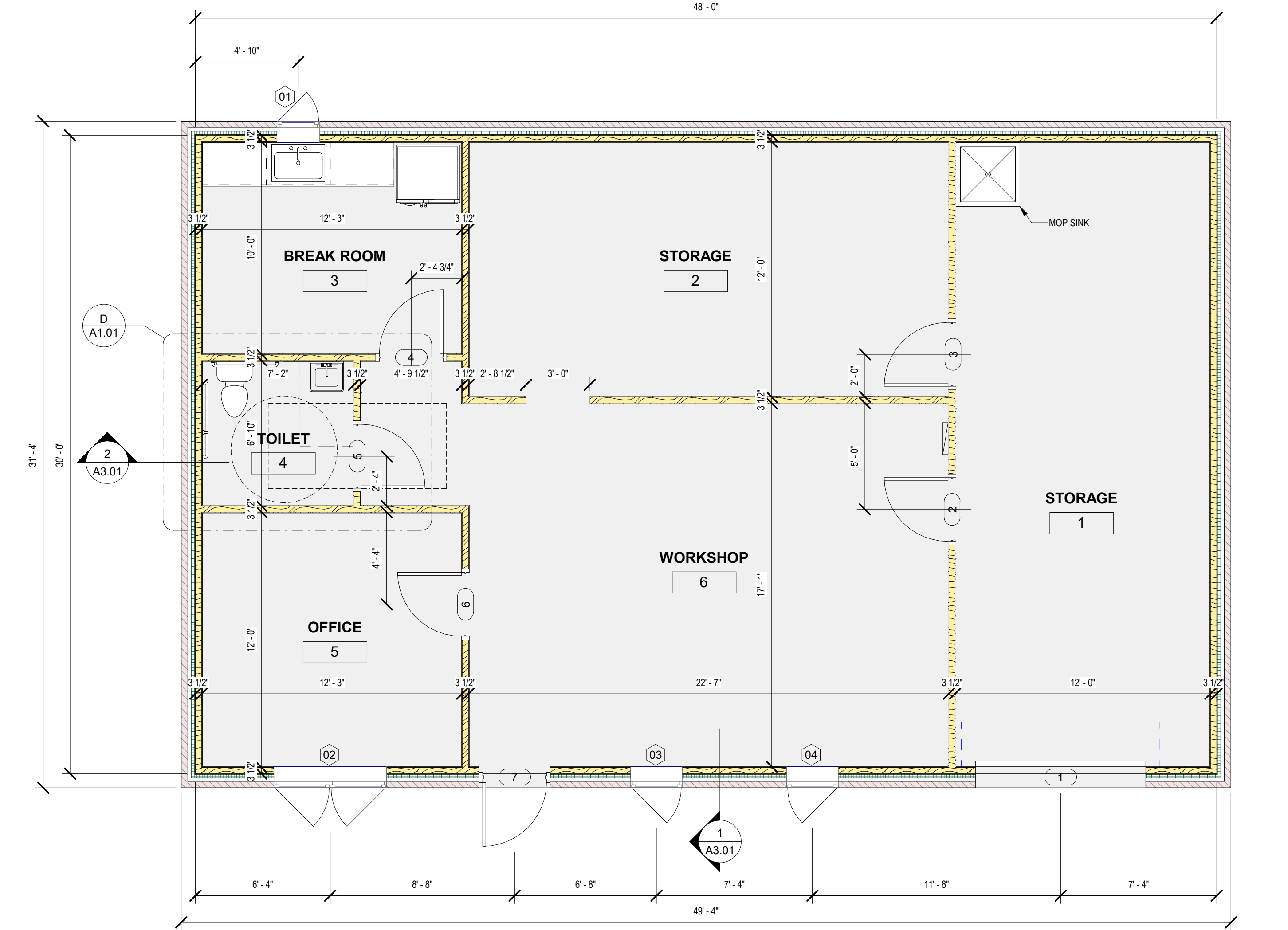
Type Mark	Sill Height	Width	Height	Comments
01	4'-0"	2'-0"	4'-0"	Owner Select
02	2'-8"	5'-3 1/2"	4'-8"	Owner Select
03	2'-8"	2'-5"	4'-8"	Owner Select
04	2'-8"	2'-5"	4'-8"	Owner Select

Mark	Height	Width	Description
1	7'-0"	8'-0"	
2	7'-0"	3'-0"	
3	7'-0"	3'-0"	
4	7'-0"	3'-0"	
5	7'-0"	3'-0"	
6	7'-0"	3'-0"	
7	7'-0"	3'-0"	

Number	Area	Floor Finish	Wall Finish	Ceiling Finish
1	349.6 SF	Sealed Concrete	Paint	Paint
2	268.7 SF	Sealed Concrete	Paint	Paint
3	120.7 SF	VCT	Paint	Paint
4	47.8 SF	VCT	Paint	Paint
5	145.0 SF	Carpet	Paint	Paint
6	417.6 SF	Sealed Concrete	Paint	Paint
	1349.3 SF			



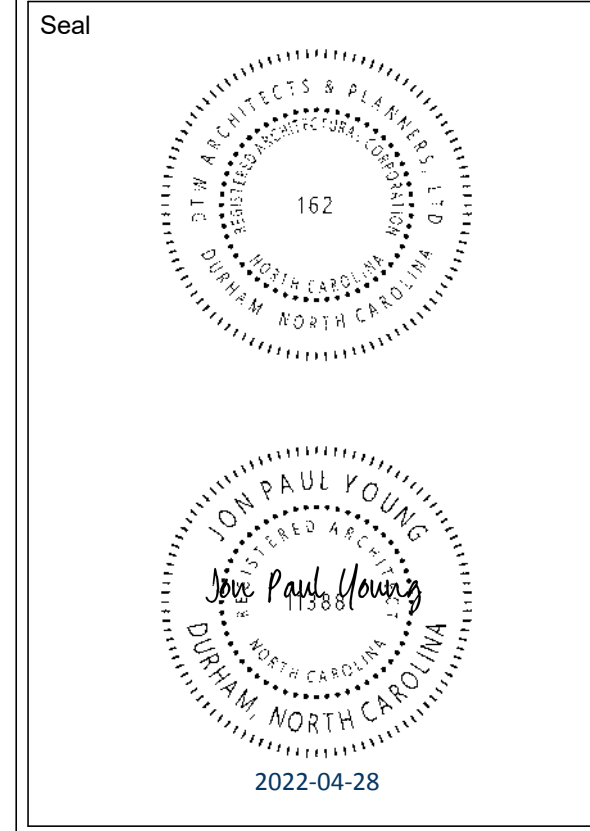
D TOILET BLOWUP
 A1.01 1/2" = 1'-0"



A FLOOR PLAN
 A1.01 1/4" = 1'-0"

No.	Description	Date

Project number 2126402
 Date 04/27/2022
 Drawn by JMC
 Checked by JPY
 Scale As indicated



ARCHITECTURAL PLANS



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Maintenance Workshop

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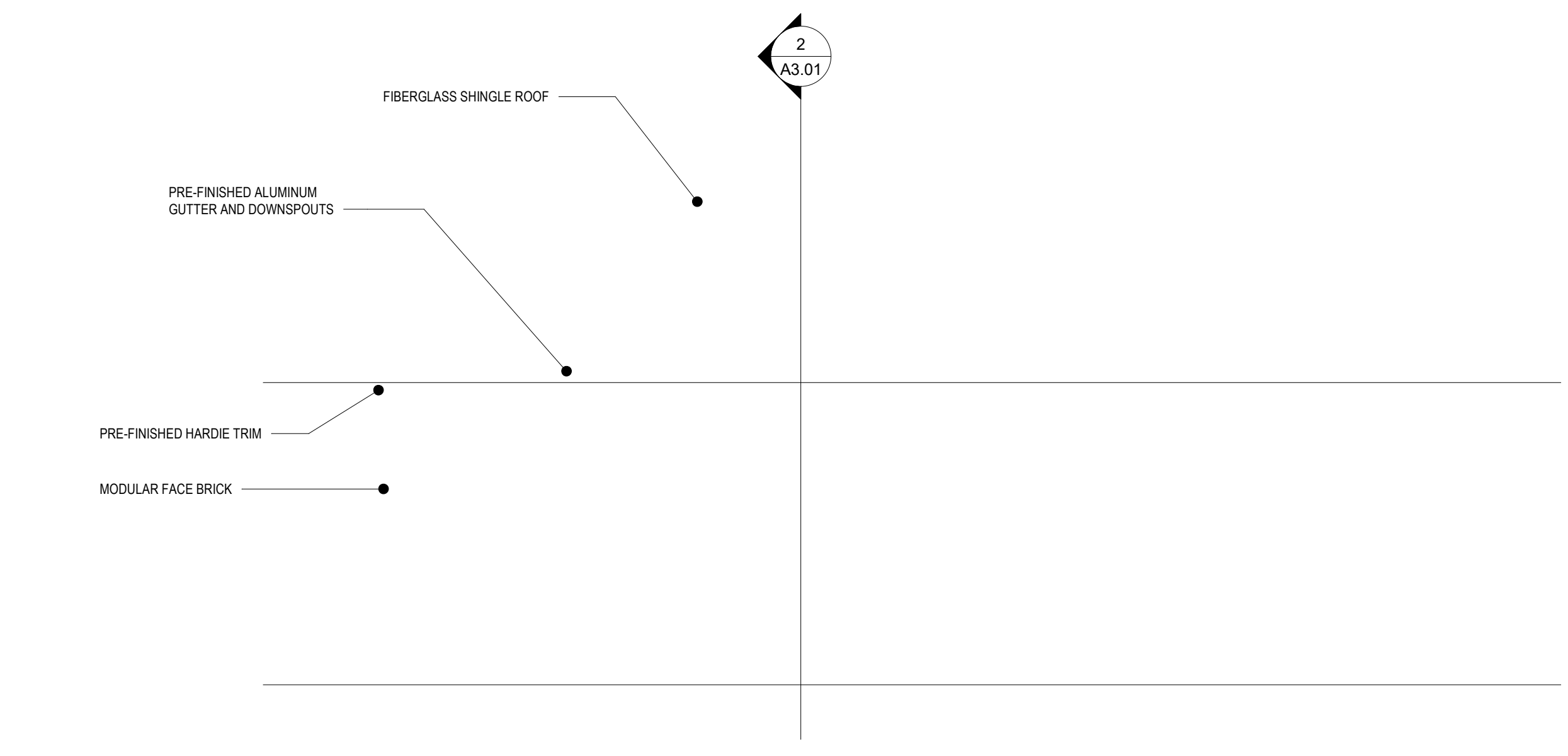
No.	Description	Date

Project number	2126402
Date	04/27/2022
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Scale	As indicated

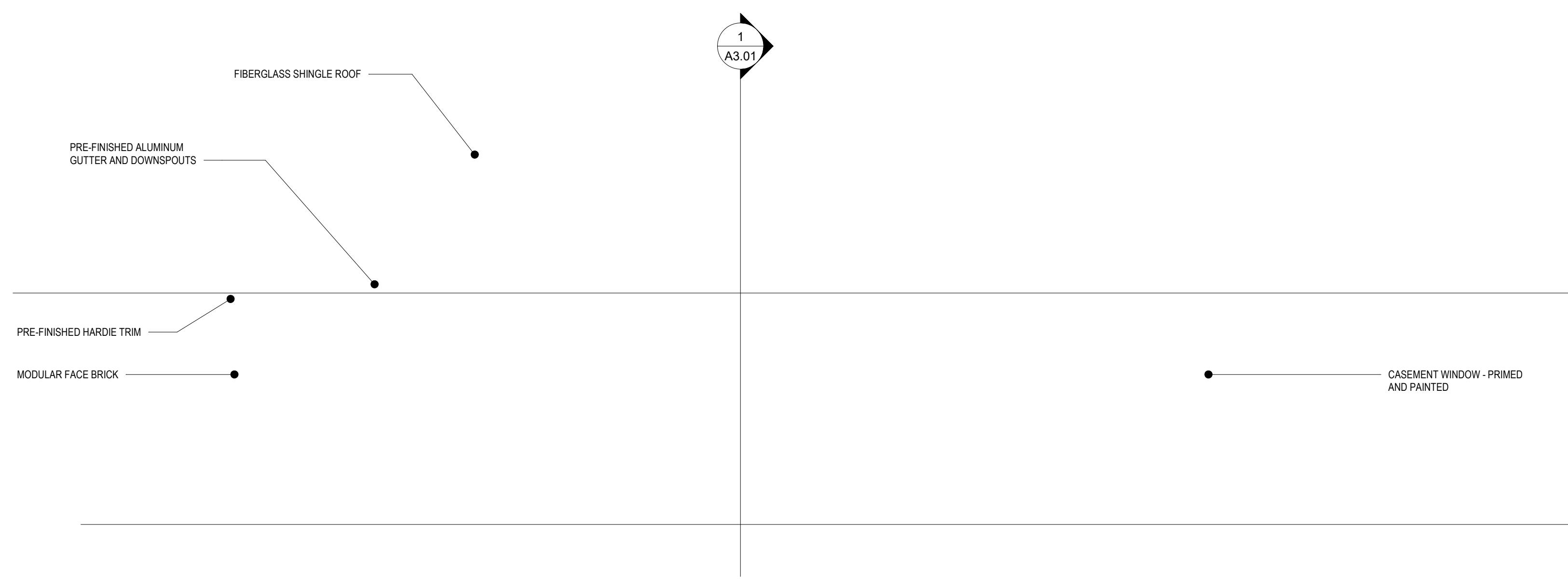
Seal

BUILDING ELEVATIONS

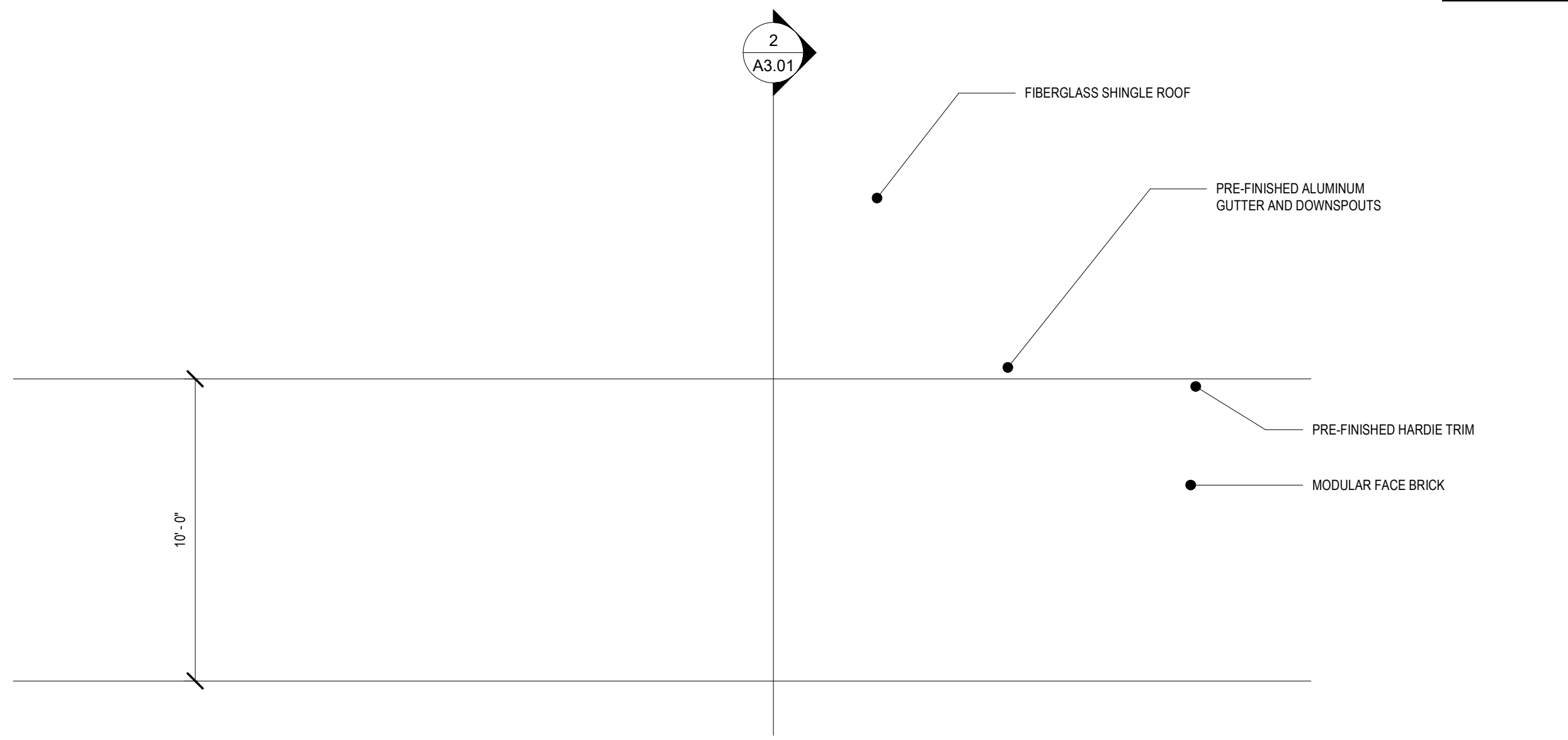
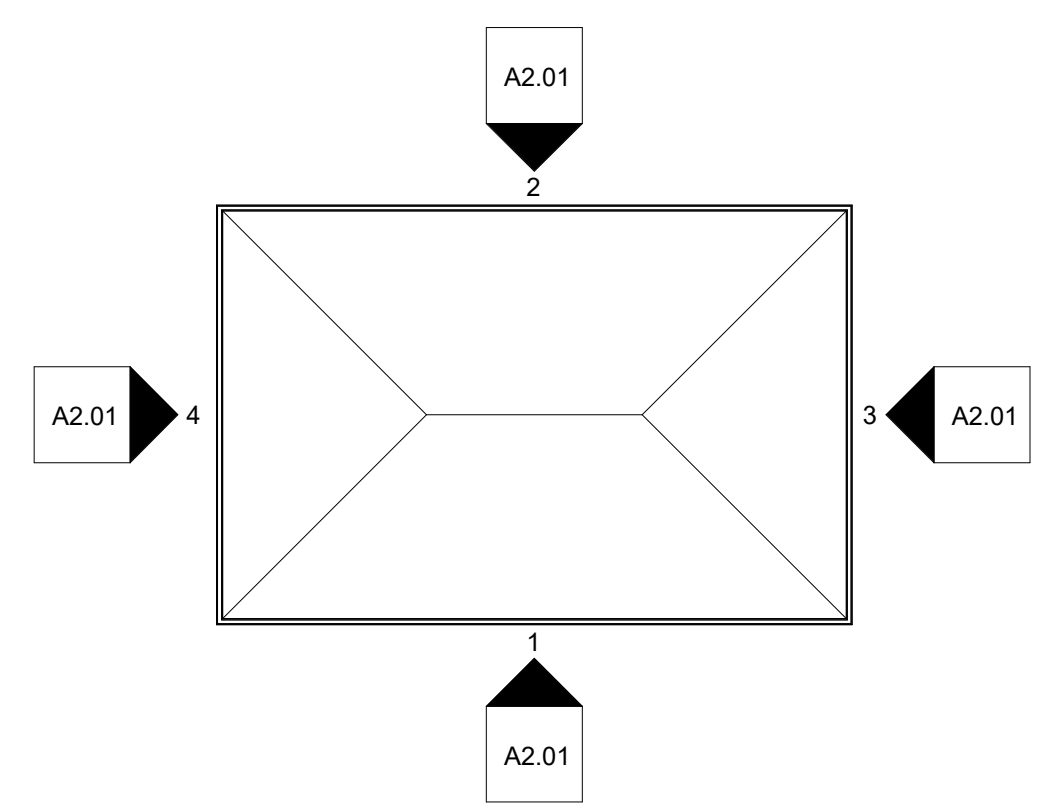
A2.01



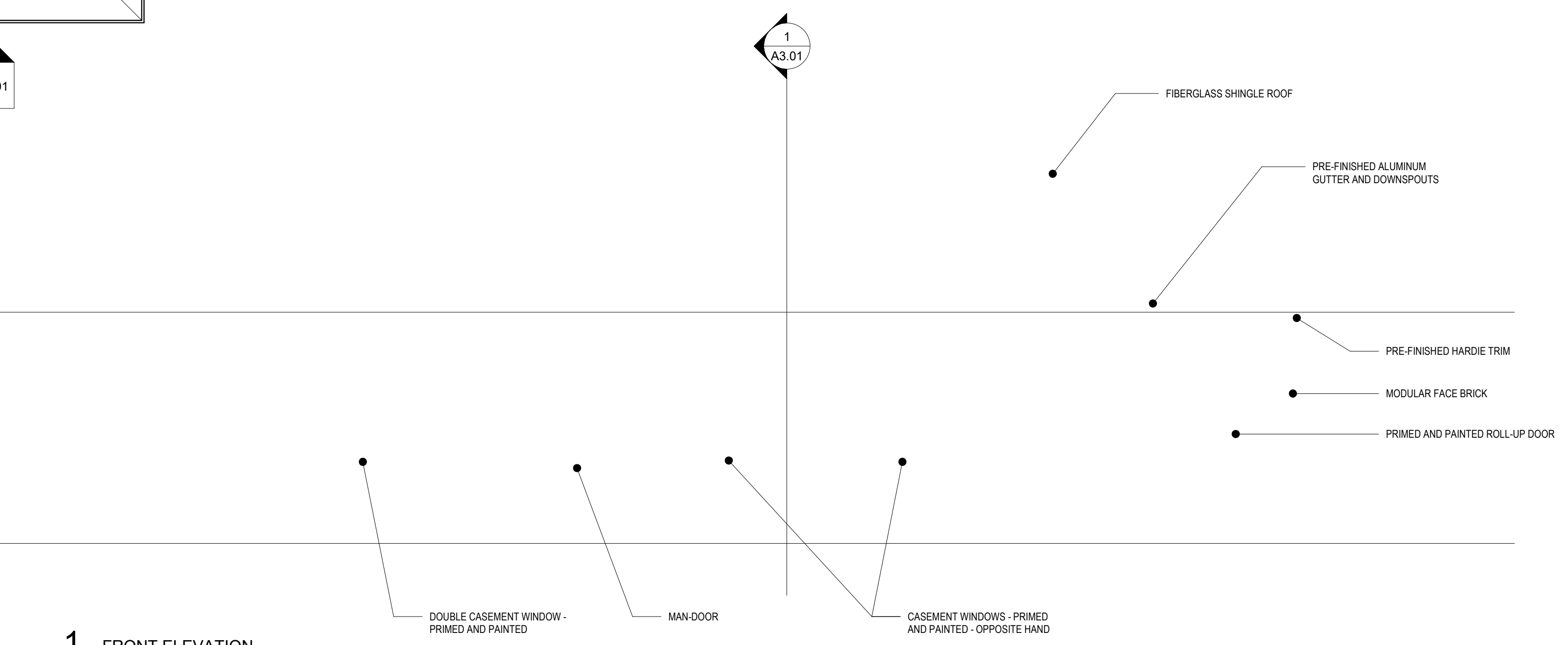
4 LEFT ELEVATION
 A2.01 1/4" = 1'-0"



2 REAR ELEVATION
 A2.01 1/4" = 1'-0"



3 RIGHT ELEVATION
 A2.01 1/4" = 1'-0"



1 FRONT ELEVATION
 A2.01 1/4" = 1'-0"



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No.	Description	Date

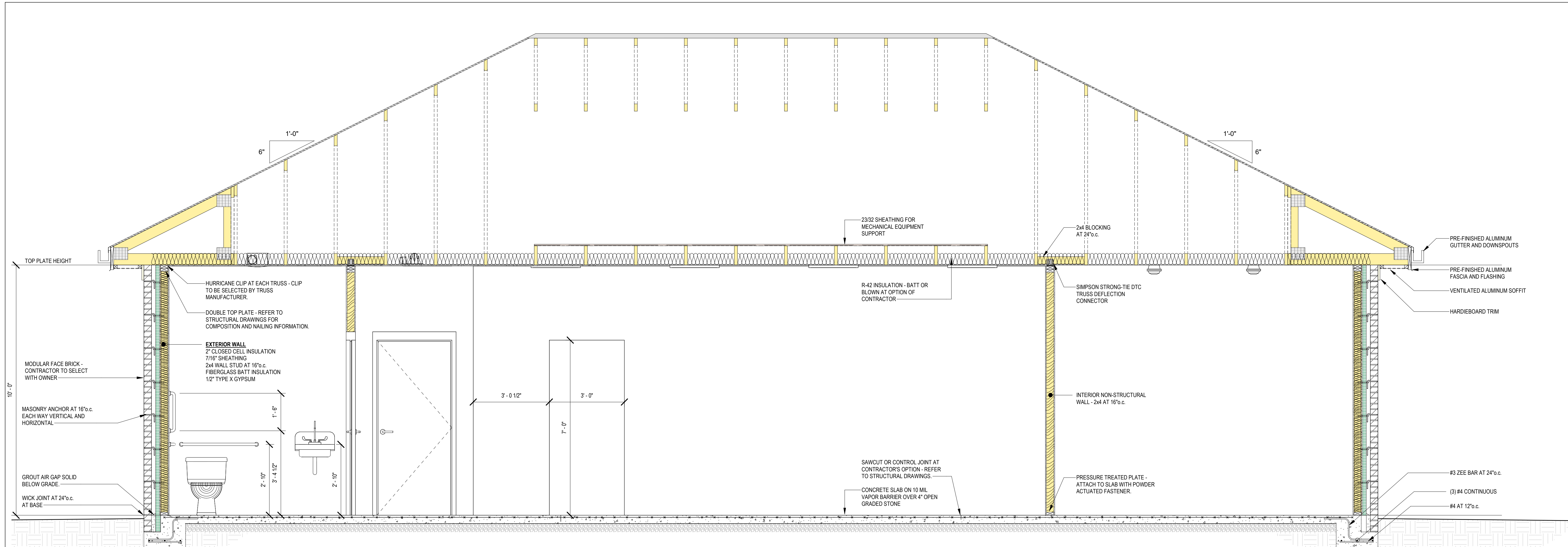
Project number 2126402
Date 04/27/2022
Drawn by JMC
Checked by JPY
Scale 1/2" = 1'-0"

Seal

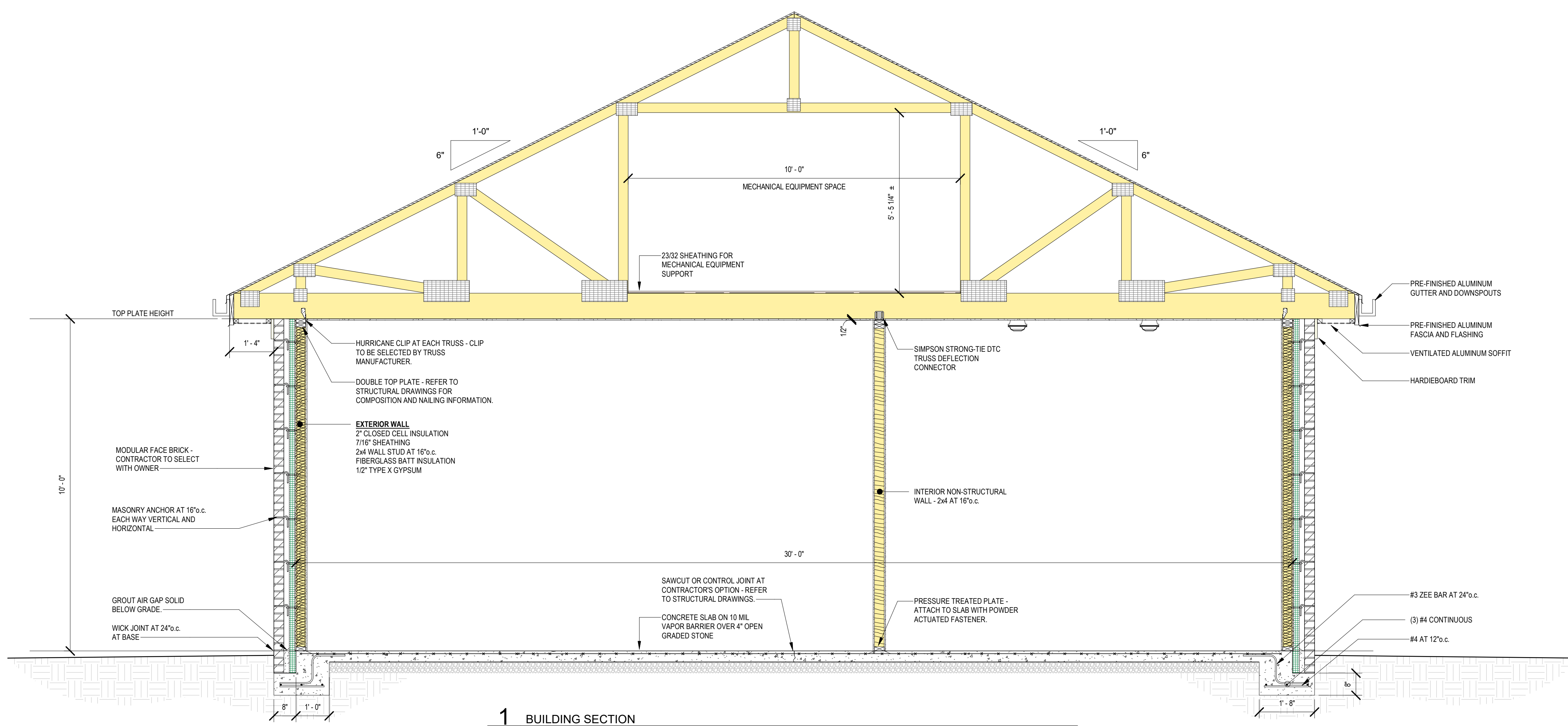
2022-04-28

BUILDING SECTIONS

A3.01



2 BUILDING SECTION
A3.01 1/2" = 1'-0"



1 BUILDING SECTION
A3.01 1/2" = 1'-0"

DESIGN CRITERIA

Table with 2 columns: Design Code and Reference. Includes Jurisdictional Code, Concrete Design Code, Masonry Design Code, Steel Design Code, etc.

LIVE LOADS

Table with 3 columns: Occupancy, Uniform Load, Concentrated Load. Includes Residential Occupancy, Roof Occupancy, Special Occupancies.

Notes

- 1. Where uniform roof live loads are reduced to less than 20 lb/ft² in accordance with Section 4.8.2 and are applied to the design of structural members arranged so as to create continuity, the reduced roof live load will be applied to adjacent spans or to alternate spans, whichever produces the greatest unfavorable load effect.

THEORETICAL DEAD LOADS

Table with 3 columns: Roof Construction, General Areas, Asphalt Shingles, Felt or Membrane, etc.

ROOF SNOW LOADS

Table with 3 columns: Ground Snow Load, Terrain Category, Flat Roof Snow Load, Snow Exposure Category, etc.

WIND DESIGN DATA

Table with 3 columns: Basic Wind Speed, Wind Importance Factor, Occupancy Category, Wind Exposure, etc.

EARTHQUAKE DESIGN DATA

Table with 3 columns: Seismic Importance Factor, Occupancy Category, Mapped Spectral Response Acceleration, etc.

USE OF DRAWINGS

- 1. The drawings that follow these general notes were prepared solely for the project under contract. These drawings may not be used for any other project in any form.

GENERAL NOTES

- 1. The structural drawings are to be used in conjunction with architectural, civil, mechanical and electrical drawings.

FOUNDATIONS & SLABS CAST AGAINST GRADE

- 1. All foundations have been designed on presumptive permissible code loads in accord with the North Carolina State Building Code.

SOIL RETAINING STRUCTURES

- 1. All soil retaining structures have been designed on presumptive soil properties found in Chapters 16 and 18 of the North Carolina State Building Code, 2018 Edition.

CONCRETE

- 1. All concrete work will comply with the Specifications for Structural Concrete for Buildings, ACI-301 and the Building Code Requirements for Structural Concrete, ACI-318 (editions in force).

SOLID SAWN & LAMINATED LUMBER

- 1. All lumber will be visually graded, Spruce-Pine-Fir, seasoned and with 17% maximum moisture content, unless noted differently on the drawings and in accordance with the following minimum grade requirements:

Table with 2 columns: Lumber Type, Grade. Includes Studs, Joists, Beams, Posts, Plate Stock.

- 8. Install beams with crown up.

SHEATHING

- 1. All sheathing will be plywood or OSB. All plywood sheathing, diaphragms, and shear wall panels will conform to US Product Standard PS-1-07 with exterior glue.



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Maintenance Workshop

306 Estes Drive Extension
Apartment 11-H
Carrboro, North Carolina 27510

Table with 3 columns: No., Description, Date. Multiple empty rows.

Table with 2 columns: Field, Value. Includes Project number, Date, Drawn by, Checked by, Scale.



STRUCTURAL NOTES & VALUES

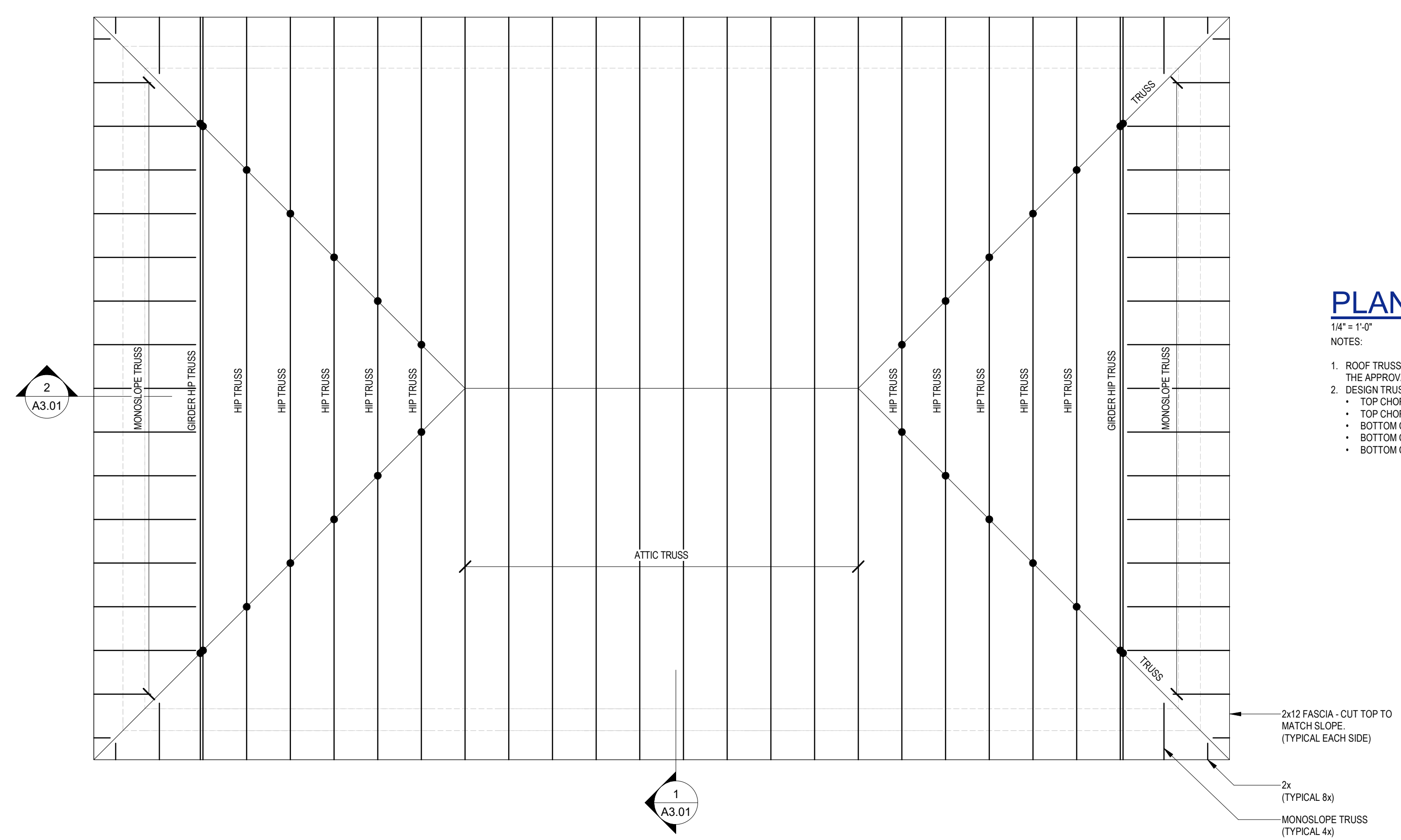
S0.01



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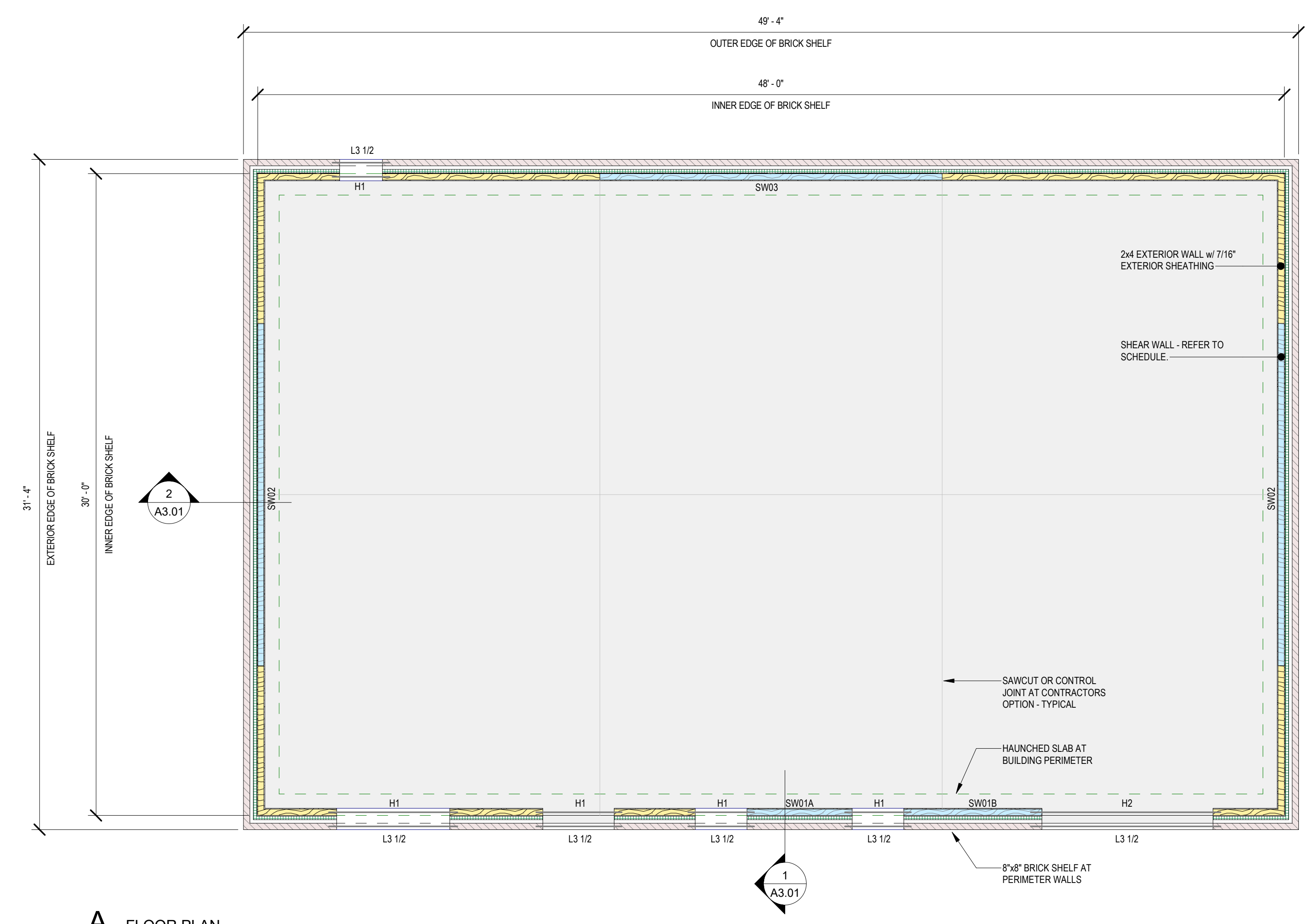
Maintenance Workshop
 306 Estes Drive Extension
 Apartment 11-H
 Carrboro, North Carolina 27510



PLAN - ROOF LEVEL TRUSS LAYOUT

- 1/4" = 1'-0"
 NOTES:
 1. ROOF TRUSS LAYOUT IS DIAGRAMATIC. TRUSS SUPPLIER MAY ALTER TRUSS LAYOUT WITH THE APPROVAL OF THE DESIGN ENGINEER.
 2. DESIGN TRUSSES FOR THE FOLLOWING LOADS:
 • TOP CHORD LL = 15 PSF
 • TOP CHORD LL = 20 PSF
 • BOTTOM CHORD DL = 10 PSF
 • BOTTOM CHORD LL = 20 PSF
 • BOTTOM CHORD LL = 50 PSF (AT ATTIC PORTION OF ATTIC TRUSSES)

B TRUSS LAYOUT PLAN
 S1.01 1/4" = 1'-0"



PLAN - FIRST FLOOR LEVEL

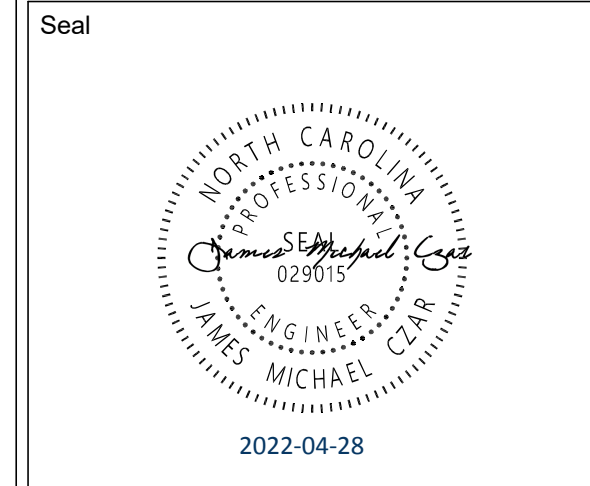
- 1/4" = 1'-0"
 NOTES:
 1. SLAB-ON-GROUND IS TO BE 5" NORMAL WEIGHT CONCRETE OVER 10ML VAPOR BARRIER ON 4" #57 STONE REINFORCE WITH #6-2 1x2 1 WWR AT MIDSLAB DEPTH.
 2. ALL DIMENSIONAL LUMBER IS TO BE SPF N61/N62 OR BETTER.
 3. REFER TO SHEAR WALL SCHEDULE FOR SHEAR WALL INFORMATION. SHEAR WALLS MAY BE PLACED ALONG PERIMETER WALLS AT DISCRETION OF CONTRACTOR.
 4. L3 1/2 ON PLAN DENOTES L3 1/2x3 1/2x14.
 5. Hx ON PLAN DENOTES A WOOD HEADER. REFER TO TYPICAL DETAILS ON S6.01.

SHEAR WALL SCHEDULE - WAREHOUSE										
MARK	SHEATHING	NAILING INFORMATION			END FRAMING INFORMATION			SILL BOLT	LENGTH (MIN)	NOTES
		SIZE	EDGE	FIELD	CHORD	HOLD DOWN	DETAIL			
SW01A	7/16 (1) SIDE	8d	6"o.c.	12"o.c.	(2) 2x4	DTT2-SDS2.5	7/8x6.01	5/8"Ø AT 32"	4'-1"	5/8"Ø ANCHOR, Fy 50, 5" EMBEDMENT
SW01B	7/16 (1) SIDE	8d	6"o.c.	12"o.c.	(2) 2x4	DTT2-SDS2.5	7/8x6.01	5/8"Ø AT 32"	6'-5"	5/8"Ø ANCHOR, Fy 50, 5" EMBEDMENT
SW02	7/16 (1) SIDE	8d	6"o.c.	12"o.c.	(2) 2x4	DTT4	7/8x6.01	5/8"Ø AT 32"	16'-0"	5/8"Ø ANCHOR, Fy 50, 6 1/2" EMBEDMENT
SW03	7/16 (1) SIDE	8d	6"o.c.	12"o.c.	(2) 2x4	DTT2-SDS2.5	7/8x6.01	5/8"Ø AT 32"	16'-0"	5/8"Ø ANCHOR, Fy 50, 5" EMBEDMENT

A FLOOR PLAN
 S1.01 1/4" = 1'-0"

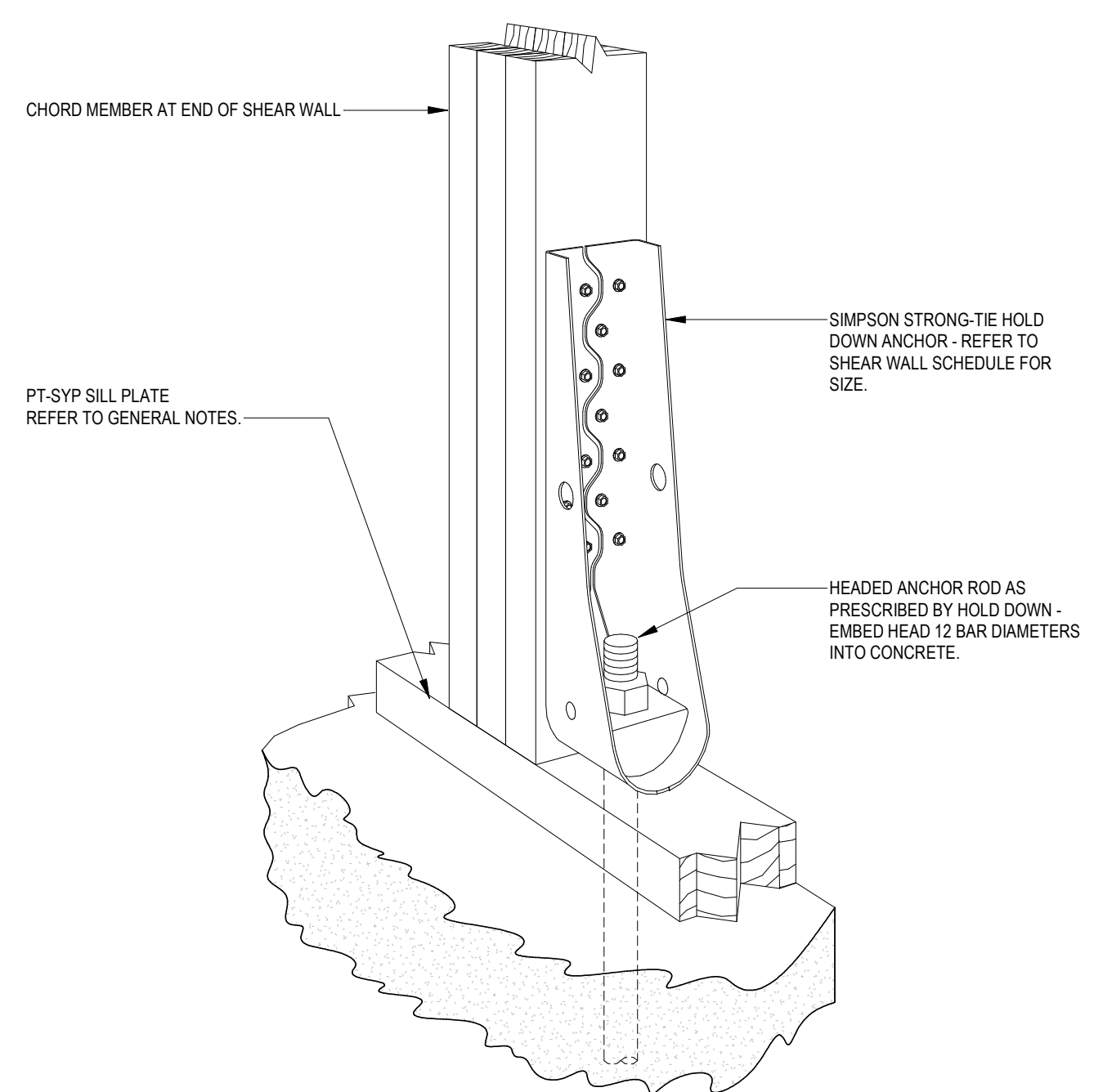
No.	Description	Date

Project number 2126402
 Date 04/27/2022
 Drawn by JMC
 Checked by JMC
 Scale 1/4" = 1'-0"

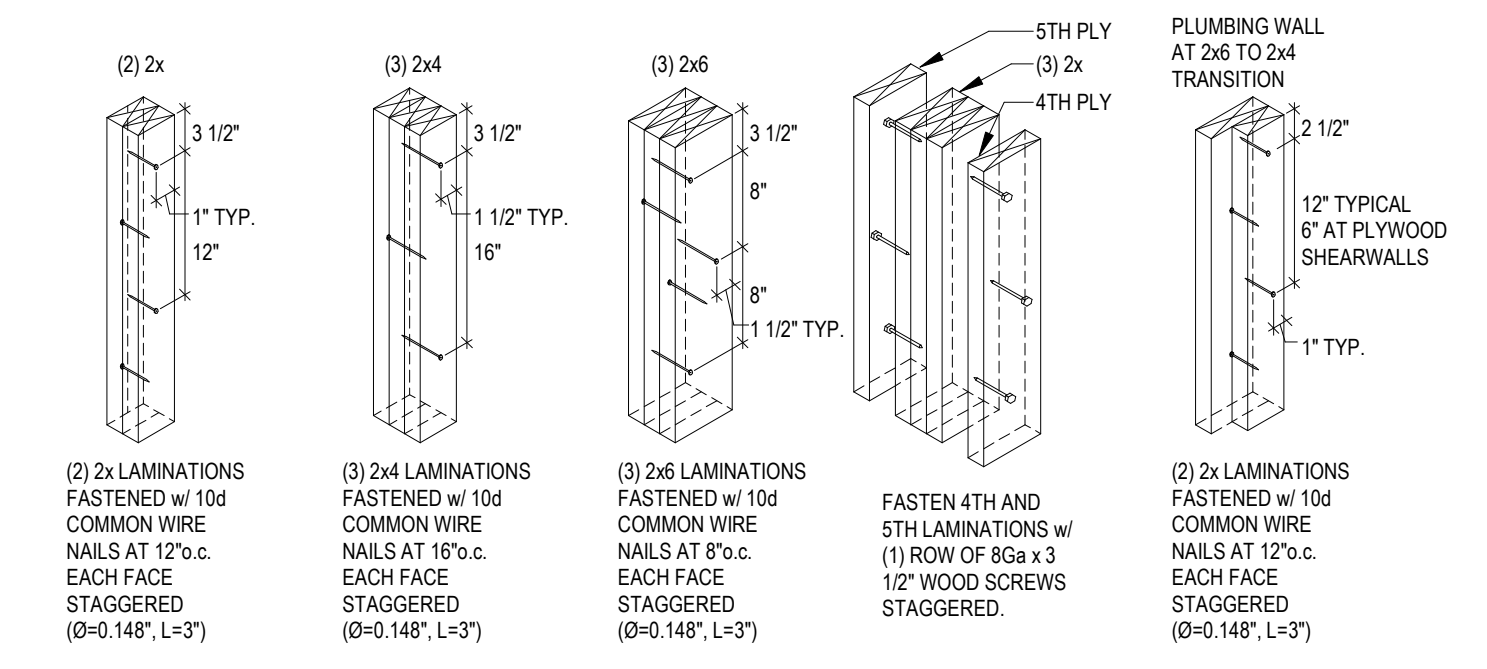


STRUCTURAL PLANS

S1.01

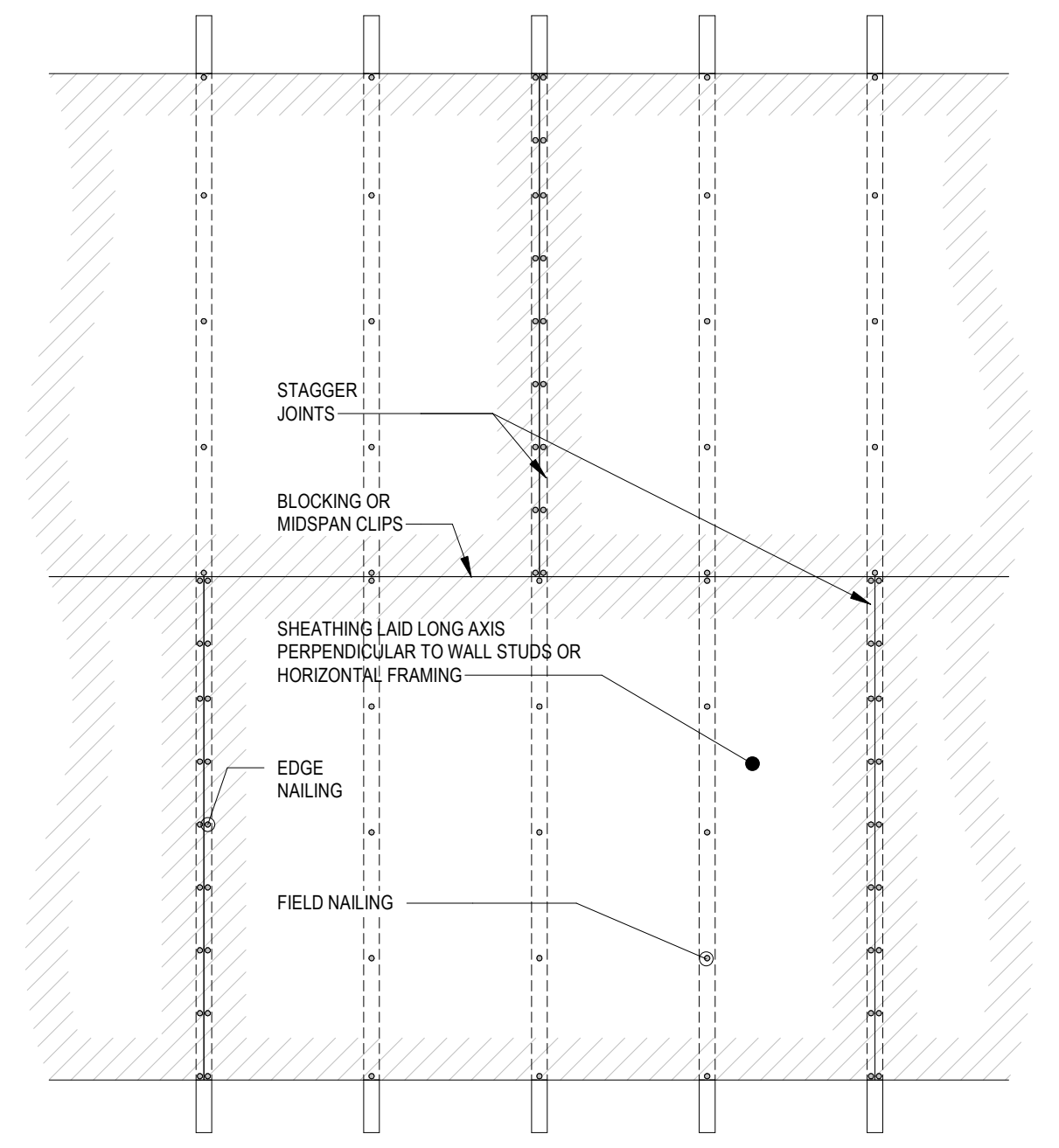


7 S6.09/01
S6.01 1 1/2" = 1'-0"

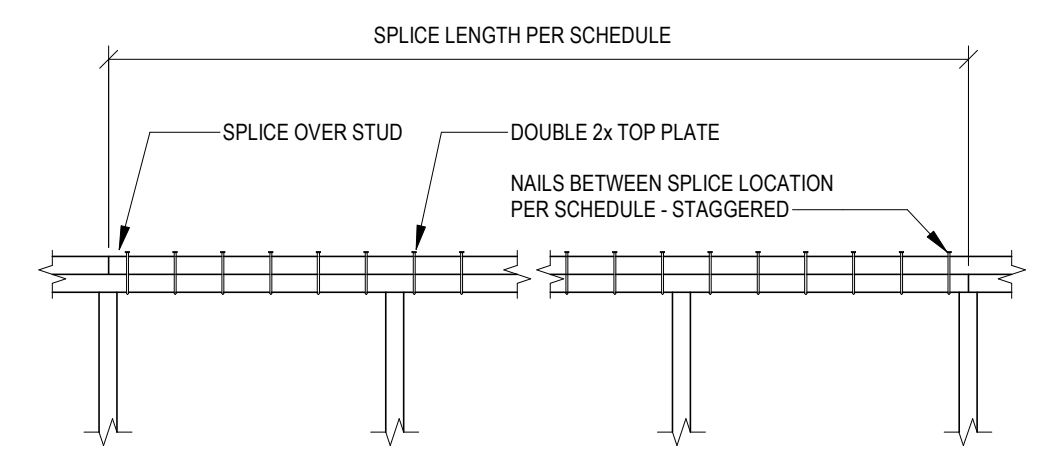


NOTE:
1. ALL POSTS, BUILT UP STUD COLUMNS AND STUD PACKS MUST ALIGN FLOOR-TO-FLOOR WITH SOLID BLOCKING AT FLOOR CAVITY AND CONTINUE TO FOUNDATION OR BEAM SUPPORT

4 BUILT UP POSTS OR COLUMNS
S6.01 3/4" = 1'-0"

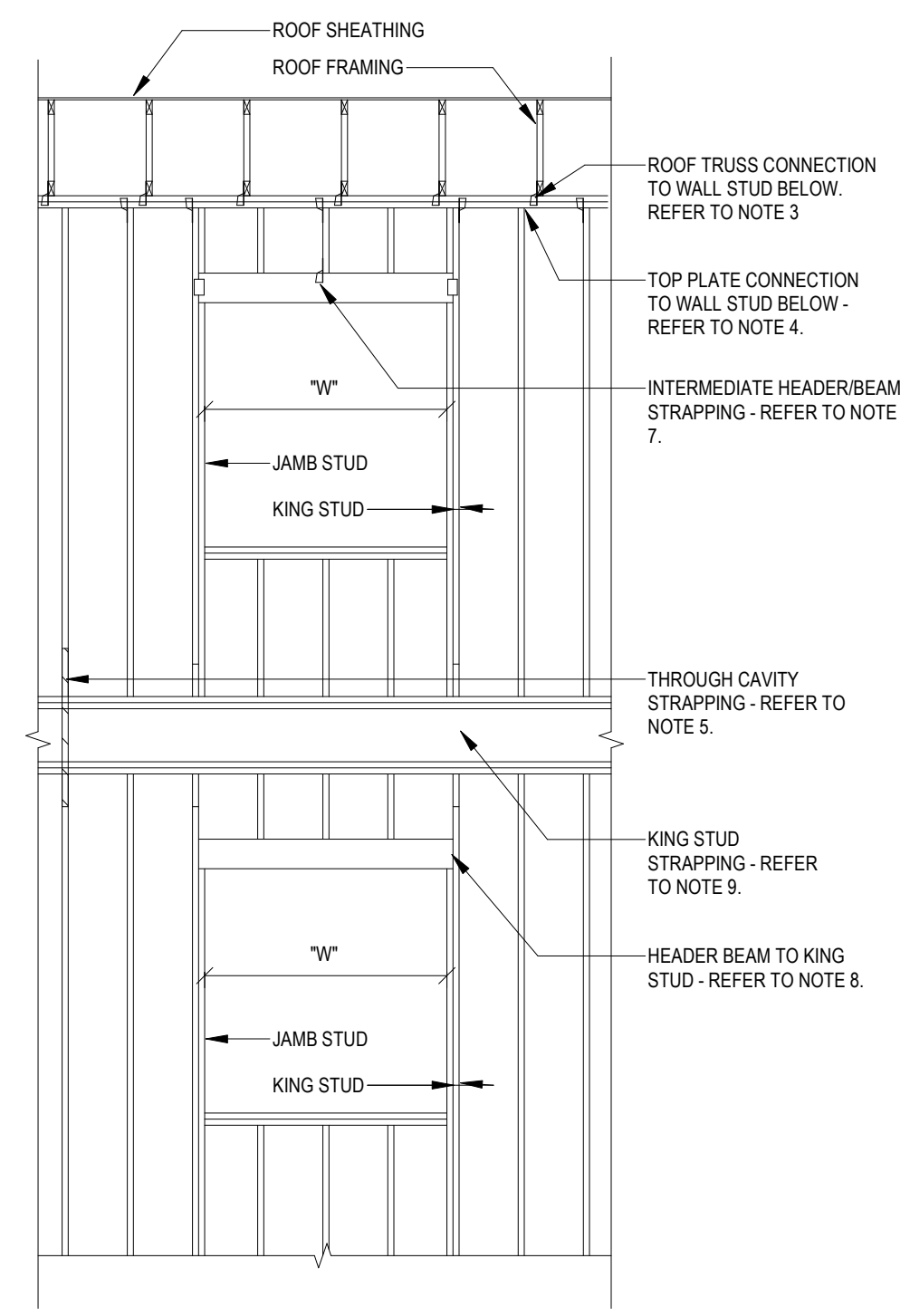


6 SHEATHING NAILING DETAIL
S6.01 3/4" = 1'-0"



LENGTH OF WALL (BETWEEN CORNERS)	SPLICE LENGTH (MINIMUM)	NAILS ALONG SPLICE LENGTH
OVER 30'	4'-0"	18-16d
OVER 20'	2'-8"	10-16d
OVER 10'	1'-4"	6-16d
LESS THAN 10'	1'-4"	4-16d

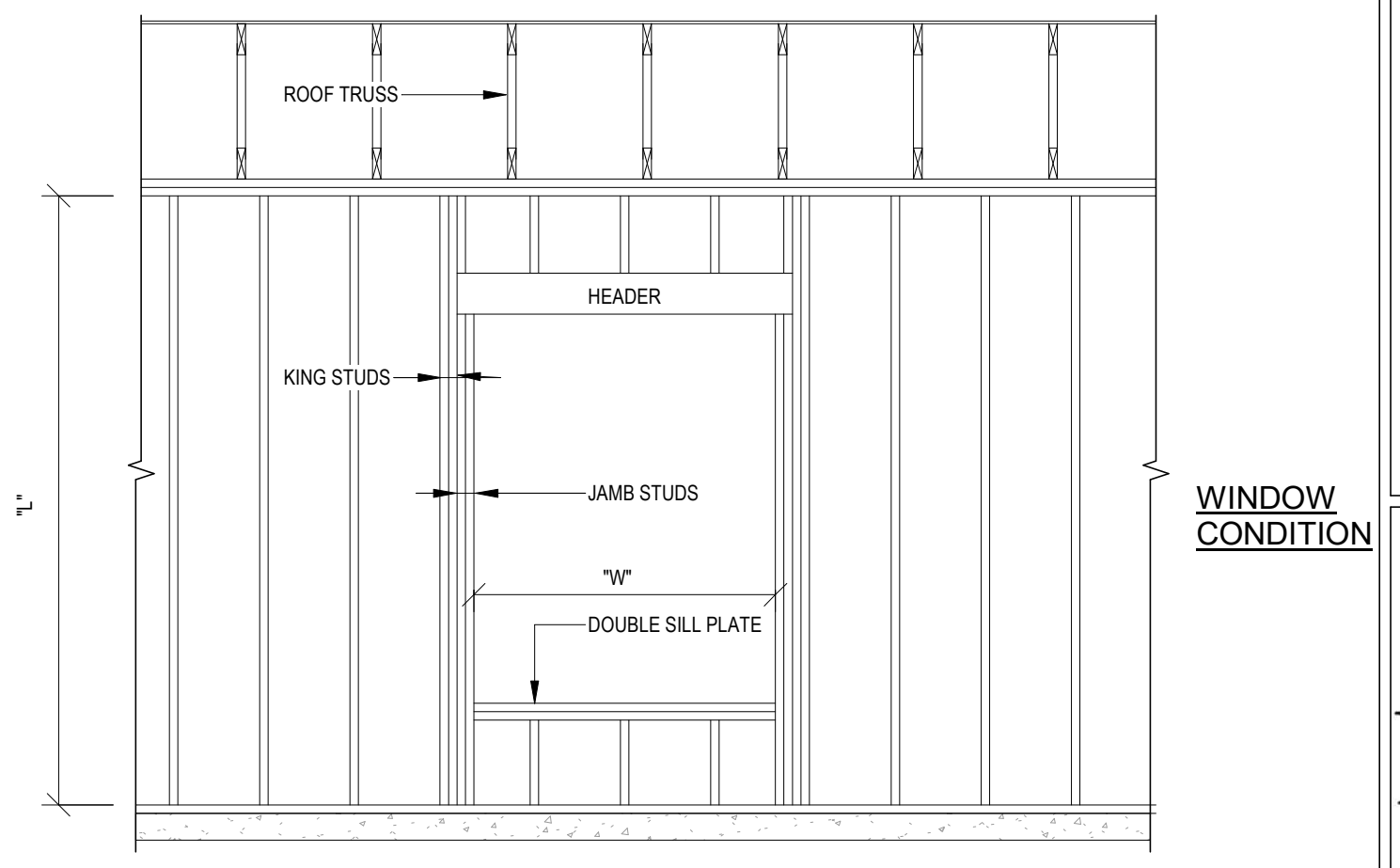
5 TOP PLATE SPLICE
S6.01 3/4" = 1'-0"



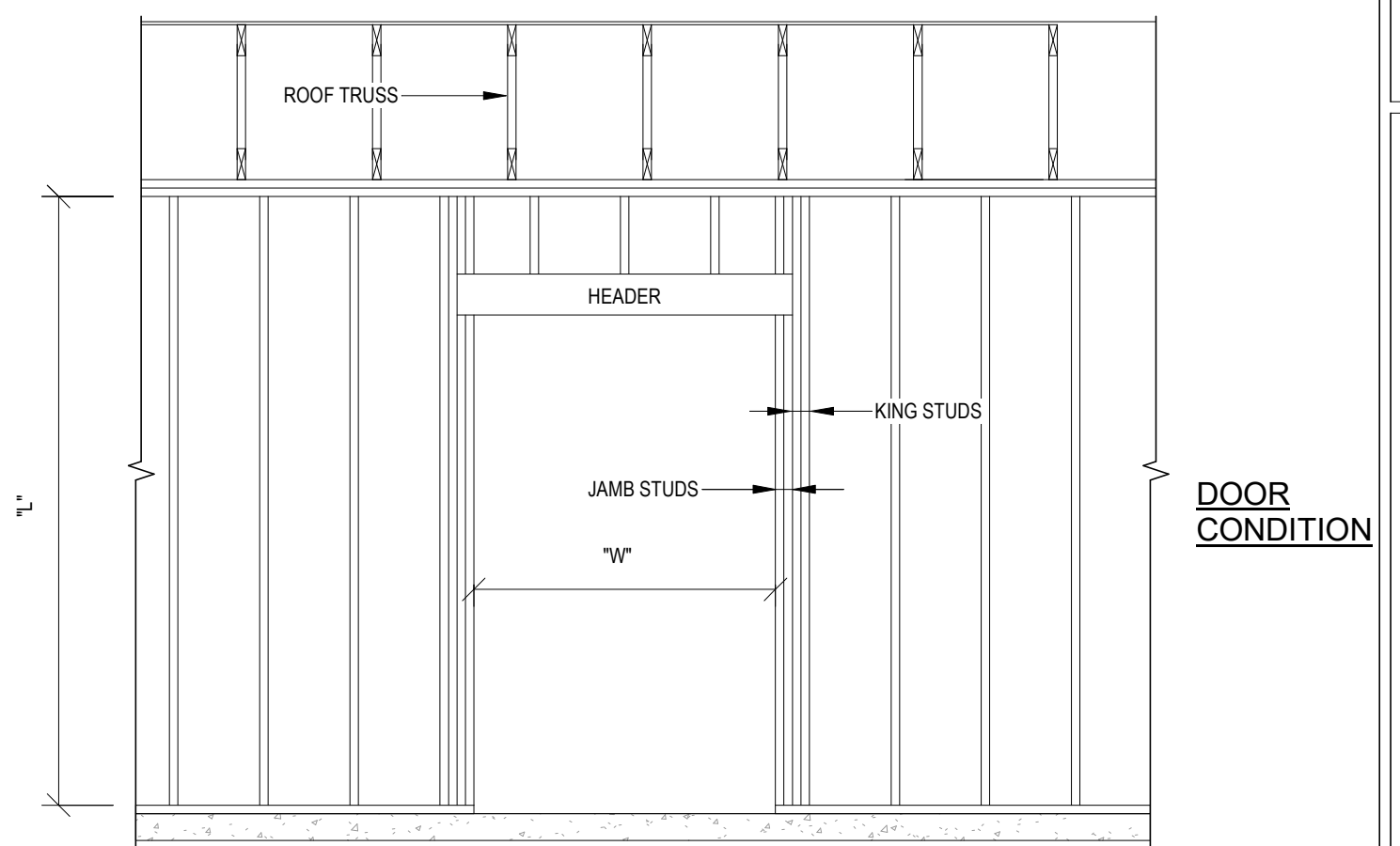
2 HEADER SUPPORT DIAGRAM
S6.01 3/8" = 1'-0"

- NOTES:
- REFER TO S1.01 FOR ROOF TRUSS FRAMING PLANS.
 - ALL ROOF TRUSSES ARE TO BE MECHANICALLY FASTENED AT ALL BEARING POINTS AND STUD FRAMING BELOW ACCORDING TO THE FOLLOWING CRITERIA:
A. ATTACH ROOF TRUSSES TO TOP PLATE WITH (1) SIMPSON H2.5a HURRICANE TIE.
B. ATTACH ROOF TRUSSES WITHIN THE "a" WIND ZONE OF THE BUILDING TO TOP PLATE WITH (2) SIMPSON MTS 12 HURRICANE TIES.
 - TOP PLATES ARE TO BE MECHANICALLY FASTENED TO A FULL HEIGHT WALL STUD WITH (1) SIMPSON TSP TIE (STAGGER EACH FACE OF TOP PLATE) AT EACH STUD IN ROOF BEARING WALL. THIS CONNECTION WILL ALSO BE PROVIDED AT KING STUDS ON EACH SIDE OF ALL OPENINGS AND AT INTERMEDIATE CRIPPLE STUDS ABOVE HEADER BEAMS AS REQUIRED.
 - PROVIDE CS16 STRAPPING AT 24" o.c. THROUGH ALL LEVEL FLOOR CAVITIES. ALIGN WITH TIES SHOWN IN NOTE 4. AT FOUNDATION PROVIDE SIMPSON H8 TIE TO SILL PLATE.
 - ATTACH ALL HEADER BEAMS TO KING STUDS WITH (4) 10d TOE NAILS AT EACH END OF HEADER. SPACE NAILS AT 3" o.c. MINIMUM.
 - PROVIDE INTERMEDIATE STRAPPING OF HEADER BEAM TO CRIPPLE STUD ABOVE (AT ROOF FRAMING LEVEL ONLY) ACCORDING TO THE FOLLOWING CRITERIA:
A. WHERE W ≤ 4'-0", PROVIDE (1) H2.5A AT MID-SPAN.
B. WHERE 4'-0" < W ≤ 6'-0", PROVIDE (2) H2.5A AT MID-SPAN.
C. WHERE 6'-0" < W ≤ 9'-0", PROVIDE (2) H2.5A AT THIRD POINTS (4 TIES TOTALS).
 - PROVIDE CONNECTIONS BETWEEN HEADER BEAMS AND KING STUDS ACCORDING TO THE FOLLOWING CRITERIA:
A. WHERE W ≤ 4'-0", PROVIDE (1) LTP4 AT EACH SUPPORT.
B. WHERE 4'-0" < W ≤ 6'-0", PROVIDE (2) LTP4 AT EACH SUPPORT.
C. WHERE 6'-0" < W ≤ 9'-0", PROVIDE (2) HTP3Z AT EACH SUPPORT.
 - PROVIDE STRAPPING BETWEEN KING STUDS PASSING THROUGH SEVERAL FLOORS ACCORDING TO THE FOLLOWING CRITERIA:
A. WHERE W ≤ 4'-0", PROVIDE (1) CS16 STRAP AT THE UPPER TWO FLOOR LEVELS AND
B. WHERE 4'-0" < W ≤ 6'-0", PROVIDE CS16 STRAP AT THE UPPER TWO FLOOR LEVELS AND
C. (1) CS14 STRAP AT TWO LOWER FLOOR LEVELS.
D. WHERE 6'-0" < W ≤ 9'-0", PROVIDE CS16 STRAP AT UPPER TWO FLOOR LEVELS AND (1) CS14 STRAP AT TWO LOWER FLOOR LEVELS.

3 HEADER CONNECTION DIAGRAM
S6.01 3/4" = 1'-0"



WINDOW CONDITION

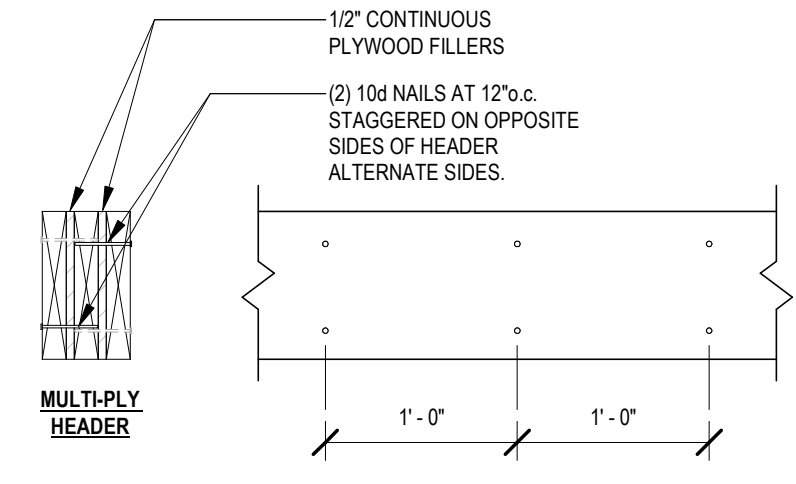


DOOR CONDITION

MAXIMUM WIDTH FLOOR LEVEL**	3'-6"		5'-6"		9'-6"		12'-6"	
	INTERIOR	EXTERIOR	INTERIOR	EXTERIOR	INTERIOR	EXTERIOR	INTERIOR	EXTERIOR
1 STORY BUILDING								
1	JAMB STUDS	(1) 2x4	(1) 2x4	(2) 2x4	(1) 2x4	(2) 2x4	(2) 2x4	(2) 2x4
	KING STUDS	(2) 2x4	(1) 2x4	(2) 2x4	(1) 2x4	(2) 2x4	(3) 2x4	(2) 2x4

- NOTES:
- ** DENOTES QUANTITY OF LEVELS OF WOOD FRAMING ABOVE THE CONCRETE OR STEEL SUPPORT.
 - CRIPPLE STUDS SHALL BE PLACED BELOW JACK STUDS WITHIN THE FLOOR CAVITY. QUANTITY OF CRIPPLE STUDS SHALL MATCH QUANTITY OF JACK AND KING STUDS ABOVE.
 - USE 2x6 STUDS WHERE 2x6 POSTS, 3-PLY HEADERS OR 2x6 JAMB/KING STUDS ARE INDICATED.
 - WHERE COLUMNS ARE INDICATED AT HEADER SUPPORTS IN PLAN, PROVIDE QUANTITY OF KING STUDS INDICATED IN TABLE FOR OPENING SIZE.
 - SCHEDULES APPLY TO WALL OPENINGS INCLUDING DOORS, WINDOWS AND CASED OPENINGS ONLY. FLUSH BEAM SUPPORT POSTS SHALL BE CALLED OUT IN PLAN OR AS INDICATED.
 - WHERE MULTIPLE ADJACENT WINDOW OPENINGS ARE REQUIRED IN THE EXTERIOR WALL (DOUBLE OR TRIPLE WINDOWS), PROVIDE JAMB STUDS PER THE TOTAL OPENING WIDTH BETWEEN JAMB STUD PACKS. PROVIDE KING STUDS PER THE TOTAL OPENING WITH BETWEEN THE KING STUDS.

1 HEADER SCHEDULE
S6.01 1" = 1'-0"



BEAM/HEADER MARK	MATERIAL TYPE	NO. OF PLYS	MEMBER OR SIZE
H1	SPF No1 / No2	2	2x10
H2	VERSA-LAMP	2	1 3/4 x 9 1/4

- NOTES:
- DIMENSION LUMBER SHALL BE SPF. SOUTHERN SPF IS NOT ACCEPTABLE.
 - REFER TO GENERAL NOTES FOR VERSA-LAMP (LVL) PROPERTIES.



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Hillsborough NC 27278

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919 241-8747 f

Firm License - P-1378



Maintenance Workshop

306 Estes Drive Extension
Apartment 11-H
Carrboro, North Carolina 27510

No.	Description	Date

Project number	2126402
Date	04/27/2022
Drawn by	JMC
Checked by	JMC
Scale	As indicated



TYPICAL DETAILS - WOOD

S6.01



Agenda Item Abstract

File Number: 23-32

Agenda Date: 2/21/2023
In Control: Town Council
Version: 1

File Type: Agendas

TITLE:

A Request to Approve a Town Code Amendment to Prohibit Parking on E. Winmore Avenue East of Jewell Drive

PURPOSE: The purpose of this item is to request that the Town Council consider approving an ordinance amending the Carrboro Town Code to prohibit parking on E. Winmore Avenue from Jewell Drive east to Homestead Road.

DEPARTMENT: Planning, Public Works

CONTACT INFORMATION: Trish McGuire, Planning Director; pmcguire@carrboronc.gov, 919-918-7327; Daniel Snipes, Interim Public Works Director, dsnipes@carrboronc.gov <<mailto:dsnipes@carrboronc.gov>>, 919-918-7427

INFORMATION: E. Winmore Avenue serves as a principal point of access to the Winmore neighborhood from Homestead Road.

The street measures approximately 20 feet in width from Jewell Drive over the Bolin Creek bridge. From just east of the Bolin Creek bridge, the street consists of two separate one-way travel lanes separated by a grassed median. A 10-foot wide multi use path parallels the street on its south side.

Staff were alerted to community concerns in the fall of 2022 that each afternoon, many parents were parking at the Homestead end of E. Winmore Avenue to avoid the pick up line at Chapel Hill High School. This parking effectively blocks the exit from E. Winmore Avenue, significantly restricting egress from the Winmore neighborhood.

An amendment to the Town Code is needed to establish parking prohibitions along the street. A draft ordinance has been prepared for this purpose (*Attachment A*). Based on the street width, streetside conditions and use, the amendment establishes a parking prohibition from Jewell Drive to Homestead Road. A location map showing sign locations is included (*Attachment B*).

FISCAL & STAFF IMPACT: Funding to finalize an amendment to the Town Code and install signs (approximately \$300) is included within the Town's current operating budget.

RECOMMENDATION: The Town Manager recommends that the Town Council approve the Town Code amendment establishing parking prohibitions on E. Winmore Avenue (*Attachment A*).

**AN ORDINANCE AMENDING CHAPTER 6 OF THE CARRBORO TOWN
CODE TO INCLUDE A PARKING PROHIBITION ON EAST WINMORE
AVENUE BETWEEN JEWELL DRIVE AND HOMESTEAD ROAD**

THE CARRBORO TOWN COUNCIL HEREBY ORDAINS:

Section 1. Article V of Chapter 6, Section 6-19 (b)(1), of the Carrboro Town Code is amended by adding a new subdivision:

(xx) Both sides of East Winmore Avenue from the intersection of Homestead Road to the intersection of Jewell Drive.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

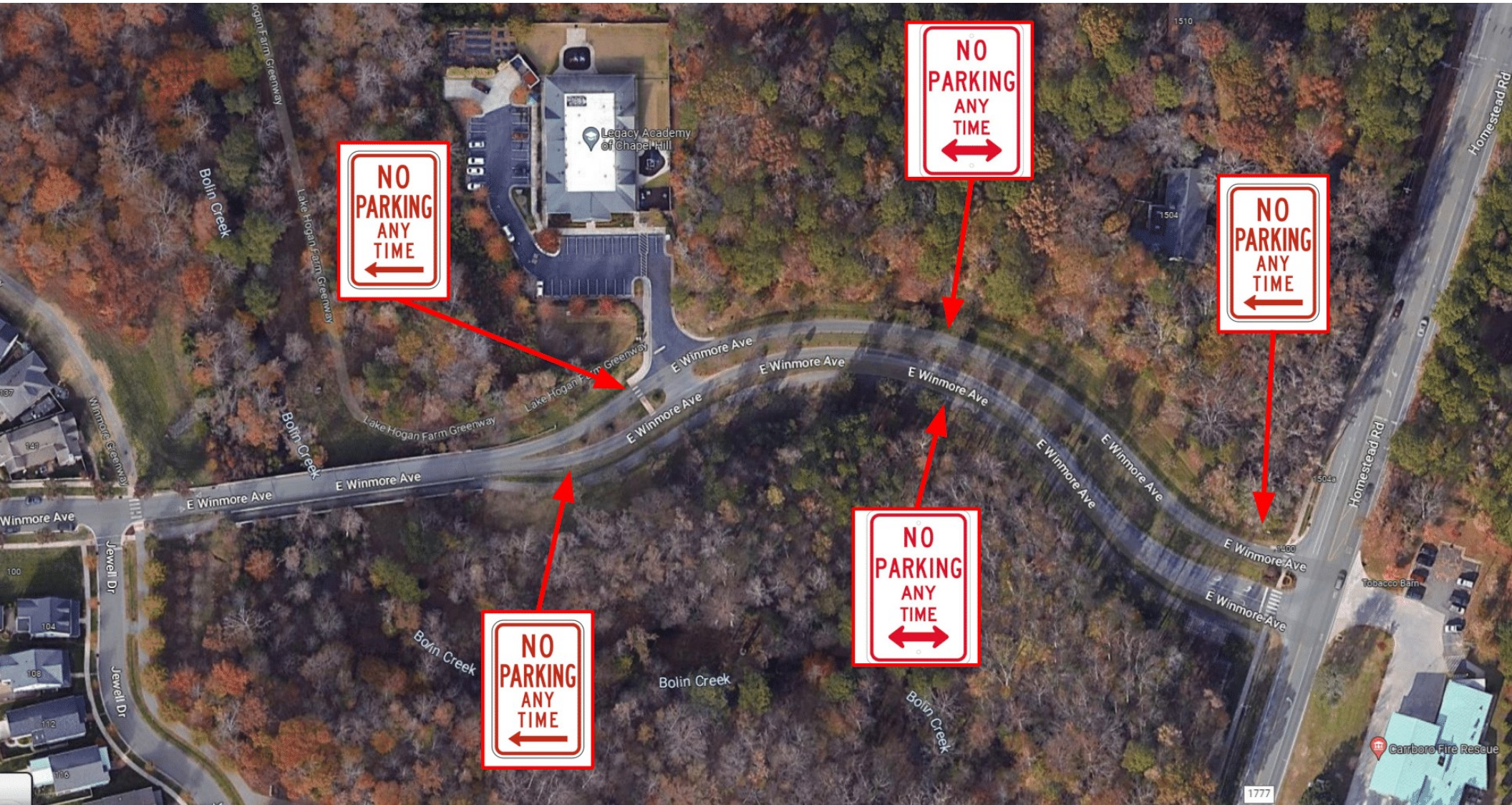
Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 7th day of February, in the year 2023.

Ayes:

Noes:

Absent or Excused:





Agenda Item Abstract

File Number: 23-26

Agenda Date: 2/21/2023
In Control: Town Council
Version: 1

File Type: Agendas

TITLE:

Annual Comprehensive Financial Report (ACFR) and Independent Audit for Fiscal Year Ended June 30, 2022

PURPOSE: The purpose of this agenda item is for the Town's independent auditor, FORVIS LLP, (previously Dixon Hughes Goodman LLP), to present to the Town Council the Annual Comprehensive Financial Report (ACFR) and audit for the fiscal year ended June 30, 2022.

DEPARTMENT: Finance

CONTACT INFORMATION: Arche McAdoo, 918-7439; Donald Coble, 918-7302

INFORMATION: The Town is required to produce an Annual Comprehensive Financial Report that includes financial statements that have been audited by an independent certified public accounting firm. This report must be submitted to the North Carolina Local Government Commission (LGC) for approval and presented to the Town Council. Under 20 NCAC 03.502 auditors are required to present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary.

Also, the governing body under 20 NCAC 03 .0508 is required to develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" ("Response) signed by a majority of the members of the governing body; and submit such Response to the Secretary of the Local Government Commission within 60 days after the presentation. Rather than preparing a letter for signature, we have developed a resolution as we did last year in responding to audit findings.

As in past years, there are two components to the annual independent audit: 1) Financial Statements and 2) independent single audit compliance related to federal and state expenditures.

As a requirement of the issuance of \$4.6 million General Obligation Sidewalk and Greenway Bonds, Series 2013, the Town is required to file audited financial statements and other financial information with the Municipal Securities Rulemaking Board (MSRB) by January 31 as part of the continuing disclosure requirements. Because the audited financial statements had not been issued by January 31, we were permitted to file a draft of the audited financial statements with the provision that we file the completed financial statements within 10 days of issue and approval by the Local Government Commission.

With regards to the Annual Comprehensive Financial Report the opinion of the Independent Auditors is that the *“financial statements present fairly, in all material respects, the respective financial position of the*

governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.” (Attachment A, Independent Auditors Report to Governing Board)

For the fiscal year ending June 30, 2022, the Town met state and federal expenditure thresholds which required an independent single audit be conducted.

During audit, errors were identified in the balances provided for certain accounts, including lease related assets and liabilities upon implementation of GASB 87, capital assets, accounts receivable, and accounts payable. The effect of this finding was an inaccurate reconciliation of certain asset and liability accounts which required material adjusting journal entries during the audit process to correct these improperly reported balances.

Auditors have recommended that management conduct a thorough review of all balance sheet accounts, across funds, to ensure that the trial balances provided for audit do not contain material errors.

There were two Financial Performance Indicators of Concern (FPIC) identified: 1) reduction of fund balance and 2) late submission of audit. The reduction in fund balance was due to using cash to reduce the amount of financing for the 203 Project. The audit was late for a second year due to numerous errors identified that needed correction.

Management agrees with this finding and has prepared a response for the Town Council’s consideration (Attachment B).

The Carrboro Tourism Development Authority (CTDA) established by the Town Council in March 2013 is a public authority under the Local Government Budget and Fiscal Control Act and is required to produce its own independent audited financial statements. The accounting rules, however, require that the Town show the CTDA as a “component unit” in Town financial statements.

FISCAL & STAFF IMPACT: There is no fiscal impact.

RECOMMENDATION: The Town Manager recommends that the Town Council 1) receive the Financial Statements and Independent Audit for Fiscal Year Ended June 30, 2022; and 2) adopt Attachment B, Resolution for Response to Internal Control Weakness for Financial Reporting and Financial Performance Indicators of Concern Identified in Audit for Fiscal Year Ended June 30, 2022.

Report to the
Town Council

Town of Carrboro

June 30, 2022

Final Draft

Table of Contents

Contacts.....	1
Communication with Those Charged with Governance.....	2
Appendix A - Management Representation Letter	

Final Draft

Contacts

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John.Frank@forvis.com

Chad Cook

Director
FORVIS, LLP
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High Point, NC 27265
336.889.5156
Chad.Cook@forvis.com

Final Draft

Communication with Those Charged with Governance

February 15, 2023

Town Council
Town of Carrboro
Carrboro, NC

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Carrboro (the "Town") for the year ended June 30, 2022, and have issued our report thereon dated February 15, 2023. Professional standards require that we provide you with information about our responsibilities in accordance with auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 19, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America and Government Auditing Standards

As stated in our engagement letter dated May 19, 2022, our responsibility, as described by professional standards, is to express opinions on each opinion unit about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide any assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

We have issued a written report on our consideration of internal controls and compliance in accordance with *Government Auditing Standards*, in which we identified a material weakness in internal controls over financial reporting.

Our Responsibility under Office of Management and Budget ("OMB") Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" ("Uniform Guidance"), and the State Single Audit Implementation Act

As stated in our engagement letter dated May 19, 2022, our responsibility, under Federal and State regulations, is to examine on a test basis, evidence about the Town's compliance with the type of compliance requirements described in the OMB Compliance Supplement applicable to each of its major federal programs and the types of compliance requirements described in the *Audit Manual for Governmental Auditors in North Carolina* (the Audit Manual) that could have a direct and material effect on the Town's major state programs. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination the Town's compliance with those requirements. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal or state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance and the Audit Manual. We have issued a written report on the Town's compliance, in which we did not identify any material weaknesses or significant deficiencies in internal controls over compliance with the major Federal and State programs.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 1 to the financial statements. With the exception of the adoption of GASB 87, Leases, as further described in our report below, no new accounting policies were adopted and the application of existing policies was not changed during the reporting period. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management, and are based on management's knowledge and experience about past and current events, and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciable lives of property and equipment is based on the expected useful lives of the individual capital assets.

Management's estimate of the allowance for doubtful accounts and uncollectible loan losses is based on historical collection experience and collateral.

Management's estimate of the liabilities related to the pension plans and other postemployment benefits, as well as the related deferred inflows and outflows of resources, are based on actuarial assumptions and projections that are provided by third parties based on information provided by management.

Management's estimate of the discount rates used for discounting the lease receivables and lease liabilities, which are based on assumptions surrounding the Town's incremental borrowing rates.

We have evaluated the key factors and assumptions used in determining that the estimates above are reasonable in relation to the financial statements taken as a whole.

The disclosures in the financial statements are neutral, consistent, and clear. We do not feel any certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements detected as a result of auditing procedures were corrected by management:

1. To defer ARPA revenue received but not yet obligated for expenditures as of year-end:

Grant revenue	3,070,077
Deferred revenue	(3,070,077)
2. To reverse capital expenditures not yet incurred in the Stormwater fund as of year-end:

Accounts payable	70,632
Construction in process	(70,632)
3. To capitalize street resurfacing expenditures at the government-wide level:

Capital assets	533,773
Fixed asset contra account	(533,773)
4. Adjustment to client provided lease balances upon implementation of GASB 87:

Deferred inflows of resources, leases	53,446
Leases receivable	(53,446)
Leased assets	(218,729)
Leases payable	218,729

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain written representations from management that are included in the management representation letter included at Appendix A.

Management Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Significant Matters, Findings, or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

On July 1, 2021, the Town adopted GASB 87, Leases. GASB 87 creates one model for recognizing leases for both lessees and lessors. Substantially all leases are recognized on the lessees' statement of net position. In the statement of activities, lessees no longer report rent expense for the previously classified operating leases but instead report interest expense on the liability and amortization expense

FORVIS

related to the asset. Lessors recognize a lease receivable and corresponding deferred inflow of resources. Interest income associated with the receivable are recognized using the effective interest method.

Adoption of GASB 87 required significant time to identify a complete list of lease contracts for consideration of adoption and measure the lease assets and liabilities for recognition. In addition, due to adoption of the standard, the Town's key performance indicators related to the statement of net position (such as the current ratio) are likely not comparable to historical results.

This information is intended solely for the use of the Town Council and management of Town of Carrboro, and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

FORVIS, LLP

High Point, NC

Final Draft

Appendix A Management Representation Letter

Final Draft

RESOLUTION FOR RESPONSE TO INTERNAL CONTROL WEAKNESSES FOR FINANCIAL REPORTING AND FINANCIAL PERFORMANCE INDICATORS OF CONCERN (FPIC) FOR FUND BALANCE REDUCTION AND LATE SUBMISSION OF AUDIT

WHEREAS, the Town Council has received a presentation of the Financial Statements and Independent Audit for the Fiscal Year Ended June 30, 2022 from independent auditors, FORVIS, LLP; and,

WHEREAS, the Independent Auditors, FORVIS, LLP, has provided a favorable opinion for the Town's Annual Comprehensive Financial Statements; and,

WHEREAS, the Independent Auditors identified a material weakness in internal controls for financial reporting; and

WHEREAS, this material weakness caused an inaccurate reconciliation of certain asset and liability accounts which required material adjusting journal entries during the audit process to correct these improperly reported balances; and,

WHEREAS, the Independent Auditors have identified two Financial Performance Indicators of Concern that needs to be addressed by the Town Council; and,

WHEREAS, it is important that financial reporting be accurate and complete to disclose the financial condition of the Town and for management decision making; and,

WHEREAS, the Auditor's Findings, Recommendations, and Fiscal Matters have been discussed with the Town Manager and Fiscal Officer; and,

WHEREAS, 20 NCAC 03 .0508 requires the governing body to develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" ("Response) signed by a majority of the members of the governing body; and submit such Response to the Secretary of the Local Government Commission within 60 days after the presentation.

NOW THEREFORE, BE IT RESOVLED by the Town Council of the Town of Carrboro, North Carolina adopts the following response to the Auditor's Findings, Recommendations, and Fiscal Matters for Audit Year Ended June 30, 2022:

- A. Material Weakness: The Schedule of Finding and Question Costs included as a material weakness that errors were identified in the balances provided for certain accounts including, lease related assets and liabilities upon implementation of GASB 87, capital assets, accounts receivable, and accounts payable. These errors resulted in the auditors having to

identify numerous adjusting journal entries to correct the improperly reported balances. Recommendation for auditors is that management conducts a thorough review of all balance sheet accounts, across funds, to ensure that the trial balances provided for audit do not contain material errors. The Council has stressed the importance of consistent processes to accounting staff and will take (or has taken) the following corrective actions:

1. The Finance Director is directed to employ an independent CPA to perform the following:
 - a. Review all balance sheet accounts, across funds;
 - b. Review and evaluate system processes for capital assets, accounts receivable and accounts payable;
 - c. Develop with finance staff procedures for reconciliations of all balance sheet accounts, across funds to ensure that trial balances do not contain errors; and,
 - d. Recommend needed training for the accounting staff.
 2. The above tasks in Item #1 above is to be completed no later than May 31, 2023.
 3. The Finance Director shall report to the Town Council on the outcome of the above by May 31, 2023.
- B. Fund Balance Reduction: To increase fund balance available for appropriation in the General Fund, the Town Council has adopted the following fund balance policy that requires general fund balance between 22.5% and 35.0%. If unassigned fund balance falls below 20.0%, the Town Manager is required to develop and implement a plan to rebuild the balance to 22.5% within one year; or if unassigned fund balance exceeds 35.0%; the Town Manager may set aside an amount in assigned fund balance for transfer to the capital projects fund for future projects (unless the Town Manager determines it necessary to maintain fund balance at the current level due to existence of other fiscal, economic and/or operating conditions). The percentage of fund balance available at June 30, 2022 is 37.96%. The Town Council is committed to compliance with the provisions of its fund balance policy. A copy of the policy we adopted is enclosed.
- C. Late Submission of Audit: This is the second consecutive year that the Town has submitted its audit report to the LGC after the required deadline. Last year the audit was submitted late due to the need for a single audit which was identified in late November 2021 by independent auditor's management review. This year the audit was delayed due to the errors identified in the balances provided for certain accounts including, lease related assets and liabilities upon implementation of GASB 87, capital assets, accounts receivable, and accounts payable. These errors resulted in the auditors having to identify numerous adjusting journal entries to correct the improperly reported balances. The steps in A.1. above when implemented and completed should eliminate incorrect at data in future years' audit.

- D. A copy of this resolution shall be provided to the Town Manager and Finance Director within five days of adoption.
- E. A copy of this resolution shall be provided to the Secretary of the Local Government Commission within 60 days of adoption



Agenda Item Abstract

File Number: 23-62

Agenda Date: 2/21/2023
In Control: Town Council
Version: 1

File Type: Agendas

TITLE:

Amendment to Independent Audit Contract for Fiscal Year Ending June 30, 2022

PURPOSE: The purpose of this agenda item is to request that the Town Council amend the Town's audit contract to extend the deadline for submission of the audit to the Local Government Commission.

DEPARTMENT: Finance

CONTACT INFORMATION: Arche McAdoo, Finance Director 918-7439

INFORMATION: The Town contracted with Dixon Hughes Goodman LLP (now FORVIS, LLP), to perform an independent audit and prepare financial statements for the fiscal year ended June 30, 2022. The audit and financial statements were to be submitted to the Local Government Commission (LGC) by October 31, 2022 with a grace period extending to December 31, 2022. Because of delays related to the implementation of GASB 87 which required additional time and adjusting entries, the audit and financial statements will be submitted by February 28, 2023.

Because of the additional work, the audit firm is requesting an increase in the fee from \$61,100 to \$67,100.

FISCAL & STAFF IMPACT: The audit fee for year ended June 30, 2022 will increase by \$6,000 from the original fee of \$61,100 to \$67,100.

RECOMMENDATION: The Town Manager recommends that the Town Council authorize the Mayor to executed the required LGC Audit Contract amendment extending the contract February 28, 2033 and a fee increase of \$6,000.

A RESOLUTION TO AMEND CONTRACT WITH INDEPENDENT AUDIT FIRM

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO THAT:

Section 1. The audit contract for the fiscal year ending June 30, 2022 with Dixon Hughes Goodman LLP (now FORVIS, LLP) is extended from October 31, 2022 to February 28, 2023.

Section 2. The fee amount is increased by \$6,000 from \$61,100 to \$67,100. All other terms and conditions of the original contract are unchanged.

Section 3. The Town Council authorizes the Town Manager to executive the contract amendment in the form specified by the North Carolina Local Government Commission.

Section 3. This resolution shall become effective upon adoption.

Whereas	Primary Government Unit
and	Discretely Presented Component Unit (DPCU) (if applicable)
and	Auditor

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for

Fiscal Year Ending

 and originally to be submitted to the LGC on

Date

hereby agree that it is now necessary that the contract be modified as follows.

Modification to date submitted to LGC	Original date	Modified date
Modification to fee	Original fee	Modified fee

Primary **Other**
(choose 1)(choose 0-2)

Reason(s) for Contract Amendment

- Change in scope
- Issue with unit staff/turnover
- Issue with auditor staff/workload
- Third-party financial statements not prepared by agreed-upon date
- Unit did not have bank reconciliations complete for the audit period
- Unit did not have reconciliations between subsidiary ledgers and general ledger complete
- Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
- Unit did not have information required for audit complete by the agreed-upon time
- Delay in component unit reports
- Software - implementation issue
- Software - system failure
- Software - ransomware/cyberattack
- Natural or other disaster
- Other (please explain)

Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due to the LGC four months after fiscal year end. Indicate NA if this is an amendment due to a change in cost only.

Additional Information

Please provide any additional explanation or details regarding the contract modification.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Authorized Firm Representative* (typed or printed)	Signature* <i>John A. Frank</i>
Date* 2/16/23	Email Address

GOVERNMENTAL UNIT

Governmental Unit*	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer*	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU	
Date DPCU Governing Board Approved Amended Audit Contract <small>(If required by governing board policy)</small>	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address