

Town of Carrboro

301 W. Main St., Carrboro, NC 27510



Meeting Agenda - Final

Tuesday, June 17, 2025

6:00 PM

Council Chambers - Room 110

Town Council

6:00-6:15**A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND
ACKNOWLEDGEMENTS****6:15-6:25****B. TOWN MANAGER'S UPDATE****6:25-6:40****C. PUBLIC COMMENT****6:40-6:45****D. CONSENT AGENDA**

Items on the consent agenda are part of normal town business. There will be no discussion of these items unless a Council Member request to pull an item, after which the item will be removed from the Consent Agenda and considered individually. All other items not removed from the Consent Agenda will be adopted by a single motion.

1. [25-064](#) Approval of Minutes from Town Council meeting held on June 3, 2025
2. [25-047](#) Request to Issue Street Closing Permit for the *Fiestas en la Calle*.

PURPOSE: To request that the Town Council consider adopting a resolution to issue a Street Closing Permit Application submitted by El Centro Hispano, Inc. for the temporary closing and usage of West Weaver Street from North Greensboro Street to Elm Street from 8:00 a.m. to 9:00 p.m. on Sunday, August 24, 2025, for the *Fiestas en la Calle*.

Attachments: [A - Community Event Pre-Application](#)
[B - Street Closing Permit Application and Event Map](#)
[C - Resolution](#)

3. [25-051](#) Resolution to Approve a Contract with Landscaper, LLC for Mowing along Highway NC-54 and Town Properties

PURPOSE: To request Town Council approve the contract with Landscaper, LLC to provide mowing services along Highway NC-54 and grassy areas at Town Properties.

Attachments: [A - FY26 Summary of Quotes for Mowing Services](#)
[B - Resolution](#)

4. [25-052](#) Resolution to Authorize a Contract with GFL Environmental, Inc. for Disposal of Municipal Solid Waste

PURPOSE: To request Town Council approve the FY26 municipal solid waste (MSW) disposal contract with GFL Environmental, Inc.

Attachments: [A - FY26 MSW Disposal Summary of Quotes](#)
[B - Resolution](#)

5. [25-053](#) Request to Award 2025 Street Resurfacing Contract

PURPOSE: The purpose of this agenda item is to request that the Town Council award the 2025 Resurfacing Project to Daniels, Inc. of Garner.

Attachments: [A - Locations of Work](#)
[B - Summary of Bids](#)
[C - Roberson Street Sidewalk Plans](#)
[D - Fidelity Street Restriping and Pedestrian Refuge Island Plans](#)
[E - E. Poplar Avenue Pedestrian Lane Plans](#)
[F - Resolution](#)

6. [25-054](#) Request to Authorize the Town Manager to Enter into a Global Capital Agreement to Continue to Receive Orange County Transit Funds

PURPOSE: To request that the Town Council authorize the Town Manager to enter into a Global Capital Agreement with Orange County, GoTriangle and the TWPO to receive Transit Tax Revenue funds for approved capital projects during Fiscal Year 2026.

Attachments: [A - Resolution for Global Agreement](#)

7. [25-055](#) Adoption of Proposed Ordinance Amendments

PURPOSE: The purpose of this agenda item is to amend several portions of the Town's Code of Ordinances, incorporating best practices from peer municipalities and recommendations from Town staff for ease of implementation and use.

Attachments: [A - Public Property Alcohol Consumption Amendment](#)
[B - Public Property Smoking and Vaping Amendment](#)
[C - Chapter 12- Town Code - Fire Protection DRAFT 22-May-2025 \(003\)](#)
[D - Pocket Questions Ordinance Amendments](#)

8. [25-056](#) Contract Amendment with Freese and Nichols, Inc. for Schedule Extension for the Downtown Area Plan.

PURPOSE: The purpose of this agenda item is to authorize the Town Manager to extend the contract with Freese and Nichols, Inc. (FNI) to complete the Downtown Area Plan

Attachments: [A - Resolution](#)

9. [25-075](#) Fiscal Year 2024-25 Budget Amendment #4

PURPOSE: To approve budget, grant, and capital project ordinance amendments for Fiscal Year 2024-25 (FY 2025)

Attachments: [A - Budget Amendment #4](#)

10. [25-060](#) Authorization for the Town Manager to Enter into a Contract with Design-Build Firm for Town Hall Renovation

PURPOSE: To seek Council authorization for the Town Manager to negotiate and enter into a contract not to exceed \$750,000 with the selected design-build firm to complete phase 1 of the Town Hall building design and renovation project.

Attachments: [A - 6/20/23 Resolution Approving Unassigned Fund Balance for Town Hall Renovations](#)
[B - Posted RFQ](#)
[C - Resolution - Town Hall Renovation](#)

11. [25-063](#) Resolution in Support of a Revised Safe Streets for All (SS4A) Demonstration Grant Application.

PURPOSE: This item requests Town Council approval of a resolution (Attachment A) supporting a revised application for a SS4A Demonstration Grant.

Attachments: [A - SS4A Grant Resolution](#)
[B - SS4A Demo Project Details](#)

12. [25-066](#) Minor Modification Request to the Master Sign Plan for the 300 East Main Street Project Special Use Permit-A (SUP-A)

PURPOSE: This agenda item includes a resolution approving a minor modification to the SUP-A Master Sign Permit for 300 East Main, if Town Council chooses to approve the request.

Attachments: [A - Resolution Approving Minor Modification to Master Sign Permit](#)
[B - Letter from Owners Proposed Sign Rendering updated](#)

13. [25-067](#) Request-to-Set Public Hearing to Text Amendments Relating to Advisory Boards and Commissions

PURPOSE: The Town Council is asked to set a public hearing to consider text amendments to the Land Use Ordinance relating to the name, membership criteria and duties associated with certain advisory boards and commissions. A resolution setting a public hearing for September 16, 2025, has been provided.

Attachments: [A - Resolution](#)
[B - Draft Ordinance](#)

14. [25-069](#) Request to Authorize the Town Manager to Execute a Contract Amendment for Engineering Services

PURPOSE: To request that the Town Council authorize the Manager to execute a contract amendment with the Town Engineer, Sungate Design Group, for the provision of engineering services.

Attachments: [A - Resolution \(06-17-2025\)](#)

15. [25-070](#) Approval of the Five-Year Orange County Consolidated Plan and FY 25-26 HOME Annual Action Plan

PURPOSE: To consider approving the 2025-2029 Orange County Consolidated Plan and FY 2025-2026 HOME Annual Action Plan.

Attachments: [A - Resolution 2025-2029 OC Consolidated Plan](#)
 [B - Resolution 2025-2026 HOME Annual Action Plan](#)
 [C - Combined Pocket Questions - OC FY25-29 Consolidated Plan and HOME FY26 AAP](#)
 [D - Summary - 2025-2029 OC Consolidated Plan Summary - 25-29](#)
 [E - 2025-2029 OC Consolidated Plan](#)
 [F - HOME FY 25-26 Annual Action Plan](#)

16. [25-073](#) Approval of Recommended Human Services Funding for FY 2025-2026

PURPOSE: To approve human services funding recommendations for FY 2025-2026.

Attachments: [A - Resolution](#)
 [B - Pocket Questions](#)
 [C - Recommendation Form FY26 Human Services](#)
 [D - FINAL FY26 HS Recommended Funding](#)

17. [25-074](#) Condominium Agreement and Memorandum of Understanding with Orange County for the Operation of the Drakeford Library Complex

PURPOSE: For the Board Council to review and approve the Condominium Agreement, Deeds, and Plat for the Drakeford Library Complex; and review and approve the Memorandum of Understanding between Orange County and the Town of Carrboro for the operation of the Drakeford Library Complex; and authorize the Town Manager to sign all required documents, upon final review by the Town Attorney.

Attachments: [A - Condo Dec and bylaws updated 6-4-25](#)
 [B - Town of Carrboro Deed to Orange County](#)
 [C - Condo Deed 1](#)
 [D - Condo Deed 2](#)
 [E - Drafeford Building Survey](#)
 [F - 2025-03-03 condo plat prelim rev](#)
 [G - Drakeford MOU FINAL 6-6](#)

18. [25-076](#) Independent Audit Contract for Fiscal Year Ending June 30, 2025

PURPOSE: The purpose of this item is to renew the contract for the Town's annual independent audit for the fiscal year ending June 30, 2025.

Attachments: [A - Carrboro FY25 LGC Contract Signed](#)
 [B - Carrboro FY25 Engagement Letter Signed](#)
 [C - RESOLUTION FOR INDEPENDENT AUDIT SERVICES FY25](#)

19. [25-077](#) Follow Up to the Annual Comprehensive Financial Report (ACFR) and Independent Audit for Fiscal Year Ended June 30, 2024

PURPOSE: The purpose of this agenda item is to fulfill the requirement under 20 NCAC 03 .0508 by adopting a resolution responding to and addressing internal control weaknesses identified in the financial reporting by the independent auditors.

Attachments: [A - RESOLUTION FOR CORRECTIVE ACTION PLAN TO CORRECT II](#)

6:45-7:00

E. PUBLIC HEARING

1. [25-065](#) Quasi-Judicial Public Hearing for Special Use Permit-A Application for a Three-Story Building at 400 North Greensboro Street

PURPOSE: Town Council is to hold a quasi-judicial public hearing for consideration of a Special Use Permit-A request for property at 400 North Greensboro Street

Attachments: [A - Vicinity Map](#)
 [B - Staff Report](#)
 [C - Approved Conditional Rezoning Ordinance & Annotated Version with Compliance Responses](#)
 [D - Project Plans](#)
 [E - Tree Canopy Reduction Letter](#)
 [F - Letter Explaining Expenses Related to Urban Amenities](#)
 [G - Letter from Real Estate Appraiser](#)
 [H - Staff & Advisory Boards Recommendations Summary Sheet](#)
 [I - SUP-A Draft Decision Document](#)
 [J - Staff's Presentation](#)
 [K - Applicant's Presentation](#)

7:00-7:45

F. GENERAL AGENDA

ACTION ITEMS

1. [25-059](#) Town Code Amendment Restricting On-Street Parking on Elm Street

PURPOSE: For the Town Council to consider an amendment to the Town Code to restrict on-street parking along Elm Street between West Weaver and Shelton streets to ensure sufficient width for fire apparatus and resident access to private driveways.

Attachments: [A - Town Code Ordinance restricting parking on Elm Street 6-8-25](#)
[B - Pocket Questions Elm Street Parking Restrictions 06-17-2025](#)
[C - Presentation - TownCodeAmd Restricting Parking on Elm St 06-17-2025 \(rev2\)](#)

INFORMATION ITEMS

1. [25-068](#) Reimagining Weaver Street - Update on Capacity Analysis

PURPOSE: This agenda item is designed to provide the Town Council with an update on the draft findings from the capacity analysis for closing East Weaver Street to vehicle traffic and to discuss possible next steps.

Attachments: [A - Staff Memo](#)
[B - Pocket Questions](#)
[C - Presentation](#)