

# **Town of Carrboro**

*301 W. Main St., Carrboro, NC 27510*



## **Meeting Agenda - Final**

**Tuesday, March 19, 2024**

**7:00 PM**

**Council Chambers - Room 110**

**Town Council**

**7:00-7:20**

**A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS**

**Resolution: Earth Hour**

**Resolution: Support of Immigrant Communities in Carrboro**

**Resolution: Celebrating the Life of Carrboro's Dexter Romweber**

**Acknowledgement: Arts Center 50th Anniversary**

**Carrboro Farmers Market Week Proclamation**

**Sexual Assault Awareness Month (April) Proclamation**

**Fleet Feet Day Proclamation**

**7:20-7:25**

**B. ANNOUNCEMENT OF UPCOMING MEETINGS**

**7:25-7:35**

**C. PUBLIC COMMENT**

**7:35-7:45**

**D. CONSENT AGENDA**

1. [24-060](#) Approval of Meeting Minutes from Town Council Work Session held on March 14, 2023, Town Council Meetings held on March 21 and 28, 2023, and Legislative Breakfast Meeting held on March 24, 2023.

2. [24-051](#) Appointments to the Board of Adjustment

**PURPOSE:** This agenda item is for Council to make appointments to the Board of Adjustment.

**Attachments:** [A - Resolution Making Appointment to Board of Adjustment](#)  
[B - BOA New Applications](#)  
[C - BOA Reappointment Applications](#)  
[D - Board of Adjustment Information Matrix](#)  
[E - Advisory Boards Commissions Recruitment - Racial Equity Lens](#)

3. [24-059](#) Reappointments to the Planning Board

**PURPOSE:** This agenda item is for Council to make reappointments to the Planning Board. This does not include any new appointments.

**Attachments:** [A - Resolution Making Reappointments to Planning Board](#)  
[B - Planning Board Reappointment Applications](#)  
[C - Planning Board Information Matrix](#)  
[D - Advisory Boards Commissions Recruitment - Racial Equity Lens](#)

4. [24-052](#) Appointment to the Stormwater Advisory Commission

**PURPOSE:** This agenda item is for Council to make an appointment to the Stormwater Advisory Commission.

**Attachments:** [A - Resolution for SWAC Appointment](#)  
[B - SWAC Application](#)  
[C - SWAC Information Matrix](#)  
[D - Advisory Boards Commissions Recruitment - Racial Equity Lens](#)

5. [24-056](#) Reappointment to the Affordable Housing Advisory Commission (AHAC)

**PURPOSE:** This agenda item is for Council to make a reappointment to the Affordable Housing Advisory Commission (AHAC). This does not include new appointments.

**Attachments:** [A - Resolution Making AHAC Appointments](#)  
[B - Reappointment Application](#)  
[C - AHAC Info Matrix](#)  
[D - Advisory Boards Commissions Recruitment - Racial Equity Lens](#)

6. [24-057](#) Reappointment to the Transportation Advisory Board (TAB)
- PURPOSE:** This agenda item is for Council to make a reappointment to the Transportation Advisory Board (TAB). This does not include new appointments.
- Attachments:** [A - Resolution Making TAB Appointments](#)  
[B - Reappointment Applications](#)  
[C - TAB Applicant Information Matrix](#)  
[D - Advisory Boards Commissions Recruitment - Racial Equity Lens](#)
7. [24-053](#) Appointments to the Economic Sustainability Commission (ESC)
- PURPOSE:** This agenda item is for the Town Council to make appointments to the Economic Sustainability Commission.
- Attachments:** [A - Resolution Making Appointments](#)  
[B - New Appointment Applications for ESC](#)  
[C - ESC Information Matrix](#)  
[D - Advisory Boards Commissions Recruitment - Racial Equity Lens](#)
8. [24-054](#) Reappointments to the Arts Committee
- PURPOSE:** This agenda item is for Council to make reappointments to the Arts Committee. This does not include any new appointments.
- Attachments:** [A - Resolution Making Appointment to Arts Committee](#)  
[B - Reappointment Applications](#)  
[C - Arts Committee Information Matrix](#)  
[D - Advisory Boards Commissions Recruitment - Racial Equity Lens](#)
9. [24-049](#) Request to Set Legislative Public Hearing for Text Amendments
- PURPOSE:** To request the Town Council consider setting a public hearing on text amendments to the Land Use Ordinance relating to Cafes and Residential Density in Certain Zoning Districts. A resolution setting a public hearing for April 23, 2024 has been provided.
- Attachments:** [A - Resolution for Text Amend-Residential Density & Restaurant Uses](#)  
[B - Draft LUO Amendment Relating to Cafe Uses and Density](#)  
[C - LUO Text Amendment Requests 15-146 & 15-182](#)  
[D - Racial Equity Pocket Questions](#)

10. [24-062](#) Update on status of American Rescue Plan Act (ARPA) funds

**PURPOSE:** This agenda item is to give Council an update on the status of ARPA funds distributed (\$6.75M) to the Town from the Federal Government, including:

- Background, Definitions, and Timeline to date
- Council approved programming created by department heads
- Graphic showing funds expended, in queue, garnering immediate discussion, and remaining projects and allocations
- Reporting guidelines
- Present next steps as defined by Finance Department

**Attachments:** [A - Council ARPA Memo](#)  
[B - Pocket Questions for ARPA Council Update](#)

**7:45-8:45**

**E. OTHER MATTERS**

1. [24-005](#) An Update on the Crisis Diversion Facility in Orange County

**PURPOSE:** This item involves an update on the Crisis Diversion Facility planned for Orange County.

**Attachments:** [A - OCCD Facility Briefing-Carrboro](#)  
[B - Overview-CDF](#)  
[C - Pocket Questions for Crisis Div Facility](#)

2. [24-061](#) Memorandum of Agreement on the Co-Gen Rail Line project.

**PURPOSE:** This item is to formalize the partnership on the Co-Gen Rail Line project

**Attachments:** [A - Memorandum of Agreement](#)  
[B - MOA UNC Co-Gen Rail Presentation](#)  
[C - Rail Line Transformation Pocket Questions](#)

3. [24-050](#) Special Use Permit-A Extension Request

**PURPOSE:** Town Council is asked to consider approving a request for an extension for a Special Use Permit-A for Veridia Architecturally Integrated Subdivision at 810 Old Fayetteville Road

**Attachments:** [A - Resolution](#)  
[B - Staff Report](#)  
[C - Letter from Applicant](#)  
[D - SUP-A Document](#)  
[E - SUP-A Permit Extension Request Pocket Questions](#)

**8:45-9:00**

**F. MATTERS BY COUNCIL MEMBERS**

**9:00-9:30**

**G. CLOSED SESSION 143-318.11 (A)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.**



# Town of Carrboro

301 W. Main St., Carrboro,  
NC 27510

## Agenda Item Abstract

**File Number:** 24-060

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**Agenda Date:** 3/19/2024

**File Type:** Agendas

**In Control:** Town Council

**Version:** 1

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Approval of Meeting Minutes from Town Council Work Session held on March 14, 2023, Town Council Meetings held on March 21 and 28, 2023, and Legislative Breakfast Meeting held on March 24, 2023.



## Agenda Item Abstract

**File Number:** 24-051

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**Agenda Date:** 3/19/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

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Appointments to the Board of Adjustment

**PURPOSE:** This agenda item is for Council to make appointments to the Board of Adjustment.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7310, [wwelsh@carrboronc.gov](mailto:wwelsh@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

The Town Council follows the Advisory Board Recruitment and Appointment Policy which was adopted on 11-21-2017. Text amendments to this policy were approved by the Town Council on 12-1-2020 and 4-13-2021, respectively, to the section entitled “Composition” which related to expanding the racial and ethnic diversity on advisory boards and commissions. The Advisory Board Recruitment and Appointment Policy has been evaluated using the Racial Equity Lens tool which was finalized in May 2023, which is attached here as Attachment E.

**INFORMATION:** The Board of Adjustment shall consist of nine (9) members.

- Seven (7) members, appointed by the Town Council, shall reside within the town.
- One (1) member, appointed by the Orange County Board of Commissioners, shall reside within the Town's Extraterritorial planning area.
- One (1) member, appointed by the Orange County Board of Commissioners, shall reside within the Town's Joint Planning transition area.

The Board of Adjustment currently has three (3) vacancies for in-town seats and three (3) in-town seats up for reappointment recommendation.

A new application was received by Kacy Gordon for an in-town seat on the board. Ms. Gordon has attended a meeting and Brian Hageman, Chair of the Board of Adjustment, has submitted the chair form. Ms. Gordon is a Biology Professor at UNC, has been a Carrboro resident for over eight years, and has volunteered in multiple organizations throughout her lifetime.

A new application was received by Heather Hunt for an in-town seat on the board. Ms. Hunt has had a conversation about expectations with Brian Hageman, Chair of the Board of Adjustment. Ms. Hunt is an Attorney, has been a Carrboro resident for 30 years, and has volunteered for multiple organizations, to include serving on the Planning Board.



A new application was received by Melinda Manning for an in-town seat on the board. Ms. Manning has had a conversation about expectations with Brian Hageman, Chair of the Board of Adjustment. Ms. Manning is a Hospital Administrator for UNC Health, has been a Carrboro resident for 17 years, and has served on various professional boards and volunteered with different organizations throughout her life.

The three vacant positions' terms expire in 2025. Members are allowed to serve one partial term and two full terms. Keeping this schedule will prohibit all terms from expiring in the same year.

Linda Bowerman, who currently serves as an in-town appointee, is up for reappointment for her third appointment and is interested in continuing to serve. Ms. Bowerman was initially appointed to fill an in-town seat and has served two-full three-year terms. She is currently only one of two females on the board and has been a Carrboro resident for 15 years.

Brian Hageman, who currently serves as an in-town appointee, is up for reappointment for his third appointment and is interested in continuing to serve. Mr. Hageman was initially appointed to fill an in-town seat and has served two-full three-year terms. He is currently the chair of the board and has been a Carrboro resident for 8 years.

Sriv Navaratnam, who currently serves as an in-town appointee, is eligible for reappointment for his fifth appointment and is interested in continuing to serve. Mr. Navaratnam was initially appointed to fill an in-town seat and has served four full three-year terms. He currently is the only diverse male on the board and has been a Carrboro resident for 21 years.

If all appointments and reappointments are made then this would fill all seats on the Board of Adjustment.

Applications and Chair Forms for new applicants are included as Attachment B.

Applications and Chair Forms for re-appointments are included as Attachment C.

An informational matrix is included as Attachment D.

**FISCAL IMPACT:** There is no fiscal impact related to this item.

**RECOMMENDATION:** It is recommended that Council review and consider making appointments to the Board of Adjustment's three vacant in-town seats and consider the three reappointments to in-town seats.

A RESOLUTION MAKING APPOINTMENT(S) TO THE BOARD OF ADJUSTMENT

Section 1. The Carrboro Town Council hereby appoints the following applicant(s) to the Board of Adjustment:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	Kacy Gordon	02/2025
In-Town	Heather Hunt	02/2025
In-Town	Melinda Manning	02/2025

Section 2. The Carrboro Town Council hereby re-appoints the following applicant(s) to the Board of Adjustment:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	Linda Bowerman	02/2027
In-Town	Brian Hageman	02/2027
In-Town	Sriv Navaratnam	02/2027

Section 3. This resolution shall become effective upon adoption.

This the 19<sup>th</sup> day of March 2024.

## Wesley Barker

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 18, 2023 8:28 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Kacy
Last Name	Gordon
Date	1/18/2023
Address1	102 DOWNING CT
Address2	<i>Field not completed.</i>
City	CHAPEL HILL
State	NC
Zip	27516-9225
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	2155956510
Email Address	kacy.gordon@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1983
Race	white
Sex	female
Ethnicity	<i>Field not completed.</i>

Occupation	Biology Professor
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	8.5 years
Length of Residence in the Town of Carrboro	8.5 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Board of Adjustment, Stormwater Advisory Commission
Advisory Board Preference	Board of Adjustment
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	UNC Chapel Hill
Number of Years Employed	3.5
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Parent Teacher Association paid member at Carrboro Elementary School
Relevant Experience:	<p>I am an engaged citizen and have brought matters before the Board of Adjustment, the Stormwater Advisory Board, and the Board of Alderman. I recognize the challenges the boards face with vacancies and cancellations, and would like to help.</p> <p>I am a scientist, so I need to understand and make judgements about complex topics, and explain them, in my job. I enjoy learning and thinking about the technical aspects these Boards would consider.</p> <p>I have a record of organizational involvement in my campus communities including serving as President and Policy Chair of the Duke University Postdoctoral Association, serving on the Chairs Advisory Council for the Biology Department, and leading and implementing change in our department to improve</p>

the experience of our graduate students. I know that serving a diverse community requires dialog, compromise, and creative problem solving in a group.

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Reasons You Wish to be Appointed

I want to help move things forward. I recognize the demands on people serving in these positions, but also recognize that our residents need timely action on major decisions affecting their homes and properties. I see a problem and want to do my part. I care about our town and want to help it grow in a safe and productive way that is environmentally responsible.

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We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

Representation is key to legitimacy in government. I understand that evidence shows that diverse groups perform better, and that diverse leadership helps build trust with people, but my primary thought on this subject is that racial equity is a matter of justice and fairness.

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Have you ever served on any Town of Carrboro Committee or Board?

No

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If yes, which one(s)?

*Field not completed.*

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Are you currently serving on a Town Board or Committee?

No

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If yes, are you applying for a third consecutive term?

No

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If yes, please describe how you meet one, or more, of the following exceptions noted below.

*Field not completed.*

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## Wesley Barker

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 8, 2023 12:56 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Board of Adjustment
Chair Name	Brian Hageman
Applicant First Name:	Kacy
Applicant Last Name:	Gordon
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

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10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Diversity

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If other, please explain:

*Field not completed.*

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## Wesley Barker

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**From:** noreply@civicplus.com  
**Sent:** Monday, April 17, 2023 12:38 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Heather
Last Name	Hunt
Date	4/17/2023
Address1	119 Viburnum Way
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	9199231131
Email Address	heathunt@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1966
Race	white
Sex	female
Ethnicity	<i>Field not completed.</i>



Occupation	attorney
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	35 years
Length of Residence in the Town of Carrboro	30 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Affordable Housing Advisory Commission, Board of Adjustment
Advisory Board Preference	Board of Adjustment
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	<i>Field not completed.</i>
Number of Years Employed	<i>Field not completed.</i>
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	former Planning Board Community Empowerment Fund Independent Animal Rescue
Relevant Experience:	Familiarity with planning and planning law
Reasons You Wish to be Appointed	After leaving the Planning Board, I had intended to join another but personal issues and then Covid intervened. It's important for me to give back to the community I live in. It's especially relevant now, when larger, state- or national-level events can feel so threatening, gloomy and unresolvable, to act in small ways and contribute what I can. I know the Board of Adjustment doesn't do earth-moving work, but it's an important part of the function of the town and seems to fit well with my previous experience.
We believe as a Town and as a Town Council that racial equity and diversity	Racial equity and other types of diversity and inclusion are paramount for numerous reasons. The Town and Town Council operations should reflect the range of voice and opinion of all

and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

Carrboro's residents as a political obligation. Carrboro is a better, more interesting, more adaptive and sustainable town if it listens to the needs and concerns of everyone who lives here. Beyond that, Carrboro, like many places, still bears the vestiges of a past marked by racial discrimination and an effort must be made to acknowledge and overcome the barriers they impose.

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Have you ever served on any Town of Carrboro Committee or Board?

Yes

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If yes, which one(s)?

Planning Board, Affordable Housing

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Are you currently serving on a Town Board or Committee?

No

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If yes, are you applying for a third consecutive term?

No

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If yes, please describe how you meet one, or more, of the following exceptions noted below.

*Field not completed.*

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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Thursday, March 7, 2024 7:24 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Board of Adjustment
Chair Name	Brian Hageman
Applicant First Name:	Heather
Applicant Last Name:	Hunt
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	No
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	Yes

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

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10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

*Field not completed.*

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If other, please explain:

*Field not completed.*

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## Wesley Barker

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**From:** noreply@civicplus.com  
**Sent:** Monday, July 24, 2023 4:46 PM  
**To:** Wesley Barker; zzDept. Mail - Town Clerk  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Melinda
Last Name	Manning
Date	7/24/2023
Address1	102 Gateridge Place
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	9192593819
Email Address	manning91@gmail.com
<p>The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.</p>	
What Year Were You Born?	1972
Race	white
Sex	female
Ethnicity	non Hispanic

Occupation	hospital administrator
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	26 years
Length of Residence in the Town of Carrboro	17
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Board of Adjustment, Community Safety Task Force
Advisory Board Preference	Board of Adjustment
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	UNC Health
Number of Years Employed	7
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Board Member, Friday Fellowship/Wildacres Leadership Initiative Board Member, North Carolina Coalition Against Sexual Assault volunteer-Carrboro High School volunteer-North Carolina High School Ethics Bowl poll worker (assistant precinct judge)
Relevant Experience:	attorney and social worker, I am the director of the Beacon Family Violence Program for UNC Health
Reasons You Wish to be Appointed	Carrboro has been a wonderful place to live for the last 17 years and I want to give back in a much more meaningful way. I am interested in the Board of Adjustment as I believe it is really vital to have unbiased, fair folks to hear appeals and look at disputes.
We believe as a Town and as a Town Council that	I believe that commissions will do their best work if many different voices are represented. Without racial equity and

racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

diversity and inclusion, Carrboro cannot be a community that strives to serve all.

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Have you ever served on any Town of Carrboro Committee or Board?

No

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If yes, which one(s)?

*Field not completed.*

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Are you currently serving on a Town Board or Committee?

No

---

If yes, are you applying for a third consecutive term?

No

---

If yes, please describe how you meet one, or more, of the following exceptions noted below.

*Field not completed.*

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**From:** noreply@civicplus.com  
**Sent:** Monday, March 11, 2024 10:37 AM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

## Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Adjustment Board
Chair Name	Brian Hageman
Applicant First Name:	Melinda
Applicant Last Name:	Manning
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	No
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	Yes



9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

*Field not completed.*

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If other, please explain:

Melina's addition would put out board at full membership.

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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Friday, March 1, 2024 12:04 AM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Linda
Last Name	Bowerman
Date	2/29/2024
Address1	6008 Meadow Run Court
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	9199519551
Email Address	lbowerman@mindspring.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1963
Race	Caucasian
Sex	Female
Ethnicity	<i>Field not completed.</i>

Occupation	Retired
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	35 years
Length of Residence in the Town of Carrboro	10-15 years Since we were annexed, same house for 26 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Board of Adjustment
Advisory Board Preference	Board of Adjustment
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	<i>Field not completed.</i>
Number of Years Employed	<i>Field not completed.</i>
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Board of Adjustment member from pre-Covid times Guild of Natural Science Illustrators
Relevant Experience:	Board of Adjustment member and Co-Chair for the last two years
Reasons You Wish to be Appointed	I have relevant experience from my years on the board and have an understanding of relevant issues and past decisions.
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of	I agree that representation is very important.

local government and community work.

---

Have you ever served on any Town of Carrboro Committee or Board?	Yes
--	-----

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If yes, which one(s)?	Board of Adjustment
-----------------------	---------------------

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Are you currently serving on a Town Board or Committee?	Yes
---	-----

---

If yes, are you applying for a third consecutive term?	Yes
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If yes, please describe how you meet one, or more, of the following exceptions noted below.	I believe we are still short applicants for this position, and the town would benefit from having as many positions filled as possible.
---	---

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## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, March 7, 2024 7:29 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Board of Adjustment
Chair Name	Brian Hageman
Applicant First Name:	Linda
Applicant Last Name:	Bowerman
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	Yes
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

*Field not completed.*

---

If other, please explain:

Linda has been a valuable board member for two terms serving as vice-chair for her most recent term.

---

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## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, February 29, 2024 1:24 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Brian
Last Name	Hageman
Date	2/29/2024
Address1	1227 Hillsborough Rd
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	4156991019
Email Address	brian.hageman@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1967
Race	White
Sex	M
Ethnicity	<i>Field not completed.</i>

Occupation	Project Manager
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	8 years
Length of Residence in the Town of Carrboro	8 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Board of Adjustment
Advisory Board Preference	Board of Adjustment - Current Chair
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	RideCo
Number of Years Employed	2
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Current chair of the Board of Adjustment
Relevant Experience:	Six years on adjustment board
Reasons You Wish to be Appointed	Continue on as board member
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of	As a current board member, I believe that the board seeks to afford the Town of Carrboro's goals related to equity and diversity.



local government and community work.

---

Have you ever served on any Town of Carrboro Committee or Board?	Yes
--	-----

---

If yes, which one(s)?	Board of Adjustment
-----------------------	---------------------

---

Are you currently serving on a Town Board or Committee?	Yes
---	-----

---

If yes, are you applying for a third consecutive term?	Yes
--	-----

---

If yes, please describe how you meet one, or more, of the following exceptions noted below.	Board is not currently at full size (lack of applicants)
---	--

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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Thursday, March 7, 2024 7:33 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Board of Adjustment
Chair Name	Brian Hageman
Applicant First Name:	Brian
Applicant Last Name:	Hageman
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	<i>Field not completed.</i>
4. Is the applicant already serving on this advisory board and completed their two full terms?	Yes
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Other
If other, please explain:	Two full terms and one term as chair. I am very interesting in continuing to serve the town and board.

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## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, February 29, 2024 1:52 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	SRIV
Last Name	NAVARATNAM
Date	2/29/2024
Address1	303 TRAMORE DRIVE
Address2	<i>Field not completed.</i>
City	CHAPEL HILL
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	9196984165
Email Address	SRIVNAVA@GMAIL.COM
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1959
Race	Asian
Sex	Male
Ethnicity	<i>Field not completed.</i>

Occupation	Retired
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	21
Length of Residence in the Town of Carrboro	21
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Board of Adjustment
Advisory Board Preference	Board of Adjustment
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Retired
Number of Years Employed	5
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Exisiting member of Board of Adjustement
Relevant Experience:	Board of Adjustment 18 years
Reasons You Wish to be Appointed	Would like to continue to be involved with TOC in any capacity
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of	yes, being a minority myself, this is very importanat to me

local government and community work.

---

Have you ever served on any Town of Carrboro Committee or Board? Yes

---

If yes, which one(s)? Board of Adjustment

---

Are you currently serving on a Town Board or Committee? Yes

---

If yes, are you applying for a third consecutive term? Yes

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If yes, please describe how you meet one, or more, of the following exceptions noted below. Currently, the Board of Appeals (BOA) has six members with three vacancies and no active applications for appointment. Therefore, I believe that my continuation will not be an exception.

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Email not displaying correctly? [View it in your browser.](#)

## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Thursday, March 7, 2024 7:32 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Board of Adjustment
Chair Name	Brian Hageman
Applicant First Name:	Sriv
Applicant Last Name:	Navaratnam
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	<i>Field not completed.</i>
4. Is the applicant already serving on this advisory board and completed their two full terms?	Yes
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Diversity
If other, please explain:	Sriv has been a valuable member of the board. He has a detailed familiarity with the board decisions and is valuable in providing consistent board decisions.

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Membership Information Matrix

**Board of Adjustment**

First Name	Last Name	Race	Ethnicity	Gender	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	Term Expiration	Seat Designation
<b>CURRENT MEMBERS</b>											
Sriv	Navaratnam	Asian	Not Indicated	Male	303 Tramore Dr.	Chapel Hill, NC 27516	1959	Program Manager	10/16/07 2/25/14 4/3/18 6/1/2021	Feb 2024	In-town
Brian	Hageman	White	Not Indicated	Male	1227 Hillsborough Road	Chapel Hill, NC 27516	1967	Account Executive	10/03/2017 6/1/2021	Feb 2024	In-town
Linda	Bowerman	White	Not Indicated	Female	6008 Meadow Run Court	Chapel Hill, NC 27516	1963	Artist	4/25/2017 6/1/2021	Feb 2024	In-town
Jenifer	Wolfe	White	Arab	Female	110 Walden Dr.	Carrboro, NC 27510	1982	Attorney	3/7/2023	Feb 2026	In-town
Vacant										Feb 2025	In-town
Vacant										Feb 2025	In-town
Vacant										Feb 2025	In-town
Erle	Smith	White	Not Indicated	Male	103 Sunset Creek Circle	Chapel Hill, NC 27516		Retired Corporate Executive	BOCC re-appointed on 12/5/2022	BOCC re-appointed on 12/5/2022	Orange County Appointee ( <i>Joint Planning Transition Area</i> )
Nicholas	Stover	White	Non-Hispanic	Male	501 NC 54 Apt H1	Carrboro, NC 27510	1990	Student	5/16/2023	Feb 2026	Orange County Appointee ( <i>ETJ</i> )
Reappointment											
<b>APPLICANTS</b>											
Kacy	Gordon	White	Not Indicated	Female	102 Downing Ct	Chapel Hill, NC 27516	1983	Biology Professor			In-Town
Heather	Hunt	White	Not Indicated	Female	119 Viburnum Way	Carrboro, NC 27510	1966	Attorney			In-Town
Melinda	Manning	White	Non-Hispanic	Female	102 Gateridge Place	Carrboro, NC 27510	1972	Hospital Administrator			In-Town



## Racial Equity Assessment Lens (REAL)

**NAME OF INITIATIVE PROGRAM/PROJECT: Advisory Board & Commission Recruitment Process**

**Department: Clerk's Office**

### **ORIGIN AND DESCRIPTION**

The process for appointments to town advisory boards and commissions are typically completed in February-March of each year, for expiring and vacant terms, leading up to the consideration by Town Council. The Clerk's office works with staff liaisons and advisory board chairs on applications received and/or eligible member reappointments. These recruitment efforts follow the current advisory board recruitment and appointment policy. The Advisory Board Recruitment & Appointment Policy was initially adopted on 11-21-2017. Since then, several text amendments to this policy have been discussed and adopted by the Town Council on 12-1-2020 and 4-13-2021, respectively. These amendments have been within the section entitled "Composition" on page 2 of the policy, which details expanding the racial and ethnic diversity on advisory boards and commissions (full policy attached at the end of this document). As the policy currently states, consideration of advisory board appointments should not be brought forth to Town Council for consideration unless a diverse applicant pool is present. The exception to this rule is if any advisory board or commission is experiencing issues with achieving a quorum due to multiple vacancies, which prevents the board or commission from conducting business.

Processes for advisory board & commission recruitments also follow this policy. Vacancies occur throughout the year on all boards and commissions, and appointments are made by Council at various times outside of February-March as needed. The main recruitment efforts begin in late fall of each year leading up to February-March and includes creation & production of marketing materials for distribution, announcements on website/social media, "word of mouth" recruitment and recruitment assistance from the Town Council. The Clerk's office helps coordinate these recruitment materials & announcements with assistance by the Communications & Engagement Dept. The Clerk's office also notifies Town Council of any issues of diverse applicant pools for advisory boards and commissions and requests their assistance on recruitment, per the policy. As the applicants are submitted, the Clerk's office fields these to the appropriate staff liaison & chair and keeps record of the applications received. Further, the Clerk's office maintains a roster of current members and applicants, bringing forward applicants to Council for consideration following the policy.

**What is the specific desired result statement –**

The desire is to create a diverse and fair recruitment process and have options that appeal to all demographics with solutions to common barriers e.g., meeting schedule, childcare/transportation options, member stipends, and that there are multiple ways of advertising opportunities that range from print to digital to interpersonal to keep interest levels high and at the forefront.

**BENEFITTING INDIVIDUALS OR GROUPS**

1. Racial and ethnically diverse communities would benefit from more representation on advisory boards. Having diverse advisory boards will be more likely to recognize, create and promote initiatives that benefit the areas underrepresented traditionally.
2. Those who can afford childcare and/or transportation could still be an advisory board member and attend meetings with little to no issue. Further, those who can afford childcare and transportation, most likely has easier access to use digital means to attend meetings & receive news on recruitment efforts. Advisory board initiatives may proceed that further benefit these groups or individuals because they have a means to attend and participate in meetings with less hardships.

**BURDENED INDIVIDUALS OR GROUPS**

1. Potentially qualified advisory board members are not able to participate due to lack of childcare or not being able to afford childcare or transportation to attend meetings. Further, these potential members may not have adequate access to internet and could miss out on recruitment efforts, which is why it is important to promote in non-digital ways. This could leave a gap in the voice at the table of/for a particular demographic. As a result, an advisory board may create or proceed with initiatives that further isolate or alienate certain demographics or people who aren't at the table.

<b>Type</b>	<b>Potential Unintended Consequence</b>	<b>Mitigation Strategies to Prevent Consequences and Advance Racial Equity</b>
<p><b>SOCIAL</b> Consider native and long-term residents, rural residents, transit, trust in government, education, etc.</p>	<p>People of color and other demographics may not trust government’s outreach. They may feel that it needs to be broader in its reach. They may feel that the outreach is targeted to one set demographic or neighborhoods of “higher significance.”</p>	<p>There could be additional outreach measures added to community outreach and expand the forms of public relations to those other than digital platforms.</p> <p>Council has worked to enhance and promote diverse applicants to advisory boards by amending the advisory board recruitment &amp; appointment policy several times and not making appointments to boards until a diverse pool is achieved (unless there is a quorum issue).</p>
<p><b>ECONOMIC</b> Consider wages, competition, tourism, unemployment, small businesses, etc.</p>	<p>If stipends were to be made available for advisory board members, it would need to be in an equitable fashion across all boards and consistent (e.g., option to opt-in or out of stipend)</p>	<p>Stipends could be provided for Advisory Board members which could be used for childcare needs and transportation. Public transit vouchers could be given as well.</p>
<p><b>HEALTH</b> Consider impacts on pollution, health access, existing health disparities, etc.</p>	<p>None identified by staff</p>	<p>None identified by staff</p>
<p><b>ENVIRONMENT</b> Consider impacts on pollution, natural resources, transit, etc.</p>	<p>None identified by staff</p>	<p>None Identified by staff</p>
<p><b>OTHER</b> Consider how a resident might interact with this measure "start to finish."</p>	<p>None identified by staff</p>	<p>None identified by staff</p>

## RECOMMENDATIONS

1. Continue adhering to the Advisory Board Recruitment & Appointment Policy as written (or as amended in the future).
2. Continue to broaden outreach and recruitment of Advisory Board/Commissions outside of digital means.
3. Place recruitment emphasis on sectors of community where there are more people of color and lower income.
4. Explore stipend or pay for Advisory Board members for attending meetings, for childcare and/or transportation needs. Also consider meeting schedule. Town Council work session will be held to address various advisory board topics and more recommendations may transpire from the Council.
5. Include questions on citizen survey on advisory board participation and seek what limitations may exist.
6. The Advisory Board System is complex. We suggest looking at the system as a whole including “recruitment”, “appointment” and “service including board roles/missions and terms.” These processes are interrelated. For example, a barrier to recruitment may be that the lengths of service, about three years, which may be considered a longtime commitment to some residents.
7. We would like to see additional attachments – primarily data showing the demographic makeup of existing boards. The Town will not know about our progress to diversify boards and commissions without creating an excellent tracking system. This may require assistance from GIS or other data-professionals. It would be important to also show a geographic representation of membership residences across town. We should create a dashboard that is publicly available for review, at the forefront - perhaps on a central webpage. Can we set some goals and track progress for the next five years?
8. Can we consider an exit survey for board members?
9. Advisory boards and commissions need to consider meeting dates/times.
10. Do we have a definition of “diverse applicant pool” within the policy? We use the term frequently – but it’s not defined. Is it reflective of the town population or is there another measurement?
11. Reviewing the calendar for the appointment process, we’re wondering whether the February month for term expirations could be an issue. If the calendar was shifted so that recruitment took place at the beginning of the school year (August or September), would that be helpful to residents?
12. Regarding the note about funding for the initiative (stipends, childcare, etc.), please also include funding for recruitment/advertising. Many clubs and marketing initiatives offer bonuses for existing members who bring in new members. Could we test something like that?
13. The Citizen’s Academy is often considered a recruitment method for advisory boards. How does this play into the analysis?
14. Remove obstacles from participating.
15. Advertise board and commission vacancies using multiple platforms – radio stations – WCOM, newspapers (?), kiosks/information centers, drop off locations that community members frequent, cybrary, churches and UNC.

- 16.** Set goals to fill seats with diverse voices on every board and commission.
- 17.** Spend time in the community and share information along with other important services, etc. Information should be in different languages.
- 18.** Is it possible to have a “hotline” where people can call in to find out about vacancies and other information items?
- 19.** What is the Town of Chapel Hill doing to fill the seats with representatives that look like us?
- 20.** Can meetings be held throughout Town and not in one place all the time? In community?
- 21.** How about virtual opportunities for those that don’t have internet access?
- 22.** Consider providing childcare for members and transportation to and from meetings (pickup stops). Could be a great part-time job for someone. Rent or use a town van.
- 23.** Offer opportunities for community members to experience serving on a board or commission.
- 24.** Provide training for new members about protocol, etc.
- 25.** Be creative and welcoming to all members of the community.



Agenda Item Abstract

File Number: 24-059

Agenda Date: 3/19/2024  
In Control: Town Council  
Version: 1

File Type: Consent Agenda

Reappointments to the Planning Board

**PURPOSE:** This agenda item is for Council to make reappointments to the Planning Board. This does not include any new appointments.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7310, wwelsh@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

The Town Council follows the Advisory Board Recruitment and Appointment Policy which was adopted on 11-21-2017. Amendments to this policy were approved by the Town Council on 12-1-2020 and 4-13-2021, respectively, to the section entitled “Composition” which related to expanding the racial and ethnic diversity on advisory boards and commissions. The Advisory Board Recruitment and Appointment Policy has been evaluated using the Racial Equity Lens tool which was finalized in May 2023. A copy of the completed lens is attached as Attachment D.

**INFORMATION:** The Planning Board consists of eleven (11) members:

- Nine (9) members, appointed by the Town Council, shall reside within the town.
- One (1) member, appointed by the Orange County Board of Commissioners, shall reside within the town’s extraterritorial planning area.
- One (1) member, appointed by the Orange County Board of Commissioners, shall reside within the town’s joint planning transition area.

Three members are seeking reappointment.

Bruce Sinclair, serving in an In-Town seat, has completed one partial term and one full term and is eligible for reappointment. Bruce is a 30-year resident of Carrboro and has served on many boards including the Environmental Advisory Board (EAB). Mr. Sinclair understands how day-to-day decisions affect the future lives of Carrboro residents. Mr. Sinclair has expressed interest in being reappointed to a second term.

Rachel Gaylord-Miles, serving in an In-Town seat, has completed one partial term and two full terms and is requesting to be reappointed to a third term. Rachel has recently been elected chair of the Planning Board by her peers to provide continuity and relevant expertise as a transportation planner to the group. Ms. Gaylord-Miles is a 10-year resident of Carrboro and served on the comprehensive plan task force as a representative of

the Planning Board.

Braxton Foushee, serving in an In-Town seat, has served two full terms as chair and is requesting to be reappointed to a third term to ensure diversity and historical knowledge is maintained on the Planning Board. Mr. Foushee has lived in Carrboro for over 40 years and is pillar of the community. The knowledge and experience he brings to the Planning Board is invaluable.

Applications and chair forms for reappointment are included as Attachment B. Of note, all three members have maintained good attendance.

A matrix is included as Attachment C.

**FISCAL IMPACT:** There is no fiscal impact related to this item.

**RECOMMENDATION:** Staff recommends that the Council reappoint Bruce Sinclair for a second term, Rachel Gaylord-Miles for a third term, and Braxton Foushee for a third term.



A RESOLUTION MAKING REAPPOINTMENTS TO THE PLANNING BOARD

Section 1. The Carrboro Town Council hereby appoints the following applicants to the Planning Board:

<b>Appointee</b>	<b>Term Expiration</b>	<b>Seat</b>
Bruce Sinclair (reappointment)	2/2027	In-Town
Braxton Foushee (reappointment)	2/2027	In-Town
Rachel Gaylord-Miles (reappointment)	2/2027	In-Town

Section 2. This resolution shall become effective upon adoption.

This 19th day of March, 2024.

## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Monday, February 19, 2024 10:20 AM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Bruce
Last Name	Sinclair
Date	2/16/2024
Address1	1530 Pathway Drive
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	9195937971
Email Address	bsinclair@nc.rr.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1956
Race	White
Sex	male
Ethnicity	white

Occupation	retired
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	30 years
Length of Residence in the Town of Carrboro	30 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Planning Board
Advisory Board Preference	Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Retired
Number of Years Employed	5 years
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	<p>Past memberships</p> <p>founding member Advocates for Carrboro Greenways</p> <p>Treasurer, Friends of Bolin Creek</p> <p>Troop committee member Boy Scout Troop 845</p> <p>Chair, Carrboro Environmental Advisory Board</p> <p>Member, Chapel Hill Environmental Stewardship Advisory Board</p> <p>Current membership:</p> <p>Carrboro Planning Board</p> <p>Mawat district BSA Eagle Review Board Committee</p>
Relevant Experience:	<p>I have held a variety of volunteer positions over the last 10-15 years in which I learned first-hand how day-to-day decisions can affect the future lives of everyday Carrboro citizens. I have learned how planning decisions made now affect the future of the Town and how proper planning can make Carrboro the Town that moves into the future while maintaining the aspects of Carrboro that keep it such a vibrant, desirable place to live.</p>

Reasons You Wish to be Appointed	My first experience with Town governance was, when I was on the EAB, we worked through writing and approving Vision 2020. Since that time, I have been involved with the Climate Action Plan and Carrboro Connects processes. I am very interested in making any contributions to implementation of these important plans.
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.	As the parent of a special needs adult, and knowing many parents in the same position of finding housing for that population, I firmly believe that as the future growth and urbanization continues, that growth must be balanced to allow for a wide range of housing options to avoid Carrboro becoming a homogeneous, overly expensive bedroom community.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	EAB, Planning Board
Are you currently serving on a Town Board or Committee?	Yes
If yes, are you applying for a third consecutive term?	No
If yes, please describe how you meet one, or more, of the following exceptions noted below.	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

**From:** noreply@civicplus.com  
**Sent:** Monday, March 11, 2024 12:06 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

## Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Planning Board
Chair Name	Rachel Gaylord-Miles
Applicant First Name:	Bruce
Applicant Last Name:	Sinclair
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	Yes
6. If yes, which seat?	Vice Chair
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Occupation, Experience, or Special Skills

---

If other, please explain:

*Field not completed.*

---

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## George Pierce

---

**From:** noreply@civicplus.com  
**Sent:** Monday, March 11, 2024 12:02 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Rachel
Last Name	Gaylord-Miles
Date	3/11/2024
Address1	109 Starlite Drive
Address2	<i>Field not completed.</i>
City	Carrboro
State	<i>Field not completed.</i>
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	7049951402
Email Address	rlgaylordmiles@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1992
Race	White
Sex	Female
Ethnicity	<i>Field not completed.</i>

Occupation	Transportation Planner
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	14 years
Length of Residence in the Town of Carrboro	10 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Planning Board
Advisory Board Preference	Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	WSP USA
Number of Years Employed	9
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	I have served on the planning board for many years now and served in the development of the Comprehensive Plan. I often volunteer with events at the Marian Cheek Jackson Center and in the Northside neighborhood.
Relevant Experience:	I have served on the planning board for many years now, including as Chair and Vice-Chair and served as a liaison for the Planning Board in the development of the Comprehensive Plan. I am familiar with the recent planning efforts in the Town and in the planning process, understanding the role of the planning board. I am also employed as a Transportation Planner and can bring that expertise to the Board. I also participated in the GARE training provided to planning board members.
Reasons You Wish to be Appointed	I wish to serve another term in order to serve as Chair of the Board. The Board is made up of mostly newer members, so I wish to serve to help provide continuity and relevant experience to the Planning Board.



We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

I am proud to live in Carrboro where the Town is a leader in promoting racial equity and diversity and inclusion in all facets of the Town's work, including acknowledging previous actions (or inactions) that were harmful to people of color. I believe we should work to ensure all community members are able to live, work and thrive in the Town and believe that the advisory boards can help make recommendations that do this and align with the Comprehensive Plan.

---

Have you ever served on any Town of Carrboro Committee or Board?

Yes

---

If yes, which one(s)?

Planning Board

---

Are you currently serving on a Town Board or Committee?

Yes

---

If yes, are you applying for a third consecutive term?

Yes

---

If yes, please describe how you meet one, or more, of the following exceptions noted below.

I bring diversity in the length of time served on the Planning Board and knowledge of how the Planning Board works. The Board is primarily made up of members who have served less than a year on the Board, so I am able to provide continuity and serve as Chair of the Planning Board.

---

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## George Pierce

---

**From:** noreply@civicplus.com  
**Sent:** Monday, March 11, 2024 12:04 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Planning Board
Chair Name	Rachel Gaylord-Miles
Applicant First Name:	Rachel
Applicant Last Name:	Gaylord-Miles
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	Yes
5. Is the applicant applying for a special or expert seat on the advisory board?	Yes
6. If yes, which seat?	Chair
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Occupation, Experience, or Special Skills

---

If other, please explain:

*Field not completed.*

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## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Sunday, January 21, 2024 5:12 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Braxton
Last Name	Foushee
Date	1/21/2024
Address1	100 Williams Street
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	9194170587
Email Address	dunkin322@hotmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1939
Race	African American
Sex	Male
Ethnicity	<i>Field not completed.</i>

Occupation	Retired
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	84 years
Length of Residence in the Town of Carrboro	40+
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Planning Board
Advisory Board Preference	Planning Board
Other (advisory board not listed):	N/A
**Employer/Self Employed	Retired
Number of Years Employed	N/A
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	NAACP Silver Life Member and Executive Committee Member, Orange County Partnership for Young Children, Assistant Scoutmaster, Troop 411 Boy Scouts of America, Truth Plaque Task Force
Relevant Experience:	Carrboro Board of Aldermen 1969-1981 Current Planning Board member and Chair Carrboro Resident for over 40 years OWASA Board of Directors for 5 terms
Reasons You Wish to be Appointed	I wish to continue my service with the Planning Board to ensure that the vision of community, as it relates to future development, is carried out and in alignment with the recently adopted Comprehensive Plan. I also believe that representation and diversity continue to be a priority when appointing community members to the advisory boards. Lastly, having spent all of my adult life in Carrboro and my experience as a former elected official, gives me unique insight and a lived experience on the Planning Board that others may not have.

We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

Very important, all voices need to be heard and represented on our advisory boards and commissions as well in local government and community work. We all bring varying lived experiences to community work and if people are willing to serve, space should be made for them. The possibilities are endless when you have people from different races, ethnicities, cultures and lived experiences.

---

Have you ever served on any Town of Carrboro Committee or Board?

Yes

---

If yes, which one(s)?

Planning Board, Truth Plaque Task Force

---

Are you currently serving on a Town Board or Committee?

Yes

---

If yes, are you applying for a third consecutive term?

Yes

---

If yes, please describe how you meet one, or more, of the following exceptions noted below.

To retain diversity as an African American male.

---

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**From:** noreply@civicplus.com  
**Sent:** Monday, March 11, 2024 12:09 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

## Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Planning Board
Chair Name	Rachel Gaylord-Miles
Applicant First Name:	Braxton
Applicant Last Name:	Foushee
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	Yes
5. Is the applicant applying for a special or expert seat on the advisory board?	Yes
6. If yes, which seat?	Second Vice Chair
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Diversity, Occupation, Experience, or Special Skills

---

If other, please explain:

*Field not completed.*

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Membership Information Matrix

**Planning Board**

First Name	Last Name	Race	Ethnicity	Gender	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	Term Expiration	Seat Designation
<b>CURRENT MEMBERS</b>											
Bruce	Sinclair	White	Not indicated	Male	1530 Pathway Dr.	Carrboro, NC 27510	1956	Retired	3/10/2020	Feb 2024	In-Town
David	Peretin	Caucasian	Not indicated	Male	102-B Elm St.	Carrboro, NC 27510	1991	Business operator in Carrboro/Cook, Parent	4/18/2023	Feb 2025	In-Town
Galen	Kirkpatrick	White	Jewish	Male	203 Gary Rd.	Carrboro, NC 27510	1995	Retired	4/18/2023	Feb 2025	In-Town
Braxton	Foushee	Black	Not indicated	Male	100 Williams St.	Carrboro, NC 27510	1939	Retired	2/21/2012 4/24/18 4/6/2021	Feb 2024	In-Town
April	Barber	Multiracial	Other	Female	116 B Cheek St.	Carrboro, NC 27510	1975	Personal Care Aide/Paralegal	4/18/2023	Feb 2026	In-Town
Terri	Buckner	White	Not indicated	Female	306 Yorktown Dr.	Chapel Hill, NC 27516	Age 60+	Retired	5/16/2023	Feb 2026	OC BOC-ETJ Seat
Susan	Poulton	White	Not indicated	Female	8720 Union Grove Ch. Rd.	Chapel Hill, NC 27516	1949	Retired	04/13/2004 5/3/2005 2/25/2014 3/7/2017 3/10/2020 5/16/2023	Feb 2026	OC BOC-Joint Planning Transition Area
Rachel	Gaylord-Miles	White	Not indicated	Female	124 Fidelity Street	Carrboro, NC 27510	1992	Enviromental Transportation Planner	11/15/2016 4/24/2018 02/01/2021	Feb 2024	In-Town
<b>VACANT</b>										2/1/2024	In-Town
<b>VACANT</b>										2/1/2025	In-Town
<b>VACANT</b>										2/1/2025	In-Town
<b>Reappointment</b>											
<b>APPLICANTS</b>											
Aaron	Foreman	White	Not Indicated	Male	115 Larkin Ln.	Chapel Hill, NC 27516	1981	Network Engineer			In-Town
Brian	Crawford	White	Not Indicated	Male	405 Wyndham Drive	Chapel Hill, NC 27516	1986	Data Science			In-Town
Christopher	Chin	Asian American	Chinese	Male	101 Thomas Lane Apt C4	Carrboro, NC 27510	1984	Business Analyst			In-Town
Annalisa	Sims	White	Not Indicated	Female	506 N Greensboro St Apt 15	Carrboro, NC 27510	1990	Grad Student			In-Town
Austin	Hahn	White	Not Indicated	Male	605 W Main St Unit 307	Carrboro, NC 27510	1996	Legislative Asst			In-Town



## Racial Equity Assessment Lens (REAL)

**NAME OF INITIATIVE PROGRAM/PROJECT: Advisory Board & Commission Recruitment Process**

**Department: Clerk's Office**

### ORIGIN AND DESCRIPTION

The process for appointments to town advisory boards and commissions are typically completed in February-March of each year, for expiring and vacant terms, leading up to the consideration by Town Council. The Clerk's office works with staff liaisons and advisory board chairs on applications received and/or eligible member reappointments. These recruitment efforts follow the current advisory board recruitment and appointment policy. The Advisory Board Recruitment & Appointment Policy was initially adopted on 11-21-2017. Since then, several text amendments to this policy have been discussed and adopted by the Town Council on 12-1-2020 and 4-13-2021, respectively. These amendments have been within the section entitled "Composition" on page 2 of the policy, which details expanding the racial and ethnic diversity on advisory boards and commissions (full policy attached at the end of this document). As the policy currently states, consideration of advisory board appointments should not be brought forth to Town Council for consideration unless a diverse applicant pool is present. The exception to this rule is if any advisory board or commission is experiencing issues with achieving a quorum due to multiple vacancies, which prevents the board or commission from conducting business.

Processes for advisory board & commission recruitments also follow this policy. Vacancies occur throughout the year on all boards and commissions, and appointments are made by Council at various times outside of February-March as needed. The main recruitment efforts begin in late fall of each year leading up to February-March and includes creation & production of marketing materials for distribution, announcements on website/social media, "word of mouth" recruitment and recruitment assistance from the Town Council. The Clerk's office helps coordinate these recruitment materials & announcements with assistance by the Communications & Engagement Dept. The Clerk's office also notifies Town Council of any issues of diverse applicant pools for advisory boards and commissions and requests their assistance on recruitment, per the policy. As the applicants are submitted, the Clerk's office fields these to the appropriate staff liaison & chair and keeps record of the applications received. Further, the Clerk's office maintains a roster of current members and applicants, bringing forward applicants to Council for consideration following the policy.

**What is the specific desired result statement –**

The desire is to create a diverse and fair recruitment process and have options that appeal to all demographics with solutions to common barriers e.g., meeting schedule, childcare/transportation options, member stipends, and that there are multiple ways of advertising opportunities that range from print to digital to interpersonal to keep interest levels high and at the forefront.

**BENEFITTING INDIVIDUALS OR GROUPS**

1. Racial and ethnically diverse communities would benefit from more representation on advisory boards. Having diverse advisory boards will be more likely to recognize, create and promote initiatives that benefit the areas underrepresented traditionally.
2. Those who can afford childcare and/or transportation could still be an advisory board member and attend meetings with little to no issue. Further, those who can afford childcare and transportation, most likely has easier access to use digital means to attend meetings & receive news on recruitment efforts. Advisory board initiatives may proceed that further benefit these groups or individuals because they have a means to attend and participate in meetings with less hardships.

**BURDENED INDIVIDUALS OR GROUPS**

1. Potentially qualified advisory board members are not able to participate due to lack of childcare or not being able to afford childcare or transportation to attend meetings. Further, these potential members may not have adequate access to internet and could miss out on recruitment efforts, which is why it is important to promote in non-digital ways. This could leave a gap in the voice at the table of/for a particular demographic. As a result, an advisory board may create or proceed with initiatives that further isolate or alienate certain demographics or people who aren't at the table.

<b>Type</b>	<b>Potential Unintended Consequence</b>	<b>Mitigation Strategies to Prevent Consequences and Advance Racial Equity</b>
<p><b>SOCIAL</b> Consider native and long-term residents, rural residents, transit, trust in government, education, etc.</p>	<p>People of color and other demographics may not trust government’s outreach. They may feel that it needs to be broader in its reach. They may feel that the outreach is targeted to one set demographic or neighborhoods of “higher significance.”</p>	<p>There could be additional outreach measures added to community outreach and expand the forms of public relations to those other than digital platforms.</p> <p>Council has worked to enhance and promote diverse applicants to advisory boards by amending the advisory board recruitment &amp; appointment policy several times and not making appointments to boards until a diverse pool is achieved (unless there is a quorum issue).</p>
<p><b>ECONOMIC</b> Consider wages, competition, tourism, unemployment, small businesses, etc.</p>	<p>If stipends were to be made available for advisory board members, it would need to be in an equitable fashion across all boards and consistent (e.g., option to opt-in or out of stipend)</p>	<p>Stipends could be provided for Advisory Board members which could be used for childcare needs and transportation. Public transit vouchers could be given as well.</p>
<p><b>HEALTH</b> Consider impacts on pollution, health access, existing health disparities, etc.</p>	<p>None identified by staff</p>	<p>None identified by staff</p>
<p><b>ENVIRONMENT</b> Consider impacts on pollution, natural resources, transit, etc.</p>	<p>None identified by staff</p>	<p>None Identified by staff</p>
<p><b>OTHER</b> Consider how a resident might interact with this measure "start to finish."</p>	<p>None identified by staff</p>	<p>None identified by staff</p>

## RECOMMENDATIONS

1. Continue adhering to the Advisory Board Recruitment & Appointment Policy as written (or as amended in the future).
2. Continue to broaden outreach and recruitment of Advisory Board/Commissions outside of digital means.
3. Place recruitment emphasis on sectors of community where there are more people of color and lower income.
4. Explore stipend or pay for Advisory Board members for attending meetings, for childcare and/or transportation needs. Also consider meeting schedule. Town Council work session will be held to address various advisory board topics and more recommendations may transpire from the Council.
5. Include questions on citizen survey on advisory board participation and seek what limitations may exist.
6. The Advisory Board System is complex. We suggest looking at the system as a whole including “recruitment”, “appointment” and “service including board roles/missions and terms.” These processes are interrelated. For example, a barrier to recruitment may be that the lengths of service, about three years, which may be considered a longtime commitment to some residents.
7. We would like to see additional attachments – primarily data showing the demographic makeup of existing boards. The Town will not know about our progress to diversify boards and commissions without creating an excellent tracking system. This may require assistance from GIS or other data-professionals. It would be important to also show a geographic representation of membership residences across town. We should create a dashboard that is publicly available for review, at the forefront - perhaps on a central webpage. Can we set some goals and track progress for the next five years?
8. Can we consider an exit survey for board members?
9. Advisory boards and commissions need to consider meeting dates/times.
10. Do we have a definition of “diverse applicant pool” within the policy? We use the term frequently – but it’s not defined. Is it reflective of the town population or is there another measurement?
11. Reviewing the calendar for the appointment process, we’re wondering whether the February month for term expirations could be an issue. If the calendar was shifted so that recruitment took place at the beginning of the school year (August or September), would that be helpful to residents?
12. Regarding the note about funding for the initiative (stipends, childcare, etc.), please also include funding for recruitment/advertising. Many clubs and marketing initiatives offer bonuses for existing members who bring in new members. Could we test something like that?
13. The Citizen’s Academy is often considered a recruitment method for advisory boards. How does this play into the analysis?
14. Remove obstacles from participating.
15. Advertise board and commission vacancies using multiple platforms – radio stations – WCOM, newspapers (?), kiosks/information centers, drop off locations that community members frequent, Cybrary, churches and UNC.

- 16.** Set goals to fill seats with diverse voices on every board and commission.
- 17.** Spend time in the community and share information along with other important services, etc. Information should be in different languages.
- 18.** Is it possible to have a “hotline” where people can call in to find out about vacancies and other information items?
- 19.** What is the Town of Chapel Hill doing to fill the seats with representatives that look like us?
- 20.** Can meetings be held throughout Town and not in one place all the time? In community?
- 21.** How about virtual opportunities for those that don’t have internet access?
- 22.** Consider providing childcare for members and transportation to and from meetings (pickup stops). Could be a great part-time job for someone. Rent or use a town van.
- 23.** Offer opportunities for community members to experience serving on a board or commission.
- 24.** Provide training for new members about protocol, etc.
- 25.** Be creative and welcoming to all members of the community.



Agenda Item Abstract

File Number: 24-052

Agenda Date: 3/19/2024  
In Control: Town Council  
Version: 1

File Type: Consent Agenda

Appointment to the Stormwater Advisory Commission

**PURPOSE:** This agenda item is for Council to make an appointment to the Stormwater Advisory Commission.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7310, wwelsh@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

The Town Council follows the Advisory Board Recruitment and Appointment Policy which was adopted on 11-21-2017. Text amendments to this policy were approved by the Town Council on 12-1-2020 and 4-13-2021, respectively, to the section entitled “Composition” which related to expanding the racial and ethnic diversity on advisory boards and commissions. The Advisory Board Recruitment and Appointment Policy has been evaluated using the Racial Equity Lens tool which was finalized in May 2023. A copy of the completed lens is attached here as Attachment D.

**INFORMATION:** The Stormwater Advisory Commission shall consist of seven (7) members

- Five (5) residents of the Town of Carrboro
- One (1) resident of the Town’s extraterritorial zoning jurisdiction or the Town
- One (1) member who need not be a resident of the Town of Carrboro, but who must possess special expertise related to stormwater management

The Stormwater Advisory Commission currently has one vacancy for in-town seats and three upcoming vacancies for in-town seats.

A new application was received by Mikey Cristiano for an in-town seat on the board. Mr. Cristiano has attended a meeting and Jeanette O’Connor, Chair of the Commission, has submitted the chair form. Mr. Cristiano is a Community Garden Manager at the Inter-Faith Food Shuttle, a resident of Carrboro for five years, and has significant experience in environmental management, project management, and community partnerships.

The members with terms expiring expressed their interest in staying on the board until applicants are available to fill the seats.

Application and chair form for the new applicant are included as Attachment B.

An informational matrix is included as Attachment C.

**FISCAL IMPACT:** There is no fiscal impact related to this item.

**RECOMMENDATION:** It is recommended that Council review and make the appointment to the Stormwater Advisory Commission's vacant in-town seat.



A RESOLUTION MAKING AN APPOINTMENT TO THE STORMWATER ADVISORY  
COMMISSION

Section 1. The Carrboro Town Council hereby appoints the following applicant(s) to the Stormwater Advisory Commission.

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town Voting Member	Mikey Cristiano	2/2027

Section 2. This resolution shall become effective upon adoption.

This the 19<sup>th</sup> day of March 2024.

## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Friday, November 10, 2023 3:24 PM  
**To:** Wesley Barker; zzDept. Mail - Town Clerk  
**Subject:** Online Form Submittal: Advisory Board Application

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

### Advisory Board Application

First Name	Mikey
Last Name	Cristiano
Date	11/10/2023
Address1	106 Old Pittsboro Road
Address2	APT A
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	9802530663
Email Address	jamcristiano89@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1992
Race	White

Sex	Male
Ethnicity	White
Occupation	Community Garden Manager
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	9
Length of Residence in the Town of Carrboro	5
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Environmental Advisory Board, Stormwater Advisory Commission
Advisory Board Preference	Stormwater Advisory Commission
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Inter-Faith Food Shuttle
Number of Years Employed	3
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	<ul style="list-style-type: none"> <li>- Member of North Carolina Native Plant Society</li> <li>- Former member of North Carolina Botanical Garden, Chapel Hill</li> <li>- Spring 2022 volunteer at North Carolina Botanical Garden, Chapel Hill</li> </ul>
Relevant Experience:	I have significant experience in environmental management as an agriculture professional. I worked for 3+ years in organic farming that included operating my own business and have been in my current role managing a community garden for over 3 years. I have worked intimately with natural systems interpreting environmental conditions to make work plans for gardens and farm land and address challenges regarding management of water, soil, nutrients, and plants.

I have experience with rain gardens, water catchment, and am currently working on a green stormwater management plan to better manage runoff entering the community garden from adjacent impervious surfaces that have caused severe erosion. Plans include installation of pervious pavers, and a rain garden with native plants.

I also have experience in project and program management in my current role. I manage a variety of programs including our agriculture education offerings, community events, volunteer engagement, and community partnerships.

Education and Trainings:

- Bachelor of Science in Public Health, UNC Chapel Hill - 2015
- Fundamentals of Garden Design, Rob Littlepage - Landscape Architect and Educator (Udemy online course) - Enrolled/On-going Summer 2023
- Foundations of Project Management (Course 1), Google Project Management - Completed December, 2022
- Equity in the Food System Webinar Trainings, Duke World Food Policy Center and Communities in Partnerships - Completed Fall 2022
- Introduction to Entomology, NC Botanical Garden (NCBG) - Completed 6/2022
- Native Plant Propagation, NCBG - Completed September, 2022
- Climate Resilient Landscapes, NCBG - Completed September, 2022
- Southeast Native Medicinals, NCBG - Completed May, 2021

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Reasons You Wish to be Appointed

Sense of place and community have always been important to me. While I was in school at UNC-CH, I lived right over the border from Carrboro in Chapel Hill. After a few years away, I returned to Carrboro because I knew this was the community I wanted to be a part of. I loved the walk/bike-ability, culture, local businesses, and people of Carrboro. I have been looking for a way to support this community and feel like the opportunity to participate in an advisory committee is the right fit.

More specifically, I have a professional background in environmental work through my career in agriculture as mentioned in the experience section. I have concerns related to loss of biodiversity and topsoil, and increases in stormwater runoff and flooding that all relate to stormwater management. As the Town of Carrboro develops and updates old stormwater systems, I'd like to emphasize green stormwater infrastructure practices and protection of existing natural spaces when

possible as both can lead to improved stormwater management and benefit the environment, ecological health, and sequester carbon. Additionally, I believe green stormwater practices can add beauty and environmental education to public spaces furthering their benefits and enjoyable quality. At the same time, when green infrastructure is not an option, I want to ensure the Town pursues strategies that will help us effectively manage stormwater to reduce flooding, ensure public health, and support local waterways and ecosystems.

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We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

I believe EDI is a critical framework to creating a healthier, just society for all community members, specifically those who have been historically disenfranchised and oppressed. I want to work to reverse these vast inequities to BIPOC and minority communities. I believe one of the first steps in this work is acknowledging the privilege and power I hold and the space I take up and how those things can have a negative impact on others even without that intention. Additionally, in working towards equity listening, building trust with communities, and giving space is critical. We should come in with the understanding that communities with lived experience should be listened to and understood as their own experts on the challenges they face and possible solutions.

I practice these principles in my own work as a community garden manager in a historically black and lower income community facing rapid gentrification. I am an outsider in this community so my first step is to acknowledge that and its potential impacts. One of our main focuses is listening to and building trust with our neighbors and not rushing that process. We have held several community events in the last year with the primary goal being to simply share our work and build comfort within the space for others. We also ask questions and listen intentionally at these events as well as in our program evaluation methods, and simply in everyday conversation so that we are always working towards a stronger understanding of how we can support the community. On a more personal note, I love this work because of the people. I'm an introverted person, but I love building relationships and leveraging our collective skills and power to benefit one another. I would love to be able to bring this work to a Town of Carrboro advisory board.

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Have you ever served on any Town of Carrboro Committee or Board?

No

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If yes, which one(s)?

*Field not completed.*

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Are you currently serving on a Town Board or Committee? No

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If yes, are you applying for a third consecutive term? No

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If yes, please describe how you meet one, or more, of the following exceptions noted below. I was required to answer the previous question "if yes, are you applying for a third consecutive term?\*" . However, I am not currently serving on a Town Board/Committee and I never have.

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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 6, 2024 9:21 AM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	SWAC
Chair Name	Jeanette O'Connor
Applicant First Name:	Mikey
Applicant Last Name:	Cristiano
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

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10. If no, briefly explain:

*Field not completed.*

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11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

*Field not completed.*

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If other, please explain:

*Field not completed.*

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Membership Information Matrix

**Stormwater Advisory Commission**

First Name	Last Name	Race	Ethnicity	Gender	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	Term Expiration
<b>CURRENT MEMBERS</b>										
Jeanette	O'Connor	White	Not indicated	F	103 Mulberry St.	Carrboro, NC 27510	1982	Landscaper	2018 6/22/2021	Feb 2024
Michael	Paul	White	Not indicated	M	702 Bolin Creek Dr.	Carrboro, NC 27510	1968	Consulting Specialist	2018 6/22/2021	Feb 2024
John	Cox	White	Not indicated	M	107 Yeargen Pl.	Chapel Hill, NC 27516	1950	Engineer, Retired	2018 6/22/2021	Feb 2024
Deanna	Hardesty	White	Not indicated	F	705 W. Main St., Apt. C	Carrboro, NC 27510	1994	Hydrologist	4/4/2023	Feb 2026
Margaret	Kurz	Asian-American	Non-Hispanic	F	1549 Pathway Dr.	Carrboro, NC 27510	1971	Attorney	4/4/2023	Feb 2026
Beth	Vollins	White	Not indicated	F	201 Hanford Dr.	Chapel Hill, NC 27516	1970	Paralegal	4/4/2023	Feb 2026
<b>Vacant</b>										
<b>Appointment Expiring</b>										
<b>APPLICANTS</b>										
Mikey	Cristiano	White	Not Indicated	M	106 Old Pittsboro Rd, Apt A	Carrboro, NC 27510	1992	Community Garden Manager		



## Racial Equity Assessment Lens (REAL)

**NAME OF INITIATIVE PROGRAM/PROJECT: Advisory Board & Commission Recruitment Process**

**Department: Clerk's Office**

### ORIGIN AND DESCRIPTION

The process for appointments to town advisory boards and commissions are typically completed in February-March of each year, for expiring and vacant terms, leading up to the consideration by Town Council. The Clerk's office works with staff liaisons and advisory board chairs on applications received and/or eligible member reappointments. These recruitment efforts follow the current advisory board recruitment and appointment policy. The Advisory Board Recruitment & Appointment Policy was initially adopted on 11-21-2017. Since then, several text amendments to this policy have been discussed and adopted by the Town Council on 12-1-2020 and 4-13-2021, respectively. These amendments have been within the section entitled "Composition" on page 2 of the policy, which details expanding the racial and ethnic diversity on advisory boards and commissions (full policy attached at the end of this document). As the policy currently states, consideration of advisory board appointments should not be brought forth to Town Council for consideration unless a diverse applicant pool is present. The exception to this rule is if any advisory board or commission is experiencing issues with achieving a quorum due to multiple vacancies, which prevents the board or commission from conducting business.

Processes for advisory board & commission recruitments also follow this policy. Vacancies occur throughout the year on all boards and commissions, and appointments are made by Council at various times outside of February-March as needed. The main recruitment efforts begin in late fall of each year leading up to February-March and includes creation & production of marketing materials for distribution, announcements on website/social media, "word of mouth" recruitment and recruitment assistance from the Town Council. The Clerk's office helps coordinate these recruitment materials & announcements with assistance by the Communications & Engagement Dept. The Clerk's office also notifies Town Council of any issues of diverse applicant pools for advisory boards and commissions and requests their assistance on recruitment, per the policy. As the applicants are submitted, the Clerk's office fields these to the appropriate staff liaison & chair and keeps record of the applications received. Further, the Clerk's office maintains a roster of current members and applicants, bringing forward applicants to Council for consideration following the policy.

**What is the specific desired result statement –**

The desire is to create a diverse and fair recruitment process and have options that appeal to all demographics with solutions to common barriers e.g., meeting schedule, childcare/transportation options, member stipends, and that there are multiple ways of advertising opportunities that range from print to digital to interpersonal to keep interest levels high and at the forefront.

**BENEFITTING INDIVIDUALS OR GROUPS**

1. Racial and ethnically diverse communities would benefit from more representation on advisory boards. Having diverse advisory boards will be more likely to recognize, create and promote initiatives that benefit the areas underrepresented traditionally.
2. Those who can afford childcare and/or transportation could still be an advisory board member and attend meetings with little to no issue. Further, those who can afford childcare and transportation, most likely has easier access to use digital means to attend meetings & receive news on recruitment efforts. Advisory board initiatives may proceed that further benefit these groups or individuals because they have a means to attend and participate in meetings with less hardships.

**BURDENED INDIVIDUALS OR GROUPS**

1. Potentially qualified advisory board members are not able to participate due to lack of childcare or not being able to afford childcare or transportation to attend meetings. Further, these potential members may not have adequate access to internet and could miss out on recruitment efforts, which is why it is important to promote in non-digital ways. This could leave a gap in the voice at the table of/for a particular demographic. As a result, an advisory board may create or proceed with initiatives that further isolate or alienate certain demographics or people who aren't at the table.

<b>Type</b>	<b>Potential Unintended Consequence</b>	<b>Mitigation Strategies to Prevent Consequences and Advance Racial Equity</b>
<p><b>SOCIAL</b> Consider native and long-term residents, rural residents, transit, trust in government, education, etc.</p>	<p>People of color and other demographics may not trust government’s outreach. They may feel that it needs to be broader in its reach. They may feel that the outreach is targeted to one set demographic or neighborhoods of “higher significance.”</p>	<p>There could be additional outreach measures added to community outreach and expand the forms of public relations to those other than digital platforms.</p> <p>Council has worked to enhance and promote diverse applicants to advisory boards by amending the advisory board recruitment &amp; appointment policy several times and not making appointments to boards until a diverse pool is achieved (unless there is a quorum issue).</p>
<p><b>ECONOMIC</b> Consider wages, competition, tourism, unemployment, small businesses, etc.</p>	<p>If stipends were to be made available for advisory board members, it would need to be in an equitable fashion across all boards and consistent (e.g., option to opt-in or out of stipend)</p>	<p>Stipends could be provided for Advisory Board members which could be used for childcare needs and transportation. Public transit vouchers could be given as well.</p>
<p><b>HEALTH</b> Consider impacts on pollution, health access, existing health disparities, etc.</p>	<p>None identified by staff</p>	<p>None identified by staff</p>
<p><b>ENVIRONMENT</b> Consider impacts on pollution, natural resources, transit, etc.</p>	<p>None identified by staff</p>	<p>None Identified by staff</p>
<p><b>OTHER</b> Consider how a resident might interact with this measure "start to finish."</p>	<p>None identified by staff</p>	<p>None identified by staff</p>

## RECOMMENDATIONS

1. Continue adhering to the Advisory Board Recruitment & Appointment Policy as written (or as amended in the future).
2. Continue to broaden outreach and recruitment of Advisory Board/Commissions outside of digital means.
3. Place recruitment emphasis on sectors of community where there are more people of color and lower income.
4. Explore stipend or pay for Advisory Board members for attending meetings, for childcare and/or transportation needs. Also consider meeting schedule. Town Council work session will be held to address various advisory board topics and more recommendations may transpire from the Council.
5. Include questions on citizen survey on advisory board participation and seek what limitations may exist.
6. The Advisory Board System is complex. We suggest looking at the system as a whole including “recruitment”, “appointment” and “service including board roles/missions and terms.” These processes are interrelated. For example, a barrier to recruitment may be that the lengths of service, about three years, which may be considered a longtime commitment to some residents.
7. We would like to see additional attachments – primarily data showing the demographic makeup of existing boards. The Town will not know about our progress to diversify boards and commissions without creating an excellent tracking system. This may require assistance from GIS or other data-professionals. It would be important to also show a geographic representation of membership residences across town. We should create a dashboard that is publicly available for review, at the forefront - perhaps on a central webpage. Can we set some goals and track progress for the next five years?
8. Can we consider an exit survey for board members?
9. Advisory boards and commissions need to consider meeting dates/times.
10. Do we have a definition of “diverse applicant pool” within the policy? We use the term frequently – but it’s not defined. Is it reflective of the town population or is there another measurement?
11. Reviewing the calendar for the appointment process, we’re wondering whether the February month for term expirations could be an issue. If the calendar was shifted so that recruitment took place at the beginning of the school year (August or September), would that be helpful to residents?
12. Regarding the note about funding for the initiative (stipends, childcare, etc.), please also include funding for recruitment/advertising. Many clubs and marketing initiatives offer bonuses for existing members who bring in new members. Could we test something like that?
13. The Citizen’s Academy is often considered a recruitment method for advisory boards. How does this play into the analysis?
14. Remove obstacles from participating.
15. Advertise board and commission vacancies using multiple platforms – radio stations – WCOM, newspapers (?), kiosks/information centers, drop off locations that community members frequent, cybrary, churches and UNC.

- 16.** Set goals to fill seats with diverse voices on every board and commission.
- 17.** Spend time in the community and share information along with other important services, etc. Information should be in different languages.
- 18.** Is it possible to have a “hotline” where people can call in to find out about vacancies and other information items?
- 19.** What is the Town of Chapel Hill doing to fill the seats with representatives that look like us?
- 20.** Can meetings be held throughout Town and not in one place all the time? In community?
- 21.** How about virtual opportunities for those that don’t have internet access?
- 22.** Consider providing childcare for members and transportation to and from meetings (pickup stops). Could be a great part-time job for someone. Rent or use a town van.
- 23.** Offer opportunities for community members to experience serving on a board or commission.
- 24.** Provide training for new members about protocol, etc.
- 25.** Be creative and welcoming to all members of the community.



## Agenda Item Abstract

**File Number:** 24-056

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**Agenda Date:** 3/19/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

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Reappointment to the Affordable Housing Advisory Commission (AHAC)

**PURPOSE:** This agenda item is for Council to make a reappointment to the Affordable Housing Advisory Commission (AHAC). This does not include new appointments.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7310, [wwelsh@carrboronc.gov](mailto:wwelsh@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

The Town Council follows the Advisory Board Recruitment and Appointment Policy which was adopted on 11-21-2017. Text amendments to this policy were approved by the Town Council on 12-1-2020 and 4-13-2021, respectively, to the section entitled “Composition” which related to expanding the racial and ethnic diversity on advisory boards and commissions. It should be noted that the Advisory Board Recruitment and Appointment Policy has been evaluated using the Racial Equity Lens tool which was finalized in May 2023. A copy of this completed lens is attached here as Attachment D.

**INFORMATION:** The Affordable Housing Advisory Commission (AHAC) consists of seven (7) members

- Five (5) residents of the Town of Carrboro
- One (1) resident of the Town’s ETJ or the Town
- One (1) member who need not be a resident of the Town, but who must possess special expertise related to affordable housing.

The AHAC currently has one seat eligible for reappointment.

Heather Nash, in-town seat, is eligible for reappointment for a second term. The chair has submitted the chair form recommending Ms. Nash be reappointed. Ms. Nash is self-employed, a resident of Carrboro for 23 years, and has served on multiple boards and committees supporting advocacy for marginalized populations.

Application and chair form for reappointment are included as Attachment B.

A matrix is included as Attachment C.

**FISCAL IMPACT:** There is no fiscal impact related to this item.

**RECOMMENDATION:** It is recommended that Council review and make the reappointment to the

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**Agenda Date:** 3/19/2024  
**In Control:** Town Council  
**Version:** 1

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**File Type:** Consent Agenda

Affordable Housing Advisory Commission.



A RESOLUTION MAKING AN APPOINTMENT TO THE AFFORDABLE HOUSING  
ADVISORY COMMISSION (AHAC)

Section 1 The Carrboro Town Council hereby re-appoints the following applicant(s) to Affordable Housing Advisory Commission (AHAC):

<b>Appointee</b>	<b>Term Expiration</b>
Heather Nash (reappointment)	02/2027

Section 2. This resolution shall become effective upon adoption.

This the 19th day of March 2024.

## George Pierce

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, March 12, 2024 4:06 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	heather
Last Name	nash
Date	3/12/2024
Address1	103 west main street
Address2	<i>Field not completed.</i>
City	carrboro
State	nc
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	9843641915
Email Address	heathnash37@YAHOO.COM
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1975
Race	INDINGINOUS
Sex	FEMALE
Ethnicity	INDINGIONOUS

Occupation	SELF employed
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	28 years
Length of Residence in the Town of Carrboro	23 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Affordable Housing Advisory Commission, Arts Committee, Racial Equity Commission
Advisory Board Preference	AHAC
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	self employed
Number of Years Employed	18 years
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	I attended numerous concerts, festivals, etc in the area .
Community Activities/Organizational Memberships	<p>These are the boards and Committees I'm currently on:</p> <p>AHAC 2 years  OCRCC board 3years  Member of club nova for last 28 years  Pee Homes Board 2 years  Activate IFC 5 years</p> <p>In The past I have served on these:</p> <p>OPC area Board 3 years  Club nova board 2 years  CFAC Board 9 years  Compeer program Board 2 years  NCAPSE Board 5 years  Aids Advocacy Board 2 years</p>
Relevant Experience:	Was in the Affordable Housing Musical 2018- present

Reasons You Wish to be Appointed	I have been advocate for marginalized populations for the past 28 years . I have helped folks with mental health issues, HIV , LGBTQ +++++, etc. I m wanting to still fight for marginalized populations with housing , etc. Im not going to stop being advocate /activist until I die .
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.	I see we are all a American family , all deserving equal treatment . Its not are difference that divided us , it is are inability to recognize accept and celebrate those differences. No one is born hating another person because of the color of his skin, or his background, or his religion. People must learn to hate, and if they can learn to hate, they can be taught to love, for love comes more naturally to the human heart than its opposite.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	ahac im on it right now
Are you currently serving on a Town Board or Committee?	Yes
If yes, are you applying for a third consecutive term?	No
If yes, please describe how you meet one, or more, of the following exceptions noted below.	<i>Field not completed.</i>

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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Saturday, February 17, 2024 5:21 AM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	<i>Affordable Housing Commission</i>
Chair Name	<i>Betty Curry</i>
Applicant First Name:	<i>Heather</i>
Applicant Last Name:	<i>Nash</i>
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	Yes
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

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11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Diversity

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If other, please explain:

*Field not completed.*

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Membership Information Matrix

**Affordable Housing Advisory Commission (AHAC)**

First Name	Last Name	Race	Ethnicity	Gender	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	Term Expiration	Seat Designation
<b>CURRENT MEMBERS</b>											
Muhsin	Omar	African American	Not Indicated	Male	112 NC Hwy 54, Apt G7	Carrboro, Nc 27510	1984	Cashier	6/6/2023	Feb 2026	In-Town
Lindsay	Griffin	White	Not Indicated	Female	115 Barnes St.	Carrboro, NC 27510	1976	Communications & Marketing Mgr.	10/12/2021 6/6/2023	Feb 2026	In-Town
Betty	Curry	Black	Not Indicated	Female	501 Jones Ferry Rd., T1	Carrboro, NC 27510	1960	Bookseller	2/26/2019 9/20/2022	Feb 2025	In-Town
Heather	Nash	Indigenous	Not Indicated	Female	103 W. Main St.	Carrboro, NC 27510	1975	Self-Employed	3/16/2021	Feb 2024	In-Town
<b>Vacant</b>										Feb 2027	In-Town
<b>Vacant</b>										Feb 2027	Expert Seat
<b>Vacant</b>										Feb 2026	ETJ or In-Town
<b>Reappointment</b>											
<b>APPLICANTS</b>											
Alison	Gunn	White	Not Indicated	Female	110 Dillard St	Carrboro, NC 27510	1968	Researcher			In-Town
Craig	Longnecker	White	Not Indicated	Male	500 Smith Level Rd	Carrboro, NC 27510	1971	Disabled			In-Town
Matthew	Parke	White	Not Indicated	Male	118 Cobblestone Dr	Chapel Hill, NC 27516	1987	Driver			In-Town
John	Ring	White	Not Indicated	Male	816 Lochlaven Ln	Chapel Hill, NC 27516	1968	Educator			In-Town



## Racial Equity Assessment Lens (REAL)

**NAME OF INITIATIVE PROGRAM/PROJECT: Advisory Board & Commission Recruitment Process**

**Department: Clerk's Office**

### ORIGIN AND DESCRIPTION

The process for appointments to town advisory boards and commissions are typically completed in February-March of each year, for expiring and vacant terms, leading up to the consideration by Town Council. The Clerk's office works with staff liaisons and advisory board chairs on applications received and/or eligible member reappointments. These recruitment efforts follow the current advisory board recruitment and appointment policy. The Advisory Board Recruitment & Appointment Policy was initially adopted on 11-21-2017. Since then, several text amendments to this policy have been discussed and adopted by the Town Council on 12-1-2020 and 4-13-2021, respectively. These amendments have been within the section entitled "Composition" on page 2 of the policy, which details expanding the racial and ethnic diversity on advisory boards and commissions (full policy attached at the end of this document). As the policy currently states, consideration of advisory board appointments should not be brought forth to Town Council for consideration unless a diverse applicant pool is present. The exception to this rule is if any advisory board or commission is experiencing issues with achieving a quorum due to multiple vacancies, which prevents the board or commission from conducting business.

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**What is the specific desired result statement –**

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**BENEFITTING INDIVIDUALS OR GROUPS**

1. Racial and ethnically diverse communities would benefit from more representation on advisory boards. Having diverse advisory boards will be more likely to recognize, create and promote initiatives that benefit the areas underrepresented traditionally.
2. Those who can afford childcare and/or transportation could still be an advisory board member and attend meetings with little to no issue. Further, those who can afford childcare and transportation, most likely has easier access to use digital means to attend meetings & receive news on recruitment efforts. Advisory board initiatives may proceed that further benefit these groups or individuals because they have a means to attend and participate in meetings with less hardships.

**BURDENED INDIVIDUALS OR GROUPS**

1. Potentially qualified advisory board members are not able to participate due to lack of childcare or not being able to afford childcare or transportation to attend meetings. Further, these potential members may not have adequate access to internet and could miss out on recruitment efforts, which is why it is important to promote in non-digital ways. This could leave a gap in the voice at the table of/for a particular demographic. As a result, an advisory board may create or proceed with initiatives that further isolate or alienate certain demographics or people who aren't at the table.

<b>Type</b>	<b>Potential Unintended Consequence</b>	<b>Mitigation Strategies to Prevent Consequences and Advance Racial Equity</b>
<p><b>SOCIAL</b> Consider native and long-term residents, rural residents, transit, trust in government, education, etc.</p>	<p>People of color and other demographics may not trust government’s outreach. They may feel that it needs to be broader in its reach. They may feel that the outreach is targeted to one set demographic or neighborhoods of “higher significance.”</p>	<p>There could be additional outreach measures added to community outreach and expand the forms of public relations to those other than digital platforms.</p> <p>Council has worked to enhance and promote diverse applicants to advisory boards by amending the advisory board recruitment &amp; appointment policy several times and not making appointments to boards until a diverse pool is achieved (unless there is a quorum issue).</p>
<p><b>ECONOMIC</b> Consider wages, competition, tourism, unemployment, small businesses, etc.</p>	<p>If stipends were to be made available for advisory board members, it would need to be in an equitable fashion across all boards and consistent (e.g., option to opt-in or out of stipend)</p>	<p>Stipends could be provided for Advisory Board members which could be used for childcare needs and transportation. Public transit vouchers could be given as well.</p>
<p><b>HEALTH</b> Consider impacts on pollution, health access, existing health disparities, etc.</p>	<p>None identified by staff</p>	<p>None identified by staff</p>
<p><b>ENVIRONMENT</b> Consider impacts on pollution, natural resources, transit, etc.</p>	<p>None identified by staff</p>	<p>None Identified by staff</p>
<p><b>OTHER</b> Consider how a resident might interact with this measure "start to finish."</p>	<p>None identified by staff</p>	<p>None identified by staff</p>

## RECOMMENDATIONS

1. Continue adhering to the Advisory Board Recruitment & Appointment Policy as written (or as amended in the future).
2. Continue to broaden outreach and recruitment of Advisory Board/Commissions outside of digital means.
3. Place recruitment emphasis on sectors of community where there are more people of color and lower income.
4. Explore stipend or pay for Advisory Board members for attending meetings, for childcare and/or transportation needs. Also consider meeting schedule. Town Council work session will be held to address various advisory board topics and more recommendations may transpire from the Council.
5. Include questions on citizen survey on advisory board participation and seek what limitations may exist.
6. The Advisory Board System is complex. We suggest looking at the system as a whole including “recruitment”, “appointment” and “service including board roles/missions and terms.” These processes are interrelated. For example, a barrier to recruitment may be that the lengths of service, about three years, which may be considered a longtime commitment to some residents.
7. We would like to see additional attachments – primarily data showing the demographic makeup of existing boards. The Town will not know about our progress to diversify boards and commissions without creating an excellent tracking system. This may require assistance from GIS or other data-professionals. It would be important to also show a geographic representation of membership residences across town. We should create a dashboard that is publicly available for review, at the forefront - perhaps on a central webpage. Can we set some goals and track progress for the next five years?
8. Can we consider an exit survey for board members?
9. Advisory boards and commissions need to consider meeting dates/times.
10. Do we have a definition of “diverse applicant pool” within the policy? We use the term frequently – but it’s not defined. Is it reflective of the town population or is there another measurement?
11. Reviewing the calendar for the appointment process, we’re wondering whether the February month for term expirations could be an issue. If the calendar was shifted so that recruitment took place at the beginning of the school year (August or September), would that be helpful to residents?
12. Regarding the note about funding for the initiative (stipends, childcare, etc.), please also include funding for recruitment/advertising. Many clubs and marketing initiatives offer bonuses for existing members who bring in new members. Could we test something like that?
13. The Citizen’s Academy is often considered a recruitment method for advisory boards. How does this play into the analysis?
14. Remove obstacles from participating.
15. Advertise board and commission vacancies using multiple platforms – radio stations – WCOM, newspapers (?), kiosks/information centers, drop off locations that community members frequent, cybrary, churches and UNC.

- 16.** Set goals to fill seats with diverse voices on every board and commission.
- 17.** Spend time in the community and share information along with other important services, etc. Information should be in different languages.
- 18.** Is it possible to have a “hotline” where people can call in to find out about vacancies and other information items?
- 19.** What is the Town of Chapel Hill doing to fill the seats with representatives that look like us?
- 20.** Can meetings be held throughout Town and not in one place all the time? In community?
- 21.** How about virtual opportunities for those that don’t have internet access?
- 22.** Consider providing childcare for members and transportation to and from meetings (pickup stops). Could be a great part-time job for someone. Rent or use a town van.
- 23.** Offer opportunities for community members to experience serving on a board or commission.
- 24.** Provide training for new members about protocol, etc.
- 25.** Be creative and welcoming to all members of the community.



## Agenda Item Abstract

**File Number: 24-057**

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**Agenda Date:** 3/19/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

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Reappointment to the Transportation Advisory Board (TAB)

**PURPOSE:** This agenda item is for Council to make a reappointment to the Transportation Advisory Board (TAB). This does not include new appointments.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7310, [wwelsh@carrboronc.gov](mailto:wwelsh@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

The Town Council follows the Advisory Board Recruitment and Appointment Policy which was adopted on 11-21-2017. Text amendments to this policy were approved by the Town Council on 12-1-2020 and 4-13-2021, respectively, to the section entitled “Composition” which related to expanding the racial and ethnic diversity on advisory boards and commissions. It should be noted that the Advisory Board Recruitment and Appointment Policy has been evaluated using the Racial Equity Lens tool which was finalized in May 2023. A copy of this completed lens is attached here as Attachment D.

**INFORMATION:** The Transportation Advisory Board (TAB) consists of seven (7) members appointed by the Council.

- Six (6) members shall be residents of the Town.
- One (1) member shall be a resident either of the Town, the Town’s extraterritorial planning jurisdiction, or the Town’s joint planning transition area.
  - All such members (“regular members”) shall be interested in or have expertise relevant to the duties of the TAB.

The TAB currently has one member eligible for reappointment.

Lenore Jones-Perretto, in-town seat, is eligible for reappointment. Ms. Jones-Perretto is currently serving as the chair of the TAB, is the only diverse candidate on the board, and one of two females on the board. Ms. Jones-Perretto is a 27-year resident of Carrboro and is also the chair of PORCH Chapel Hill-Carrboro. Ms. Jones-Perretto thinks public transportation is important and being on this advisory board is key to giving feedback from stakeholders directly to Council.

Member David Swan's second term has expired. He has chosen not to seek reappointment for a new term but has expressed his willingness to continue serving in a temporary capacity until the consolidation process is

complete.

The application and chair form are in Attachment B.

The TAB informational matrix is Attachment C.

**FISCAL IMPACT:** There is no fiscal impact related to this item.

**RECOMMENDATION:** It is recommended that Council review and make the reappointment to the Transportation Advisory Board (TAB).

A RESOLUTION MAKING AN APPOINTMENT TO THE  
TRANSPORTATION ADVISORY BOARD (TAB)

Section 1. The Carrboro Town Council hereby reappoints the following applicant(s) to the Transportation Advisory Board (TAB):

<b>Appointee</b>	<b>Term Expiration</b>
Lenore Jones-Perretto (reappointment)	02/2027

Section 2. This resolution shall become effective upon adoption.

This the 19th day of March 2024.

## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 6, 2024 2:47 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Lenore
Last Name	Jones-Peretto
Date	3/6/2024
Address1	103 S. Fields Circle
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	9194143059
Email Address	peretto@bellsouth.net
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1969
Race	African American
Sex	F
Ethnicity	<i>Field not completed.</i>



Occupation	Attorney
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	27 years
Length of Residence in the Town of Carrboro	27 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Transportation Advisory Board
Advisory Board Preference	TAB
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Self Employed
Number of Years Employed	16
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Current Chair of the TAB; Chair of PORCH Chapel Hill-Carrboro and Board member since 2021
Relevant Experience:	Current Chair of TAB
Reasons You Wish to be Appointed	I think that it is important for the Homestead Rd area of Carrboro to be represented. There is much more needed in the way of public transportation to raise all boats in Carrboro and to make a dent in the amount of single occupancy vehicles used in our town.
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in	It is important to have representation of all parts of society to ensure that the needs of all parts of our community are met. Advisory boards are key to giving the feedback from affected stakeholders directly to the Council. Therefore, it is important that advisory boards represent all parts of our community and if they do not, that they endeavor to gather feedback from all parts to better inform the work of the Council.

advisory board/commission work but also in all facets of local government and community work.

---

Have you ever served on any Town of Carrboro Committee or Board?      Yes

---

If yes, which one(s)?      TAB

---

Are you currently serving on a Town Board or Committee?      Yes

---

If yes, are you applying for a third consecutive term?      No

---

If yes, please describe how you meet one, or more, of the following exceptions noted below.      This new term would be my second term.

---

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## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 6, 2024 2:49 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Transportation Advisory Board
Chair Name	Lenore Jones-PEretto
Applicant First Name:	Lenore
Applicant Last Name:	Jones-Peretto
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	2
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: *Field not completed.*

---

10. If no, briefly explain: *Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison. Diversity

---

If other, please explain: *Field not completed.*

---

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Membership Information Matrix

**Transportation Advisory Board (TAB)**

First Name	Last Name	Race	Ethnicity	Gender	Address	City, State, Zip	YOB	Occupation/Expertise Content	Appointed Date	Term Expiration	Seat Designation
<b>Current Members</b>											
Elyse	Keefe	White	Not Indicated	Female	118 W. Poplar Ave.	Carrboro, NC 27510	1987	Research Specialist	2/25/2020 3/7/2023	Feb 2026	N/A
David	Salvesen	White	Not Indicated	Male	1805 Pathway Dr.	Carrboro, NC 27510	1957	Retired- Land Use/Planning Instructor/UNC	3/7/2023	Feb 2026	N/A
Lenore	Jones-Perretto	Black	Not Indicated	Female	103 S Fields Circle	Chapel Hill, NC 27516	1969	Attorney	2/23/2021	Feb 2024	N/A
David	Swan	White	Not Indicated	Male	506 Bolin Creek Drive	Carrboro, NC 27510	1977	Marketer	4/17/2018 2/23/2021	Feb 2024	N/A
Jordan	Dalton	White	Not Indicated	Male	201 Lorraine St.	Carrboro, NC 27510	1987	Software Developer	11/29/2023	Nov 2026	N/A
Bradley	Doll	White	Not Indicated	Male	214 Jewell Dr.	Carrboro, NC 27511	1979	Data Scientist	11/29/2023	Nov 2026	N/A
<b>Vacant</b>										Feb 2026	N/A
<b>Reappointment</b>											
<b>Term Ending</b>											
<b>Applicants</b>											
David	Daddio	White	Not Indicated	Male	117 Piano St	Chapel Hill, NC 27516	1985	Community Planner/Program Manager			N/A
Nathan	Drapela	White	Not Indicated	Male	111 Lantern Way	Carrboro, NC 27510	1991	Graduate Student			N/A



## Racial Equity Assessment Lens (REAL)

**NAME OF INITIATIVE PROGRAM/PROJECT: Advisory Board & Commission Recruitment Process**

**Department: Clerk's Office**

### ORIGIN AND DESCRIPTION

The process for appointments to town advisory boards and commissions are typically completed in February-March of each year, for expiring and vacant terms, leading up to the consideration by Town Council. The Clerk's office works with staff liaisons and advisory board chairs on applications received and/or eligible member reappointments. These recruitment efforts follow the current advisory board recruitment and appointment policy. The Advisory Board Recruitment & Appointment Policy was initially adopted on 11-21-2017. Since then, several text amendments to this policy have been discussed and adopted by the Town Council on 12-1-2020 and 4-13-2021, respectively. These amendments have been within the section entitled "Composition" on page 2 of the policy, which details expanding the racial and ethnic diversity on advisory boards and commissions (full policy attached at the end of this document). As the policy currently states, consideration of advisory board appointments should not be brought forth to Town Council for consideration unless a diverse applicant pool is present. The exception to this rule is if any advisory board or commission is experiencing issues with achieving a quorum due to multiple vacancies, which prevents the board or commission from conducting business.

Processes for advisory board & commission recruitments also follow this policy. Vacancies occur throughout the year on all boards and commissions, and appointments are made by Council at various times outside of February-March as needed. The main recruitment efforts begin in late fall of each year leading up to February-March and includes creation & production of marketing materials for distribution, announcements on website/social media, "word of mouth" recruitment and recruitment assistance from the Town Council. The Clerk's office helps coordinate these recruitment materials & announcements with assistance by the Communications & Engagement Dept. The Clerk's office also notifies Town Council of any issues of diverse applicant pools for advisory boards and commissions and requests their assistance on recruitment, per the policy. As the applicants are submitted, the Clerk's office fields these to the appropriate staff liaison & chair and keeps record of the applications received. Further, the Clerk's office maintains a roster of current members and applicants, bringing forward applicants to Council for consideration following the policy.

**What is the specific desired result statement –**

The desire is to create a diverse and fair recruitment process and have options that appeal to all demographics with solutions to common barriers e.g., meeting schedule, childcare/transportation options, member stipends, and that there are multiple ways of advertising opportunities that range from print to digital to interpersonal to keep interest levels high and at the forefront.

**BENEFITTING INDIVIDUALS OR GROUPS**

1. Racial and ethnically diverse communities would benefit from more representation on advisory boards. Having diverse advisory boards will be more likely to recognize, create and promote initiatives that benefit the areas underrepresented traditionally.
2. Those who can afford childcare and/or transportation could still be an advisory board member and attend meetings with little to no issue. Further, those who can afford childcare and transportation, most likely has easier access to use digital means to attend meetings & receive news on recruitment efforts. Advisory board initiatives may proceed that further benefit these groups or individuals because they have a means to attend and participate in meetings with less hardships.

**BURDENED INDIVIDUALS OR GROUPS**

1. Potentially qualified advisory board members are not able to participate due to lack of childcare or not being able to afford childcare or transportation to attend meetings. Further, these potential members may not have adequate access to internet and could miss out on recruitment efforts, which is why it is important to promote in non-digital ways. This could leave a gap in the voice at the table of/for a particular demographic. As a result, an advisory board may create or proceed with initiatives that further isolate or alienate certain demographics or people who aren't at the table.

<b>Type</b>	<b>Potential Unintended Consequence</b>	<b>Mitigation Strategies to Prevent Consequences and Advance Racial Equity</b>
<p><b>SOCIAL</b> Consider native and long-term residents, rural residents, transit, trust in government, education, etc.</p>	<p>People of color and other demographics may not trust government’s outreach. They may feel that it needs to be broader in its reach. They may feel that the outreach is targeted to one set demographic or neighborhoods of “higher significance.”</p>	<p>There could be additional outreach measures added to community outreach and expand the forms of public relations to those other than digital platforms.</p> <p>Council has worked to enhance and promote diverse applicants to advisory boards by amending the advisory board recruitment &amp; appointment policy several times and not making appointments to boards until a diverse pool is achieved (unless there is a quorum issue).</p>
<p><b>ECONOMIC</b> Consider wages, competition, tourism, unemployment, small businesses, etc.</p>	<p>If stipends were to be made available for advisory board members, it would need to be in an equitable fashion across all boards and consistent (e.g., option to opt-in or out of stipend)</p>	<p>Stipends could be provided for Advisory Board members which could be used for childcare needs and transportation. Public transit vouchers could be given as well.</p>
<p><b>HEALTH</b> Consider impacts on pollution, health access, existing health disparities, etc.</p>	<p>None identified by staff</p>	<p>None identified by staff</p>
<p><b>ENVIRONMENT</b> Consider impacts on pollution, natural resources, transit, etc.</p>	<p>None identified by staff</p>	<p>None Identified by staff</p>
<p><b>OTHER</b> Consider how a resident might interact with this measure "start to finish."</p>	<p>None identified by staff</p>	<p>None identified by staff</p>



## RECOMMENDATIONS

1. Continue adhering to the Advisory Board Recruitment & Appointment Policy as written (or as amended in the future).
2. Continue to broaden outreach and recruitment of Advisory Board/Commissions outside of digital means.
3. Place recruitment emphasis on sectors of community where there are more people of color and lower income.
4. Explore stipend or pay for Advisory Board members for attending meetings, for childcare and/or transportation needs. Also consider meeting schedule. Town Council work session will be held to address various advisory board topics and more recommendations may transpire from the Council.
5. Include questions on citizen survey on advisory board participation and seek what limitations may exist.
6. The Advisory Board System is complex. We suggest looking at the system as a whole including “recruitment”, “appointment” and “service including board roles/missions and terms.” These processes are interrelated. For example, a barrier to recruitment may be that the lengths of service, about three years, which may be considered a longtime commitment to some residents.
7. We would like to see additional attachments – primarily data showing the demographic makeup of existing boards. The Town will not know about our progress to diversify boards and commissions without creating an excellent tracking system. This may require assistance from GIS or other data-professionals. It would be important to also show a geographic representation of membership residences across town. We should create a dashboard that is publicly available for review, at the forefront - perhaps on a central webpage. Can we set some goals and track progress for the next five years?
8. Can we consider an exit survey for board members?
9. Advisory boards and commissions need to consider meeting dates/times.
10. Do we have a definition of “diverse applicant pool” within the policy? We use the term frequently – but it’s not defined. Is it reflective of the town population or is there another measurement?
11. Reviewing the calendar for the appointment process, we’re wondering whether the February month for term expirations could be an issue. If the calendar was shifted so that recruitment took place at the beginning of the school year (August or September), would that be helpful to residents?
12. Regarding the note about funding for the initiative (stipends, childcare, etc.), please also include funding for recruitment/advertising. Many clubs and marketing initiatives offer bonuses for existing members who bring in new members. Could we test something like that?
13. The Citizen’s Academy is often considered a recruitment method for advisory boards. How does this play into the analysis?
14. Remove obstacles from participating.
15. Advertise board and commission vacancies using multiple platforms – radio stations – WCOM, newspapers (?), kiosks/information centers, drop off locations that community members frequent, cybrary, churches and UNC.

- 16.** Set goals to fill seats with diverse voices on every board and commission.
- 17.** Spend time in the community and share information along with other important services, etc. Information should be in different languages.
- 18.** Is it possible to have a “hotline” where people can call in to find out about vacancies and other information items?
- 19.** What is the Town of Chapel Hill doing to fill the seats with representatives that look like us?
- 20.** Can meetings be held throughout Town and not in one place all the time? In community?
- 21.** How about virtual opportunities for those that don’t have internet access?
- 22.** Consider providing childcare for members and transportation to and from meetings (pickup stops). Could be a great part-time job for someone. Rent or use a town van.
- 23.** Offer opportunities for community members to experience serving on a board or commission.
- 24.** Provide training for new members about protocol, etc.
- 25.** Be creative and welcoming to all members of the community.



Agenda Item Abstract

File Number: 24-053

Agenda Date: 3/19/2024
In Control: Town Council
Version: 1

File Type: Consent Agenda

Appointments to the Economic Sustainability Commission (ESC)

PURPOSE: This agenda item is for the Town Council to make appointments to the Economic Sustainability Commission.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Wendy Welsh, Interim Town Clerk, 919-918-7310, wwelsh@carrboronc.gov

COUNCIL DIRECTION:

\_\_\_ Race/Equity \_\_\_ Climate \_\_\_ Comprehensive Plan \_\_X\_\_ Other

The Town Council follows the Advisory Board Recruitment and Appointment Policy which was adopted on 11-21-2017. Text amendments to this policy were approved by the Town Council on 12-1-2020 and 4-13-2021, respectively, to the section entitled "Composition" which related to expanding the racial and ethnic diversity on advisory boards and commissions. It should be noted that the Advisory Board Recruitment and Appointment Policy has been evaluated using the Racial Equity Lens tool which was finalized in May 2023. A copy of this completed lens is attached here as Attachment D.

INFORMATION: The Economic Sustainability Commission is composed of ten (10) members, appointed by the Town Council.

- Three (3) residents of the Town, at least one of whom shall reside within the downtown area,
• Three (3) owners of businesses within the Town,
• Three (3) at-large members.
• The tenth member (the "liaison member") shall be a member of the Arts Committee designated by the Arts Committee to attend meetings of the Economic Sustainability Commission.

The ESC currently has four (4) open seats with terms expiring in 2026. New appointees will be filling the partial termed seats. Members can serve one partial term and two full terms on this committee.

A new application was received by Tyler Huntington for a Business Owner seat on the board. Mr. Huntington has attended a meeting and David Jesse, Chair of the Committee, has recommended him for appointment. Mr. Huntington is a local business owner for over 24 years, a resident of Carrboro for over 30 years, has served on the Carrboro Business Association, and helps consult other small business owners to improve their operations.

A new application was received by Keagan James for an at-large seat on the board. Mr. James has attended a meeting and David Jesse, Chair of the Committee, has recommended him for appointment. Mr. James is a MPA

student at UNC with a focus on the impacts of economic development measures on low-wage workers and has experience working in Economic Development at the municipal level.

A new application was received by Melba Ribeiro for an at-large seat on the board. Ms. Ribeiro has attended a meeting and David Jesse, Chair of the Committee, has recommended her for appointment. Ms. Ribeiro is a Healthcare Leader at UNC Health, a resident of Carrboro for eight years, has plenty of volunteer experience, and a background in economics.

All applications and chair forms are in Attachment B.

The ESC informational matrix is Attachment C.

**FISCAL IMPACT:** No Fiscal Impact

**RECOMMENDATION:** Recommend Council appoint applicants to the Economic Sustainability Committee for a partial term appointment to fill vacant seats on the committee.

**A RESOLUTION MAKING APPOINTMENTS TO THE ECONOMIC  
SUSTAINABILITY COMMISSION (ESC)**

Section 1. The Carrboro Town Council hereby appoints the following to the Economic Sustainability Commission:

<b>Appointee</b>	<b>Term Expiration</b>
Tyler Huntington	02/2026
Keagan James	02/2026
Melba Ribeiro	02/2026

Section 2. This resolution shall become effective upon adoption.

This the 19<sup>th</sup> day of March 2024.

## Wesley Barker

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, February 8, 2023 7:45 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Tyler
Last Name	Huntington
Date	2/8/2023
Address1	616 west main st
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	9192479691

Email Address                                  tshuntington@gmail.com

---

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

---

What Year Were You Born?    1966

---

Race    caucasian

---

Sex    male

---

Ethnicity    *Field not completed.*

---

Occupation                                         self/ commercial real estate/ restaurant consultant

---

Are you a registered Orange County Voter?    Yes

---

Length of Residence in Orange County    30, currently + 11yr growing up

---

Length of Residence in the Town of Carrboro    30yr+

---

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

Economic Sustainability Commission

---

Advisory Board Preference    Economic Sustainability Commission

---

Other (advisory board not listed):    *Field not completed.*

---

\*\*Employer/Self Employed    *Field not completed.*

---

Number of Years Employed	<i>Field not completed.</i>
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Former member of the CBA. Involved in Ultimate frisbee when my kids were younger.
Relevant Experience:	I owned & operated my own businesses in Carrboro for 24yrs. I have owned historic commercial property in downtown Carrboro. I currently work as a commercial real estate broker specializing in the hospitality industry. This puts me in regular contact with multiple small business owners in Carrboro. Served on the Board of the Carrboro Business Association. I also consult with small businesses to improve their operations as well as assisting prospective small business owners with their business plans.
Reasons You Wish to be Appointed	Having grown up in Carrboro then returning to live and operate a small business in Carrboro I want to see the town continue to thrive, both in community and economically. After experiencing the struggles as a small business owner myself, and having discussions with current business owners in Carrboro I am concerned about the survival of many of our businesses. It's cliché, but I love my town and want to see it thrive. I believe promoting, recruiting and supporting, a diverse business community will help Carrboro continue to be a place where people will seek to do business, live and visit. I would also like to contribute to the discussions/ planning for the growth of our town in the future.



We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

In order for Carrboro to continue to be viewed as a welcoming and supportive community for every member of our society it is important to have a broad diversity of people represented in our, advisory boards, our town leadership, business ownership and workforce. When young people see someone with whom they identify being successful or being a recognized leader, it provides hope and motivation for them to follow whatever path they choose.

---

Have you ever served on any Town of Carrboro Committee or Board?

No

---

If yes, which one(s)?

*Field not completed.*

---

Are you currently serving on a Town Board or Committee?

No

---

If yes, are you applying for a third consecutive term?

Yes, No

---

If yes, please describe how you meet one, or more, of the following exceptions noted below.

*Field not completed.*

---

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## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, March 14, 2023 8:11 AM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Economic Sustainability Commission
Chair Name	David Jessee
Applicant First Name:	Tyler
Applicant Last Name:	Huntington
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

Occupation, Experience, or Special Skills

---

If other, please explain:

*Field not completed.*

---

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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Friday, October 27, 2023 11:03 AM  
**To:** Wesley Barker; zzDept. Mail - Town Clerk  
**Subject:** Online Form Submittal: Advisory Board Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Advisory Board Application

First Name	Keagan
Last Name	James
Date	10/27/2023
Address1	222 Old Fayetteville Rd Apt A205
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone (111)-111-1111	7658609380
Email Address	keaganjames22@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1999
Race	Caucasian

Sex	Male
Ethnicity	White
Occupation	Student
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	3 months
Length of Residence in the Town of Carrboro	3 months
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Economic Sustainability Commission, Racial Equity Commission
Advisory Board Preference	Economic Sustainability Commission
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	University of North Carolina at Chapel Hill
Number of Years Employed	3 months
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	<ul style="list-style-type: none"> <li>- Volunteer with UNC Climbing Club</li> <li>- Youth soccer referee in the area</li> <li>- UNC ICMA Student Chapter Member</li> </ul>
Relevant Experience:	I have internship experience working in Economic Development work at the municipal level. I am an MPA student at UNC - Chapel Hill. In addition, I am a current graduate research assistant with Dr. Jonathan Morgan the School of Government focusing on the impacts of economic development measures on low-wage workers.
Reasons You Wish to be Appointed	I believe sustainable economic development is a key piece of both mitigating future racial and environmental inequities and undoing generations of past harm. I am well-versed in policies and initiatives that contribute to this goal and the mission

outlined by the town of Carrboro. My past experiences and knowledge in this area would serve me well in this capacity. Ultimately, I deeply care about the places that I live, and while I have not lived here long I am committed to making Carrboro a better place for all.

---

We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.

In order to achieve equitable economic outcomes it requires a diverse set of perspectives and an inclusive workspace from within. Ideally, the government and its advisory boards/commissions accurately portray the wants and needs of the people. However, in this capacity I hope to center the folks who are most marginalized in this community. While I recognize my privilege as a white man, I hope to leverage this privilege to amplify the voices of the most marginalized to ensure their needs are considered and met by this board.

---

Have you ever served on any Town of Carrboro Committee or Board?

No

---

If yes, which one(s)?

*Field not completed.*

---

Are you currently serving on a Town Board or Committee?

No

---

If yes, are you applying for a third consecutive term?

No

---

If yes, please describe how you meet one, or more, of the following exceptions noted below.

*Field not completed.*

---

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## George Pierce

---

**From:** noreply@civicplus.com  
**Sent:** Monday, March 11, 2024 6:45 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Economic Sustainability Commission
Chair Name	David Jessee
Applicant First Name:	Kegan
Applicant Last Name:	James
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Diversity
If other, please explain:	<i>Field not completed.</i>

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## Wesley Barker

---

**From:** noreply@civicplus.com  
**Sent:** Saturday, March 18, 2023 9:10 PM  
**To:** Wesley Barker; Mary Bryant  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Melba
Last Name	Ribeiro
Date	3/18/2023
Address1	405 James St
Address2	<i>Field not completed.</i>
City	Carrboro
State	North Carolina
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	9286072082
Email Address	melbafribeiro@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1973
Race	Asian
Sex	Female
Ethnicity	Indian

Occupation	Healthcare Leader
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	13
Length of Residence in the Town of Carrboro	8
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Economic Sustainability Commission, Planning Board
Advisory Board Preference	Economic Sustainability Commission
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	UNC Health
Number of Years Employed	13
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Community Volunteer - PreCovid, Music festival and Parks & Rec events Previous board member for IFC Previous Orange Literacy volunteer
Relevant Experience:	finance/business experience Economic certificate participation with in some building planning with UNC
Reasons You Wish to be Appointed	invested community member
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in	diversity of thought

advisory board/commission work but also in all facets of local government and community work.

---

Have you ever served on any Town of Carrboro Committee or Board? No

---

If yes, which one(s)? *Field not completed.*

---

Are you currently serving on a Town Board or Committee? No

---

If yes, are you applying for a third consecutive term? No

---

If yes, please describe how you meet one, or more, of the following exceptions noted below. *Field not completed.*

---

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## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Friday, December 1, 2023 9:49 AM  
**To:** Wesley Barker; zzDept. Mail - Town Clerk  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Economic Sustainability Committee
Chair Name	David Jessee
Applicant First Name:	Melba
Applicant Last Name:	Ribeiro
1. Has the applicant previously served on this or another advisory board?	No
2. If yes, how many total years have they served?	<i>Field not completed.</i>
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board	<i>Field not completed.</i>

meeting, did you contact them via phone or email?

---

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

---

10. If no, briefly explain: *Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison. Diversity, Occupation, Experience, or Special Skills

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If other, please explain: *Field not completed.*

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Email not displaying correctly? [View it in your browser.](#)

Membership Information Matrix

**Economic Sustainability Commission (ESC)**

First Name	Last Name	Race	Ethnicity	Gender	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	Term Expiration	Seat Designation
<b>CURRENT MEMBERS</b>											
Sheila	Dalton	White	Not Indicated	Female	301 Hillsborough Rd., Apt D	Carrboro, NC 27510	1971	Small Business Owner	10/11/2022	Feb 2026	Business Owner
John "Jack"	Moracco	White	Not Indicated	Male	213 Cobblestone Dr.	Chapel Hill, NC 27516	1976	Business Owner	4/16/2019 2021 2/27/2024	Feb 2027	Resident
Jim	Porto	White	Not Indicated	Male	107 Watters Rd.	Carrboro, NC 27510	1969	Homemaker	4/10/2018 2021 2/27/2024	Feb 2027	Resident- Downtown
David	Jesee	White	Not Indicated	Male	1543 Pathway Dr.	Carrboro, NC 27510	1966	Landlord	4/16/2019 2/23/2021 2/27/2024	Feb 2027	Resident
Nadia	Taylor	Black	African American	Female	401 NC 54, Apt I-9	Carrboro, NC 27510	1992	Chef	10/11/2022 2/27/2024	Feb 2027	At Large / Resident
Vacant										Feb 2026	At Large
Vacant										Feb 2026	Business Owner
Vacant										Feb 2026	At Large
Vacant										Feb 2025	At Large
Vacant											Arts Committee Liaison
<b>APPLICANTS</b>											
Melba	Ribeiro	Asian	Indian	Female	405 James St.	Carrboro, NC 27510	1973	Healthcare Leader			At Large
Tyler	Huntington	White	Not Indicated	Male	616 W. Main st.	Carrboro, NC 27510	1966	Commercial Real Estate/Restaurant Consultant			Business Owner
Keagan	James	White	Not Indicated	Male	222 Old Fayetteville Rd. Apt A205	Carrboro, NC 27510	1999	Student			At Large



## Racial Equity Assessment Lens (REAL)

**NAME OF INITIATIVE PROGRAM/PROJECT: Advisory Board & Commission Recruitment Process**

**Department: Clerk's Office**

### ORIGIN AND DESCRIPTION

The process for appointments to town advisory boards and commissions are typically completed in February-March of each year, for expiring and vacant terms, leading up to the consideration by Town Council. The Clerk's office works with staff liaisons and advisory board chairs on applications received and/or eligible member reappointments. These recruitment efforts follow the current advisory board recruitment and appointment policy. The Advisory Board Recruitment & Appointment Policy was initially adopted on 11-21-2017. Since then, several text amendments to this policy have been discussed and adopted by the Town Council on 12-1-2020 and 4-13-2021, respectively. These amendments have been within the section entitled "Composition" on page 2 of the policy, which details expanding the racial and ethnic diversity on advisory boards and commissions (full policy attached at the end of this document). As the policy currently states, consideration of advisory board appointments should not be brought forth to Town Council for consideration unless a diverse applicant pool is present. The exception to this rule is if any advisory board or commission is experiencing issues with achieving a quorum due to multiple vacancies, which prevents the board or commission from conducting business.

Processes for advisory board & commission recruitments also follow this policy. Vacancies occur throughout the year on all boards and commissions, and appointments are made by Council at various times outside of February-March as needed. The main recruitment efforts begin in late fall of each year leading up to February-March and includes creation & production of marketing materials for distribution, announcements on website/social media, "word of mouth" recruitment and recruitment assistance from the Town Council. The Clerk's office helps coordinate these recruitment materials & announcements with assistance by the Communications & Engagement Dept. The Clerk's office also notifies Town Council of any issues of diverse applicant pools for advisory boards and commissions and requests their assistance on recruitment, per the policy. As the applicants are submitted, the Clerk's office fields these to the appropriate staff liaison & chair and keeps record of the applications received. Further, the Clerk's office maintains a roster of current members and applicants, bringing forward applicants to Council for consideration following the policy.

**What is the specific desired result statement –**

The desire is to create a diverse and fair recruitment process and have options that appeal to all demographics with solutions to common barriers e.g., meeting schedule, childcare/transportation options, member stipends, and that there are multiple ways of advertising opportunities that range from print to digital to interpersonal to keep interest levels high and at the forefront.

**BENEFITTING INDIVIDUALS OR GROUPS**

1. Racial and ethnically diverse communities would benefit from more representation on advisory boards. Having diverse advisory boards will be more likely to recognize, create and promote initiatives that benefit the areas underrepresented traditionally.
2. Those who can afford childcare and/or transportation could still be an advisory board member and attend meetings with little to no issue. Further, those who can afford childcare and transportation, most likely has easier access to use digital means to attend meetings & receive news on recruitment efforts. Advisory board initiatives may proceed that further benefit these groups or individuals because they have a means to attend and participate in meetings with less hardships.

**BURDENED INDIVIDUALS OR GROUPS**

1. Potentially qualified advisory board members are not able to participate due to lack of childcare or not being able to afford childcare or transportation to attend meetings. Further, these potential members may not have adequate access to internet and could miss out on recruitment efforts, which is why it is important to promote in non-digital ways. This could leave a gap in the voice at the table of/for a particular demographic. As a result, an advisory board may create or proceed with initiatives that further isolate or alienate certain demographics or people who aren't at the table.



<b>Type</b>	<b>Potential Unintended Consequence</b>	<b>Mitigation Strategies to Prevent Consequences and Advance Racial Equity</b>
<p><b>SOCIAL</b> Consider native and long-term residents, rural residents, transit, trust in government, education, etc.</p>	<p>People of color and other demographics may not trust government’s outreach. They may feel that it needs to be broader in its reach. They may feel that the outreach is targeted to one set demographic or neighborhoods of “higher significance.”</p>	<p>There could be additional outreach measures added to community outreach and expand the forms of public relations to those other than digital platforms.</p> <p>Council has worked to enhance and promote diverse applicants to advisory boards by amending the advisory board recruitment &amp; appointment policy several times and not making appointments to boards until a diverse pool is achieved (unless there is a quorum issue).</p>
<p><b>ECONOMIC</b> Consider wages, competition, tourism, unemployment, small businesses, etc.</p>	<p>If stipends were to be made available for advisory board members, it would need to be in an equitable fashion across all boards and consistent (e.g., option to opt-in or out of stipend)</p>	<p>Stipends could be provided for Advisory Board members which could be used for childcare needs and transportation. Public transit vouchers could be given as well.</p>
<p><b>HEALTH</b> Consider impacts on pollution, health access, existing health disparities, etc.</p>	<p>None identified by staff</p>	<p>None identified by staff</p>
<p><b>ENVIRONMENT</b> Consider impacts on pollution, natural resources, transit, etc.</p>	<p>None identified by staff</p>	<p>None Identified by staff</p>
<p><b>OTHER</b> Consider how a resident might interact with this measure "start to finish."</p>	<p>None identified by staff</p>	<p>None identified by staff</p>

## RECOMMENDATIONS

1. Continue adhering to the Advisory Board Recruitment & Appointment Policy as written (or as amended in the future).
2. Continue to broaden outreach and recruitment of Advisory Board/Commissions outside of digital means.
3. Place recruitment emphasis on sectors of community where there are more people of color and lower income.
4. Explore stipend or pay for Advisory Board members for attending meetings, for childcare and/or transportation needs. Also consider meeting schedule. Town Council work session will be held to address various advisory board topics and more recommendations may transpire from the Council.
5. Include questions on citizen survey on advisory board participation and seek what limitations may exist.
6. The Advisory Board System is complex. We suggest looking at the system as a whole including “recruitment”, “appointment” and “service including board roles/missions and terms.” These processes are interrelated. For example, a barrier to recruitment may be that the lengths of service, about three years, which may be considered a longtime commitment to some residents.
7. We would like to see additional attachments – primarily data showing the demographic makeup of existing boards. The Town will not know about our progress to diversify boards and commissions without creating an excellent tracking system. This may require assistance from GIS or other data-professionals. It would be important to also show a geographic representation of membership residences across town. We should create a dashboard that is publicly available for review, at the forefront - perhaps on a central webpage. Can we set some goals and track progress for the next five years?
8. Can we consider an exit survey for board members?
9. Advisory boards and commissions need to consider meeting dates/times.
10. Do we have a definition of “diverse applicant pool” within the policy? We use the term frequently – but it’s not defined. Is it reflective of the town population or is there another measurement?
11. Reviewing the calendar for the appointment process, we’re wondering whether the February month for term expirations could be an issue. If the calendar was shifted so that recruitment took place at the beginning of the school year (August or September), would that be helpful to residents?
12. Regarding the note about funding for the initiative (stipends, childcare, etc.), please also include funding for recruitment/advertising. Many clubs and marketing initiatives offer bonuses for existing members who bring in new members. Could we test something like that?
13. The Citizen’s Academy is often considered a recruitment method for advisory boards. How does this play into the analysis?
14. Remove obstacles from participating.
15. Advertise board and commission vacancies using multiple platforms – radio stations – WCOM, newspapers (?), kiosks/information centers, drop off locations that community members frequent, cybrary, churches and UNC.

- 16.** Set goals to fill seats with diverse voices on every board and commission.
- 17.** Spend time in the community and share information along with other important services, etc. Information should be in different languages.
- 18.** Is it possible to have a “hotline” where people can call in to find out about vacancies and other information items?
- 19.** What is the Town of Chapel Hill doing to fill the seats with representatives that look like us?
- 20.** Can meetings be held throughout Town and not in one place all the time? In community?
- 21.** How about virtual opportunities for those that don’t have internet access?
- 22.** Consider providing childcare for members and transportation to and from meetings (pickup stops). Could be a great part-time job for someone. Rent or use a town van.
- 23.** Offer opportunities for community members to experience serving on a board or commission.
- 24.** Provide training for new members about protocol, etc.
- 25.** Be creative and welcoming to all members of the community.



## Agenda Item Abstract

**File Number:** 24-054

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**Agenda Date:** 3/19/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

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Reappointments to the Arts Committee

**PURPOSE:** This agenda item is for Council to make reappointments to the Arts Committee. This does not include any new appointments.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7310, [wwelsh@carrboronc.gov](mailto:wwelsh@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

The Town Council follows the Advisory Board Recruitment and Appointment Policy which was adopted on 11-21-2017. Text amendments to this policy were approved by the Town Council on 12-1-2020 and 4-13-2021, respectively, to the section entitled “Composition” which related to expanding the racial and ethnic diversity on advisory boards and commissions. The Advisory Board Recruitment and Appointment Policy has been evaluated using the Racial Equity Lens tool which was finalized in May 2023, which is attached as Attachment D.

**INFORMATION:** There shall be an Arts Committee consisting of twelve (12) members.

- Nine (9) regular members shall be appointed by the Town Council.
- The tenth member (1) shall be a person designated by the Executive Director of the Carrboro ArtsCenter to attend the meetings of the Committee. The ArtsCenter Executive Director may designate different persons to attend different committee meetings.
- The eleventh member (1) shall be a person designated by the Chapel Hill Arts Committee to attend the meetings of the Committee.
- The twelfth member (1) shall be a member of the Economic Sustainability Commission designated by the Economic Sustainability Commission to attend meetings of the Arts Committee.

The Arts Committee currently has two members for reappointment.

Shaundra Daily, in-town seat, is interested in being appointed for a second term. Ms. Daily has served on the committee since 2021. Ms. Daily is a Professor at Duke University, a resident of Carrboro for six years, and has served on many committees at Duke University.

Lindey Womack, out of town seat, is interested in being appointed for a second term. Ms. Womack has served on the committee since 2021. Ms. Womack is an Executive Assistant at UNC, was a resident of Carrboro for

eight years, enjoyed her first term on the committee and would like to continue to serve.

Member Kelli Crispin's second term has expired. Mrs. Crispin has expressed her willingness to continue serving until the consolidation process is complete or as long as necessary.

Applications and Chair Forms for reappointments are included as Attachment B.

An informational matrix is included as Attachment C.

**FISCAL IMPACT:** There is no fiscal impact related to this item.

**RECOMMENDATION:** It is recommended that Council review and make reappointments to the Arts Committee.

A RESOLUTION MAKING REAPPOINTMENTS TO THE ARTS COMMITTEE

Section 1. The Carrboro Town Council hereby re-appoints the following applicant(s) to the Arts Committee:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	Shaundra Daily	02/2027
In-Town	Lindsey Womack	02/2027

Section 2. This resolution shall become effective upon adoption.

This the 19<sup>th</sup> day of March 2024.

## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, February 14, 2024 2:44 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Advisory Board Application

First Name	Shaundra
Last Name	Daily
Date	2/14/2024
Address1	220 W Winmore Ave
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	North Carolina
Zip	27516-6087
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	8649867832
Email Address	shanibphd@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1979
Race	Black

Sex	Female
Ethnicity	<i>Field not completed.</i>
Occupation	Professor
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	7 years
Length of Residence in the Town of Carrboro	6 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Arts Committee, Racial Equity Commission
Advisory Board Preference	Arts Committee
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Duke University
Number of Years Employed	7
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Only academic organizations
Relevant Experience:	Many committees for Duke University
Reasons You Wish to be Appointed	I want to stay engaged with what's happening in my town.
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in	I believe racial equity, diversity and inclusion are vitally important ideals that all communities should strive for. Local governments and organizations have a responsibility to ensure people of all backgrounds feel represented, respected and able to fully participate. There is still much work to be done to overcome historical inequities, but an open and ongoing



advisory board/commission work but also in all facets of local government and community work. commitment to understanding different perspectives, dismantling barriers, and promoting justice and empowerment for marginalized groups is the only ethical path forward. I'm happy to discuss constructive ways we can promote these goals.

---

Have you ever served on any Town of Carrboro Committee or Board? Yes

---

If yes, which one(s)? Arts

---

Are you currently serving on a Town Board or Committee? Yes

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If yes, are you applying for a third consecutive term? No

---

If yes, please describe how you meet one, or more, of the following exceptions noted below. *Field not completed.*

---

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## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, February 22, 2024 5:35 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Arts Committee
Chair Name	Kelli Crispin
Applicant First Name:	Shaundra
Applicant Last Name:	Daily
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	unknown
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board	<i>Field not completed.</i>

meeting, did you contact them via phone or email?

---

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

---

*Field not completed.*

10. If no, briefly explain:

---

*Field not completed.*

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

---

Diversity, Occupation, Experience, or Special Skills

If other, please explain:

---

*Field not completed.*

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## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, March 6, 2024 6:23 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Lindsey
Last Name	Womack
Date	3/6/2024
Address1	393 WESLEY CT
Address2	<i>Field not completed.</i>
City	CHAPEL HILL
State	NC
Zip	27516-1529
Is this address located within the corporate limits of the Town of Carrboro?	No
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	9192131345
Email Address	lindsey.a.womack@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1993
Race	White
Sex	Female
Ethnicity	White

Occupation	Executive Assistant
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	9 years
Length of Residence in the Town of Carrboro	8 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Arts Committee
Advisory Board Preference	Arts Committee
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	UNC Chapel Hill
Number of Years Employed	5
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Carrboro Arts Committee member since 2020
Relevant Experience:	Carrboro Arts Committee member since 2020
Reasons You Wish to be Appointed	I enjoyed my first term on the board and would like to continue for a second tenure.
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of	I whole heartily agree. Representation of all is important to the life of our society, the understanding of others and the human experience

local government and community work.

---

Have you ever served on any Town of Carrboro Committee or Board?	Yes
--	-----

---

If yes, which one(s)?	Arts Committee
-----------------------	----------------

---

Are you currently serving on a Town Board or Committee?	Yes
---	-----

---

If yes, are you applying for a third consecutive term?	No
--	----

---

If yes, please describe how you meet one, or more, of the following exceptions noted below.	<i>Field not completed.</i>
---	-----------------------------

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Email not displaying correctly? [View it in your browser.](#)

## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, February 22, 2024 5:35 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Arts Committee
Chair Name	Kelli Crispin
Applicant First Name:	Lindsey
Applicant Last Name:	Womack
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	unknown
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board	<i>Field not completed.</i>

meeting, did you contact them via phone or email?

---

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

---

*Field not completed.*

10. If no, briefly explain:

---

*Field not completed.*

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.

---

Occupation, Experience, or Special Skills

If other, please explain:

---

*Field not completed.*

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Membership Information Matrix

**Arts Committee**

First Name	Last Name	Race	Ethnicity	Gender	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	Term Expiration	Seat Designation
<b>CURRENT MEMBERS</b>											
Shaundra	Daily	Black	Not Indicated	Female	220 W. Winmore	Chapel Hill, NC 27516	1979	Professor	2/23/2021	Feb 2024	In-Town
Catherine	Froelich	White	Not Indicated	Female	101 Hanna St	Carrboro, NC 27540		Montessori Teacher	2/23/2021	Feb 2025	In-Town
Tierney	Sneeringer	White	Not Indicated	Female	208 Spring Valley	Carrboro, NC 27540	1983	Cultural Organization Director	9/14/2021	Feb 2025	In-Town
Kelli	Crispin	White	Not Indicated	Female	605 Jones Ferry Rd #HH4	Carrboro, NC 27540	1969	Business Analyst	4/17/2018 2/23/2021	Feb 2024	In-Town
Lindsey	Womack	White	Not Indicated	Female	393 Wesley Ct.	Chapel Hill, NC 27516	1993	Program Coordinator	9/14/2021	Feb 2024	Out of Town
Wendy	Smith	White	Non-Hispanic	Female	T300-G E. Main St	Carrboro, NC 27540					Arts Center Rep
Vacant											Chapel Hill Arts Comm
Vacant											ESC Liaison
Vacant										Feb 2025	In-Town
Vacant										Feb 2026	In-Town
Vacant										Feb 2026	In-Town
Vacant										Feb 2027	In-Town
<b>Re-Appointment</b>											
<b>Appointment Ending</b>											
<b>APPLICANTS</b>											
Concetta	Rand	White	Not Indicated	Female	102 Commons Way	Chapel Hill, NC 27516	1979	Self Employeed			In-Town
Emilie	Condon	White	Non-Hispanic	Female	407 Lindsay St	Carrboro, NC 27510	1947	Retired			In-Town
Lori	Khamala	White	Not Indicated	Female	100 Morningside Dr	Carrboro, NC 27510	1977	Nonprofit Program Director			In-Town
Marquis	Lopez	Black	Not Indicated	Male	180 BPW Club Rd	Carrboro, NC 27510	1989	Private Chef			In-Town



## Racial Equity Assessment Lens (REAL)

**NAME OF INITIATIVE PROGRAM/PROJECT: Advisory Board & Commission Recruitment Process**

**Department: Clerk's Office**

### ORIGIN AND DESCRIPTION

The process for appointments to town advisory boards and commissions are typically completed in February-March of each year, for expiring and vacant terms, leading up to the consideration by Town Council. The Clerk's office works with staff liaisons and advisory board chairs on applications received and/or eligible member reappointments. These recruitment efforts follow the current advisory board recruitment and appointment policy. The Advisory Board Recruitment & Appointment Policy was initially adopted on 11-21-2017. Since then, several text amendments to this policy have been discussed and adopted by the Town Council on 12-1-2020 and 4-13-2021, respectively. These amendments have been within the section entitled "Composition" on page 2 of the policy, which details expanding the racial and ethnic diversity on advisory boards and commissions (full policy attached at the end of this document). As the policy currently states, consideration of advisory board appointments should not be brought forth to Town Council for consideration unless a diverse applicant pool is present. The exception to this rule is if any advisory board or commission is experiencing issues with achieving a quorum due to multiple vacancies, which prevents the board or commission from conducting business.

Processes for advisory board & commission recruitments also follow this policy. Vacancies occur throughout the year on all boards and commissions, and appointments are made by Council at various times outside of February-March as needed. The main recruitment efforts begin in late fall of each year leading up to February-March and includes creation & production of marketing materials for distribution, announcements on website/social media, "word of mouth" recruitment and recruitment assistance from the Town Council. The Clerk's office helps coordinate these recruitment materials & announcements with assistance by the Communications & Engagement Dept. The Clerk's office also notifies Town Council of any issues of diverse applicant pools for advisory boards and commissions and requests their assistance on recruitment, per the policy. As the applicants are submitted, the Clerk's office fields these to the appropriate staff liaison & chair and keeps record of the applications received. Further, the Clerk's office maintains a roster of current members and applicants, bringing forward applicants to Council for consideration following the policy.

**What is the specific desired result statement –**

The desire is to create a diverse and fair recruitment process and have options that appeal to all demographics with solutions to common barriers e.g., meeting schedule, childcare/transportation options, member stipends, and that there are multiple ways of advertising opportunities that range from print to digital to interpersonal to keep interest levels high and at the forefront.

**BENEFITTING INDIVIDUALS OR GROUPS**

1. Racial and ethnically diverse communities would benefit from more representation on advisory boards. Having diverse advisory boards will be more likely to recognize, create and promote initiatives that benefit the areas underrepresented traditionally.
2. Those who can afford childcare and/or transportation could still be an advisory board member and attend meetings with little to no issue. Further, those who can afford childcare and transportation, most likely has easier access to use digital means to attend meetings & receive news on recruitment efforts. Advisory board initiatives may proceed that further benefit these groups or individuals because they have a means to attend and participate in meetings with less hardships.

**BURDENED INDIVIDUALS OR GROUPS**

1. Potentially qualified advisory board members are not able to participate due to lack of childcare or not being able to afford childcare or transportation to attend meetings. Further, these potential members may not have adequate access to internet and could miss out on recruitment efforts, which is why it is important to promote in non-digital ways. This could leave a gap in the voice at the table of/for a particular demographic. As a result, an advisory board may create or proceed with initiatives that further isolate or alienate certain demographics or people who aren't at the table.

<b>Type</b>	<b>Potential Unintended Consequence</b>	<b>Mitigation Strategies to Prevent Consequences and Advance Racial Equity</b>
<p><b>SOCIAL</b> Consider native and long-term residents, rural residents, transit, trust in government, education, etc.</p>	<p>People of color and other demographics may not trust government’s outreach. They may feel that it needs to be broader in its reach. They may feel that the outreach is targeted to one set demographic or neighborhoods of “higher significance.”</p>	<p>There could be additional outreach measures added to community outreach and expand the forms of public relations to those other than digital platforms.</p> <p>Council has worked to enhance and promote diverse applicants to advisory boards by amending the advisory board recruitment &amp; appointment policy several times and not making appointments to boards until a diverse pool is achieved (unless there is a quorum issue).</p>
<p><b>ECONOMIC</b> Consider wages, competition, tourism, unemployment, small businesses, etc.</p>	<p>If stipends were to be made available for advisory board members, it would need to be in an equitable fashion across all boards and consistent (e.g., option to opt-in or out of stipend)</p>	<p>Stipends could be provided for Advisory Board members which could be used for childcare needs and transportation. Public transit vouchers could be given as well.</p>
<p><b>HEALTH</b> Consider impacts on pollution, health access, existing health disparities, etc.</p>	<p>None identified by staff</p>	<p>None identified by staff</p>
<p><b>ENVIRONMENT</b> Consider impacts on pollution, natural resources, transit, etc.</p>	<p>None identified by staff</p>	<p>None Identified by staff</p>
<p><b>OTHER</b> Consider how a resident might interact with this measure "start to finish."</p>	<p>None identified by staff</p>	<p>None identified by staff</p>

## RECOMMENDATIONS

1. Continue adhering to the Advisory Board Recruitment & Appointment Policy as written (or as amended in the future).
2. Continue to broaden outreach and recruitment of Advisory Board/Commissions outside of digital means.
3. Place recruitment emphasis on sectors of community where there are more people of color and lower income.
4. Explore stipend or pay for Advisory Board members for attending meetings, for childcare and/or transportation needs. Also consider meeting schedule. Town Council work session will be held to address various advisory board topics and more recommendations may transpire from the Council.
5. Include questions on citizen survey on advisory board participation and seek what limitations may exist.
6. The Advisory Board System is complex. We suggest looking at the system as a whole including “recruitment”, “appointment” and “service including board roles/missions and terms.” These processes are interrelated. For example, a barrier to recruitment may be that the lengths of service, about three years, which may be considered a longtime commitment to some residents.
7. We would like to see additional attachments – primarily data showing the demographic makeup of existing boards. The Town will not know about our progress to diversify boards and commissions without creating an excellent tracking system. This may require assistance from GIS or other data-professionals. It would be important to also show a geographic representation of membership residences across town. We should create a dashboard that is publicly available for review, at the forefront - perhaps on a central webpage. Can we set some goals and track progress for the next five years?
8. Can we consider an exit survey for board members?
9. Advisory boards and commissions need to consider meeting dates/times.
10. Do we have a definition of “diverse applicant pool” within the policy? We use the term frequently – but it’s not defined. Is it reflective of the town population or is there another measurement?
11. Reviewing the calendar for the appointment process, we’re wondering whether the February month for term expirations could be an issue. If the calendar was shifted so that recruitment took place at the beginning of the school year (August or September), would that be helpful to residents?
12. Regarding the note about funding for the initiative (stipends, childcare, etc.), please also include funding for recruitment/advertising. Many clubs and marketing initiatives offer bonuses for existing members who bring in new members. Could we test something like that?
13. The Citizen’s Academy is often considered a recruitment method for advisory boards. How does this play into the analysis?
14. Remove obstacles from participating.
15. Advertise board and commission vacancies using multiple platforms – radio stations – WCOM, newspapers (?), kiosks/information centers, drop off locations that community members frequent, cybrary, churches and UNC.

- 16.** Set goals to fill seats with diverse voices on every board and commission.
- 17.** Spend time in the community and share information along with other important services, etc. Information should be in different languages.
- 18.** Is it possible to have a “hotline” where people can call in to find out about vacancies and other information items?
- 19.** What is the Town of Chapel Hill doing to fill the seats with representatives that look like us?
- 20.** Can meetings be held throughout Town and not in one place all the time? In community?
- 21.** How about virtual opportunities for those that don’t have internet access?
- 22.** Consider providing childcare for members and transportation to and from meetings (pickup stops). Could be a great part-time job for someone. Rent or use a town van.
- 23.** Offer opportunities for community members to experience serving on a board or commission.
- 24.** Provide training for new members about protocol, etc.
- 25.** Be creative and welcoming to all members of the community.



Agenda Item Abstract

File Number: 24-049

Agenda Date: 3/19/2024  
In Control: Town Council  
Version: 1

File Type: Agendas

Request to Set Legislative Public Hearing for Text Amendments

**PURPOSE:** To request the Town Council consider setting a public hearing on text amendments to the Land Use Ordinance relating to Cafes and Residential Density in Certain Zoning Districts. A resolution setting a public hearing for April 23, 2024 has been provided.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon, Planning & Transportation Administrator, 919-918-7325, cmoon@carrboronc.gov; Patricia McGuire, Planning Director, 919-918-7327, pmcguire@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Setting a public hearing for a text amendment to the Land Use Ordinance is a required step in accordance with North Carolina state statutes and Town regulations. Responses to the racial equity pocket questions related to the legislative public hearing process necessary for the consideration of the text amendment have been prepared and are attached.

**INFORMATION:** The Town has received a text amendment request from Heather Washburn of Calico Studio, to modify the Land Use Ordinance to increase in the amount of residential density in the O Zoning District (Office, 7,500 square feet per dwelling unit) and to allow for the creation of a new type of restaurant land use selling coffee/tea products prepared on site and baked goods prepared off-site. The text amendment request is to support a pending application for a major modification to an existing special use permit-A for property at 603 Jones Ferry Road.

Background

On June 26, 2028, the Town Council approved a conditional use permit (which became a special use permit-A with the adoption of Chapter 160D in 2021) for a small mixed-use project at 603 Jones Ferry Road. The project allowed for the development of four live-work units consisting of 1,200-square-foot office space on the ground floor and 1,200 square-foot residential units above. Ms. Washburn is seeking to purchase the 1.10 acre (47,916 square foot) property and request a major modification to the permit to allow for approximately 14 residential units, including a combination of 500-1000 square foot live-work units, and a small café space.

A draft ordinance (*Attachment B*) has been prepared. If adopted the Land Use Ordinance would be amended to allow for an increase in residential density in the O and O/A districts subject to certain criteria. In addition, a new restaurant use category would be added to the Permissible Use Table to allow for a coffee-house type use

which will allow for the brewing of beverages on site and the sale of prepared foods made off-site.

The Town Council must receive public comment before taking action on the draft ordinance. Orange County and Planning Board review is also needed, and the Town Council may wish to refer the item to advisory boards based on their expertise; staff has identified the Appearance Commission, Transportation Advisory Board, Environmental Advisory Board, Economic Sustainability Commission and Affordable Housing Advisory Commission.

**FISCAL IMPACT:** There is no fiscal impact relating to setting a public hearing. Costs and staff time are associated with public hearing and advisory board review. The applicant has submitted the fee associated with the text amendment request.

**RECOMMENDATION:** Staff recommends that the Town Council consider the resolution (*Attachment A*) setting a public hearing for April 23, 2024, and referring the item to Orange County, the Planning Board, and other advisory boards based on their area of expertise.



A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE RELATING TO CAFES AND RESIDENTIAL DENSITY IN CERTAIN ZONING DISTRICTS

WHEREAS the Carrboro Town Council seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance.

NOW, THEREFORE BE IT RESOLVED that the Town Council sets a public hearing on April 23, 2024, to consider adopting “An Ordinance Amending the Carrboro Land Use Ordinance Relating to Cafes and Residential Density in Certain Zoning Districts.”

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County and the Town of Carrboro Planning Board for consideration and recommendation prior to the specified public hearing date.

BE IT FURTHER RESOLVED that the draft ordinance is also referred to the following Town of Carrboro advisory boards and commissions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Appearance Commission              | <input type="checkbox"/> Recreation and Parks Commission                   |
| <input checked="" type="checkbox"/> Transportation Advisory Board      | <input type="checkbox"/> Northern Transition Area Advisory Committee       |
| <input checked="" type="checkbox"/> Environmental Advisory Board       | <input checked="" type="checkbox"/> Affordable Housing Advisory Commission |
| <input checked="" type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> _____   |

This is the 19<sup>th</sup> day of March in the year 2024.

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE RELATING TO CAFES AND RESIDENTIAL DENSITY IN CERTAIN ZONING DISTRICTS.

\*\*DRAFT 3-13-2024\*\*

THE TOWN COUNCIL OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Article II, Section 15-15 Definition of Basic Terms of the Carrboro Land Use Ordinance is amended by the addition of a new definition, in appropriate alphabetical order, that reads as follows:

**NEIGHBORHOOD CAFÉ.** A retail business that sells principally coffee and tea along with baked goods and similar foods prepared off site.

Section 2. Article X, Section 15-146 Table of Permissible Uses is by adding a new use classification, 8.900, Neighborhood Cafe, and by adding a “ZA(l)” under the columns for the B-1C, B-1G, HR-CC, O, and O/A districts, and an “A” under the columns for the B-2, B-3, B-3T, B-5, and HR-R districts.

Section 3. Article X, Section 15-147 Use of the Designations A, B, Z in Table of Permissible Uses is amended by rewriting subsection (i) to read as follows:

(i) When used in connection with 8.100, 8.200, 8.500 and 8.600 uses, the designation “ZA(l)” means that a zoning permit must be obtained if the total area within a development to be used for this purpose does not exceed 1,500 square feet and the use is to take place in a building in existence on the effective date of this subsection while a special use permit-A must be obtained whenever the total area to be used for this purpose is equal to or exceeds 1,500 square feet.

When used in conjunction with 8.900 uses, the designation “ZA(l)” means that a zoning permit must be obtained if the total area within a development to be used for this purpose does not exceed 1,000 square feet of gross floor area and a special use permit-A must be obtained whenever the total area to be used for this purpose exceeds 1,000 square feet of gross floor area or the use is proposed within a new building.

Section 4. Article XII, Sub-section 15-182 Residential Density is amended with the addition of a new subsection (j) that reads as follows:

(j) Notwithstanding the foregoing, the minimum square feet per dwelling unit required shall be 3,000 square feet within the O and O/A districts so long as such units are included within a vertically integrated, multi-family residential and mixed-use development that meets the following criteria:

- a. Property location has frontage along an arterial street.
- b. Development includes at least 500 gross square feet of building area dedicated to non-residential uses.
- c. Development includes at least 15 percent affordable housing units that meet the affordable criteria specified in Sections 15-54.1 and 15-182.4

Section 5. Article XVIII, Section 15-291(g) is amended by adding use category 8.900 “Neighborhood Cafe” to Part I of the Table of Parking Requirements and assigning a parking

requirement of 1 space for per every 200 square feet of gross floor area, and 1 space for every eight outside seats.

Section 6. Article XVIII, Section 15-291(h) is amended by adding use category 8.900 “Neighborhood Cafe” to the Table of Bicycle Parking Standards assigning one space per 10 presumptively required auto spaces, with a minimum of 5 spaces.

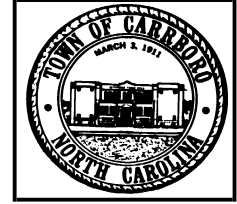
Section 7. All provisions any town ordinance in conflict with this ordinance are repealed.

Section 8. This ordinance shall become effective upon adoption.

## **APPENDIX A – 3**

# **LAND USE ORDINANCE AMENDMENT REQUEST FORM**

## TOWN OF CARRBORO



## LAND USE ORDINANCE AMENDMENT REQUEST

*"Dear Potential Business Operator:*

*Please be advised that it may be necessary to meet with several members of Town staff as well as outside agencies to identify and fully understand all rules, regulations, and policies applicable to your business."*

**To the Town Council, the Planning Board, and the Appearance Commission, as appropriate, of the Town of Carrboro:**

**I (we), the undersigned do hereby respectfully make application and petition the Carrboro Town Council to amend the Land Use Ordinance. In support of this application, the following facts are shown:**

- 1) **The Land Use Ordinance, at present, would allow (description/quote, page and number of section in question):**  
15-146 Table of Permissible Uses, Use Category 8.000, allows restaurants in some zoning districts...but not in the O (office) zoning district
- 2) **The proposed amendment to the Land Use Ordinance would allow (describe briefly intended change):**  
Creation of a new Use Category 8.900: Neighborhood Coffee Shop with a maximum floor area of 1,000 sf, located within a vertically oriented mixed use building with a residential primary use, selling only beverages along with baked goods prepared off site.  
The Use Table would be amended to allow this use as a "ZA" Use (Zoning Permit from Town Council) and in the following Districts: B-1C, B-1G, O and O/A. Also as an "A" (Allowed) use in HR-CC, B-2 and B-5, and also a "Z" (Admin. Zoning Permit) in the B-4 District.
- 3) **State the reasons for the proposed amendment:**  
Small local gathering places such as coffee shops are a critical component of creating walkable "third place" destinations in residential areas, particularly when they can be combined in a vertical mixed use residential building. These would allow the ability to have social interaction, organic co-working, and a less car-dependent location.

SIGNATURE:

  
*applicant*

Heather Washburn  
 {print}

ADDRESS:

1155 Smith Level Road  
Chapel Hill, NC 27516

TELEPHONE NUMBER: 617.869.9646

# TOWN OF CARRBORO



## LAND USE ORDINANCE AMENDMENT REQUEST

*“Dear Potential Business Operator:*

*Please be advised that it may be necessary to meet with several members of Town staff as well as outside agencies to identify and fully understand all rules, regulations, and policies applicable to your business.”*

**To the Town Council, the Planning Board, and the Appearance Commission, as appropriate, of the Town of Carrboro:**

**I (we), the undersigned do hereby respectfully make application and petition the Carrboro Town Council to amend the Land Use Ordinance. In support of this application, the following facts are shown:**

- 1) **The Land Use Ordinance, at present, would allow (description/quote, page and number of section in question):**  
15-182 (a) Residential Density - requires a minimum of 7,500 sf of land area per Dwelling Unit, for Multi-Family and Duplex uses in an O (Office) Zoning District.
  
- 2) **The proposed amendment to the Land Use Ordinance would allow (describe briefly intended change):** The intent would be to allow less land area per unit in specific zoning districts if the proposed project is vertically integrated, adjacent to a transit route, and uses the affordable housing density bonus. Suggested language:

Subject to the other provisions of this section and the provisions of Section 15-186 (Cluster Subdivisions), 15-187 (Architecturally Integrated Subdivisions), 15-182.1 (Density in R-SIR Zoning), **and 15-182 (j)**, every lot developed for residential purposes shall have the number of square feet per dwelling unit indicated in the following table. In determining the number of dwelling units permissible on a tract of land (by dividing the total number of square feet the tract contains by the minimum per dwelling unit), fractions shall be dropped.


Further, add subparagraph (j) to 15-182 with the following language:

(j) Within the zoning districts listed below, residential units that are incorporated into a vertical mixed use building with at least 500 sf of non-residential uses, adjacent to a transit corridor and commits to using the Affordable Housing Density Bonus, may be developed for multi-family residential purposes at a density such that such area contains at least the following number of square feet for each dwelling unit constructed thereon:

Zone	Minimum Square Feet per Dwelling Unit
B-2	3,000
B-3	3,000
B-3-T	3,000
CT	3,000
O	3,000
O/A	3,000

3) **State the reasons for the proposed amendment:**

Greater density in vertically integrated residential projects will encourage walkable communities, especially where affordable housing is provided and proximate to Public Transportation. This should be encouraged in in non-residential zones in order to achieve the Town’s goals of providing denser, affordable walkable communities in a manner which makes housing accessible to more residents.

**SIGNATURE:**  Heather Washburn  
*applicant* {print}

**ADDRESS:** 1155 Smith Level Road  
Chapel Hill, NC 27516

**TELEPHONE NUMBER:** 617.869.9646

## **Race and Equity Pocket Questions**

### **Title and purpose of this initiative:**

Request to Set Legislative Public Hearing Relating to Cafes and Residential Density in Certain Zoning Districts. The purpose of this agenda item is to request the Town Council consider setting a public hearing on a text amendments to the Land Use Ordinance relating to residential density and restaurant uses.

**Department:** Planning

### **What are the racial and equity impacts?**

Lack of representation on elected and appointed boards (advisory boards also provide comments for public hearings) can reduce participation, especially by those who do not learn about these types of processes and/or are unable to participate in meetings. Decisions might be made without considering these points of view.

### **Who is or will experience community burden?**

Shift workers and people who have limited time, transportation choices and/or children may have difficulty finding the time to learn about a proposal, attending meetings, understanding how and when to provide input, and to whom. It takes time to learn the development process and to obtain a comfort level to participate. Language may also provide a barrier for some residents.

### **Who is or will experience community benefit?**

The public hearing process requires that these types of legislative decisions occur in a public form and that the community can comment before a decision is made. Beneficiaries include those who are able/available to and do participate in these ways and those who support or see no negative effects from the changes.

### **What are the root causes of inequity?**

Structural racism in government decisions, particularly those relating to land use, as well as residents' personal experiences with government, can further alienate those that may find it difficult to attend meetings—like working individuals and families—and contribute to a reticence by historically marginalized people to speak in a public setting. Disparate access to quality education, which in turn affects economic outcomes, as well as historical barriers to government for community members of color can lead to undue burden.

### **What might be the unintended consequences of this action or strategy?**

Changes to land use regulations can affect land values and quality of life experiences for surrounding property owners and occupants in ways that can be beneficial and, albeit for some, less desirable. The request for this particular text amendment would, if approved, allow for additional residential density in the Office Zoning District and restaurant uses that do not require a commercial kitchen, uses which may provide additional housing opportunities for some residents and additional business opportunities for local entrepreneurs.

The public hearing process is intended to provide a way for developers and community members to learn about a proposal and provide input in a public setting. Even with published notice and social media releases, some people may not learn of a proposed amendment to the Land Use Ordinance in time to





TOWN OF CARRBORO • NC  
FACING RACE, EMBRACING EQUITY

provide input and/or feel that that they understand the project and/or approval process enough to fully participate. The Planning Department has completed the analysis for a REAL lens for the amendment process. The staff core team and Racial Equity Commission have not yet completed their review.

**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

Suggestions outlined in the REAL lens assessment involves options for better public engagement moving forward. Of note, this would involve efforts to go beyond what is required by state statute and the Land Use Ordinance



Agenda Item Abstract

File Number: 24-062

Agenda Date: 3/19/2024  
In Control: Town Council  
Version: 1

File Type: Consent Agenda

Update on status of American Rescue Plan Act (ARPA) funds

**PURPOSE:** This agenda item is to give Council an update on the status of ARPA funds distributed (\$6.75M) to the Town from the Federal Government, including:

- Background, Definitions, and Timeline to date
- Council approved programming created by department heads
- Graphic showing funds expended, in queue, garnering immediate discussion, and remaining projects and allocations
- Reporting guidelines
- Present next steps as defined by Finance Department

**DEPARTMENT:** Finance Department

**CONTACT INFORMATION:** Bret Greene, (919) 918-7439, bgreene@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

ARPA funding initially began as a catalyst for finance recovery because of the COVID-19 pandemic for government entities. The Treasury has continued to add clarity and insight to guide municipal leaders on uses of the funds appropriated. The Town of Carrboro created a plan in 2022 identifying 40 projects (ranging from \$3k to \$1M) that was approved by the Town council. The projects all align with one of the above Council directives, some spanning multiple initiatives.

**INFORMATION:** Enacted in March 2021, the American Rescue Plan Act was another response to the COVID-19 pandemic. It provided additional relief measures, including direct stimulus payments, extended unemployment benefits, funding for vaccine distribution, aid to state and local governments, and support for schools and childcare.

These acts represent efforts by the U.S. government to address economic crises and public health emergencies by providing financial assistance, support for businesses, and resources for healthcare and social services.

Specifically, the Town of Carrboro was appointed \$6.75 million dollars to aid local businesses and invest in the community because of the negative financial impacts of the COVID-19 pandemic.

**FISCAL IMPACT:** This is an unprecedented opportunity for the Town of Carrboro to invest into its most

pressing needs. The appointed funds represent between 20-25% of a representative annual operating budget. Appropriately expended these funds in the timeline defined by the Federal Government with guidance given from the North Carolina League of Municipalities and the UNC-Chapel Hill School of Government are one of the top priorities for the Town Staff as a whole and the Finance department specifically as advisors, facilitators, and reporters.

**RECOMMENDATION:** Staff recommends Council accept this memo update and be prepared for future decisions on the granular project level in the coming months.



DATE: March 19, 2024  
TO: Town Council, Town of Carrboro  
FROM: Bret Greene, Finance Director  
SUBJECT: America Rescue Plan Act (ARPA) Update for Town of Carrboro

Mayor and Council members,

Below provides a summary of where the Town stands in relation to the Federal dollars received for the Town of Carrboro totaling \$6.75M. The summary paragraph is followed by definitions/timeline, spend to date, major projects in works, and next steps. Any inquiries, as always, are welcomed to the finance staff or other departments through the direction of the Town Manager.

**Background / Timeline / Definitions**

- \$1.9 Trillion Federal Stimulus Bill to aid public health and economic recovery from the COVID-19 pandemic
- “Final Rule” published 1/6/2022 provides additional clarity and flexibility on uses including:
  - Capital Expenditures
  - Expansion of public sector hiring and capacity
  - Premium pay for essential works
  - Broadening eligible broadband, water, and sewer infrastructure
- Timeline

Funds Received	Funds Obligated		Funds Spent
2021	by Town 2023	Funds Contracted 2024	2026

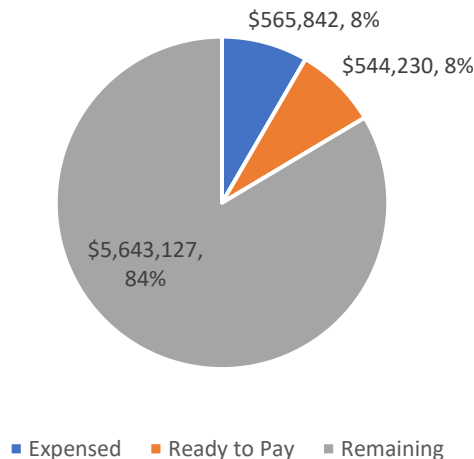
- Town of Carrboro allocated \$6.75M in 2021 and 2022
  - \$6.2M on 6/11/2021
  - \$0.5M on 9/14/2021
- Town has until 12/31/2024 to **CONTRACTUALLY OBLIGATE FUNDS**
  - Dollars cannot just be programmed, but need to be under contract according to Federal bidding requirements prior to calendar year-end 2024
  - It is not enough to decide on fund usage through Council and Staff recommendations
- Town has until 12/31/2026 to EXPEND ALL FUNDS
  - Under current guidance, Town has additional 24 months to spend ARPA dollars
  - **Consideration** – any funds contracted prior to calendar YE 2024 (meeting deadline) that do not transact (do not meet contract specifications, individual within a designed staffing position – note individual, not position, vendor or organization bankruptcy) CANNOT be re-allocated under current law after 12/31/2024 cutoff
  - Town of Carrboro goal, therefore, is to expend the majority of the remaining \$6.2M in calendar year 2024.

**Council Approved Programming**

- In 2022, Council approved spending for a staff-created list of ARPA projects to benefit the Town of Carrboro
- These 40 projects span 8 departments with projects as small as \$3,000 up to \$1,000,000
- Programming will be initially revisited with staff and represented to Council in Spring, 2023

**Current Expenditures and Programming**

ARPA Fund Distribution



**Reporting Guidelines**

Reporting guidelines vary by identified projects. For the Town of Carrboro, Council is offered optionality in project expenditures as the appropriation from the Federal Government was under \$10M.

The goal of staff is to promote transparency in financial reporting to the State and Federal Governments to exceed recommended reported standards. As stated in Pocket Questions, much of the financial reporting focuses upon the ability to measure effectiveness in fund programming as it relates to both ARPA intentions for equitable recovery from the pandemic and aligning with Council directives.

### **Next Steps**

As stated, staff will continue to work to present recommendations to Council for expenditures of ARPA funds. The Town has hired a Grants Manager to focus solely on ARPA distribution from March – June of 2024. The Town is committing to spending the entire \$6.75M by 12/31/2026, with a goal of 60% equitably expended by 12/31/2024.

## **Race and Equity Pocket Questions**

### **Title and purpose of this initiative:**

Town of Carrboro update on status of American Rescue Plan Act (ARPA) programming and expenditures to Council. This agenda item is to give Council an update on the status of ARPA funds distributed (\$6.75M) to the Town from the Federal Government, including:

- Background, Definitions, and Timeline to date
- Council approved programming created by department heads
- Graphic showing funds expended, funds approved for payment, and remaining projects and allocations
- Reporting guidelines
- Present next steps as defined by Finance Department

**Department:** Finance

### **What are the racial and equity impacts?**

The American Rescue Plan Act, signed into law by President Joe Biden on March 11, 2021, aimed to provide significant relief to Americans impacted by the COVID-19 pandemic. While the act addresses various aspects of economic recovery and public health, it also includes provisions aimed at addressing racial and equity disparities exacerbated by the pandemic.

Some key racial and equity impacts on the Town level (as opposed to individual implications including access to healthcare and expansion of the child tax credit) include:

- Direct relief to communities of color
- Support for education
- Housing assistance

Overall, the American Rescue Plan Act includes various provisions aimed at addressing the unequal impacts of the pandemic on communities of color and promoting equity in the recovery process. By targeting resources to those most in need and addressing systemic disparities, the Act seeks to mitigate the economic and social impacts of the pandemic on marginalized communities.

### **Who is or will experience community burden?**

Overall, while the American Rescue Plan Act provides significant funding to address the impacts of the pandemic, ensuring equitable distribution and implementation of these resources is crucial to minimizing community burdens and addressing systemic inequalities. Efforts to engage with and support marginalized communities directly can help ensure that the benefits of the Act reach those most in need.



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Some groups or communities within the town that could carry unintentional burdens because of ARPA funding include rural communities (low Carrboro impact), undocumented immigrants, communities with limited or lack of internet connectivity, communities of color, the homeless population, and individuals with disabilities. It is the goal of staff and Council to recognize these potential burdens and mitigate the impact on these and other susceptible community groups.

### **Who is or will experience community benefit?**

ARPA is designed to benefit the community as a whole but was originally intended to target those individuals and groups that were disproportionately impacted by the COVID-19 pandemic. Prior Council and staff have worked through this lens to identify use of appointed dollars to serve the greatest need of those most impacted in Carrboro. Those designed to receive the greatest impact from ARPA funding in Carrboro include low-income families, small businesses, independent schools, healthcare providers and workers, public safety, and public transportation.

Broadly, the focus on ARPA spending should be addressing disparities of marginalized communities within town and promoting equitable recovery across society to benefit Carrboro as a whole.

### **What are the root causes of inequity?**

Definitionally, ARPA is aimed to identify and help to address root causes of inequity. These inequities are deeply entrenched in society and will not be fully addressed by ARPA intentions. Some key root causes identified by the Finance department include historic and systemic racism, income inequality, educational access, access to technology and interpretation of technology, environmental/climate injustice, housing insecurity, food insecurity, and limited access to healthcare in marginalized communities. The Town has identified projects with the ARPA funding to aid these areas of the community.

### **What might be the unintended consequences of this action or strategy?**

ARPA is a program designed to help communities deal with an unprecedented situation in world history during and following the COVID-19 pandemic. While the intent of the program is noble and course-altering for many municipalities, the Finance department has identified some potential unintended consequences, including:

- Dependency on municipality support after funds / loans / in-the moment financial mechanisms have been exhausted.
- Inflation with a significant infusion of “free” money into a local economy
- Conversely, increased federal government debt and the trickle-down impact to all US Citizens
- Asset inflation – inflation in non-everyday goods such as real estate and investments (stocks, bonds, cryptocurrencies)
- With any large amount of federal appropriation, a risk of fraud or misuse, whether intended or unintended





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**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

The Finance department, greater Town staff, and prior and current Council members take the ability to recognize biases, burdens, inequities, and unintended consequences as the highest priority of effective and efficient distribution of ARPA funding to the community.

The Finance department has recommended the following strategies and directives to staff and Council to prioritize and distribute the ARPA funding of \$6.75M to the Town of Carrboro:

- Transparency and Accountability through identification of projects, selection of vendors/recipients of funds, and clear financial reporting after fund distribution
- Community engagement / support through all aspects of ARPA, from fund programming and implementation to showing results of the invested dollars to the community
- In addition to clear reporting, the Finance department also suggests developing processes to empirically evaluate the impact of ARPA funding across projects
- Spend dollars equitably and deliberately in the near-term, but encourage investments in programs that promote long-term sustainability
- Develop a program that offers comprehensive support for vulnerable populations within the Town of Carrboro mentioned above



## Agenda Item Abstract

**File Number:** 24-005

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**Agenda Date:** 3/19/2024

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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An Update on the Crisis Diversion Facility in Orange County

**PURPOSE:** This item involves an update on the Crisis Diversion Facility planned for Orange County.

**DEPARTMENT:** Police Department

**CONTACT INFORMATION:** Chris Atack, Chief of Police, 919-918-7407, [catack@carrboronc.gov](mailto:catack@carrboronc.gov)

**COUNCIL DIRECTION:**

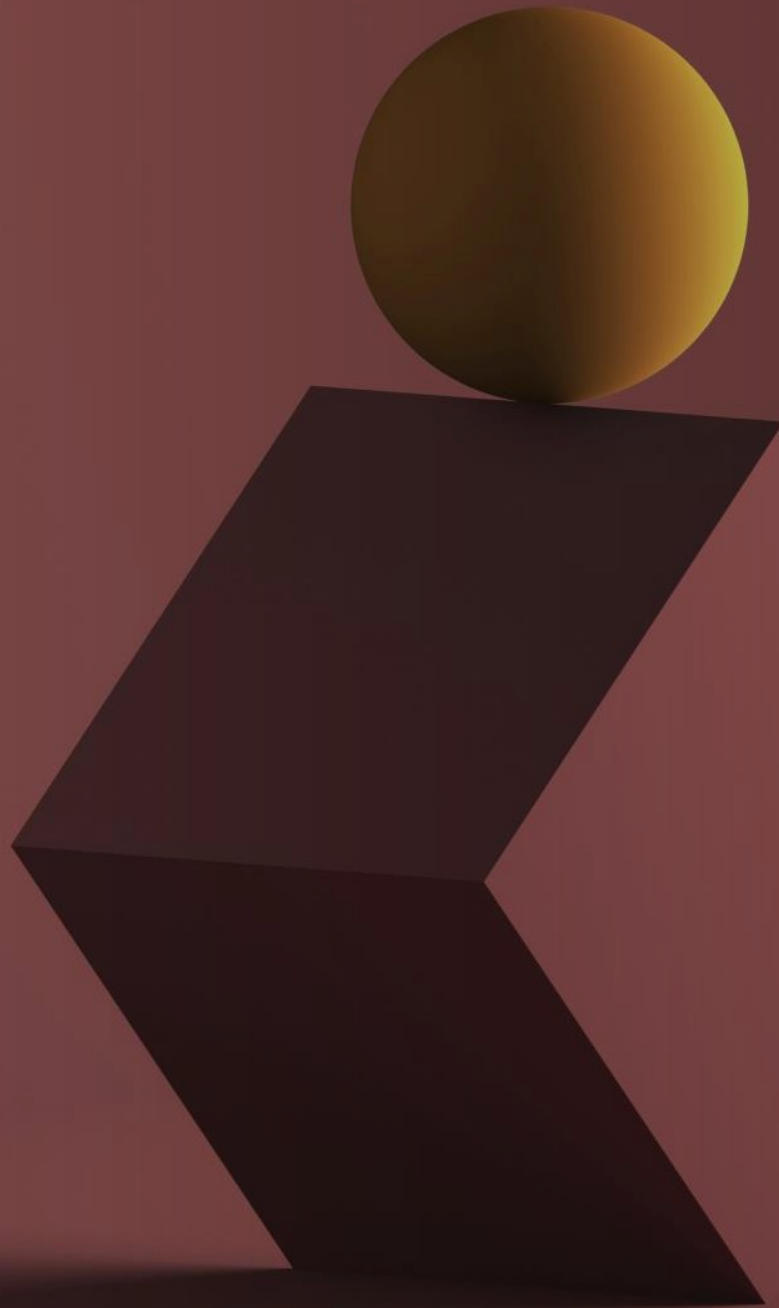
Race/Equity  Climate  Comprehensive Plan  Other

This item involves a crisis diversion option that is in development within the community.

**INFORMATION:** A process has been in motion for several years to build a crisis diversion facility in Orange County. This facility would allow for warm handoff transfers from law enforcement to crisis counselors and medical professionals. This agenda item will provide an update on the Crisis Diversion Facility planning process.

**FISCAL IMPACT:** There is no current fiscal impact, but future cost-sharing for the facility may be an issue going forward.

**RECOMMENDATION:** Staff recommends that the Council accept the update.



# ORANGE COUNTY CRISIS/DIVERSION FACILITY PROJECT

CARRBORO TOWN COUNCIL PRESENTATION  
CRISIS-DIVERSION FACILITY SUBCOMMITTEE  
DATE: MARCH 2024



# TOPICS

- Background.
- The Need.
- Stakeholders.
- The Project.
- Benefits.
- Implementation Status.
- Exhibits A – C.

# BACKGROUND

## 2015 - 2018

BOCC pass resolution to reduce number of people with mental illness in jails (2015).  
Sherriff Blackwood puts forth idea of a diversion unit in new OC Detention Center – workgroup established but plans not completed in time to add diversion unit (2018).

## 2019 - 2021

NCDHHS and Orange County hold SIM Workshop (April 2019) and Workshop participants examined: 1) gaps in crisis services and 2) action plan.  
BHTF Crisis Diversion Facility Subcommittee established (November 2019).  
Recommendations for Crisis-Diversion Facility approved by BOCC (April 2021).

## 2022 -2023

Orange County forms team to oversee facility design, facility operations, site location, and estimating preliminary costs (Fall 2022).  
BOCC approves contract with architect team (CPL/RHA) for preliminary physical/operational design of facility (December 5, 2022) and work begins in January 2023.

# THE NEED

- In 2019 Orange County held *Sequential Intercept Mapping and Taking Action for Change Workshops* (referred collectively to as SIM Workshop).
- SIM Workshop participants included community stakeholders who routinely respond to Behavioral Health (BH) crises. BH includes mental health, serious and persistent mental illness, and substance use disorders.
- Workshop participants identified gaps in our BH Crisis Continuum of Care and developed an action plan to address these gaps.
- Action plan includes high priority need for a 24/7/365 Crisis-Diversion Center for walk-ins and diversions from emergency room and Detention Center.

## Exhibit A:

- Describes the Sequential Intercept Mapping Framework and mapping for Orange County.
- Summarizes the gaps in programs and resources identified by participants during the workshop.

## THE NEED: IDENTIFIED GAPS

A stakeholder analysis supplemented the SIM Workshop assessment. Together these assessments show that existing services in Orange County's crisis system are limited by one or more of the following:

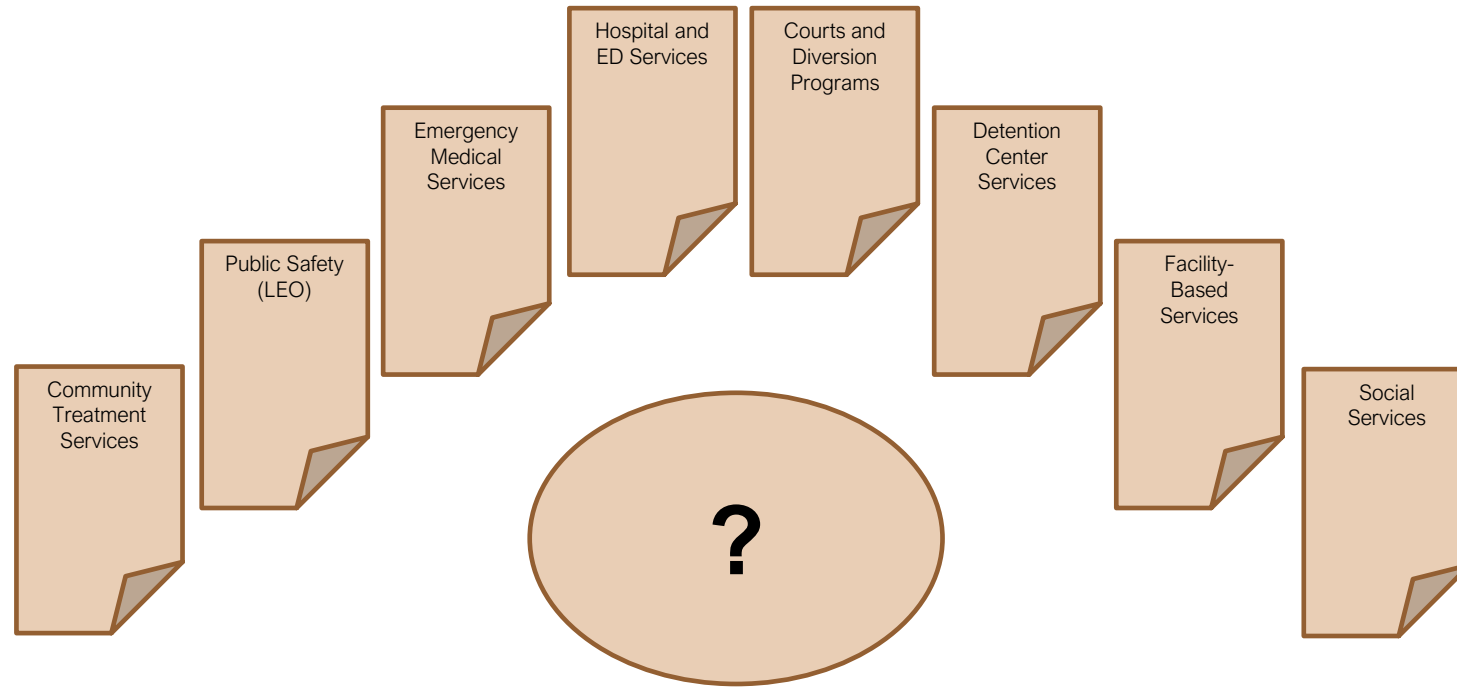
- Do not provide a default no wrong door option for law enforcement or emergency services.
- Do not integrate well with CJ diversion programs.
- Do not serve anyone: limit access do to extensive exclusionary criteria.
- Do not provide an appropriate setting for BH crisis care (not the least restrictive setting).
- Do not have the capacity to provide readily-available clinical services for CJ proceedings.
- Do not serve incarcerated individuals due to various restrictions and limited services.
- Do not always provide adequate discharge planning with peer support for follow up.
- Do not offer immediate access to MAT.
- Do not facilitate warm handoff to community treatment and/or social services.
- Do not have the capacity to facilitate holistic support (recognize all determinants of health).
- Only Freedom House and the UNC ED allow access by the public on a 24/7/365 basis, and services are often at or over capacity.

# STAKEHOLDERS

- Over the last four plus years, stakeholders across the county have been working to design a facility that will fulfill the community's needs by sharing expertise and joining in a commitment to collaboration.
- This effort has included participation from a wide array of community stakeholders
  - Law enforcement community
  - Criminal justice community
  - Orange County Sheriff's Office
  - Orange County courts
  - Public schools
  - Social services
  - Behavioral health experts and community members
  - Alliance Health
  - Orange County Emergency Medical Services
  - UNC Health
  - Orange County municipalities
  - Orange County Board of County Commissioners

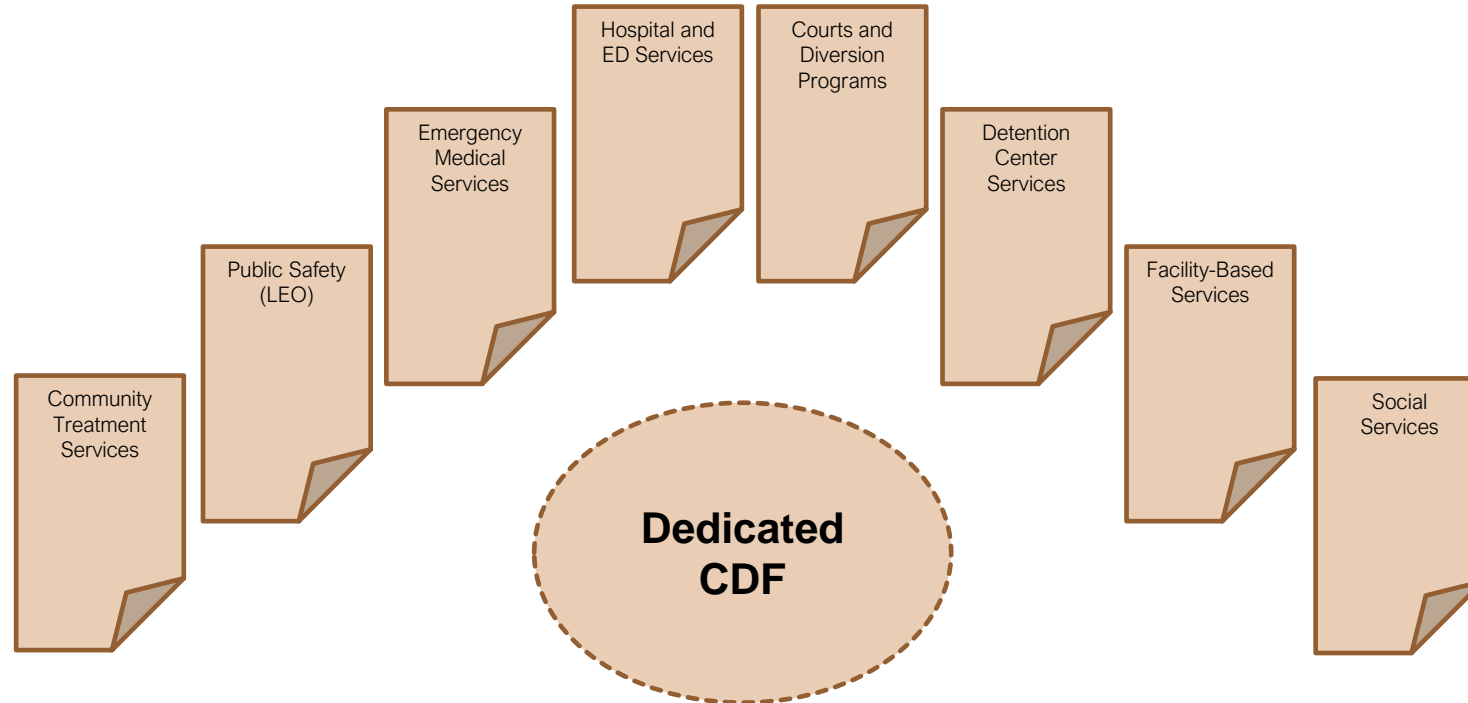


# THE PROJECT



- *Multi-year series of actions from 2015 to present.*
- *SIM Workshop* gap assessment: intersection of BH and criminal justice.
- Stakeholder Analysis: local needs identified by those engaged in BH clinical services and criminal justice.

# THE PROJECT: DEDICATED BH CRISIS-DIVERSION FACILITY (CDF)



Orange County is planning a dedicated Crisis-Diversion Facility to enhance its crisis system.

Basis (See Exhibit B):

- Best Practices: literature review and review of existing U.S. and N.C. programs and facilities.
- Local Stakeholders: assessment of gaps and needed services.

# THE PROJECT: DESCRIPTION: SCOPE AND FUNCTION

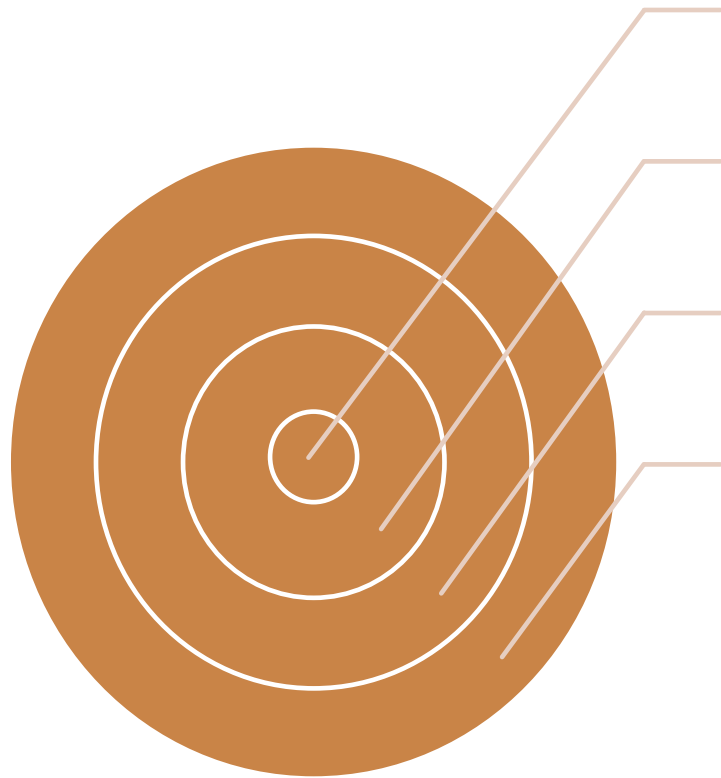
- Some 50 items define scope/function of the CDF (see Exhibit C).
- In summary:
  - **Behavioral Health Urgent Care** (Tier 4) unit for individuals four years and older.
  - **Facility Based Crisis** unit for adults needing more than 23 hours of care.
  - **Peer living room** to support discharge and navigation of ongoing treatment resources and social services.
  - **Resource Center** to guide individuals/families through the complexities of behavioral health care and services.
- The CDF will be housed in a new facility that Orange County will own.
- Orange County will contract with providers for clinical and medical services.
- Peer support embedded in the facility and holistic discharge planning are critical components.

# BENEFITS

- Divert individuals experiencing a BH crisis from the emergency department, the court system or the detention center and to immediate specialized services at substantially lower cost.
- Enable stakeholders, especially law enforcement, emergency medical services, and criminal justice, who respond to BH crises every day, to provide a more appropriate and efficient response and often at lower cost.
- Substantially lower overall health care costs as compared to sole reliance on emergency departments and inpatient hospital-based services.
- Provide individuals and families with access to information, clinical care, support services, and assistance to navigate the complexities of BH challenges thus reducing costs and mitigating risk of repeat crisis episodes.
- Serve anyone in Orange County/surrounding communities.

# BENEFITS

- The CDF will result in an important benefits that will accrue to a broad cross-section of Orange County.



## **Consumers and Families.**

- Approximately 365 visits per month could be diverted to the recommended facility.
- Immediate access to appropriate care in appropriate setting 24/7/365.

## **Law Enforcement and Emergency Medical Services.**

- Answers question of divert to where?
- Provides alternative to ED or Jail and reduces burden on LE and EMS.

## **Criminal Justice System Stakeholders.**

- Services for CJ proceedings to facilitate diversions.
- Enhanced services and provide more appropriate facilities for justice-involve individuals.

## **Hospital-based ED and Inpatient Care.**

- Reduced use of ED thus avoiding overcrowding and higher costs.
- Reduced reliance on inpatient beds and associated higher costs.

# PROJECT STATUS AND NEXT STEPS

## 2019 - 2021

NCDHHS and Orange County held SIM Workshop (April 2019) and Workshop participants examined: 1) gaps in crisis services and 2) action plan.

BHTF Crisis Diversion Facility Subcommittee established (November 2019).

Recommendations for Crisis-Diversion Facility approved by BOCC (April 2021).

## 2022 -2023

Orange County formed team to oversee facility design, facility operations, site location, and estimate preliminary costs (Fall 2022).

Design team (CPL/RHA) completed preliminary physical/operational design and cost estimates for facility (April 2023).

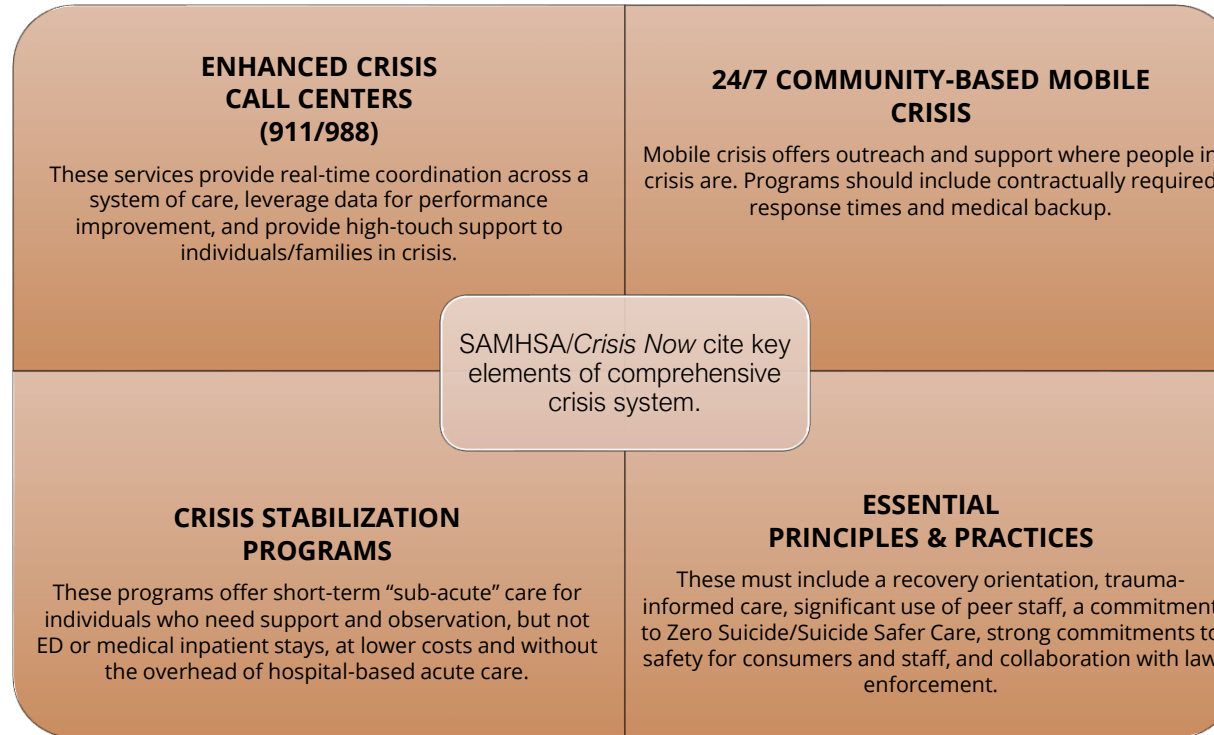
## 2024 – 2025

Complete due diligence on the selected site, complete revisions to facility design and develop site plan (March – May 2024).

Approve capital construction budget (June 2024) and complete operating plan to ensure operating expenses secured (2024 – 2025).

Secure contractors for facility construction (FY25).

# PUTTING ALL THE PIECES TOGETHER



There are other elements of a crisis system that are being put into place in conjunction with creation of a Crisis-Diversion Facility. Together they complete a continuum of crisis care that is widely recognized as best practice.

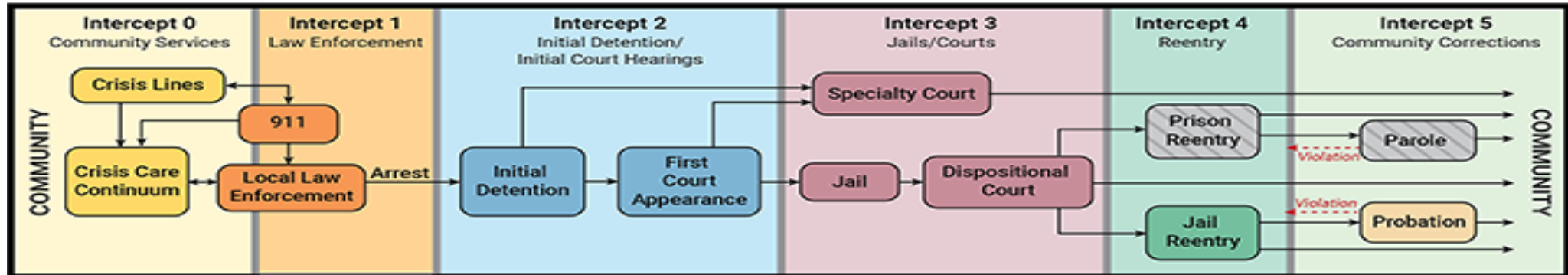
(Re. SAMHSA 2020 and Crisis Now).

## ADDITIONAL INFORMATION

- Additional information is included in the Subcommittee report submitted to the BOCC in April 2021. Excerpts from the April 2021 report are provided in the following pages.
  - Exhibit A. SIM Workshop.
  - Exhibit B. Best Practices.
  - Exhibit C. Facility Specifications.
- Additional information is available on the Orange County Web Site at:  
<https://www.orangecountync.gov/3168/Crisis-Diversion-Facility>



# EXHIBIT A. SIM WORKSHOP: FRAMEWORK

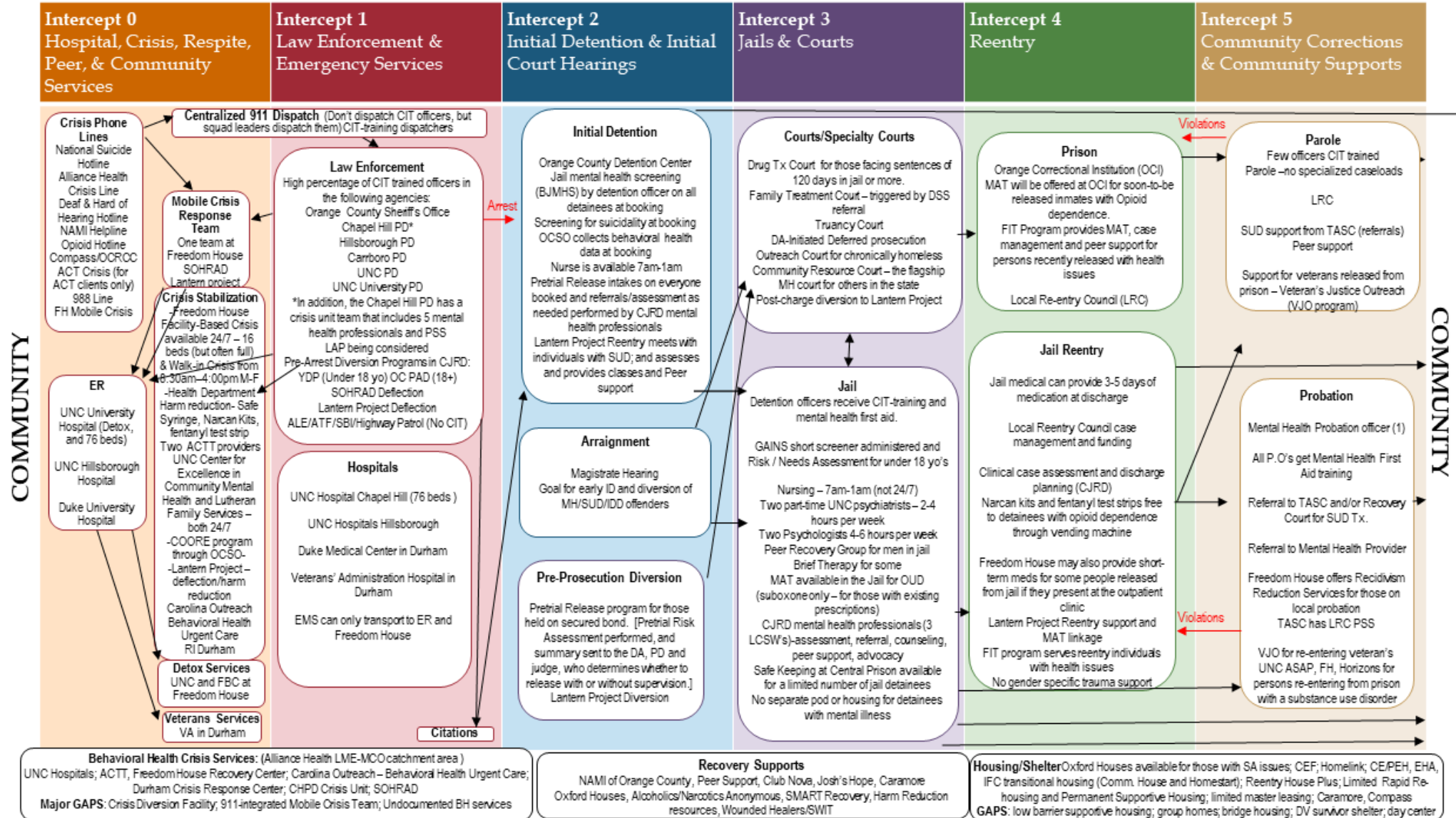


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- The Sequential Intercept Mapping Framework (Griffin, et. al.) is organized as illustrated above. Workshop output is organized according to these intercepts. Orange County map completed during the workshop is presented on next page.
- The workshop participants noted that Orange County is fortunate to have a number of existing programs and services that provide a solid basis upon which to build. These are summarized in the following pages and are organized by Intercept.
- The main body of this report summarizes the gaps identified by Workshop participants. Filling these gaps both creates new services that do not exist currently and leverages existing services to achieve better outcomes for individuals in crisis and for stakeholders engaged in providing public safety/emergency, clinical, and criminal justice services.

Griffin, P.A., Heilbrun, K., Mulvey, E.P., DeMatteo, D., & Schubert, C.A. (Eds.). (2015). The Sequential Intercept Model and Criminal Justice: Promoting Community Alternatives for Individuals with Serious Mental Illness. New York: Oxford University Press. DOI: 10.1093/med:psy ch/9780199826759.001.0001

# EXHIBIT A. SIM WORKSHOP: ORANGE COUNTY MAP



## EXHIBIT A: SIM WORKSHOP: GAP ANALYSIS

Gaps identified by participants during the SIM Workshop are organized according to Intercepts as defined by the Sequential Intercept Mapping framework.

- **Intercept 0: Community-Based Crisis Services.** Existing crisis services have limited access due to exclusionary eligibility criteria, limited hours of operation, long wait times/waitlists due to being at capacity, and/or offer limited discharge planning and support.
- **Intercept I: Law Enforcement/Emergency Services.** There are limited options and support for law enforcement officers and other emergency service providers for diverting individuals from CJ or the hospital-based ED. The key issue at this intercept is: Divert to Where?
- **Intercept II: Initial Detention/Initial Court Hearing.** There are insufficient clinical services in the Detention Center to treat someone experiencing a mental health crisis, screening tools not fully consistent with best practices, and jail setting can exacerbate mental health symptoms.

## EXHIBIT A: SIM WORKSHOP: GAP ANALYSIS (CONTINUED)

- **Intercept III: Jails/Courts (See Note).** There is limited physical space in the Detention Center for additional programming, and no designated housing for persons with mental illness and/or substance use diagnoses. There is potential to increase referrals and clinical support for Outreach Court and Community Resource Court and thereby allow for more individuals to receive assistance.
- **Other Considerations:** There is a need to increase availability of Medication Assisted Treatment (MAT) for persons released from CJ involvement; ensure a cross-systems endeavor (e.g., BH, jail/prison, homeless services, courts, police, social services, consumers, family members, advocates); expand peer support to promote recovery; and facilitate transition to appropriate services in the community.

**Note:** New Orange County Detention Center and associated programs address Detention Center gaps identified during the April 2019 Workshop.

## EXHIBIT B. BEST PRACTICES

### Literature and Existing Facilities Review

- While there are no national standards for crisis services as there are in other areas (e.g., EMS), there is a large body of literature.
- The literature points to evidence-based practices that can be adopted and tailored to Orange County.
  - *The Sequential Intercept Model (2015)*.
  - *National Guidelines for Crisis Care: A Best Practice Toolkit (SAMHSA 2020)*.
  - *Roadmap To The Ideal Crisis System (National Council for Behavioral Health 2021)*.
- There are many existing facilities in the U.S. and they vary widely (**Exhibit B**).

### Elements of Current Best Practices

- Embrace Clear Objective.
  - Embrace the objective of diverting individuals in crisis away from traditional ED and jails.
  - Support this objective with dedicated facilities and programs.
- Anyone, Anytime, Anywhere.
- Calming Environment.
- Network with Community Treatment Providers.
- Warm Handoffs with support of Case Managers/Peer Support Specialists.
- Community-wide Collaboration.
- Holistic Wrap Around.
- Continuous Improvement.

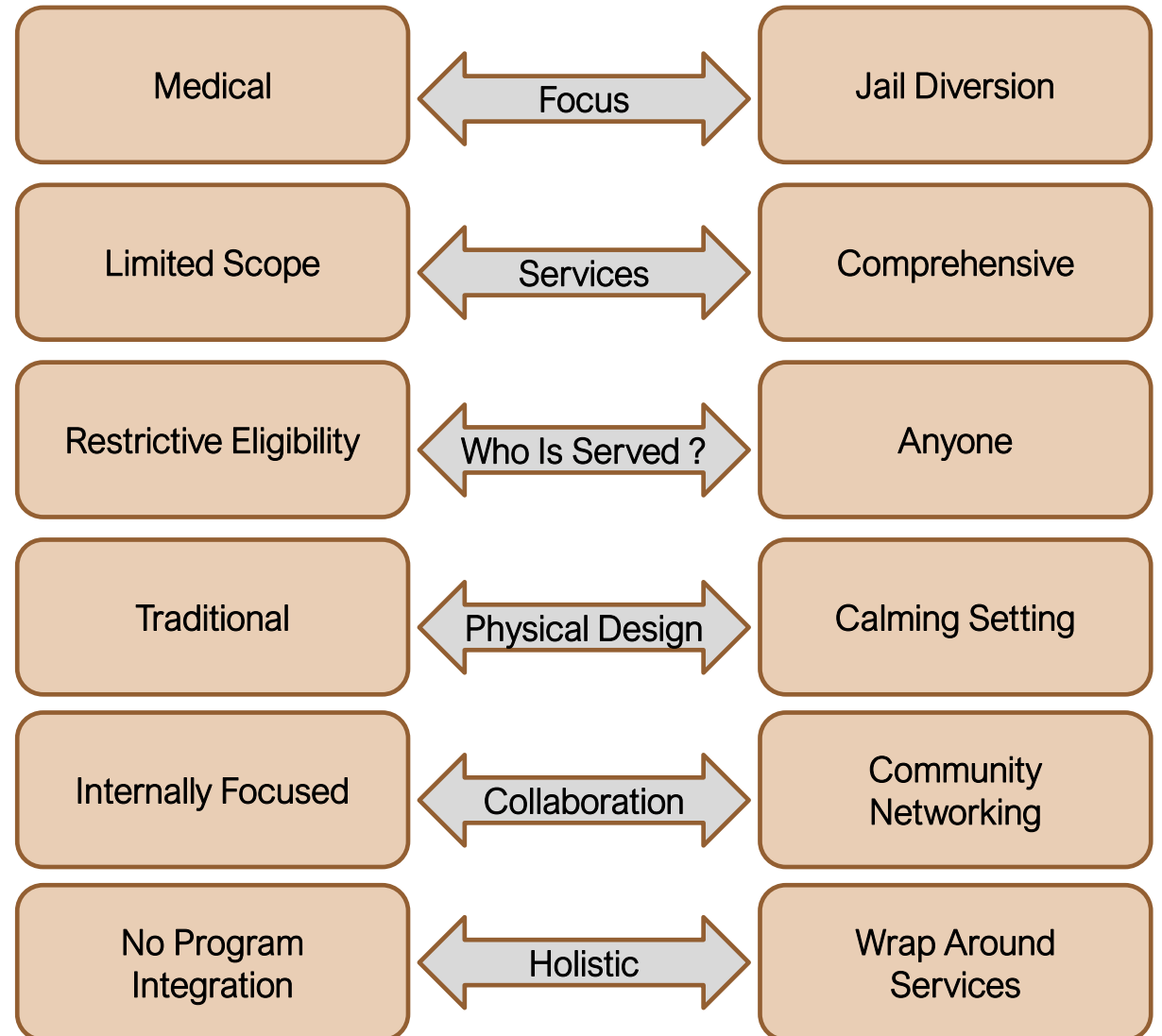
## EXHIBIT B. BEST PRACTICES – U.S. PROGRAMS AND FACILITIES

- The literature review is supplemented by direct interviews conducted by subcommittee members with representatives of operational and planned facilities.
- Selected programs in NC and elsewhere in U.S where researched and provide:
  - point of reference for the types of services that can be included in a crisis/diversion facility.
  - more complete understanding about how such facilities are integrated with a community’s emergency and social services.

Name of Facility or Program	Area Served
Alamance County Diversion Program (RHA Health Services) - Proposed	Alamance County, NC (Burlington)
C3 356 Comprehensive Care Center	Buncombe County, NC (Asheville)
Roberto L. Jimenez, M.D. Restoration Center (Division of Center for Health Care Services)	Bexar County, Tx (San Antonio)
Miami-Dade Criminal Mental Health Project (Miami Center for Mental Health and Recovery)	Dade County, FL (Miami)
Helen Ross McNabb Center, Diversion Program	Knoxville, TN
Freedom House and Freedom House-type Facility	Orange County NC; Forsyth County NC
Crisis Assistance Helping Out On The Street (CAHOOTS)	Eugene, OR
Connections Health Solutions - Crisis Response Centers	Phoenix and Tucson, AZ
RI International (replace Wakebrook)	Wake County, NC

## EXHIBIT B. BEST PRACTICES: EXISTING FACILITIES IN U.S.

- Crisis/diversion facilities and programs have been or are being developed in large and small communities and are geographically dispersed across the U.S.
- Among the facilities and programs included in our study, there are widely differing models; however, they share a common objective: divert individuals with MH and/or SUDS concerns from either a typical ED or jail.
- Figure to the right illustrates the variety in crisis/diversion facilities and programs across six dimensions.
- Each facility/program reflects the unique needs and priorities of the local community.



## EXHIBIT C. FACILITY SPECIFICATIONS: CLINICAL SERVICES

- BH urgent care (BHUC-4), 24 stabilization chairs.
- Facility Based Crisis (FBC) for adults (16 beds).
- Serve short-term IVC patients.
- Emergency SUD treatment services (24/7).
- Non-hospitalization detoxification services.
- Urgent Medical Care Services for individuals in crisis (allow treatment of non-life-threatening conditions).
- Point of Care Testing (quick turnaround laboratory services). Serve patients in Facility.
- Capacity to manage individuals who are agitated, but do not require secured space and restraints.
- Referral and transportation to hospital and other treatment facilities (after dropping off by LE/EMS).
- Serve individuals with special needs (e.g., IDD).
- Clinical and forensic assessments.

- Peer support specialists.
- Multi-day temporary boarding while waiting for transfers or as a bridge between crisis care and community treatment.
- On-site pharmacy services to serve patients in Facility and allow patient to be discharged with medication.
- Third-party laboratory with available, expedited courier service. Serve patients in Facility.
- Clinical services for minors ages 4 – 17 in BHUC.
- Walk-in Services for general public (24/7/365).
- Short-term ambulatory treatment services (e.g., non-medical detox) to facilitate stabilization prior to discharge.
- Initiate MAT treatment in anticipation of transfer to community treatment provider.
- Sobering services.



## EXHIBIT C. FACILITY SPECIFICATIONS: CJ DIVERSION-DEFLECTION

- On-site CIT and MHFA-trained LE personnel to maintain facility security.
- Locked, secure facility space available, if needed.
- On-site security personnel and peer support specialists to maintain calm and safe environment and to provide readily available transportation for patients in custody, as needed for IVC transportation, and to provide court paperwork to and from Facility.
- On-site space (and video conference link) for criminal justice stakeholders (e.g., Magistrate, District Attorney, Public Defender, courts/judges, CJRD personnel, clinicians).
- On-site security to provide warm hand-off for patients who are in custody (e.g., transfers from jail).
- FIT (Formally Incarcerated Transitions) program liaison.
- Readily available medical and LE transportation for IVC patients.
- Forensic assessment services for court processes.
- Clinical services for individuals who are in custody (temporary transfers from detention facility) or awaiting court processing/hearings.
- No refusal admission for law enforcement and emergency medical services (24/7/365) including individuals who are agitated or under an IVC order except where there is a serious security concern and/or acute medical needs.

# EXHIBIT C. FACILITY SPECIFICATIONS: NETWORKING

## Community Treatment Services Networking

- Serve as community resource providing information about available treatment services (for all conditions) where Facility is well integrated with community providers.
- Referral to out-patient/in-patient BH treatment services.
- Referral to out-patient/in-patient SUD treatment services (e.g., MAT, ADATC).
- UNC Hospital referral liaison (facilitate transfer of patients needing higher level of care without involvement of LE or EMS who may have brought patient to Facility).
- Patient transfer to other treatment facilities (e.g., UNC Hospitals, detox facilities).
- LME/MCO liaison.
- Warm handoff to community treatment services with support from peer specialist and/or case manager.

## Social Services Networking

- OC Partnership to End Homelessness Access.
- Liaison for NAMI programs.
- Health insurance enrollment liaison including legal representation.
- Warm handoff regarding referrals to social services/peer specialist.
- Transportation assistance.

## EXHIBIT C. FACILITY SPECIFICATIONS: FACILITY ATTRIBUTES

- Dual entry (dedicated entry) for LE and EMS.
- Calming area or setting.
- Rooms/beds for agitated patients.
- Space for law enforcement and emergency medical personnel.
- Video conference facility to provide access to magistrate.
- Video conference room for robust link between Facility and Magistrate, Courts, District Attorney.
- On-site criminal justice space to support criminal justice stakeholders.
- Short-term boarding for patients awaiting transfer to third party community service.
- Dedicated space/rooms for patients housed in Facility in lieu of jail.
- Short-term boarding for patients awaiting IVC or other hearing.
- Clinical space for minors (4 years old and older).
- Call center coordination including 911/988, EMS, LE/Crisis Units, Hospitals.
- Resource Center providing information by phone or in-person to members of the community about available treatment services (for all conditions) and supportive social services.

# Behavioral Health Crisis-Diversion Facility Orange County NC

**The Need.** In 2019 Orange County held a Sequential Intercept Mapping workshop among stakeholders who routinely respond to Behavioral Health<sup>1</sup> (BH) crises. The participants identified gaps in our BH Crisis Continuum of Care and developed an action plan to address these gaps. The action plan highlighted a high priority need for a 24/7/365 Crisis-Diversion Center for walk-ins and diversions from the emergency room and the Detention Center.

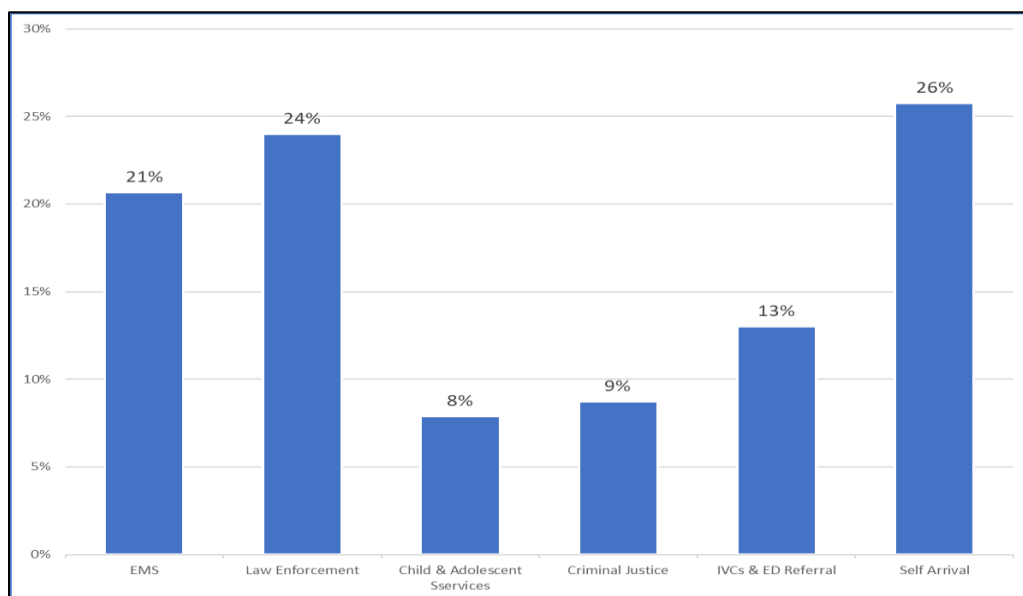
**Stakeholder Collaboration.** Over four plus years, stakeholders across the county have been working to design a facility that will fulfill the community’s needs by sharing expertise and joining in a commitment to collaboration. This effort includes the law enforcement community, criminal justice community, Orange County Sheriff’s Office, Orange County courts, public schools, social services, Alliance Health, Orange County Emergency Medical Services, UNC Health, municipalities, and especially the Orange County Board of County Commissioners.

**The Project.** Plans are ready for final design and construction of a Crisis-Diversion Facility (CDF) that will include:

- Behavioral Health Urgent Care (Tier 4) unit for individuals four years and older.
- Facility Based Crisis unit for adults needing more than 23 hours of care.
- Peer living room to support discharge and navigation of ongoing treatment resources and social services.
- Resource Center to guide individuals/families through the complexities of behavioral health care and services.
- A new facility that Orange County will own and contract with providers for clinical and medical services.

**Benefits.** Expected impacts of the CDF will be beneficial to all of Orange County and our neighbors:

- Divert individuals experiencing a BH crisis from the emergency department or the detention center and to immediate specialized services at substantially lower cost.
- Enable stakeholders, especially law enforcement, emergency medical services, and criminal justice, who respond to BH crises every day to provide a more appropriate and efficient response and often at lower cost.
- Substantially lower overall health care costs as compared to sole reliance on emergency departments and inpatient hospital-based services.
- Provide individuals and families with access to information, clinical care, support services, and assistance to navigate the complexities of BH challenges thus reducing costs and mitigating risk of repeat crisis episodes.
- Serve anyone in Orange County/surrounding communities. Expected utilization<sup>2</sup> is shown in the figure below.



<sup>1</sup> Behavioral Health includes mental health, serious and persistent mental illness, and substance use disorders.

<sup>2</sup> Total utilization is expected to average about 365 visits per month.

## **Race and Equity Pocket Questions**

**Title and purpose of this initiative: Crisis Diversion Facility Update**

**Department: Police**

### **What are the racial and equity impacts?**

The Crisis Diversion Facility will be open for all Orange County community members who are in crisis and are amenable to travel or be transported to the facility by law enforcement or other service providers. This facility is designed to bridge people from crisis response to the care continuum with greater ease and speed than traditional hospital emergency room care models. The facility will be staffed by medical and mental health professionals and is designed to provide crisis care upon arrival.

### **Who is or will experience community burden?**

Funding for the facility will burden taxpayers. Depending on the funding model, taxpayer burden may be spread across both county and municipal entities. Because the facility will be outside the municipal limits of Carrboro, people without transportation to the facility may be burdened. The police department has traditionally provided transportation to people in crisis to the hospital ER and the department plans to offer the same option for the new crisis facility if staffing and call volume allows it. EMS also provides transportation in certain cases. Chapel Hill Transit routes could be modified to provide access to the new facility as well should the need exist and resources are available.

### **Who is or will experience community benefit?**

People in crisis will experience benefit as there will be a facility specifically designed for these types of situations. Current options for crisis management will be enhanced by this facility having 24/7/365 access for crisis intervention. In addition, the community in general may also see reduced visibility of people in crisis as this facility focuses on longer-term treatment cycles that can be more effective in providing supportive care past the initial crisis. This extended client care and focus should result in reduced use of both law enforcement and hospital resources for these types of situations in the community.

### **What are the root causes of inequity?**

Inequities in the greater society manifest in people's ability to access care for mental health, substance use, or other challenges. This planned facility makes crisis care more accessible to all community members and creates another option that will move the needle toward more access to crisis intervention options for more people in the community. Health access and health insurance inequities can create barriers for people to receive appropriate mental health or other care. This facility will be accessible for all community members.

**What might be the unintended consequences of this action or strategy?**

Building and staffing a 24-hour facility is expensive. Costs can be difficult to predict and project over time with accuracy. While this facility is designed for people in crisis, one unknown factor is whether people in crisis will be willing to utilize the facility and be transported there for care. Another question is whether there is a consistent and ongoing need to justify the creation of a stand-alone facility in Orange County. These questions have been studied and addressed in the planning phase of this project and data suggests that this facility will fill a service gap for crisis care in the community.

**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

This facility will be managed by Orange County so no Town of Carrboro departments will have any administrative responsibility for the facility. First responders - the police department, the fire department, EMS, and possibly Orange County's Criminal Justice Resource Division staffers will have responsibility for providing assessment and possible transportation for people in crisis to the facility. Much like the police department's current operating procedures, people in crisis will be provided transportation to this facility as resources allow. These procedures will be evaluated and updated as necessary to facilitate proper functioning. Orange County will have overall management responsibility for the facility. Additional questions can be directed to the presenters from Orange County on this specific question.



## Agenda Item Abstract

**File Number:** 24-061

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**Agenda Date:** 3/19/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Memorandum of Agreement on the Co-Gen Rail Line project.

**PURPOSE:** This item is to formalize the partnership on the Co-Gen Rail Line project

**DEPARTMENT:** Town Manager's Office

**CONTACT INFORMATION:** Marie Parker, Interim Town Manager, 919-918-7343,  
mparker@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

This presentation is related to the ongoing efforts for UNC to end their reliance on coal generation which provides power to the university.

**INFORMATION:** UNC is considering transitioning away from coal-fired power generation. This shift presents the possibility of repurposing the currently used coal rail line. The disused rail line could be converted into a mixed-use trail, promoting alternative transportation and recreation. Additionally, the land adjacent to the rail line could be developed for housing, creating new opportunities within the community.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Staff Recommend that council receive the report and consider the MOA

# **Memorandum of Agreement for the Co-Gen Rail Transformation Project**

## **Purpose**

The purpose of this Memorandum of Agreement (MOA) is to formalize an agreement between the Towns of Chapel Hill and Carrboro, Orange County, the University of North Carolina-Chapel Hill, and the Southern Environmental Law Center (“the Parties”), and to collaboratively envision, plan, and jointly seek grant funding opportunities for the Co-Gen Rail Transformation Project.

## **Background**

In late 2023, the Southern Environmental Law Center and UNC-Chapel Hill entered into contracts with Central Pines Regional Council to jointly cover the cost to facilitate the development of strong grant applications for long-term economic and transportation planning activities along the Co-Gen Rail Line. As entities with primary control of land use decisions, as well as ownership of numerous properties along the rail line, and/or organizations with an interest in the Project, it is essential that “the Parties” are foundationally involved in the process.

## **Mutual Interest of the Parties**

The long-term transformation of the Co-Gen (UNC) rail line into a multi-modal greenway (a “rails to trails” project) can bring extensive opportunity and allow the Parties to advance collective goals to promote housing, economic development, and connectivity across each jurisdiction and between residential, institutional, commercial, and rural areas of the county. By identifying the potential benefits of the project today, the Parties can support a robust and timely transition away from coal at the Co-Gen plant and ensure alignment between local and countywide plans for development and connectivity and to achieve environmental goals that accompany the expansion of the county’s network of greenways.

## **Responsibilities of the Parties**

- Appoint one representative of the Party to serve on the Co-Gen Rail Transformation Project’s Policy Steering Committee, comprised of local and state elected officials, community groups, institutional partners, and others impacted by the project.
- Provide guidance and direction to the steering group and Central Pines Regional Council, as the grant writer, on submission of grant applications, grant cost-share allocations, and alignment or coordination with local priorities and funding applications.
- Designate local staff members to provide information or data related to project outcomes and assist with grant applications.
- As appropriate and/or when most competitive, serve as the lead applicant on grant applications for the project. Central Pines Regional Council can administer any grant where capacity is a concern.
- Work collaboratively with the Co-Gen Rail Transformation Project’s Policy Steering Committee to design and implement communications and messaging on the project, its purpose, and its progress.
- Appoint relevant staff to serve on a Technical Working Group to provide technical guidance on implementation of an awarded grant application(s).

This MOA does not anticipate any present exchange of monies between the Parties or guarantee specific funding. Rather, it documents this understanding for mutual records.

## **Town of Chapel Hill**

Acknowledgement and Acceptance:



\_\_\_\_\_

Date: \_\_\_\_\_

**Town of Carrboro**

Acknowledgement and Acceptance:

\_\_\_\_\_

Date: \_\_\_\_\_

**Orange County**

Acknowledgement and Acceptance:

\_\_\_\_\_

Date: \_\_\_\_\_

**University of North Carolina - Chapel Hill**

Acknowledgement and Acceptance:

\_\_\_\_\_

Date: \_\_\_\_\_

**Southern Environmental Law Center**

Acknowledgement and Acceptance:

\_\_\_\_\_

Date: \_\_\_\_\_



# Co-Gen Rail Transformation Project



# About Us

Central Pines Regional Council, formally Triangle J Council of Governments, is a resource and support hub for local governments, community members, and partners across Chatham, Durham, Johnston, Lee, Moore, Orange, and Wake counties. Our work is rooted in the belief that our region thrives when we come together with a common vision and plan for the future. We advance this goal through the support of regional policy, collaboration, and technical assistance.

On any given day, CPRC works with our partners to provide support across our six focus areas:

- Aging & Human Services
- Community & Economic Development
- Environment & Resilience
- Housing
- Member Support & Strategy
- Mobility & Transportation

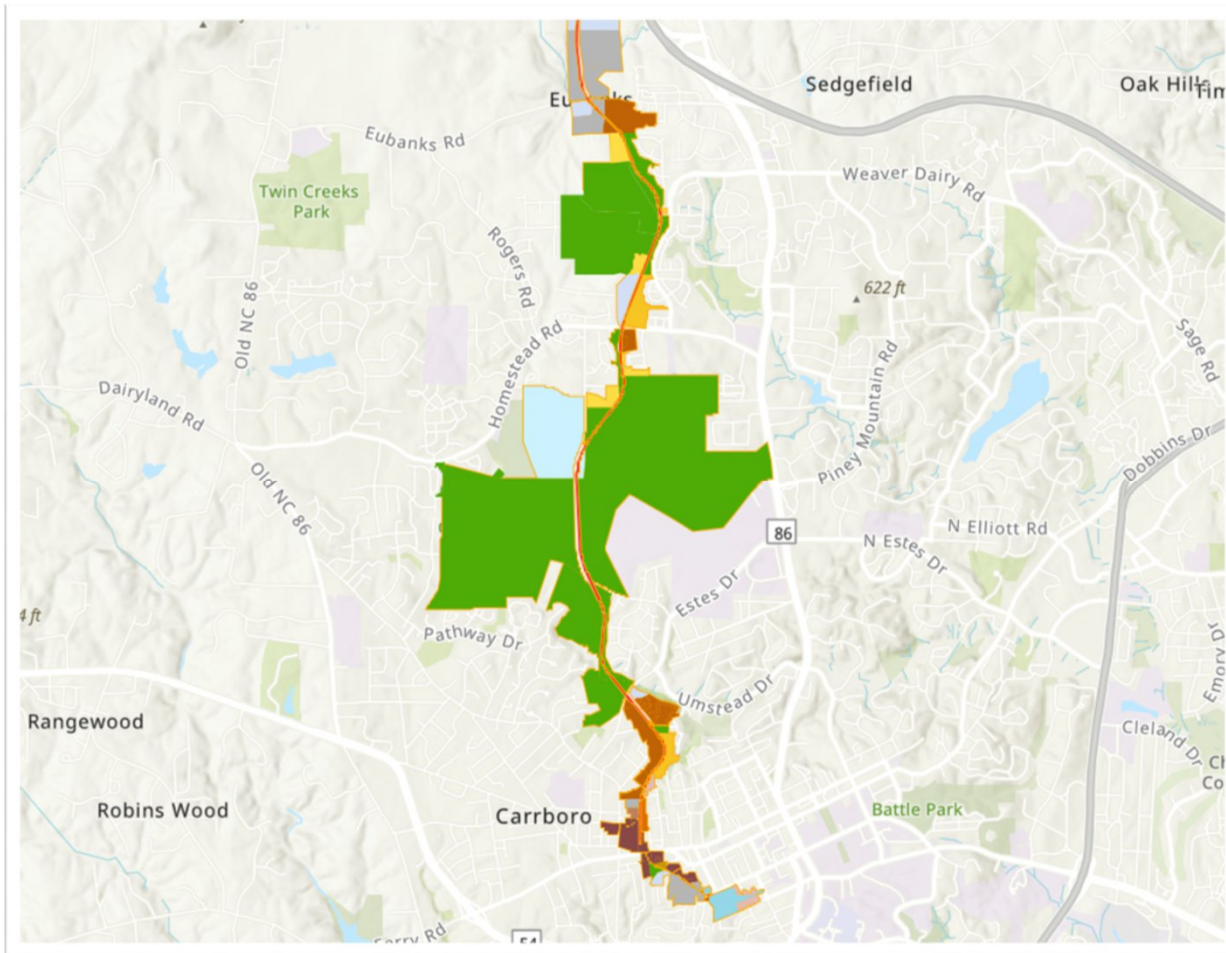






















# Project Background

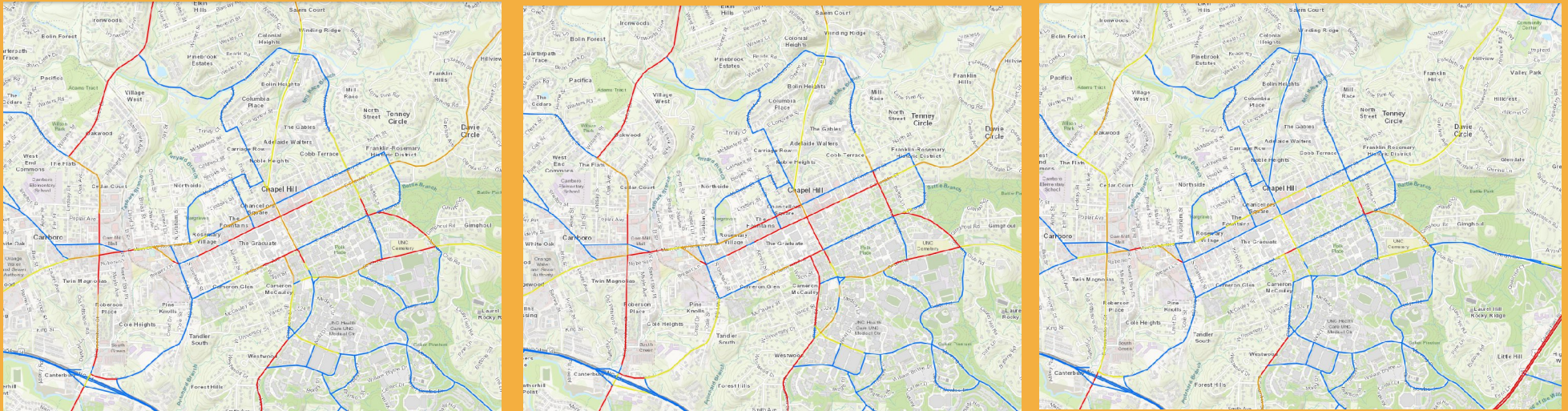
The Southern Environmental Law Center and UNC-Chapel Hill entered into contracts with Central Pines Regional Council to jointly cover the cost to facilitate the development of strong grant applications for long-term economic and transportation planning activities along the Co-Gen Rail Line. Transforming the Co-Gen (UNC) rail line into a multi-modal greenway can bring extensive opportunity and advance collective goals to promote housing, economic development, and connectivity across each jurisdiction.

## **Project Scope**

- Grant Identification and Analysis
- Group Facilitation and Visioning
- Grant Application Development



-  Protected Green Space (POS)
-  Farms and Forest (FF)
-  Rural Living (RL)
-  Conservation Neighborhood (CON)
-  Rural Crossroads (RCR)
-  Mobile Home Neighborhood (MHP)
-  Larger Lot Residential Neighborhood (LLRN)
-  Mid-sized Lot Residential Neighborhood (MLRN)
-  Smaller Lot Residential (SLRN)
-  Mixed Density Residential (MRN)
-  Lodging (L)
-  Neighborhood Commercial (NCC)
-  Community Commercial (CCC)
-  Office Center (OC)
-  Regional Employment Center (REC)
-  Multifamily Residential (MFRN)
-  Urban Neighborhood (UN)
-  Mid-rise Residential (MRR)
-  High Rise Residential (HRR)
-  Urban Residential (UR)



## Adopted Congestion Maps

2050 No Build, 2050 Adopted, and 2016

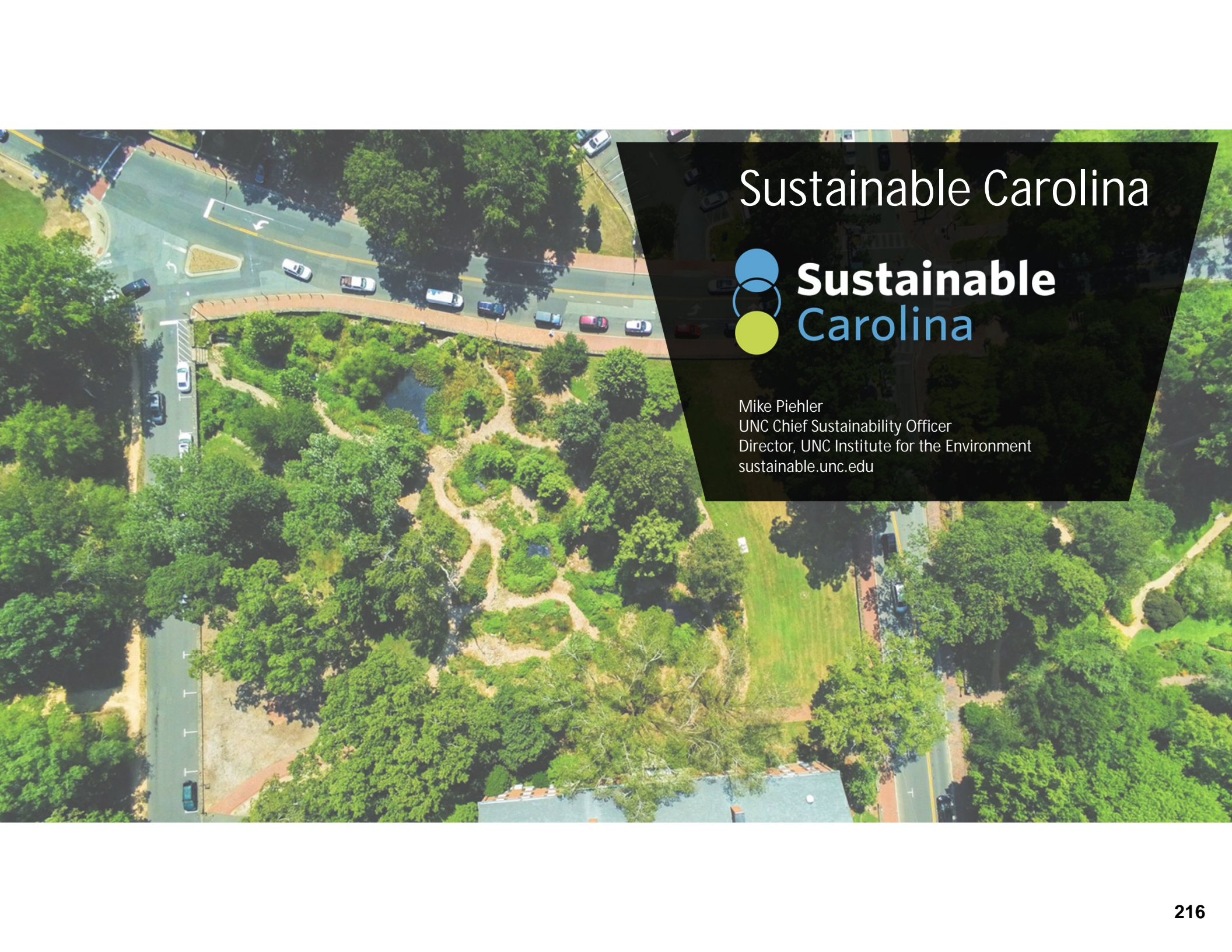
# Local Involvement



It is critical for all parties that own property or control land use decisions along the rail line to be involved in the process.

## Actions

- ❑ Approval of Memorandum of Agreement between Carrboro, Chapel Hill, Orange County, UNC Chapel Hill, and Southern Environmental Law Center.
- ❑ Appointment of Council Member to Co-Gen Rail Redevelopment Policy Steering Committee
- ❑ Coordination with Central Pines Regional Council on grant applications, complimentary projects and initiatives, and data.



# Sustainable Carolina



Mike Piehler  
UNC Chief Sustainability Officer  
Director, UNC Institute for the Environment  
[sustainable.unc.edu](http://sustainable.unc.edu)



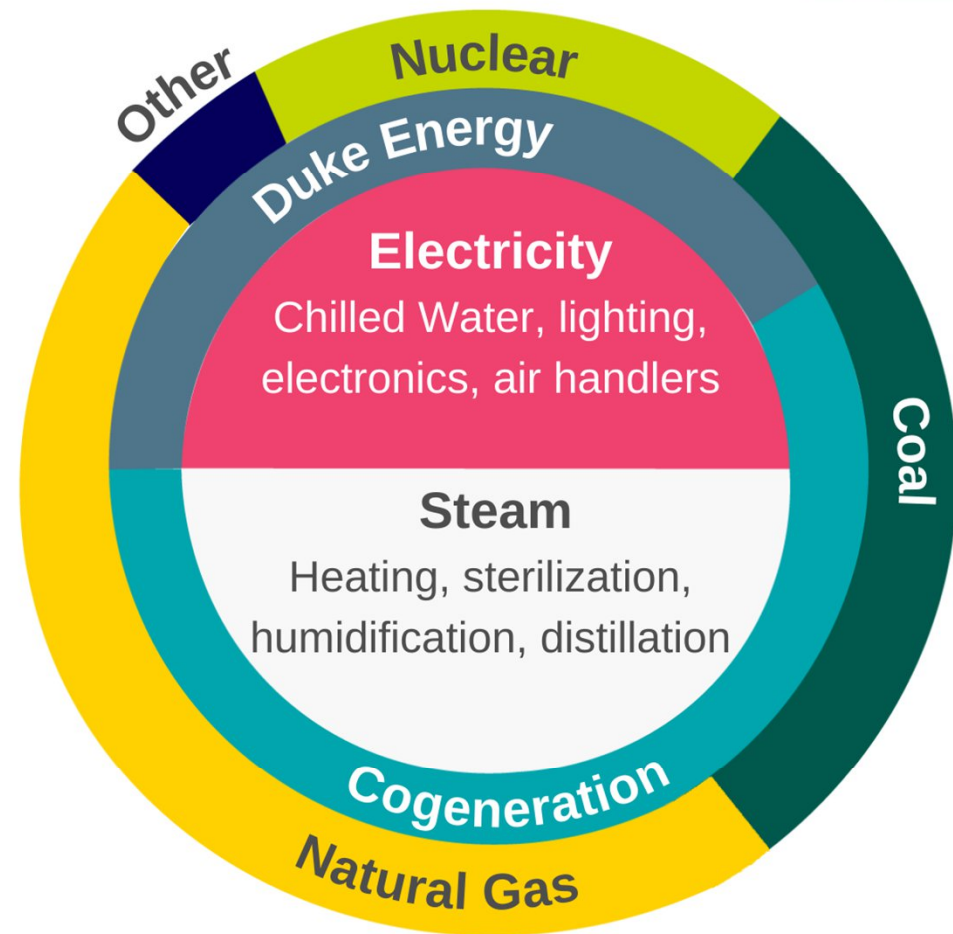
## Powering Carolina and UNC Hospital

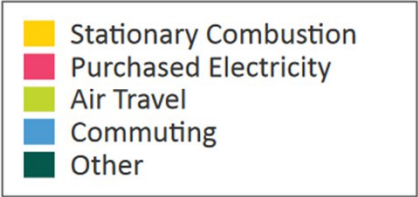
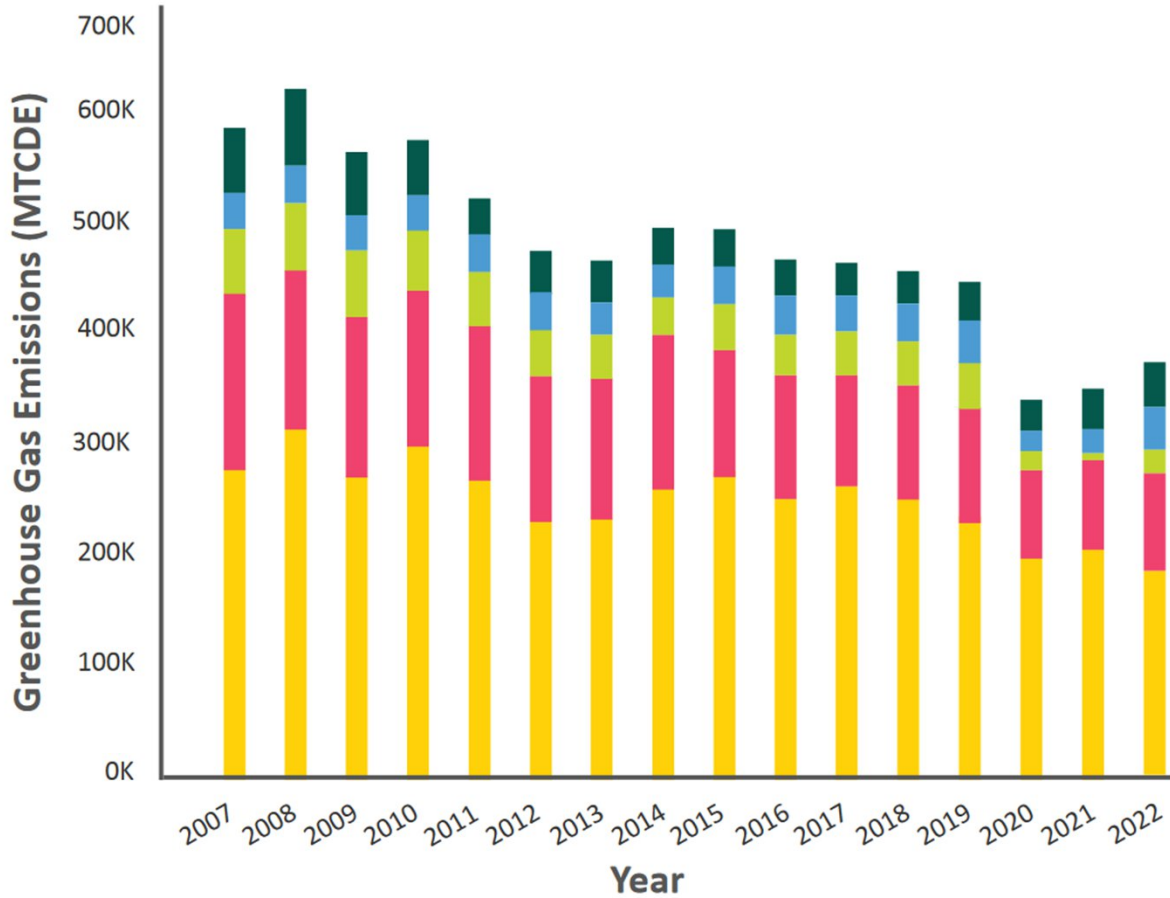
Percentages represented in this nested pie chart vary annually, depending on internal and external factors (e.g. weather, fuel costs and cogeneration electricity production).

**Outer circle:** Respective fuels

**Middle circle:** Respective generation

**Inner circle:** Energy services





**36%**  
decrease in  
emissions since  
2007.

**374,794**  
metric tons of CO2  
equivalent in 2022.



## **Race and Equity Pocket Questions**

**Title and purpose of this initiative:** UNC Energy Transition and Rail Line Transformation

**Department:**

### **What are the racial and equity impacts?**

Overall, this project offers significant opportunities for developing a more equitable and inclusive community. The largest opportunity being for developing new affordable housing on the large portions of land that are along the rail line. Economic development opportunities can also provide jobs and wealth building opportunities for various communities, some of which have been marginalized for a long time. We should pay special attention to the Pine Knolls, Tin Top, and Northside communities that live within close proximity of the rail line. The new amenity of a greenway could drive up housing prices and contribute to the gentrification in those neighborhoods.

### **Who is or will experience community burden?**

The largest burden may fall on communities along the rail line that could be victims of gentrification.

### **Who is or will experience community benefit?**

The UNC energy transition promises to benefit everyone by reducing climate, emissions and air pollution from burnable fuels. The rail line transition will provide significant benefits to the entire community through economic, housing, and other community development opportunities. One major upside is the potential for a bike and pedestrian commuter pathway between thousands of units of new housing and the major employment centers of downtown Carrboro, downtown Chapel Hill, and UNC.

### **What are the root causes of inequity?**

The rail line itself has contributed to inequity by being a dividing line in our community. Redevelopment of the rail line to a multimodal. Greenway gives us the opportunity for a connected community and breaking down barriers.

### **What might be the unintended consequences of this action or strategy?**

As with any community development, there is a chance that this project could exacerbate gentrification and drive up housing prices. On the other hand, there are ample opportunities to use this opportunity to develop affordable housing and build inclusive community opportunities.



TOWN OF CARRBORO • NC  
FACING RACE, EMBRACING EQUITY

**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

We are committed to a considerable community engagement process. We anticipate ample opportunity for community engagement in planning for economic development, community development, and affordable housing development. We already have community partners at the table who are specifically focused on equity issues.



## Agenda Item Abstract

**File Number:** 24-050

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**Agenda Date:** 3/19/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Special Use Permit-A Extension Request

**PURPOSE:** Town Council is asked to consider approving a request for an extension for a Special Use Permit-A for Veridia Architecturally Integrated Subdivision at 810 Old Fayetteville Road

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** Marty Roupe, Development Review Administrator, 919-918-7333, [mroupe@carrboronc.gov](mailto:mroupe@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Other is marked as related to the Land Use Ordinance provisions related to the request.

**INFORMATION:** Sustainable Properties, LLC, represented by Mr. David Bell, is requesting an extension of a Special Use Permit-A (SUP-A) originally granted by the Town Council on April 26, 2011. The SUP-A is set to expire on April 26, 2024. The permit authorizes the construction of a major subdivision consisting of 39 residential dwelling units. Construction of the project has not commenced.

The applicant has submitted a letter (Attachment C) addressing compliance with Land Use Ordinance (LUO) Section 15-62 and includes information about their ongoing efforts to develop the project and emphasizes the importance of maintaining the current SUP-A approval. The applicant requests a two-year extension to facilitate this continued work with the ultimate goal of preserving and building upon the project that has already been approved. See the applicant's letter (Attachment C) and other materials related to the request, included as Attachments, B, D, and E.

Land Use Ordinance (LUO) Section 15-62(c) grants the Town Council the authority to consider extensions for expiring Special Use Permits. Town Council may extend the permit for up to two years from the date when it otherwise would expire. The ordinance also allows for successive extensions, each not exceeding two years, provided the Council deems it appropriate based on the criteria.

**FISCAL IMPACT:** The applicant is paying the applicable fee associated with this request. No other impact noted.

**RECOMMENDATION:** Town Staff recommends that the Town Council review the information and decide whether to adopt the attached resolution (Attachment A) approving the permit extension request. The new expiration date for the permit would be April 14<sup>th</sup>, 2026.

A RESOLUTION APPROVING AN EXTENSION OF THE DATE ON WHICH A  
SUP-A WOULD OTHERWISE EXPIRE FOR VERIDIA AIS SUP-A

WHEREAS the Carrboro Town Council approved a Special Use Permit-A for the Veridia AIS SUP-A on April 26, 2011; and

WHEREAS, the Town Council approved an extension to the date on which the Special Use Permit-A for the Veridia AIS SUP-A would have expired, thereby extending the date to April 26, 2024; and

WHEREAS, the Town Council finds, per Section 15-62(c) of the LUO, that: 1) the SUP-A has not yet expired, 2) the permit recipient has proceeded with due diligence and in good faith, and 3) conditions have not changed so substantially as to warrant a new application.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Town Council that the permit is again extended, with a new expiration date for Veridia AIS SUP-A of April 26, 2026.

This the 19<sup>th</sup> day of March 2024.

## STAFF REPORT

**TO:** Town Council

**DATE:** March 19, 2024

**PROJECT:** Special Use Permit-A Extension Request for Veridia AIS Subdivision at 810 Old Fayetteville Road

**APPLICANT and OWNER:** Sustainable Properties, LLC  
5020 Walnut Cove Road  
Chapel Hill, NC 27516

**PURPOSE:** Request for an extension of date when Special Use Permit-A would otherwise expire for Veridia AIS Subdivision at 810 Old Fayetteville Road. This SUP-A permit expires on April 26, 2024

**EXISTING ZONING:** R2-CZ

**PIN:** 9779-01-7407 & 9779-01-7345

**LOCATION:** 810 Old Fayetteville Road

**TRACT SIZE:** 282,704 sf (6.49acres)

**EXISTING LAND USE:** Mobile Home Park

**PROPOSED LAND USE:** 26.100, Major subdivision consisting of 1.111, single family detached residences

**SURROUNDING LAND USES:** North: R-20 , single-family residences  
South: R-15, single-family residences  
West: Old Fayetteville Road  
East: R-20, single-family residences

**ZONING HISTORY:** R2-CZ since 2011

**RELEVANT ORDINANCE SECTIONS:** Section 15-62                      Expiration of Permits

## BACKGROUND

The applicant/property owner, Sustainable Properties, LLC has requested that the date on which a previously issued Special Use Permit-A extension that expires on April 26, 2024 be re-established to an expiration date of April 26, 2026.

The Town Council originally granted the Special Use Permit-A on April 26<sup>th</sup>, 2011 and has approved five (5) permit extensions.

## APPLICABLE LUO PROVISIONS

Extensions to the date on which a permit would otherwise expire must be granted in accordance with Section 15-62 (Expiration of Permits) of the LUO. Specifically, please note that Section 15-62(a) of the LUO dictates that the SUP-A would expire on April 26, 2024 in this case because less than ten percent (10%) of the total cost of all construction, erection, alteration, excavation, demolition, or similar work on the development authorized by the permit has been completed on the site.

Section 15-62(c) gives the permit-issuing authority (Town Council) the authority to grant an extension to the date on which the permit would otherwise expire. Section 15-62(c) reads as follows:

*“(c) The permit-issuing authority may extend for a period up to two years the date when a permit would otherwise expire pursuant to subsections (a) and (b) if it concludes that (i) the permit has not yet expired, (ii) the permit recipient has proceeded with due diligence and in good faith, and (iii) conditions have not changed so substantially as to warrant a new application. Successive extensions may be granted for periods up to two years upon the same findings. All such extensions may be granted without resort to the formal processes and fees required for a new permit.”*

Staff offers the following information related to the conditions outlined in Section 15-62(c):

**1. The permit has not yet expired.**

COMPLIANCE: *No, the permit has not expired. The permit is set to expire on April 26<sup>th</sup>, 2024.*

**2. The permit recipient has proceeded with due diligence and in good faith.**

COMPLIANCE: *Yes, the permit recipient has proceeded with due diligence and in good faith. Sustainable Properties, LLC has stated that they are continuing to work with representatives from local nonprofit housing agencies to move the project forward.*



**3. Conditions have not changed so substantially as to warrant a new application.**

*COMPLIANCE: Yes, it is true that conditions have not changed so substantially as to warrant a new application. No changes to the property have taken place since the permit was originally approved, except for maintenance and improvements to make living situations better for current residents.*

**RECOMMENDATION**

The Town Staff recommends that the Town Council review the information provided, deliberate the request, and decide whether to adopt the attached resolution approving the permit extension request. The new expiration date for the permit would be April 14<sup>th</sup>, 2026.

February 16, 2024  
Town of Carrboro  
Planning Department  
301 West Main Street  
Carrboro, NC 27510  
Attn: Martin Roupe

Dear Marty,

As owner of Sustainable Properties, LLC, I hereby request an additional two-year extension of the CUP for the Veridia AIS Subdivision originally approved by the Town on April 26, 2011. As discussed previously, in addition to its sustainability elements, the updated goal of the Veridia project is to develop with minimal, or conceivably no, forced displacement of the existing tenant base. Toward that end, we have been investing significantly in maintaining the existing units to ensure they can last until such a transition is possible and exploring the redevelopment potentials with relevant nonprofits.

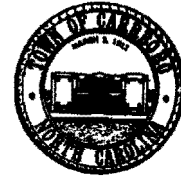
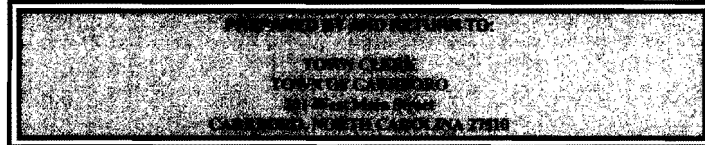
Of those nonprofits, Habitat for Humanity has expressed particular interest in the redevelopment potential of the site and done some initial exploration. Although talks have not proceeded substantively on that front, it is my intention to maintain the approval until all such avenues have been exhausted, as we have determined that the existing approval lends significantly to the redevelopment without displacement plan. Absent the existing approval, the site would revert to its grandfathered development rights in a loss for us as a social-minded developer, the current residents, and the Town.

As in past years, I'd like to add that if the Town Council is willing to continue providing their support for the concept, I will continue pushing toward a maximally socially and environmentally redeeming solution that remains, as it is now, accessible to those who need it most, and becomes a community that Carrboro can truly be proud of.

Thank you,

A handwritten signature in black ink that reads "David Bell". The signature is written in a cursive, flowing style.

David Bell  
Sustainable Properties, LLC



**ORANGE COUNTY  
NORTH CAROLINA**

**TOWN OF CARRBORO  
CONDITIONAL USE PERMIT GRANTED  
Veridia Architecturally Integrated Subdivision**

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:

<b>APPLICANT:</b> Sustainable Properties, LLC
<b>OWNERS:</b> Sustainable Properties, LLC
<b>PROPERTY LOCATION (Street Addresses):</b> 810 Old Fayetteville Road
<b>TAX MAP, BLOCK, LOT(S):</b> 7.108.41 and 7.108.32 (PIN #s 9779017345 and 9779017407)
<b>PROPOSED USE OF PROPERTY:</b> Major subdivision consisting of 1.111, single family detached residences
<b>CARRBORO LAND USE ORDINANCE USE CATEGORY:</b> 26.100
<b>MEETING DATES:</b> April 26, 2011

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 Ordinance 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 Ordinance 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 submitted to the Development Review 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 35 of the 39 homes shall be offered for a pre-construction base price of less than \$300,000. To secure a home at this rate, interested buyers must pay a deposit and meet the "qualified buyer" lending requirements of the financial institution funding the project's development. Upon being offered a home at this price, a potential buyer may choose to negotiate with the seller the purchase of a home at a higher price established relative to the market value of desired modifications and additions to the base price home's offerings. This restriction shall remain for any sales realized prior to construction beginning or within a one-year period following construction plan approval, whichever comes first. After the restriction expires, the maximum base price may increase three-percent (3%) annually to allow for inflation and building cost increases.
4. That the construction plans and final plat for the project must exhibit compliance with LUO Section 15-188, as written at the time of each respective approval.
5. That prior to construction plan approval, the applicant receive a driveway permit from NCDOT.
6. That the Board of Aldermen finds the provision of 68 parking spaces, within carport bays and parallel and perpendicular to the driveway, sufficient to serve Veridia development's 39 single-family homes. The Board makes this finding based on information provided by the applicant noting proximity to schools, shopping, parks, and a bus stop.
7. That the HOA documents for the development must include provisions requiring that the carport bay areas must remain available for parking of a vehicle.
8. That the applicant shall provide to the Zoning Division, prior to the recordation of the final plat for the project or before the release of a bond if some feature are not yet in place at the time of the recording of the final plat, Mylar and digital as-builts for the stormwater features of the project. Digital as-builts shall be in DXF format and shall include a base map of the whole project and all separate plan sheets. As-built DXF files shall include all layers or tables containing storm drainage features. Storm drainage features will be clearly delineated in a data table. The data will be tied to horizontal controls.
9. That prior to construction plan and final plat approvals, the developer shall submit detailed stormwater system maintenance information: maintenance and operations plan and manual, maintenance agreement, etc, in accordance with the requirements of LUO Section 15-263.1. The information must be reviewed and approved by the Town Engineer, Town Attorney, and Environmental Planner. Upon approval, the plans shall be included in the homeowners' association documentation.
10. That the construction entrance for the project must be clearly identified on the construction plans.
11. That the construction plans must call for a specific and acceptable type of inlet protection along Old Fayetteville Road.

12. That the developer provide a final, written statement from the electrical utility stating that electric service can be provided to all locations shown on the construction plans prior to the approval of the construction plans.
13. That fire flow calculations and building-sprinkler design (as required) must be submitted and approved by the Town Engineer and Town Fire Department prior to construction plan approval.
14. That the applicant work with staff during construction to establish a 'natural' playfield. The field may contain a small number of trees but must remain clear enough to reasonably allow for play and sports activities.
15. That all proposed recreation facilities and areas shall be marked 'private' on the construction plans and final plat.
16. That the subdivision must comply with the requirements of LUO Section 15-177(d)(3)(a), which specifies a minimum number of nine (9) different significantly different house plans, i.e. elevation sets. The elevations must be incorporated into the plans before the construction plans may be approved.
17. That the applicant must obtain a CAPS certificate for the project from the Chapel Hill – Carrboro City Schools System prior to construction plan approval.
18. That the final version of the homeowner's association documents must be reviewed and approved by the Town Attorney. The documents shall not preclude the use of clotheslines on private lots within the subdivision.
19. That the applicant must obtain all necessary temporary and permanent easements prior to construction plans approval.
20. For non-LUO required infrastructure, including but not limited to the project's solar array, the applicant must either install the features or submit a performance security in accordance with the town's process for bonding, prior to the issuance of the project's 26th building permit.
21. That prior to the final plat approval, the applicant must display a site plan and erect disclosure signs on-site, adhering to the requirements of LUO Sections 15-83.1 and -83.2.
22. The playground equipment should be CPSC compliant with an ADA component.
23. The 25 remaining units will be size limited to 1,350 square feet.
24. Construct 1,100 square feet units so that no more than two units are located adjacent to each other.
25. Buyers should be free to select the financial institution of their choice.
26. Storage sheds should have room for at least two bicycles.
27. The central walking path should be six feet in width.
28. The developer will provide a stub-out or path to connect through the James' property.
29. The developer will disclose parking limitations to buyers.
30. The developer will provide a minimum of three months notice to existing residents before they must vacate.

This permit shall automatically expire within two years of the date of issuance if the use has not commenced or less than 10 percent (10%) of total cost of construction has been completed or there has been 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 acknowledgment of the issuance of this permit so that the town may have it recorded in the Orange County Registry.

NORTH CAROLINA

ORANGE COUNTY

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 above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding upon them and their successors in interest.

THE TOWN OF CARRBORO

ATTEST:

\_\_\_\_\_  
Town Clerk

BY \_\_\_\_\_  
Town Manager

(SEAL)

I, \_\_\_\_\_, a Notary Public in and for said County and State, do hereby certify that Catherine C. Wilson, Town Clerk for the Town of Carrboro, personally came before me this day and being by me duly sworn says each for himself that 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 Steven E. Stewart, the Town Manager of said Town of Carrboro and Catherine C. Wilson, Town Clerk for the Town of Carrboro subscribed their names thereto; that the corporate seal of the Town of Carrboro was affixed thereto, all 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 by hand and notarial seal this the \_\_\_\_ day of \_\_\_\_\_, 2011.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## **Race and Equity Pocket Questions**

**Title and purpose of this initiative:** Special Use Permit-A Permit Extension Request for Veridia AIS, 810 Old Fayetteville Road

**Department:** Planning, Zoning, and Inspections

### **What are the racial impacts?**

This permit extension request relates to a Special Use Permit-A (SUP-A) granted by Town Council to allow development of a 39-unit project at 810 Old Fayetteville Road. The project would involve the replacement of existing mobile homes with newly built single-family homes. Jobs would be created during construction and new homes would exist after construction is complete. The purpose of the agenda item is to extend the date on which the permit would otherwise expire. Racial impacts associated with this permit expiring include the delay of anticipated benefits such as construction of new homes that may potentially serve residents of the community that face economic challenges with purchasing a home. Other impacts include the additional tax value and associated increase in the tax base and revenue for use by local governments in providing services.

### **Who is or will experience burden?**

During construction, the community will experience burdens such as noise, traffic, dust, and other changes related to the development of this property. Residents of the existing homes may also experience the burden of having to move to a new home for construction to commence. And if the project does not come to fruition in a manner that allows existing residents to move back into the newly constructed homes, then their burden of having to move will become a permanent change in their lives. Since mobile homes generally provide naturally occurring affordable housing opportunities, a permanent change of this nature may be significant, as the existing homes may currently serve residents of a higher proportion of people of moderate and lower incomes and people of color. Nearby property owners may also experience an increase in the value of their properties due to proximity to the newly constructed homes, and, if so, may see associated increases in property taxes.

### **Who is or will experience benefit?**

The community will benefit in general from the project providing newly constructed single-family homes, which presumably will raise property values in the area and improve / increase the tax base. Local contractors may also experience benefit from the opportunity to be employed in relation to building the homes. If the project does get built in a manner that allows existing residents to move back in and occupy the homes, then any such residents will benefit from the opportunity to live in a newly constructed home that is within walking and biking distance to schools, is located on an existing public transit route, and close to existing shopping opportunities at Carrboro Plaza and potentially at a new shopping center (Lloyd Farm) if and when it is constructed in the future.



**What are the root causes of inequity?**

Structural racism in the United States has affected access to and funding / financing for property ownership, educational and health care access, infrastructure, public services, and wealth generation for BIPOC families.

**What might be the unintended consequences of this action or strategy?**

The noted burdens may be larger than anticipated and the mitigating measures. If the project does not move forward in a manner that allows it to serve residents at an affordable price point, then the existing residents may be displaced and must find a new place to live. The number of and / or salary for the new jobs created also may not reach the level of living wage and combined with local housing costs, may mean workers have to travel some distance to access jobs in the development. Property value increases associated with the development itself may be lower than expected with tax revenue increases also lower. Property value increases on adjoining properties could also be higher than expected and could further exacerbate challenges associated with the affordability of housing.

**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

The department plans to evaluate construction process and monitor impacts before, during and after development, including stormwater and traffic. The department will continue to use the REAL and pocket questions in relation to consideration and implementation of policies in the town's comprehensive plan, *Carrboro Connects*.