



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

**Town of Carrboro  
Meeting Minutes  
Town Council**

**May 2, 2023**

**7:00 PM**

**Council Chambers - Room 110**

**Present:** Mayor Damon Seils, Council Member Susan Romaine, Council Member Eliazar Posada, Council Member Randee Haven-O'Donnell, Council Member Danny Nowell, Council Member Sammy Slade, Council Member Barbara Foushee

**Also Present:** Richard White, Town Manager; Wesley Barker, Town Clerk; Nick Herman, Town Attorney

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**POETRY READING**

Poet Joan Barasovska read her poem "Mother Elm" about the tree in front of Town Hall.

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**PUBLIC COMMENT**

**John McAllen** spoke about the transportation priorities. He is an advocate for electric bikes and bike lanes.

**Duncan Morgan** spoke about Westwood Cemetery green space and in favor of a park.

**Quay Tremble** spoke on support of a park in the Westwood cemetery. He provided a possible layout for the park.

**Reverend Coleman** spoke about the Westwood cemetery and the sacred, historical nature of cemeteries. He asked the council to preserve the cemetery.

**Meg Morgan** spoke to keep the green space in Westwood Cemetery.

**Lorie Clark** spoke on the sacredness of the cemetery and advocated for keeping the area around the Westwood cemetery for cemetery use.

**Liz Carter**, a member of the Racial Equity Commission, spoke on the preservation of the

cemetery spaces and asked the Council not to leave a green space.

**Drew Kelley** spoke about phases 3 & 4 of the Bolin Creek trail and asked for updates.

**Jamarius Waller** spoke in favor of the green space and gave a history about Westwood Cemetery.

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**PROCLAMATION - SMALL BUSINESS WEEK**

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**RESOLUTION TO SET A LEGISLATIVE PUBLIC HEARING ON A TEXT  
AMENDMENT RELATING TO COMPLETE STREETS**

The purpose of this agenda item is to request that the Town Council set a public hearing on a text amendment to Land Use Ordinance to establish a complete streets policy. The Town Council must receive public comment before making a decision. A resolution setting a public hearing for June 6, 2023 is provided.

**A motion was made by Council Member Slade, seconded by Council Member Romaine that the following resolution be approved with the following amendments:**

A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE  
CARRBORO LAND USE ORDINANCE RELATING TO COMPLETE STREETS

**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 June 6, 2023 to consider adopting “An Ordinance Amending the Carrboro Land Use Ordinance to Establish a Complete Streets Policy.”

**BE IT FURTHER RESOLVED** that the draft ordinance is referred to Orange Country 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, and the Environmental Advisory Board is directed to mention the climate emergency and requests of staff on how to respond to the climate emergency and report back to Council.

☐ Appearance Commission

☐ Recreation and Parks Commission

☒ Transportation Advisory Board

☐ Northern Transition Area Advisory Committee

☒ Environmental Advisory Board

☐ Affordable House Advisory Commission

☐ Economic Sustainability Commission

☒ Racial Equity Commission

This is the 2nd day of May in the year 2023.

**The motion carried unanimously.**

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**RESOLUTION ON THE DEVELOPMENT OF THE DRAFT 2026-2035 STIP AND CONSIDERATION OF TRANSPORTATION PROJECTS FOR PRIORITIZATION 7.0.**

The purpose of this agenda item is to provide the Town Council with an update on the development of the 2026-2035 State Transportation Improvement Program (STIP), the prioritization schedule and the proposed list of Town projects for consideration for P7.0.

**A motion was made by Council Member Posada, seconded by Council Member Haven-O'Donnell that the following resolution be approved:**

**RESOLUTION TO AUTHORIZE STAFF TO SUBMIT A REQUEST FOR A STIP AMENDMENT TO ADD FUNDS FOR THE MORGAN CREEK GREENWAY PROJECT (TIP#EL-4828A)**

**WHEREAS**, the Town Council on June 21, 2011 adopted the Morgan Creek Greenway Capital Improvement Project Ordinance No. 22/2010-11 and subsequently amended it on June 16, 2015 (Ordinance No. 19/204-15); and on February 6, 2018 (Ordinance No. 13/2017-18); and December 4, 2018 (Ordinance No.8/2018-2019); and

**WHEREAS**, the Town of Carrboro executed a municipal agreement, and supplemental agreements with the North Carolina Department of Transportation to receive federal STP-DA and TAP-DA funds for the design and construction of Phase 1 of the Morgan Creek Greenway, the first phase of a greenway system that will ultimately connect Smith Level Road to University Lake with a potential spur to Carrboro High School. Phase 1 begins at the Smith Level Road bridge and extends west along the north side of Morgan Creek, with a spur to Abbey Road, and then crosses the creek via a pedestrian bridge to a terminus point near an existing informal pedestrian network in the woods, for a total of approximately 1850 linear feet; and,

**WHEREAS**, additional funds are needed to increase the project budget to match the current construction estimate; and,

125  
126 **NOW, THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN**  
127 **OF CARRBORO**, that the Town Council authorizes staff to submit a request to the DCHC  
128 MPO for a NCDOT STIP amendment to increase its allocation of STBG-DA funds to the project  
129 to provide for additional funding up to \$424,176.

130  
131 This the 2nd day of May in the year 2023.

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133 **The motion carried unanimously.**

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137 **RESOLUTION FOR AFFORDABLE HOUSING ADVISORY COMMISSION FUNDING**  
138 **RECOMMENDATION**

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140 The purpose of this agenda item is for the Town Council to consider approving recommended  
141 funding for two nonprofit applications to the Affordable Housing Special Revenue Fund.

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143 **A motion was made by Council Member Posada, seconded by Council Member Haven-**  
144 **O'Donnell that the following resolution be approved:**

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146 A RESOLUTION APPROVING GRANT FUNDING FROM THE  
147 AFFORDABLE HOUSING SPECIAL REVENUE FUND

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149 **WHEREAS**, the Town Council on, June 27, 2007, by the adoption of resolution no. 244/2006-  
150 07 created the Affordable Housing Special Revenue Fund; and

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152 **WHEREAS**, the creation of the fund is another way in which the Council can advance its goal  
153 of increasing and maintaining the stock of affordable housing within the Town and its planning  
154 jurisdiction; and

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156 **WHEREAS**, the Affordable Housing Advisory Commission (AHAC) reviewed two funding  
157 applications for the Affordable Housing Special Revenue Fund on April 19, 2023; and

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159 **WHEREAS**, the AHAC determined that the requests met the criteria set forth in the Affordable  
160 Housing Special Revenue Fund; and

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162 **WHEREAS**, the AHAC made the following funding recommendations:

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164 **EmPOWERment** **\$64,020.00**  
165 **Rebuilding Together of the Triangle** **\$ 9,200.00**

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167 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN**  
168 **OF CARRBORO:**

Section 1. Approves the recommended grant funding activity from the Affordable Housing Special Revenue Fund in FY2022-2023.

Section 2. Authorizes the Town Manager to develop and execute agreements as necessary to carry out the Council's action.

Section 3. This resolution shall become effective upon adoption.

This the 2nd day of May 2023.

**The motion carried unanimously.**

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**RESOLUTION OF THE 2023-2024 HOME INVESTMENT PARTNERSHIP PROGRAM ANNUAL PLAN ACTIVITIES**

The purpose of this agenda item is for the Town Council to consider approving the HOME Investment Partnership Program's Annual Plan activities for FY 2023-2024.

**A motion was made by Council Member Slade, seconded by Council Foushee that the following resolution be approved:**

**RESOLUTION APPROVING THE FY 2023-2024 HOME INVESTMENT PARTNERSHIP PROGRAM ANNUAL PLAN**

**WHEREAS**, Orange County serves as the lead entity for the Orange County HOME Consortium; and

**WHEREAS**, the Town of Carrboro is a member of the Orange County HOME Consortium; and

**WHEREAS**, elected representatives from each jurisdiction (the Collaborative) reviewed and evaluated funding applications received for proposed FY 2023-2024 HOME funding; and

**WHEREAS**, HUD requires grantees to provide local match funds, of which the four local jurisdictions contribute proportionally based on population, and the Town of Carrboro's 2022-2023 match allocation is \$14,496.

**WHEREAS**, the following 2023-2024 HOME Investment Partnership Program activities were recommended by the members of the Orange County HOME Collaborative:

**Pre-Development and Rental Development: \$446,489.40**

Funds will be allocated to CASA for pre-development and rental development costs for 25 units in Chapel Hill for low to moderate income households.

*(Requested amount: CASA: \$512,000)*

**Rental Development: \$50,000**

Funds will be allocated to Pee Wee Homes for rental development for three units (tiny homes) in Carrboro for households exiting homeless.  
(Requested amount: \$50,000)

**Program Administration: \$42,949.60**

***Total HOME Funds for Project Activities: \$539,439***

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

Section 1. Approves the recommended plan for FY 2023-2024 Orange County HOME Program funds.

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

Section 3. This resolution shall become effective upon adoption.

This the 2nd day of May 2023.

**The motion carried unanimously.**

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**RESOLUTION TO BUDGET AMENDMENT – ACCEPT CONTRIBUTIONS FOR RECREATION, PARKS, AND CULTURAL RESOURCES DEPARTMENT’S ACTIVE LIFE PROGRAMS**

The purpose of this agenda item is to request that the Town Council adopt a budget amendment to accept and appropriate a \$5,000 contribution made to the Town by Carol Woods Retirement Community to support the Recreation, Parks, and Cultural Resources Department’s Active Life Programs.

**A motion was made by Council Member Nowell, seconded by Council Member Haven-O'Donnell that the following resolution be approved:**

AMENDMENT TO FY 2022-23 ANNUAL BUDGET ORDINANCE TO APPROPRIATE  
CONTRIBUTION TO RECREATION, PARKS AND CULTURAL RESOURCES  
DEPARTMENT FOR ACTIVE LIFE PROGRAMS

**WHEREAS**, the Town of Carrboro has been awarded \$5,000 by Carol Woods to support the Recreation & Parks Department's Active Life programs; and,

**WHEREAS**, the Town Council is grateful for the generosity of Carol Woods; and,

**WHEREAS**, it is appropriate to amend the FY 2022-23 General Fund budget to incorporate this restricted contribution;

**NOW, THEREFORE, BE IT ORDAINED**, that in accordance with authority contained in G.S. 159-15;

Section 1. The Town thanks Carol Wood for the contribution of \$5,000 to support the Active Life programs of the Recreation, Parks and Cultural Resources Department.

Section 2. The contributions identified in Section 1 above shall be used solely for the purpose(s) stated by the donors.

Section 3. This budget amendment is effective immediately and a copy of this amendment shall be forwarded to the Town's Finance Officer within five (5) days.

This the 2nd day of May 2023.

**The motion carried unanimously.**

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**RESOLUTION TO APPOINTMENT OF ECONOMIC SUSTAINABILITY  
COMMISSION MEMBER TO RACIAL EQUITY COMMISSION**

The purpose of this agenda item is to request that the Town Council appoint a representative from the Economic Sustainability Commission (ESC) to serve as a voting liaison member of the Racial Equity Commission.

**A motion was made by Council Member Nowell, seconded by Council Member Haven-O'Donnell that the following resolution be approved:**

A RESOLUTION MAKING APPOINTMENTS TO THE RACIAL EQUITY COMMISSION

**NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CARRBORO HEREBY  
RESOLVES:**

Section 1. **Courtnei McWilliams** is hereby appointed as a member of the Racial Equity Commission to serve as the representative from the Economic Sustainability Commission (ESC) for a term to expire on February 1, 2025.

Section 2. This resolution shall become effective upon adoption.

Seat Designation	Appointee	Term Expiration
Economic Sustainability Commission (ESC) Seat	Courtnei McWilliams	2/2025

This the 2nd day of May 2023.

**The motion carried unanimously.**

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**ANNUAL UPDATE FROM ORANGE COUNTY PARTNERSHIP TO END HOMELESSNESS**

The purpose of this agenda item is for the Town Council to receive the 2022 Annual Report from Orange County Partnership to End Homelessness (OCPEH).

Rachel Waltz, manager of OPECH, gave a presentation and report. Discussion among Council to include information on public restrooms.

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**2023 CARRBORO BRAND GUIDELINES**

The purpose of the 2023 Carrboro Brand Guidelines is to update the guidelines to include new Carrboro brands for seasonal observances that will be used in marketing, email signatures and Downtown banners. The update also creates a refresh of the Carrboro “Feel Free” tagline to “Feel Free to Be” and creates this message in additional languages including Spanish, Burmese and others.

**A motion was made by Council Member Posada, seconded by Council Member Romaine that the following resolution be approved:**

A RESOLUTION ADOPTING THE 2023 CARRBORO BRAND GUIDELINES



**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Carrboro:

Section 1. The Carrboro Town Council hereby adopts the 2023 Carrboro Brand Guidelines with the updates presented and agrees to continued use of the “Feel Free” with addition of new tagline uses in multiple languages.

This resolution shall become effective upon adoption.

This the 2nd day of May 2023.

**The motion carried 6-1.**

**Ayes:** Mayor Damon Seils, Council Member Susan Romaine, Council Member Randee Haven-O’Donnell, Council Member Danny Nowell, Council Member Eliazar Posada, Council Member Sammy Slade.

**Noes:** Council Member Barbara Foushee

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**RESOLUTION TO APPOINTMENTS TO THE CARRBORO TOURISM DEVELOPMENT AUTHORITY (CTDA) AND SELECTING A CHAIRPERSON**

The purpose of this item is for the Town Council to consider appointments to the Carrboro Tourism Development Authority (CTDA) and to select a chairperson.

**A motion was made by Council Member Slade, seconded by Council Member Posada that the following resolution be approved:**

**A RESOLUTION MAKING APPOINTMENTS TO THE CARRBORO TOURISM DEVELOPMENT AUTHORITY (CTDA)**

**Section 1.** The Carrboro Town Council hereby appoints the following to the CTDA for a term to expire in January 2024:

<b>Appointee</b>	<b>Term Expiration</b>
Marlin Fludd	1/2024
Bridget Pemberton-Smith	1/2024

**Section 2.** The Carrboro Town Council hereby selects the following person as chair of the CTDA: Marlin Fludd.

**Section 3.** This resolution is effective immediately upon adoption.

This the 2nd day of May, 2023.

**The motion carried unanimously.**

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**ADJOURNMENT**

**A motion was made by Council Member Slade, seconded by Council Member Posada to adjourn the meeting.**

**The motion carried unanimously.**

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