

Town of Carrboro

301 W. Main St., Carrboro, NC 27510



Meeting Agenda - Final

Tuesday, June 16, 2026

6:00 PM

Council Chambers - Room 110

Town Council

6:00-6:15**A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS****6:15-6:20****B. TOWN MANAGER'S UPDATE****6:20-6:35****C. PUBLIC COMMENT****6:35-6:40****D. CONSENT AGENDA**

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

1. [26-078](#) Approval of Minutes from Town Council meeting held on June 2, 2026
2. [26-046](#) Resolution to Approve FY27 Mowing Services Contract with Landscaper, LLC for Highway NC-54 and Designated Town Properties

PURPOSE: To request Town Council approve the FY27 contract with Landscaper, LLC for mowing services along Highway NC-54 and at designated Town properties.

Attachments: [A - FY27 Mowing Services – Summary of Second Year Quote Amounts](#)

[B - Resolution](#)

[C - Race & Equity Pocket Questions - FY27 Mowing Contract](#)

[D - Climate Action Pocket Questions - FY27 Mowing Contract](#)

3. [26-051](#) Resolution Authorizing the FY27 Municipal Solid Waste Disposal Contract with Waste Management, Inc.
- PURPOSE:** To request Town Council approval of the FY27 municipal solid waste (MSW) disposal contract with Waste Management, Inc.
- Attachments:** [A - FY27 MSW Disposal Summary of Quotes](#)
[B - Resolution](#)
[C - Short REAL - Non-Residential Municipal Solid Waste Collection Service](#)
[D - Short REAL - Residential MSW Collection and Disposal Services](#)
[E - Climate Action Pocket Questions - FY27 MSW Contract](#)
4. [26-052](#) Resolution Authorizing the FY27 Lease Agreement with RDK Assets, Inc. for Three Refuse Collection Trucks
- PURPOSE:** To obtain Town Council authorization to execute an FY27 lease agreement with RDK Assets, Inc. for three refuse collection trucks required to support municipal solid waste operations.
- Attachments:** [A - FY26 Refuse Truck Lease Summary of Quotes](#)
[B - Resolution](#)
[C - Short REAL - Non-Residential Municipal Solid Waste Collection Service](#)
[D - Short REAL - Residential MSW Collection and Disposal Services](#)
[E - Climate Action Pocket Questions - FY27 Refuse Truck Lease](#)
5. [26-054](#) Authorize Stormwater and Utility Rate Study Contract
- PURPOSE:** The Town Council is to approve the resolution authorizing the Town Manager to enter into a contract for stormwater and utility rate study (Project #81006).
- Attachments:** [A - Resolution](#)
6. [26-062](#) Request to Award 2026 Street Resurfacing Contract
- PURPOSE:** The purpose of this agenda item is to request that the Town Council award the 2026 Resurfacing Project to Daniel's Inc of Garner.
- Attachments:** [A - Locations of Work](#)
[B - Bid Tabulation](#)
[C - Resolution](#)
[D - Race and Equity Pocket Questions](#)
[E - Climate Action Pocket Questions](#)

7. [26-065](#) Resolution Setting a Quasi-Judicial Public Hearing for a Special Use Permit-A (SUP-A) on September 15, 2026 for Property Located at 1712 & 1716 Smith Level Road.
- PURPOSE:** This agenda item schedules the quasi-judicial public hearing for the 1712 & 1716 Smith Level Road SUP-A project for September 15, 2026.
- Attachments:** [A - Resolution Setting Public Hearing](#)
[B - Aerial Context Map](#)
8. [26-068](#) Request to Authorize the Town Manager to Enter into an annual Global Capital Agreement to Continue to Receive Orange County Transit Funds
- PURPOSE:** To request that the Town Council authorize the Town Manager to enter into a FY27 Global Capital Agreement with Orange County, GoTriangle and TWTPO to receive Transit Tax Revenue funds for approved capital projects during Fiscal Year 2027.
- Attachments:** [A - Resolution for FY27 Global Agreement](#)
9. [26-071](#) Contract Amendment with Three Oaks Engineering, Inc. to complete the Safe Routes to School Action Plan
- PURPOSE:** The purpose of this agenda item is to authorize the Town Manager to execute a contract amendment with Three Oaks Engineering, Inc. to increase the project scope and update the timeline for completing the Safe Routes to School Action Plan.
- Attachments:** [A - Resolution \(rev3\)](#)
[B - Transportation REAL](#)
[C - Climate Action Pocket Questions](#)
10. [26-072](#) Minor Modification to Special Use Permit-A for Carolina Car Wash at 414 East Main Street
- PURPOSE:** Town Council is asked to consider approving a request for a Minor Modification to the Special Use Permit-A at 414 East Main Street to allow for the creation of a new exit lane from the property onto Brewer Lane. Town Staff recommends approval of the request.
- Attachments:** [A - Resolution](#)
[B - Special Use Permit-A & Previous Minor Modification](#)
[C - Letter from Applicant](#)
[D - Site Plan](#)

11. [26-073](#) Authorization for the Town Manager to Award and Execute a Contract with a Racial Equity Consultant to Update the Race and Equity Action Plan (REAP) - Weaving Equity in Carrboro Town Governance

PURPOSE: To seek Council authorization for the Town Manager to negotiate and enter into a contract with the selected consultant to complete scope of work to update Weaving Equity in Carrboro Town Governance.

Attachments: [A - REAP Resolution](#)
[B - Race and Equity Action Plan RFP](#)

12. [26-075](#) Independent Audit Contract for Fiscal Year Ending June 30, 2026

PURPOSE: The purpose of this item is to renew the contract for the Town's annual independent audit for the fiscal year ending June 30, 2026.

Attachments: [A - Carrboro 2026 Engagement Letter](#)
[B - Resolution for Independent Audit Services FY2026 \(Attachement A\)](#)
[C - Town of Carrboro & CTDA FY2026 Annual Audit Contract](#)

13. [26-076](#) Fiscal Year 2025-26 Budget Amendment #6

PURPOSE: To approve budget, grant, and capital project ordinance amendments for Fiscal Year 2025-26.

Attachments: [A - Homestead Road Project BUA 06.16.2026](#)
[B - Bridge Truss Replacement BUA 06.16.2026](#)
[C - Grant Ordinance FEMA Hazard Mitigation Grant Program \(HMGP\)](#)

14. [26-077](#) Approval of Recommended Human Services Funding for FY 2026-2027

PURPOSE: Approve human services funding recommendations for FY 2026-2027.

Attachments: [A - Resolution](#)
[B - Pocket Questions](#)
[C - FY27 HHSAC Recommendation](#)
[D - FY27 Human Services Recommendations](#)

15. [26-080](#) Contract Amendment with DRMP for the South Greensboro Street Sidewalk Project

PURPOSE: The Town has an executed contract with DRMP, formerly Ramey Kemp & Associates, for the preparation of preliminary design and bid documents for the South Greensboro Street Sidewalk. The purpose of this agenda item is to authorize the Town Manager to execute a contract amendment to reflect additional work and to extend the project schedule.

Attachments: [A - Contract Amendment for DRMP \(S Greensboro Sidewalk\) 6-16-2026](#)

16. [26-081](#) Amendments to the FY 2026-27 Miscellaneous Fees and Charges Schedule

PURPOSE: The purpose of this agenda item is for the Town Council to consider amendments to the Miscellaneous Fees and Charges Schedule. The proposed amendments would revise the definition of the resident fee for Recreation, Parks & Cultural Resources fees and restore two cemetery fees for Type Two burial spaces (cremations, alkaline hydrolysis, and similar interments) that were previously approved by the Town Council but were inadvertently omitted from the current fee schedule.

Attachments: [A - Determining Fees Charges and FAP REAL-RPCRD](#)
[B - Amended FY2026-27 Fee Schedule](#)

6:40-7:20

E. GENERAL AGENDA

INFORMATION ITEMS

1. [26-083](#) 2026 Hurricane Season Outlook and Preparedness

PURPOSE: This item is intended to provide an outlook of the 2026 hurricane season based on NOAA predictions and inform the community on how the Town has prepared for the upcoming hurricane season.

Attachments: [A - 2026 Hurricane Outlook](#)

2. [26-069](#) New Carrboro Unified Development Ordinance (UDO) Project Update

PURPOSE: This information item will provide the Town Council with an update and continued discussion on the Unified Development Ordinance (UDO) rewrite with the project consultant, CodeWright. The session will highlight major findings from the Code Diagnosis, engagement with the development community and advisory boards and commissions and report next steps for the project.

Attachments: [A - Carrboro UDO Code Diagnosis Public Review Draft](#)
[B - RE Pocket Questions](#)
[C - CA Pocket Questions](#)
[D - Presentation - UDO Code Diagnosis June 2026](#)

7:20-7:30

F. BOARD APPOINTMENTS

1. [26-079](#) Appointment to Selected Boards/Commissions

Racial Equity Commission

Liz Carter
Tiz Giordano
June Johnson

Economic Sustainability Commission

Darryl Carpenter
Zachary Fields
Julian Goldner
Zakari Crites Videman
Eric Webb

7:30-8:00

- 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: 26-078

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Approval of Minutes from Town Council meeting held on June 2, 2026



Agenda Item Abstract

File Number: 26-046

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Resolution to Approve FY27 Mowing Services Contract with Landscaper, LLC for Highway NC-54 and Designated Town Properties

PURPOSE: To request Town Council approve the FY27 contract with Landscaper, LLC for mowing services along Highway NC-54 and at designated Town properties.

DEPARTMENT: Public Works

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

Per Town Code Section 3-1 (b)(9)(i) the Town Council is required to approve contracts for purchases of goods or services that exceed \$60,000. The proposed mowing contract exceeds the limit.

INFORMATION: In accordance with the Town’s purchasing manual, staff issued an informal Request for Bids on March 10, 2025, seeking right-of-way mowing services along Highway NC-54 and grassy areas at the following Town properties:

- 301 W Main St. (Fire Station 1, Town Hall, and Town Commons)
- 108 Bim St. (Civic Club)
- 401 Davie Rd. (Westwood Cemetery)
- 1411 Homestead Rd. (Fire Station 2)
- 306 Broad St. (Baldwin Park)
- 217 Simpson St. (Simpson Park)

To encourage participation from minority- and women-owned business enterprises (MWBE), the opportunity was advertised on the NC HUB site. The Town received three bids on April 29, 2025. All bids were submitted for three-year service terms, consistent with the scope outlined in the solicitation.

Following evaluation, Landscaper, LLC submitted the lowest responsive bid. Landscaper, LLC is a minority-owned business, and the Town previously contracted with the firm for FY26 (Year 1) of the multi-year mowing services agreement.

Approval is now requested for the next year of service. FY27 (Year 2) of the quoted service period is anticipated to begin July 1, 2027, and end June 30, 2028, with an estimated annual cost of \$79,899.60. See Attachment A - FY27 Mowing Services - Summary of Second Year Quote Amounts.

FISCAL IMPACT: Adequate funding for this contract has been budgeted in the Public Works FY27 Budget.

RECOMMENDATION: Staff recommends that Town Council approve the attached resolution (Attachment B) authorizing the Town Manager to execute a contract with Landscaper, LLC for FY27 mowing services along Highway NC-54 and at designated Town properties, in an amount not to exceed \$79,899.60.



ATTACHMENT A

FY27 Mowing Services – Summary of Second-Year Quote Amounts

| Location | Landscaper, LLC | Russell Landscape, LLC | Hackney Indoor and Outdoor Services |
|--------------------------|------------------------|-------------------------------|--|
| Town Hall | \$216.66 | \$469.00 | \$1,335.60 |
| Town Commons | \$433.33 | \$517.00 | \$1,327.20 |
| Fire Station 1 | \$216.66 | \$239.00 | \$1,327.20 |
| Civic Club (108 Bim St.) | \$216.66 | \$248.00 | \$252.00 |
| Westwood Cemetery | \$1,500.00 | \$2,103.00 | \$5,880.00 |
| Fire Station 2 | \$433.33 | \$543.00 | \$1,890.00 |
| Simpson Park | \$216.66 | \$399.00 | \$1,470.00 |
| Baldwin Park | \$675.00 | \$776.00 | \$1,470.00 |
| NC-54 Right-of-way | \$2,750.00 | \$5,972.00 | \$9,450.00 |
| Total/Month | \$6,658.30 | \$11,266.00 | \$24,402.00 |
| Total/Year | \$79,899.60 | \$135,192.00 | \$292,824.00 |

Resolution

ATTACHMENT B

A RESOLUTION FOR AWARDING THE CONTRACT FOR FY27 RIGHT-OF-WAY MOWING OF HIGHWAY NC-54 AND TOWN PROPERTIES

WHEREAS, Public Works received three bids to provide right-of-way mowing services along Highway NC-54 and grassy areas at Town properties; and

WHEREAS, staff have identified Landscaper LLC as the lowest cost, responsive, and responsible bidder; and

WHEREAS, this award represents Year Two of a three-year bid cycle, with the Town retaining the option for annual renewal;

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council authorizes the Town Manager to execute a contract for FY27 mowing with Landscaper, Inc. in an amount not to exceed \$79,899.60, this the 16th day of June 2026.

This the 16th day of June in 2026.



Race and Equity Pocket Questions

Title: Resolution to Approve a Contract with Landscaper, LLC for Mowing along Highway NC-54 and Town Properties

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

Department: Public Works

1. What are the root causes of inequity in Carrboro and/or overall as it pertains to this subject area?

Inequities related to public space maintenance stem from long-standing disparities in how infrastructure, amenities, and municipal services have historically been distributed across communities. In Carrboro, as in many towns, neighborhoods with higher concentrations of low-income residents or residents of color have often experienced uneven investment in public infrastructure, including parks, rights-of-way, and general maintenance. These inequities are rooted in broader systemic issues such as historic segregation, discriminatory land-use practices, and unequal access to public resources.

2. Who is experiencing community burden now? Who will experience community burden if this action is passed? Will others experience community burden if this action is NOT passed?

Currently, community burden is felt most in areas where public space maintenance may be inconsistent, particularly in neighborhoods with lower-income residents or residents of color. Uneven mowing or litter removal can reduce walkability, neighborhood appearance, and safety. If this action is passed, no new burdens are expected because it maintains consistent service levels across all designated areas. If it is not passed, reduced maintenance could disproportionately affect residents who rely on well-kept public spaces for mobility and daily use, reinforcing existing inequities.

3. Who is experiencing community benefit now? Who will experience community benefit if this action is passed? Will others experience community benefit if this action is NOT passed?



Currently, community benefit is experienced by residents, visitors, and commuters who rely on well-maintained public spaces for safety, mobility, and recreation. If this action is passed, these benefits will continue for all who use Highway NC-54 and Town properties, supporting accessibility and neighborhood appearance. If it is not passed, reduced maintenance could lessen walkability and safety, with the greatest impact on communities already facing historic underinvestment.

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

Unintended consequences could include uneven maintenance across neighborhoods if service delivery is not monitored, which may reinforce existing disparities. Routine mowing may also unintentionally reduce pollinator habitat or disturb small wildlife.

5. What steps has your department taken to mitigate any burdens, inequities, and unintended consequences? What strategies might your department take to address these in the future? NOTE: This does not reflect a formal commitment by the Town of Carrboro.

The department works to mitigate burdens and inequities by applying consistent maintenance standards across all Town properties and rights-of-way and monitoring service delivery to prevent uneven maintenance. Staff also considers feedback from community members to identify areas where service levels may need adjustment.

To address future impacts, the department will continue evaluating equitable service distribution, explore opportunities for reduced-mow or pollinator-friendly practices, and continue to incorporate equity considerations into future bid cycles.



Climate Action Pocket Questions

Title: Resolution to Approve a Contract with Landscaper, LLC for Mowing along Highway NC-54 and Town Properties

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

Department: Public Works

1. How will this action impact municipal or community greenhouse gas emissions?

This action will not reduce or increase greenhouse gas emissions.

2. Please explain.

The proposed contract with Landscaper, LLC will maintain the Town's current mowing schedule and service levels, meaning GHG emissions will remain roughly consistent with previous years. Because mowing relies on gasoline-equipment or diesel-powered equipment, the activity does generate direct emissions, but these emissions are localized, intermittent, and relatively low compared to other municipal operations.

3. How will this action impact the Town's environment?

This action will impact minimal environmental effects, limited mainly to routine mowing activities.

4. Please explain.

The mowing contract has minor, mostly neutral environmental impacts, with small effects on air quality and biodiversity due to fuel-powered equipment and routine vegetation cutting. It does not significantly affect water quality, erosion, flooding, or waste streams.



5. How is your department planning to mitigate any climate or environmental impacts? *NOTE: This does not reflect a formal commitment by the Town of Carrboro.*

Mitigation efforts include optimizing mowing schedules to reduce unnecessary fuel use, maintaining groundcover to prevent erosion and runoff, and encouraging contractors to adopt lower-emission equipment as technology and procurement cycles allow. Staff will also continue to identify areas where reduced mowing or pollinator-friendly practices may be appropriate.



Agenda Item Abstract

File Number: 26-051

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Resolution Authorizing the FY27 Municipal Solid Waste Disposal Contract with Waste Management, Inc.

PURPOSE: To request Town Council approval of the FY27 municipal solid waste (MSW) disposal contract with Waste Management, Inc.

DEPARTMENT: Public Works

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

Under Town Code Section 3-1(b)(9)(i), Town Council approval is required for contracts exceeding \$60,000. The proposed FY27 MSW disposal contract with Waste Management, Inc. exceeds this threshold and therefore requires Council authorization.

INFORMATION: Since the closure of the Orange County landfill, the Town has transported its MSW to permitted regional facilities. Two such facilities are located within reasonable proximity: GFL Environmental, Inc. and Waste Management, Inc. The Town's MSW disposal contract is renewed annually.

The Town of Carrboro generates approximately 6,700 tons of MSW each year. To secure competitive tipping fees for FY27, Carrboro partnered with the Town of Chapel Hill to jointly request disposal rate quotes. Both GFL Environmental, Inc. and Waste Management, Inc. submitted per-ton pricing proposals. See Attachment A - FY27 MSW Disposal Summary of Quotes.

Following review of the quotes submitted, staff recommends contracting with Waste Management, Inc. for FY27 MSW disposal services. Waste Management, Inc. previously provided MSW disposal services for the Town in FY21. The estimated annual cost is \$417,879.

FISCAL IMPACT: Funds for the proposed contract are budgeted in Public Works FY27 budget.

RECOMMENDATION: Staff recommends Town Council approve the attached resolution (Attachment B) authorizing the Town Manager to execute a contract with Waste Management, Inc. for FY27 MSW disposal services in an amount not to exceed \$417,879.



ATTACHMENT A

FY27 Municipal Solid Waste Disposal Summary of Quotes

| Vendor | Carrboro/Chapel Hill MSW Rate | Carrboro MSW Rate |
|-------------------------|--------------------------------------|--------------------------|
| GFL Environmental, Inc. | \$64.00 | \$64.00 |
| Waste Management, Inc. | \$62.37 | \$62.87 |

*Rates include \$2.00 state waste tax

Resolution

A RESOLUTION FOR AWARDING THE CONTRACT FOR FY27 MUNICIPAL SOLID WASTE DISPOSAL

WHEREAS, the Town of Carrboro generates approximately 6,700 tons of Municipal Solid Waste (MSW) annually, and the closure of the Orange County landfill has required the Town to transport its MSW to another permitted facility; and

WHEREAS, the contract for MSW disposal is subject to annual renewal; and

WHEREAS, the Town received two (2) quotes for MSW disposal services for FY27; and

WHEREAS, Town staff have determined that Waste Management, Inc. submitted the lowest-cost, responsive proposal for FY27 MSW disposal services; and

WHEREAS, Waste Management, Inc. previously provided MSW disposal services for the Town in FY21;

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council authorizes the Town Manager to execute a contract with Waste Management, Inc. for FY27 MSW disposal in an amount not to exceed \$417,819.

This the 16th day of June, 2026.



Racial Equity Assessment Lens (REAL)

NAME OF INITIATIVE PROGRAM/PROJECT: Public Works

Department: Public Works

ORIGIN AND DESCRIPTION

Carrboro Public Works Department provides Municipal Solid Waste (MSW), also referred to as trash or garbage collection, to multi-unit residential properties, and businesses.

MSW from residents is collected in 95-gallon roll-out containers. The Town provides roll-out containers to residents, at cost. The cost of the solid waste collection and disposal services are included in the Town's general tax funds.

Multi-unit residential properties are typically serviced with front-load dumpsters (2 cy, 4 cy, 6 cy, or 8 cy). The Town does not provide front-load dumpsters. According to the [Town Code, Chapter 11](#), the Public Works Director shall determine the size, number and type of solid waste receptacles and property owners must provide serviceable dumpsters that are compatible with Town equipment. The size of the dumpster(s) and frequency of collection is based on the volume of waste generated. The cost of the solid waste collection and disposal services are included in the Town's general tax funds.

Businesses are typically serviced by front-load dumpsters (see Businesses Serviced by Roll-out Containers and Mixed-use Properties below). According to [Town Code, Chapter 11](#), business owners must provide serviceable dumpsters that are compatible with Town equipment. Businesses are charged a fee for MSW collection services based on the size of the dumpster and frequency of pick up. See Attachment B – Non-residential Dumpster Fees

What is the specific desired result statement –

Ensure commercial businesses and multi-unit residential properties receive efficient and equitable municipal solid waste (MSW) collection services, and MSW is disposed of properly in accordance with North Carolina statutes and Orange County ordinances.

BENEFITTING INDIVIDUALS OR GROUPS

1. Reduce pollution and protect natural resources.
2. Multiunit residential property owners are not charged a fee by the Town to collect and dispose of MSW generated at the apartment complex; however, they are required to provide a serviceable container (see burdens).
3. Decreasing the amount of MSW and ensuring proper disposal may reduce the number of dumpster collections and trips to the transfer station to dispose of the waste. Carbon dioxide makes up 95% of all transportation related GHG emissions. Cars and trucks running on gasoline, diesel, and other fuels account for approximately two-thirds of transportation-related emissions. Transportation as the second largest source of total U.S. greenhouse gas emissions.⁷

BURDENED INDIVIDUALS OR GROUPS

1. The collection and disposal of MSW is a financial burden on businesses. Businesses must either purchase or rent a serviceable waste container. In addition, the Town charges a fee for the collection and disposal of MSW. See Attachment B – Non-residential Dumpster Fees.
2. Time involved in learning MSW collection guidelines.
3. Language barriers. May have difficulty understanding the collection guidelines.
4. Accessibility barriers. Businesses and employees may have difficulty accessing the waste containers or accessing the property when the waste containers are serviced.
5. Time involved in the developing educational materials, responding to calls and emails, completing annual state reports, and the collection and disposal of MSW.
6. The collection and disposal of MSW is a financial and environmental burden on local government.
7. Noise, traffic, or other disturbances during the collection.
8. Commuters may experience noise or traffic delays during the collection. In addition, travel may be impacted when using routes frequented by solid waste trucks.

| Type | Potential Unintended Consequence | Mitigation Strategies to Prevent Consequences and Advance Racial Equity |
|--|--|--|
| <p>SOCIAL Consider native and long term residents, rural residents, transit, trust in government, education, etc.</p> | <p>Negative perception of the program/service.</p> <p>Perceived favoritism or bias.</p> | <p>Transparency. Provide accurate and timely information that is accessible to all community members.</p> |
| <p>ECONOMIC Consider wages, competition, tourism, unemployment, small businesses, etc.</p> | <p>Costs associated with solid waste management may burden some businesses, multi-unit residential property owners and tenants. Multi-unit residential property owners and businesses may pass on the costs to residents/ customers.</p> <p>Negative perception of the program/service.</p> <p>Perceived favoritism or bias.</p> | <p>Waste collection fees charged by private companies are substantially more expensive than Town fees.</p> <p>Continue to provide efficient solid waste collection services which allows fees to remain low.</p> <p>Transparency. Provide accurate and timely information that is accessible to all community members.</p> |

| | | |
|---|--|--|
| <p>HEALTH</p> <p>Consider impacts on pollution, health access, existing health disparities, etc.</p> | <p>Proper waste disposal is crucial for human health. It helps to reduce pollution and prevent the spread of diseases.</p> <p>Solid waste collection is often viewed as one of the more dangerous jobs. A 2013 study revealed that solid waste collectors in the US experienced 33.0 fatalities per 100,000 workers, and that these employees work in the occupation with the fifth highest fatality rate in the US".⁶</p> | <p>Continue to comply with state and local solid waste regulations.</p> <p>Continue to monitor and evaluate solid waste collection and disposal services.</p> <p>Transparency. Provide accurate and timely information that is accessible to all community members.</p> <p>Carrboro utilizes an automated collection program which enhances worker safety, and all employees participate in OSHA safety training programs.</p> |
| <p>ENVIRONMENT</p> <p>Consider impacts on pollution, natural resources, transit, etc.</p> | <p>Proper waste disposal is crucial for the environment. It helps to reduce pollution and conserve natural resources.</p> <p>All MSW collected by the Town is brought to GFL Environmental, Inc. in Durham and transferred to Sampson County Landfill in Roseboro, NC.</p> <p>Landfilling is the most common method of waste disposal in the United States, but also the least environmentally friendly option. <u>Landfills generate harmful methane emissions and can contribute to the pollution air and water pollution.</u></p> | <p>Increase access to information about Public Works solid waste collection services.</p> <p>Continue to evaluate solid waste services.</p> <p>Continue to promote waste reduction tips and recommendations.</p> |
| <p>OTHER</p> <p>Consider how a resident might interact with this measure "start to finish."</p> | <p>Impact of community members time involvement.</p> <p>Influx of unrelated municipal concerns.</p> | <p>Focus on distribution of written materials in addition to in-person events.</p> <p>Provide resources to refer residents to proper channels for non-Public Works concerns.</p> |

RECOMMENDATIONS

1. Complete analysis of fees for businesses serviced by roll-out containers, increased communication with businesses and multi-unit residential property owners, work with Orange

County Solid Waste to implement a source-separated food waste collection program and continue to research and promote waste reduction tips.

2. The Town is working with Orange County Solid Waste, the Town of Chapel Hill, and the Town of Hillsborough to finalize and implement the *Solid Waste Master Plan: Road to Zero Waste* first presented to the Solid Waste Advisory Group (SWAG) on September 18, 2023.
3. A new waste audit, to determine volume and weight of MSW materials, is currently being planned with Orange County Solid Waste, the Town of Chapel Hill, and the Town of Hillsborough.
4. Eliminating food waste and other compostable items such as non-recyclable cardboard will reduce the number of MSW dumpster collections, reduce financial burdens associated with MSW collection and disposal, reduce GHG emissions, and if managed properly, would reduce odors typically associated with waste containers.
5. Public Works completed an analysis of fees charged to businesses serviced by roll-out carts. Recommendations were submitted to management with the FY25 Budget Submittals.
6. Public Works continues to work with Orange County Solid Waste, the Town of Chapel Hill, and the Town of Hillsborough to finalize and implement the *Solid Waste Master Plan: Road to Zero Waste*.
7. A new waste audit, to determine volume and weight of MSW materials is currently being planned with Orange County Solid Waste, Town of Chapel Hill, and Town of Hillsborough.
8. On April 29, 2024, the Solid Waste Advisory Group held a meeting to continue discussions on the *Solid Waste Master Plan: Road to Zero Waste*. During the meeting, Robert Williams, the Director of Orange County Solid Waste Management, stated the Orange County Board of Commissioners did not endorse the proposed solid waste plan. A revised plan will be presented to SWAG in September 2024 and will focus on ordinance enhancements, education, outreach, and expanding food waste diversion.
9. Evaluate in one year.



Racial Equity Assessment Lens Summary

Department: Public Works

Title: Residential MSW Collection and Disposal Services

Section I: Origin and Description

Carrboro Public Works Department provides municipal solid waste (MSW) collection and disposal of garbage, yard waste (including loose leaves) and bulk waste items such as upholstered furniture to single family dwellings, duplexes and some condominiums. In addition, the Solid Waste division responds to requests to remove dead animals from the right-of-way within town limits on town roads and sidewalks. The Town does not collect dead animals from private property or wooded areas. Recyclable materials such as plastic containers and cardboard are collected and managed by Orange County Solid Waste Management.

Household garbage is collected weekly from residents using 95-gallon roll-out containers. Roll-out containers are provided to residents at cost. Yard waste is collected twice a month in 95-gallon roll-out containers, paper bags, or in piles at the curb. Yard waste containers are optional and may be purchased online, at Town Hall during normal business hours, or residents may download and complete the Roll-out Cart Order Form to mail with a check to Town Hall. Bulk waste items are collected curbside twice a month. Dead animals are collected as they are reported.

Section II: What is the specific desired result statement -

Ensure residential properties receive efficient and equitable municipal solid waste (MSW) collection services, and MSW is disposed of properly in accordance with North Carolina statutes and Orange County ordinances. Enhance communication and engagement with residents to inform them about waste collection schedules, recycling programs, and proper disposal methods, fostering a community-oriented approach to waste management.

Benefitting Individuals or Groups

1. Reduce pollution and protect natural resources.
2. Decreasing the amount of MSW and ensuring proper disposal may reduce the number of dumpster collections and trips to the transfer station to dispose of the waste. Carbon dioxide makes up 95% of all transportation related GHG emissions. Cars and trucks running on gasoline, diesel, and other fuels account for approximately two-thirds of transportation-related emissions. Transportation as the second largest source of total U.S. greenhouse gas emissions.²

Burdened Individuals or Groups

1. The collection and disposal of MSW is a financial burden on residents, businesses, and local government.
2. Property owners are required to purchase a 95-gallon roll-out container for the collection of household garbage. (See burdens)
3. Time involved in learning MSW collection guidelines.
4. Language barriers. May have difficulty understanding the collection guidelines.
5. Noise and other disturbances during the collection.
6. Travel may be impacted when using routes frequented by solid waste trucks.
7. Time involved in the developing educational materials, responding to calls and emails, completing annual state reports, and the collection and disposal of MSW.
8. The collection and disposal of MSW is a financial and environmental burden on local government.

| Type | Potential Unintended Consequence | Mitigation Strategies to Prevent Consequences and Advance Racial Equity |
|--------------------|---|---|
| Social | <p>Negative perception of the program/service.</p> <p>Perceived favoritism or bias.</p> | <p>Ensuring transparency by delivering accurate and timely information that is accessible to all members of the community.</p> |
| Economic | <p>Costs associated with solid waste management, including the purchase of roll-out containers, may burden some residents.</p> <p>Negative perception of the program/service.</p> <p>Perceived favoritism or bias.</p> | <p>The Town purchases roll-out containers in bulk and sells them to residents at cost. Town Code Section 11-21(b) states “In cases where the purchase of such containers poses a severe financial hardship, the Town may provide an installment purchase option whereby a person may pay the purchase price over a period not in excess of twelve months.”</p> <p>Continue to provide efficient solid waste collection services which allows fees to remain low.</p> <p>Ensuring transparency by delivering accurate and timely information that is accessible to all members of the community.</p> |
| Health | <p>Proper waste disposal is crucial for human health. It helps to reduce pollution and prevent the spread of diseases.</p> <p>Solid waste collection is often viewed as one of the more dangerous jobs According to the U.S. Bureau of Labor Statistics, refuse and recyclable material collection was ranked as the seventh deadliest job in the United States in 2021. The fatality rate for this occupation was 27.9 fatal work injuries per 100,000 full-time equivalent workers in 2021.⁸</p> | <p>Continue to comply with state and local solid waste regulations and educate residents.</p> <p>Continue to monitor and evaluate solid waste collection and disposal services.</p> <p>Ensuring transparency by delivering accurate and timely information that is accessible to all members of the community.</p> <p>Carrboro utilizes an automated collection program which enhances worker safety, and all employees participate in OSHA safety training programs.</p> |
| Environment | <p>Proper waste disposal is crucial for the environment. It helps to reduce pollution and conserve natural resources.</p> | <p>Increase access to information about Public Works solid waste collection services.</p> |

| | | |
|--------------|---|--|
| | <p>All household waste and bulk items collected by the Town is brought to GFL Environmental, Inc. in Durham and transferred to Sampson County Landfill in Roseboro, NC. Yard waste is composted at Orange County's yard waste compost facility, and the loose leaves are composted at Carrboro's yard waste compost site located at 7917 Old NC 86, Chapel Hill, NC.</p> <p>Landfilling is the most common method of waste disposal in the United States, but also the least environmentally friendly option. Landfills generate harmful methane emissions and can contribute to the pollution air and water pollution.</p> | <p>Continue to evaluate solid waste services.</p> <p>Continue to promote waste reduction tips and recommendations.</p> |
| Other | <p>Impact of community members time involvement.</p> <p>Influx of unrelated municipal concerns.</p> | <p>Focus on distribution of written materials in addition to in-person events.</p> <p>Provide resources to refer residents to proper channels for non-Public Works concerns.</p> |

Recommendations

1. Enhance communication and engagement with residents by translating solid waste educational materials. Continue collaborating with Orange County Solid Waste to implement the Solid Waste Master Plan: Road to Zero Waste, which includes a source-separated food waste collection program. Additionally, continue researching and promoting waste reduction tips. Finally, conduct an audit to determine the current number of roll-out containers being serviced.
2. Evaluate in one year.
3. Review and confirm that languages that the educational material will be translated into.
4. Confirm the cost of the containers are \$55. Think about options for those who can not afford containers.



Climate Action Pocket Questions

Title: Resolution Authorizing the FY27 Municipal Solid Waste Disposal Contract with Waste Management, Inc.

Purpose: To request Town Council approval of the FY27 municipal solid waste (MSW) disposal contract with Waste Management, Inc.

Department: Public Works

1. How will this action impact municipal or community greenhouse gas emissions?

This action will reduce greenhouse gas emissions.

2. Please explain.

Transitioning from GFL Environmental to Waste Management for municipal solid waste disposal will change transportation distances at two points in the waste-handling process.

At the municipal level, the Town's collection vehicles will travel approximately 2.4 additional miles per round trip from the Public Works facility to the Waste Management transfer station. This increase in vehicle miles traveled will result in a modest rise in fuel consumption and associated GHG emissions from Town operations.

However, the long-haul transport from the transfer station to the landfill, performed by the disposal contractor, will be significantly shorter under the new contract. Waste Management's landfill is approximately 65 miles from the transfer station, compared to 92 miles for GFL. This 27-mile reduction per haul will indirectly reduce regional GHG emissions associated with long-distance waste transport, even though these emissions are not part of the Town's municipal inventory.

Overall, the action results in a minor increase in municipal emissions and a larger decrease in contractor-controlled, non-municipal emissions.



3. How will this action impact the Town’s environment?

This action will impact minimal environmental effects, with small changes related to waste-transport distances and associated vehicle emissions.

4. Please explain.

Under the proposed FY27 contract, the Town will deliver municipal solid waste to the Waste Management transfer station rather than the GFL facility. This change results in a 2.4-mile increase per round trip for Town collection vehicles, leading to a modest rise in fuel use, localized air pollution, and GHG emissions within Carrboro. These impacts remain limited in scale and consistent with routine municipal operations.

However, the long-haul transport from the transfer station to the landfill, performed by the disposal contractor, will be significantly shorter under the new arrangement. Waste Management’s landfill is approximately 65 miles from the transfer station, compared to 92 miles for GFL. This 27-mile reduction per haul decreases regional transportation-related emissions and reduces the broader environmental footprint associated with long-distance waste hauling.

The contract does not change the amount of waste generated, the Town’s collection practices, or the method of disposal. As a result, the overall environmental impact remains largely consistent with previous years, with only minor shifts in transportation-related effects. The Town experiences a small increase in local operational impacts, while the regional waste-transport system experiences a larger reduction in long-haul emissions.

5. How is your department planning to mitigate any climate or environmental impacts? NOTE: This does not reflect a formal commitment by the Town of Carrboro.

The Public Works Department will continue implementing strategies to reduce the climate and environmental impacts associated with waste collection and hauling. These efforts focus on operational efficiency, intergovernmental coordination, and long-term waste-system improvements.

To mitigate impacts, the department will:

- Continue optimizing collection routes to reduce fuel use, vehicle miles traveled, and associated emissions.



- Maintain the Town’s fleet in accordance with best practices to minimize idling, improve fuel efficiency, and reduce localized air pollution.
- Strengthen collaboration with the Orange County Solid Waste District to support regional planning efforts, data sharing, and coordinated waste-system improvements.
- Participate actively in the Triangle Solid Waste Consortium to evaluate emerging technologies, regional hauling efficiencies, and opportunities for shared infrastructure that could reduce long-term environmental impacts.
- Continue monitoring disposal practices and regulatory changes at regional facilities to ensure environmental compliance and identify opportunities for future improvements.

These actions help limit the environmental footprint of the Town’s current waste-handling system while supporting regional partnerships that can lead to more sustainable waste-management options over time.



Agenda Item Abstract

File Number: 26-052

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Resolution Authorizing the FY27 Lease Agreement with RDK Assets, Inc. for Three Refuse Collection Trucks

PURPOSE: To obtain Town Council authorization to execute an FY27 lease agreement with RDK Assets, Inc. for three refuse collection trucks required to support municipal solid waste operations.

DEPARTMENT: Public Works

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

Under Town Code Section 3-1(b)(9)(i), Town Council approval is required for contracts exceeding \$60,000. The proposed FY27 lease with RDK Assets, Inc. exceeds this threshold and therefore requires Council authorization.

INFORMATION: Tropical Storm Chantal caused extensive flooding that resulted in the loss of several Town solid waste vehicles, including two side-loader trucks used for residential and yard waste collection, one front-loader truck used for commercial and multifamily dumpster service, and one Heil Half Pack Odyssey capable of servicing both residential roll-out containers and front-load dumpsters.

Following the storm, staff solicited three competitive quotes in July 2025 for the lease of replacement refuse collection vehicles. RDK Assets, Inc., a Sourcewell-contracted vendor, submitted the lowest responsive quote, and the Town entered into a 13-month lease in FY26 to maintain continuity of service. Sourcewell competitively solicits vendors on behalf of government agencies nationwide, allowing local governments to use a single cooperative bid process rather than issuing separate RFPs, which streamlines procurement and ensures competitive pricing.

To ensure uninterrupted solid waste operations in FY27, staff recommends renewing the existing lease with RDK Assets, Inc. for an additional 11-month term (August 2026-June 2027). Continuing with the current vendor eliminates delivery charges associated with switching providers and reduces overall costs. The proposed FY27 lease totals \$302,500 for one front-loader and two side-loader refuse trucks. See Attachment A - FY26 Refuse Truck Lease Summary of Quotes.

The Town collects approximately 6,700 tons of municipal solid waste annually.

FISCAL IMPACT: Funding for the proposed FY27 refuse truck leases is included in the Public Works Department’s FY27 operating budget.

RECOMMENDATION: Staff recommends Town Council approve the attached resolution (Attachment B) authorizing the Town Manager to execute a FY27 lease agreement with RDK Assets, Inc. for three refuse

collection vehicles in an amount not to exceed \$302,500.



ATTACHMENT A

FY26 Refuse Truck Lease Summary of Quotes

| Refuse Truck | RDK Assets, Inc. | Premier Truck Sales & Rental, Inc. | Big Truck Rental |
|---------------------------|-------------------------|---|-------------------------|
| Side Loader | \$9,000.00 | \$9,900.00 | \$10,200.00 |
| Side Loader | \$9,000.00 | \$9,900.00 | \$10,200.00 |
| Front Loader | \$9,500.00 | \$8,900.00 | \$9,300.00 |
| Total Monthly Cost | \$27,500.00 | \$28,700.00 | \$29,700.00 |
| Total Annual Cost | \$302,500.00 | \$315,700.00 | \$326,700.00 |

Resolution

ATTACHMENT B

A RESOLUTION AUTHORIZING FY27 LEASE OF THREE REFUSE COLLECTION TRUCKS FROM RDK ASSETS, INC.

WHEREAS, Tropical Storm Chantal caused significant damage to the Town's solid waste fleet, resulting in the loss of multiple refuse collection vehicles necessary for municipal solid waste operations; and

WHEREAS, following the storm, staff solicited three competitive quotes for replacement vehicles, and RDK Assets, Inc., a Sourcewell-contracted vendor, submitted the lowest responsive quote; and

WHEREAS, the Town entered into a lease agreement with RDK Assets, Inc. in FY26 to maintain continuity of residential and commercial solid waste collection services; and

WHEREAS, staff recommend renewing the lease with RDK Assets, Inc. for FY27 to avoid additional delivery charges, maintain operational consistency, and ensure uninterrupted refuse collection services; and

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council authorizes the Town Manager to execute an FY27 lease agreement with RDK Assets, Inc. for one front-loader and two side-loader refuse collection trucks in an amount not to exceed \$302,500.

This the 16th day of June 2026.



Racial Equity Assessment Lens (REAL)

NAME OF INITIATIVE PROGRAM/PROJECT: Public Works

Department: Public Works

ORIGIN AND DESCRIPTION

Carrboro Public Works Department provides Municipal Solid Waste (MSW), also referred to as trash or garbage collection, to multi-unit residential properties, and businesses.

MSW from residents is collected in 95-gallon roll-out containers. The Town provides roll-out containers to residents, at cost. The cost of the solid waste collection and disposal services are included in the Town's general tax funds.

Multi-unit residential properties are typically serviced with front-load dumpsters (2 cy, 4 cy, 6 cy, or 8 cy). The Town does not provide front-load dumpsters. According to the [Town Code, Chapter 11](#), the Public Works Director shall determine the size, number and type of solid waste receptacles and property owners must provide serviceable dumpsters that are compatible with Town equipment. The size of the dumpster(s) and frequency of collection is based on the volume of waste generated. The cost of the solid waste collection and disposal services are included in the Town's general tax funds.

Businesses are typically serviced by front-load dumpsters (see Businesses Serviced by Roll-out Containers and Mixed-use Properties below). According to [Town Code, Chapter 11](#), business owners must provide serviceable dumpsters that are compatible with Town equipment. Businesses are charged a fee for MSW collection services based on the size of the dumpster and frequency of pick up. See Attachment B – Non-residential Dumpster Fees

What is the specific desired result statement –

Ensure commercial businesses and multi-unit residential properties receive efficient and equitable municipal solid waste (MSW) collection services, and MSW is disposed of properly in accordance with North Carolina statutes and Orange County ordinances.

BENEFITTING INDIVIDUALS OR GROUPS

1. Reduce pollution and protect natural resources.
2. Multiunit residential property owners are not charged a fee by the Town to collect and dispose of MSW generated at the apartment complex; however, they are required to provide a serviceable container (see burdens).
3. Decreasing the amount of MSW and ensuring proper disposal may reduce the number of dumpster collections and trips to the transfer station to dispose of the waste. Carbon dioxide makes up 95% of all transportation related GHG emissions. Cars and trucks running on gasoline, diesel, and other fuels account for approximately two-thirds of transportation-related emissions. Transportation as the second largest source of total U.S. greenhouse gas emissions.⁷

BURDENED INDIVIDUALS OR GROUPS

1. The collection and disposal of MSW is a financial burden on businesses. Businesses must either purchase or rent a serviceable waste container. In addition, the Town charges a fee for the collection and disposal of MSW. See Attachment B – Non-residential Dumpster Fees.
2. Time involved in learning MSW collection guidelines.
3. Language barriers. May have difficulty understanding the collection guidelines.
4. Accessibility barriers. Businesses and employees may have difficulty accessing the waste containers or accessing the property when the waste containers are serviced.
5. Time involved in the developing educational materials, responding to calls and emails, completing annual state reports, and the collection and disposal of MSW.
6. The collection and disposal of MSW is a financial and environmental burden on local government.
7. Noise, traffic, or other disturbances during the collection.
8. Commuters may experience noise or traffic delays during the collection. In addition, travel may be impacted when using routes frequented by solid waste trucks.

| Type | Potential Unintended Consequence | Mitigation Strategies to Prevent Consequences and Advance Racial Equity |
|--|--|--|
| <p>SOCIAL Consider native and long term residents, rural residents, transit, trust in government, education, etc.</p> | <p>Negative perception of the program/service.</p> <p>Perceived favoritism or bias.</p> | <p>Transparency. Provide accurate and timely information that is accessible to all community members.</p> |
| <p>ECONOMIC Consider wages, competition, tourism, unemployment, small businesses, etc.</p> | <p>Costs associated with solid waste management may burden some businesses, multi-unit residential property owners and tenants. Multi-unit residential property owners and businesses may pass on the costs to residents/ customers.</p> <p>Negative perception of the program/service.</p> <p>Perceived favoritism or bias.</p> | <p>Waste collection fees charged by private companies are substantially more expensive than Town fees.</p> <p>Continue to provide efficient solid waste collection services which allows fees to remain low.</p> <p>Transparency. Provide accurate and timely information that is accessible to all community members.</p> |

| | | |
|---|--|--|
| <p>HEALTH</p> <p>Consider impacts on pollution, health access, existing health disparities, etc.</p> | <p>Proper waste disposal is crucial for human health. It helps to reduce pollution and prevent the spread of diseases.</p> <p>Solid waste collection is often viewed as one of the more dangerous jobs. A 2013 study revealed that solid waste collectors in the US experienced 33.0 fatalities per 100,000 workers, and that these employees work in the occupation with the fifth highest fatality rate in the US".⁶</p> | <p>Continue to comply with state and local solid waste regulations.</p> <p>Continue to monitor and evaluate solid waste collection and disposal services.</p> <p>Transparency. Provide accurate and timely information that is accessible to all community members.</p> <p>Carrboro utilizes an automated collection program which enhances worker safety, and all employees participate in OSHA safety training programs.</p> |
| <p>ENVIRONMENT</p> <p>Consider impacts on pollution, natural resources, transit, etc.</p> | <p>Proper waste disposal is crucial for the environment. It helps to reduce pollution and conserve natural resources.</p> <p>All MSW collected by the Town is brought to GFL Environmental, Inc. in Durham and transferred to Sampson County Landfill in Roseboro, NC.</p> <p>Landfilling is the most common method of waste disposal in the United States, but also the least environmentally friendly option. <u>Landfills generate harmful methane emissions and can contribute to the pollution air and water pollution.</u></p> | <p>Increase access to information about Public Works solid waste collection services.</p> <p>Continue to evaluate solid waste services.</p> <p>Continue to promote waste reduction tips and recommendations.</p> |
| <p>OTHER</p> <p>Consider how a resident might interact with this measure "start to finish."</p> | <p>Impact of community members time involvement.</p> <p>Influx of unrelated municipal concerns.</p> | <p>Focus on distribution of written materials in addition to in-person events.</p> <p>Provide resources to refer residents to proper channels for non-Public Works concerns.</p> |

RECOMMENDATIONS

1. Complete analysis of fees for businesses serviced by roll-out containers, increased communication with businesses and multi-unit residential property owners, work with Orange

County Solid Waste to implement a source-separated food waste collection program and continue to research and promote waste reduction tips.

2. The Town is working with Orange County Solid Waste, the Town of Chapel Hill, and the Town of Hillsborough to finalize and implement the *Solid Waste Master Plan: Road to Zero Waste* first presented to the Solid Waste Advisory Group (SWAG) on September 18, 2023.
3. A new waste audit, to determine volume and weight of MSW materials, is currently being planned with Orange County Solid Waste, the Town of Chapel Hill, and the Town of Hillsborough.
4. Eliminating food waste and other compostable items such as non-recyclable cardboard will reduce the number of MSW dumpster collections, reduce financial burdens associated with MSW collection and disposal, reduce GHG emissions, and if managed properly, would reduce odors typically associated with waste containers.
5. Public Works completed an analysis of fees charged to businesses serviced by roll-out carts. Recommendations were submitted to management with the FY25 Budget Submittals.
6. Public Works continues to work with Orange County Solid Waste, the Town of Chapel Hill, and the Town of Hillsborough to finalize and implement the *Solid Waste Master Plan: Road to Zero Waste*.
7. A new waste audit, to determine volume and weight of MSW materials is currently being planned with Orange County Solid Waste, Town of Chapel Hill, and Town of Hillsborough.
8. On April 29, 2024, the Solid Waste Advisory Group held a meeting to continue discussions on the *Solid Waste Master Plan: Road to Zero Waste*. During the meeting, Robert Williams, the Director of Orange County Solid Waste Management, stated the Orange County Board of Commissioners did not endorse the proposed solid waste plan. A revised plan will be presented to SWAG in September 2024 and will focus on ordinance enhancements, education, outreach, and expanding food waste diversion.
9. Evaluate in one year.



Racial Equity Assessment Lens Summary

Department: Public Works

Title: Residential MSW Collection and Disposal Services

Section I: Origin and Description

Carrboro Public Works Department provides municipal solid waste (MSW) collection and disposal of garbage, yard waste (including loose leaves) and bulk waste items such as upholstered furniture to single family dwellings, duplexes and some condominiums. In addition, the Solid Waste division responds to requests to remove dead animals from the right-of-way within town limits on town roads and sidewalks. The Town does not collect dead animals from private property or wooded areas. Recyclable materials such as plastic containers and cardboard are collected and managed by Orange County Solid Waste Management.

Household garbage is collected weekly from residents using 95-gallon roll-out containers. Roll-out containers are provided to residents at cost. Yard waste is collected twice a month in 95-gallon roll-out containers, paper bags, or in piles at the curb. Yard waste containers are optional and may be purchased online, at Town Hall during normal business hours, or residents may download and complete the Roll-out Cart Order Form to mail with a check to Town Hall. Bulk waste items are collected curbside twice a month. Dead animals are collected as they are reported.

Section II: What is the specific desired result statement -

Ensure residential properties receive efficient and equitable municipal solid waste (MSW) collection services, and MSW is disposed of properly in accordance with North Carolina statutes and Orange County ordinances. Enhance communication and engagement with residents to inform them about waste collection schedules, recycling programs, and proper disposal methods, fostering a community-oriented approach to waste management.

Benefitting Individuals or Groups

1. Reduce pollution and protect natural resources.
2. Decreasing the amount of MSW and ensuring proper disposal may reduce the number of dumpster collections and trips to the transfer station to dispose of the waste. Carbon dioxide makes up 95% of all transportation related GHG emissions. Cars and trucks running on gasoline, diesel, and other fuels account for approximately two-thirds of transportation-related emissions. Transportation as the second largest source of total U.S. greenhouse gas emissions.²

Burdened Individuals or Groups

1. The collection and disposal of MSW is a financial burden on residents, businesses, and local government.
2. Property owners are required to purchase a 95-gallon roll-out container for the collection of household garbage. (See burdens)
3. Time involved in learning MSW collection guidelines.
4. Language barriers. May have difficulty understanding the collection guidelines.
5. Noise and other disturbances during the collection.
6. Travel may be impacted when using routes frequented by solid waste trucks.
7. Time involved in the developing educational materials, responding to calls and emails, completing annual state reports, and the collection and disposal of MSW.
8. The collection and disposal of MSW is a financial and environmental burden on local government.

| Type | Potential Unintended Consequence | Mitigation Strategies to Prevent Consequences and Advance Racial Equity |
|--------------------|---|---|
| Social | <p>Negative perception of the program/service.</p> <p>Perceived favoritism or bias.</p> | <p>Ensuring transparency by delivering accurate and timely information that is accessible to all members of the community.</p> |
| Economic | <p>Costs associated with solid waste management, including the purchase of roll-out containers, may burden some residents.</p> <p>Negative perception of the program/service.</p> <p>Perceived favoritism or bias.</p> | <p>The Town purchases roll-out containers in bulk and sells them to residents at cost. Town Code Section 11-21(b) states “In cases where the purchase of such containers poses a severe financial hardship, the Town may provide an installment purchase option whereby a person may pay the purchase price over a period not in excess of twelve months.”</p> <p>Continue to provide efficient solid waste collection services which allows fees to remain low.</p> <p>Ensuring transparency by delivering accurate and timely information that is accessible to all members of the community.</p> |
| Health | <p>Proper waste disposal is crucial for human health. It helps to reduce pollution and prevent the spread of diseases.</p> <p>Solid waste collection is often viewed as one of the more dangerous jobs According to the U.S. Bureau of Labor Statistics, refuse and recyclable material collection was ranked as the seventh deadliest job in the United States in 2021. The fatality rate for this occupation was 27.9 fatal work injuries per 100,000 full-time equivalent workers in 2021.⁸</p> | <p>Continue to comply with state and local solid waste regulations and educate residents.</p> <p>Continue to monitor and evaluate solid waste collection and disposal services.</p> <p>Ensuring transparency by delivering accurate and timely information that is accessible to all members of the community.</p> <p>Carrboro utilizes an automated collection program which enhances worker safety, and all employees participate in OSHA safety training programs.</p> |
| Environment | <p>Proper waste disposal is crucial for the environment. It helps to reduce pollution and conserve natural resources.</p> | <p>Increase access to information about Public Works solid waste collection services.</p> |

| | | |
|--------------|---|--|
| | <p>All household waste and bulk items collected by the Town is brought to GFL Environmental, Inc. in Durham and transferred to Sampson County Landfill in Roseboro, NC. Yard waste is composted at Orange County's yard waste compost facility, and the loose leaves are composted at Carrboro's yard waste compost site located at 7917 Old NC 86, Chapel Hill, NC.</p> <p>Landfilling is the most common method of waste disposal in the United States, but also the least environmentally friendly option. Landfills generate harmful methane emissions and can contribute to the pollution air and water pollution.</p> | <p>Continue to evaluate solid waste services.</p> <p>Continue to promote waste reduction tips and recommendations.</p> |
| Other | <p>Impact of community members time involvement.</p> <p>Influx of unrelated municipal concerns.</p> | <p>Focus on distribution of written materials in addition to in-person events.</p> <p>Provide resources to refer residents to proper channels for non-Public Works concerns.</p> |

Recommendations

1. Enhance communication and engagement with residents by translating solid waste educational materials. Continue collaborating with Orange County Solid Waste to implement the Solid Waste Master Plan: Road to Zero Waste, which includes a source-separated food waste collection program. Additionally, continue researching and promoting waste reduction tips. Finally, conduct an audit to determine the current number of roll-out containers being serviced.
2. Evaluate in one year.
3. Review and confirm that languages that the educational material will be translated into.
4. Confirm the cost of the containers are \$55. Think about options for those who can not afford containers.



Climate Action Pocket Questions

Title: Resolution Authorizing the FY27 Lease Agreement with RDK Assets, Inc. for Three Refuse Collection Trucks

Purpose: To obtain Town Council authorization to execute an FY27 lease agreement with RDK Assets, Inc. for three refuse collection trucks required to support municipal solid waste operations.

Department: Public Works

1. How will this action impact municipal or community greenhouse gas emissions?

This action will not reduce or increase greenhouse gas emissions.

2. Please explain.

The proposed lease renewal replaces existing refuse collection trucks with comparable vehicles and does not change the number of trucks in service, collection routes, or service levels. Because operational activity remains the same, the Town's fuel use and associated greenhouse gas emissions are expected to remain unchanged.

3. How will this action impact the Town's environment?

This action will not create a measurable positive or negative impact on the Town's environment.

4. Please explain.

The lease renewal maintains the Town's existing refuse collection capacity and does not alter the number of vehicles in operation, collection routes, or service frequency. Because operational practices remain the same, no changes are expected in fuel consumption, emissions, or other environmental impacts.

5. How is your department planning to mitigate any climate or environmental impacts? NOTE: This does not reflect a formal commitment by the Town of Carrboro.



The Public Works Department will continue implementing strategies to reduce the climate and environmental impacts associated with waste collection and hauling. These efforts focus on operational efficiency, intergovernmental coordination, and long-term waste-system improvements.

To mitigate impacts, the department will:

- Continue optimizing collection routes to reduce fuel use, vehicle miles traveled, and associated emissions.
- Maintain the Town's fleet in accordance with best practices to minimize idling, improve fuel efficiency, and reduce localized air pollution.
- Strengthen collaboration with the Orange County Solid Waste District to support regional planning efforts, data sharing, and coordinated waste-system improvements.
- Participate actively in the Triangle Solid Waste Consortium to evaluate emerging technologies, regional hauling efficiencies, and opportunities for shared infrastructure that could reduce long-term environmental impacts.
- Continue monitoring disposal practices and regulatory changes at regional facilities to ensure environmental compliance and identify opportunities for future improvements.

These actions help limit the environmental footprint of the Town's current waste-handling system while supporting regional partnerships that can lead to more sustainable waste-management options over time.



Agenda Item Abstract

File Number: 26-054

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Authorize Stormwater and Utility Rate Study Contract

PURPOSE: The Town Council is to approve the resolution authorizing the Town Manager to enter into a contract for stormwater and utility rate study (Project #81006).

DEPARTMENT: Stormwater Utility / Public Works

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

Other - The project is essential for identifying, quantifying, and justifying the costs associated with the jurisdiction's stormwater management program.

Race/Equity - The scope of services specifically includes targeted engagement with: (1) residents from historically underrepresented communities; and (2) residents experiencing financial hardship due to recent increases in taxes and household utility costs.

Climate - The study will identify financial risks and prioritize capital improvements needed to respond to increasingly unpredictable and changing climate conditions.

Comprehensive Plan - The consultant will help align the vision and goals of the Comprehensive Plan with an actionable implementation strategy and the financial resources necessary to support it.

INFORMATION: The Town Council is asked to adopt the resolution authorizing the Town Manager to enter into a contract for a stormwater and utility rate study. This work follows information presented to the Town Council at its February 17, 2026, business meeting and seeks to engage an outside professional firm to provide a detailed review of municipal stormwater management activities, as well as the different revenue sources available to the utility.

FISCAL IMPACT: No impact on the Town's General Fund. Not to exceed \$200,000 from the funds already present in the account for project #81006.

RECOMMENDATION: It is recommended that Town Council adopt the proposed resolution. (Attachment A)

**A RESOLUTION AUTHORIZING A CONTRACT FOR PROJECT
#81006 STORMWATER AND UTILITY RATE STUDY**

WHEREAS, the Town of Carrboro seeks to engage a qualified professional firm to analyze the Town's stormwater utility and associated revenue streams to ensure they are fair, equitable, legally defensible, and publicly acceptable; and

WHEREAS, the contract will be awarded through Qualifications-Based Selection (QBS) to the professional firm determined to be most qualified to meet the project requirements and best serve the interests of the Town; and

WHEREAS, staff recommend executing this contract and conducting the study in order to comply with NCGS 160A-314 by evaluating the municipality's stormwater and drainage systems, as well as the associated water quality and quantity management program costs.

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council authorizes the Town Manager to execute a contract with the selected qualified firm for professional services in an amount not to exceed \$200,000.

This the 16th day of June 2026.



Agenda Item Abstract

File Number: 26-062

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Request to Award 2026 Street Resurfacing Contract

PURPOSE: The purpose of this agenda item is to request that the Town Council award the 2026 Resurfacing Project to Daniel’s Inc of Garner.

DEPARTMENT: Public Works, Finance

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

This work corresponds with Carrboro Connects Chapter 10: Public Services & Communication (Public Works 1A) - Administer contracts for bi-annual street resurfacing, sidewalk improvements, and pavement markings based on maintenance needs identified in the Pavement Condition Survey and Sidewalk and Curb Ramp Condition Survey.

Annual maintenance and resurfacing of Town roads are necessary to prevent asphalt pavement failure and to maintain safe infrastructure. In addition to street resurfacing (both typical mill-repave and microsurfacing), this project will include ADA compliance related improvements such as crosswalk updates and adding a crosswalk with the necessary associated infrastructure (curb ramps and short sidewalk segment) at the intersection of S Greensboro St and Roberson St as well as minor pavement marking changes on Berryhill Dr.

INFORMATION: The Town of Carrboro receives annual State Powell Bill funds for roadway maintenance. In 2022, Public Works hired LaBella Associates to conduct a Town-wide street condition assessment. Utilizing the results of this assessment, Public Works developed a project manual and bid package for street resurfacing and patching. According to the assessment, the weighted average Pavement Condition Rating (PCR) of the streets selected for resurfacing is 71.7, compared to an overall average PCR of 92.0 for the Town’s entire street system (note that pavement condition has universally deteriorated to varying extents since the assessment was conducted in 2022 and streets resurfaced since then have been assigned a rating of 100, meaning that the townwide average is likely skewed high). This bid package was advertised on April 19, 2026 and a public bid opening was held on May 18, 2026. The results of this bid opening can be found in Attachment B: Bid Tabulation.

Staff have taken steps to reach minority and women-owned business enterprises (MWBE) by advertising the bid opportunity on the NC Historically Underutilized Business bid posting website. Bidders were required to make good faith efforts to include MWBE subcontractor participation and to provide documentation of outreach and participation.

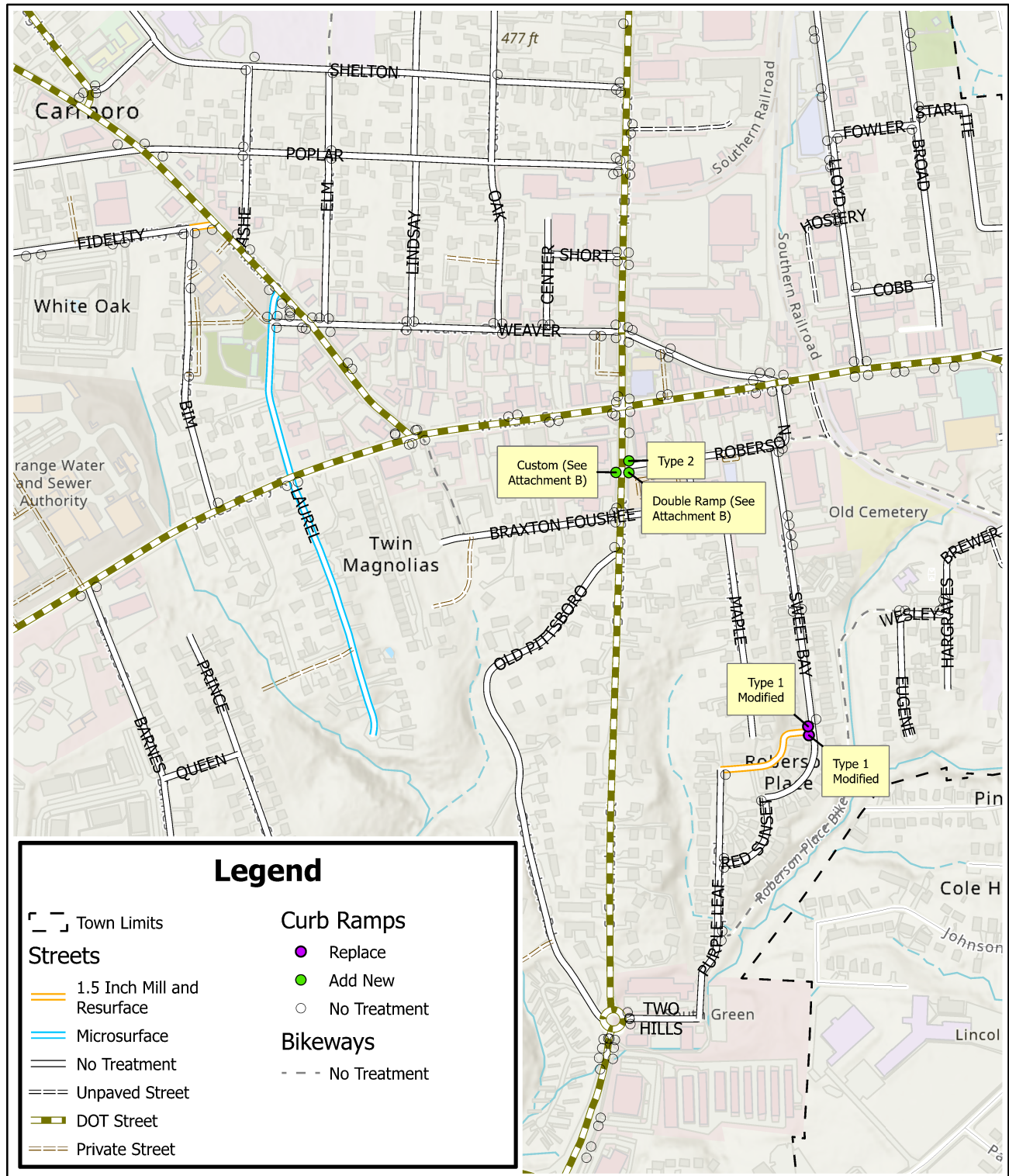
]

FISCAL IMPACT: The fiscal impact for the resurfacing project will not exceed \$505,521.60 to be funded out

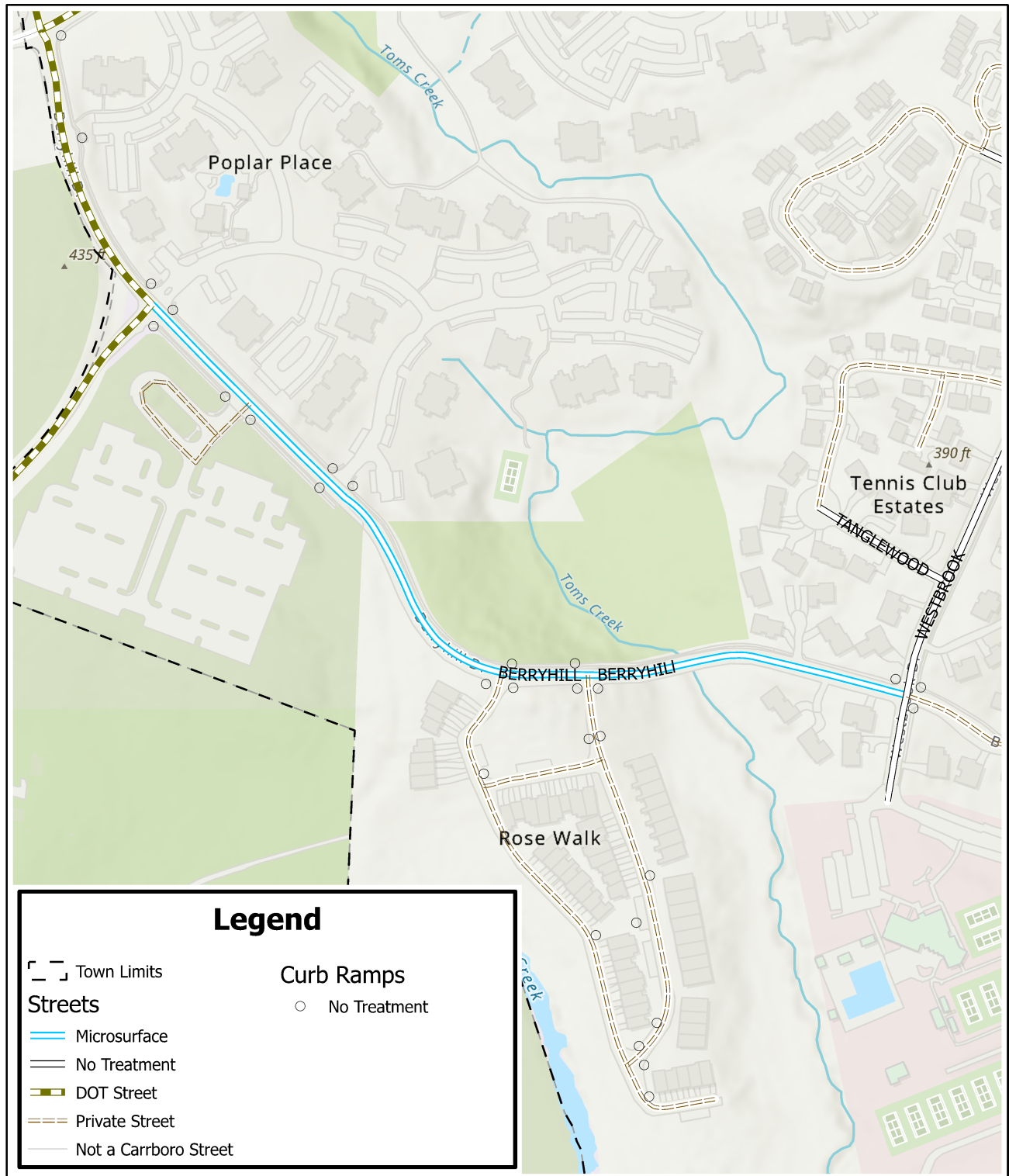
of Powell Bill revenues.

RECOMMENDATION: The Town Manager recommends that the Town Council approve the attached resolution, awarding the contract to Daniel's Inc of Garner, the lowest cost, responsive, responsible bidder.

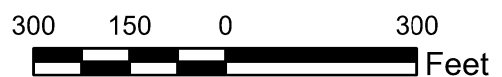
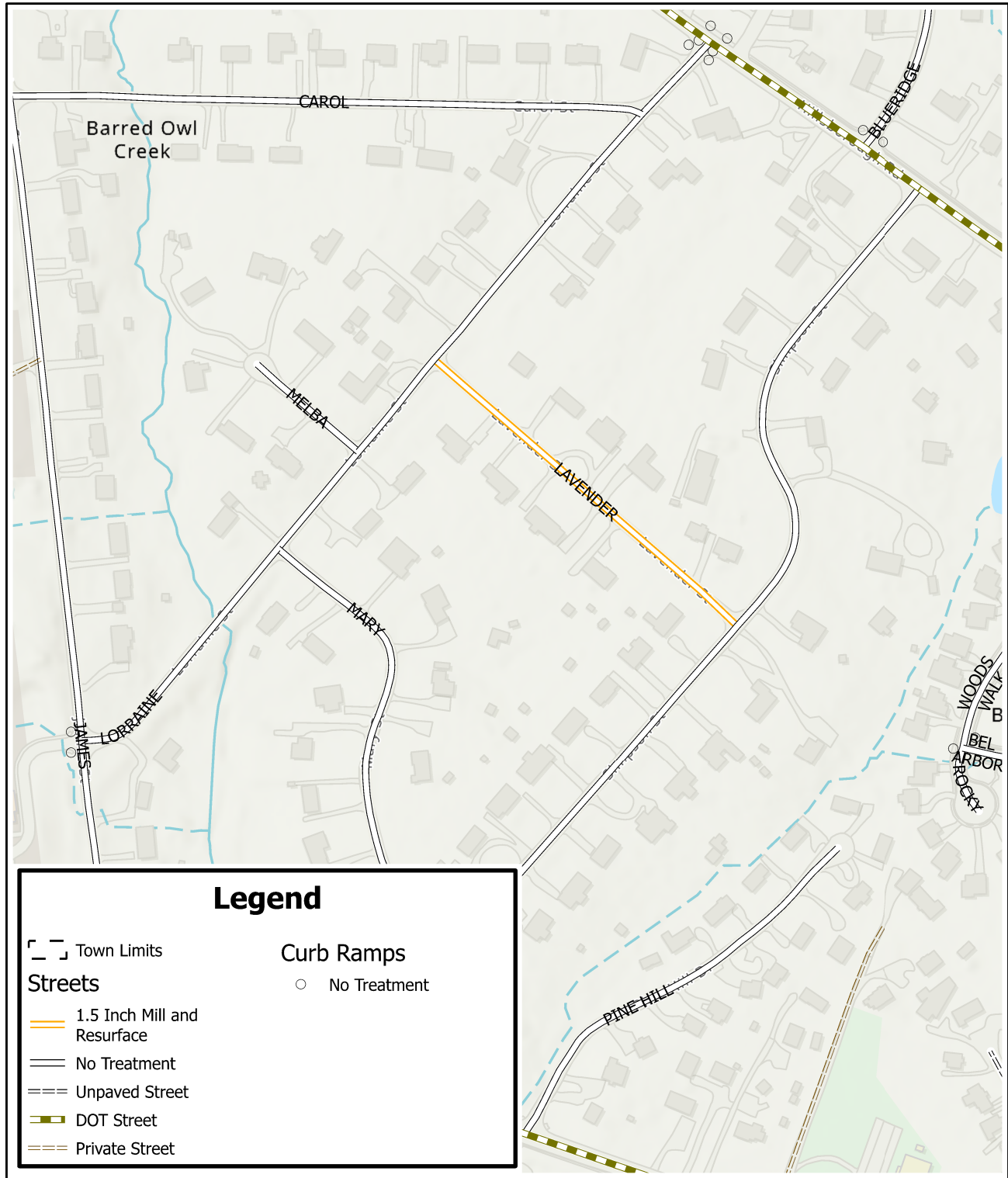
Repair Map 1 (Revised): Wannamaker, Laurel, and Fidelity



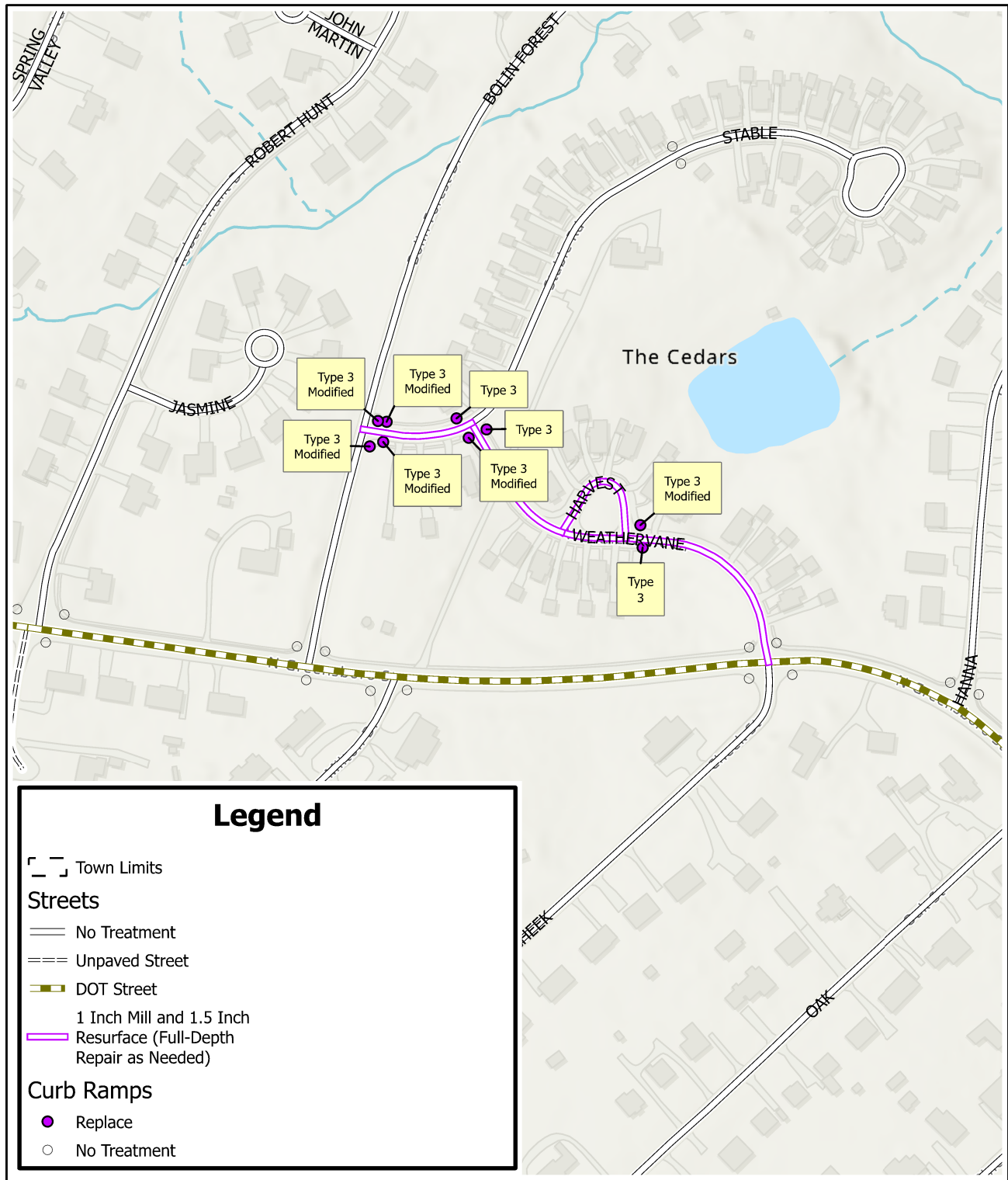
Repair Map 2: Berryhill



Repair Map 3: Lavender



Repair Map 4: Weathervane, Stable, and Harvest



Attachment B - Bid Tabulation

| Item # | Section # | Description | Qty | Unit | Engineer's Estimate | | Daniel's, Inc. (low bid) | | Lanier | | Turner Asphalt | |
|------------------|-----------|--|-------|------|----------------------|------------------------------------|--------------------------|------------------------------------|----------------------|------------------------------------|---|------------------------------------|
| | | | | | Unit Price (\$) | Amount Bid (\$) (Qty x Unit Price) | Unit Price (\$) | Amount Bid (\$) (Qty x Unit Price) | Unit Price (\$) | Amount Bid (\$) (Qty x Unit Price) | Unit Price (\$) | Amount Bid (\$) (Qty x Unit Price) |
| 1 | SP-01 | Traffic Control | 1 | LS | \$ 62,010.00 | \$ 62,010.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 35,000.00 | \$ 35,000.00 | Bid was not responsive to items and quantities listed in addendum 1 | |
| 2 | 800 | Mobilization | 1 | LS | \$ 28,991.00 | \$ 28,991.00 | \$ 18,000.00 | \$ 18,000.00 | \$ 29,200.00 | \$ 29,200.00 | | |
| 3 | SP-05 | Alterations and Additions as Needed - Unanticipated Work | 1 | LS | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | | |
| 4 | 607 | Milling Bituminous Asphalt up to 1.5" Depth | 2500 | SY | \$ 6.40 | \$ 15,909.07 | \$ 5.00 | \$ 12,500.00 | \$ 15.00 | \$ 37,500.00 | | |
| 5 | 607 | Milling Bituminous Asphalt up to 1" Depth | 2400 | SY | \$ 5.30 | \$ 12,519.78 | \$ 4.00 | \$ 9,600.00 | \$ 15.50 | \$ 37,200.00 | | |
| 6 | 610 | Asphalt Concrete Surface Course, S 9.5 B | 450 | TN | \$ 173.58 | \$ 77,821.92 | \$ 199.00 | \$ 89,550.00 | \$ 165.00 | \$ 74,250.00 | | |
| 7 | 654 | Asphalt Plant Mix, Base Failure Repair (I 19.0 B) | 365 | TN | \$ 318.00 | \$ 115,911.49 | \$ 207.00 | \$ 75,555.00 | \$ 300.00 | \$ 109,500.00 | | |
| 8 | SP-02 | Microsurfacing | 11100 | SY | \$ 5.09 | \$ 56,436.70 | \$ 13.69 | \$ 151,959.00 | \$ 14.30 | \$ 158,730.00 | | |
| 9 | 1205 | 4" Thermoplastic White Lines | 3750 | LF | \$ 2.24 | \$ 8,395.92 | \$ 2.40 | \$ 9,000.00 | \$ 2.50 | \$ 9,375.00 | | |
| 10 | 1205 | 4" Thermoplastic White Skip Lines | 176 | LF | \$ 2.15 | \$ 379.18 | \$ 2.00 | \$ 352.00 | \$ 2.50 | \$ 440.00 | | |
| 12 | 1205 | 12" Thermoplastic White Bars (Bar Pair Crosswalk) | 832 | LF | \$ 8.43 | \$ 7,011.26 | \$ 5.20 | \$ 4,326.40 | \$ 7.00 | \$ 5,824.00 | | |
| 13 | 1205 | 24" Thermoplastic White Bar (Stop Bar) | 96 | LF | \$ 17.04 | \$ 2,010.66 | \$ 10.40 | \$ 998.40 | \$ 13.75 | \$ 1,320.00 | | |
| 14 | 1205 | 24" Painted Green Bar | 213 | LF | \$ 34.37 | \$ 7,320.92 | \$ 6.60 | \$ 1,405.80 | \$ 6.00 | \$ 1,278.00 | | |
| 15 | 1205 | Thermoplastic Directional Arrows | 3 | EA | \$ 574.26 | \$ 1,722.77 | \$ 400.00 | \$ 1,200.00 | \$ 250.00 | \$ 750.00 | | |
| 16 | 1205 | Thermoplastic Bicycle Symbols | 10 | EA | \$ 547.76 | \$ 5,477.55 | \$ 375.00 | \$ 3,750.00 | \$ 575.00 | \$ 5,750.00 | | |
| 17 | SP-06 | Manhole Adjustments | 9 | EA | \$ 1,241.53 | \$ 11,173.73 | \$ 900.00 | \$ 8,100.00 | \$ 1,500.00 | \$ 13,500.00 | | |
| 18 | SP-06 | Valve/Meter Box Adjustments | 15 | EA | \$ 850.65 | \$ 12,759.75 | \$ 900.00 | \$ 13,500.00 | \$ 1,000.00 | \$ 15,000.00 | | |
| 19 | SP-03 | 6" Concrete Curb Ramps | 15 | EA | \$ 6,470.51 | \$ 97,057.58 | \$ 3,645.00 | \$ 54,675.00 | \$ 4,500.00 | \$ 67,500.00 | | |
| 20 | 848 | 4" Concrete Sidewalk | 10 | SY | \$ 162.18 | \$ 1,666.85 | \$ 180.00 | \$ 1,800.00 | \$ 75.00 | \$ 750.00 | | |
| 21 | 848 | 6" Concrete Sidewalk | 13 | SY | \$ 259.70 | \$ 3,246.25 | \$ 250.00 | \$ 3,250.00 | \$ 85.00 | \$ 1,105.00 | | |
| 22 | 846 | 8x12" Monolithic Curb | 100 | LF | \$ 100.70 | \$ 10,070.00 | \$ 100.00 | \$ 10,000.00 | \$ 45.00 | \$ 4,500.00 | | |
| 23 | 852 | 4" Concrete Median | 1 | SY | \$ 532.65 | \$ 532.65 | \$ 1,000.00 | \$ 1,000.00 | \$ 200.00 | \$ 200.00 | | |
| Total Bid | | | | | \$ 543,618.91 | Total Bid | \$ 505,521.60 | Total Bid | \$ 613,672.00 | Total Bid | | \$ 531,313.50 |

A RESOLUTION FOR AWARDING THE CONTRACT FOR THE 2026 STREET
RESURFACING PROJECT

WHEREAS, the Town received three (3) bids for the 2026 Street Resurfacing project

WHEREAS, bidding and advertising were performed in compliance with state and federal requirements including steps taken to reach Historically Underutilized Businesses (HUBs); and,

WHEREAS, staff have identified Daniel's Inc. of Garner as the lowest cost, responsive and responsible bidder and recommend that they be awarded the contract;

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council authorizes the Town Manager to award Daniel's Inc. of Garner the contract for the 2026 Street Resurfacing Project in the amount of \$505,521,60.

This the 16th day of June in 2026.



Race and Equity Pocket Questions

Title: 2026 Street Resurfacing Contract

Purpose: Awarding the contract for maintenance of pavement on Town streets to the end of upholding safety and ease of use for road users

Department: Public Works

1. **What are the root causes of inequity in Carrboro and/or overall as it pertains to this subject area?**

Neighborhoods and streets in need of improvements may be associated with characteristics like “distressed” or “unsafe,” often compounding the issues arising from lack of maintenance by deterring investments in these locations—this issue has historically affected communities of color disproportionately. Communities of color have fared poorly in decisions relating to transportation improvements and dedicated funding sources have been used to enhance predominately white neighborhoods while communities of color remain without up-to-date infrastructure and safe streets.

2. **Who is experiencing community burden now? Who will experience community burden if this action is passed? Will others experience community burden if this action is NOT passed?**

Those who rely on streets that are in poor condition or are subpar in terms of safety or accessibility due to insufficient infrastructure are currently burdened. Approving this contract will temporarily burden those who use the streets encompassed in the scope of this project due to the traffic and parking restrictions and noise associated with resurfacing activities. If this action is not passed, although it may not be felt immediately, those who rely on the streets included in the project would be burdened increasingly over time as the pavement quality continues to deteriorate. Pedestrians who navigate the intersection of S Greensboro St and Roberson St, particularly those with limited mobility, would be burdened by the continued absence of crosswalks at this location.

3. **Who is experiencing community benefit now? Who will experience community benefit if this action is passed? Will others experience community benefit if this action is NOT passed?**



Everyone who lives, works, and otherwise spends time in Carrboro benefits from a pavement maintenance program that regularly addresses deficiencies in the Town's streets and implements infrastructure upgrades in conjunction with maintenance activities. This round of street resurfacing would benefit primarily those who live on or near the streets included in the project due to their residential nature but the patching and microsurfacing of Laurel Ave in particular would benefit many people who use that street to travel into and out of downtown Carrboro.

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

In some cases, repaving streets can increase travel speeds, reducing safety, or increase traffic volumes as a result of drivers preferentially driving on streets with a superior ride quality.

5. What steps has your department taken to mitigate any burdens, inequities, and unintended consequences? What strategies might your department take to address these in the future? NOTE: This does not reflect a formal commitment by the Town of Carrboro.

Resurfacing activities are limited to 9:00 A.M. – 4:00 P.M. to minimize impact on commuters and residents will be notified in advance of any disruptions to on-street parking. With regard to the potential for higher vehicle speeds, most of the streets included in this project have roadway geometry that is unfavorable to speeding; Berryhill Dr, the street with the widest cross-section, will be effectively narrowed by the widening of the bicycle lanes from 4 to 5 feet, and the addition of high-visibility marked crosswalks will further increase the safety of pedestrians using the street.



Climate Action Pocket Questions

Title: 2026 Street Resurfacing Contract

Purpose: Awarding the contract for maintenance of pavement on Town streets to the end of upholding safety and ease of use for road users

Department: Public Works

1. How will this action impact municipal or community greenhouse gas emissions?

This action will increase greenhouse gas emissions.

2. Please explain.

There are emissions associated with paving equipment and trucks hauling asphalt and millings.

3. How will this action impact the Town's environment?

This action will impact the environment by introducing some air pollution and the potential for surface run-off of paving materials.

4. Please explain.

The machinery used for milling and paving emit the typical pollutants (particulate matter, nitrogen oxides, VOCs, etc.) associated with diesel-burning engines. Although clean-up of excess material is stipulated in the contract, a small quantity of asphalt particles could be left on the surface of the recently paved street and is then subject to becoming run-off in a rain event. Public Works staff inspects job site locations during work and reports areas needing clean-up to contractor daily.

5. How is your department planning to mitigate any climate or environmental impacts? NOTE: This does not reflect a formal commitment by the Town of Carrboro.



Public Works' consistent practice of incorporating bicycle and pedestrian infrastructure improvements into resurfacing projects helps forward the Town's overall goal of creating a robust network of low- or no-fossil fuel mobility options which will decrease emissions in the long term as more people opt for alternatives to driving. Our annual resurfacing schedule is based on a comprehensive streets condition assessment which identifies streets based condition rating for resurfacing. Only streets in the worst condition will get the most intensive paving work. Public Works staff will work with the contractor to strategize schedule and work location sequencing to minimize unnecessary equipment movement in order to reduce emissions. Furthermore, Public Works accepts asphalt pavement millings for stockpiling on our property which reduces emissions associated with hauling the millings and enables us to use the millings for various construction projects, reducing the emissions cost that would be associated with using new raw materials instead.



Agenda Item Abstract

File Number: 26-065

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Resolution Setting a Quasi-Judicial Public Hearing for a Special Use Permit-A (SUP-A) on September 15, 2026 for Property Located at 1712 & 1716 Smith Level Road.

PURPOSE: This agenda item schedules the quasi-judicial public hearing for the 1712 & 1716 Smith Level Road SUP-A project for September 15, 2026.

DEPARTMENT: Planning, Zoning, Inspections, and Transportation

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

Other is marked as related to the town's Land Use Ordinance, which governs the process for considering a SUP-A request.

INFORMATION: The applicants have applied for a Special Use Permit-A; if approved, the SUP-A will allow for approximately 9,300 square feet of office use(s). Two buildings are proposed as part of the use.

The project will be presented to the advisory boards on September 3, 2026. At Town Council's request, staff will bring a draft decision document to the public hearing on September 15, 2026.

FISCAL IMPACT: The applicants have paid the necessary fees associated with the application.

RECOMMENDATION: Staff recommends that Town Council adopt the attached resolution (*Attachment A*) setting the public hearing date for September 15, 2026.

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

A RESOLUTION CALLING A QUASI-JUDICIAL PUBLIC HEARING FOR CONSIDERATION OF A SPECIAL USE PERMIT-A APPLICATION FOR 1712 & 1716 SMITH LEVEL ROAD

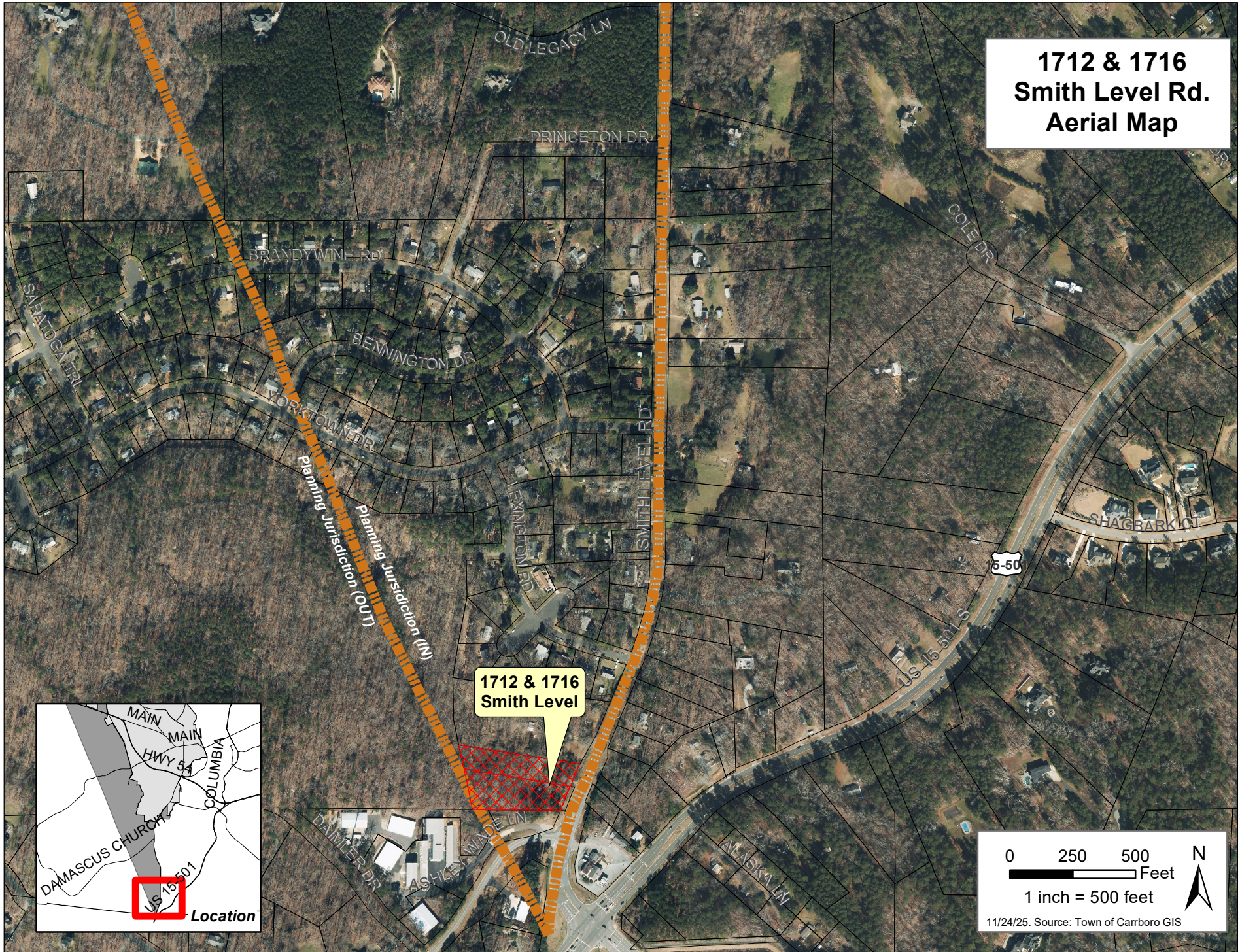
WHEREAS, the Carrboro Town Council seeks to provide ample opportunities for the public to comment on proposed projects; and

WHEREAS, an application has been received for a Special Use Permit-A Permit, seeking an office use, approximately 9,300 square feet in size, along with associated infrastructure, at the above referenced property.

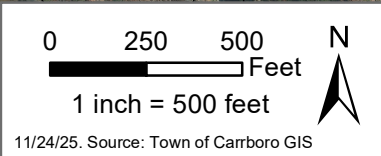
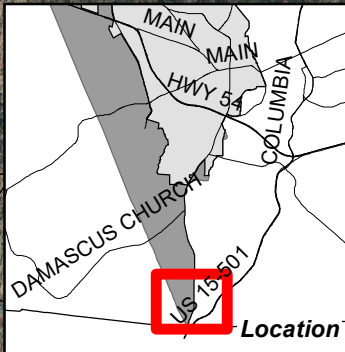
NOW, THEREFORE BE IT RESOLVED by the Carrboro Town Council that the Council hereby call a public hearing on September 15, 2026, to discuss the 1712 & 1716 Smith Level Road project.

This the 16th day of June 2026

1712 & 1716 Smith Level Rd. Aerial Map



1712 & 1716
Smith Level





Agenda Item Abstract

File Number: 26-068

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Request to Authorize the Town Manager to Enter into an annual Global Capital Agreement to Continue to Receive Orange County Transit Funds

PURPOSE: To request that the Town Council authorize the Town Manager to enter into a FY27 Global Capital Agreement with Orange County, GoTriangle and TWTPo to receive Transit Tax Revenue funds for approved capital projects during Fiscal Year 2027.

DEPARTMENT: Planning

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

The Transportation and Mobility Chapter of the Carrboro Comprehensive Plan includes a number of goals, strategies and projects intended to improve the multimodal network by increasing transit service and ridership and growing the bike-ped network to support transit use.

INFORMATION: The implementation process for the Orange County Transit Plan involves the adoption of an annual fiscally constrained work plan designed to advance the new and existing transit service and capital projects outlined in the plan. Starting in FY2025, a new agreement structure also requires that each partner agency adopt a global operating and/or capital agreement each fiscal year as a prerequisite for receiving funds on pre-approved service/projects via reimbursement ([Town of Carrboro - Meeting of Town Council on 6/18/2024 at 7:00 PM <https://carrboro.legistar.com/MeetingDetail.aspx?ID=1157057&GUID=C4AEC761-C4F6-4868-ABD3-6A7E76D0EBCC&Options=info|&Search=orange+county+transit+plan>](https://carrboro.legistar.com/MeetingDetail.aspx?ID=1157057&GUID=C4AEC761-C4F6-4868-ABD3-6A7E76D0EBCC&Options=info|&Search=orange+county+transit+plan)). The process provides an opportunity to add new projects, remove completed projects and update information relating to project budget and schedules as may be needed.

FISCAL IMPACT: There is currently approximately \$2,177,000 of Orange County Transit Tax Revenue funding allocated to the Town for specific capital projects, including but not limited to Phase 1 of the Morgan Creek Greenway, the South Greensboro Street Sidewalk and the Estes Drive Bike-Ped Improvements. This includes approximately \$1,932,000 of carryover from FY26 and approximately \$245,000 of new funds for FY2027. Transit funds may be used toward the 20-percent local match required for federal transportation funds. There is no additional budgetary impact associated with this item.

RECOMMENDATION: Staff recommends that the Town Council authorize the Town Manager to enter into the Global Capital Funding Agreement for Capital and Infrastructure for FY2027, subject to Town Attorney review and approval.

A RESOLUTION AUTHORIZING THE CARRBORO TOWN MANAGER TO ENTER INTO A GLOBAL AGREEMENT FOR CAPITAL AND INFRASTRUCTURE WITH ORANGE COUNTY, GOTRIANGLE, AND THE TRIANGLE WEST TRANSPORTATION PLANNING ORGANIZATION TO RECEIVE ORANGE COUNTY TRANSIT REVENUES

WHEREAS, the Town of Carrboro has a longstanding and extensive commitment to multimodal transportation, including local and regional public transit systems, and shorter routes and more frequent service; and,

WHEREAS, in 2023, Durham and Orange counties engaged consultant services to update the governance documents relating to the administration and implementation of the county transit plans; and

WHEREAS, the Town of Carrboro has been allocated Orange County Transit funds for bike/ped infrastructure capital projects to improve access to transit service; and

WHEREAS, the updated agreement structure requires all participating Orange County agencies to enter into a Comprehensive Participation Agreement (CPA) and Global Agreement with Orange County, GoTriangle and the TWTPO to receive transit tax revenues for operational and/or capital projects through a reimbursement process.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Town Council that the Council authorizes the Carrboro Town Manager to enter into a Global Capital Funding Agreement for Capital and Infrastructure – Orange County Transit FY2027 with Orange County, GoTriangle and the TWTPO for the purpose of receiving Orange County Transit Plan funds for transportation capital projects.

This is the 16th day of June in the year 2026.



Agenda Item Abstract

File Number: 26-071

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Contract Amendment with Three Oaks Engineering, Inc. to complete the Safe Routes to School Action Plan

PURPOSE: The purpose of this agenda item is to authorize the Town Manager to execute a contract amendment with Three Oaks Engineering, Inc. to increase the project scope and update the timeline for completing the Safe Routes to School Action Plan.

DEPARTMENT: Planning

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

The Safe Routes to School (SRTS) Action Plan is a key document guiding efforts to make it safer and easier for Carrboro students to walk, bike, and roll to school. Extending the scope and schedule of the Town’s contract with Three Oaks Engineering, Inc. will allow the Town to better serve all Carrboro students and advance several priority infrastructure projects through preliminary design to position them for future funding opportunities. Copies of the Transportation REAL and the previously attached copy of the Climate Action Pocket Questions have been provided.

INFORMATION: The Town of Carrboro received a Safe Routes to School (SRTS) Non-Infrastructure Grant from NCDOT’s Integrated Mobility Division (IMD) in 2023, followed by a supplemental award in 2025, which increased the total allocation to just under \$250,000. In August 2025, the Town entered into a contract with Three Oaks Engineering, Inc. for \$75,000 to update the SRTS Action Plan. The original SRTS Plan was adopted in 2011.

The initial scope focused on the five Chapel Hill-Carrboro City Schools located within Carrboro: Carrboro Elementary, Carrboro High, McDougle Elementary, McDougle Middle, and Morris Grove Elementary. Early engagement revealed that many Carrboro students attend schools just across the municipal boundary in Chapel Hill. With that in mind, at the Town’s request, Three Oaks Engineering has prepared a revised project scope to add the following additional work:

- analyze connectivity and coordinate recommendations for safer walking, biking, and rolling routes to Culbreth Middle, Frank Porter Graham Elementary, Northside Elementary, Seawell Elementary, Smith Middle, and Chapel Hill High;
- advance several priority infrastructure recommendations through preliminary design to approximately 15-30 percent design. The early design work will position the Town to pursue upcoming funding opportunities and support quicker implementation once the updated plan is adopted; and

- extend the contract to the end of the grant period.

Together, the proposed scope and schedule extension (Attachment B) will strengthen the impact of the SRTS Action Plan for Carrboro students and families. They also reaffirm the Town's commitment to creating a safe, comfortable, and efficient environment for people walking, biking, and rolling amid changing conditions and development patterns in Carrboro and the surrounding region.

NCDOT IMD has expressed support for the additional work. All grant funds must be expended by December 31, 2026.

FISCAL IMPACT: The total grant award is \$249,349: \$217,349 (federal funding) and \$32,000 (local match). If approved, the contract for Three Oaks Engineering would increase from \$75,000 to a not to exceed cost of \$214,500. The increase would include up to \$90,000 for preliminary design. There are sufficient funds in the grant to cover this amount with no additional cost to the Town.

RECOMMENDATION: Staff recommends that the Town Council adopt the resolution provided (*Attachment A*) authorizing the Town Manager to execute a contract amendment with Three Oaks Engineering, Inc. to increase the project scope and extend the project timeline through December 31, 2026.

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO INCREASE THE CONTRACT WITH THREE OAKS ENGINEERING, INC. FOR CONSULTING SERVICES TO UPDATE THE SAFE ROUTES TO SCHOOL ACTION PLAN

WHEREAS, the Town of Carrboro received a Safe Routes to School Non-Infrastructure Grant from the North Carolina Department of Transportation's Integrated Mobility Division in 2023, and a supplemental grant in 2025, to support the Town's Safe Routes to School program; and

WHEREAS, on November 18, 2024, the Carrboro Town Council authorized the Town Manager to select and award a consulting services contract, not to exceed \$75,000, to update the Safe Routes to School Strategic Action Plan; and

WHEREAS, on August 5, 2025, the Town entered into a contract with Three Oaks Engineering, Inc. to update the Safe Routes to School Action Plan, with a contract end date of July 31, 2026; and

WHEREAS, it is necessary to amend the contract to expand the project scope and increase the project timeline to complete the supplemental tasks, including but not limited to:

- Chapel Hill boundary assessment,
- Priority project preliminary design/development
- Staff coordination and associated tasks.

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council authorizes the Town Manager to extend the contract with Three Oaks Engineering, Inc. through December 31, 2026, and to allocate funding for necessary consulting services to complete the update to the Safe Routes to School Action Plan in an amount not to exceed \$214,500.

This the 16th day of June 2026.

Racial Equity Assessment Lens (REAL) Form

Name of Initiative/Program or Project: [Transportation](#)

Department: [Planning](#)

Name of all staff conducting the assessment: [Duncan Dodson](#), [Becca Eversole-Robinson](#), [Tina Moon](#)

Is this Initiative/Program or Project New or Existing: [Existing](#)

Section I: Origin and Description

The town maintains 47 miles of local streets connected to state-maintained roadways, local streets, and private roads, in addition to 42 miles of sidewalk and 27 miles of bicycle lanes and greenways. The town's growth and longstanding character have been intertwined with transportation: from its origins of the Old Alberta textile mill along the State University Railroad, to investing in the first federally funded greenway/bike path in North Carolina—the Libba Cotten bikeway named for legendary blues musician Elizabeth Cotten, and to an early eye towards alternative transportation with fare-free transit, bike and pedestrian infrastructure, and arrangement of neighborhoods and the community that focuses on walkability and connection.

Carrboro underscores safety and connectivity in the Town's transportation program today. These programs and policies include:

- Planning, development review, permitting and installation of roads, greenways, sidewalks, and separated-use paths (shared with Public Works, North Carolina Department of Transportation and developers)
- Public road maintenance and safety (shared by Planning, Public Works and Police)
- Residential Traffic Management Plan and Traffic Calming (speed bumps and other tools to slow neighborhood traffic down)
- Education on safety and alternative transportation options, including public transit, biking, and walking—these efforts include programs like Vision Zero, Complete Streets, Safe Routes to School (SRTS), and Transportation Demand Management (TDM)
- Community engagement about projects and programs, including seeking the public interest on infrastructure projects, distributing safety equipment like bike lights and helmets, developing progress reports for the community, etc.
- Partnership with community organizations (non-profits, community advocacy groups, local businesses, other municipalities) for national programs like Bike Month.
- Accessibility of infrastructure (ADA-American Disabilities Act) – explored in another REAL

Carrboro centers equity in its transportation programming through a variety of means. The Town of Carrboro promotes safety and multimodality for people of all ages through transportation programming, centers resident voices through engagement, and supports a long-term goal of a network of bicycle, pedestrian, and vehicle introduction that allows people to safely travel to and through town.

Section II: Desired Results

1. **Topic/Issue:** Topics and issues that have been considered as potential dimensions of inequity in this REAL include the following: pedestrian and bicycle connectivity; access to personal vehicles; disparities by race and income; traffic safety.

2. Baseline Data & Racial Disparities:

Select data from the American Community Survey 2023, 5-Year Estimates

According to the 2023 American Community Survey (ACS) 5- year estimates for Carrboro, 9% of households do not have access to a private vehicle, and 43% of residents commute by walking, bicycling, or transit (or work from home). Local race- specific transportation safety data are limited.

| Households by Race | Median Household Income |
|-----------------------------------|-------------------------|
| Entire Town | \$85,927 ± 13,926 |
| White households | \$87,818 ± 13,253 |
| Black/African American Households | \$64,964 ± 18,613 |
| Asian households | \$85,900 ± 38,362 |
| Other Race Households | \$100,670 ± 26,103 |
| Households with two or more races | \$108,125 ± 39,064 |
| Hispanic/Latinx households | \$101,395 ± 27,125 |

| Mode of Transportation to Work | Number of Workers | Percent |
|--|-------------------|---------|
| Total Workers (16yr or older) | 11,934 ± 545 | 100% |
| Drove alone | 5,923 ± 608 | 49.6% |
| Carpooled | 784 ± 304 | 6.6% |
| Public Transit | 862 ± 242 | 7.2% |
| Worked from Home | 3,248 ± 495 | 26.5% |
| *Note: ACS does not provide Carrboro-only geography with separate bicycle vs. walking data | | |

| Category | Number of Households | Percent |
|------------------------------|----------------------|---------|
| Total Households | 9,415 ± 402 | 100% |
| No vehicle available | 875 ± 293 | 9.3% |
| 1 vehicle available | 3,646 ± 481 | 38.7% |
| 2 vehicles available | 3,654 ± 452 | 38.8% |
| 3 vehicles available | 1,015 ± 254 | 10.8% |
| 4 or more vehicles available | 225 ± 112 | 2.4% |

| Category | # Households | Percent | Category | # Households | Percent |
|------------------------------|--------------|---------|------------------------------|--------------|---------|
| 1-person household: | 3,157 | 100% | 3-person household: | 1,479 | 100% |
| No vehicle available | 690 | 21.9% | No vehicle available | 102 | 6.9% |
| 1 vehicle available | 2,246 | 71.1% | 1 vehicle available | 350 | 23.7% |
| 2 vehicles available | 221 | 7.0% | 2 vehicles available | 594 | 40.1% |
| 3 vehicles available | 0 | 0% | 3 vehicles available | 433 | 29.3% |
| 4 or more vehicles available | 0 | 0% | 4 or more vehicles available | 0 | 0% |
| 2-person household: | 3,214 | 100% | 4-or-more-person household: | 1,565 | 100% |
| No vehicle available | 73 | 2.3% | No vehicle available | 10 | 0.6% |
| 1 vehicle available | 892 | 27.8% | 1 vehicle available | 158 | 10.1% |
| 2 vehicles available | 1,910 | 59.4% | 2 vehicles available | 929 | 59.4% |
| 3 vehicles available | 275 | 8.6% | 3 vehicles available | 307 | 19.6% |
| 4 or more vehicles available | 64 | 2.0% | 4 or more vehicles available | 161 | 10.3% |

Select Data from the 2024 Biennial Town Survey

Among a generalized list of services provided by the Town, Transportation is listed as the third-highest priority. Detailed breakdown of satisfaction and priority for transportation is shown in the tables on the next page. Additionally, 63% of households include someone who rides a bike—for those households, 39% of riders use a bicycle to commute to work, and 44% use it for errands. 46% of households include someone who uses Chapel Hill Transit, with 46% of those households using the bus to get to and from work.

| How satisfied are you with the overall quality of Transportation Infrastructure? | | | | | |
|--|-----------|---------|--------------|-------------------|------------|
| Very Satisfied | Satisfied | Neutral | Dissatisfied | Very Dissatisfied | Don't Know |
| 17.9% | 39.6% | 20.6% | 12.8% | 2.7% | 6.4% |

Question 12: Transportation: How Satisfied are you with...?

| Item | Very satisfied | Satisfied | Neutral | Dissatisfied | Very dissatisfied | Don't know |
|---|----------------|-----------|---------|--------------|-------------------|------------|
| Ease of walking in Carrboro | 38.6% | 38.3% | 10.3% | 9.8% | 1.2% | 1.7% |
| Ease of biking in Carrboro | 22.9% | 31.0% | 18.7% | 12.3% | 2.2% | 13.0% |
| Ease of driving in Carrboro | 23.1% | 43.2% | 18.9% | 10.8% | 1.5% | 2.5% |
| Availability of sidewalks | 20.4% | 38.6% | 17.7% | 17.2% | 3.4% | 2.7% |
| Availability of greenways/multi-use paths | 19.4% | 42.5% | 18.4% | 13.5% | 2.7% | 3.4% |
| Availability of on-street bike amenities | 14.0% | 27.8% | 19.9% | 11.3% | 3.2% | 23.8% |
| Availability of bicycle parking | 18.9% | 31.2% | 16.0% | 5.9% | 1.2% | 26.8% |
| Adequacy of street lighting | 18.2% | 47.4% | 16.2% | 12.5% | 2.0% | 3.7% |
| Availability of parking downtown | 11.1% | 30.2% | 21.6% | 21.9% | 11.5% | 3.7% |

| Which THREE of the services listed in Question 12 are most important to you? (top 3) | |
|--|-------|
| Ease of walking in Carrboro | 62.7% |
| Ease of biking in Carrboro | 33.2% |
| Ease of driving in Carrboro | 27.5% |
| Availability of sidewalks | 41.3% |
| Availability of greenways / multi-use paths | 40.5% |
| Availability of on-street bike amenities | 8.1% |
| Availability of bicycle parking | 2.2% |
| Adequacy of street lighting | 23.8% |
| Availability of parking downtown | 42.3% |
| None chosen | 4.4% |

- Historical Root Causes of Disparities:** Local race specific transportation safety data are limited. National and regional research indicates that people of color and lower income households are more likely to rely on walking, biking, or transit. Large-scale systemic racism has substantially impacted the economic and social mobility of Black, Indigenous, and/or Persons of Color (BIPOC) community members; this effect can be observed in the disparity between white and Black households by median income. Nationally transportation projects that were built through or next to historically marginalized communities and neighborhoods were not explicitly conducted in Carrboro, but the Town recognizes that such policies and the harm caused are part of the landscape in where community members come from, what they expect from, and how much they engage with their local government.

Desired Results Statement:

The Town’s suite of transportation projects and programs seeks to reduce traffic- related deaths and serious injuries, improve safe and reliable connections between neighborhoods and destinations, and ensure that transportation investments equitably serve residents across income, race, age, and ability.

Section III: Demographics

See Section II above

Section IV: Stakeholder Engagement (community, employees, etc.)

| Individual or Group | Please describe the impact. |
|--|--|
| North Carolina Department of Transportation (NCDOT) | <ul style="list-style-type: none"> All public roads not maintained by a municipality are maintained by NCDOT. Decisions affecting major Carrboro roadways like Main St, Greensboro St, Hillsborough Rd, Jones Ferry Rd and Old Fayetteville Rd must be made in concert with NCDOT. NCDOT administers millions of dollars annually in federal pass-through funding, through a variety of annual financial and technical assistance programs. NCDOT is also responsible for many infrastructure improvements like repaving, restriping for bike lanes, and adding sidewalks. |
| Triangle West Transportation Planning Organization (TWTPO) | <ul style="list-style-type: none"> The TPO provides transportation technical assistance for the Town, provides regional flexible funding for transportation projects, and submits other projects into NCDOT’s SPOT prioritization process for inclusion in the State Transportation Improvement Plan (STIP). |
| Entire Community | <ul style="list-style-type: none"> Public engagement events for projects and plans occur throughout specific projects and plans, to center residents’ needs and experiences. Staff continue to keep the website updated and provide regular reports to the Council and community as to the status of various infrastructure and programs (Most recent transportation projects update – Jan 2026). TDM, SRTS, and Vision Zero continue regular in-person outreach, and transportation questions are included on the biennial survey to ensure a wide array of opportunities for community participation. |
| Directly Impacted Residents | <ul style="list-style-type: none"> The purchase of right-of-way (ROW) or granting of an easement may be required to build transportation projects. The design of a project or a plan could affect safety and access to a property, so residents are involved in more focused and direct public meetings and interviews to get their feedback and hear their concerns. |
| Advisory Boards | <ul style="list-style-type: none"> The Transportation, Mobility, and Greenways Advisory Commission (TMGAC) provide more specialized recommendations that are used to inform Town Council in its decision making. Recommendation can prompt developers to include more transportation alternatives within their design in accordance with Town regulations. |
| Business Community | <ul style="list-style-type: none"> Businesses, individually or through an association like the Chamber of Commerce, are involved in the planning process through interviews, and focused in-person meetings with staff and consultants. Business owners often report priorities such as parking and access concerns. |
| Town Staff | <ul style="list-style-type: none"> The Town of Carrboro has an internal Traffic & Parking Committee made up of members from Planning, Public Works, Fire, Police, and Economic Development that meets monthly. Committee meetings shape staff policy recommendations to Town Council and help coordinate the implementation of transportation projects that require interdepartmental collaboration |
| Town Council | <ul style="list-style-type: none"> Carrboro Town Council sets local development regulation, approves permits, approves the budget (including the capital improvement plan) and adopts transportation plans |

| | |
|--|---|
| Chapel Hill/Orange County | <ul style="list-style-type: none"> • Some of Carrboro’s transportation projects straddle town limits and are partially within Chapel Hill or unincorporated Orange County. • Many projects also connect to planned or existing projects in Orange County and Chapel Hill (i.e. Morgan Creek Greenway or Jones Creek Greenway) • All governments make use of Orange County Transit Tax funds for transportation projects and make recommendations collectively. • As Carrboro and Chapel Hill share a school system, Safe Routes to School programming benefits from collaboration |
| SHIFT (formerly Carrboro Bike Coalition) and other advocacy groups | <ul style="list-style-type: none"> • Carrboro has an avid cycling community, represented by the newly merged SHIFT Chapel Hill-Carrboro. • SHIFT partners with Town staff for public engagement events, providing expertise in bicycle training and maintenance and helping the Town notify residents of transportation-focused events in their neighborhoods. |

Section V: Benefits and Burdens

| Area/Topic | Benefit/Burden | Please describe the impact. |
|----------------------|----------------|---|
| Safety improvements | Benefit | Sidewalk and bike facilities reduce conflict points and exposure to vehicles for bicyclists and pedestrians |
| Connectivity | Benefit | Increased sidewalk and bicycle facility mileage improves access to employment, school, and services |
| Economic Access | Benefit | Residents with lower incomes or without vehicles benefit from safer walking and transit access to work or to commercial areas for errands |
| Mode Share Diversity | Benefit | Notable shares use transit or work at home; supports investment in non-automobile infrastructure |
| Construction Impacts | Burden | Temporary detours, noise, and access disruption during infrastructure upgrades. |
| Maintenance | Burden | Long-term budgets required for repair; may compete with other municipal priorities. |
| Outreach | Both | Benefit: Strategic and broad outreach allows for resident participation in decisions about connectivity and safety, centering their needs and experiences Burden: improvements may not prioritize areas with high need but lower political engagement. |

If you mentioned communities of color in the table of above, how might this initiative negatively impact them?

Improvements in and around historically Black and African American neighborhoods aim to provide long-term benefits but could cause short-term burden during construction. Public engagement must be aligned with community needs by including translated materials, utilizing neighborhood and organizational networks to advertise and host events, and holding opportunities to engage at convenient times for people with work or family obligations. Additionally, without a broad focus on all modes, including cars, community members who must use a car due to a physical disability, employees that work downtown but live beyond regular transit access (i.e. service industry employees), and transit users will experience burdens from changes to the network and access.

If you mentioned people with low incomes in the table above, how might this Initiative negatively impact them?

In addition to engagement impacts, changes to the network may disproportionately impact low-income community members in the way they affect access, particularly for community members who must use a car. Projects must consider impacts to pedestrian, bicyclists, and driver safety and access, and must balance the needs of low-income households. Individuals in low-income households disproportionately live far from their place of employment. Residents may often depend on a personal vehicle to access their job due to distance, service-industry shifts that are not aligned with transit schedules, or inaccessibility to transit or other modes of transportation.

Section VI: Funding

Transportation funding is derived from local, state, federal, and grant sources. Federal funding often requires a 20% local match, which must be accounted for in the Town’s local budget. Additionally, federal funding usually is distributed as a reimbursement, meaning that the Town must be able to pay for various stages of a project and the recoup costs from NCDOT.

Some transportation funding coming from the state and federal levels is awarded through the SPOT prioritization process: a competitive pool of projects scored by NCDOT using a variety of prioritization metrics including connectivity, proximity to a qualified census tract, cost, etc. Other funding sources and programs include the Hiway Safety Improvement Project (HSIP) fund, the Regional Flexible Fund (RFF), the Safe Routes to School (SRT) program, Safe Streets for All (SS4A), the BUILD Grant, TWTPO discretionary funds, the Orange County Transit Fund, Powell Bill funds, and local budget allocations in the Capital Improvement Plan (CIP).

These various funding sources and structures are complex and are frequently linked to help address gaps in funding for large infrastructure projects. There is no standard timeline for transportation projects— frequently infrastructure projects are separated by phases of their completion, like design and construction.

The complex nature of funding projects, as well as the multi-year timeframes of projects can be difficult to convey to residents and can make it difficult to address issues around connectivity immediately/over short timeframes. Impacts from long and complex infrastructure project funding is mitigated by grant programs that promote “demonstration” projects, which allocate funding for improvements that are quicker to install and allow the Town to test reversible designs on roadways and across the network to improve safety and connectivity.

Section VII: Unintended Consequences and Mitigation

| Type | Potential Unintended Consequence | Mitigation Strategies to Prevent Consequences and Advance Racial Equity |
|--------|----------------------------------|---|
| Social | Underrepresentation in planning | Conduct targeted outreach to historically marginalized communities Continue to enhance multilingual materials and translation services |

| | | |
|--------------------|---|--|
| | Urban/Rural differences in needs are not considered sufficiently | Ensure that strategies and improvements consider the needs and experiences of residents throughout town Infrastructure improvements suited for the highly-dense downtown core may not be the safest or most-needed improvement in the rural buffer Ensure connectivity of the network includes rural communities in the transition areas |
| Economic | Travel Disruption During Construction | Phased work and advance notification to residents. |
| | Increased Traffic in Adjacent Areas | Monitor post-implementation traffic patterns and adjust traffic calming accordingly. |
| Health | Extensive project timelines for infrastructure result in persistent negative health outcomes (i.e. over the multiple years it can require to install a greenway, people may not have access to an alternative mode of transportation) | Continue to supplement infrastructure improvements with programming that connects residents to alternative transportation modes and routes that have been shown to improve health (walking, biking, etc.) and reduce exposure |
| Environment | Greenhouse gas emissions from induced demand or lack of network connectivity | Continue to supplement infrastructure improvements with programming that connects residents to alternative transportation modes and routes that have been shown to reduce greenhouse gas emissions (transit, walking, biking) |
| Other | - | - |

What challenges should be overcome? How? Challenges include funding limitations and data gaps, community representation and participation, and equitable prioritization of infrastructure projects. Negative impacts can be mitigated through continued strategic and equitable engagement to understand public need and interest—and provide transparency on project status—systematic safety analyses (like traffic counts that are conducted annually or safety perception questions that are asked on the biennial survey), and continued use of race and equity decision-making tools when considering the prioritization of infrastructure projects.

Share and relevant data: See Section II.

Section VIII: Impacts

Transportation safety and connectivity programs, both within the Town and nationwide, show reductions in crashes and increased walking and bicycling when infrastructure gaps are addressed. Continued analysis and investment to build the network equitably increase the transportation choices members of the public can make and increase the overall safety of residents and visitors in town. In tandem with infrastructure improvements and maintenance, continued programming through initiatives like Vision Zero and Safe Routes to School build local knowledge and familiarity of safe practices and alternatives to driving that are available to them. Continued data analysis and comprehensive public engagement are necessary to make sure transportation projects are located where they are most needed, which results from both internal and external sources, town staff as well as partner organizations.

Section IX: Accountability

How will the impact of the initiative be measured?

Number of events and number of participants engaged with through various programs:

- Infrastructure - growth of the multimodal network (linear feet of bike lanes, sidewalks, multi-use paths, etc.); budgetary allocations to capital projects for infrastructure improvements through town funding and/or funding from other sources such federal, state or regional transit tax revenues.
- SRTS - Increased student trips on bike, foot, and bus to and from school. Number of school programs related to biking and walking to school.
- Vision Zero/Residential Traffic Calming – reduce injuries or deaths related
- TDM – Reduced single occupancy vehicle trips.
- Inclusion of bike-ped infrastructure and/or bus stops in new development projects.

What success indicators or progress benchmarks are incorporated in the proposed Initiative? (Provide indicators/benchmarks/metrics/timeline)

- Infrastructure – NCDOT administered funds have a built-in timeline with benchmarks for various steps of infrastructure projects (initiation, design, ROW/utility, construction, close-out)
- SRTS – more students walking, biking and rolling to school.
- Vision Zero/Residential Traffic Calming – See Residential Traffic Calming REAL.
- TDM – reduced number of SOVs, and by association reduction in greenhouse gas.

Who will track them? Planning, Town Manager’s Office via Clearpoint metrics.

What is missing? What will happen if these metrics are met and what will happen if they are not met?

- Infrastructure – missed deadlines and benchmarks could result in a loss of state or federal pass-through funding. Not meeting the goal of a connected network as envisioned in the Bike Plan and the Comprehensive Plan will result in travelers continuing to use the road/bike/sidewalk network as it exists
- SRTS – reduced student activities, negative impacts to attention in class, poor health habits throughout life.
- Vision Zero/Residential Traffic Calming – Continued perceived and real safety concerns on roads throughout Carrboro, particularly neighborhoods
- TDM – Increased or continued single occupancy vehicle trips, increased traffic congestion and increased greenhouse gas emissions.

In what way does this Initiative deeply consider the experience of the residents it will impact?

Living in a community with real transportation options positively affects all residents, particularly those who cannot drive or do not have access to a vehicle. It creates a community where everyone can fully participate regardless of income and ability.

How will you share your results with your leadership and other funders?

Clearpoint and regular reports/information items to the Town Council, updates to the Triangle West Transportation Planning Organization Board.

How will you share results with community members and stakeholders?

Use of Town communication channels like Carrboro This Week (weekly email blast), mailings and postcards, the Town website, online maps, and community events to report progress on and share results with community members. For large infrastructure projects, the Town will expect to do a ribbon cutting or other similar style ‘grand opening’ event.

How will you acquire feedback from community members and stakeholders and incorporate findings?

- Biennial town survey
- Various engagement efforts across transportation program (SRTS, TDM, Vision Zero, Small Area Plans, etc.)
- Town staff are also available via phone and email, and for in-person feedback and questions M-F 8:30am-5pm
- Presentations to the Town Council
- Data and information collected by regional partners in their transportation-focused programs (i.e. Co-Gen Rail project, Chapel Hill Everywhere-to-everywhere Greenway Study, TWTPo MTP/CTP)

Section X: Timeline and Feedback

| |
|--|
| <p>Department Recommendations:</p> <p>Continue:</p> <ul style="list-style-type: none">• Work with advisory boards (REC, PB, TMGAC, and others) to ensure infrastructure opportunities and connected topics are considered by the development community• Administer federal, state, county, and local money for infrastructure and community engagement programs• Utilize website and clearpoint to provide transparent updates to public about transportation projects and programs• Use multi-prong communication approach – Town Information Centers, Carrboro This Week, pop-up events, etc. to engage with communities (i.e. Bike Month, SRTS, etc.)• Explore grant funding at county, state, and federal level to help cover local match and/or program funds for prioritized infrastructure• Use race and equity tools for day-to-day and council decisions to ensure equitable implementation• Work with community partners and organizational partners to continue understanding needs of residents and administer projects in timely and transparent manner <p>Low Cost Short-Term</p> <ul style="list-style-type: none">• Explore creation of online map to show high-level distribution and status of transportation projects. Site could be linked to webpages with more information• Participate in GARE 2026 Community Planning Cohort for the NC-54 Small Area Plan <p>High-Cost Short-Term</p> <ul style="list-style-type: none">• Analyze and report on network connections and gaps in relation to various demographic data beyond qualified census tracts (requires data collection)• Explore the purchase of analytical software like Synchro Traffic Modeling, StreetMix for street cross-section visualization, and other tools to help build data and visualization capacity <p>Low-Cost Long-Term</p> <ul style="list-style-type: none">• Reformat transportation project updates report to make more visual• Complete funded projects in queue before adding new priorities; this also allows for staff to have capacity to meet emergency project needs <p>High Cost Long Term</p> <ul style="list-style-type: none">• Explore bond and/or municipal service districts to help build local funding for federal match or for smaller-scale neighborhood projects• Explore personnel needs and potentially explore hiring term staff to administer projects |
|--|

| |
|------------------------------------|
| Date submitted to R&E/CORE Team: |
| Signature of Assessor(s): |
| Date Reviewed by CORE Team: |
| CORE Team Recommendation/Feedback: |
| Date reviewed by REC: |
| REC Recommendation/Feedback: |
| Date returned to Department: |
| Other Notes: |



Climate Action Pocket Questions

Title: Contract Amendment with Three Oaks Engineering, Inc. for scope and schedule extension for the Safe Routes to School (SRTS) Action Plan.

Purpose: The purpose of this agenda item is to authorize the Town Manager to extend the contract with Three Oaks Engineering, Inc. to complete the update to the SRTS Action Plan.

Department: Planning, Zoning & Inspections

1. How will this action impact municipal or community greenhouse gas emissions?

- The SRTS Action Plan has the potential to reduce greenhouse gas emissions.

2. Please explain.

- By improving safety and making it easier and more enjoyable for students to walk, bike, and roll to school, the plan aims to increase the number of students using active transportation rather than being driven. Reducing vehicle drop-offs can help lower greenhouse gas emissions.

3. How will this action impact the Town's environment?

- The SRTS Action Plan has the potential to impact water quality, erosion and surface run-off, flooding, air quality, heat islands or extreme heat, biodiversity, solid waste, hazardous waste and other environmental impacts.

4. Please explain.

- Increasing active transportation and reducing vehicle drop-offs can lower emissions from idling and short car trips, improving local air quality.
- Infrastructure projects, such as new sidewalks, crossings, or paths, may increase impervious surface area, which can affect runoff, water quality, flooding, solid waste, etc. if not thoughtfully designed with appropriate stormwater controls, green infrastructure, native plantings or tree preservation goals, and material recycling practices.

5. How is your department planning to mitigate any climate or environmental impacts? NOTE: This does not reflect a formal commitment by the Town of Carrboro.



- There are several ways in which we might mitigate any adverse climate or environmental impacts, including:
 - Using green infrastructure (permeable pavement, bioswales, native plantings) to reduce runoff, improve water quality, and manage flooding
 - Prioritizing low-impact, context-sensitive design to minimize environmental disturbance
 - Reducing construction waste and encourage use of low-carbon or recycled materials
 - Pairing infrastructure with programs that encourage walking and biking to reduce emissions and improve air quality



Agenda Item Abstract

File Number: 26-072

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Minor Modification to Special Use Permit-A for Carolina Car Wash at 414 East Main Street

PURPOSE: Town Council is asked to consider approving a request for a Minor Modification to the Special Use Permit-A at 414 East Main Street to allow for the creation of a new exit lane from the property onto Brewer Lane. Town Staff recommends approval of the request.

DEPARTMENT: Planning Department

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other*

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

INFORMATION: The property owner, Tom Tucker, has submitted a request to modify the permit for his property at 414 East Main Street to allow for a new exit lane to be created from the site onto Brewer Lane. The original permit and former permit modification documents are included as Attachment B for reference. No changes to the approved uses are proposed, and the number of parking spaces provided will not be reduced. As explained in the letter from Mr. Tucker (Attachment C), this change is expected to improve traffic flow to and from the site in multiple ways (see location of new exit lane on site plan, included as Attachment D).

This modification became possible after the death of the large oak tree in the subject area of the site. With the tree no longer obstructing the pathway, a new sloped exit may be created. Town staff has reviewed the request and agrees that the change should improve traffic circulation patterns associated with the property. Staff is suggesting that a few final details be shown on a final modified version of the site plan before construction is authorized, as described below:

-Additional signage. Staff suggests that additional signage be provided on the site itself to help visually guide traffic in accordance with the new plan. The applicant agrees that additional signage is warranted and will provide such signage on a final version of the modified plan.

-Solid Waste and Recycling Facilities. The addition of the exit drive causes a need to relocate at least some of the solid waste and recycling facilities. Staff has preliminarily determined that a location between the new exit lane and the existing parking spaces adjacent to Brewer Lane appears to be a feasible location, but before the final version of the plan is approved for construction, staff must receive confirmation in writing from Orange County Solid Waste and either the Town’s Public Works Department or an appropriate private waste management provider (the site is currently served by Waste Management) regarding their ability to continue serving the site.

-Tree Canopy. As a result of the large oak being removed from the site, the applicant needs to provide evidence that at least 15% of the site remains covered by tree canopy. If the canopy is below 15%, then an appropriate

number of replacement trees will need to be planted.

The resolution included as Attachment A reflects the need to address the matters described above prior to construction authorization for the new exit lane.

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

RECOMMENDATION: Town Staff recommends that the Town Council adopt the attached resolution approving the Minor Modification to the SUP-A.

Attachment A

A RESOLUTION APPROVING A MINOR MODIFICATION TO THE SPECIAL USE PERMIT-A FOR CAROLINA CAR WASH AT 414 EAST MAIN STREET

WHEREAS, Town Council approved a Special Use Permit-A in 1999 allowing multiple uses in an existing building at 414 East Main Street; and

WHEREAS, Town Council approved a minor modification to the original permit in 2015 allowing additional uses to be located within the building; and

WHEREAS, the property owner has submitted a request to add an exit lane onto Brewer Lane in order to improve traffic flow and create a better circulation pattern, and

WHEREAS, Town Council finds, per Section 15-64 of the LUO, that the proposed plans meet the Land Use Ordinance requirements for a Minor Modification request, subject to the following conditions:

- 1) That the applicant agrees to incorporate additional signage on the site to better visually guide traffic. The signage must be shown on the plans before construction of the new exit lane is authorized.
- 2) That the applicant must submit written approval regarding the new location of solid waste and recycling facilities before construction of the new exit lane is authorized.
- 3) That the tree canopy requirement of 15% is satisfied before construction of the new exit lane is authorized.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Town Council that the Minor Modification to the SUP-A request is hereby approved.

This the 16th day of June 2026.

NORTH CAROLINA

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ORANGE COUNTY

Return To: Town of Carrboro

TOWN OF CARRBORO

CONDITIONAL USE PERMIT GRANTED

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

| |
|---|
| APPLICANT: Scott Egbert |
| OWNER: Thomas Tucker |
| PROPERTY LOCATION (Street Address): 100-F Brewer Lane |
| TAX MAP, BLOCK, LOT(S): Tax Map 92, Block A, Lot 20 2788-05-3970 |
| PROPOSED USED OF PROPERTY: To allow a 1,644 square foot portion of the existing commercial building at 100-F Brewer Lane to be upfitted and used for a nightclub. |
| CARRBORO LAND USE ORDINANCE USE CATEGORY: 8.100 |
| MEETING DATES: June 8, 1999 |

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 pointed out specifically to the administrator in writing and specific written approval obtained as provided in Section 15-64 of the Land Use Ordinance.
- 2) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.
- 3) That the applicant continue to seek satellite parking.
- 4) That the on-site dumpster be relocated to the fourth parking space leased to Go! Rehearsals in order to preserve the existing 48-inch tree.
- 5) That Go! NightClub, or its successors, designate a liaison to the Carr Court Neighborhood Association to address issues that arise relating to Go! NightClub, and that quarterly status reports be made to the Board of Aldermen for the first year of operation of Go! NightClub.

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

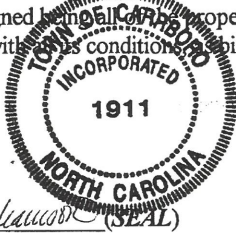
to be dedicated to the town. The developer's engineer shall certify that all work has been constructed to the town's construction specifications.

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 of legal age, property above described, do hereby accept this Conditional Use Permit, together with its conditions, binding upon them and their successors in interest.



THE TOWN OF CARRBORO

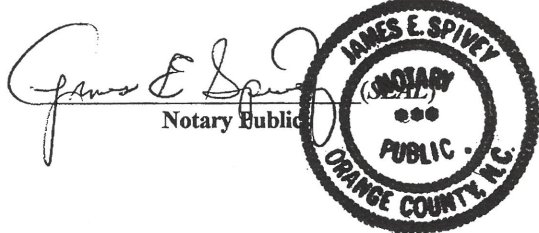
ATTEST:

Sarah C. Williamson (SEAL)
Town Clerk
NORTH CAROLINA - ORANGE COUNTY

BY Robert W. Morgan
Town Manager

I, James E. Spivey, a Notary Public in and for said County and State, do hereby certify that Sarah C. Williamson, Town Clerk for the Town of Carrboro, personally came before me this day and being by me duly sworn says each for himself that she knows the corporate seal of the Town of Carrboro and that the seal affixed to the foregoing instrument is the corporate seal of the Town of Carrboro, that Robert W. Morgan, Town Manager of said Town of Carrboro and Sarah C. Williamson, Town Clerk for the Town of Carrboro subscribed their names thereto; that the corporate seal of the Town of Carrboro was affixed thereto, 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 29th day of July, 1999.



My Commission Expires: 11/08/2000

NORTH CAROLINA

ORANGE COUNTY

I (We), Scott F Egbert, owner(s), do hereby acknowledge receipt of this Conditional Use Permit. The undersigned owner(s) do further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding upon them and their successors in interest.

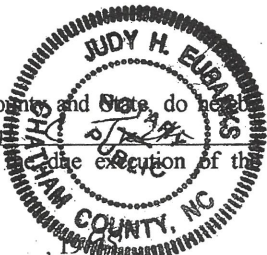
Thomas C. Tucker
Owner

Scott F Egbert
Owner
Cool Rehabilitation

NORTH CAROLINA

~~Chatham~~
ORANGE COUNTY

I, Judy H. Eubank, a Notary Public in and for said County and State, do hereby certify that Scott F Egbert & Thomas C Tucker owner(s), personally appeared before me this day and acknowledged the execution of the foregoing instrument.



WITNESS my hand and notarial seal this the 29th day of July, 1999.

BOOK 1981 PAGE 362

Judy H. Eubank
Notary Public
County - Chatham

My Commission Expires: June 27, 2004

(Not valid until fully executed and recorded)

STATE OF NORTH CAROLINA

NORTH CAROLINA - ORANGE COUNTY

The foregoing certificate(s) of _____

James E. Spivey & Judy H. Eubank

A Notary (or Notaries) Public of the designated Governmental units (are) certified to be correct. Filed for registration

this the 30~~th~~ day of Aug 19 99, at 11:47:27 o'clock, A.m.

in Record Book 1981 Page 360 . Joyce H. Pearson, Register of Deeds

Return: _____

By: Linda C. Perkins
Assistant/Deputy
Register of Deeds

PREPARED BY AND RETURN TO:

TOWN CLERK
TOWN OF CARRBORO
301 West Main Street
CARRBORO, NORTH CAROLINA 27510

FILED
30 AUG 1999, at 11:47:27am
Book 1981, Page 360 - 362
Joyce H. Pearson
Register of Deeds,
Orange County, N. C.



ND

DML

20140318000043290 S/INS
Bk:RB5765 Pg:472
03/18/2014 02:45:42 PM 1/3
FILED Deborah B. Brooks
Register of Deeds, Orange Co., NC
Recording Fee: \$26.00
NC Real Estate TX: \$ 00

ND

Prepared by and return to: Town Clerk, Town of Carrboro, 301 W. Main St., Carrboro, N.C. 27510

NORTH CAROLINA
ORANGE COUNTY

9188-05-3970 QB

**TOWN OF CARRBORO
CONDITIONAL USE PERMIT AMENDMENT
Carolina Car Wash**

THIS DOCUMENT IS FILED TO AMEND THE ORIGINAL CONDITIONAL USE PERMIT DATED JUNE 8, 1999 THAT IS ON FILE IN THE ORANGE COUNTY REGISTRY IN BOOK RB 1981, PAGE 360.

The Board of Aldermen granted the amendment to the conditional use permit requested by Jack Haggerty on November 17, 2009.

This minor modification will consist of expanding the square footage of building space available to an expanded list of possible uses in the portion of the existing building that the carwash operation does not require (4,784 sf). There will be no additions to the building that will increase its footprint and no proposed changes to the existing carwash use. The following conditions are attached:

1. That the applicant be allowed to deviate from the presumptive parking standard by providing two parking spaces on-site dedicated to the proposed uses with joint use of the remaining on-site spaces, and, satellite parking, fulfilling the parking requirement per the justification provided by the applicant's parking justification letter.
2. That, should the applicant have insufficient satellite parking to address the needs of the proposed use(s), the two parking spaces, lost as a result of the patio installation, be returned to the site.
3. That, per the provisions of Section 15-309 of the Carrboro Land Use Ordinance, the screening requirements of Section 15-308 as they are applied to the public road rights of way are waived based upon the applicant's screening justification letter.
4. That adequate cardboard recycling is provided on-site as required by the proposed use.



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: Catherine C. Wilson
Town Clerk

BY: David Andrews
Town Manager

I, Sharmin E. Mirman, 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 David Andrews, 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 26 day of February, 2014.



Sharmin E. Mirman
Notary Public

My Commission Expires November 30, 2018



STATE OF NORTH CAROLINA
_____ COUNTY

NORTH CAROLINA

ORANGE COUNTY

I (We), THOMAS C TUCKER, owner(s), do hereby acknowledge receipt of this Conditional Use Permit. The undersigned owner(s) do further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding upon them and their successors in interest.

[Signature]
Owner

Owner

NORTH CAROLINA

ORANGE COUNTY

I, J'Leighsa Moore, a Notary Public in and for said County and State, do hereby certify that Thomas C Tucker, owner(s), personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notarial seal this the 25 day of February, 2014

My Commission Expires: 11-17-18

[Signature]
Notary Public
[Signature]

J'Leighsa Moore
NOTARY PUBLIC
Durham County, NC
My Commission Expires 11-17-18

J'Leighsa Moore
NOTARY PUBLIC
Durham County, NC
My Commission Expires 11-17-18

(Not valid until fully executed and recorded)

May 8 2026

To: Carrboro Planning Dept
Marry Roupe

Re: Addition of 2nd exit driveway at Carolina Carwash, 414 E. Main,
Carrboro

Marty:

I have included a proposed site plan prepared by Jim Spencer Architects.

The site plan shows a new one way driveway that will exit onto Brewer Lane.

This new driveway is needed for the following reasons:

1. Critical to the operations of the carwash:

- . There is no way for a car to exit the property once it is in the queue.
- . Some services do not require the car to enter the carwash tunnel.

It is very difficult/dangerous to exit the queue especially on busy days.

2. Reduces the number of cars exiting the carwash onto Main Street.

This is critical in the afternoon since Main Street traffic is now backed up into Chapel Hill.

3. Creates easier access for Belltree and The Cheeseshop patrons to use the

parking on the carwash site after 6pm when the carwash is closed.

(Belltree and The Cheeseshop are tenants located on the Carwash Site)

4. The opening of the new Cars Cradle facility on Brewer Lane will increase the

need for after hours parking as well as reducing the number of cars exiting

onto Main Street.

5. With the addition of the new driveway there will be an additional 6 parking spaces

created on the carwash site and no loss of parking on the Brewer Lane parking area.

6. We will provide the appropriate screening for the dumpster adjacent to the new driveway.

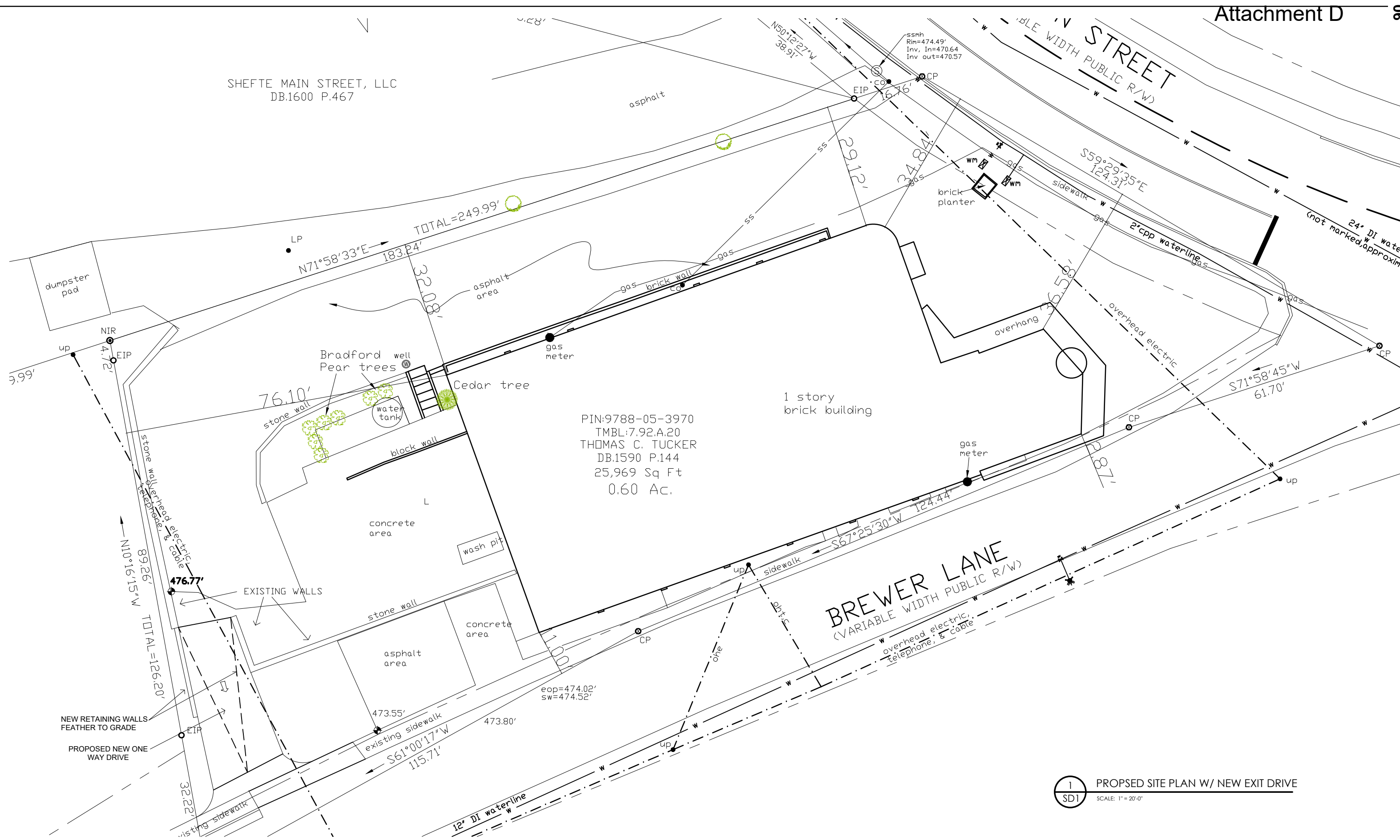
7. We will provide the appropriate directional signage that indicates 1 way traffic at the

entrance to the carwash and the exit onto Brewer Lane.

8. We will continue to seed additional offsite parking opportunities.

Thank you for considering this matter.

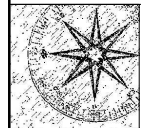
Tom Tucker



SHEFTE MAIN STREET, LLC
DB.1600 P.467

PIN:9788-05-3970
TMBL:7.92.A.20
THOMAS C. TUCKER
DB.1590 P.144
25,969 Sq Ft
0.60 Ac.

1 PROPOSED SITE PLAN W/ NEW EXIT DRIVE
SD1 SCALE: 1" = 20'-0"



Jim Spencer Architects, PA
109-A Brewer Lane
Carrboro, NC 27510
jimspencerarchitects.com

CAROLINA CARWASH, 414 EAST MAIN STREET , CARRBORO NC 27510

SD1
PROPOSED SITE PLAN
MAY 5, 2026



Agenda Item Abstract

File Number: 26-073

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Authorization for the Town Manager to Award and Execute a Contract with a Racial Equity Consultant to Update the Race and Equity Action Plan (REAP) - Weaving Equity in Carrboro Town Governance

PURPOSE: To seek Council authorization for the Town Manager to negotiate and enter into a contract with the selected consultant to complete scope of work to update Weaving Equity in Carrboro Town Governance.

DEPARTMENT: Town Manager's Office - Race and Equity

COUNCIL DIRECTION:

X Race/Equity ___ Climate ___ Comprehensive Plan ___ Other

In October 2018, the Town launched its race and equity journey, recognizing equity as a core value and committing to creating a more inclusive and equitable community for all.

INFORMATION: To advance the Town's commitment to equity and social justice, the Board of Aldermen (now the Town Council) voted unanimously to lead with race and become a member of the Government Alliance on Race and Equity (GARE). The Town utilized GARE's Model for Organizational Change to establish a strong foundation and create a framework for sustaining this work overtime.

In November 2023, the Town Council adopted its first Race & Equity Action Plan (REAP), which serves as a roadmap for advancing the Town's commitment to racial equity and documenting its equity journey from 2018 through 2025. As part of the process to update the Plan, each department evaluated its policies, practices, programs, and procedures through a racial equity lens. The results of these assessments identified strengths, opportunities for improvement, and areas where disparities may exist. These findings will help inform priorities, guide strategies to promote more equitable outcomes, enhance service delivery, and shape the development of the Town's next Race & Equity Action Plan.

FISCAL IMPACT: The fiscal impact for this project was approved in the 2026-2027 Annual Budget.

RECOMMENDATION: Staff recommends that the Town Council approve the attached resolution authorizing the Town Manager to execute a contract, in an amount not to exceed the approved project budget, for professional services to update the Town's Race & Equity Action Plan (REAP), *Weaving Equity in Town Governance*.

Attachment A.

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT WITH A RACIAL EQUITY CONSULTANT TO UPDATE RACE AND EQUITY ACTION PLAN -WEAVING EQUITY IN CARRBORO TOWN GOVERNANCE

WHEREAS, In October 2018, the Town launched its race and equity journey, recognizing equity as a core value and committing to creating a more inclusive and equitable community for all; and

WHEREAS, In November 2023, the Town Council adopted its first Race & Equity Action Plan (REAP), which serves as a roadmap for advancing the Town's commitment to racial equity and documenting its equity journey from 2018 through 2025; and

WHEREAS, Since the adoption of the REAP, each department evaluated its policies, practices, programs, and procedures through a racial equity lens; and

WHEREAS, The results of these assessments identified strengths, opportunities for improvement, and areas where disparities may exist; and

WHEREAS, Now, it is time to build upon these findings, together with community input and engagement, to inform priorities, guide strategies, and shape the development of the Town's next Race & Equity Action Plan, ensuring the Town continues to advance equitable outcomes and service delivery;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF CARRBORO, that the Town Manager is hereby authorized to negotiate and enter into a contract with the selected race and equity consultant and in the amount not to exceed \$70,000.



REQUEST FOR PROPOSALS
RFP# 2027-01-419REAP
By Town of Carrboro, NC
Racial Equity Action Plan (REAP) Update - Weaving Equity in Carrboro Town
Governance

June 5, 2026

Introduction:

The Town of Carrboro requests proposals from qualified firms and organizations interested in partnering with the Town on the update of Carrboro's Racial Equity Action Plan (REAP). The Town anticipates awarding a single contract and working collaboratively with selected project partners and other agencies throughout the planning and engagement process.

Project Description:

The selected consultant will complete a series of interconnected deliverables that culminate in the development of an updated Racial Equity Action Plan (REAP). The final deliverable will be a comprehensive, actionable, and community-informed updated REAP that provides a framework for advancing equity goals, measuring progress, and ensuring accountability over time.

The scope of work includes:

- Review the current REAP, supporting materials, and evaluate 80 departmental equity lenses.
- Assess the current equity lens framework and provide recommendations for revisions and enhancements.
- Partner to design and support internal and external engagement processes, including civic assembly activities and other community engagement efforts.
- Develop an updated Equity Action Plan that establishes long-term equity goals (e.g., 10-year goals and outcomes).
- Identify measurable short- and medium-term milestones (3–5 years) to track progress toward long-term goals.
- Prioritize high-impact equity themes, strategies, and actions.
- Provide clear implementation steps, timelines, and resource considerations to support successful execution.
- Develop community-informed recommendations and strategies that reflect engagement findings and stakeholder input.
- Establish metrics and performance measures to track progress, outcomes, and accountability.

Project Schedule: The following is a preliminary milestone date list for this project:

| <u>Task:</u> | <u>Date</u> |
|-----------------------|--------------------|
| Accept Qualifications | by June 15, 2026 |
| Interview Firms | TBD |

Submittal Format: Electronic proposal of services, including cost, timeline and supporting materials.

Proposal Content: The written proposal should provide background information about the company. For the purposes of the RFP, the term “company” shall refer to the prime respondent of this RFP or in other words, the company with whom the Town of Carrboro will contract. The term “consultant” shall refer to any and all consultants with whom the prime respondent will include on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime “company” and “consultants”.

Specifically, the RFP should address the following information.

- 1: Company profile listing: name, address, year established, type of ownership, size of company and staff.
- 2: Information about project team, including: the identity of all key personnel, a description of their respective responsibilities.
3. Company’s experience in development of race and equity strategies, tools and plans and engaging stakeholders. Areas of expertise should include equity analysis of local government services.
- 5: Summary of two (2) similar projects, in the past 5 years. Include the following: Description of the project, deliverables, year completed and contact person.
- 6: Timeline and estimated completion schedule for this project.
- 7: Additional information the respondent believes to be relevant to the selection efforts of the Town of Carrboro including minority business status of prime or consultants. Also include other charges associated with a project.

Proposal Submission: Submit by email no later than 2:00 PM Wednesday, June 15, 2026. No submittals will be accepted after this time. Reference the RFP number, include contact person’s name, title, phone number and email address.

Submit proposals to:

Chaz Offenburg coffenburg@carrboronc.gov, Chief Financial Officer
Anita Jones-McNair AMcNair@carrboronc.gov, Chief Race and Equity Officer

All questions regarding this package or project shall be submitted in writing and directed to:

Anita Jones-McNair AMcNair@carrboronc.gov, Chief Race and Equity Officer

In order that the selection process is as objective as possible, do not contact any Town of Carrboro officials other than noted above.

General Comments:

- 1: The Town of Carrboro reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

- 2: Should the Town of Carrboro decide to conduct interviews, be prepared to be available by Zoom 1-4 days after submittal deadline.
- 3: Following the selection, a contract will be negotiated for services. If negotiations are unsuccessful with the first firm selected, a second firm will be selected and negotiations initiated.



Agenda Item Abstract

File Number: 26-075

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Independent Audit Contract for Fiscal Year Ending June 30, 2026

PURPOSE: The purpose of this item is to renew the contract for the Town's annual independent audit for the fiscal year ending June 30, 2026.

DEPARTMENT: Finance

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

INFORMATION: The Local Government Budget and Fiscal Control Act (LGBFCA) requires each local government to prepare an annual financial report on their financial position at the end of the fiscal year and financial results of operations. The LGBFCA also requires that this financial report be audited by an independent certified public accountant.

The audit cost proposed by Maudlin & Jenkins, LLC for fiscal year ending June 30, 2026 is \$69,000. All independent audit contracts must be approved by the Local Government Commission (LGC). Invoices from the audit firm must be approved by the LGC prior to payment by the Town. The LGC approves up to 75% of the total fee prior to submission of the final audited financial statements to the LGC.

FISCAL IMPACT: The total cost for the FY 2026 audit and preparation of the financial statements shall not exceed \$69,000. Funds for the annual audit, single audits, and financial statement preparation are included in the Finance Department's operating budget.

RECOMMENDATION: The Council adopt attachment A, which is: 1) to renew contract with Maudlin & Jenkins, LLC to perform independent audit, single audits, and annual financial statements for the fiscal year ending June 30, 2026; and 2) to authorize the Mayor, Town Manager, and Chief Financial Officer to execute the contract to audit accounts (Form LGC-205 or its equivalent), the engagement letter, and any additional related documents not addressed in the LGC-205.



April 20, 2026

Honorable Mayor and Members of Town Council
Town of Carrboro, North Carolina
301 W Main Street
Carrboro, NC 27510

Attn: Patrice Toney, Town Manager and Chaz Offenburg, Chief Finance Director

The following represents our understanding of the services we will provide Town of Carrboro, North Carolina (the Town).

You have requested that we audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information of Town of Carrboro, North Carolina, as of June 30, 2026, and for the year then ended and the related notes to the financial statements, which collectively comprise Town of Carrboro, North Carolina's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

In addition, we will audit the Town's compliance over major federal and state award programs for the period ended June 30, 2026. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the Town's major federal award programs. The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our compliance audit are to obtain sufficient appropriate audit evidence to form an opinion and report at the level specified in the governmental audit requirement about whether the entity complied in all material respects with the applicable compliance requirements and identify audit and reporting requirements specified in the governmental audit requirement that are supplementary to GAAS and *Government Auditing Standards*, if any, and perform procedures to address those requirements.

Town of Carrboro, North Carolina - 2026 Engagement Letter
April 20, 2026
Page 2

Accounting standards generally accepted in the United States of America (US GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis (MD&A).
2. Budgetary comparisons for the General Fund and other major special revenue funds.
3. Schedule of Changes in the Total Pension Liability for the Law Enforcement Officers' Special Separation Allowance (LEOSSA).
4. Schedule of Total Pension Liability as a Percentage of Covered Payroll – LEOSSA.
5. Schedule of Changes in the Total OPEB Liability and Related Ratios.
6. Schedule of the Proportionate Share of the Net Pension Liability (Asset) for the Local Governmental Employees' Retirement System (LERS).
7. Schedule of Contributions to LERS.

Supplementary information other than RSI will accompany the Town's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

1. Schedule of expenditures of federal and state awards.
2. Combining and individual fund statements and budget schedules.
3. Other financial information including:
 - a. Schedule of Ad Valorem Taxes Receivable.
 - b. Analysis of Current Tax Levy – Town-Wide Levy

Town of Carrboro, North Carolina - 2026 Engagement Letter
April 20, 2026
Page 3

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report:

1. Introductory section.
2. Statistical section.

Schedule of Expenditures of Federal and State Awards

We will subject the schedule of expenditures of federal and state awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal and state awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the *earlier* of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audits in accordance GAAS, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America, the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the State of North Carolina Single Audit Implementation Act (State Single Audit Act). As part of an audit of financial statements in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Act we exercise professional judgment and maintain professional skepticism throughout the audit.

Town of Carrboro, North Carolina - 2026 Engagement Letter
April 20, 2026
Page 4

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.² However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

Although we are currently in the planning stage of our audit, we have identified the following significant risk during our audit to date that require special audit consideration:

- Management override of controls is considered an inherent risk according to GAAS.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. Furthermore, the determination of waste and abuse is subjective and *Government Auditing Standards* does not require auditors to perform specific procedures to detect waste or abuse nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Audit of Major Program Compliance

Our audit of the Town's major federal and state award programs compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; the Uniform Guidance; and the State of North Carolina Single Audit Implementation Act, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance and State Single Audit Act and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

Town of Carrboro, North Carolina - 2026 Engagement Letter
April 20, 2026
Page 5

The Uniform Guidance and State Single Audit Act require that we also plan and perform the audit to obtain reasonable assurance about whether material noncompliance with applicable laws and regulations, the provisions of contracts and grant agreements applicable to major federal and state award programs, and the applicable compliance requirements occurred, whether due to fraud or error, and express an opinion on the entity's compliance based on the audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and the State Single Audit Act will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

As part of a compliance audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks.

Our procedures will consist of determining major federal and state programs and, performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* and the *Audit Manual for Governmental Auditors* in North Carolina for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs, and performing such other procedures as we considers necessary in the circumstances. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit Act.

Also, as required by the Uniform Guidance and the State Single Audit Act, we will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design and perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report. However, we will communicate to you, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we have identified during the audit.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal and state award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Town of Carrboro, North Carolina - 2026 Engagement Letter
April 20, 2026
Page 6

Management's Responsibilities

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
3. For identifying, in its accounts, all federal and state awards received and expended during the period and the federal and state programs under which they were received;
4. For maintaining records that adequately identify the source and application of funds for federally funded activities;
5. For maintaining records that adequately identify the source and application of funds for state funded activities;
6. For preparing the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with the Uniform Guidance and the State Single Audit Act;
7. For designing, implementing, and maintaining effective internal control over federal and state awards that provides reasonable assurance that the entity is managing federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state awards;
8. For identifying and ensuring that the entity complies with federal laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of federal award programs, and implementing systems designed to achieve compliance with applicable federal statutes, regulations, and the terms and conditions of federal award programs;
9. For identifying and ensuring that the entity complies with state laws, statutes, regulations, rules, provisions of contracts or grant agreements, and the terms and conditions of state award programs, and implementing systems designed to achieve compliance with applicable state statutes, regulations, and the terms and conditions of state award programs;
10. For disclosing accurately, currently, and completely the financial results of each federal and state award in accordance with the requirements of the award;
11. For identifying and providing report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented;
12. For taking prompt action when instances of noncompliance are identified;
13. For addressing the findings and recommendations of auditors, for establishing and maintaining a process to track the status of such findings and recommendations and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
14. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
15. For submitting the reporting package and data collection form to the appropriate parties;
16. For making the auditor aware of any significant contractor relationships where the contractor is responsible for program compliance;

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17. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including the disclosures, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit;
 - c. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence;
 - d. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
 - e. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
18. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole;
19. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
20. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
21. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on compliance;
22. For the accuracy and completeness of all information provided;
23. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
24. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the schedule of expenditures of federal and state awards referred to above, you acknowledge and understand your responsibility (a) for the preparation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance and the State Single Audit Act, (b) to provide us with the appropriate written representations regarding the schedule of expenditures of federal and state awards, (c) to include our report on the schedule of expenditures of federal and state awards in any document that contains the schedule of expenditures of federal and state awards and that indicates that we have reported on such schedule, and (d) to present the schedule of expenditures of federal and state awards with the audited financial statements, or if the schedule will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedule of expenditures of federal and state awards no later than the date of issuance by you of the schedule and our report thereon.

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With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

With respect to any nonattest services we perform, including the following:

- Assistance with preparation of the financial statements and related notes.
- Assistance with preparation of the schedule of expenditures of federal and state awards and related notes.

We will not assume management responsibilities on behalf of the Town. However, we will provide advice and recommendations to assist management of the Town in performing its responsibilities.

The Town's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control. Furthermore, you acknowledge that the working digital files used to prepare your financial statements constitute proprietary information to us, and we reserve all rights to these files.

Our responsibilities and limitations of the nonattest services are as follows:

- The nonattest services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.
- The nonattest services are limited to the preparation of the financial statements and related notes; and preparation of the schedule of expenditures of federal and state awards and related notes previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

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Reporting

We will issue a written report upon completion of our audit of the Town's basic financial statements. Our report will be addressed to the Members of Town Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reasons, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete our engagement, resulting in an increase in fees over our original estimate. It may also significantly change original timelines for estimated completion of the audit.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

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With regard to an exempt offering document with which Mauldin & Jenkins is not involved, you agree to clearly indicate in the exempt offering document that Mauldin & Jenkins is not involved with the contents of such offering document. In the event that Mauldin & Jenkins is requested to be involved with an exempt offering document, you agree that the aforementioned auditor's report or reference to Mauldin & Jenkins will not be included without our prior permission or consent. Furthermore, any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete, including as it pertains to any information shared with Mauldin & Jenkins through SuraLink or any other file sharing service, portal, etc. used during the conduct of the audit.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We expect to begin our audit on approximately May 1, 2026 and to issue our reports no later than December 31, 2026. LeAnn Bagasala is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$69,000 for the Town and \$3,000 for the TDA for the year ended June 30, 2026. Should the Town require federal and/or State single audit procedures on grant programs (depending on the composition of the Town's federal and/or State funding), additional fees will apply for each major program. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Invoices are payable on presentation; a service charge of 1.5% per month (18% annually) will be added onto any balances not paid within 30 days.

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The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the respective client participation listings) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary or if there are significant delays in receiving the information needed to complete our audit procedures, the above fee estimate may need to be revised.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Members of the Town Council the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

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The audit documentation for this engagement is the property of Mauldin & Jenkins and constitutes confidential information. However, we may be requested to make certain audit documentation available to *North Carolina Local Government Commission* or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

MAULDIN & JENKINS, PLLC

LeAnn Bagasala

RESPONSE:

This letter correctly sets forth the understanding of the Town of Carrboro, North Carolina.

By: _____

Title: _____

ATTACHMENT A

**RESOLUTION TO AWARD CONTRACT FOR INDEPENDENT AUDIT SERVICES FOR
FISCAL YEAR ENDING JUNE 30, 2026**

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

- Section 1: A contract for fiscal year ending June 30, 2026 is awarded to Mauldin & Jenkins, LLP for a total cost not to exceed \$69,000 to perform an independent audit and annual financial statements.
- Section 2: The Mayor and Town Manager are authorized to execute the Contract to Audit Accounts (form LGC-205 or equivalent), engagement letter and/or additional items not addressed in the LGC-205.
- Section 3: This resolution is effective upon adoption by the Town Council.
- Section 4: Within five (5) days after adoption of this resolution the Town Clerk shall file a copy of this resolution with the Finance Officer.

| | |
|-----|---|
| The | Governing Board Town Council |
| of | Primary Government Unit Carrboro, North Carolina |
| and | Discretely Presented Component Unit (DPCU) (if applicable) Carrboro Tourism Development Authority |

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

| | |
|-----|---|
| and | Auditor Name Mauldin & Jenkins, PLLC |
| | Auditor Address 3301 Benson Drive, suite 102, Raleigh, NC 27609 |

Hereinafter referred to as Auditor

| | | |
|-----|---------------------------------------|--|
| for | Fiscal Year Ending 06/30/26 | Date Audit Will Be Submitted to LGC 12/31/26 |
|-----|---------------------------------------|--|

Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by “U.S. Auditing Standards – AICPA (Clarified),” referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance.

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitted-your-audit>.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:

body xfa:APIVersion="Acroform:2.2.5030.0" xfa:spec="2.1"

xmlns="http://www.w3.org/1999/xhtml" xmlns:xfa="http://www.xfa.org/schema/xfadata/1.0"/>body

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

| | | |
|----------------|----------------------------------|---------------------------|
| Name: | Title and Unit / Company: | Email Address: |
| Chaz Offenburg | Chief Finance Director, Carrboro | caffenberg@carrboronc.gov |

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.

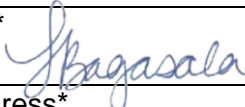
4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

| | |
|--|--------------------------------------|
| Primary Government Unit | Carrboro, North Carolina |
| Audit Fee (financial and compliance if applicable) | \$ 69,000 (no single audit programs) |
| Fee per Major Program (if not included above) | \$ |
| Additional Fees Not Included Above (if applicable): | |
| Financial Statement Preparation (incl. notes and RSI) | \$ |
| All Other Non-Attest Services | \$ |
| TOTAL AMOUNT NOT TO EXCEED | \$ 69,000 |

| | |
|--|--|
| Discretely Presented Component Unit | Carrboro Tourism Development Authority |
| Audit Fee (financial and compliance if applicable) | \$ 3,000 |
| Fee per Major Program (if not included above) | \$ |
| Additional Fees Not Included Above (if applicable): | |
| Financial Statement Preparation (incl. notes and RSI) | \$ |
| All Other Non-Attest Services | \$ |
| TOTAL AMOUNT NOT TO EXCEED | \$ 3,000 |

SIGNATURE PAGE

AUDIT FIRM

| | |
|--|--|
| Audit Firm* Mauldin & Jenkins, PLLC | |
| Authorized Firm Representative (typed or printed)* LeAnn Bagasala | Signature*  |
| Date* 04/20/26 | Email Address* lbagasala@mjcpa.com |

GOVERNMENTAL UNIT

| | |
|--|----------------|
| Governmental Unit* Carrboro, North Carolina | |
| Date Governing Board Approved Audit Contract* (Enter date in box to right) | |
| Mayor/Chairperson (typed or printed)* | Signature* |
| Date | Email Address* |

| | |
|---|---------------|
| Chair of Audit Committee (typed or printed, or "NA") N/A | Signature |
| Date | Email Address |

GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE

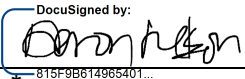
Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

| | |
|---|----------------|
| Sum Obligated by This Transaction: | \$ 69,000 |
| Primary Governmental Unit Finance Officer* (typed or printed) | Signature* |
| Date of Preaudit Certificate* | Email Address* |

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

DISCRETELY PRESENTED COMPONENT UNIT

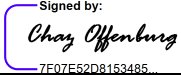
| | |
|--|---|
| DPCU* Carrboro Tourism Development Authority | |
| Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right) | 06/02/2026 |
| DPCU Chairperson (typed or printed)* Aaron Nelson | Signature*  |
| Date* 06/02/2026 | Email Address* anelson@carolinachamber.org |

| | |
|---|---------------|
| Chair of Audit Committee (typed or printed, or "NA") N/A | Signature |
| Date | Email Address |

DPCU – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

| | |
|--|---|
| Sum Obligated by this Transaction: | \$ 3,000 |
| DPCU Finance Officer (typed or printed)* Chaz Offenburg | Signature*  |
| Date of Preaudit Certificate* 06/02/2026 | Email Address* coffenburg@carrboronc.gov |

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



Agenda Item Abstract

File Number: 26-076

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Fiscal Year 2025-26 Budget Amendment #6

PURPOSE: To approve budget, grant, and capital project ordinance amendments for Fiscal Year 2025-26.

DEPARTMENT: Finance

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

INFORMATION:

Fire & Rescue

- FEMA Hazard Mitigation Grant Program Project (#50575):** The Fire & Rescue Department requests the establishment of the FEMA Hazard Mitigation Grant Program (HMGP) Project DR-4827-0038-R, Acquisition/Demolition Group 1. The project will be funded through the Federal Emergency Management Agency (FEMA) and the North Carolina Emergency Management Agency and is structured as a reimbursement-based grant. The total project award is \$520,079, with FEMA providing 75% (\$390,059) and NC Emergency Management providing 25% (\$130,020) of eligible project costs. No local match is required from the Town.

The project includes the acquisition and demolition of a flood-prone residential structure located at 116 Carol Street. Upon completion, the structure will be permanently removed from the flood hazard area, and the property will be maintained as open space in perpetuity in accordance with FEMA HMGP requirements.

Finance

- Bridge Truss Replacement Project (#66260):** In FY2025, Town Council authorized the reallocation of unspent Town contributions to the Homestead Road-Chapel Hill High School Multi-Use Path Project (#55003) to be used toward Pedestrian Bridge Truss Replacement Project (#66260). This technical amendment authorizes the transfer of \$271,115 from the Bond Proceeds Fund to the General Fund through reallocation; a transfer of \$116,462 from the General Fund to the Capital Projects Fund for the Bridge Truss Replacement Project; and a reduction in General Fund appropriated fund balance of \$154,653.

FISCAL IMPACT: This amendment increases the budget appropriation for the Grants Administration Multi-Year Fund by \$520,079; increases the Capital Projects Multi-Year Fund by \$116,462; increases the General Fund by \$116,462; and decreases the General Fund appropriated fund balance by \$154,653.

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

RECOMMENDATION: The Manager recommends the Council approve the budget, grant, and capital project ordinance amendments for Fiscal Year 2025-26.

**AN ORDINANCE AMENDING THE CAPITAL PROJECT ORDINANCE FOR THE
HOMESTEAD ROAD CHAPEL HILL HIGH SCHOOL MULTI-USE PATH (MUP)
PROJECT WITHIN THE MULTI-YEAR BOND FUND**

BE IT ORDAINED by the Council of the Town of Carrboro that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Capital Projects Ordinance is hereby amended as follows:

SECTION I

Revenue anticipated to be available to the Town to complete the project is as follows:

| Homestead Road Project #55003 | | Current Budget | Increase | Decrease | Revised Budget |
|--------------------------------------|---------------------------|-----------------------|-----------------|-----------------|-----------------------|
| Revenue | Federal Funds | \$1,354,712 | - | - | \$1,354,712 |
| Revenue | G.O. Bond Proceeds | \$323,812 | - | - | \$323,812 |
| Revenue | General Fund -Transfer In | \$288,200 | - | - | \$288,200 |
| Total | | \$2,014,770 | - | - | \$2,014,770 |

SECTION II

The amount appropriated for the project is as follows:

| Homestead Road Project #55003 | | Current Budget | Increase | Decrease | Revised Budget |
|--------------------------------------|-------------------------|-----------------------|-----------------|-----------------|-----------------------|
| Expense | Design | \$184,198 | - | - | \$184,198 |
| Expense | Right-of-Way & Easement | \$6,354 | - | - | \$6,354 |
| Expense | Contingency | \$21,676 | - | - | \$21,676 |

| | | | | | |
|----------------|-----------------------------|--------------------|------------------|--------------------|--------------------|
| Expense | Construction | \$1,802,542 | - | (\$271,115) | \$1,531,427 |
| Expense | Transfer Out-(General Fund) | - | \$271,115 | - | \$271,115 |
| Total | | \$2,014,770 | \$271,115 | (\$271,115) | \$2,014,770 |

SECTION III

Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Chief Financial Officer and Public Works Director.

This is the 16th day of June in the year 2026.

AN ORDINANCE AMENDING THE CAPITAL PROJECT ORDINANCE FOR THE BRIDGE TRUSS REPLACEMENT PROJECT WITHIN THE MULTI-YEAR CAPITAL PROJECTS FUND

BE IT ORDAINED by the Council of the Town of Carrboro that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Capital Project Ordinance is hereby amended as follows:

SECTION I

Revenue anticipated to be available to the Town to complete the project is as follows:

| Bridge Truss Replacement #66260 | | Current Budget | Increase | Decrease | Revised Budget |
|--|----------------------------|-----------------------|------------------|-----------------|-----------------------|
| Revenue | General Fund - Transfer In | - | \$116,462 | - | \$116,462 |
| Total | | - | \$116,462 | - | \$116,462 |

SECTION II

The amount appropriated for the project is as follows:

| Bridge Truss Replacement #66260 | | Current Budget | Increase | Decrease | Revised Budget |
|--|--------------|-----------------------|------------------|-----------------|-----------------------|
| Expense | Construction | - | \$116,462 | - | \$116,462 |
| Total | | - | \$116,462 | - | \$116,462 |

SECTION III

The Town Manager is authorized to execute contracts necessary to carry out this project, within the approved project budget and in accordance with applicable state law.

SECTION IV

Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Chief Financial Officer and Public Works Director.

This is the 16th day of June in the year 2026.

**AN ORDINANCE ESTABLISHING THE GRANT PROJECT ORDINANCE FOR THE
HAZARD MITIGATION GRANT PROGRAM (HMGP) PROJECT WITHIN THE
MULTI-YEAR GRANTS ADMINISTRATION FUND**

BE IT ORDAINED by the Council of the Town of Carrboro that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Grant Project Ordinance is hereby established and/or amended as follows:

SECTION I

This ordinance establishes a budget for the Hazard Mitigation Grant Program (HMGP) project, which will be funded by the Federal Emergency Management Agency (FEMA) and the North Carolina Emergency Management Agency. The project includes the acquisition and demolition of a flood-prone residential structure located at 116 Carol Street. Upon completion, the structure will be permanently removed from the flood hazard area, and the property will be maintained as open space in perpetuity in accordance with FEMA HMGP requirements.

SECTION II

Revenue anticipated to be available to the Town to complete the project is as follows:

| HMGP# 50575 (FEMA Project #DR-4827-0038-R) | | Current Budget | Increase | Decrease | Revised Budget |
|---|----------------------------|---------------------------|------------------|-----------------|---------------------------|
| Revenue | FEMA | - | \$390,059 | - | \$390,059 |
| Revenue | NC Emergency Management | - | \$130,020 | | \$130,020 |
| Total | | - | \$520,079 | - | \$520,079 |

SECTION III

The amount appropriated for the project is as follows:

| HMGP# 50575 (FEMA Project #DR-4827- 0038-R) | | Current Budget | Increase | Decrease | Revised Budget |
|--|----------------|---------------------------|------------------|-----------------|---------------------------|
| Appropriations | Land | - | \$390,059 | - | \$390,059 |
| Appropriations | Grant Expenses | - | \$130,020 | | \$130,020 |
| Total | | - | \$520,079 | - | \$520,079 |

SECTION IV

The Town Manager is authorized to execute contracts necessary to carry out this project, within the approved project budget and in accordance with applicable state law.

SECTION V

Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Chief Financial Officer and Fire Chief.

This is the 16th day of June in the year 2026.



Agenda Item Abstract

File Number: 26-077

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Approval of Recommended Human Services Funding for FY 2026-2027

PURPOSE: Approve human services funding recommendations for FY 2026-2027.

DEPARTMENT: Housing and Community Services

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

The Town’s adopted Strategic Results Framework for human services funding: To improve the health, education, and livelihood security outcomes for all residents, particularly those who are low-income or otherwise disenfranchised.

INFORMATION: The Town of Carrboro’s Adopted Budget for FY 2026-2027 includes an appropriation of \$457,536 to be distributed to nonprofit agencies providing human services to the residents of Carrboro.

The FY 2026-2027 Outside Agency/Human Services application cycle received 48 applications in January from nonprofit agencies, requesting a total of \$950,621. Staff and the Town’s Housing and Human Services Advisory Commission reviewed the applications, and a total of 7 hearings in March and April were held. During the hearings, applicants were asked questions related to past performance, financial and organizational information, current services, and the impact of potential federal funding reductions.

On June 8, 2026, the Housing and Human Services Advisory Commission recommended funding for 30 agencies totaling \$457,536. In their deliberations, the Commission acknowledged the further strain residents will feel with additional federal cuts to social safety-net programs and prioritized funding for basic and critical needs. The Commission’s recommendation can be found as Attachment C, and recommended allocations are provided in Attachment D.

Conflict of Interest Statute for Public Officials in G.S. § 14-234.3

On April 29, 2022, Town Attorneys presented a memorandum to the Mayor and Town Council regarding the conflict-of-interest statute in G.S. § 14-234.3 for public officials holding leadership positions with nonprofit entities. This statute, which took effect on January 1, 2022, prohibits public officials who also serve as directors, officers, or governing board members for nonprofits from participating “in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation” with those nonprofits that the public official is associated with.

As required per this statute, Town Council members who hold leadership positions with any of the Human Services nonprofit applicants must recuse themselves from deliberation and voting on Human Services funding

FY 2026-2027.

FISCAL IMPACT: The FY 2026-2027 Town Budget includes an appropriation of \$457,536 for Human Services agencies.

RECOMMENDATION: Staff recommend the Council approve the Human Services funding recommendations. A resolution is provided as Attachment A.

**A RESOLUTION APPROVING THE HUMAN SERVICES
FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2026-2027**

June 16, 2026

WHEREAS, the Town of Carrboro established as a policy to support human services agencies that provide invaluable services to Carrboro citizens; and

WHEREAS, forty-eight (48) agencies applied for funding through the established Human Services funding application process; and

WHEREAS, the Housing and Human Services Advisory Commission has reviewed all the applications that applied for funding in the 2026-2027 funding cycle; and

WHEREAS, the Town of Carrboro's human services funding allocation for fiscal year 2026-2027 is \$457,536; and

WHEREAS, on June 8, 2026, the Housing and Human Services Advisory Commission recommended funding thirty (30) agencies for a total of \$457,536.

NOW THEREFORE, THE CARRBORO MAYOR AND TOWN COUNCIL RESOLVE THAT:

Section 1. The Carrboro Town Council approves and allocates the funding recommendations of the Housing and Human Services Advisory Commission as indicated in Attachment D of this agenda item for fiscal year 2026-2027 in the amount of \$457,536.

Section 2. This resolution is effective immediately and a copy of this resolution shall be forwarded to the Town's Finance Officer.

Race and Equity Pocket Questions

Title and purpose of this initiative: Council Approval of FY26-27 Human Services Funding

Department: Housing and Community Services

What are the racial and equity impacts?

As a result of hundreds of years of far-reaching and government-backed racism, BIPOC community members face immense challenges in achieving the socio-economic prosperity of white community members. From slavery to Jim Crow and Black Codes to segregation to the over-policing of Black neighborhoods – BIPOC Americans have been set back tremendously in their pursuit of socio-economic freedom in this country. Through the compounding of multiple forms of discrimination without proper reparations, BIPOC Americans live in a reality of less educational opportunity, less job opportunity and mobility, subsequently lower incomes, and less ability to build wealth through mechanisms like land and homeownership, than their white counterparts. This creates a vicious cycle for BIPOC households. One where adults and children are more likely to experience poverty and housing insecurity, negatively affecting children's ability to excel academically, often resulting in lower-paying jobs as adults as well as reduced financial and social capability, and thus, a renewed cycle. On top of these obstacles stemming from policy and practices, BIPOC also face the barriers of navigating systems that often house racist practices or individuals. There is clear data to support these disparities in outcomes in every social institution we operate within.

Education/Educational attainment are closely linked to morbidity and life expectancy. Research has shown that across the nation, lower levels of education are associated with a greater risk of cardiovascular disease (CVD) than those with higher levels of education. Moreover, racial disparities in education contribute to differences in heart disease mortality by race. Education plays an important role in health by how it influences other socioeconomic factors, such as income and employment. Exclusionary policies and other school policies, such as expulsions and suspensions, are unfairly enacted by educators and have a disproportionate impact on African American children's success in academics. In Carrboro, 47.2% of the population are enrolled in Kindergarten to 12th Grade whereas across North Carolina, 68.1% of the population are enrolled in K-12. ¹

BIPOC residents earn less on average than their white counterparts. Due to the far-reaching impacts of systemic racism and both historical and current policy, Black, Latino, and Native American workers are more likely than white workers to be in lower-paying fields like service and production, while white workers have greater accessibility to, and more regularly hold,

¹[Carrboro town, North Carolina - Census Bureau Profile](#)



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management and leadership roles.² In 2024, Black workers made \$0.76 for every dollar made by white workers. For Latino workers it was \$0.73, and for Native American workers, \$0.77.³ White households own 85% of total household wealth in the US but made up only 66% of households.⁴

Subsequently, BIPOC residents have less income and capital to pay for housing costs and face lower rates of rental success and homeownership and, conversely, higher rates of housing insecurity and homelessness. In Orange County, the current Fair Market Rent (FMR) for a 2-bedroom apartment is \$1,875, ranking in the top 3 for most expensive FMRs in the state. This requires an hourly wage of \$36 to afford.⁵ Due to the high costs of housing in our area, 55% of renters are cost burdened (paying more than 30% of their gross monthly income on housing expenses), with 18% of homeowners having difficulty affording their homes. Overall, 31% of Orange County households are cost-burdened when it comes to housing.⁶ As research from the Consolidated Plan indicates, housing burden increases as income decreases. When looking at racial economic and housing disparities across the US and in our area specifically, it is clear the burden of high housing costs falls disproportionately on communities of color. In addition to the staggering overrepresentation of Black residents in the homeless population, data from the report suggests that Orange County's Latinx population is specifically and severely housing cost-burdened.⁷

These socio-economic experiences can also have a direct effect on mental and physical health. Consistent with existing studies, socioeconomic status had a significant impact on physical health. This impact is mainly reflected in three aspects of an individual's life: income, occupation, and education. Previous research has found that people with higher professional status enjoy more work autonomy, engage in less manual labor, have fewer occasions of being exposed to health risks. Similarly, higher incomes are usually associated with better nutritional status, housing conditions, medical services, etc. In addition, people with higher levels of education tend to have better health awareness and health-related knowledge. Some research has shown that a low socioeconomic status is associated with psychological distress, such as depression and anxiety. However, the relationship between socioeconomic status and mental health can be different across different mental illnesses.⁸

When looking at the reality that BIPOC community members face, there is a clear need for supportive human services that address and assist in working around obstacles and advocating for necessary policy and social change to reduce, and eventually close, the socio-economic disparities experienced by BIPOC. Additionally, assessing those that most often access human services, most clients have some identity that is marginalized whether they are BIPOC or not –

² Bureau of Labor Statistics, 2020a; Allard & Brundage, Jr., 2019

³ [Earnings Disparities by Race and Ethnicity | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/ebsa/press-releases/2024/04/24-04-01-earnings-disparities)

⁴ [U.S. Wealth Gaps Remain Despite Widespread Gains | St. Louis Fed \(stlouisfed.org\)](https://www.stlouisfed.org/outreach/docs/2024/04/24-04-01-wealth-gaps-remain-despite-widespread-gains)

⁵ [Table 3. Median usual weekly earnings of full-time wage and salary workers by age, race, Hispanic or Latino ethnicity, and sex, first quarter 2025 averages, not seasonally adjusted - 2025 Q01 Results](https://www.bls.gov/news.release/tables/2024/04/24-04-01-table-3)

⁶ [NCH-CountyProfile-Orange.pdf](https://www.nch.org/profile/orange)

⁷ [Earnings Disparities by Race and Ethnicity | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/ebsa/press-releases/2024/04/24-04-01-earnings-disparities)

⁸ [Effects of Socioeconomic Status on Physical and Psychological Health: Lifestyle as a Mediator - PMC \(nih.gov\)](https://pubmed.ncbi.nlm.nih.gov/36111111/)



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that could be gender identity, sexual orientation, housing status, etc. By supporting these human service organizations and their programs, we inevitably support more equitable outcomes in our community since those organizations are working to reduce barriers and increase livelihood for largely marginalized communities.

Additionally, recent funding cuts made by the federal government have had devastating effects on many of the Town's nonprofit partners, as well as community members.⁹ The cuts have particularly targeted Medicare and Medicaid, SNAP benefits, Women's Health and domestic violence services, and Refugee Support services. These cuts disproportionately burden BIPOC and low-income community members and the nonprofit agencies who serve them, making the need for Town support through the Human Services grant more important than ever.

Who is or will experience community burden?

IF APPROVED –

- Community members who are seeking services may need to learn about and navigate a complex human services network.

IF NOT APPROVED –

- Community members in need of supportive human services that address health, education, and livelihood will potentially have to seek vital services in another county or not receive services at all.
- Nonprofit agencies who have lost federal funding will continue to struggle amidst a difficult economic landscape. They may be even more burdened without Town funds, having lost other funding avenues already.

Who is or will experience community benefit?

IF APPROVED –

- Community members in need supportive human services that address health, education, and livelihood.
- Awarded nonprofits will have greater capacity to serve community members and carry out their missions. A vibrant nonprofit community can meet the needs of the surrounding community subsequently benefits Carrboro as a whole.
- Nonprofits who have lost federal funding may be able to make up some of the gap through their awarded Human Services funds.

IF NOT APPROVED –

⁹ [Federal Funding Cuts Threaten to Leave 680,000 Women and Children Without Critical Support Services](#)



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- Potentially, reallocation of the denied Human Services funding could benefit another community initiative. However, many community members rely on the resources and services nonprofits provide; therefore, it is difficult to see a benefit if funding is denied.

What are the root causes of inequity?

American political, social, and financial systems have worked to actively marginalize many different groups. This has often come in the form of denying rights or access to systems and institutions that greatly benefit one's livelihood, education, and health. For hundreds of years, intentional actions have been taken to deny humanity, wealth and equitable education and employment for BIPOC, women, and disabled people, creating cycles of poverty and social marginalization. This has resulted in large disparities in educational opportunity, wealth and asset accumulation, and social mobility. Disparities have been created and widened through government sponsored intentional racism and marginalization in the form of enslavement, forced displacement and loss of homeland of indigenous peoples, Jim Crow era policy, redlining, restrictive zoning ordinances, predatory and barrier-ridden lending practices, the American Credit System, over-policing of communities of color, the lack of protections for disabled people, the lack of rent control in NC, and white power structures' lack of willingness to address, and explicit desire to maintain, racial disparities.

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

Community members in need of resources who may have little to no experience with the human services system will have to learn about and navigate a complex network of human services providers to locate and secure the resources that they need. This could be a source of stress and overwhelm for them, causing them to halt the seeking of services, or affecting other areas of their lives. However, it is more likely that the benefits of receiving necessary services will outweigh this cost.

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

Generally –

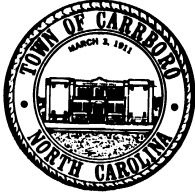
The department continues to engage with jurisdictional peers and community partners to advance affordable housing in the community and to address racial inequities in housing under the guidance of the One Orange Countywide Racial Equity Framework and the Town's Office of Race and Equity. Since this department was formed our work has been increasingly focused on racial disparities in housing, preservation of Black neighborhoods, and increasing housing options for extremely low-income households, who are disproportionately BIPOC. This lens is vitally important in all aspects of the Town's work, and especially in housing where there are blatant disparities along racial lines.

Difficulty for community members navigating complex human services network –



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Orange County’s extensive network of human services providers can feel daunting, especially because many individuals must utilize several providers to meet their full range of needs. However, OC’s human services provider network is extensive precisely so that it can meet the full range of needs of community members. Nonprofit organizations work closely with one another, as well as government agencies, to ensure that information holders give community members accurate information and referrals. As community members engage with services, follow ups are made with involved stakeholders as needed. Carrboro will continue to work closely with nonprofit partners to mitigate the risk of community members becoming overwhelmed by the network of providers, to ensure they become and stay engaged.



TOWN OF CARRBORO

Housing and Human Services Advisory Commission

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

MAY 18, 2026

REVISED JUNE 8, 2026

Human Services Funding Recommendations

Motion was made by Imanie Willeng and seconded by Josie Hartman, that the Housing and Human Services Advisory Commission recommends that the Town Council consider the following non-profit funding recommendations reflected below and in the attached document:

The Human Services Advisory Commission received 48 applications for funding for FY26 – FY27.

The Housing and Human Services Commission recommends funding 30 non-profits for a total of \$457,536.

Comments:

The Housing and Human Services Commission appreciates the restoration of human services funding and the hard work the Town Council undertook to achieve this restoration. We acknowledge that the funding source is a stop gap measure, and we appreciate it during this extraordinary budget year. We are clear that this will make a huge difference to the well-being of our neighbors.

VOTE:

YES: (Imanie Willeng, Josie Hartman, Lori Carter)

ABSENT/EXCUSED: (Heather Nash)

NOES: (0)

ABSTENTIONS: (0)

By a unanimous show of hands, the Housing and Human Services Commission membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Imanie Willeng June 8, 2026

| Agency | FY26 Received | FY27 Requested | FY27 Recommended |
|---|---------------|----------------|------------------|
| Big Brothers Big Sisters | \$ 5,000 | \$ 5,000 | \$ - |
| Boomerang | \$ 6,336 | \$ 13,000 | \$ 6,336 |
| Charles House | \$ - | \$ 1,000 | \$ - |
| CH-Carr Farmers Market | \$ 9,375 | \$ 20,000 | \$ 5,000 |
| CH-Carr Public School Foundation | \$ 11,719 | \$ 16,000 | \$ 11,713 |
| Club Nova | \$ 15,000 | \$ 25,000 | \$ 15,000 |
| Community Empowerment Fund | \$ 4,440 | \$ 10,000 | \$ 10,000 |
| Compass Center (Women's Center DBA CC) | \$ 16,338 | \$ 20,485 | \$ 20,485 |
| Diaper Bank | \$ - | \$ 50,000 | \$ 25,000 |
| Dispute Settlement Center | \$ 3,000 | \$ 5,000 | \$ - |
| E3 Camp | \$ 2,500 | \$ 3,000 | \$ 3,000 |
| Early Years (Formerly Child Care Assoc) | \$ 5,500 | \$ 25,000 | \$ 5,500 |
| El Centro | \$ 23,000 | \$ 25,200 | \$ 25,200 |
| El Futuro | \$ 16,000 | \$ 17,000 | \$ 17,000 |
| EMPOWERment, Inc. | \$ 35,000 | \$ 45,000 | \$ 15,000 |
| Exchange Club | \$ 250 | \$ 500 | \$ - |
| Family Reading Partners | \$ 3,000 | \$ 5,000 | \$ 2,500 |
| Farmer Foodshare | \$ 21,250 | \$ 40,000 | \$ 25,000 |
| Freedom House | \$ 8,065 | \$ 9,150 | \$ 9,150 |
| Habitat for Humanity | \$ - | \$ 25,000 | \$ - |
| Hope Renovations | \$ 30,000 | \$ 60,000 | \$ 9,500 |
| IFC (Food Programs) | \$ 45,000 | \$ 50,000 | \$ 50,000 |
| Justice United | \$ - | \$ 5,000 | \$ - |
| Marian Cheek Jackson Center | \$ 8,880 | \$ 12,000 | \$ 12,000 |
| Meals on Wheels of OC | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Millie Dunn Veasey | \$ - | \$ 15,000 | \$ - |
| Monet Richardson Community Foundation | \$ 3,700 | \$ - | \$ - |
| OC Dept on Aging | \$ 2,500 | \$ 13,000 | \$ - |
| OC Disability Awareness Council | \$ - | \$ 28,000 | \$ - |
| OC Literacy | \$ 2,250 | \$ - | \$ - |
| OC Partnership for Young Children | \$ 2,220 | \$ 3,000 | \$ - |
| OC Rape Crisis Center | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| OE Enterprises, Inc. | \$ 3,700 | \$ 5,000 | \$ 3,700 |
| OWASA | \$ - | \$ 11,126 | \$ - |
| Oxford House | \$ 6,000 | \$ 6,000 | \$ - |
| Pee Wee Homes | \$ 16,000 | \$ 17,000 | \$ 12,750 |
| Piedmont Electric Helping Hand | \$ - | \$ 25,000 | \$ - |
| Piedmont Health | \$ - | \$ 50,000 | \$ 30,000 |
| Planned Parenthood | \$ 740 | \$ 1,000 | \$ 1,000 |
| PORCH - CH | \$ 15,000 | \$ 20,000 | \$ 20,000 |
| Refugee Community Partnership | \$ 15,000 | \$ 20,000 | \$ 20,000 |
| RENA | \$ 37,500 | \$ 140,000 | \$ 20,000 |
| Senior Care of Orange County (Solt's Place) | \$ - | \$ 1,000 | \$ - |
| SKJAJA | \$ - | \$ 5,000 | \$ - |
| Summer Youth Employment | \$ 18,471 | \$ 24,960 | \$ 18,000 |
| TABLE | \$ 15,000 | \$ 23,000 | \$ 23,000 |
| Transplanting Traditions | \$ 5,000 | \$ 5,000 | \$ - |
| Triangle Bikeworks | \$ 2,500 | \$ - | \$ - |
| Uplift Laundry | \$ - | \$ 3,000 | \$ - |
| Voices Together | \$ 600 | \$ - | \$ - |
| Volunteers for Youth | \$ 1,702 | \$ 2,200 | \$ 1,702 |

| | | | |
|-----------------|-------------------|-------------------|-------------------|
| YMCA | \$ - | \$ 5,000 | \$ - |
| Subtotal | \$ 457,536 | \$ 950,621 | \$ 457,536 |
| Total | \$ 457,536 | \$ 950,621 | \$ 457,536 |



Agenda Item Abstract

File Number: 26-080

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Contract Amendment with DRMP for the South Greensboro Street Sidewalk Project

PURPOSE: The Town has an executed contract with DRMP, formerly Ramey Kemp & Associates, for the preparation of preliminary design and bid documents for the South Greensboro Street Sidewalk. The purpose of this agenda item is to authorize the Town Manager to execute a contract amendment to reflect additional work and to extend the project schedule.

DEPARTMENT: Planning, Zoning, and Inspections

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

The South Greensboro Street sidewalk will provide improved pedestrian safety along a major north-south corridor in Carrboro. The project is included in the Comprehensive Plan as a priority project, advancing multimodal travel options and the Town's efforts toward climate action and race/equity. Pocket questions have been prepared for previous agenda items.

INFORMATION: The Town has a contract in place with DRMP to prepare preliminary design and associated bid documents for the South Greensboro Street sidewalk project (C-5650). Challenges associated with the design of the new water line required by the project has led to delays in the design process. The process has been further complicated by two aspects of the design: 1) the OWASA's policy for utility easements and access to infrastructure for maintenance which has required revisions to the design, and 2) NCDOT's resurfacing schedule and changing resurfacing boundaries. The NCDOT maintenance schedule comes into play with the request to resurface a segment of South Greensboro Street as part of the sidewalk project. The changing length of the resurfacing segment affects the environmental document necessitating modifications to the approved document and additional consultations with state agencies such as the State Historic Preservation Office. Staff has been working closely with the consultant team to resolve these matters, but additional work will be needed to advance the project final bid documents.

DRMP has provided an updated scope to accomplish the necessary work for an additional \$152,179.04; the scope and cost is under NCDOT review.

FISCAL IMPACT: The current project budget is \$4,434,131, with \$537,793.79 allocated for design. This would increase the cost of design to \$689,972.83. There is sufficient funds in the project budget to move forward with the contract amendment. Staff is seeking additional funds to address anticipated increases in construction costs and will bring back a budget amendment at a future meeting when a more accurate

construction cost estimate is available.

RECOMMENDATION: Staff recommends that the Town Council approve the resolution (*Attachment A*) authorizing the Town Manager to execute a contract amendment with DRMP for additional work and an extended timeline so that the project can be advertised for construction.

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO INCREASE AND EXTEND THE CONTRACT WITH DRMP, FORMERLY RAMEY KEMP ASSOCIATES, FOR PRELIMINARY DESIGN AND PREPARATION OF BID DOCUMENTS TO CONSTRUCT THE SOUTH GREENSBORO STREET SIDEWALK (TIP # C-5650)

WHEREAS, the Town of Carrboro executed a municipal agreement, and supplemental agreement with the North Carolina Department of Transportation to receive federal STBG-DA, STBG, and Congestion Mitigation and Air Quality Improvement Program (CMAQ) Funds for the design and construction of the South Greensboro Street Sidewalk, an approximately 0.9-mile sidewalk from the north end of Old Pittsboro Road to Public Works Drive; and,

WHEREAS, on June 19, 2018, the Town entered into a contract with Ramey Kemp & Associates to complete preliminary engineering services to design and prepare bid documents for construction, and

WHEREAS, on June 7, 2022, the Town extended the contract to complete the preparation of bid documents, the bid advertisement and review of the award and execution of a construction contract; and

WHEREAS, in April 2023, NCDOT approved the scope of additional design services necessary for the replacement of a waterline necessary for the project to move forward.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council that the Council authorizes the Town Manager to increase the contract with DRMP, formerly known as Ramey Kemp & Associates from \$537,793.70 to a not to exceed cost of \$689,972.83 and to extend the contract until June 2028 in order to complete the preliminary design, preparation of bid documents and participation in the bid process for the South Greensboro Street Sidewalk project.

This the 16th day of June 2026



Agenda Item Abstract

File Number: 26-081

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Consent Agenda

Amendments to the FY 2026-27 Miscellaneous Fees and Charges Schedule

PURPOSE: The purpose of this agenda item is for the Town Council to consider amendments to the Miscellaneous Fees and Charges Schedule. The proposed amendments would revise the definition of the resident fee for Recreation, Parks & Cultural Resources fees and restore two cemetery fees for Type Two burial spaces (cremations, alkaline hydrolysis, and similar interments) that were previously approved by the Town Council but were inadvertently omitted from the current fee schedule.

DEPARTMENT: Finance, Recreation, Parks & Cultural Resources & Public Works

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

INFORMATION: Town staff were notified that the Orange County Board of Commissioners voted not to continue providing a subsidy for municipal recreation programming in FY 2026-27. The Town of Carrboro's adopted FY 2026-27 budget included \$35,600 in anticipated revenue from this subsidy. The purpose of the subsidy was to allow Orange County residents to pay the same recreation program fees as Town of Carrboro residents.

To address the loss of this revenue, staff recommends amending the Schedule of Fees to revise the definition of "Resident" to mean a person who physically resides within the corporate limits of the Town of Carrboro or owns property within the corporate limits. Resident and non-resident fees already exist in the Schedule of Fees; however, under the previous arrangement, only individuals residing outside of Orange County were charged non-resident fees.

In addition, staff recommends amending the Miscellaneous Fees and Charges Schedule to restore two previously approved cemetery fees for Type Two burial spaces (cremations, alkaline hydrolysis, and similar interments) that were inadvertently omitted from the FY 2026-27 fee schedule. The fees are \$500 per space for residents and \$1,000 per space for non-residents.

FISCAL IMPACT: The proposed change to fee schedule for the Recreation, Parks & Cultural Resources department is expected to help the Town achieve the revenue assumptions included in the FY 2026-27 adopted budget following the loss of the Orange County recreation subsidy. Furthermore, restoring the previously approved Type Two cemetery fees will ensure the Miscellaneous Fees and Charges Schedule accurately reflects Council-approved fees and will allow the Town to collect associated revenues for these cemetery services.

RECOMMENDATION: Staff recommend that the Town Council approve the proposed amendments to the FY 2026-27 Schedule of Fees.

Racial Equity Assessment Lens (REAL) Form

Name of Initiative/Program or Project: [Determining Fees & Charges Including Financial Assistance Program \(FAP\)](#)

Department: [Recreation, Parks and Cultural Resources](#)

Name of all staff conducting the assessment: [David Eichel](#), [Dianah Alston-Sanders](#), [Geoffrey Adams](#), [Robbin Justice-Jones](#)

Is this Initiative/Program or Project New or Existing: [Existing](#)

Section I: Origin and Description

Programming has been provided by the Town of Carrboro in a formal capacity since 1974 and most programming requires a determination of fees for participant registration. Fees are set yearly during the annual budget process and are based on the direct cost components to provide programming for the community. The purpose of the participation fees are to offset the costs to the Town for providing recreation programming and facilities. Historically, targets for cost recovery have been set for some types of programs. Examples include recovering 100% of direct costs for classes and summer camps and 80% direct costs for adult athletic leagues. Other programs are more subsidized by the Town and fees are set to be competitive with other recreational organizations in the area, while recovering as much as possible to offset the budgetary expenditures.

For those who struggle to afford program participation fees, a Financial Assistance Program (FAP) exists. The basic concept of the program was established approximately 25 years ago to provide an option for families that are Orange County residents that have a desire to participate in programming but are unable to afford the full cost of fees. Seeing the value of the idea, it became more formalized and structured in 2003. After meeting the eligibility guidelines, qualifying families are granted a full fee waiver (100% of the program cost) or reduction membership (25% of the program cost). This waiver/reduction is valid for one fiscal year.

In recent years, the Department has enhanced the approval process through the implementation of online forms (Cognito Forms), which includes Google Translate for improved accessibility. The development of the Language Access Plan has also enabled the Town to become more accessible to a broader range of individuals.

Since FY 2021-2022, applicants who are already on the Chapel Hill Affordable Housing list are not required to provide as much documentation as those not on the list when they apply for the FAP program, thus removing a burden for families interested in the program.

Section II: Desired Results

1. Topic/Issue:

Cost Determination (All Fees)

Affordability

Eligibility for the Financial Assistance Program

2. Baseline Data and Racial Disparities:

Cost Determination (All Fees)

Fees are generally based on market rate for comparable programming. Periodic cost-comparisons are conducted by Town staff, typically in line with budget preparation or when a new program is being considered. Historically, the Department has based cost recovery on direct costs only. This may include instructor fees, staffing, equipment and supplies, etc. Fees have not factored in full-time staff time, utility usage (ex. athletic field light use) and similar costs. While the Town Fees & Charges set target goals for cost recovery to help determine program fees, these have been difficult to achieve due to increased programming costs to pay part-time staff a living wage and continue to afford equipment due to inflation without pricing Department programs out vs. comparable programs in the area. The Department is exploring creating a new cost recovery policy to have a more objective measure for determining cost recovery within the reality of operating under these increased cost pressures.

Affordability

Several factors can affect the affordability of a program. Some examples include the length and time of the activity, the cost of equipment, etc. A longer program with more contact hours, may cost more up front but may end up being more affordable when considering the number of hours of play, instruction, etc. Keeping programs affordable is part of the reason why hard cost recovery percentage targets may not be attainable in all situations. For example, if a Youth Basketball League were to be required to recover 100% of costs, it may become unaffordable. This is why the Department uses both cost recovery and market rates to help set fees.

Eligibility for the Financial Assistance Program

The Department follows the Federal Income Eligibility Guidelines by year to determine eligibility for FAP. This allows the Town to have an objective measure for determining eligibility and also uses guidelines that many prospective participants are familiar with from other aspects of their lives. Historically, disparities have included a lack of exposure/targeted marketing, as well as language barriers.

3. Historical Root Causes of Disparities:

Cost Determination (All Fees)

Program costs are primarily driven by direct costs to implement a program. These costs are affected by the cost of living in our area and may rise due to inflation. The primary factor behind most program costs is personnel, which creates challenges for the Town to provide a living wage to employees while also keeping programs affordable for participants. These issues have been compounded since the Town officially became an Orange County Living Wage employer in 2016 and since inflationary pressures have increased during and after the COVID-19 pandemic.

Another possible disparity could arise from a lack of public input in the determination of programming and rental fees. It is uncertain how much the proposed fees and charges have been discussed and shared as part of the public budget process and their availability for inspection during the public hearing window each year.

Affordability

Individuals classified as low-income have been the most vulnerable in terms of potentially being priced out of programs. This is the primary reason why the Financial Assistance Program was established. Historically, this has had a greater impact on participants and residents of color, necessitating prioritizing basic needs such as housing, food, clothing, etc. vs. discretionary spending on items and activities such as recreation programming.

Desired Results Statement: To ensure all fees for programming and facilities are affordable, equitable & accessible to all individuals. To ensure the Financial Assistance Program is available and individuals needing to utilize this program are aware of its existence and that the process to obtain membership in the program is simple and transparent.

Section III: Demographics

Who is this program focused on? (Neighborhoods, geographic areas, racial groups, income groups, etc.)

Recreation, Parks & Cultural Resources programs are available to anyone who wishes to participate and are not restricted to only Carrboro or Orange County residents. Programs and facilities are currently utilized by residents from Carrboro, Chapel Hill, and Orange County, as well as those from surrounding counties.

The Financial Assistance Program (FAP) is focused on offering financial assistance to Orange County residents who wish to participate in Recreation, Parks & Cultural Resources programs, but are unable to pay the full fee to participate. The program is available for individuals and families who meet established income criteria. The FAP currently only applies to program fees and does not include facility reservation fees. However, fee structures have recently changed to allow for discounts for Carrboro/Chapel Hill/Orange County Residents vs. Non-Residents.

What data can you provide to describe the target population?

Given the target population are residents of the Town and surrounding towns/counties, available United States Census data is the primary data available to describe the population of Carrboro and surrounding areas to determine the demographics of the community being served. This information was last updated with the 2020 US Census and will next be updated in 2030.

Through the Department's registration and reservation software, demographic data regarding race and ethnicity was unavailable prior to 2021-2022 and remains incomplete since it must be updated by individual participants and families who were already in the system prior to 2021-2022. The Department worked with the software vendor to have these fields created and they can be used to provide information by program or facility. For those whose data is incomplete, the system is set to request this information at their next interaction with the software.

Regarding the FAP application, these same data fields were added to better capture demographic information on participants. In addition to age, race, ethnicity, etc., the FAP application also gathers information on income. However, this data has never been aggregated into one document or report.

The total number of approved FAP applications is available back to 2019-2020 and is outlined here:

| Fiscal Year | Applications Approved | Notes |
|-------------|-----------------------|-------------------------------|
| 2019-2020 | 7 | COVID-19; reduced programming |
| 2020-2021 | 6 | COVID-19; reduced programming |
| 2021-2022 | 10 | |
| 2022-2023 | 13 | |
| 2023-2024 | 14 | |
| 2024-2025 | 14 | |
| 2025-2026* | 11 | |

*applications as of 8/1/25.

What data is missing?

While the Department’s registration and reservation software collects data on basic demographic information (ex. age, ethnicity, etc.), there are several data points that are not captured. Some examples include income (non-FAP participants), education, occupation, sexual orientation, religion, immigration status, primary or secondary language, families with multiple children, etc. US Census data can provide a baseline for the general area, but it does not capture actual participant data for the Town.

Public outreach and community surveys to determine if fees, charges and the FAP for the Town are affordable. Currently, program participation evaluations and outreach surveys through the Communication and Engagement Department may be the best feedback the Department receives regarding fees and the FAP. Historically, these do not reach unserved individuals in the community or those who are not active participants in current programming. Carrboro in Motion events sponsored by Communications & Engagement have allowed an increased opportunity to reach some of these unserved individuals.

Additionally, on past and present evaluations, questions may be more focused on the quality of programming and suggestions for new programming rather than affordability, though there is a question that asks for feedback on program cost. There is an opportunity to utilize these means of feedback for more specific data regarding fees and affordability, as well as knowledge of the FAP.

Benchmarking data from surrounding communities, such as Chapel Hill and Orange County, are also currently not available.

Section IV: Stakeholder Engagement (community, employees, etc.)

Currently, there is no direct involvement outside of targeted feedback through participant surveys and evaluations. In the past, the department has worked with Town communications staff and consultants to receive more targeted feedback, such as the 2006 Recreation & Parks Master Plan; 2014 Community Programs Needs Assessment; 2020-2022 Carrboro Connects Comprehensive Plan, and the Biennial Town Survey.

| Individual or Group | Please describe the impact. |
|---|---|
| Town Employees (Council Members, Administrators, Employees) | <p><i>Involvement</i> Town employees and elected officials are involved in determining fees based on historical data and cost recovery and FAP qualifications are based on guidelines from the Federal Income Eligibility Guidelines.</p> <p><i>Impact</i> Input on fees and charges can become one-sided and not include additional factors and/or community feedback or affordability. Soliciting feedback may require more staff time and capacity. Not soliciting feedback or having a more transparent process may also require more staff time to respond to questions and concerns regarding fees.</p> |
| Program participants | <p><i>Involvement</i> Program participant reviews/surveys to provide feedback on current programming.</p> <p><i>Impact</i> Participants are required to take time to complete surveys/provide information. These only impact participants in current programs, current facility users, or those willing to complete other surveys. This could lead to some groups being underrepresented or some not having the time to provide input. Programs such as Carrboro In Motion and large special events could be utilized to solicit feedback from those not in paid programs or rentals.</p> |
| FAP participants | <p><i>Involvement</i> FAP participants that qualify for the program. How do we reach the unserved members of the community that currently don't know about this program?</p> |

| | |
|-------------------------------|--|
| | <p><i>Impact</i></p> <p>Engaging with current FAP participants is useful to gain feedback on their experience, but it misses potential new participants in the program.</p> <p>Only benefits individuals that already know about the FAP program. Does not reach members of the community who don't know about the program or may speak a different language. Marketing efforts should be increased to raise awareness of the program.</p> |
| Unserved members of Community | <p><i>Involvement</i></p> <p>Unserved members of the community are currently not involved outside of outreach through surveys. Although they may participate in some programming like special events, they may not be aware of all programming offered. More community outreach to receive feedback as to why they are not currently participating in programming is needed. Are fees/affordability a primary driver for lack of participation or are other factors at play?</p> <p><i>Impact</i></p> <p>Not receiving feedback or perspective from those unserved individuals may limit participation among groups who could benefit from recreation services. Receiving feedback on fees and the FAP would help to inform the Department on updates to processes and procedures.</p> |
| | |

Section V: Benefits and Burdens

Recreational programming and facility reservation opportunities are primarily focused on serving residents of Carrboro, but services are also available and designed for residents of Chapel Hill, Orange County and surrounding communities.

The following table outlines the benefits and burdens for specific groups within this broad service area:

| Area/Topic | Benefit/Burden | Please describe the impact. |
|--|--|--|
| Carrboro/Orange County Residents (including Chapel Hill) | Access to recreation programs and facility | Effective FY26, Carrboro/Chapel Hill/Orange County Residents now have fee discounts for facility reservations vs. what Non-Orange County Residents pay. This is in line with how programming fees have |

| | | |
|------------------------------------|---|--|
| | <p>reservations with discounted fees.</p> | <p>been determined for many years. This provides a benefit to local residents and taxpayers who are subsidizing these services.</p> <p>Under current policies, since Orange County provides funding to Carrboro to offset recreation services, the fee discounts apply to everyone in Orange County. This may produce some burden for Town Residents who also pay Town of Carrboro taxes but have to share services with Non-Town Residents.</p> <p>See 10-minute walk shed area/topic below for additional information.</p> |
| <p>Non-Orange County Residents</p> | <p>Access to programming and facilities in the Town of Carrboro. Increased fees and no access to the FAP.</p> | <p>Non-Orange County Residents may benefit from access to programming or facilities not available in their area.</p> <p>This group may be burdened by higher fees for non-county residents. Non-Orange County Residents are also not eligible for the FAP.</p> <p>These factors could disproportionately impact communities of color and low-income residents who may not be able to afford to live in Orange County and have relocated to Alamance, Chatham, etc. but still wish to participate in programs in Carrboro.</p> |
| <p>Low-Income Residents</p> | <p>More access to programming and being more involved in the process of determining fees and charges for department programming and access to facilities.</p> | <p>Ensuring participants and community members have access to affordable opportunities is beneficial for everyone.</p> <p>There is an additional benefit to those who qualify for the FAP that allows them to participate in department programming and at no cost or a reduced cost. There may be a burden to those individuals who may not qualify for the FAP, but due to their low income or other financial hardships, find programming to be unaffordable. While this could affect members in a variety of demographic groups, it may have a great impact on communities of color or under-employed residents who are above income thresholds to qualify, but do not bring in enough income to afford programming or reservations.</p> |

| | | |
|---|---|--|
| <p>Rural Areas, Neighboring Communities</p> | <p>Provide an alternative to programming in their own community or lack thereof, including programming or facilities that are provided by the Town of Carrboro that otherwise may not be available.</p> | <p>Participants can benefit from access to a wide-range of programming or facilities unavailable in their immediate area.</p> <p>However, transportation may be a burden to these participants if they lack a means of personal transportation and are faced with limited public transportation options to/from their rural community to town. The same information outlined in Non-Orange County Residents above applies here.</p> |
| <p>10-Minute Walk Shed from Home to Parks for Residents</p> | <p>Provide more access to residents to Parks and other Town resources.</p> | <p>A goal of the Carrboro Connects Comprehensive Plan is to ensure residents are within a 10-minute walk shed from their home to a park to increase access and reduce reliability of other forms of transportation. Access can benefit residents from having access to free facilities outside of fee-based recreational services.</p> <p>A burden is that not all activities or amenities are available at all park facilities, so options could be limited depending on the location. This can directly impact communities of color where access to parks may be lacking. Specifically, communities along the NC-54 Bypass and in the Qualified Census Tract along Jones Ferry Rd and Main St. are burdened.</p> |

1. If you mentioned communities of color in the table of above, how might this initiative negatively impact them? While fees may impact communities of color, determining fees based on the market and having the FAP available helps to mitigate these impacts. The residents of most need should qualify for the FAP, so those most impacted may be those who do not qualify but are under-employed or face other financial hardships, transportation hardships, etc. that can prevent participation.
2. If you mentioned people with low incomes in the table above, how might this Initiative negatively impact them? As with communities of color, those with low-incomes may be negatively impacted if income is too high to qualify for the FAP, but not high enough to comfortably pay for services.

Section VI: Funding

Programming and facilities are funded through the Town’s budget. Historically, there has not been pressure to recoup a hard percentage of costs since the Town’s philosophy has been to subsidize programming for the quality of life of the community. However, increasing budget pressures may put pressure on the Town/Department to raise more revenue through increased participation and rental fees.

Regarding the FAP, anyone who qualifies has been accepted and allowed to participate. This does not result in the Town having to pay fees to any person or group, but it does impact revenues for the Town. Thus, the more participants who participate through the FAP, the lower overall Town revenues will be. This provides an immediate benefit for FAP participants, but they, along with other taxpayers, may see a burden if taxes must eventually be raised to offset programming and facility costs.

Section VII: Unintended Consequences and Mitigation

| Type | Potential Unintended Consequence | Mitigation Strategies to Prevent Consequences and Advance Racial Equity |
|-----------------|---|--|
| Social | <p>Participants or residents may feel unheard due to feedback being difficult to obtain, language barriers, or those who are in underrepresented areas or those new to the community being more difficult to connect with sometimes.</p> <p>Some residents who cannot afford programs offered may not feel as connected to their community vs. those who can participate.</p> | <p>Continue efforts to work with Communications and Engagement Department to increase surveys and feedback from the community. Many efforts are being made to eliminate language barriers across departments. This will help get a new perspective and maintain equitable and affordable fees.</p> |
| Economic | <p>Inflation could result in increased costs to provide programming and recreation facilities, and participation and rental fees may need to be increased. The Department is currently seeing an unintended consequence of paying part-time employees a living wage, resulting in higher programming costs.</p> | <p>Continue to allow FAP and try and maintain comparable fees to neighboring towns and counties. Encourage low-income participants to apply for FAP if the current fees and charges are unaffordable.</p> <p>Investigate new revenue streams to offset participation, such as scholarship programs are allowing for donations to go directly towards offsetting participation costs.</p> |

| | | |
|--------------------|--|---|
| Health | Affordability (or lack thereof) of programs can have a direct effect on quality of life and mental wellbeing of community members. | Continue to set fees and FAP to provide affordable programming as a recreation outlet for members of the community, including health focused programming and special events intended for better quality of life and inclusion of all community members. |
| Environment | Affordability (or lack thereof) of programming and fees may result in community members searching for programming and facilities that they find more affordable in neighboring communities. This results in a strain on the environment due to the possibility of increased travel by car rather than more eco-friendly methods like public transit, bicycle or walking. | Providing affordable programming and fees as well as accessible facilities will minimize the need for community members to travel to neighboring areas if the desired resources they are seeking are available within their community. A primary example is the 10-minute walk shed providing walkable or closer amenities near to residents. |
| Other | To continue offering viable programs and suitable facilities, costs may need to be increased to maintain service levels. Groups who have been benefiting from relatively low fees may find them unaffordable. | Provide transparent reasoning for fee increases during budget process. Highlight benefits of FAP, discounts for residents, and special discounts such as 50% discount for up to two rentals by non-profits each year. |

Section VIII: Impacts

1. Investigate if there have been other programs of this type. If yes, what is known about the effect on these programs, especially of different racial groups?
 While many local government organizations offer some type of assistance, they can vary from place to place. The Department recently partnered with a group who provided assistance (ex. fees, sports equipment, etc.) for those wishing to participate in athletic programming who could not afford it, but that group has since dissolved.

These programs provide a direct effect of increasing participation among low-income groups, which often includes traditionally underrepresented racial groups.

2. Are there any challenges that need to be overcome? How?

Challenge: Community Feedback

How: Increase surveys and outreach to establish affordability of fees and charges across department programming and/or facilities. Involve advisory boards to help solicit feedback. Work with Communications & Engagement and other Town departments to take advantage of outreach opportunities when they arise.

Challenge: Action Plan/Updated Cost Recovery Plan

How: Develop an action plan to establish a guideline for how fees and charges are determined. Evaluate current cost recovery goals and create a new plan that aims to meet Town goals to generate revenue to offset expenditures while maintaining affordable services for the community.

Challenge: Coordination Across Organizations

How: Ensure fees and any FAP are in line with neighboring organizations (Town of Chapel Hill, Hillsborough, Orange County, Durham County, etc.) so participants will find programs affordable. If it is found that attempting to keep pace with fees and charges of neighboring organizations are pricing out participants, consider this in reviewing cost recovery goals.

Challenge: Language Barriers

How: Continue to invest in initiatives such as the Language Access Plan to ensure all members of the community are aware of opportunities for input on fees and of programs such as the FAP. Partner with organizations serving those whose primary language is something other than English to help connect with community members.

3. What can be done to mitigate any negative impacts?

Mitigation strategies are outlined in the right-hand column under *Section VII: Unintended Consequences and Mitigation*.

4. Share any relevant data.

Data needs to be determined and formalized. Annual reporting on FAP participation, including demographic information would help to track the success of the program. Additionally, input from surveys and evaluations, as well as input from informal feedback, should be solicited specifically for fees, affordability, the FAP, and other topics relevant to the discussion.

While all program evaluation data received is reviewed, the Department needs to find a better way to aggregate data in a usable format. Data is available for some recent

summer camp program evaluations and one question regarding cost indicates participants largely find the programs affordable. However, it should be noted that this information captures participant data, meaning they were registered in the program (paid or through fee waiver/reduction), so it misses information for those who may not be able to sign up in the first place.

The primary question relevant to the lens is the following:

“The cost of the camp was reasonable.” Answer choices include the following options:

Strongly Agree

Agree

Disagree

Strongly Disagree

In reviewing available data from the most recent Summer Camp evaluations, the results were as follows:

139 Responses

103 selected ‘Strongly Agree’

34 selected ‘Agree’

2 did not respond to the question

0 selected ‘Disagree’

0 selected ‘Strongly Disagree’

The data clearly shows that those who were able to register for Summer Camp programs found the cost of those programs to be reasonable.

Section IX: Accountability

1. How will the impact of the initiative be measured? Comparison of participant numbers from year to year as well as comparison of fees and charges by year. If the Town can maximize its programming while still offering a low/affordable price point to the community year after year, it will effectively create an opportunity to provide recreation opportunities for all individuals regardless of income, education, race, gender, etc.
2. What success indicators or progress benchmarks are incorporated in the proposed Initiative? (Provide indicators/benchmarks/metrics/timeline) Data is currently not available in a usable format. Data such as number of program participants, number of facility rentals, etc. could be tied to fee changes to track affordability. Additionally, a more formal tracking of FAP participation with associated demographic information is important.

3. **Who will track them?** Administration and staff should develop a system of comparison and tracking data. Work with registration software provider to see if reports can be created that will assist in tracking the information that's needed. Department staff will begin tracking the ratio of FAP participants in comparison to active households within the registration system to show trends in participation and overall utilization of the program. The FAP application was recently moved to a Cognito Form to help better track submissions, but paper copies remain available for equity purposes.
4. **What is missing? What will happen if these metrics are met and what will happen if they are not met?** If the Department cannot succeed in maintaining affordability with fees and charges as well as accessibility to the FAP, then the result is likely a decline in participation numbers which could result in cuts into overall programming and services provided to the community.
5. **In what way does this Initiative deeply consider the experience of the residents it will impact?** The initiative directly considers the residents within the community. The goal is to make sure that fees and charges, including the FAP, remain affordable, equitable and accessible to all individuals. Accessibility to the services provided by the Department directly impacts quality of life for the residents.
6. **How will you share you results with your leadership and other funders?** Updates will be provided to Department leadership and Town management staff through meetings and reports. Since fees are reviewed annually, the budget process will serve as the primary framework for defining and executing programming goals each fiscal year.
7. **How will you share results with community members and stakeholders?** Updates will be delivered through a variety of channels, including meetings with key stakeholders and/or community representatives, public outreach via press releases and social media, Department marketing materials, and Town events.
8. **How will you acquire feedback from community members and stakeholders and incorporate findings?** The Department will collect feedback through evaluations, surveys, and discussions with community groups. In cases requiring deeper engagement, targeted outreach efforts may be implemented.


RECOMMENDATIONS

Community Engagement – More community input should be included in the process and to continue to evaluate if fees and charges are affordable while also meeting Town revenue goals to keep services viable. Establish new methods of receiving feedback to engage active program participants and even look to incentivize feedback with possible discounts on programming or activities. Work with Communications & Engagement, Race & Equity, and other departments to connect with members of the community and ensure programs such as the FAP are marketed to those who could benefit from it.

Action Plan/Cost Recovery Plan – Work with staff to develop an action plan or roadmap of how fees, charges and FAP changes are determined. Traditionally, fees and charges are determined on cost recovery percentages and through local market comparisons. Establishing a standard operating procedure (SOP) that becomes a living document that can be adjusted over time if new methods or changes should be implemented. This will provide a foundation as to how all fees, charges and the FAP are developed and refined.

Evaluation Data – Evaluations should be updated to include questions regarding program cost/affordability. While this has been done for some categories of programs, it should be added to all program evaluations and rental evaluations. The Department should find a way to better aggregate the data for ease of use and to monitor trends that may arise from the responses.

Section X: Timeline and Feedback

| |
|---|
| Date submitted to R&E/CORE Team: 8/18/25 |
| Signature of Assessor(s):  |
| Date Reviewed by CORE Team: |
| CORE Team Recommendation/Feedback: |
| Date reviewed by REC: |
| REC Recommendation/Feedback: |
| Date returned to Department: |
| Other Notes: |

**TOWN OF CARRBORO
MISCELLANEOUS FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2026**

| Category/Department | Description | FY2027 Adopted Fee | Unit/Notes |
|---|---|--------------------|------------------------|
| <i>Motor Vehicle Tax</i> | | | |
| | General Municipal Vehicle Tax | \$25.00 | Per vehicle |
| | Municipal Vehicle Tax for Public Transportation | \$5.00 | Per vehicle |
| <i>Alcohol/Beer & Wine Sales</i> | | | |
| | Beer: Consumed on premises | \$15.00 | Per license |
| | Beer: Sold to be taken off premises | \$5.00 | Per license |
| | Wine: Consumed on premises | \$15.00 | Per license |
| | Wine: Sold to be taken off premises | \$10.00 | Per license |
| <i>Public Safety</i> | Fingerprinting | \$20.00 | Each |
| <i>Solicitation</i> | Permit Application Fee | \$10.00 | Each |
| <i>Solicitation</i> | Permit Renewal Fee | \$5.00 | Each |
| <i>Solicitation</i> | Deposit Fee for Permit Card | \$10.00 | Refundable upon return |
| <i>Animal Fees</i> | | | |
| | Dogs (unsterilized) | \$20.00 | |
| | (sterilized) | \$3.00 | |
| | Cats (unsterilized) | \$10.00 | |
| | (sterilized) | \$3.00 | |
| <i>Cemetery Fees</i> | | | |
| | Resident or Property Owner | \$850.00 | Per Space |
| | Non-Resident | \$1,700.00 | Per Space |
| | Plot Staking | \$25.00 | |
| | Monument/Marker Staking | \$15.00 | |
| <i>Type Two (Cremations, Alkaline Hydrolysis, etc.)-ADDED</i> | | | |
| | Resident or Property Owner | \$500.00 | Per Space |
| | Non-Resident | \$1,000.00 | Per Space |
| | | | |
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| <i>Compost Fees</i> | | | |
| | Large Compost Bins | \$45.00 | Each |
| | Compost Buckets | \$5.00 | Each |

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| Public Works | | | |
| | Roll Out Containers | \$55.65 | Per Container |
| | Yard Waste Containers | \$55.65 | Per Container |
| | Businesses Serviced by Roll-out Container | \$2.00 | Per roll-out/week |
| | Extra Roll Out Container Service | \$2.00 | Per Container |
| | Extra Dumpster Collection for Multi-Family Dwellings | \$14.37 | 2 cubic yard |
| | | \$17.28 | 4 cubic yard |
| | | \$20.19 | 6 cubic yard |
| | | \$23.02 | 8 cubic yard |
| | Non-Residential Dumpster Fees | | |
| | Dumpster Size (Cubic Yards); Cost Per Quarter (13 weeks service) | \$14.37 | 2 cubic yard |
| | | \$17.28 | 4 cubic yard |
| | | \$20.19 | 6 cubic yard |
| | | \$23.02 | 8 cubic yard |
| | Large amount of yard waste/brush | | First 10 minutes free of charge. For collections requiring longer than 10 minutes, a fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. The fee must be paid in advance. |
| | Driveway Pipe | Actual Costs | 100% of cost of materials (if available in inventory) |
| | Street Cut Repairs | Actual Costs | Actual Cost of materials and labor |
| | Street Signs | Actual Costs | Actual cost of materials and cost of labor, if installation required. Payment required in advance. |
| | Building Structure Moving Permit Fee | \$200.00 | |
| | Driveway Permit Fee & Encroachment Permit | \$150.00 | |
| | Encroachment Permit | | |
| | Attachment to Town-owned pole | \$50.00 | For existing poles; Actual cost of “make ready” work as defined in the LUO |
| | Encroachment Fee | \$150.00 | This fee is waived for rights-of-way encroachments where the fee for Zoning Permit is paid. |

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| | Consultant review fee, as needed | Actual Costs | Per G.S. 160D-934 this fee must be based on the Town's actual costs. |
| | Street Closings | \$100.00 | |
| | Processing Fee for Permanent Right-of-Way Closing | \$85.00 | Plus the cost of advertising, certified mailing and first-class mailings |
| | Full or Partial Street Improvement Inspection Fee (including storm drains, sidewalk, curb and gutter, paving, grading and appurtenant work in or adjacent to public rights-of-way) | \$2.60 | Per linear foot |
| | Utility Service Improvement Inspection Fee (including excavation, backfill, and appurtenant work relating to the installation, repair, replacement, or removal of sewer, water, gas, telephone, electric, and/or similar utility facilities in or adjacent to public rights-of-way). | \$1.75 | Per linear foot |
| Police Fees | | | |
| | Annual Permit Application Fee | \$180.00 | Each |
| | Fingerprinting Fee | \$38.00 | Per Person |
| | Employee Initial Registration Fee | \$10.00 | Per Person |
| | Employee Subsequent Renewal Fee | \$3.00 | Per Person |
| Planning, Zoning & Inspections | | | |
| Construction Permit Fees | | | |
| Administrative Fees | | | |
| | Online Permitting and Access (charged on each individual permit) | \$40.00 | |
| Re-inspection Fees (per inspection type) | | | |
| | After 2nd failure | \$75.00 | |
| | After 4th failure | \$150.00 | |
| | After 6th failure | \$300.00 | |
| | Expired Permit Re-activation | \$25.00 | Per related trade |
| | Recyclable Materials Permit | | 10% of total assessed building permit fee |
| | Technical Review (building permits only) | \$100.00 | |
| | Work initiated without required construction permits | | Twice original non-administrative permit fees |
| | Refunds approved at the discretion of the Code Enforcement Supervisor or Designee | | |
| Building | | | |

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| | Building - Residential - New Construction/Renovation/Alteration | \$0.26 | Per square foot of work area (\$65 minimum) |
| | Building - Commercial - New Construction/Renovation/Alteration | \$0.26 | Per square foot of work area (\$200 minimum) |
| | Demolition Permit | \$65.00 | |
| | Relocation of Structures | \$65.00 | |
| | Mobile Home Set up | \$65.00 | |
| | Homeowner's Recovery Fund | \$10.00 | |
| | Commercial New Construction - Open Parking Structure | \$0.30 | Of non-administrative fees |
| | Stocking Fee (Furniture/equipment/stock installation prior to issuance of Certificate of Occupancy) | \$0.05 | Per square foot of work area |
| | | | |
| | Electrical | | |
| | Electrical - Residential | \$0.18 | Per square foot of work area (\$65 minimum) |
| | Electrical - Commercial | \$0.18 | Per square foot of work area (\$200 minimum) |
| | Temporary Saw Service | \$50.00 | |
| | Conditional Power | \$150.00 | |
| | Commercial - Open Parking Structure | \$0.30 | Of non-administrative fees |
| | Service Changes/Additions | | |
| | Up to 400A | \$150.00 | |
| | Above 400A | \$250.00 | |
| | Sign Installation | \$75.00 | |
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| | Mechanical | | |
| | Mechanical - Residential | \$0.18 | Per square foot of work area (\$65 minimum) |
| | Mechanical - Commercial | \$0.18 | per square foot of work area (\$200 minimum) |
| | Gas Lines (Only Applied if gas line is only work on permit) | \$75.00 | |

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| | Residential and Multi-Family Tenant Space Changeout per Appliance (HVAC equipment, fireplace, humidifiers, unit heaters, et al.) (Any appliance that is hardwired or permanently connected to gas line) | \$100.00 | |
| | Commercial Changeout per Appliance (HVAC equipment, fireplace, humidifiers, unit heaters, gas pump et al.) (Any appliance that is hardwired or permanently connected to gas line) | \$200.00 | |
| | | | |
| | Plumbing | | |
| | Plumbing - Residential | \$0.18 | Per square foot of work area (\$65 minimum) |
| | Plumbing - Commercial | \$0.18 | Per square foot of work area (\$200 minimum) |
| | Plumbing Permit Fee | \$0.18 | Per square foot of work area |
| | Residential Water Heater Changeout | \$100.00 | |
| | Commercial Water Heater Changeout | \$200.00 | |
| | Gas Lines (Only Applied if gas line is only work on permit) | \$75.00 | |
| | Sewer Ejector Pump Installation | \$50.00 | |
| | Grease Trap Installation - under cabinet | \$50.00 | |
| | Grease Trap Installation - in-ground | \$200.00 | |
| | | | |
| | | | |
| | Land Use Permit Fees | | |
| | | | |
| | Zoning Permits | | |
| | Home Occupation | \$75.00 | |
| | New fee category - Major Home Occupation | \$100.00 | |
| | | | |
| | Zoning Map Amendments | | |
| | New subtitle "Conditional Zoning Districts" | | |
| | To a Conditional Zone, Residential | | |
| | To a Conditional Zone, Commercial | | |
| | Add an empty line | | |
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| | New Subtitle "Conventional Zoning Districts" | | |
| | To C, NPD, WR, RR, R-20, etc. | | |

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| | Special Use Permits (New Requests) | | |
| | Residential (up to 3 rounds of review) | \$1,300.00 plus \$110.00 | Per unit |
| | Residential >3 rounds of review) | \$ 750.00 plus \$55.00 | Per unit |
| | Commercial (up to 3 rounds of review) | \$1,200.00 plus \$.06 | Per square foot of commercial building space |
| | Commercial (>3 rounds of review) | \$600.00 plus \$.03 | Per square foot of commercial building space |
| | Mixed Use (up to 3 rounds of review) | \$1,200.00 plus \$.06 + \$36.00 | Per square foot of commercial building space; per residential unit |
| | Mixed Use (>3 rounds of review) | \$600.00 plus \$.03 plus \$18.00 | Per square foot of commercial building space; per residential unit |
| | Miscellaneous, less than 3 acres (up to 3 rounds of review) | \$750.00 | |
| | Miscellaneous, less than 3 acres (>3 rounds of review) | \$375.00 | |
| | Miscellaneous, 3 acres or more (up to 3 rounds of review) | \$1,500.00 | |
| | Miscellaneous, 3 acres or more (>3 rounds of review) | \$750.00 | |
| | Watershed Subdivision, 4 lots or less | \$450.00 plus \$75.00 | Per lot |
| | Child Day Care Facility-S.U.P. (Large Child Day Care Homes - 12 pre-school or 15 school-aged children) | \$450.00 plus 0.025 | Per square foot of building area |
| | | | |
| | Zoning Permits | | |
| | Residential | \$75.00 Plus \$75/unit or lot, and .025 | Per Unit/square foot of building area when engineering review |
| | Commercial | \$60.00 plus \$0.06 and .025 | Per sq. ft. of commercial area, whichever is greater. Per Unit/square foot of building area when engineering review. |
| | Home Occupation | \$75.00 | |
| | Site Re-inspection | \$60.00 | |
| | Small Cell Wireless Facilities | \$100 per facility for first five | \$50 for each additional facility (i.e. six thru 25). A “substantial modification” as defined in the LUO requires a second fee. There is no fee for micro-wireless antennae attached to cables strung between two poles. |

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| | Wireless telecommunications application Consultant review fee, as needed | \$500.00 | Per application (Per G.S. 160D-934 this fee must be based on the Town's actual costs). |
| | Substantial Modification of any wireless facility (treated as a new application by statute) | | The original fee charged shall be charged again. |
| | Fence Built in r/w setback | \$35.00 | |
| | | | |
| | Sign Permits | | |
| | Single Sign Permit | \$40.00 | Per sign |
| | Unified Sign Plan Permit | \$150.00 | Per sign |
| | Individual Sign in accordance with approved plan | \$30.00 | Per sign |
| | Sign on Historic Building (SUP, per Section 15-174 of the LUO) | \$50.00 | Per sign |
| | | | |
| | Village Mixed Use or Office/Assembly Conditional District | | |
| | Rezoning | \$1,500.00 plus \$40.00 | Per acre |
| | Master Plan | \$750.00 plus \$20.00 | Per acre |
| | Special use permit attached to any VMU or O/A Rezoning Request (up to 3 rounds of review) | \$1,500 plus \$100 & \$0.13 | Per residential unit/square foot of commercial space |
| | Special use permit attached to any VMU or O/A Rezoning Request (> 3 rounds of review) | \$1,500 plus \$100 & \$0.14 | Per residential unit/square foot of commercial space |
| | | | |
| | Concept Plan/Pre-Application | | |
| | Walk-about/Concept Plan Review | \$150 plus \$25 | Per unit or lot |
| | Yield Plan Review | \$150 plus \$26 | Per unit or lot |
| | Pre-Application with technical review | \$50/lot and/or .025 | Square foot of building area |
| | Pre-Application with technical review > 3 rounds of review | \$300/lot and/or .025 | Square foot of building area |
| | | | |
| | Special Use Permit Modifications | | |
| | Minor Modification with hearing | \$600.00 plus \$50/lot and/or .025 | Square foot of building area |
| | Minor Modification without hearing | \$300.00 plus \$50/lot and/or .025 | Square foot of building area |
| | Insignificant Deviations | \$150 plus \$50/lot and/or .025 | Square foot of building area |
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| | Special Use Or Zoning Permit Extensions Or Renewals | | |
| | Residential, Commercial, or Mixed Use | \$350.00 | |
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| | Phasing Changes and Review (If Separate From Initial Approval) | | |
| | Residential, Commercial, or Mixed Use | \$350.00 | |
| | | | |
| | Final Plat Approvals | | |
| | Less than 5 acres | \$180 plus \$30.00 or \$50 | Per unit or lot when engineering review |
| | 5 to 10 acres | \$250 plus \$30.00 & \$50.00 | Per unit or lot when engineering review |
| | More than 10 acres | \$300 plus \$30.00 & \$50.00 | Per unit or lot when engineering review |
| | Variances | \$350.00 plus \$50.00 | Per unit or lot when engineering review |
| | Appeals | \$300.00 | |
| | Special Exceptions | \$250.00 | |
| | | | |
| | Exempt Subdivisions | | |
| | Creation of additional lots | \$150.00 | |
| | Combination or recombination of existing lots | \$100.00 | |
| | Special review – per Carrboro Town Code 15-78.1 | \$100.00 | |
| | Re-recording Existing Survey | No Fee | |
| | Zoning/Project Compliance Letter | \$120.00 | |
| | | | |
| | Construction Plan Review | | |
| | Residential | | |
| | 25 or more units | \$950.00 plus \$80 | Per unit |
| | 5 to 25 units | \$500.00 plus \$80 | Per unit and Per construction plan review |
| | less than 5 units | \$250.00 plus \$80 | Per unit and Per construction plan review |
| | Commercial | \$750 plus \$.18 | Per square foot of commercial building space |

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| | Mixed Use | \$600 plus \$.15 + \$25 + \$50 and .025 | per square foot of commercial building space; per residential unit; per square foot of building area when engineering review. |
| | Construction Plan Revisions | \$300.00 | If separate from initial approval. |
| | Payment-In-Lieu | | |
| | Payment-in-Lieu | \$301.65 | Per point in accordance with Appendix G in the Land Use Ordinance |
| | Open Space | TBD | Payment based on number of sq. ft. of open space not provided on-site multiplied by the unadjusted tax value per sq. ft. of land listed by Orange County multiplied by the increase in the Consumer Price Index since the date of evaluation. |
| | Affordable Housing | \$191,354 per unit | Determined by multiplying the average of median home sales prices, as obtained from MLS data, of the previous three years for the Chapel Hill Carrboro City School District, by 10%. |
| | Zoning Map Amendments | | |
| | To a Conditional Zone, Residential | \$1,200 plus \$30 and \$50 | Per acre and unit when engineering review |
| | To a Conditional Zone, Commercial or Mixed-Use | \$1,200 plus \$30 and \$50 | Per acre and unit when engineering review |
| | To C, NPD, WR, RR, R-20, R-15, R-10, R-7.5, HD, JLWP | \$850.00 plus \$35.00 | Per acre |
| | To R-2, R-3, R-SIR, R-SIR-2, PUD, HR-R | \$1,000.00 plus \$35.00 | Per acre |
| | To B-1G, B-1C, B-2, B-3, B-3T, B-4, B-5, M-1, EAT, WM-3, O, OA, PID, RHDC Overlay, CT, HR-CC | \$1,450.00 plus \$35.00 | Per acre |
| | To PF | \$600.00 plus \$35.00 | Per acre |
| | Zoning Text Amendment | \$475.00 | |
| | Maps & Services | | |
| | Zoning Map - Large, wall map | \$20.00 | |
| | Zoning Map - E-size (34 x 44) | \$15.00 | |
| | Zoning Map - D-size (22 x 34) | \$12.00 | |

| | | | |
|--|---|---|---------------|
| | Zoning Map - 11 x 17 | \$10.00 | |
| | City Limits Map - E-size | \$15.00 | |
| | City Limits Map - 11 x 17 | \$10.00 | |
| | Natural Constraints Map - E-size | \$15.00 | |
| | Natural Constraints Map - 11 x 17 | \$10.00 | |
| | Custom Maps - E-size | \$40.00 | |
| | Custom Maps - D-size | \$30.00 | |
| | Custom Maps - C-size (17 x 22) | \$25.00 | |
| | Custom Maps - 11 x 17 | \$20.00 | |
| | Custom Maps - 8 ½ x 11 (color) | \$10.00 | |
| | Custom Maps - 8 ½ x 11 (black/white) | \$5.00 | |
| | Custom Maps - With Orthography | \$45.00 | |
| | Other Custom Maps | Map charge plus \$40.00/hr (\$50.00 min) | |
| | Blueprint Maps - 1979 and 1985 Topographic Maps | \$30.00 | |
| | Digital Data - Existing Data Layer | \$30.00 | |
| | Digital Data - Customized Data Layer | \$30.00 plus \$40/hr (\$50 min) | |
| | Digital Published Map | \$30.00 | |
| | Public Hearing Notification Mailing | \$30.00 plus \$0.75/address | |
| | | | |
| | Stream Determination | | |
| | Ephemeral Stream | \$60.00 | |
| | Intermittent or Perennial Stream | \$120.00 | |
| | Mitigation - Removal of Vegetation | \$0.99/sq ft *1.5 | |
| | Mitigation - Grading or Flow Changes | \$12.50 | Per linear ft |
| | Mitigation - Disturbance of Stream Channel | \$349.00 | Per linear ft |
| | | | |
| | BMP Inspections | | |
| | Sites with 1 or 2 BMPs | \$125.00 | |
| | Sites with more than 2 BMPs | \$250.00 | |
| | BMP Re-inspection | \$75.00 | |
| | | | |
| | Publications | | |
| | Carrboro Architectural and Historical Inventory | \$7.50 | |
| | Carrboro Bicycle Policy and Sidewalk Policy | \$1.00 | |

| | | | |
|--|--|--------------------|-------------------------|
| | Carrboro Connects 2022-2042 Comprehensive Plan | \$50.00 | |
| | Carrboro Downtown Guidelines for Design | \$10.00 | |
| | Carrboro Connector Roads Policy | \$1.00 | |
| | Downtown Carrboro New Vision | \$15.00 | |
| | Carrboro Vision 2020 Report | \$7.50 | |
| | Small Area Plan for Northern Study Area | \$20.00 | |
| | Neighborhood Preservation District Guidelines | \$10.00 | |
| | Carrboro Land Use Ordinance | \$25.00 | |
| | Conceptual Master Plan - Bolin Creek Greenway | \$35.00 | |
| | Bicycle Master Plan Update | \$25.00 | |
| | Other Publications | \$0.10 plus \$0.50 | Per page and color page |
| | | | |
| | Codes & Documents | | |
| | Town Code | \$20.00 | |
| | Housing Code (Chapter 17) | \$5.00 | |
| | Xerox Copies | \$0.10 | Per page |
| | Historic Carrboro Plaque | \$135.00 | Per Plaque |
| | Bad Checks | \$35.00 | Per check |
| | | | |
| | Domestic Partners | | |
| | Registration | \$40.00 | |
| | Affidavit of Termination | \$40.00 | |
| | Amendment to Statement | \$40.00 | |
| | Copies of Registrations | \$2.00 | |
| | | | |
| | Copies Of Video Or Audio Recordings | \$5.00 | Per tape, CD, and DVD |
| | | | |
| | Translation Equipment Rental– Translators Not Provided With Equipment | | |
| | Security Deposit - People or organizations checking out the translation equipment will be liable for any damage to equipment or missing equipment up to or beyond the \$150 security deposit. (The security deposit will be waived for any governmental entities, including UNC-CH.) | | |
| | | | |
| | Fire Prevention | | |
| | Blasting Permit | \$100.00 | |

| | | | |
|----------------------------|--|--------------------------------|--|
| | Renewal Fee (Must be renewed every 30 days) | \$50.00 | |
| | Burning Permit | \$75.00 | |
| | Pyrotechnic Permit | \$100.00 | |
| | Hazardous Materials Permit | \$150.00 | |
| | Fire Alarm and Detection System Permit | \$100.00 | |
| | Initiating or supervisory device (automatic or manual) | \$2.00 | Per initiating device |
| | Pull station, water-flow switch, tamper switch, heat and smoke detectors, etc. | | |
| | Fire Sprinkler/Standpipe/Fire Pump/Extinguishing System Permit Sprinkler head, fusible links, frangible bulbs, water flow switch, supervisory device, etc. | \$100.00 | \$2.00 Per initiating device |
| | All other Fire Code Permits not listed above | \$50.00 | |
| | Re-inspection fee | \$75.00 | |
| | Life Safety Violation | \$250.00 | |
| | Non-compliance fee per code violation | \$25.00 | |
| | False Burglar and Fire Alarms | \$75.00 | For each false burglar or fire alarm sounded by a private alarm system. This fee would be billed only after two such alarms were sounded during a given month for a particular business. |
| | Fire-Rescue Address Signs | \$15.00 | \$15.00 (sign only); \$20.00 (sign and post) |
| | | \$75.00 | \$20.00 (sign and post) |
| | Work initiated without required construction permits | | Twice the original permit fee |
| Stormwater Division | | | |
| | Stormwater Utility Fee | | |
| | Residential Tier 1: Less than 6000 ft ² | \$100 | Annual Fee |
| | Residential Tier 2: Greater than 6000 ft ² | \$200 | Annual Fee |
| | Non-Residential Tiers 1-5 | \$100 per 6000 ft ² | Annual Fee |
| | Watershed Management Services | | |
| | Municipal Connection Permit - Residential | \$500 | Per Permit |
| | Municipal Connection Permit - Non-Residential | \$1,000 | Per Permit |
| | Stream Determination - Base Fee | \$100 | Per Application |
| | Ephemeral Streams | \$50 per reach | Per Reach |
| | Intermittent or Perennial Streams | \$150 per reach | Per Reach |

| | | | |
|--|--|-----------------------------------|------------------|
| | Third-Party Determination Verification | \$250 | Per Verification |
| | Stormwater Engineering Review Fees | | |
| | Single Lot Residential | \$100 | Per Review |
| | Low Density Developments | \$500 | Per Review |
| | High Density Developments | \$500 + \$50 per SCM | Per Review |
| | Stormwater Staff Review | \$100 / Hr | Hourly |
| | Stormwater Utility Manager Review | \$120 / Hr | Hourly |
| | Stormwater Construction Inspection | | |
| | Onsite Mandatory Preconstruction Meeting | \$0 | Per Meeting |
| | Remobilization Fee | \$75 | Per Inspection |
| | Storm drainage pipe (public) | \$1.75 per LF | Per Linear Foot |
| | Rejected and Reinspection Required | \$250 | Per SCM |
| | Post-Construction Controls | | |
| | New Construction Stormwater Permit | \$1,500 | Per SCM |
| | SCM Owner/Operator Permit | \$750 | 5-Year Audit |
| | Stormwater Violations & Enforcement | | |
| | Stormwater Violations & Enforcement | Not to exceed \$25,000 | Violation |
| | Failure to Act | Not to exceed \$25,000 per day | Per Day |

**RECREATION & PARKS
SCHEDULED FEES
EFFECTIVE JULY 1, 2026**

Indoor Facilities

| <u>Century Center</u> | *Resident (Hourly Rate) | Non-Resident (Hourly Rate) | Parameters | Payment Due |
|--|------------------------------------|---------------------------------------|---------------------------|--|
| Century Hall | \$140.00 | \$170.00 | 3 - Hour Min. | \$500.00 & under due when contract is signed. \$500.01 & more require 10% deposit when contract is signed. The remaining balance due 21 days before event day. |
| Kitchen | \$20.00 | \$26.00 | 1 - Hour Min. | |
| Reservation Late Fee - not paid in full 21 days prior to event | \$25.00 | | Per Event | |
| Chapel Hill-Carrboro City School System Rentals | \$50.00 | | 1 - Hour Min. | Application |
| Community Arts Group (Century Hall- 2:00 p.m. - 5:00 p.m.) | \$80.00 | | First Sunday/ Month | Application |
| Certified non-profit 501c3 organizations are eligible to receive a 50% discount on indoor and outdoor facility rental fees, up to two (2) times per calendar year. This discount applies to facility fees only and does not include amenities or services such as catering and kitchen use, AV equipment, use of indoor or outdoor stage, or similar. Field and court rentals are excluded from this discount. | | | Discount limit 2x/year | Application |
| <u>Audio/Visual - Century Center</u> | Flat Rate | | Parameters | Payment Due |
| 24-Channel Mixer | \$40.00 | | Per Event | Added into facility rental rate. |
| Blu-Ray DVD Player | \$10.00 | | | |
| Flip Chart | \$10.00 | | | |
| Handheld Wireless Microphone | \$10.00 | | | |
| Lapel Microphone | \$10.00 | | | |
| Laptop Computer | \$10.00 | | | |
| LCD Projector (2,000 Lumens) | \$20.00 | | | |
| Panasonic LCD Projector (3,000 Lumens) | \$20.00 | | | |

| Civic Club | Resident (Hourly Rate) | Non-Resident (Hourly Rate) | Parameters | Payment Due |
|--|-----------------------------------|---------------------------------------|---------------------------|--|
| Civic Club | \$40.00 | \$52.00 | 2 - Hour Min. | Application |
| Reservation Late Fee - not paid in full 21 days prior to event | \$25.00 | | Per Event | |
| Chapel Hill-Carrboro City School System Rentals | \$20.00 | | 1 - Hour Min. | Application |
| Certified non-profit 501c3 organizations are eligible to receive a 50% discount on indoor and outdoor facility rental fees, up to two (2) times per calendar year. This discount applies to facility fees only and does not include amenities or services such as catering and kitchen use, AV equipment, use of indoor or outdoor stage, or similar. Field and court rentals are excluded from this discount. | | | Discount limit 2x/year | Application |
| Drakeford Library Complex | Resident (Hourly Rate) | Non-Resident (Hourly Rate) | Parameters | Payment Due |
| 152- Multipurpose - Monday - Friday 9:00 a.m. - 5:00 p.m. | \$100.00 | \$130.00 | 2 - Hour Min. | \$500.00 & under due when contract is signed. \$500.01 & more require 10% deposit when contract is signed. The remaining balance due 21 days before event day. |
| 152- Multipurpose -After 5:00 p.m. Monday - Friday & Weekends | \$120.00 | \$150.00 | 2 - Hour Min. | |
| 152A - ½ Multipurpose - Monday - Friday 9:00 a.m. - 5:00 p.m. | \$50.00 | \$65.00 | 2 - Hour Min. | |
| 152A - ½ Multipurpose -After 5:00 p.m. Monday - Friday & Weekends | \$70.00 | \$91.00 | 2 - Hour Min. | |
| 152B - ½ Multipurpose - Monday - Friday 9:00 a.m. - 5:00 p.m. | \$50.00 | \$65.00 | 2 - Hour Min. | |
| 152B - ½ Multipurpose -After 5:00 p.m. Monday - Friday & Weekends | \$70.00 | \$91.00 | 2 - Hour Min. | |
| 172 - Catering | \$20.00 | \$26.00 | 1 - Hour Min. | |
| 176 - Theater - Monday - Friday 9:00 a.m. - 5:00 p.m. | \$100.00 | \$130.00 | 3 - Hour Min. | |
| 176 - Theater -After 5:00 p.m. Monday - Friday & Weekends | \$120.00 | \$150.00 | 3 - Hour Min. | |
| 223 - Activity Room 1 - Monday - Friday 9:00 a.m. - 5:00 p.m. | \$40.00 | \$52.00 | 2 - Hour Min. | |
| 223 - Activity Room 1 -After 5:00 p.m. Monday - Friday & Weekends | \$60.00 | \$78.00 | 2 - Hour Min. | |
| 225 - Activity Room 2 - Monday - Friday 9:00 a.m. - 5:00 p.m. | \$40.00 | \$52.00 | 2 - Hour Min. | |
| 225 - Activity Room 2 -After 5:00 p.m. Monday - Friday & Weekends | \$60.00 | \$78.00 | 2 - Hour Min. | |

| | | | | |
|--|------------------------------|----------------------------------|------------------------|---|
| 350 - Terrace - Monday - Friday 9:00 a.m. - 5:00 p.m. | \$70.00 | \$91.00 | 1 - Hour Min. | |
| 350 - Terrace -After 5:00 p.m. Monday - Friday & Weekends | \$90.00 | \$117.00 | 1 - Hour Min. | |
| Indoor Stage | \$100.00 | \$100.00 | Per Set Up | Must be included with rental request at least 2 weeks prior to rental date. |
| Reservation Late Fee - not paid in full 21 days prior to event | \$25.00 | | Per Event | |
| Chapel Hill-Carrboro City School System Rentals | \$50.00 | | 1 - Hour Min. | Application |
| Certified non-profit 501c3 organizations are eligible to receive a 50% discount on indoor and outdoor facility rental fees, up to two (2) times per calendar year. This discount applies to facility fees only and does not include amenities or services such as catering and kitchen use, AV equipment, use of indoor or outdoor stage, or similar. Field and court rentals are excluded from this discount. | | | Discount limit 2x year | Application |
| Audio/Visual - Drakeford Library Complex | Resident (Daily Rate) | Non-Resident (Daily Rate) | Parameters | Payment Due |
| Equipment details TBD | At Market Rate | | | Included in rental fee |
| Outdoor Facilities | | | | |
| Pavilions and Venues | Resident | Non-Resident | Parameters | Payment Due |
| Standard Size Pavilion [Anderson, Baldwin, MLK Jr., Wilson] | \$45.00 | \$58.50 | 1/2 Day | Application |
| Standard Size Pavilion [Anderson, Baldwin, MLK Jr., Wilson] | \$55.00 | \$71.50 | Full Day | Application |
| Extra Large Pavilion [MLK Jr.] | \$50.00/hr | \$65.00 | 2 - Hour Min. | Application |
| Amphitheater [MLK Jr.] | \$50.00/hr | \$65.00 | 1 - Hour Min. | Application |
| Town Commons | \$75.00/hr | \$97.50 | 2 - Hour Min. | Application |
| Outdoor Stage | \$100.00 | \$100.00 | Per Set Up | Must be included with rental request at least 2 weeks prior to rental date. |
| Certified non-profit 501c3 organizations are eligible to receive a 50% discount on indoor and outdoor facility rental fees, up to two (2) times per calendar year. This discount applies to facility fees only and does not include amenities or services such as catering and kitchen use, AV equipment, use of indoor or outdoor stage, or similar. Field and court rentals are excluded from this discount. | | | Discount limit 2x year | Application |
| Field Rentals No rentals from November through February each year | Resident | Non-Resident | Parameters | Payment Due |

| | | | | |
|---|-----------------------------------|---------------------------------------|------------------------------|--------------------|
| Athletic Fields [Baseball, Softball, Multipurpose Field] | \$20.00/hr | \$26.00/hr | 2 - Hour Min. | Application |
| Athletic Fields - Light Usage | \$40.00/hr | \$52.00/hr | 2 - Hour Min. | Application |
| Field Preparation | \$100/field | | Per Field | Application |
| Maintenance & Damage Fees | At Cost | | If Applicable | Following Rental |
| Chapel Hill-Carrboro City School System Field Rental | \$20.00/hr | | 2 - Hour Min. | Application |
| Chapel Hill-Carrboro City School System Field Rental - Light Usage | \$40.00/hr | | 2 - Hour Min. | Application |
| Tournament Fee Per Day | \$40.00/hr | \$52.00/hr | Per Day | Application |
| Police | \$40.00/hr | \$52.00/hr | 4 - Hour Min. | Application |
| <u>Athletic Court Rentals</u> | Resident (Hourly Rate) | Non-Resident (Hourly Rate) | Parameters | Payment Due |
| Athletic Courts [Basketball, Tennis, Pickleball] | \$20.00 | \$26.00 | 1 - Hour Min. | Application |
| <u>Disc Golf- Tournament Fees</u> | Resident | Non-Resident | Parameters | Payment Due |
| One Round | \$35.00 | \$45.50 | Per Day | Application |
| Two Rounds | \$45.00 | \$58.50 | Per Day | Application |
| <u>Block Party Rental</u> | Resident (Daily Rate) | Non-Resident (Daily Rate) | Rental Parameters | Payment Due |
| Includes 5 tables, 30 chairs, outdoor games, and coolers | \$150.00 | \$180.00 | Per Day | Application |
| <u>Equipment Bag Rental</u> | Resident (Daily Rate) | Non-Resident (Daily Rate) | Parameters | Payment Due |
| Bag Deposit Plus Fee Below | \$10.00 | \$13.00 | Per Day | Application |
| Adult Bag - Basketball, Frisbee, Volleyball, Horseshoes, Softball | \$125.00 | \$155.00 | Per Day | Application |
| Child Bag - Basketball, Frisbee, Volleyball, Playground Ball, Volleyball, Wiffle Ball & Bat | \$50.00 | \$65.00 | Per Day | Application |
| Croquet Bag | \$50.00 | \$65.00 | Per Day | Application |
| Basic Volleyball Bag | \$50.00 | \$65.00 | Per Day | Application |

| Customized Bags | Resident (Daily Rate) | Non-Resident (Daily Rate) | Parameters | Payment Due |
|---|----------------------------------|--------------------------------------|-------------------|--------------------|
| Volleyball & Volleyball Net | \$40.00 | \$52.00 | Per Day | Application |
| Softball & Softball Bat | \$40.00 | \$52.00 | Per Day | Application |
| Horseshoe Set | \$50.00 | \$65.00 | Per Day | Application |
| Frisbee | \$5.00 | \$6.50 | Per Day | Application |
| Basketball | \$5.00 | \$6.50 | Per Day | Application |
| Playground Ball | \$5.00 | \$6.50 | Per Day | Application |
| Wiffle Ball & Bat | \$10.00 | \$13.00 | Per Day | Application |
| Croquet Set | \$50.00 | \$65.00 | Per Day | Application |
| Concessionaires | Flat Rates | | Parameters | Payment Due |
| Long-Term Deposit (Athletic leagues, 32 or more days) | \$150.00 | | Per Program | Application |
| Fo-Profit (Food Trucks or Trailers) | \$500.00 | | Length of Program | Application |
| For-Profit (One-Two Item Vendors/Carts) | \$250.00 | | Length of Program | Application |
| Non-Profit (Food Trucks or Trailers) | \$300.00 | | Length of Program | Application |
| Non-Profit (One-Two Item Vendors/Carts) | \$150.00 | | Length of Program | Application |
| Short-Term Deposit | \$50.00 | | Per Event | Application |
| For-Profit 1-2 Days | \$25.00 | | Per Event/Per Day | Application |
| For-Profit 3-5 Days | \$20.00 | | Per Event/Per Day | Application |
| For-Profit 6-31 Days | \$15.00 | | Per Event/Per Day | Application |
| Non-Profit 1-2 Days | \$12.00 | | Per Event/Per Day | Application |
| Non-Profit 3-5 Days | \$10.00 | | Per Event/Per Day | Application |

| | | | | |
|--|-----------------|---------------------|-------------------|------------------------------|
| Non-Profit 6-31 Days | \$8.00 | | Per Event/Per Day | Application |
| Admission Fees | Resident | Non-Resident | Parameters | Payment Due |
| Drop-In Program | Fees Vary | Fees Vary | Per Program | Application |
| Performance/Concert Tickets | Fees Vary | Fees Vary | Per Event | Application |
| Athletic Game Protest Fee <i>(fee returned if protest ruled to be valid)</i> | Fees Vary | Fees Vary | Per Protest | Application |
| Recreation Programs | Resident | Non-Resident | Parameters | Payment Due |
| Athletic Instructional Programs (Camps and Clinics) | Fees Vary | Fees Vary | Per Program | Registration |
| Athletic Leagues - Adult | Fees Vary | Fees Vary | Per Program | Registration |
| Athletic Leagues - Youth | Fees Vary | Fees Vary | Per Program | Registration |
| General Programs - Youth | Fees Vary | Fees Vary | Per Program | Registration |
| General Programs - Adult | Fees Vary | Fees Vary | Per Program | Registration |
| General Programs - Teen | Fees Vary | Fees Vary | Per Program | Registration |
| General Programs - Active Life | Fees Vary | Fees Vary | Per Program | Registration |
| General Programs - Specialized Recreation | Fees Vary | Fees Vary | Per Program | Registration |
| General Programs - Special Events | Fees Vary | Fees Vary | Per Event | Registration / Upon Purchase |
| Program Concessions / Souvenirs | Fees Vary | Fees Vary | Per Program | Upon Purchase |
| Out-of-County Fee (Removing from Fee Schedule) | | | | |
| Annual Out-of-County flat fee \$81.00 | | | | |
| Non-Resident Fees will be 30% > Resident Fees, but no greater than \$30.00 | | | | |
| <i>No Out-of-County Fee is assessed to programs that recover 100% or more of direct cost.</i> | | | | |
| <i>When Out-of-County fees apply, participants should provide documentation of county residency.</i> | | | | |

| Special Event Information* | Resident | Non-Resident | Parameters | Payment Due |
|---|--|---------------------|-------------------|---|
| Food Vendors - Flat fee to be determined by the nature and projected attendance of the event. Fee paid in advance upon acceptance of application. | Varies | Varies | Per Event | Application |
| Event Booths (Community Groups, Non-Profit Groups, etc.) | \$15.00-\$45.00 | \$15.00-\$45.00 | Per Event | Application |
| <i>* Additional fees may apply for additional Town services (Fire, Police, Public Works, etc..)</i> | | | | |
| Administrative Refund Fees | Flat Rates | | Parameters | Payment Due |
| Facilities - Indoor | 10% of Rental | | Per Reservation | Receives refund within 7-10 business days after request has been processed. |
| Facilities - Outdoor | \$5.00 | | Per Reservation | |
| Program/Activities | \$5.00 | | Per Activity | |
| Summer Camp | \$40.00 | | Per Camp | |
| Special Fee Waiver | | | | |
| Youth Athletic Head Coach | The registration fee for one child of a youth athletic league head coach shall be waived. The volunteer needs to be recognized as the “head” coach and the parent, guardian, or grandparent of the youth participant | | | |
| Town Employees and Family | Town employees and their family in their household will receive a 25% discount off all preregistered classes and/or facility rentals. | | | |
| Special Event Request | Requires the approval of the Special Event Committee. | | | |
| Financial Assistance Program (FAP) | Full fee waivers for recreations programs or a 25% discount on recreation programs are available to those who apply and meet certain income eligibility guidelines and are approved. See Financial Assistance Program Policy for more details. | | | |
| Certified non-profit 501c3 organizations | May request a 50% discount on rental fees up to two times per calendar year. | | | |
| Audio/Visual | Fees may be requested to be waived by a certified non-profit 501c3 organizations. | | | |

*Resident is defined as current physical residency within the corporate limits, owner of property within the corporate limits.



Agenda Item Abstract

File Number: 26-083

Agenda Date: 6/16/2026
In Control: Town Council
Version: 2

File Type: Information Item

2026 Hurricane Season Outlook and Preparedness

PURPOSE: This item is intended to provide an outlook of the 2026 hurricane season based on NOAA predictions and inform the community on how the Town has prepared for the upcoming hurricane season.

DEPARTMENT: Carrboro Fire-Rescue Department

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

This item advances the Town's commitment to public safety, community resilience, and emergency preparedness by providing information on seasonal hazards, municipal readiness efforts, and strategies to reduce risk and enhance community preparedness before, during, and after severe weather events.

INFORMATION: As part of the Town's annual emergency preparedness efforts, staff will provide an outlook on the upcoming hurricane season and discuss anticipated severe weather activity and potential impacts to the Carrboro community. With hurricane season officially beginning on June 1, this presentation serves as a timely opportunity to increase awareness and preparedness among the Town Council and community.

The presentation is particularly relevant as the Town continues to recover from the lasting impacts of Tropical Storm Chantal, which demonstrated the significant effects that tropical weather systems can have on local infrastructure, public services, and residents. Since that event, Town staff have continued to evaluate lessons learned, strengthen emergency response capabilities, enhance coordination with regional partners, and implement improvements designed to increase community resilience. Staff will also share information on preparedness initiatives and resources available to residents to help them prepare for future storms.

FISCAL IMPACT: There is no direct fiscal impact as a result of this item.

RECOMMENDATION: Staff recommend that the Council receive the presentation.

June 16th, 2026

2026 HURRICANE SEASON OUTLOOK AND PREPAREDNESS



TOWN OF CARRBORO • NC

Agenda

1. Hurricane Season Outlook
2. Annual Preparedness Update
3. Lessons Learned from Tropical Storm Chantal
4. Emergency Planning and Readiness Improvements

OUTLOOK FOR 2026

- Hurricane Season June 1 - November 20th
- Predicted to be a less active season
 - 55% Chance of Below Average Activity
 - 35% Chance Near-Average Activity
 - 10% Chance Above-Average Activity
- This means we expect:
 - 8-14 Named Storms
 - 3-6 Hurricanes
 - 1-3 Major Hurricanes



Chantal: What We Experienced

Chantal was the largest emergency management and recovery operation in recent Town history.

- Town-wide EOC activation
- Significant flooding and infrastructure impacts
- Extensive debris removal operations
- Damage to Town facilities, fleet, and equipment
- FEMA Public Assistance (recovery efforts ongoing)
- Regional coordination across multiple agencies



Chantal: Key Lessons Learned

What Worked

- Regional coordination
- EOC operations
- Public Works response
- Public information sharing


What We Improved

- Information management
- Recovery documentation
- Flood monitoring
- Planning and training
- EOC staffing capacity




EOP Updates


- Countywide Comprehensive EOP Update
 - Shared operational framework
 - Clear coordination responsibilities
 - Improved interoperability
- Carrboro EOP Update
 - Updated activation levels
 - Defined departmental responsibilities
 - Improved documentation process
 - Integration with County plan



Town of Carrboro
Emergency Operations Plan

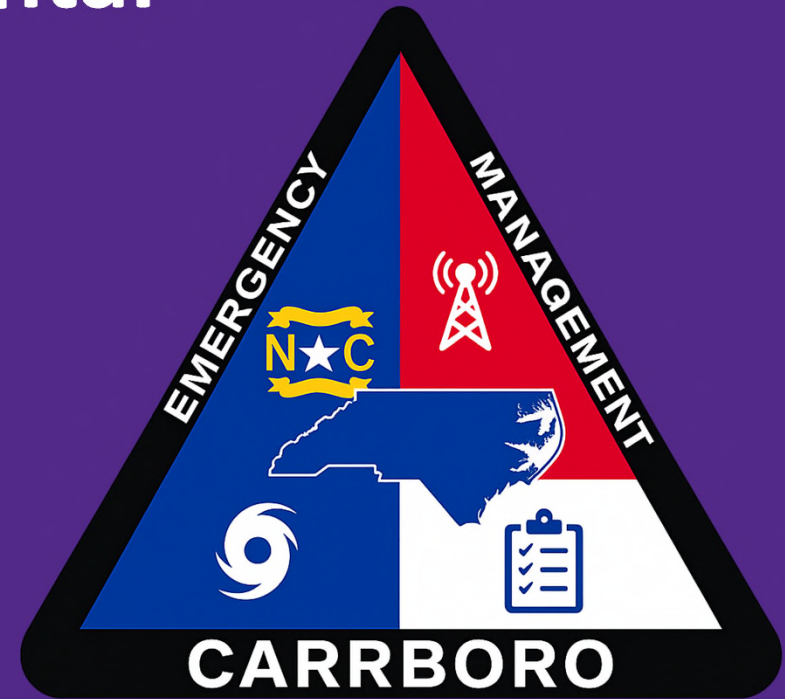


May 2026



Preparedness Since Chantal

- Emergency Management Planner position added
- Improved evacuation messaging
- Enhanced EOC planning capability
- FEMA recovery process improvements
- Hazard Mitigation Plan adoption
- Stream gauge and flood monitoring initiatives
- Improved regional coordination
- Additional training and exercises



Evacuation Messaging

- **Ready, Set, Go**
- New Phased Evacuation Messaging Protocol
- Adopted in Partnership with Orange County, Chapel Hill, and Hillsborough
- Offered in Top 5 Community Languages
 - Ready
 - Forecast information predicts potentially dangerous conditions
 - Set
 - Conditions indicate a high likelihood of flooding in downstream homes
 - Go
 - Conditions indicate immediate danger to life safety



Know what to do in an emergency!

GET READY!



- Check local news
- Review your plan and gather supplies
- Tell neighbors
- Help others

GET SET!



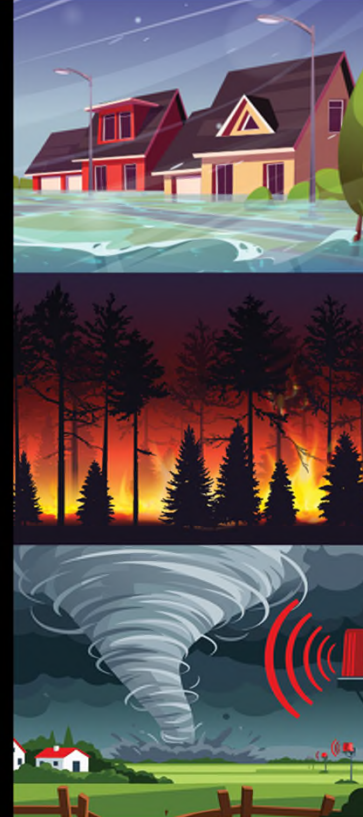
- Have your emergency kit ready
- Know your plan and meeting place
- Be ready to leave

GO!



- Leave now
- Check media for information

Sign up for OC Alerts at orangecountync.gov/OCAlerts



Learn more about how to prepare and what to do in an emergency at readyorange.org.



What to Expect This Hurricane Season

If Significant Weather Threatens

- Enhanced monitoring
- EOC activation as needed
- Regular Council briefings
- Public information updates
- Regional coordination
- Damage assessment and recovery planning



Hurricane Season Preparedness

- Residents can prepare themselves by:
 - Preparing a Go-Bag
 - Registering for OC Alerts
 - Following the Town of Carrboro and Orange County on Social Media
 - Staying up-to-date on weather forecasts
 - Visit [readyorange.org](https://www.readyorange.org) for more preparedness information



Sign Up for OC Alerts

Closing

Preparedness Is a Year-Round Effort

Key Takeaways

- Forecasts suggest below-average activity, but risk remains.
- Lessons from Chantal have driven meaningful improvements.
- County and Town emergency plans have been updated.
- Investments in preparedness and mitigation continue.
- Carrboro is better positioned for the next major event.





QUESTIONS?



Agenda Item Abstract

File Number: 26-069

Agenda Date: 6/16/2026
In Control: Town Council
Version: 1

File Type: Information Item

New Carrboro Unified Development Ordinance (UDO) Project Update

PURPOSE: This information item will provide the Town Council with an update and continued discussion on the Unified Development Ordinance (UDO) rewrite with the project consultant, CodeWright. The session will highlight major findings from the Code Diagnosis, engagement with the development community and advisory boards and commissions and report next steps for the project.

DEPARTMENT: Planning

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

Developing a new Unified Development Ordinance (UDO) is a key step in implementing *Carrboro Connects*, the Town’s Comprehensive Plan, along with related small area plans. Strategy 4.1 in the Land Use Chapter emphasizes the importance of updating the Land Use Ordinance to align with the Comprehensive Plan’s goals. A recording of the previous work sessions and supporting materials are available in associated agenda files from two meetings: Oct. 14, 2025, (25-091 <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=7699469&GUID=91040AFA-984F-4D6E-8373-CC701C0EEDF2&Options=&Search=>>) and Nov. 12, 2025, (25-108 <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=7729204&GUID=F64D8029-7C20-4E49-8F13-61B99A62A803&Options=ID|Text|&Search=New+Carrboro+UDO>>). The Race and Equity and Climate pocket questions have been reattached for Council’s continued consideration.

INFORMATION: Part of a series of ongoing updates to the Town Council on the development of the new Unified Development Ordinance (UDO), this item is intended to provide the opportunity to continue to review the findings from the Code Diagnosis and subsequent stakeholder outreach with the consultant team. After completion of the Code Diagnosis in early May, advisory boards and commissions were engaged by CodeWright on May 21 and June 4. CodeWright also held a developers’ interest meeting, reaching out to the original group from February 2025.

Progress to date can be reviewed at www.engage.carrboronc.gov/udo <<http://www.engage.carrboronc.gov/udo>>. Specific links to summaries by CodeWright and McAdams are linked below for reference.

- Code Diagnosis (May 5, 2026)

[Carrboro UDO Code Diagnosis Public Review Draft.pdf](https://hdp-us-prod-app-carr-engage-files.s3.us-west-) <<https://hdp-us-prod-app-carr-engage-files.s3.us-west->

- Summary Diagnostic Tables of Current LUO (Sep 30, 2025)
[Carrboro LUO Section-by-Section review table 9-30-25.pdf](https://hdp-us-prod-app-carr-engage-files.s3.us-west-2.amazonaws.com/4617/5933/6328/Carrboro_LUO_Section-by-) <https://hdp-us-prod-app-carr-engage-files.s3.us-west-2.amazonaws.com/4617/5933/6328/Carrboro_LUO_Section-by-

- McAdams Climate & Equity Analysis (Apr 18, 2025)
2025-04-18_McAdams_Code_Diagnosis.pdf <https://hdp-us-prod-app-carr-engage-files.s3.us-west-2.amazonaws.com/6817/5933/6328/2025-04-18_McAdams_Code_Diagnosis.pdf>
- Market Analysis (Sep 26, 2025)
[Town of Carrboro Combined Draft 9.26.25.pdf](https://hdp-us-prod-app-carr-engage-files.s3.us-west-2.amazonaws.com/6317/5933/6329/Town_of_Carrboro_Combined_Draft_9.26.25.pdf) <https://hdp-us-prod-app-carr-engage-files.s3.us-west-2.amazonaws.com/6317/5933/6329/Town_of_Carrboro_Combined_Draft_9.26.25.pdf>

FISCAL IMPACT: There are no fiscal impacts associated with the discussion of the UDO project.

RECOMMENDATION: Staff recommends that the Town Council receive the update, engage with the consultant, and provide feedback or direction as appropriate.



CODE DIAGNOSIS

For the Unified Development Ordinance project
Public Review Draft • May 2026



1

SIMPLIFY THE UDO

- 1.1 Restructure from 21 to 11 Chapters
- 1.2 Use More-Intuitive Chapter Names in Alphabetical Order
- 1.3 Place 'Like' Material Together in the Document
- 1.4 Update the Page Layout with More Navigational Aids for the Reader
- 1.5 Use Numbered Statements Instead of Prose
- 1.6 Increase Use of Summary Tables
- 1.7 Add More Illustrations and Flow Charts
- 1.8 Replace 'Legalese' with Plain English
- 1.9 Self-Codify the UDO

2

SAFEGUARD EQUITY

- 2.1 Where Possible, Reduce Application Review Times & Uncertainty to Ease Beneficial Development
- 2.2 Explore Differential AMI Ranges for Rental (80%) Versus Ownership (60%)
- 2.3 Add Relevant Definitions (Diversity, Equity, etc.) to the UDO
- 2.4 Strengthen Standards on Short-Term Rentals
- 2.5 Review and Update Contextual Overlay District Protections
- 2.6 Explore Opportunities for Lower Application Fees
- 2.7 Ensure Required Notice is Multi-Lingual
- 2.8 Broaden Range of Districts Where Manufactured/ Mobile Homes/ Moveable Tiny Homes are Permitted
- 2.9 Soften Limitations on Home Occupations, Micro-Retail, and Some "Social Service" Uses
- 2.10 Explore Increased Use of Development Agreements for Larger Developments

3

ADAPT TO CLIMATE CHANGE

- 3.1 Replace Cluster Subdivisions with Conservation Subdivisions
- 3.2 Limit Plants to Native Species and Add Species Diversity Standards
- 3.3 Promote "Green" Stormwater Infrastructure
- 3.4 Ease Review Process for Renewable Energy Structures
- 3.5 Review and Update Open Space Provisions
- 3.6 Prohibit New Development in the Special Flood Hazard Area
- 3.7 Require Parking Provided Beyond Minimums to be Pervious
- 3.8 Disincentivize Mass Grading and Incentivize Contour Grading
- 3.9 Prioritize Greenways and Multi-Use Trails Over Sidewalks
- 3.10 Add Voluntary Sustainable Development Options and Incentives



4

ADDRESS HOUSING CHOICE

- 4.1 Remove SUP Requirements for Subdivisions Meeting Affordability Targets
- 4.2 Add Requirements for Maintaining Existing Affordable Units (NOAH)
- 4.3 Exempt Deed-Restricted Affordable Housing And “Micro” Units from Density Counts
- 4.4 Allow “Middle” Housing By-Right in All Districts
- 4.5 Establish Maximum Dwelling Unit Sizes and Minimum Densities
- 4.6 Simplify ADU Requirements Generally
- 4.7 Add More Small-Lot Options (like bungalow courts, tiny homes, pocket neighborhoods, and detached multi-family)
- 4.8 Clarify Single-Room Occupancy Development Standards

5

INTEGRATE OTHER POLICY GUIDANCE

- 5.1 Explore Abolition of Minimum Off-Street Parking Standards
- 5.2 Explore Fee-In-Lieu Provisions for Pedestrian Infrastructure to Help Retrofit Existing Network Deficiencies
- 5.3 Reduce Open Space Set-Aside Amounts When Available to the Public
- 5.4 Explore Greater Use of Development Agreements for Expansion of For Sale Affordable Housing
- 5.5 Consider Converting some Residential Districts to Mixed-use Districts
- 5.6 Increase Public Participation for Certain Development Proposals

6

INCREASE PREDICTABILITY

- 6.1 Reduce Application Review Times & Uncertainty to Ease Development Review
- 6.2 Add Clarity on Measurement Rules
- 6.3 Augment Definitions (to around 100 pages)
- 6.4 Identify Review Criteria for All Procedures and Decisions
- 6.5 Reduce Reliance on SUP in Favor of Codified Standards and Limit to One Review Authority
- 6.6 Use Pre-Application Conferences for Efficiency
- 6.7 Streamline/Delegate Advisory Body Reviews
- 6.8 Add Administrative Adjustment, Determination, and Alternative Plan Procedures
- 6.9 Remove the Ability to Convert By-Right Applications to Discretionary Reviews
- 6.10 Ensure All Districts List Dimensional Standards and Reduce Caveats



7

ENSURE LEGAL SUFFICIENCY

- 7.1 Address New Downzoning Limitations
- 7.2 Remove Criminal Penalties
- 7.3 Remove Content-Based Sign Regulations
- 7.4 Clarify that Unlisted Uses are not Prohibited
- 7.5 Clarify that Vested Rights may not be Withheld
- 7.6 Remove References to Obsolete Terms (special exceptions, conditional use permits, etc.)
- 7.7 Abolish the Construction Management Plan Process
- 7.8 Remove Design Controls Applied to Single-Family Residential
- 7.9 Clarify Authority for Schools Adequate Public Facility Standards

8

INCORPORATE INCENTIVES

- 8.1 Exclude Micro-, ADU, and some 'Middle' Housing Units from Density Counts
- 8.2 Allow By-Right Reviews for Developments Meeting Affordable Housing Targets
- 8.3 Allow Accelerated Landscaping Credit for Retained Trees
- 8.4 Exclude Structured Parking from Building Height Calculation
- 8.5 Include a Conservation Subdivision Option with Smaller Lots/ Setbacks for More Open Space
- 8.6 Add Density Bonuses for Voluntary Compliance with Single-Family Design Guidelines
- 8.7 Allow Some Mixed-Use Development by Right in Residential Districts
- 8.8 Credit Green Stormwater Features Towards Open Space
- 8.9 Add Incentives for Sustainable Development Features





Carrboro is a community of over 20,000 people located in central North Carolina between Chapel Hill, Hillsborough, and Durham. In 2022 the Town adopted Carrboro Connects, its comprehensive plan. The plan seeks to foster increased racial equity, affordable housing, and climate resilience. Carrboro’s Land Use Ordinance (“LUO”) is one of the first sets of consolidated development regulations that joined zoning and subdivision regulation in the country. The LUO has served the Town well for the last 40 years, and while frequently amended, is now due for an overhaul and modernization to better implement Carrboro Connects, address some drastic changes in local government planning legislation, and to integrate modern best practices in development regulation including more illustrations, and a more modern page layout.

This document is a Code Diagnosis of the Town’s LUO. Despite its positive features, some concerns about the current LUO remain. Many code users express frustration about the document’s organization, numbering system, procedural complexity, and consistency with North Carolina planning laws. While the Town has revised the LUO many times since adoption, this Code Diagnosis document is the Town’s initial step towards more significant revisions intended to address the problems articulated by the community.

This Code Diagnosis provides a framework for discussion about how the LUO can or should be revised. It articulates a series of recommendations, organized into 8 Key Themes for Improvement (see prior pages for a summary of the key themes and the recommendations suggested). These recommendations are based on the consulting team’s initial review of the LUO document, as well as discussions with Town staff and officials, and a series of interviews conducted in 2024 and 2025. The recommendations include suggestions for substantive changes as well as non-substantive changes like document numbering, structure, and page layout. Recommendations are based on best practices in land regulation from similar communities across North Carolina, as well as North Carolina planning law and court precedent. The Code Diagnosis is a blueprint, or a roadmap for changes to the LUO which the Town may wish to undertake in the future.

The following pages describe each of the 8 Key Themes for Improvement, the recommendations included within them, and an Appendix that includes the results of a section-by-section audit of the current LUO, Carrboro Connects comprehensive plan and Downtown Area Plan, and details from various interviews and discussions with interested parties. This information serves as the starting point for comprehensively revising the current LUO to address community concerns. Any comprehensive revision to the LUO will include numerous opportunities for the community to engage with the project and share their thoughts on necessary improvements.

Discussion of the eight Key Themes follow.



KEY THEME 1. SIMPLIFY THE UDO

One hallmark of modern, effective development codes is their ease of use for applicants, landowners, Town staff, and Town officials. These kinds of codes that avoid jargon in favor of plain English and rely on consistent terminology. They have an intuitive structure and are highly illustrated. Nine additional user-friendly features proposed for the Carrboro’s consideration are described in the table below. Inclusion of these kinds of features will help make the Town’s development regulations more predictable and easier to administer.

1.1 Restructure from 21 to 11 Chapters

Carrboro’s current Land Use Ordinance (“LUO”) includes 21 articles along with 9 appendices. Generally speaking, there are 2 or 3 articles that deal with general information, 7 that address some form of procedural action, 5 that deal with zoning districts and uses, and 7 that deal with development standards. We suggest revision to reduce the sheer number of articles downwards from 21 to 11 chapters and renaming the document a Unified Development Ordinance (or “UDO”) to help distinguish it from the prior LUO document.

1.2 Use More-Intuitive Chapter Names in Alphabetical Order

The graphic to the right compares the current 21-article LUO structure with the proposed 11-chapter UDO structure. The colors are used to help demonstrate chapter consolidation. The UDO includes more generic chapter titles and an alphabetical organizational sequence. Where appropriate, the new UDO will also organize major sections in each chapter into an alphabetical sequence. The intention of these structural changes and naming conventions is to make it easier to navigate the UDO document without knowing its structure by heart.

| | |
|---|---------------------------------|
| Art 1 General Provisions | Ch 1 Administration |
| Art 2 Basic Definitions and Interpretations | Ch 2 Applications |
| Art 3 Administrative Mechanisms | Ch 3 Districts |
| Art 4 Permits and Final Plat Approval | Ch 4 Land Uses |
| Art 5 Appeals, Variances, Special Exceptions, and Interpretations, and Determinations | Ch 5 Measurement |
| Art 6 Evidentiary Hearing Procedures for Appeals and Applications | Ch 6 Nonconformities |
| Art 7 Enforcement and Review | Ch 7 Standards |
| Art 8 Nonconforming Situations, Vested Rights and Permit Choice | Ch 8 Utilities & Infrastructure |
| Art 9 Zoning Districts and Zoning Map | Ch 9 Violations |
| Art 10 Permissible Uses | Ch 10 Word Usage |
| Art 11 Supplementary Use Regulations | Ch 11 Appendix |
| Art 12 Density and Dimensional Regulations | |
| Art 13 Recreation Facilities and Open Space | |
| Art 14 Streets and Sidewalks | |
| Art 15 Utilities | |
| Art 16 Flood Damage Prevention, Stormwater Management and Watershed Protection | |
| Art 17 Signs | |
| Art 18 Parking | |
| Art 19 Screening and Trees | |
| Art 20 Amendments | |
| Art 21 Neighborhood Preservation | |
| Appdx A-I | |



1.3 Place 'Like' Material Together in the Document

An intuitive document structure is one that places “like” or similar topics together in their own individual chapters (like all the procedural-related material in an “Applications” chapter, or all the zoning district-related provisions in a “Districts” chapter). This principal is used throughout the UDO to make it easier for those not familiar with the document to locate what they need. Modern development codes also include cross references to help readers locate the relevant section they are seeking (these cross references are dynamic in the digital version of the code and allow the reader to “jump” from one section to another simply by clicking the mouse on the cross reference).

1.4 Update the Page Layout with More Navigational Aids for the Reader

Development codes contain substantial amounts of information that must be well-organized to help readers understand how text and graphics work together. Modern development codes use distinctions in typeface, type color, type size, and text attributes to help a reader discern changes in section headings and how text relates to the text above or below it. Navigational aids like chapter-based tables of contents, dynamic page headers that help a reader identify where they are in the document, and concept-based indexes aid the reader in finding the information they are seeking quickly. Where possible, illustrations should be in close proximity to the text they help clarify also helps readers navigate and understand the information. The illustration below demonstrates some of the typical page layout features used in modern development codes

The screenshot shows a page from a UDO with several annotations on the left side pointing to specific features:

- Navigational Aids:** Points to the page header: "Chapter 6 Standards | Section 6.1 Access and Circulation | Sub-section 6.1.7 Sight Distance Triangles".
- Illustrations:** Points to "FIGURE 6.1.6: PARKING LOT CONNECTIONS", which includes a legend and a diagram showing lot connections with numbered callouts (1-5).
- High Visibility Text:** Points to the section heading "6.1.7 SIGHT DISTANCE TRIANGLES".
- Simple Numbering:** Points to the sub-section heading "A. SIGHT DISTANCE TRIANGLES ESTABLISHED".
- Dynamic Cross-References:** Points to "TABLE 6.1.7: SIGHT DISTANCE TRIANGLE REQUIREMENTS".
- Summary Tables:** Points to the table content.
- Last Updated:** Points to the footer: "Town of Clayton | Last Updated | Unified Development Ordinance | 7.21.25".

TABLE 6.1.7: SIGHT DISTANCE TRIANGLE REQUIREMENTS

| TYPE OF STREET, INTERSECTION, OR DRIVEWAY | MINIMUM SIGHT DISTANCE CONFIGURATION REQUIRED [1][2] | |
|---|---|--------------------------|
| Intersections of street [3] | 10/70 | |
| Driveways serving parking lots | 10/70 | |
| Driveways serving individual land uses without parking lots | Single-family detached, single-family attached, Duplex, Triplex, Quadplex | None |
| | All other uses of land | 10/70, wherever possible |

NOTES:
 [1] The NCDOT or the Town may require an alternative sight distance triangle configuration.
 [2] AASHTO requirements shall be applied to curved or curvilinear streets.
 [3] Includes all streets (State-maintained or Town-maintained).



KEY THEME 1. SIMPLIFY THE UDO

One feature unique to development codes is the use of short, numbered statements or individual sentences rather than lengthy paragraphs or prose that incorporate several different thoughts. This is done so that a reader can understand the various standards without having to “unwind” different thoughts included in one body of one paragraph. The current LUO has several examples of long paragraphs with several different thoughts that need to be “unwound,” such as Section 15-49, Applications to be Complete; several of the sections in Article 6, Evidentiary Hearings...; or Section 15-182.4, Residential Density Bonuses for Affordable Housing. Likewise, a clear and easy-to-understand numbering structure is key to easy navigation and citation; along with numbering of all sections, tables, and illustrations. The current LUO uses a unique section number for every section in the ordinance- one potential improvement is to add a chapter number to each main section as well.

1.5 Use Numbered Statements Instead of Prose

1.6 Increase Use of Summary Tables

Tables are very efficient way to organize text and illustrations, and the current LUO does make some use of these devices (such as the Table of Permissible Uses in Section 15-146, and some of the dimensional standards in Article 12). Tables can also be very effective ways to portray zoning district information, sign rules, landscape buffer standards, abbreviations, open space requirements, and some use standards (like telecommunications). We suggest the current text be reformatted as a table whenever doing so increases the ease of comprehension.

1.7 Add More Illustrations and Flow Charts

Illustrations are an important part of any development code. They provide detail on the purpose and intent behind the standards, demonstrate how standards (like measurement) work in practice, and can even provide examples of how not to configure development. While the text always controls, illustrations are vital to helping convey detailed and complex regulatory concepts. The UDO will include illustrations to show review processes, design standards, development standards (like landscaping) and how measurements are determined.

CHAPTER 2 PROCEDURES
Section 2.4 Specific Procedures

B. ADMINISTRATIVE ADJUSTMENT
(AMENDED 10.20.21 (007A-03-20))

1. Purpose
The purpose for the administrative adjustment procedure is to establish a clear procedure and measurable review criteria for the consideration of requests for minor deviations to certain numeric standards in this Ordinance (the stated dimensional standards). The intent of the procedure is to provide relief where application of a standard creates practical difficulties in allowing development that otherwise advances the purposes served by this Ordinance, only in cases where the adjustment does not interfere with a proposed development's compatibility with its surroundings.

2. Applicability
a. Except where otherwise prohibited, an administrative adjustment may be requested for a modification or deviation to any of the following:
i. A zoning district dimensional standard in CHAPTER 3, ZONING DISTRICTS;
ii. A numeric lot-specific standard in CHAPTER 4, USE STANDARDS;
iii. A numeric requirement in CHAPTER 5, DEVELOPMENT STANDARDS;
iv. A numeric requirement in CHAPTER 6, SUBDIVISIONS; or
v. A numeric requirement in Section 8.3, Rules of Measurement.
b. In no instance shall an administrative adjustment application seek to reduce any of the following:
i. The required minimum lot area in a zoning district;
ii. Increases in the maximum allowable residential density on a lot;
iii. The minimum required separation distance between two use types;
iv. The requirements specified in a transportation impact analysis;
v. Reductions to the standards pertaining to flood protection; or
vi. A numeric standard in CHAPTER 9, ENVIRONMENT.

3. Administrative Adjustment Amount
(AMENDED 10.20.21 (007A-03-20))
An administrative adjustment may allow a deviation from a numeric standard in this Ordinance in accordance with Table 2.4.B, Maximum Adjustment Amount:

| LOCATION OR SITUATION | MAXIMUM ADMINISTRATIVE ADJUSTMENT AMOUNT PERMITTED |
|--|--|
| New development or redevelopment within the CBD zoning district. | 20% |
| New development or redevelopment within all other zoning districts, except CBD | 15% |

City of Burlington
North Centre
2-18
Unified Development Ordinance
Last Updated 3.17.20

This example page shows a procedural flowchart describing the six steps in the Administrative Adjustment procedure.

CHAPTER 7 STANDARDS
Section 7.1 Primary Entrance and Guidelines

9. PRIMARY ENTRANCE
a. The primary building facade and primary building entrance of a single building development shall face the right-of-way from which the building derives its street address (see Figure 7.1.2.E-4: Primary Entrance Characteristics).
b. Corner entries are permitted on buildings on corner lots.
c. Nothing shall prohibit a secondary building entrance from facing a parking lot or other portion of the site.
d. A primary entrance shall either project from or be recessed into the primary facade wall plane.

FIGURE 7.1.2.E-4: PRIMARY ENTRANCE CHARACTERISTICS

LEGEND
 1 Alley
 2 Street
 3 Street Address # (from County)
 4 Primary Building Facade
 5 Parking Lot
 6 Landscaped Area
 7 Primary Entrance
 8 Secondary Entrance
 9 Garage Door

10. GARAGES
Garage doors in non-residential buildings shall not face any existing or proposed street but may face an alley.

11. FACADE DESIGN
Building facades on lots in the TC or MW districts that face streets (except alleys) shall be configured in accordance with Table 7.1.2.E-6: Facade Design and Figure 7.1.2.E-6: Facade Design.

| REQUIRED ARCHITECTURAL FEATURES | TOWN CENTER (TC) DISTRICT | MOUNTAINVIEW MULTI-USE (MMU) DISTRICT |
|--|--|--|
| Building Corners, Alcoves, or Niches (1) | Provided every 40 feet of facade length | Provided every 30 feet of facade length |
| Permanent Awnings or Canopies | Required above at least 75% of doors along facades, including the primary entrance | Required above at least 75% of doors and windows along facades, including the primary entrance |
| Minimum Number of Required Exterior Building Materials | Three | Three |
| Plasters, Arches, and Timber Framing (NOTES) | Optional, but encouraged | Optional, but encouraged |

Town of Laurel Park
Effective Date: 8.18.21
PAGE 219
Unified Development Ordinance
Last Amended: 2.18.23

This example page shows a schematic diagram illustrating how a location of a building's primary entrance is determined.



1.8 Replace 'Legalese' with Plain English

Development regulations are legal documents that carry the weight of law. As such, they must be clear and precise. At the same time, legal terminology and sentence structure can be daunting and difficult to understand. First and foremost, the new UDO should abandon long, compound sentences in favor of simple language provided in short, numbered statements where possible. Legal phrasing, like “without limiting the generality of the foregoing,” or “notwithstanding the foregoing” should be replaced with simple sentence structure, or a table. One good example of use of tables from the current LUO is the “if/then” table from Section 15-239, Determining Compliance with Section 15-238. This table sets out a series of development types (the “if” column) and the resulting reviewing agency in charge of reviewing the particular type of development (the “then” column). In addition to simple sentence structure, development codes should avoid use of jargon or specialized vocabulary, and ensure a comprehensive set of definitions. Acronyms should be avoided, and if used, supplemented with a glossary that explains the acronym’s component parts. A related concept is to use simple and consistent terminology throughout the document and attempt to minimize needless repetition such as the common phrase “or a designee” after certain review authority titles. This can be achieved by including clarifying language once in the document, such as a section on delegation of authority in order to avoid the use of the phrase or a designee numerous times throughout the ordinance.

1.9 Self-Codify the UDO

Carrboro currently manages its own Town Code of Ordinances (a document containing 18 chapters with all applicable laws, including Chapter 15, the Land Use Ordinance). We suggest that the Code of Ordinances continue to reference the UDO, but that UDO be an outside document rather than being a chapter. This approach helps avoid the need to reference Chapter 15. The Town currently makes individual chapters of the LUO available as standalone files on its webpage. The new UDO can support this approach, provided that .pdf versions of each chapter are posted separately rather than splitting the Microsoft Word version of the file into its constituent chapters.

The UDO text will be supplemented with a “last updated” date at the footer of each page, and a summary amendment table at the front of the document that lists the number, date, and relevant sections of each UDO text amendment. The new UDO will remove existing editors notes and a provide style set and locational convention for future editor’s notes necessary to document changes to the adopted UDO text.



Carrboro has long been a leader in North Carolina in the pursuit of racial equity in governance, as evidenced by its adoption of the Town’s first Racial Equity Action Plan in late 2023. The Action Plan includes a series of nine equity goals as well as a series of actions for each Town department (including Planning, Zoning, and Inspections) to pursue as part of the Town’s commitment to reviewing operations through a Racial Equity Assessment Lens (REAL). For the purposes of this Code Diagnosis, “safeguarding equity” means acknowledging that discriminatory land development regulations and resulting under-investment have existed, still exist, and need to be addressed. Regulations that have resulted in disproportionate environmental impacts on some parts of Carrboro also need to be revised so that no area bears any greater risk of damage from the environment than any other area in the Town’s planning jurisdiction. Finally, the UDO needs to strike a better balance between opportunity for public participation that helps ensure that all voices continue to “have a seat at the table” and expedient and timely review of development applications, particularly those that follow all UDO provisions or that provide significant beneficial development such as more affordable housing. The following table identifies nine potential changes to the current LUO to help safeguard equity.

2.1 Where Possible, Reduce Application Review Times & Uncertainty to Ease Beneficial Development

The LUO has a heavy reliance on special use permits, substantial up-front requirements (like very detailed concept plans), and lengthy major subdivision and site plan procedures. While these processes help ensure meaningful opportunities for public participation, they can also combine to make the development application process expensive, time-consuming, and unpredictable. High application fees, long timelines, and a lack of predictability can have a disproportionate impact on applicants of lesser means, and review processes that include numerous different meetings or reviews can be an obstacle to participation. The Town has made significant strides towards greater procedural efficiency through its joint advisory board review approach. Another option for streamlining is to identify some developments, like new residential subdivisions that include affordable housing, that can be expedited by waiving the special use permit review in favor of administrative review. While some procedures, like the zoning map amendment process, is dictated by the General Statutes, and will not change significantly, other processes, like subdivision and site plan review could be addressed administratively through establishment of clear standards and delegation of increased decision-making authority to staff. To ensure the public remains aware of proposed administratively-approved development, the Town could enhance its ongoing reporting regimen with respect to submitted, pending, and approved applications.

Dealing with uncertainty in the development regulations is another area where improvements could yield more equitable outcomes. Development codes that over-rely on discretionary permitting regimes like special use permits can remove predictability for applicants. One goal for the UDO effort is to collect community consensus on the preferred forms and configurations of desired development and then codify that consensus in the form of clear requirements and criteria. If the code is clear on what is desired, then the need for unpredictable discretionary review can be reduced in favor of administrative review.



2.2 Explore Differential AMI Ranges for Rental (80%) Versus Ownership (60%)

AMI means “Area Median Income,” and it is a benchmark for measuring the relative affordability of housing and the eligibility of persons to qualify for access to affordable housing. While North Carolina does not permit mandatory or “inclusionary” zoning, local governments may request or incentivize it. Carrboro’s current LUO mentions the Town’s goal of 15% of new housing to be priced so as to remain affordable to a household earning 80% of the AMI (note: the Durham-Chapel Hill AMI is around \$126,600, and the US Department of HUD sets the AMI numbers annually). The 80% AMI figure is a common threshold amount for affordable housing, however, it is most typically associated with rental housing. Some affordable housing experts agree that AMI thresholds for ownership or purchased housing should be lower – perhaps as low as 60% of AMI due to the higher costs associated with home ownership (downpayment, taxes, insurance, HOA fees, etc.). Carrboro’s UDO could be supplemented with differential AMI targets or utilize a lower AMI threshold in pursuit of greater owner occupancy of affordable housing

2.3 Add Relevant Definitions (Diversity, Equity, etc.) to the UDO

Section 15-182.4 of the LUO defines affordable housing based on price and resident eligibility (80% of AMI), along with clarification in terms of the duration that the housing unit will remain affordable (99 years). Other than the definition of affordable housing and housing costs, the LUO does not define equity-related terms. The UDO could add clarity by defining the following additional terms: equity; equitable development; social justice; procedural equity; displacement; gentrification; disproportionate impact; fairness; community benefit agreement; and representative participation. While the addition of definitions, in and of themselves may not result in the realization of greater equity, they could aid in increased awareness.

2.4 Strengthen Standards on Short-Term Rentals

The Table of Permissible Uses identifies tourist homes as allowable in four of the higher density residential districts (R-2, R-3, R-7.5, R-SIR), the B-2, and the B-5 districts...but there is no definition of the term and limited use standards. These uses, even when owner occupied, can absorb necessary housing stock and can yield disproportionate traffic, noise, and appearance impacts in some areas. Despite strong advocacy from the industry, local governments may apply some limitations to these uses, such as barring them from accessory structures, requiring evidence of additional liability insurance, limiting occupancy based on size, applying additional off-street parking limitations, refuse management requirements, and limiting them to conditionally-zoned lands. The new UDO should explore adding some of these standards for short term rental uses permitted in residential zoning districts to help protect housing supplies and neighborhood character.



2.5 Review and Update Contextual Overlay District Protections

The LUO has a broad array of different regulations that focus on protecting community character or context in certain areas that are potentially subject to displacement or incompatible redevelopment. For example, the LUO identifies a variety of special standards, including: two different sub-districts in the Rogers Road base zoning district in Section 15-176.9, special standards for the Llyod/Broad overlay district in Section 15-185.2, a detailed process for any development within a Neighborhood Preservation (overlay) district in Section 15-332, and standards for the Downtown Neighborhood Protection overlay district in Section 15-185.1. The new UDO should review these provisions and coordinate with members of these communities in pursuit of updates and improvements to ensure these regulatory tools are having the desired effects.

It is important to note that the procedural requirements for the Neighborhood Preservation overlay district require the Planning Board to review any sign, zoning, or special use permit, and all building permits affecting exterior appearance, but with very few substantive standards or clear evidentiary protocols. Planning Board review is conducted in addition to all the other review authority reviews typically required in these types of permit procedures. In this way, the Planning Board (though seated as the Neighborhood Preservation Commission) is acting like an informal Historic Preservation Commission, but with significantly fewer procedural and substantive safeguards typically in place as are required for historic reviews (like a certificate of appropriateness). As a result, this additional review adds time, cost, and unpredictability to landowners seeking to redevelop or alter their properties in these sensitive areas. One potential way to address these timing and procedural complexity challenges is to shift review responsibility to Town staff along with an increased opportunity for neighborhood consideration meetings early in the application process.

2.6 Explore the Potential for Lowering Application Fees

One method for bringing increased equity to the development application review process is to explore a scaled approach to application fees based on an applicant’s ability to pay. While the fee schedule is adopted annually by the Town Council, and is not part of the UDO, the Town could explore methods of revising application fees based more on the ability to pay or in cases where an application is submitted by a homeowner or a business owner with respect to their principal residence or place of business. Such an approach could require documentation of ability to pay, or could simply allow applicants to “opt-in” to lower application fees without a declaration. The likelihood that lower application fees would be extended across all forms of development including significant major subdivisions or conditional rezonings of large area should remain low since these kinds of applications are typically filed as commercial or for-profit ventures.



2.7 Ensure Required Notice is Multi-Lingual

The North Carolina General Statutes have public notice requirements in cases where local governments will consider a zoning map or text amendment, special use permits, annexations, and other requests. In many cases, required public notice takes the form of a published advertisement, a mailing, and a sign posted on the affected property. The Town could (and may already) provide multi-lingual text in its required advertisements. This should not be in the UDO, and in fact, we suggest that the UDO simply state that public notice will be provided in accordance with State law. However, we also suggest that the Town indicate, in the UDO, that it is the Town’s prerogative to provide additional public notice beyond that required by the General Statutes at the Town’s individual discretion and on a case-by-case basis. This is done to protect the Town from litigation stemming from a failure to meet its codified notice standards. It is a laudable goal to provide greater public notice beyond that required under State law, and the Town should continue to do so, but as a matter of policy; not as an ordinance requirement, which can create unnecessary legal exposure for the Town.

2.8 Broaden Range of Districts Where Manufactured/ Mobile Homes/ Moveable Tiny Homes are Permitted

The Table of Permissible Uses in the LUO identifies Class A and B mobile homes (the distinction between the two is based on architectural features included on a Class A home). Type C mobile homes are defined, but not listed in the Permissible Uses table (these are usually constructed prior to the adoption of the federal construction standard in 1976). The Table of Permissible uses allows Class A homes on individual lots in most of the residential districts, but does not permit Class B homes anywhere. Manufactured home parks do not appear to permit Class B manufactured homes, and require approval of a special use permit for parks of more than four dwellings. Many communities are adopting “sanctuary” provisions that encourage manufactured home parks to remain and even grow through the addition of Class B & C models.

Tiny homes are something of a modern trend, though many communities create procedural incentives for the establishment of so-called “small footprint” homes. While site built tiny homes are identical to their “full size” counterparts in terms of permitting process and standards, many development regulations treat moveable or mobile tiny homes as recreational vehicles which are typically not permitted as permanent residences. The new UDO could identify tiny homes, make distinctions between permanent and moveable tiny homes, and clarify if movable tiny homes may be used as permanent residences.



2.9 Soften Limitations on Home Occupations, Micro-Retail, and Some “Social Service” Uses

Home occupations and micro-retail use types (e.g., craft studios, small-batch food production, repair services, etc.) permit residents without significant capital to start and operate businesses with minimal overhead costs. This creates more pathways to wealth for under-represented groups and helps avoid the barriers associated with traditional lease agreements. The UDO should broaden locations where home occupations and micro-retail uses can take place and clarify the rules under which they may be operated. Major home occupations are limited to the Rogers Road zoning district, and could perhaps be broadened to apply in other areas. Likewise, the LUO’s approach to social service uses (food pantries, counseling centers, day shelters, re-entry services, workforce development programs, and others) could be broadened and made a by-right approval outside of residential neighborhoods in commercial and institutional districts to ensure these essential uses are accessible to persons without vehicular transport, not concentrated in limited areas of Town, destigmatized, and normalized as an important part of the neighborhood fabric.

2.10 Explore Increased Use of Development Agreements for Larger Developments

A development agreement is a legally-binding contract between the Town and an applicant typically included as part of the application approval documents for “larger” developments including some conditional rezonings. These contracts can produce tangible local benefits for the public provided by an applicant in exchange for support of a development proposal. In some cases, these benefits can take the form of infrastructure oversizing or retrofitting, maintenance or re-establishment of existing naturally-occurring affordable housing as part of redevelopment, provision of community facilities or services, funding for community land trusts, or other aspects that are not traditionally related to development regulations. The new UDO should include a development agreement procedure and encourage certain forms of development to explore provision of a these kinds of benefits in certain cases.

More details are available at:

- <https://www.nationalequityproject.org/tools/developing-community-agreements>
- https://www.ca-ilg.org/sites/main/files/file-attachments/resources_FinalDevAgreement4-5-02.pdf

NOTE: The Town Council has requested additional research into the potential for anti-displacement provisions in the Town’s development regulations. Examples from other cities across the country typically include such provisions as matters of policy, separate programs, or in standalone chapters of the regulatory code rather than integrated into the development regulations. We suggest that the new UDO not include, at this point, anti-displacement provisions. It is possible to use the development agreement structure to preserve or replace existing affordable housing after redevelopment, but anti-displacement requirements may run afoul of the General Assembly’s interpretation of Dillon’s Rule and its reluctance to authorize inclusionary zoning.



KEY THEME 3. ADAPT TO CLIMATE CHANGE

According to the NASA Earth Observatory, the average global temperature has warmed by 2 degrees Fahrenheit since 1880, with the increases accelerating and the last ten years being the warmest on record. This warming brings profound changes to central North Carolina, including: more intense and frequent heavy rainfall episodes, increased flooding (even beyond mapped floodplains), hotter summers and longer heatwaves, increased likelihood of damaging hail and tornados, shifts in plant hardiness zone classification (from 7b to 8a), increases in ticks and tick-borne diseases, and increases in stream temperatures (and the loss of plant and animal species). These changes bring added costs to Town residents for infrastructure, energy, healthcare, and food, not to mention increased risk of physical danger and property loss. Carrboro Connects makes adapting to climate change a central priority, and the new UDO can further these objectives in the following ten ways:

3.1 Replace Cluster Subdivisions with Conservation Subdivisions

Cluster subdivisions allow applicants to deviate from typical minimum lot area and setback standards with the basic expectation that the increment of available land (left over from allowing smaller lots) being devoted to open space set-aside. What is missing is a more thoughtful approach to which portions of a site are best left undeveloped. The proposed conservation subdivision includes a collaborative design process where development and conservation areas are identified by the subdivider and the staff prior to consideration of the preliminary plat. As with AIS, there are no lot sizes or setbacks (other than those required for fire code), but the open space set-aside must include at least 40% of the total site size. At least half of the open space should be passive or undisturbed open space. Typically, we suggest that conservation subdivisions be configured to prevent visibility of the development from external streets and adjacent developments. It is also possible to broaden the array of allowable residential dwelling types to include so-called "middle" housing and small lot/small size options like pocket neighborhoods. An additional option is to include a "farmhouse cluster" or "agrihood" option or a smaller-scale conservation subdivision of up to 15 lots typically associated with a farm or forestry operation, with each lot served by on-site wastewater instead of sewer service.



Conceptual site plan for 'The Shire' agrihood in Berlin Township, Delaware County, DE. 11 acres with 8 units, 2 acres of shared garden space. 2021



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| <p>3.2 Limit Plants to Native Species and Add Species Diversity Standards</p> | <p>Appendix E of the LUO includes a recommended plants list that encourages use of native plants, but stops short of native species mandates. We suggest the UDO require that all newly-planted required landscaping material be native unless the applicant can demonstrate, via the Alternative Plan process, why native species are incapable of meeting the performance objective. In addition, we suggest the new landscaping standards incorporate species diversity requirements that mandate a minimum number of different species of canopy trees, understory trees, and shrubs, based on the total number of plantings required. The standards could also require existing exotic and invasive plants be eradicated during development.</p> |
| <p>3.3 Promote "Green" Stormwater Infrastructure</p> | <p>Green stormwater infrastructure (or "GSI") manages stormwater by infiltrating and treating it where it falls, while more traditional "gray" infrastructure manages stormwater by moving it away from development through pipes and channels. Typically, GSI measures are smaller and distributed across a development site, while traditional measures are larger and centralized. The Carrboro UDO should encourage use of GSI (rain gardens, bioswales, level spreaders, green roofs, cisterns, pervious pavement, etc.) in developments between ½ and 20 acres in area (larger sites can still use GSI, but also often require more traditional methods as well, while the cost-benefit ratio for GSI can be low on sites of less than ½ acre in size). Current LUO Section 15-141.4(k) allows increased densities in the B-1 (g) district for the voluntary inclusion of low impact development features. The sustainable development incentives in the new UDO should broaden this kind of incentive to more districts and provide for reduced detention and increased off-site flow when GSI measures are used.</p> |
| <p>3.4 Ease Review Process for Renewable Energy Structures</p> | <p>The current LUO includes a wide variety of standards for solar energy facilities, including distinctions between accessory level ("SES-1") and more industrial scale (SES-2 & SES-3) facilities, and bars covenants and deed restrictions that prohibit accessory-use-scale renewable energy facilities; both of which are consistent with best practice. However, the use table does not permit accessory level (SES-1) facilities in R-2, R-3, R-7.5, HR-R, and HR-CC, and requires a special use permit for these facilities in the WR and WM-3 districts. The use standards in Section 15-175.11 treat SES-1 and SES-2 facilities the same (including requirements for 8-foot fences and screening) despite very different purposes, sizes, and capacities. The new UDO should ease the requirements for SES-1 facilities and add clarity regarding setback exemptions for geothermal heat pumps ("GSHP") and associated their associated water loops.</p> |



3.5 Review and Update Open Space Provisions

LUO Article 13 sets out the Town’s requirements for open space. Section 15-196 establishes the “active recreation areas/features” standards (which are often referred to as “open space,” while Section 15-198 sets out the open space standards, which are organized into primary and secondary conservation areas, and focused on the preservation of natural areas and undeveloped lands. Section 15-196 requires recreation resources to be provided in accordance with required points totals, which vary based on the type of development. Section 15-198 requires residential developments in most residential districts to set aside 40% of the site area as open space. In most cases, the active recreation features required by Section 15-196 are credited toward open space requirements, and Section 15-198 also requires 400 square feet of “play fields” for every unit in the development. The focus on “useable” open space or “active recreation” (along with the credits for active recreation features) can mean that a significant amount of provided open space is built and requires land disturbance. The new UDO should review the current open space standards to simplify the point system for active recreation features, explore opportunities for lower open space thresholds in urban portions of Town or allow different forms of recreation to be credited such as outdoor dining, seating, and performance spaces. Greenways and pedestrian trails should be given accelerated credit towards open space standards given their potential for contribution to addressing transportation challenges. Likewise, incentives should be continued for developments to make private common open space areas subject to public access easements so that such features may be enjoyed by the general public.

3.6 Prohibit New Development in the Special Flood Hazard Area

Part 1 of Article 16 includes the Town’s Flood Damage Prevention Standards. These standards are based on FEMA’s model ordinance for noncoastal communities in North Carolina. The current standards limit development within the Special Flood Hazard Area (also known as the “regulatory floodplain”), which is comprised of the floodway and the flood fringe. Most local governments, including Carrboro, regulate development within the 100-year floodplain, and those regulations include requirements for residential development to be elevated above the regulatory floodplain (the “base flood elevation”), and allow non-residential to be ‘floodproofed’ when below the base flood elevation. There are a handful of local governments that prohibit all development in the SFHA, and we suggest Carrboro consider barring all new development in the 100-year floodplain, including floodproofing and elevation of residential development above the base flood elevation. The recent 2026 update to the State’s model flood ordinance allows local governments to add optional Community Flood Hazard Area standards to their flood provisions that permit local governments to apply flood damage prevention standards to areas outside the 100 year floodplain.



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| <p>3.7 Require Parking Provided Beyond Minimums to be Pervious</p> | <p>Section 15-291 of the LUO sets out the minimum off-street parking requirements for listed uses. We suggest the new UDO require any off-street parking spaces provided in excess of the minimum number of required spaces for the particular use type (including “overflow” parking but not necessarily off-site parking) to be unpaved or paved with pervious materials like pervious concrete, porous asphalt, permeable pavers, or reinforced turf. These kinds of paving surface do require regular maintenance in order to remain pervious. This suggestion would not be relevant if the Town opted to remove all minimum parking standards.</p> |
| <p>3.8 Disincentivize Mass Grading and Incentivize Contour Grading</p> | <p>Mass grading is large-scale removal or deposition of soil in excess of five acres in area or with cut or fill exceeding five feet in depth or height beyond that existing prior to the commencement of earthwork. Mass grading is undertaken to establish uniform building pads without regard to specific building locations. Some ideas for disincentivizing mass grading include prohibiting mass grading prior to approval of construction drawings for infrastructure or a site plan; limiting the amount of land that may be subject to mass grading to be limited to 25 percent of the site size during any single development phase; and require vegetation stabilization within 14 days after mass grading. Contour grading is a practice that conforms proposed finished grades to the existing natural contours of the land, minimizing cuts and fills by maintaining slopes, ridgelines, and drainage patterns to the extent practicable. The new UDO could incentivize contour grading by allowing percentage reductions in lot size and setbacks, as well as reductions in the amount of required open space set.</p> |
| <p>3.9 Prioritize Greenways and Multi-Use Trails Over Sidewalks</p> | <p>Sections 15-216 and 15-221 of the LUO set out the Town’s sidewalk requirements for new development, which are essentially required on one side of local streets and both sides of all other major streets. The LUO does not mention any greenway or multi-use trail standards (though such features are credited towards passive recreation/open space requirements). We suggest the new UDO include a comprehensive Pedestrian Circulation section that sets out the standards for sidewalks, greenways, multi-use trails, and internal pedestrian circulation on a development site. Given the impervious nature of sidewalks, the amount of carbon created from their construction, the narrow right-of-way widths in Carrboro, and the desire to adapt to climate change, we suggest the UDO include new requirements and incentives for greenways and pervious multi-use trails that favor these methods over typical sidewalk construction (except in the downtown area, where continued reliance on sidewalk connections is appropriate).</p> |
| <p>3.10 Add Voluntary Sustainable Development Options and Incentives</p> | <p>LUO Section 15-141(4)(K) sets out a series of voluntary incentives that may be incorporated into a conditional rezoning application. We suggest the opportunities for use of sustainable development incentives be increased through establishment of a new section identifying the range of incentives available to applicants who volunteer (or who agree to conditions of approval) to incorporate sustainable development features, including affordable housing, higher quality design, energy conservation, and other features. More detail about this recommendation is included in Key Theme 7, Incorporate Incentives.</p> |



KEY THEME 4. ADDRESS HOUSING

North Carolina is facing a housing crisis. By some accounts, there will be a gap of 764,000 homes needed in North Carolina between 2025 and 2030. This gap exists due a myriad of factors, including: rapid population growth, reductions in the supply of buildable land in growing areas, escalating material and labor costs, financing issues (like high mortgage rates), and inappropriately restrictive local development regulations. According to the North Carolina Housing Finance Agency, housing prices have risen 47% since 2020 and rents have increased 28% over the same period - far outpacing household income growth. Carrboro has been a leader in addressing the housing challenges facing North Carolinians. Carrboro Connects makes the provision of affordable housing and greater housing choices a priority – it includes seven policies and eight land use-related strategies for addressing housing challenges (see the Land Use Policy Summary in the Appendix of this Code Diagnosis for more details on this policy guidance).

Section 15-54.1 of the LUO sets out the Town’s affordable housing goal. The goal is for 15% of the units in all new residential developments over five units to be provided as affordable units (priced so that a family earning 80% of the median gross annual family income for the area). The LUO seeks to either establish the affordable dwelling units, establish affordable housing lots, or seeks payment of a fee-in-lieu of providing affordable units or lots as part of new residential development. Section 15-184.2 of the LUO allows every affordable unit or affordable lot that is provided as part of new residential development to be effectively excluded from the maximum allowable density calculation – in effect making these units “free” from a density utilization standpoint (a significant incentive for a developer). This is a very proactive and effective approach that should be embraced and continued in the new UDO. The following table provides some additional suggestions and recommendations for building on the Town’s current policy approach and incentives.

4.1 Remove SUP Requirements for Subdivisions Meeting Affordability Targets

Section 15-46(c) of the LUO indicates that all subdivisions of land in Carrboro require prior approval of a special use permit, whether by the Board of Adjustment or by Town Council. The Town has an opportunity to help further encourage applicants in meeting its affordable housing targets by removing the requirement for special use permit review for subdivisions that meet or exceed the Town’s target affordable unit or lot count. For example, an applicant who volunteers to provide 15% or more of the proposed units or lots as affordable housing that meets the Town’s requirements could proceed directly to an administrative preliminary plat review. Residential subdivisions where the applicant chooses not to participate in helping the Town reach its affordable housing target would continue to be subject to special use permit approval prior to review of the preliminary plat.

4.2 Add Requirements for Maintaining Existing Affordable Units (NOAH)

Protection of existing, naturally-occurring affordable housing units are one of the Town’s best ways to help ensure housing affordability. We suggest the new UDO include requirements (in the form of development agreements or as part of conditional rezonings) for the replacement of pre-existing residential dwelling units that meet affordability guidelines but that are proposed for redevelopment or replacement with new housing that does not meet the guidelines. Applicants seeking to remove these existing units would be required to replace (or at least help replace) them, likely with monetary contributions.



4.3 Exempt Deed-Restricted Affordable Housing And "Micro" Units from Density Counts

As mentioned previously, LUO Section 15-184.2 includes incentive language that effectively exempts new voluntarily-provided affordable dwelling units or lots from being counted towards the residential density of new developments. This incentive should be carried forward but perhaps simplified for greater clarity. In addition to density exemptions for affordable housing units, the LUO could also exempt some portion of "micro" residential dwelling units from density calculations. The LUO could treat a micro unit as $\frac{1}{4}$ or a residential unit for the purposes of density calculation. A micro residential unit is defined as self-contained dwelling unit designed for independent living by a single occupant, containing spaces for sleeping, cooking, and sanitation, and having a gross floor area of not less than 220 square feet and not more than 350 square feet. The images below show a micro unit of around 250 square feet (bathroom not shown).



4.4 Allow "Middle" Housing By-Right in All Districts

So-called "middle" housing includes dwellings that are intended for more than one household through they take places in structures designed and built in the single-family detached vernacular. Typically, middle housing includes: two-family or multi-generational houses that share a primary entrance, triplexes, quadplexes, and mansion apartments where individual dwelling units are rented or sold as condominiums while the ground beneath them is held by a separate entity, and single-family attached dwellings where dwelling units have one or more party walls and purchase of the unit includes the land its sits upon. The Table of Permissible Uses in Article 10 of the LUO allows duplexes with three or fewer bedrooms by right in most districts. Triplexes are allowed by right Rogers Road districts. The Table also references "multi-family conversions" which appear to be single-family homes or other structures that are converted to house two or more dwelling units. Townhomes (single-family attached) require approval of a special use permit. We suggest the use table be broadened with a wider range of residential use types generally, and that so-called "middle" housing (including single-family attached) be allowed by right in most or all residential districts. While these use types should be permitted by right, new subdivisions proposed to create lots for these uses should continue to be subject to special use permits in cases where the development does not meet the Town's affordable housing targets. Additional discussion is necessary regarding the current limitations on these use types when they include more than three bedrooms (which we assume is related to limiting their use as student housing).



4.5 Establish Maximum Dwelling Unit Sizes and Minimum Densities

While the General Statutes bar local governments from establishing minimum sizes for dwelling units no such limitation applies to rules establishing *maximum* housing sizes. Further, despite the recently approved Session Law 2024-57 (the “Downzoning” bill) preventing local governments from approving or implementing text amendments that lower allowable residential densities without prior consent from affected landowners, no such limitation exists for regulations that establish minimum residential densities. We suggest the new UDO apply maximum dwelling unit size limits to some or most of the single-family detached residential units proposed for inclusion in new residential subdivisions (unless such subdivisions include affordable housing units in alignment with the Town’s targets). The new UDO could also establish minimum target densities for new single-family detached residential subdivisions over two acres in size that do not meet the City’s affordable housing targets.

4.6 Simplify ADU Requirements Generally

LUO Section 15-182(b) requires lots to maintain a lot area that exceeds the minimum lot area standard for the zoning district where located by at least 150% in cases where the lot contains a principal dwelling unit and an accessory apartment of detached accessory dwelling unit (or “ADU”). We suggest this provision be abolished so that both internal and detached accessory dwelling units may be accommodated on a lot meeting the minimum lot area standards. It is common to include some basic standards regarding the size and configuration of ADUs, and Section 15-176.2(f)(5)(g) sets out a maximum ADU size of 750 square feet (it is unclear if this standard applies solely in Village Mixed Use Developments or if it is applied townwide). We suggest a maximum size threshold that is a percentage of the floor area of the principal dwelling, which can never exceed 49%. The size of a detached ADU will also be controlled by the district’s maximum lot coverage standards.

4.7 Add More Small-Lot Options (like bungalow courts, tiny homes, pocket neighborhoods, and detached multi-family)

Allowance for a wide range of small-lot residential options will help the Town address housing needs with the available land area. Bungalow courts are groups of four or five traditional homes on their own lots that gain access via a central shared driveway. Pocket neighborhoods are groups of between three and twelve individual detached residential dwellings of variable sizes subject to floor area maximums that are located on their own lots configured around a small shared open space. Parking can be shared or located along a shared driveway or private street wrapping around the development. Tiny homes (in this context) are small residential structures that are built on a chassis and that may or may not retain their wheels and towing tongue. These homes are regulated as recreational vehicles and are commonly located on individual leaseholds. Detached multi-family uses are groups of individual site-built or manufactured dwellings located on leaseholds (not lots) and are rented or sold as condominiums.





Bungalow Court (top left)
Pocket Neighborhood (top right)
Tiny Home Neighborhood (bottom left)

4.8 Clarify Single-Room Occupancy Development Standards

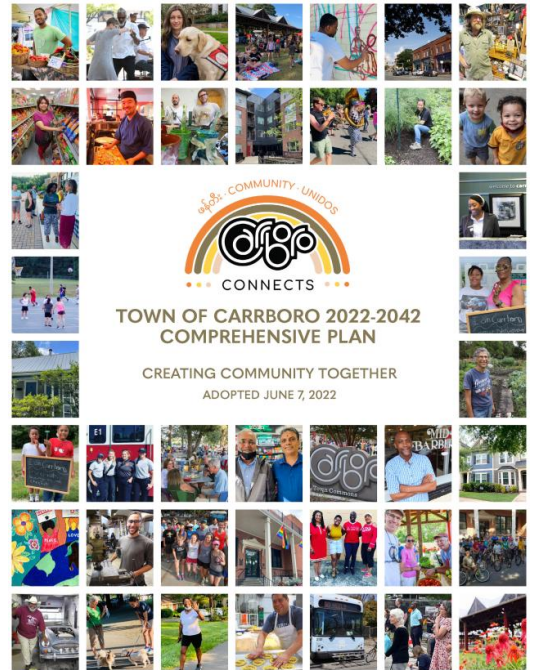
The Table of Principal Uses in Article 10 of the LUO allows single room occupancy use types as special uses in the R-2, B-1(c), B-1(g), B-2, B-3, and CT districts. Article 11 does not include any use specific standards for such uses, which are commonly required to meet minimum common area standards, room size thresholds, rental durations of 30 or more days, room occupancy caps, and requirements for on-site management. We suggest the special use permit requirement be carried forward and supplemented with additional use standards like those described here.

KEY THEME 5. INTEGRATE POLICY GUIDANCE

The UDO is one of the Town’s primary tools for implementing the policies and desired actions in the Town’s adopted policy guidance, like *Carrboro Connects*, the *Racial Equity Action Plan*, and the *Downtown Area Plan*. Carrboro Connects includes 11 chapters that provide land use policy guidance on a wide variety of factors, including: affordable housing, climate action, transportation, green stormwater infrastructure, economic sustainability, parks and recreation, and land use.

The Appendix to this Code Diagnosis includes a detailed Land Use Policy Summary that identifies the land use- and development-related policies and goals in Carrboro Connects and the Downtown Area Plan. In addition to listing the relevant policies, it provides some ideas for implementing the listed strategy or objective in the new UDO.

Key Theme 5, Integrate Policy Guidance, consists of the Implementation Ideas included in the Policy Summary Table in the Appendix as well as the six recommendations listed below, which are proposed in addition to or as a supplement to the policy guidance addressed in the Policy Summary Table in the Appendix.



5.1 Explore Abolition of Minimum Off-Street Parking Standards

Article 18 of the current LUO sets out the standards for parking, including Section 15-291, which sets out the minimum number of required off-street parking spaces by use type (which cross references the use numbers listed in the Table of Permissible Uses). The parking table clarifies that there are no minimum parking standards for single-family, two-family, and multi-family residences, though there are a series of maximum parking standards. In other words, residential uses have limits on the number of parking spaces they can provide, but no minimum number of parking spaces are required for these uses. The standards also clarify that if off-street parking is provided, it must comply with the applicable standards in the LUO. This approach is consistent with a growing trend of conversion of minimum parking standards to maximum parking standards based on a recognition that parking requirements exercise an outsized influence on development proposals in terms of cost, impervious surface, and land consumption. The removal of minimum space requirements was accomplished in 2023, and it may be time to expand the parking requirement abolition to non-residential and mixed uses (or at least provide some form of “parking space discount” that excludes some percentage of the floor area from off-street parking requirements. If this is done, we suggest the parking maximum strategy also be expanded, that parking lot configuration standards be carried forward and upgraded, and that any applicable parking location standards found in use-specific standards also be carried forward.



5.2 Explore Fee-In-Lieu Provisions for Pedestrian Infrastructure to Help Retrofit Existing Network Deficiencies

Sections 15-216 and 15-216.1 of the current LUO set out the sidewalk standards for new development in Town, which basically require sidewalks along one side of local streets and two sides of sub-collector, collector, and arterial streets. Interestingly, there are no standards for greenways in the current LUO other than references to a Transportation, Mobility, and Greenways Advisory Commission. Highly functioning pedestrian networks and increased pedestrian orientation are important parts of the Town's desired future. Supplementing the current LUO standards with new requirements for dedication and construction of greenways in accordance with adopted policy guidance should be included in the new UDO, along with discussion of greenway configuration, credits towards other Town requirements for the provisions of greenways, and even some incentives for their provision such as reduced setbacks from greenway boundaries. With respect to sidewalks, these are aspects of development infrastructure that are most commonly provided at the time of development. However, there are parts of Carrboro that were developed before sidewalks were required, and these already-built areas have missing pedestrian connections. Given that these areas are already built and given the recognition that sidewalk infrastructure retrofit requirements during infill and redevelopment can be cost-prohibitive and result in piecemeal sidewalk links, some communities adopt a more blended approach to sidewalk provision. The Town could consider new requirements for sidewalks along both sides of new streets located within new development and then a blended approach that permits installation of sidewalks along one side of the new street along with payment of a fee-in-lieu for sidewalk provision on the other side of the new street.

5.3 Reduce Open Space Set-Aside Amounts When Available to the Public

Article 13 of the LUO sets out the standards for active recreational facilities and open space for various forms of residential development. Section 15-198 includes the open space standards for residential development, which require 40% of a residential development's area be designated as permanent open space (this number is reduced to 20% in the R-2 and OR-MU districts and land in the B-1(c), B-1(g) and CT districts are assumedly exempted from open space provisions). We suggest that as a means of encouraging new development to make open space available for use by members of the public, the amount of required open space for residential development be cut in half in cases where the open space set-aside is located within an public access easement. We also suggest the standards be further clarified that new mixed-use development that includes residential dwelling units is subject to the open space set aside standards.



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| <p>5.4 Explore Greater Use of Development Agreements for Expansion of For Sale Affordable Housing</p> | <p>While there is no outright federal prohibition of land use regulations that treat rental property differently than for sale property, most local governments avoid these kinds of regulations. While the federal Fair Housing Act forbids discrimination in access and terms of housing on protected grounds, it does not make distinctions between rentals and owner-occupied housing illegal as long as the distinction is not discriminatory. This essentially means that a local government can have rules that apply differently to rentals versus for-sale units, as long as those rules do not result in discriminatory impact or intent against protected classes. That said, its is a slippery and complicated legal slope that results in most local governments simply forgoing regulations that treat rental housing differently than for sale housing. However, there is nothing inherently unlawful about use of voluntary tools like development agreements that grant concessions or reductions from otherwise applicable standards as an incentive to applicants to make more affordable units available as for sale units. Coordination with the Town’s housing planners and increased use of development agreements in these ways may be something the Town wishes to consider.</p> |
| <p>5.5 Consider Converting some Residential Districts to Mixed-use Districts</p> | <p>The Table of Permissible Uses in Article 10 of the current LUO clearly allows for a significant number of residential uses on lots within conventional non-residential districts. Likewise, the table also clarifies that there are a wide array of institutional uses permitted within residential zoning districts. What is not currently addressed is an increased ability to locate small-scale, low-intensity neighborhood-serving commercial, office, and personal service use types in residential districts. The Town may wish to broaden allowances for such non-residential uses types when they are configured in so-called “micro” formats with very small floorplates, as part of live/work units, or when subject to use standard limitations designed to control the amount of utilization by patrons arriving in automobiles.</p> |
| <p>5.6 Increase Public Participation for Certain Development Proposals</p> | <p>Other recommendations in these Key Themes for Improvement suggest reductions in the number of application types subject to public hearings, streamlining of advisory body review, or increased decision-making authority delegated to Town staff – all in pursuit of more efficient reviews and reduced legal exposure for the Town. At the same time, there is an opportunity for increased public scrutiny of revisions to development regulations in certain cases. The new UDO should supplement the current text amendment provisions to add increased opportunity for public awareness and comment during regulation development. Likewise, conditional rezoning applications that seek deviations or reductions from otherwise applicable standards outside of the range of allowable incentives could be subject to additional amounts of public discussion through new standards that call for two readings by Town Council prior to making a decision on such applications.</p> |



KEY THEME 6. INCREASE PREDICTABILITY

A common refrain from members of the development community is that complying with the Town’s development standards is not the problem – rather, its knowing what the standards actually are that is the problem. Many applicants, landowners, and residents alike need to know what the standards are in advance. Ensuring that there is sufficient clarity and predictability built into the review process helps applicants understand what is in the standards. In addition, ensuring the LUO includes clearly codified requirements helps avoid heavy reliance on legislative discretion or negotiation to yield desired development outcomes. Making the development review process more predictable is one of the most beneficial economic development activities available, and clear and predictable review processes are hallmarks of a modern development code. The table below sets out ten recommended changes to the current regulations to make the new UDO more predictable for all involved.

| | |
|--|--|
| <p>6.1 Reduce Application Review Times & Uncertainty to Ease Development Review</p> | <p>Part of the Task 1, Project Initiation task was a meeting with several Town-identified members of the development community in November of 2024 to discuss what is and what is not working with the development review process. One of the primary concerns identified during this discussion was the length of time necessary to complete the development application review process in Carrboro – the second primary concern was the level of uncertainty that exists regarding what standards will be applied, and the likely final outcome of the application review process. There are a variety of ways to address these concerns, including reducing reliance on special use permits through more codified standards, reducing “pre-decision” steps in the process like preliminary sketch plans, reforming some current procedural provisions (like Section 15-52(e)) that allow the review period to be extended based on staff discretion or concerns from the community, bringing greater precision to the review criteria used to make decisions generally, and more detailed application completeness requirements. In addition to these reforms, it is necessary for the Town to recognize that applicants also bear some responsibility for the speed and simplicity of application reviews. The application review process must recognize and memorialize instances where the process is delayed by the actions or inactions of an applicant.</p> |
| <p>6.2 Add Clarity on Measurement Rules</p> | <p>One hallmark of predictable development codes is a specific section explaining the rules of measurement, or how various calculations are performed or how compliance with dimensional standards is determined. For example, what is the rear setback on a pie-shaped lot, or where is building height determined on a steep-slope lot, or does a cylindrical sign have one or two faces? A rules of measurement section should explain the distinctions between abutting and adjacent, how separation requirements are determined, how time is calculated, how vesting terms are calculated, the types of lot lines, how setbacks are determined, how setback encroachments and height exemptions are addressed, how average slope is measured, and how compliance with parking space, landscaping, and signage standards are determined. Each of the concepts should be supplemented with an illustration.</p> |



6.3 Augment Definitions (to around 100 pages)

The current LUO includes numerous definitions in Article 2 (as well as in many other sections throughout the text). We suggest all definitions be consolidated into a single chapter, that any standards or requirements be removed from a definition (so they are not missed by a reader), and that the definitions be supplemented with a glossary of acronyms. All principal, accessory and temporary use types should be defined. All application procedures should be defined. All dimensional standards and concepts should be defined. The definitions should include cross references to alternative spellings or phrasing to help readers find the terms they are seeking. In cases where the same word or phrase has different meanings (like the term “development” from a zoning standpoint versus a stormwater standpoint) each definition or meanings should be included and noted in terms of here it belongs (this is very typical for flood and water supply watershed provisions). We note that most modern development code definition chapters that include around 100 pages of defined terms.

6.4 Identify Review Criteria for All Procedures and Decisions

Article 3 through 6 of the current LUO set out the various application review procedures. We suggest that the new UDO consolidate all the (30-to-35) different review procedures into a new single Applications chapter, and that the procedural language be revised to follow a uniform structure identifying purpose, applicability, exemptions, and review criteria for all application review procedures. Every application review procedure (including map amendment, annexation, and comprehensive plan amendment procedures) should list the review criteria used to make a decision, and review criteria should be measurable and quantifiable wherever possible.

6.5 Reduce Reliance on SUP in Favor of Codified Standards and Limit to One Review Authority

The Table of Permissible Uses in Article 10 of the LUO sets out the range of different use types and the procedure used for their establishment. The table uses the letters “A”, “B”, “BA”, “ZA”, “ZB”, and “ZBA” to denote use types that are subject to special use permit requirements (at least in some instances). Most uses in Carrboro require some form of special use permit. Section 15-57 requires that special use permits to be decided by the Town Council must first be heard by Planning Board or other advisory committee who shall make a recommendation. We suggest the new UDO include a wider array of use specific standards and codified standards as a means of reducing the range of use types that must undergo special use permit review. We also suggest that the Town Council be the body delegated to consider all special use permits, and that Planning Board or other advisory board recommendation be abolished as the Town Council may not rely on evidence collected outside the hearing where the decision is being made.



6.6 Use Pre-Application Conferences for Efficiency

Section 15-48.1 of the current LUO sets out the procedures necessary for special use permits, which includes a Development Review meeting with Town staff and a presentation of a conceptual preliminary plan or sketch site plan with elevations to the Joint Advisory Board. The constituent members of the Joint Advisory Board may provide subsequent comments to the applicant, which the applicant is compelled to address. For major subdivisions (Section 15-50), applicants must prepare a site analysis plan, schedule an “on-site walkabout,” meet with Town staff to discuss the process for the conceptual preliminary plan, and prepare the conceptual preliminary plan. The conceptual preliminary plan must then be presented to the Joint Advisory Board - all *before* submitting the actual subdivision application. Once the application is submitted, the applicant again meets with Town staff to ensure the applicant understands the applicable requirements. We suggest this process be simplified with a basic requirement for one mandatory pre-application conference. The applicant should come prepared with some form of sketch or plan, and the discussion should focus on the application requirements before the application is submitted, not afterwards (as is done in Section 15-51). Applicants who would like to conduct a second or subsequent pre-application conference should have the right to do so, though the Town may desire to charge a fee. We note that all discussions conducted before an application is submitted are informal and are not binding on the Town or an applicant.

6.7 Streamline/ Delegate Advisory Body Reviews

As mentioned in other recommendations, we suggest the Type B special use permit review process by the Board of Adjustment be abolished in favor of all SUP reviews by Town Council. We also suggest that Planning Board or other advisory board reviews of quasi-judicial applications (Section 15-57) be abolished.

6.8 Add Administrative Adjustment and Alternative Plan Review Procedures

Many development codes across North Carolina are now being amended to include so-called “Administrative Adjustment” or “Administrative Variance” provisions that authorize the staff to decide minor deviations or departures from basic dimensional standards or other minor technical requirements when public safety is not compromised. These provisions act as safety valves to allow local governments to address difficult site conditions (like those associated with beneficial infill or redevelopment) while avoiding the legal complexities of variances and the legal hurdle associated with hardship. For example, it is not uncommon to allow an applicant to shave a foot off a side setback requirement if doing so allows a building to avoid a critical root zone associated with existing trees. Likewise, alternative plan or alternative equivalent compliance methods are also quite common. In these instances, an applicant may propose a deviation from current standards in an alternative plan as means of dealing with some unique site condition. For example, an alternative landscape plan might allow a different grouping or plant placement metric in areas of a site that are under constant shade. We suggest both these procedures be included in the new UDO along with clear criteria about when they may be requested, the degree of allowable deviation, and how those deviations are mitigated.



6.9 Remove the Ability to Convert By-Right Applications to Discretionary Reviews

Minor subdivisions are subdivisions of land located outside a watershed protection district, limited to the creation of no more than four lots, and do not involve the creation or extension of any new streets. Minor subdivisions are reviewed and decided administratively by the Planning Director. However, Section 15-78(d) indicates that the Planning Director may, at any time, determine to treat a minor subdivision as a major subdivision (thereby creating a need for special use permit review). Section 15-148 appears to suggest the Planning Director may determine a by-right use must obtain a special use permit if vested rights that accrue to the use took place without adequate public input. We suggest these provisions be removed, or further clarified with respect to the range of reasons or conditions that must exist for this kind of determination to be made.

6.10 Ensure All Districts List Dimensional Standards and Reduce Caveats

Article 12 of the LUO sets out the density and dimensional standards for the zoning districts. The Appendix to this code Diagnosis includes a five-page summary table of the zoning districts and associated standards. The summary table in the Appendix indicates a series of five zoning districts that have no dimensional standards listed as well as questions about required minimum lot area for several other zoning districts. We suggest all missing standards be addressed and that the wide range of caveats (as reflected in the 18 table notes in the Appendix) be reduced or made more clear in order to limit confusion.



KEY THEME 7. ENSURE LEGAL SUFFICIENCY

The UDO is a legal document, and as such, it must comply with all applicable State and federal law. This can be a challenge in North Carolina given the General Assembly's propensity to revise planning-related legislation during every legislative session. As a result, local governments must regularly audit their local provisions for consistency. In addition to law changes, there are also court precedent that must also be tracked. The following table outlines ten recommendations that we suggest be made to ensure the new UDO remains consistent with legal requirements. We note that less than 60 days ago State law again changed with the passage of Session law 2025-94 (also known as SB926) that further revises local planning laws (including removal of time periods for refiling denied applications and prohibition of street standards more restrictive than NCDOT). Depending upon the timing of the new UDO drafting effort, there may be even more changes in State law to contend with (particularly current bill SB205, Swimming Pools/Housing Regulatory Reform). For now, the following nine changes are suggested:

7.1 Address New Downzoning Limitations

The downzoning bill (SL2024-57) was passed in December of 2024 and amends NCGS Section 160D-601(d) by barring a local government from initiating, adopting, and enforcing a text or map amendment that lowers allowable densities, reduces the range of allowable uses, or creates nonconforming situations on lots in nonresidential districts without first obtaining consent from all affected landowners. This limits legislative discretion and will require local governments to track if and how new development regulations do or do not apply to any individual lot or development. This law makes wholesale development regulation updates almost impossible. The strategy we recommend as part of adopting a new communitywide regulation (like a new UDO) is to, as part of adoption, not lower densities, not reduce the range of allowable uses, and to grant amnesty to all existing nonconformities. In addition, the new code must permit all existing development to be maintained or replaced in kind or as it was on the effective date in perpetuity (unless, perhaps, it ceases for a period of two or more years, and then could not be restarted). Proposed changes to any existing development after the effective date must bring the development into full compliance with the regulations in place at the time of the application. If full compliance can not be attained, then the applicant must obtain a variance, obtain a conditional rezoning that allows the less-than-compliant development, or be granted a nonconforming authorization for the development to become nonconforming as part of the proposed change to the existing development (which would require landowner consent). Consent, when granted, may not be rescinded, is in place in perpetuity, and must be recorded. The Town should consider new blanket conditions regarding consent as part of any conditional rezoning, and there are new limits that must be placed on any resident-proposed text amendment as these may not be initiated if they result in down zonings (and commencement of action on any resident-proposed text amendment will require research into its potential to be a downzoning, and collection of consent from all affected landowners if it does constitute a downzoning).

More detail on the ramifications and proposed solutions to SL2024-57 are available here:

www.codewrightplanners.com/files/ugd/cd8718_71ee825ed35847d58340a5dfd4b463f8.pdf



7.2 Remove Criminal Penalties

Two years ago the General Assembly decriminalized all zoning and development-related violations of any local law authorized under Chapter 160D of the General Statutes (the local government planning enabling legislation). Local development rules may no longer apply criminal penalties to such violations, and remedies must be limited to civil penalties and other non-criminal actions. Some development regulations, like flood damage prevention, water quality, and others that are authorized under different chapters of the General Statutes are unaffected by this change and thus may still apply criminal penalties for violations of flood rules or violations of erosion and sedimentation control standards (transferring lots from an illegally-established subdivision also remains a criminal penalty). Article 7 of the current LUO does not make this distinction, and needs to be revised to recognize that violations of rules authorized under Chapter 160D may not impose criminal penalties.

7.3 Remove Content-Based Sign Regulations

Several years ago the US Supreme Court handed down a ruling in the *Reed v Gilbert* case that local government sign rules that regulate sign content must be able to withstand strict scrutiny. Strict scrutiny is a difficult legal concept that says a rule is as narrowly tailored as possible and that it must be adopted in response to a compelling public interest. Legal scholars agree that no sign regulation can ever pass both prongs of the strict scrutiny test. As a result, the practical response to the *Reed* ruling is simply to remove content-based provisions from sign rules. In short, if a local government official must read a sign to know which sign regulations apply to the sign, then the sign regulation is thus content-based. Sign rules that are use-based, time-period-based, or contingent on commercial or noncommercial speech are content-based. No longer may a local regulation adopt special standards for church signs, restaurant signs, for sale signs, non-profit signs, etc. as these all rely on content-based standards. Article 17 of the current LUO includes content-based sign regulations (e.g., off-premise signs for motels, non-commercial messages, real estate signs, etc.). The new UDO should eliminate all content-based sign regulations and instead limit their impacts to time, place, and manner aspects (size, height, illumination, mounting style, etc.).

7.4 Clarify that Unlisted Uses are not Prohibited

Section 15-149(b) indicates that any uses not listed in the Table of Permissible Uses is are prohibited – we are concerned this may be a violation of NC Court of Appeals rulings (see *Byrd v Franklin*) and needs to be updated. We recommend addressing this via a determination procedure that allows unlisted uses to be classified by the Planning Director. Many modern development codes utilize a use classification system that includes additional details about characteristics and operational details shared across individual use types within the same use category that can be used to help discern what standards to require and procedures to follow for an unlisted use based on existing similar use types already listed in the code.



KEY THEME 7. ENSURE LEGAL SUFFICIENCY

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| <p>7.5 Clarify that Vested Rights may not be Withheld</p> | <p>Section 15-148(b) of the current LUO appears to state that the Planning Director may determine that any by-right use can be made subject to a special use permit requirement if they determine the statutory vested rights that would accrue to the approval are inappropriate given the lack of public input. The standards go on to say that the applicant may avoid the special use permit process by submitting a waiver of vested rights. We are concerned that this may violate the automatic granting of statutory vested rights as described in NCGS 160D-108(d), and that there are no listed criteria with respect to how and why a Planning Director might make this determination in the first place. We suggest additional discussion and possible removal of this provision from the new UDO.</p> |
| <p>7.6 Remove References to Obsolete Terms (special exceptions, conditional use permits, etc.)</p> | <p>The current LUO, including the table of contents and Table of Permissible Uses, includes a series of references to outdated terms that should be removed as part of drafting the new UDO. The LUO's use of the term "setback exceptions" could be retained or replaced with the term "Administrative Adjustment."</p> |
| <p>7.7 Abolish the Construction Management Plan Process</p> | <p>Section 15-49(c1) of the current LUO allows the Administrator (Planning Director) to determine if an approved project would or would not have significant impacts on adjoining lots, streets, or sidewalks during construction. If such a determination is made, and applicant must then prepare a construction management plan. The construction management plan process entails a required meeting with adjacent residents and business owners who may then direct the applicant as to how construction will proceed. Construction may not commence until the construction management plan is approved and the plan provisions must be enforced as though they were LUO requirements. This process, in effect, allows adjacent landowners to dictate the terms of how development will be constructed without regard for current regulatory requirements or customs, and can delay commencement of construction of an application the Town has already approved. We suggest this process be abolished or if it is retained, the parameters of concern and the potential remedies be codified, and that the construction management plan process take place prior to application approval.</p> |
| <p>7.8 Remove Design Controls Applied to Single-Family Residential</p> | <p>Section 15-177 of the current LUO sets out architectural standards for subdivisions with more than four single-family residences. Section (d)(3) applies building design elements and Section (e) sets out building architectural style requirements, both of which are prohibited by NCGS160D-702(b), and may not be included in the UDO unless agreed to voluntarily or included as a condition of approval.</p> |



7.9 Clarify Authority for Schools Adequate Public Facility Standards

Part 4 of current LUO Article 4 sets out a series of adequate public facility requirements for schools. Generally speaking, these kinds of APF ordinances for schools are prohibited in North Carolina without express statutory authority. We understand Orange County received this authority in 2003; however, the passage of HB406 in 2017 effectively ended all local authority to apply school impact fees to new residential development. Does the Orange County School Board still issue Certificates of Adequacy, and if so, would the Town deny a major subdivision or conditional rezoning for a development that did not receive a Certificate of Adequacy? What is the status of existing, unexpired special use permits that have these certificates? Should this material be carried forward in the new UDO, and does it need further refinement in light of changing legislation?



KEY THEME 8. INCORPORATE INCENTIVES

North Carolina is a “Dillon’s Rule” state, meaning that local governments do not have home rule authority when it comes to development regulations; rather, the range of authorities made available to local governments are limited to those expressly stated in the General Statutes or granted via special authorization by the North Carolina General Assembly. As a result, local governments in North Carolina do not have the authority to adopt or employ innovative regulatory approaches like impact fees, inclusionary zoning, tax increment financing, concurrency, transfer of development rights, and a host of other common tools available in home rule states. As a result, local governments must take a more incentive-based approach that encourages applicants to provide affordable housing, establish sustainable development practices, or utilize creative financing. The table below outlines a series of eight incentive-based approaches we suggest be incorporated into the Carrboro UDO as a means of helping create so-called win/win development. In this context, incentives can be a “win/win” proposition where a potential developer exceeds minimum requirements and is rewarded with additional development potential or the ability to deviate from some otherwise-required standard.

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| <p>8.1 Exclude Micro-, ADU, and some ‘Middle’ Housing Units from Density Counts</p> | <p>Section 15-54.1 of the current LUO sets out the Town’s affordable housing targets, which effectively exempt affordable housing units from the need to comply with density requirements. Another option is for the Town to extend these density exemptions to micro-residential units (under 350 square feet each), single-room occupancy uses, accessory dwelling units, and some middle housing types like live/work units from density counts as well. It may also be possible to apply density exemptions geographically to further incentivize desired infill and redevelopment locations in the Town.</p> |
| <p>8.2 Allow By-Right Reviews for Developments Meeting Affordable Housing Targets</p> | <p>The Table of Permitted Uses in Article 10 and Section 15-50 set out the requirements for most forms of residential development to secure special use permit approval. The new UDO could lift requirements for special use permits (thereby allowing these uses to be established administratively) for residential developments that meet or exceed the Town’s affordability targets.</p> |
| <p>8.3 Allow Accelerated Landscaping Credit for Retained Trees</p> | <p>Sections 15-306 and 15-307 of the current LUO set out the standards for “screening” (perimeter landscaping buffers) required between different use types. We suggest this approach be modified slightly to apply screening standards along zoning district edges, which change less frequently than use types. These standards could also provide accelerated credit toward plant stocking counts for screens that retain existing trees.</p> |
| <p>8.4 Exclude Structured Parking from Building Height Calculation</p> | <p>Section 15-185 of the current LUO sets out the building height standards in Carrboro. Section (a)(5) allows structured parking to be a maximum of 60 feet tall. We suggest the new UDO exempt structured parking from building height calculation as a means of encouraging this type of parking configuration.</p> |



KEY THEME 8. INCORPORATE INCENTIVES

8.5 Include a Conservation Subdivision Option with Smaller Lots/Setbacks for More Open Space

Conservation subdivisions are described in subsection 3.1 of this Code Diagnosis. This approach allows small or no minimum lot sizes and reduced setbacks (such as those required by the Fire Code) in order to allow dwellings to locate close to one another and preserve open land. The conservation subdivision proposal establishes a minimum open space retention amount of 50% of the total site area. The Town could supplement these provisions that allow density bonuses for conservation subdivisions that set aside more than 50% of the total site area as open space.

8.6 Add Density Bonuses for Voluntary Compliance with Single-Family Design Guidelines

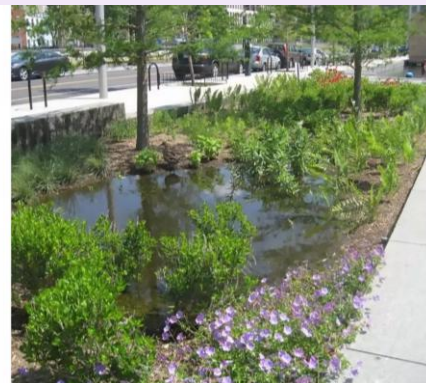
While the building design and architectural standards found in Section 15-177 of the current LUO are now prohibited as mandates, these kinds of provisions can and should be included as design guidelines that are available for applicants to volunteer to follow or suggest as conditions of approval in return for modest density bonuses (perhaps two or three units per acre) that may be applied administratively.

8.7 Allow Some Mixed-Use Development by Right in Residential Districts

The Table of Permissible Uses in Article 10 of the LUO allows residential development in most districts, but stops short of allowing neighborhood serving and small-scale non-residential development like that associated with live/work uses in residential districts. We suggest the new UDO permit micro-commercial, office, and personal service uses by-right in most residential districts as a means of creating more functional neighborhoods and reducing automobile dependence. Such uses would be limited in floor area, be of low intensity, and could be limited to corner lots.

8.8 Credit Green Stormwater Features Towards Open Space

Key Theme 3.3 in this Code Diagnosis introduces the concept of more so-called “green” stormwater infrastructure, like bioswales, rain gardens, infiltration basins, and similar features. We suggest these features, as well as more traditional retention or detention stormwater control measures be credited towards open space set-aside requirements when these features are configured as site amenities (no fencing, gentle slopes, native plantings, and pedestrian access, etc.). These kinds of features should be permitted within required setbacks and required landscaping (“screening”) areas as well.



KEY THEME 8. INCORPORATE INCENTIVES

8.9 Add Incentives for Sustainable Development Features

A sustainable development incentive system creates a series of incentives such as: additional residential density, increased maximum building height, increased lot coverage thresholds, reduced off-street parking requirements, reduced open space set-aside provisions, increased maximum sign area, allowable deviations from design standards, exemption from some forms of infrastructure provision (like sidewalks), and potentially other incentives that are provided in return for the inclusion of identified sustainable development features. Sustainable development features often include: compliance with LEED, BREEAM, Energy Star, Green Globes, or National Green Building Standard's requirements, use of green roofs, use of site-generated electricity, rainwater harvesting, oversizing stormwater control mechanisms, use of reflective paving or roof material, and many other features. The approach sets out a menu of sustainable development features along with a point value for each, and then establishes the minimum number of points required to take advantage of one or more of the sustainable development incentives. The system is voluntary for the applicant but helps to provide more sustainable development in the Town. It could also be applied through the conditional zoning system. Example pages from another code are provided below.

Chapter 6 Standards Section 6.17 Sustainable Development Incentives
Repealed 12/18/2024 by Ordinance 23-01

TABLE 6.17.4: SUSTAINABLE DEVELOPMENT PRACTICE INCENTIVES

| TYPE OF INCENTIVE | MINIMUM NUMBER OF SUSTAINABLE DEVELOPMENT PRACTICES NECESSARY TO UTILIZE INCENTIVE | |
|--|--|-----------------|
| | FROM SCHEDULE A | FROM SCHEDULE B |
| A density bonus of up to ten additional dwelling units per acre beyond the maximum allowed in the base zoning district [1] | 1 | 2 |
| A density bonus of up to 20 additional dwelling units per acre beyond the maximum allowed in the base zoning district [2] | 1 | 3 |
| A density bonus of up to 30 additional dwelling units per acre beyond the maximum allowed in the base zoning district [2] | 2 | 4 |
| An increase in the maximum allowable height by up to one story or ten feet beyond the maximum allowed in the base zoning district | 2 | 3 |
| A reduction from the minimum parking space requirements by 15 percent, or an increase to the maximum allowable number of parking spaces provided by 15 percent | 2 | 2 |
| An increase in the maximum allowable sign area or maximum height for wall or ground based signs by 10 percent | 1 | 3 |
| Mass grading of 10 acres or more in area of a phase, single lot, Major Subdivision, or Unified Development [3] | 2 | 1 |

NOTES:
 [1] All zoning district dimensional requirements still apply.
 [2] Zoning district dimensional requirements may be reduced in accordance with the standards and procedures for an Administrative Adjustment.
 [3] Practices shall be specifically from the "Water Conservation and Quality Protection" section of Table 6.17.6: Menu of Sustainable Development Practices.

6.17.5. PROCEDURE
 A. Development seeking to use incentives in this section shall include a written request with the development application that identifies the type of sustainable development practice proposed and demonstrates how compliance with the standards will be achieved.
 B. Review for compliance with this section, and granting of requests in accordance with this section shall occur during review of a Site Plan, Subdivision, Type 3 Conditional Re-zoning, Special Use Permit, or Building Permit, as appropriate. The review authority responsible for review of the development application shall also be responsible for the review of sustainable development incentive request.
 C. Approval of use of a particular incentive shall be based on the number of sustainable development practices provided in accordance with Table 6.17.4, Sustainable Development Practice Incentives, and Table 6.17.6, Menu of Sustainable Development Practices. To obtain the

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Chapter 6 Standards Section 6.17 Sustainable Development Incentives
Repealed 12/18/2024 by Ordinance 23-01

TABLE 6.17.6: MENU OF SUSTAINABLE DEVELOPMENT PRACTICES

right to a particular incentive, development shall provide the minimum number associated with sustainable development practices from both schedule A and schedule B in the table below.
 D. In cases where a proposed development seeks to combine two or more development incentives, the minimum number of required sustainable development practices for each individual incentive shall be provided.

6.17.6. MENU OF SUSTAINABLE DEVELOPMENT PRACTICES
 One or more of the sustainable development practices in Table 6.17.6, Menu of Sustainable Development Practices, may be offered by an applicant for proposed development in accordance with Table 6.17.4, Sustainable Development Practice Incentives. An applicant may suggest a practice not listed, approval of which shall require approval via a Determination (see Section 2.3.5.1) Determination by the Planning Director.

| SCHEDULE [1] | TYPE OF PRACTICE | DOCUMENTATION OF COMPLIANCE |
|----------------------------|--|---|
| ENERGY CONSERVATION | | |
| A | Inclusion of solar photovoltaic panels or small wind energy facilities in an amount capable of producing 100 kilowatt hours of electricity per month for each dwelling or principal use in the development | Indication on Site Plan |
| A | Use of central air conditioners that are Energy Star qualified | Provision of manufacturer's certification statement |
| A | Use of only solar water heating systems throughout the structure | Inclusion on Construction Drawings |
| A | Use of a white roof or roofing materials with minimum reflectivity rating of 60 percent or more | Provision of materials sample and manufacturer's certification statement (statement not required for white roofs) |
| A | Pre-plumb and pre-wire structures for solar water heating and photovoltaic installation | Indication on Site Plan |
| B | Provision of skylights in an amount necessary to ensure natural lighting is provided to at least 15 percent of the habitable rooms in the structure | Indication on Site Plan |

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Chapter 6 Standards Section 6.17 Sustainable Development Incentives
Repealed 12/18/2024 by Ordinance 23-01

TABLE 6.17.6: MENU OF SUSTAINABLE DEVELOPMENT PRACTICES

| SCHEDULE [1] | TYPE OF PRACTICE | DOCUMENTATION OF COMPLIANCE |
|----------------------|---|--|
| B | Roof eaves or overhang of three feet or more on southern or western elevations | Indication on Site Plan |
| B | Structure design that can accommodate the installation and operation of solar photovoltaic panels or solar thermal heating devices (including appropriate wiring and water transport systems) | Inclusion on Construction Drawings |
| B | Inclusion of shade features (e.g., awnings, louvers, shutters, etc.) to shade all windows and doors on the southern building facade | Indication on Site Plan |
| B | Shade impervious surfaces and southern/western building exposures to limit heat gain | Indication on Site Plan |
| B | Inclusion of on-demand hot water systems instead of tank-based systems | Indication on Site Plan |
| B | Configuration of new buildings with one axis at least 1.5 times longer than the other, and the long axis oriented in an east-west configuration for solar access | Indication on Site Plan |
| BB | Inclusion of electrical transmission lines and transformers capable of providing sufficient electrical current to the development to power EV charging facilities for each principal use | Indication on Construction Drawings |
| CERTIFICATION | | |
| AAA | Construction of the principal structure(s) to meet or exceed LEED Platinum certification standards | Provision of verification of project compliance by certifying agency (may be provided within one year following occupancy) |
| AA | Construction of the principal structure(s) to meet or exceed LEED Gold certification standards | |
| BBB | Construction of the principal structure(s) to meet or exceed LEED Silver certification standards | |
| BB | Construction of the principal structure(s) to meet or exceed LEED Bronze certification standards | |
| AAA | Construction of the principal structure(s) to meet or exceed BREEAM "Excellent" certification standards | Provision of verification of project compliance by certifying agency (may be provided within one year following occupancy) |
| AA | Construction of the principal structure(s) to meet or exceed BREEAM "Very Good" certification standards | |

651 Town of Clayton | Last Update
Unified Development Ordinance | 7.21.25



This portion of the Code Diagnosis includes a series of seven supplemental work products prepared as a part of developing the recommendations in the Key Themes. These seven supplemental work products include:

- **The Carrboro Connects Land Use Policy Summary – February, 2025**
A 17-page summary of the relevant land use- and development-related policy guidance from the Town’s comprehensive plan along with ideas about how these strategies could be implemented in the new UDO
- **The Downtown Area Plan Summary – May ,2026**
A summary of the detailed Policy and Regulatory Recommendations of the Town’s recently adopted Downtown Area Plan, inclusive of how these policies can be incorporated into the UDO.
- **The Land Use Ordinance Analysis – September, 2025**
An 80-page detailed review of each section in the current UDO, including suggestions for how to revise this material in the new UDO
- **Initial Zoning District Translation Table - May, 2026**
A brief table that summarizes potential translation, consolidation, and additions to the Town’s current base and overlay zoning districts
- **Current LUO Dimensional Standards Table – Undated**
A brief table setting out the codified dimensional standards for the zoning districts identified in the current LUO
- **The Input Summary from Interested Parties – February, 2025**
A summary of the input received during interviews with 16 Town-identified interested parties and each of the then-sitting Town Council members related to the development review process and the LUO
- **The Developer’s Interest Meeting Summary – February, 2025**
A summary of comments and questions from an initial meeting conducted with Town-identified members of the development community regarding the development review process and the LUO

Each of these work products is provided on the following pages.





Carrboro New Unified Development Ordinance

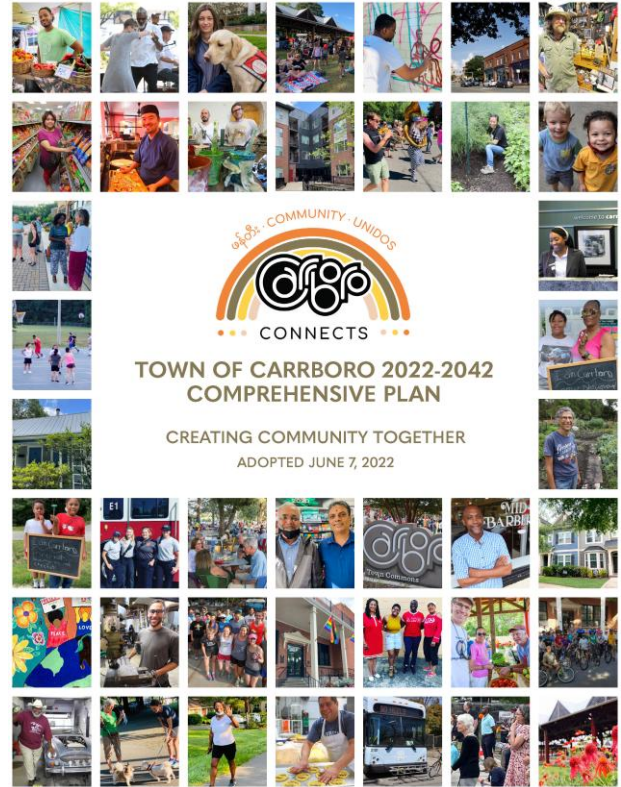
Land Use Policy Summary February, 2025

The Carrboro New Unified Development Ordinance (UDO) is an effort to rewrite the Town’s Land Use Ordinance (or “LUO”) to implement the 2022 *Carrboro Connects* Comprehensive Plan.

Carrboro Connects is the result of a community-wide planning effort to articulate the Town’s vision for its future and identify the actions needed to help that desired future become a reality.

The UDO is one of the Town’s primary tools for implementing the policy guidance and desired actions in *Carrboro Connects*. It is the basic set of laws used by the Town to regulate land uses in order to protect public safety, support property values, protect the environment, and ensure adequate mobility. This UDO project is innovative in that it will address the basic elements included in most other development regulations while also maintaining a focus on:

- Creating greater climate resiliency;
- Promoting social justice;
- Ensuring attainable housing for current and future residents; and
- Protecting Carrboro’s community character.



Carrboro Connects includes 11 chapters that provide land use policy guidance on a wide variety of factors, including: affordable housing, climate action, transportation, green stormwater infrastructure, economic sustainability, parks and recreation, and land use. The table on the following pages identifies the relevant land use policies and actions from *Carrboro Connects*, provides a brief summary of each, and includes a column with some ideas about how each strategy might be implemented in the updated UDO.

Policies in *Carrboro Connects* that are not directly related to the land use or the UDO are not included in the table. It is important to note that all potential implementation ideas depend on discussion and acceptance by Town staff, elected officials, the public, and that proposed solutions or changes must be permissible under North Carolina law. We note that approximately 43 of the plan’s 106 strategies (about 40%) are beyond the scope of a regulatory document like the UDO. For example, requirements that address ownership style (rental versus fee simple ownership) are generally not permissible under State and federal laws. Interventions involving funding-related activities are very important components of Carrboro’s goals but are not part the regulatory





Carrboro New Unified Development Ordinance

Land Use Policy Summary February, 2025

framework. Strategies that seek to support or inform residents about opportunities are vital but are also beyond the scope of regulations. With these aspects in mind, the following table outlines the 63 land use-related strategies from Carrboro Connects and some ideas for implementing these strategies in the new Unified Development Ordinance.

Policy Summary Table Key – Description of table features (in red)

| CARRBORO CONNECTS POLICY SUMMARY TABLE | | |
|--|---|--|
| Goal/ Strategy | Description | Implementation Ideas in New UDO |
| 4.2 | Reduce negative effects of parking requirements on housing costs and natural resources. | Consider abolishing parking minimums town-wide |
| Chapter 6 Green Stormwater Infrastructure, Water, & Energy | | |
| GS11 | Increase the use of native plants and vegetation to mitigate climate change impacts, assist with stormwater mitigation, and reduce heat island effect. | ← Goal Statement |
| 1.1 | Rely on community leadership and participation from all residents, including those with financial barriers or those who have historically been excluded from participation. | <ul style="list-style-type: none"> - Review landscaping and screening standards to require removal of invasive species as part of development and redevelopment - Add species diversity and native species thresholds to landscaping requirements - Remove lawn as an allowable form of ground cover within required landscaping areas (like buffers) |

↑ Relevant Strategy(ies) from Carrboro Connects Plan Text
← Proposed ideas for implementing the listed strategy in new UDO document

| CARRBORO CONNECTS POLICY SUMMARY TABLE | | |
|--|-------------|---------------------------------|
| Goal/ Strategy | Description | Implementation Ideas in New UDO |
| Chapter 3 Affordable Housing | | |

| | | |
|-----|--|--|
| AH1 | Increase the number of homeownership units that are permanently affordable with targeted strategies to serve households earning 80% of Area Median Income (AMI) or below with priority to historically disadvantaged households. | |
|-----|--|--|





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|-------------------|---|---|
| 1.1 | Increase development of for-sale affordable housing units for households earning up to 80% of AMI. | <ul style="list-style-type: none"> - Scale affordable housing targets to development size (exceeding 15% in some cases like in downtown, as part of mixed-use redevelopment, and in the ETJ) - Discount affordable units from density calculations throughout the planning jurisdiction - Explore maximum unit size thresholds or discretionary review requirements for detached residential exceeding a threshold size - Embrace the Town’s role as a primary housing provider |
| AH2 | <p>Increase the number of rental units that are permanently affordable to very low-income households earning up to 60% of AMI with a particular focus on those earning less than 30% AMI and historically disadvantaged households.</p> <p>Continue to support rental housing development through the Affordable Housing Fund and leveraging other resources.</p> | <p>Explore use of development agreements to foster incremental redevelopment and expansion of rental and rent-to-own housing in order to permit by-right approval rather than a discretionary review procedure</p> |
| 2.3 | Ease the pressure on rental prices by increasing affordable rental housing stock, particularly in high-transit areas. | <ul style="list-style-type: none"> - Establish detached multi-family structure use types and permit in most zoning districts by-right - Establish standards for micro residential units and exclude from density calculations - Ease tiny home and movable unit requirements (other than building code standards) to facilitate by-right establishment - Consider abolish mandatory vehicular parking requirements altogether (except for accessible parking) |
| AH3 | Diversify and expand a variety of housing options throughout Carrboro using a mixture of affordable housing types. | |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|-------------------|--|--|
| 3.1 | Expand the provision of Accessory Dwelling Units (ADUs). | <ul style="list-style-type: none"> - Allow up to two attached or integrated (within the interior of the principal structure) ADUs within single-family detached structures by-right - Allow one detached and one attached/integrated ADU per each single-family detached structure by-right - Explore the desire to regulate (limit) short term rentals |
| 3.3 | Preserve existing mobile home parks and identify possible locations for additional mobile and manufactured housing. | <ul style="list-style-type: none"> - Avoid distinctions between mobile and manufactured home structures - Broaden array of districts where these uses are permitted by-right (not overlay district requirements) - Permit these structure types in small-lot/small-size housing configurations like bungalow courts and pocket neighborhoods by-right - Reduce minimum space size requirements and reduce internal park setbacks |
| AH4 | <p>Maintain and improve the quality of Naturally Occurring Affordable Housing (NOAH) and “missing middle” opportunities.</p> <p>4.4 Preserve and expand opportunities for “missing middle” housing.</p> | <ul style="list-style-type: none"> - Discuss the desire to make single-family detached fee-simple units a special use or subject to conditional rezoning requirements - Allow live/work, duplex, triplex, quadplex, and “mansion apartment” uses by-right in all residential and commercial districts - Mandate variable lot sizes in major residential subdivisions, including in the ETJ - Explore minimum density requirements in ETJ areas |
| AH5 | <p>Support efforts with Orange County to ensure that all homeless individuals and families have access to safe housing, appropriate services, and a path to permanent housing.</p> | |
| 5.3 | Prevent homelessness | Review and update use types to recognize and permit transitional and emergency housing use types by-right in urban areas and on lots abutting transit corridors |
| AH7 | <p>Reduce utility expenses for all homes</p> | |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|--|---|--|
| 7.1 | Find ways to provide free broadband by using the town’s expanding broadband network. | Ensure “small-scale” (50’ in height or less) telecommunication facilities (including collocation and small wireless) are allowable by-right everywhere |
| Chapter 4 Climate Action & Environment | | |
| CA1 | Achieve 80% reduction in per capita greenhouse gas emissions by 2030, as compared to 2010 levels. | |
| 1.1 | Increase the use of renewable energy sources, e.g., solar for all residents, including low-income residents. | <ul style="list-style-type: none"> - Ease requirements for Level 1 and 2 solar energy systems, particularly Level 2 (community scale) systems - Ease requirements for micro, small, and medium (up to 100 kW) wind systems - Add new incentives for residential subdivisions to be configured with high-capacity transformers, EV guest parking spaces, and EV-ready principal structures |
| 1.2 | Integrate Climate Action with the Local Living Economy. | <ul style="list-style-type: none"> - Allow food production uses by-right throughout the planning jurisdiction - Apply bona fide farm and agricultural exemptions within the corporate limits |
| CA4 | Enable lower-income residents and small business owners to be able to financially participate and benefit from climate resiliency programs. | |
| 4.2 | Expand access to weatherization, energy efficiency, and continue water conservation measures for all, especially lower-income residents and small business owners, in new construction and retrofits to existing buildings. | Include new sustainable development incentives (like density and height bonuses) related to provision of green building, energy efficiency, and water conservation aspects in new development (note these kinds of features are notoriously difficult to integrate into speculative commercial developments where tenants are not known at the time of permitting) |
| E1 | Conserve and restore watersheds, ecosystems, and native species. | |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|-------------------|--|--|
| 1.1 | Support native plantings throughout town. | <ul style="list-style-type: none"> - Supplement the landscaping and screening provisions with species diversity, invasive species removal, and native species threshold requirements - Discuss the Town’s desire for tree retention vs reforestation requirements |
| 1.2 | Expand nature-based stormwater solutions as part of ecosystem enhancement, watershed restoration, climate resilience, and quality of place improvements. | <ul style="list-style-type: none"> - Integrate new mandatory green stormwater infrastructure requirements for residential subdivisions, multi-family, non-residential, and mixed-use developments in greenfield areas and incentives for green stormwater infrastructure retrofits on developed sites - Review and update conservation subdivision provisions; consider mandatory conservation subdivision requirements in some greenfield areas |
| 1.3 | Create strategic initiatives to overcome historic soil quality degradation and determine ways to protect and restore soil quality as a crucial component of ecosystem and community enhancement. | Add soil restoration (subject to identified standards) as a sustainable development incentive |
| E2 | <p>Promote policies to ensure distribution of environmental burdens and access to natural areas and ecosystems to be equitable across race, income, and ability, especially in neighborhoods that have been denied and historically underserved. Promote policies to ensure distribution of environmental burdens and access to natural areas and ecosystems to be equitable across race, income, and ability, especially in neighborhoods that have been denied and historically underserved.</p> | |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|---------------------------------------|--|--|
| 2.1 | Ensure environmental policies and tools do not have disparate impacts based on race and income, and undo harm from historical policies and zoning. | <ul style="list-style-type: none"> - Review code provisions from the standpoint of social justice and provide recommendations for revision - Investigate if current flood damage prevention provisions create disproportionate regulatory impacts in any specific areas, and if so, consider potential recommendations (implementing recommendations will likely require FEMA review and authorization and it could impact Carrboro’s Community Rating System class) |
| Chapter 5 Transportation and Mobility | | |
| TM1 | Address disparate impacts of transportation decisions and investments in Carrboro’s BIPOC, lower-income, and differently-abled populations. | |
| 1.1 | Center equity in transportation planning processes. | Reference the Transportation & Mobility Strategies Map in Carrboro Connects in the UDO street criteria |
| 1.2 | Improve transportation options for all communities, with a focus on incrementally shifting transit stops to denser areas to serve as connections between residences and points of interests while limiting displacement impacts on marginalized populations. | Limit establishment of new transit corridors to areas where at least half of the homes within 1,320 feet of the corridor alignment are designated as affordable |
| TM2 | Continue to expand the transportation system to provide at least one non-automobile option (walking, biking, and transit) for every neighborhood to be usable for a variety of trip purpose. | |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|---|--|---|
| 2.1 | Encourage non-automobile use in the community and reduce vehicle miles travelled through land use decisions of developments that lends itself to public transit use (such as denser mixed-use nodes) and enhancement of public transit itself. | <ul style="list-style-type: none"> - Ensure UDO transportation requirements prioritize bicycle and pedestrian infrastructure over street infrastructure - Review and update sidewalks standards to require completion of sidewalk connections, street crossings, and connections to greenways - Consider a sidewalk fee-in-lieu system to help complete missing sidewalk connections in established neighborhoods - Discuss if and how the Town will fund bike lane infrastructure, particularly in already-developed areas |
| 2.2 | Continue to create safe streets and trail networks for pedestrians, bike riders, and transit riders. | <ul style="list-style-type: none"> - Review and update UDO to include or cross-reference complete streets or NACTO configuration requirements for public streets (discuss if private streets should follow public street standards) - Reduce Town street design speed to 20 mph (10 mph for alleys) - Review and update (or cross reference) street geometry standards and increase sight distance triangles to 10-70 AASHTO provisions |
| TM3 Reduce greenhouse gas emissions from motor vehicle use by 80% by 2030. | | |
| 3.1 | Expand opportunities for transportation options that do not rely on fossil fuel-powered, single-occupancy vehicles. | Review and update EV charging station provisions to ensure inclusion of 110-volt outlets for charging e-bikes and scooters |
| TM4 Improve the management of parking spaces in the downtown area. | | |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/Strategy | Description | Implementation Ideas in New UDO |
|---------------|--|---|
| 4.1 | Establish a regular schedule for conducting parking counts and inventorying existing spaces. Develop a more accurate methodology for utilizing shared parking and satellite parking. | <ul style="list-style-type: none"> - Consider abolishing parking minimums town-wide - Review, update, and simplify shared and off-site parking provisions - Establish parking maximums in the downtown and for specific non-residential uses |
| 4.2 | Reduce negative effects of parking requirements on housing costs and natural resources. | Consider abolishing vehicular parking minimums town-wide (except for accessible spaces) |

Chapter 6 Green Stormwater Infrastructure, Water, & Energy

| | | |
|-------------|---|--|
| GSI1 | Increase the use of native plants and vegetation to mitigate climate change impacts, assist with stormwater mitigation, and reduce heat island effect. | |
| 1.1 | Rely on community leadership and participation from all residents, including those with financial barriers or those who have historically been excluded from participation. | <ul style="list-style-type: none"> - Review landscaping and screening standards to require removal of invasive species as part of development and redevelopment - Add species diversity and native species thresholds to landscaping requirements - Remove lawn as an allowable form of ground cover within required landscaping areas (like buffers) |
| GSI2 | Plant and maintain the tree canopy along identified roads. | |
| 2.1 | Improve tree canopy downtown to create a more vibrant and inviting urban landscape, reduce the heat island and stormwater runoff, and sequester carbon. | Consider adopting amended street tree requirements for arterial and collector streets in downtown (including species, on-center spacing, pits/structural soils, etc.) |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|-------------------|--|--|
| 2.2 | Work with neighborhoods to improve tree canopy and the forest along roads, in neighborhood open spaces, and on private lots. | Consider requirements or incentives for streetscape buffers along streets (but outside the right-of-way) along roadways in nonresidential, multi-family, mixed-use, and new major residential subdivisions |
| GSI3 | Expand green infrastructure as part of stormwater, watershed restoration, and climate resilience efforts into the Town’s public transportation investments. | |
| 3.1 | Coordinate transportation and public infrastructure improvements with green stormwater infrastructure. | Add a blend of mandates for green stormwater infrastructure (e.g., LID in parking lots, rain gardens, bioswales, artificial wetlands, etc.) for new development and incentives for its use as part of redevelopment |
| W2 | Protect and restore watersheds and ecosystems. | |
| 2.1 | Continue to implement watershed management and restoration projects. | <ul style="list-style-type: none"> - Explore incentives for converting site-specific stormwater control measures (SCMs) to larger multi-site or community-level facilities (this may require establishment of or changes to a stormwater utility for the purposes of maintenance) - Review and update current stormwater provisions for compliance with State law - Update minimum SCM maintenance and inspection provisions to ensure system functionality - Discuss the degree to which the Town wishes to address nuisance flooding from existing development - Provide credit towards open space standards for SCMs that are configured as green stormwater infrastructure or as open space amenities |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|-------------------|---|--|
| 2.2 | Address the effect of development on stormwater management. | <ul style="list-style-type: none"> - Explore building gutter downspout disconnection requirements for infill development - Discuss new requirements for contour grading with maximum four-foot cut and fill limits from pre-construction grades on greenfield sites - Limit off-site runoff to a non-erosive velocity - Establish incentives for rainwater harvesting - Explore and update impervious surface provisions to allow impervious surface averaging across communities or within unified developments in infill and redevelopment contexts - Consider allowing LID and infiltration facilities as a means to “buy down” impervious surface coverage limits on built lots in urban areas |
| W3 | Reduce the amount of Carrboro’s treated water use while increasing water rate affordability. | |
| 3.1 | Promote water conservation and efficiency efforts among residents and businesses. | <ul style="list-style-type: none"> - Include sustainable development incentives for low-flow fixtures in buildings and rainwater harvesting facilities - Prohibit use of automatic irrigation for landscaping (but not food production) |
| E1 | Achieve 80% reduction 2010 levels of per capita greenhouse emissions by 2030. | |
| 1.1 | Reduce greenhouse gas emissions from motor automobile use by 80% by 2030. | Review and update EV charging space requirements (see related implementation ideas in this table) |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|--|--|---|
| 1.2 | Reduce community greenhouse emissions attributed to Carrboro buildings by 80% from 2010 levels by 2030. | <ul style="list-style-type: none"> - Include net zero construction in the array of available sustainable development incentives - Require non-residential structures over 50,000 sf to incorporate net zero construction features - Explore protection of solar footprints to help ensure passive solar access - Explore adding tree retention provisions based on its building shading potential |
| Chapter 7 Economic Sustainability | | |
| ES1 | <p>Create a more inclusive economy, encourage more racial equity in business development, increase support for locally owned businesses and promote living wage jobs.</p> <p>Create more equitable opportunities for residents and workers to obtain living wage jobs and a career path to support one’s household.</p> | <ul style="list-style-type: none"> - Increase the ability to accommodate micro-retail and neighborhood-serving nonresidential uses in residential districts by-right - Explore a tiered approach to home occupation provisions that make increased economic activity from homes more permissible in neighborhoods (subject to compatibility protections) - Add new business incubators, makerspace, and artisanal micro-manufacturing use types and provisions |
| ES2 | <p>Promote economic development that is resilient, promotes excellence in design, reinforces a sense of place, expands commercial development opportunities, promotes infill development and reduces the tax burden on residents.</p> <p>Support well-planned and designed, higher density and mixed-use development in the downtown.</p> | <p>Expand the downtown zoning district boundaries based on Downtown Area Plan recommendations</p> |
| 2.2 | Strengthen other business districts and commercial areas in Carrboro’s neighborhoods. | Consider establishing a mixed-use activity center conditional zoning district designation that permits negotiation in return for use-mixing, affordable housing provision, affordable commercial space provision, and community-level stormwater management facilities |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|---|---|--|
| ES3 | Grow the arts, entertainment, cultural and tourism sectors of the economy. | |
| 3.3 | Expand tourism opportunities. | Discuss if the Town wants to address short term rentals – they benefit tourism but can interfere with housing availability, and can be difficult to enforce depending on how regulated |
| 3.4 | Support business opportunities and unique ownership models. | Establish new micro-retail, business incubator, artisanal micro-manufacturing uses and use standards, allow such uses throughout the planning jurisdiction, and incorporate compatibility provisions when such uses abut single-family residential development |
| ES4 | Encourage the transition of the economy to one based on green technology and low-impact industries. | |
| 4.1 | Promote energy efficiency, renewable energy, and green buildings. | Incorporate sustainable development incentives (see related implementation ideas in this table) |
| 4.2 | Promote the green economy including local innovators and low-impact industries. | Encourage local food production as by-right principal and accessory uses in all zoning districts |
| 4.3 | Attract a greater share of high tech, biotech and research, and development industries. | Discuss the establishment of adaptive re-use and business start-up use types – such uses would be permitted in most districts by-right and would allow a broad range of non-residential uses and activities, subject to size and compatibility limitations |
| Chapter 8 Recreation, Parks, & Culture | | |
| RPC1 | Promote recreational programming and cultural resources across all ages, genders, races, and abilities with affordable opportunities. | |
| 1.1 | Evaluate recreational programming through the adopted One Orange Racial Equity Framework to identify any gaps in activities for all interests, age groups, ability, and affordability levels. | Supplement greenway standards to require incorporation of additional exercise equipment and facilities (provided at the expense of the developer constructing and dedicating the greenway) |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|-------------------|--|--|
| 1.2 | Identify and promote opportunities for both passive and active recreation for young and old populations. | <ul style="list-style-type: none"> - Review and update open space standards to recognize three levels or types of open space (passive, active, and urban) - Require all use types to provide at least one form of open space - Recognize a wide variety of public realm features and gathering areas (e.g., public art, outdoor seating, pedestrian mobility elements, etc.) and credit them towards urban open space |
| RPC2 | Ensure all people in Carrboro have safe, equitable, and connected access to parks, open space, and recreational facilities. | |
| 2.1 | Strive for a park, play field, or other green space within walking distance (e.g. half-mile or 10-minute walk) and physically accessible to all residents in Carrboro. | <ul style="list-style-type: none"> - Emphasize connection to existing adjacent open space resources (on other lots) as one primary criteria for open space - Ensure greenways are configured in accordance with universal access requirements - Explore the potential for reduction in total open space set-aside requirements for use types that grant public access easements to the open space set-aside areas |
| 2.5 | Encourage and support the development of greenways and trails for public use, creating a complete network of connected greenways connecting parks, open spaces and conservation areas for biking, walking, and wildlife corridors. | <ul style="list-style-type: none"> - Review and update greenway provision requirements to require greenways to be constructed and dedicated - Credit greenways towards park dedication and open space provision - Permit reduced setbacks from lot lines abutting greenways - Encourage greenways to incorporate community-level stormwater management features |
| RPC3 | Ensure that recreation and park facilities and programming are environmentally responsible and help further climate change related goals. | |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|---------------------------|---|---|
| 3.2 | Enhance public access to parks and natural areas while balancing environmental protection and locating active facilities away from ecologically sensitive sites. | Permit open space set-aside areas to be used for food production by residents or the landowner |
| RPC4 4.3 | Strengthen a sense of community and inclusion through the arts, events, and cultural programming that celebrates the diversity in Carrboro. Continue to support, fund, and install public artwork by local artists in strategic locations throughout Town to celebrate the history and story of Carrboro. | Allow public art features to be credited toward active and urban open space set-aside requirements |
| Chapter 9 Land Use | | |
| LU1 1.1 | Promote the design of new development, renovation of existing buildings and public spaces that add to the character and promote the diversity of the community. Foster quality design of the public realm including public right-of-way, Town facilities, parking lots and other public spaces. | <ul style="list-style-type: none"> - Supplement landscaping provisions with requirements for use of native plants - Review and update sidewalk standards to include fee-in-lieu options for use in addressing missing sidewalk connections in other locations - Incorporate new open space set-aside standards that include urban open space options like gathering areas and plazas |
| 1.2 | Encourage the improvement of semi-public spaces to provide amenities, stormwater benefits and attractive environments for a balance of people, natural habitat, and open space. | <ul style="list-style-type: none"> - Allow reduced open space set-aside amounts for uses that allow such spaces to be accessible to the public - Establish mandatory green stormwater infrastructure requirements for greenfield development and incentives for green stormwater infrastructure as part of redevelopment and infill |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|-------------------|--|---|
| 1.3 | Utilize the development review process to promote excellence in design that meets the diverse range and cultures expressed in Carrboro’s built environment. | <ul style="list-style-type: none"> - Review the full range of application review procedures in the UDO and ensure all procedures include purpose and intent, applicability, exemptions, review criteria, effect, appeal, and expiration clarity - Review and update development and design standards to raise the bar for new non-residential and mixed-use development - Include incentives for redevelopment efforts to incorporate higher quality design and development features |
| LU2 2.2 | <p>Plan for the expansion of affordable housing availability through land use tools of planning, zoning, and development review.</p> <p>Preserve and promote the availability of affordable housing along key corridors and nodes that are transit-accessible, walkable and bikeable. Adopt zoning reforms to preserve and increase availability of affordable housing in key corridors that are transit connected, walkable, and bikeable.</p> | <ul style="list-style-type: none"> - Establish new incentives for the provision of affordable housing by the private sector - Recognize the role of the Town in providing affordable housing when the private market cannot - Suggest avoiding complex regulatory provisions (like overlay districts) in favor of by-right density increases in target areas and additional incentives for density in appropriate locations |
| 2.3 | Expand the allowance of Accessory Dwelling Units (ADUs) and tiny homes. | <ul style="list-style-type: none"> - Broaden allowance for ADUs and tiny homes as identified in other parts of this table - Suggest by-right allowance for ADUs generally rather than requirements for use of pre-approved designs to secure by-right approval |
| 2.4 | Explore the creation of an overlay district to preserve mobile home parks. | Suggest addressing mobile and manufactured home parks in ways already explained in this table, but avoiding complex overlay district designations |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|-------------------|---|---|
| 2.5 | Fully evaluate and reduce housing density restrictions to slow the increase of housing prices and diversify housing stock. | <ul style="list-style-type: none"> - Suggest an approach that makes the establishment of smaller homes the “path of least resistance” while the establishment of large detached residential structures subject to discretionary review - Review and update affordable housing density bonus provisions - Broaden the array of allowable by-right residential unit types in traditional neighborhoods |
| 2.6 | Improve the development review process to promote more affordable housing and reduce costs. | Expand the ability for developments that exceed affordable dwelling unit targets to be approved administratively |
| 2.8 | Pursue updates to the UDO and zoning maps to provide greater densities in areas prioritized for growth, particularly along corridors identified in Strategy 8 and small area plans as part of implementation of the comprehensive plan. | Increase densities in target areas and include incentives for affordable units as described in other portions of this table |
| LU3 | Support development patterns that advance climate action goals and environmental protection. | |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|-------------------|--|--|
| 3.1 | Pursue development provisions that preserve and maintain natural areas by incorporating environmentally sensitive development and building practices, including redefining pervious pavers and pervious surfaces. Address potential conflicts between land use goals, stormwater and water quality in the land use ordinance and development review process. | <ul style="list-style-type: none"> - Refine and integrate conservation subdivision provisions, including potential for mandatory conservation design in some areas - Address species diversity, native, and invasive plant removal as described in this table - Review and expand open space set-aside requirements as described in this table - Review and continue to discuss how tree protection provisions should evolve in light of policy guidance |
| LU4 | Promote land use planning and development that reduces GHG emissions through reducing auto-dependence. | <ul style="list-style-type: none"> - Address ADUs, off-street parking provisions, the degree to which the Town will regulate short term rentals, and reductions to dimensional standards as incentives for preferred forms of development as already indicated in this table - Discourage expansive use of overlay districts or other mechanisms that increase complexity or interfere with predictability |
| 4.1 | Update the Land Use Ordinance to be consistent with the goals of the Comprehensive Plan. | |
| LU5 | Expand appropriate development opportunities that meet the goals of the comprehensive plan. | |





CARRBORO CONNECTS POLICY SUMMARY TABLE

| Goal/ Strategy | Description | Implementation Ideas in New UDO |
|-------------------|--|--|
| 5.1 | Increase the amount of land available for commercial, light industry, and mixed-use development. | <ul style="list-style-type: none"> - Review the current zoning district configuration, broaden the ability to locate residential uses in more districts, add the ability to accommodate low-intensity non-residential uses in residential districts - Consider abolishing commercial districts in favor of mixed-use districts - Explore increased use of conditional rezoning to facilitate negotiated outcomes for developments that exceed affordability or climate reliance objectives |
| 5.2 | Improve the development approval process to be more predictable and efficient while continuing to offer vibrant community participation. | <ul style="list-style-type: none"> - Update development review procedures for efficiency and predictability as identified in this table - Delegate as much administrative authority to Town staff as possible while also codifying the Town’s desired forms and format of development - Rely on public participation in the determination of common goals regarding location, type, and configuration of preferred forms of development, and then make development consistent with these requirements by-right - Rely on public participation for consideration of development forms and formats that differ from the Town’s codified standards or for developments that seek to deviate from codified standards |
| LU6 | Improve access and availability of Town Parks and schools to meet recreation and educational needs. | |
| 6.1 | Identify additional park space needed to serve residents within a 10-minute walk. | <ul style="list-style-type: none"> - Review and update parkland dedication requirements for residential and mixed-use development - Broaden requirements for open space set-aside provision and create incentives for open space that is subject to public access easements - Add proximity and connection requirements to open space set-aside requirements as described elsewhere in this table |





| CARRBORO CONNECTS POLICY SUMMARY TABLE | | |
|---|--|---|
| Goal/Strategy | Description | Implementation Ideas in New UDO |
| 6.2 | Coordinate with Orange County and Chapel Hill-Carrboro Schools regarding school siting, capital needs and improved access via bike facilities and sidewalks. | <ul style="list-style-type: none"> - Review and update sidewalk standards to ensure maximum sidewalk (and greenway) accessibility to schools - Discuss the ways in which bicycle facilities may be used to increase safe access to school |
| LU7 | Preserve the architecturally significant and historic properties and districts in Town that reflect the range of cultures and experiences in Carrboro. | |
| 7.1 | Review and Update Neighborhood Preservation Districts. | Explore the possibility of converting some neighborhood design guidelines to standards |
| 7.2 | Create a local historic landmark property program. | This effort requires work with the State Historic Preservation Office and is outside the scope of this UDO effort (but placeholders and other anticipatory aspects can be added to the UDO as part of this project) |
| LU8 | Plan for future land uses that advance goals and strategies in the comprehensive plan and protect, enhance, and complement the unique character of each area. | |
| 8.1 | Plan for balanced growth at key nodes and corridors that further the goals of this plan. The Future Land Use Map shows existing and future land uses. Specific changes in land use are identified in the Corridor Plans. | Update the UDO in accordance with the growth management strategies and recommendations outlined in this table |

END OF TABLE

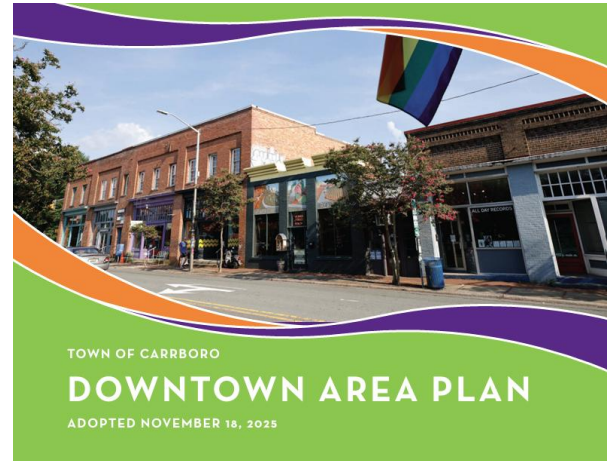




Carrboro New Unified Development Ordinance

Downtown Area Plan Summary May 2026

The table included on the following pages is a summary of the Policy and Regulatory Recommendations included in the Town’s adopted Downtown Area Plan. The Downtown Plan is a direct result of implementing a priority project identified in through the Town’s Comprehensive Plan, Carrboro Connects. The Downtown Area Plan was formatted in two volumes, the first containing the “analysis, assessment, and recommendations of the study area” and the second volume providing the background information. Because the Town had overlap in the timing of the Downtown Area Plan and the Unified Development Ordinance (UDO), the Plan contains specific recommendations to be implemented through UDO updates.



DOWNTOWN AREA PLAN RECOMMENDATIONS SUMMARY TABLE

| Ref# | Recommendation/Description | Implementation Ideas in New UDO |
|--------------|--|--|
| PR-01 | Establish Parking Lot Joint Agreements | |
| | Promote joint agreement for adding green infrastructure and LID stormwater techniques for existing and future parking lots and decks, Use joint agreements to ensure a sufficient amount of public parking in the downtown | <ul style="list-style-type: none"> - Require connectivity between commercial lots to reduce driveway turning movements and promote shared access - Creation of an Alternative Parking Plan to allow for shared, off-site, valet, and other non-traditional arrangements, or minor deviations with engineering report |
| PR-03 | Activate the First Floor | |
| | Require first floor commercial businesses and amenities for building residents on the first floor in all multi-family and mixed-use projects in the downtown area. | <ul style="list-style-type: none"> - Update use standards to include a requirement for commercial first floor uses for integrated vertical mixed-use buildings. - Creation of building design standards for new vertical mixed-use buildings that support pedestrian access on fronting sidewalks |
| PR-04 | Addressing Building Heights | |
| | Align building heights with the character areas discussed in the Downtown Area Plan. Should include incentives for affordable housing and commercial areas | <ul style="list-style-type: none"> - Provide incentives (such as density bonus, building heights, etc.) for the provision of affordable housing and affordable commercial space - Update dimensional standards to adjust minimum and maximum building heights for downtown districts. |





DOWNTOWN AREA PLAN RECOMMENDATIONS SUMMARY TABLE

| Ref# | Recommendation/Description | Implementation Ideas in New UDO |
|--------------|--|--|
| PR-05 | Encourage Affordable Commercial Space | |
| | Encourage affordable commercial spaces in all commercial and mixed-use developments through incentives | Provide incentives (such as density bonus, building heights, etc.) in exchange for the provision of affordable commercial space |
| PR-06 | Encourage Affordable Housing | |
| | Encourage affordable housing in all private developments through incentives that increase the number and variety of affordable housing units in the downtown area | <ul style="list-style-type: none"> - Provide incentives (such as density bonus, building heights, etc.) for the provision of affordable housing and affordable commercial space - Continue to implement the SUP process for the approval of major subdivisions unless affordable housing (or a fee-in-lieu) is provided |
| PR-07 | Encourage Green Building | |
| | Encourage the use of building green techniques in all private developments through incentives | Provide incentives (such as density bonus) for the provision of LEED and other green infrastructure |
| PR-08 | Incorporate Quality Open Spaces | |
| | Include provisions that require private developments to incorporate quality, functional open spaces that should include plazas, greens, pocket parks, gathering spaces and other types of open space | <ul style="list-style-type: none"> - Update the open space requirements for all uses based a percentage of the proposed site area - Expand open space options to include active, passive, and gathering space - Provide specifications and design standards for types of open space |
| PR-09 | Increase Tree Canopy and Native Plantings | |
| | Include provisions that require robust tree planting and preservation requirements, and limit plantings to native, beneficial species. | <ul style="list-style-type: none"> - Revisit tree preservation options for the provision of increased canopy (preservation vs reforestation) - Planting list should be updated to include native and/or non-invasive species - Include updated landscape requirements to include buffers, street trees/streetscape buffers, parking lot landscaping, foundation and site plantings, and screening requirements. |
| PR-10 | Reduce Stormwater Runoff | |
| | Reduce stormwater runoff through the use of high-quality and robust stormwater control measures and reduce impervious surface coverage for all private developments | <ul style="list-style-type: none"> - Update dimensional requirements in downtown districts to reduce impervious coverage percentages - Revisit stormwater requirements to ensure in alignment with minimum state standards |





DOWNTOWN AREA PLAN RECOMMENDATIONS SUMMARY TABLE

| Ref# | Recommendation/Description | Implementation Ideas in New UDO |
|--------------|--|--|
| PR-11 | Support Appropriate Parking | |
| | Limit surface parking lots in the downtown area and allow them in locations based on the Character Area as described in the Plan. | <ul style="list-style-type: none"> - Creation of an Alternative Parking Plan to allow for shared, off-site, valet, and other non-traditional parking arrangements, or minor deviations to typical standards with engineering report - Explore ways to address differential parking requirements based on Character Area recommendation - Creation of sustainability incentives that allow for alternative parking arrangements or reduced number of space |
| PR-12 | Support Green Infrastructure | |
| | Require the incorporation of green infrastructure as part of all private development, including rain gardens, native plantings, LID techniques, etc. | <ul style="list-style-type: none"> - Provide incentives (such as density bonus) for the provision of LEED and other green infrastructure - Update standards to include rain gardens and other type of green initiatives as required open space options - Revise planting and landscaping requirements to require native and non-invasive plants |
| PR-13 | Support Mobile Vendors | |
| | Support mobile food vending and provide opportunities for small business startups using mobile operations in the downtown area. | <ul style="list-style-type: none"> - Revise district use table to allow for mobile vendors - Create new mobile vendor and pop-up vendor facility use standards - Allow for micro-commercial uses in downtown districts |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

The following table is a section-by-section review of Carrboro’s current Land Use Ordinance (“LUO”). The table identifies the current articles, section numbers, section titles, and includes a short description of the current section contents. Articles are identified with green rows. The column on the right “Implementation Ideas in the New UDO” details recommendations for how to revise the current section for greater consistency with the Town’s adopted policy guidance, State law, regulatory best practice, or community input received to date. In some cases, there are questions or ideas that merit further discussion or consideration included in yellow cells. Some articles are supplemented with text in a grey row found at the end of the article’s contents. These grey rows suggest new sections or information that could be added to the new UDO. The ideas and information in this table form the basis for the recommendations to be included in the Code Diagnosis, the “blueprint” for the Town’s new Unified Development Ordinance.

| CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE | | | |
|--|--|--|---|
| § | Title | Description | Implementation Ideas in New UDO |
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| Article I. General Provisions | | | |
| 15-1 | Short Title | This ordinance is officially called the Carrboro Land Use Ordinance. | <ul style="list-style-type: none"> - Changing name to Unified Development Ordinance - Include reference to Official Zoning Map and any other applicable maps in addition to the Zoning Map |
| 15-2 | Authority | Ordinance derives authority from multiple North Carolina General Statutes and various Session Laws. | Carry forward with new references to Town Charter and include references to various NCGS statutes and special legislation |
| 15-3 | Jurisdiction | Ordinance applies within Carrboro’s planning jurisdiction; jurisdictional adjustments allowed by mutual agreement per G.S. 160D-203. | <ul style="list-style-type: none"> - Clarify what constitutes the “planning jurisdiction” - Suggest adding additional clarity regarding the applicability of these standards to bona fide farms and agricultural uses - Clarify the standards in the UDO are minimum requirements unless subject to an authorized condition of approval, approved variance, vested right, or preferred development incentive |
| 15-4 | Effective Date | Ordinance originally enacted and effective November 25, 1980. | <ul style="list-style-type: none"> - Replace with new effective date - Suggest the UDO include both an adoption date and an effective date (it is not uncommon to delay the effective date for 60-90 days to allow the Town time to update its applications forms, conduct training, etc.) |
| 15-5 | Relationship To Existing Zoning, Subdivision, and Flood Control Ordinances | Substantively unchanged provisions are continuations of earlier ordinances; prior unlawful situations remain unlawful. | Delete. This language is from 1980. No need to carry forward. Prior approval, violations, continue as set down in a new Transitional Standards section in new Chapter 1, Administration |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|--|--|--|--|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| 15-6 | Relationship To Comprehensive Plan, Land Use Plan, and Other Adopted Plans | Comprehensive Plan guides development; ordinance amendments may revise the Future Land Use Map if inconsistent. | <ul style="list-style-type: none"> - Relocate to new section on Consistency with Adopted Policy Guidance in new Chapter 1, Administration - Enumerate adopted policy guidance documents (Carrboro Connects, Climate Action Plan, Racial Equity Action Plan, Downtown Master Plan, etc.) - Clarify that plans and policy guidance are advisory in nature - Clarify that UDO should be amended to be consistent with policy guidance, but lack of consistency is not unlawful and does not invalidate the UDO |
| 15-7 | No Use of Land or Buildings Except in Conformity with Chapter Provisions | All land and building use must comply with ordinance provisions unless excepted under Article VIII. | <ul style="list-style-type: none"> - Relocate to new Applicability section in Chapter 1, Administration - Enhance with more discussion about no grading, tree removal, transfer of land, construction of buildings, except in compliance with the UDO - Clarify that there is no double counting and subdivision rules apply to division of land everywhere in Town (except for subdivisions exempted by State law) - Discuss. Supplement current applicability provisions with new details about how the UDO comports with recent changes to NCGS Section 160D-601(d) pertaining to downzoning. In essence, the approach proposed in the new UDO consists of the following three pillars: 1) recognize all existing lawfully-established nonconformities existing on or before June 14, 2024 are now considered conforming, and may be continued as they existed upon the effective date of the UDO unless the development ceases for a period of two or more years, then it may not be recommenced. 2) expand the definition of new development to include changes in principal use, increases in impervious surface, or increases in floor area/footprint of a principal structure and require any new development to comply with <u>all</u> standards in the UDO in place at the time of application. In cases where existing development can not comply with all applicable standards, then the applicant may: seek a conditional rezoning, seek a variance, or request a nonconforming authorization. 3) Development subject to nonconforming authorization may continue, subject to the rules for nonconformities in the UDO, which are also proposed for adjustment |
| 15-8 | Fees | Reasonable fees cover administrative costs; must be paid with applications; staff may delay approvals for unpaid fees. | <ul style="list-style-type: none"> - Relocate this material to the Applications portion of the Common Review Procedures section of new Chapter 2, Applications - Carry forward references to fee schedule and timing of fee payments |
| 15-9 | Stricter Regulation Controls | More restrictive provisions for health, safety, or environment prevail over less restrictive laws or ordinances. | Replace with a new comprehensive Conflict section that addresses internal conflicts and external conflicts |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|--|--------------------------------|--|--|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| <p>Grey rows at the end of each article identify additional suggested revisions or other potential changes that are not in the current LDO, but we suggest be considered as part of the new UDO. The Annotated Outline prepared in Task 4 will go into more detail on each of these additional suggested revisions.</p> <ol style="list-style-type: none"> a. Add a new Applicability section that describes application to governmental units b. Add a new Transitional Standards section that address already approved (but unfinished) applications, prior approvals, existing violations, etc. This section also clarifies that lawfully-established nonconformities existing prior to June 14, 2024 are no longer considered nonconforming and may be continued and replaced in kind c. Add a new Section on Vested Rights (relocate current Section 15-128.2 & 3 material on vested rights to this section) d. Add a new section establishing the Purpose and Intent for the UDO that is based on general statutory language and statements from adopted policy guidance e. Add a new section on Severability to protect UDO language if a clause or section is struck down f. Reduce the number of chapters from 21 to 11 & re-name chapters to more intuitive names g. Include chapter number in sections (but remove use of roman numerals) h. Remove gender-based language i. Remove "legalese" language (e.g., "notwithstanding the forgoing", "without limiting the generality of the foregoing" etc.) j. Remove reserved placeholders throughout ordinance k. Remove editor's notes regarding amendment dates (the UDO is a repeal and replace document) l. Formalize capitalization conventions, including for each review authority and permit procedure m. Provide one space after a period ending a sentence in the new UDO n. For General Statutes citations, use: "NCGS§160D-903" | | | |
| Article II. Basic Definition and Interpretations | | | |
| 15-15 | Definitions of Basic Terms | Contains the definition for the words and phrases used in the Chapter | <ul style="list-style-type: none"> - Relocate these to a new Terms Defined section of new Chapter 10, Word Usage - Ensure consistency with 160D terminology (e.g., Building, Dwelling, Development, etc.) - Ensure all use types (principal, accessory, temporary) are defined - Relocate any standards from definitions to the appropriate locations in the text - If terms are defined in-line in portions of the UDO text, use cross-references in Terms Defined instead of duplicated definitions - Remove obsolete terms (conditional use permit, extraterritorial planning area, etc.) - Remove definitions of terms that are not used in the ordinance text - Identify and add definitions for terms used but not already defined |
| 15-16 | Lots Divided by District Lines | Provides regulations for the determination of zoning when a lot created before the effective date of the ordinance contains two or more zoning districts | <ul style="list-style-type: none"> - Relocate these provisions to the General Dimensional Standards section of new Chapter 5, Measurement - Abolish Subsection (c); very confusing - Suggest changing how bifurcated lots of less than 2 acres are currently addressed in favor of just applying district standards to lands as mapped |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|---|---|---|---|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| <p>Grey rows at the end of each article identify additional suggested revisions or other potential changes that are not in the current LDO, but we suggest be considered as part of the new UDO. The Annotated Outline prepared in Task 4 will go into more detail on each of these additional suggested revisions.</p> <ol style="list-style-type: none"> Add a glossary of abbreviations used in the UDO Certain terms, such as sign types, and terms addressed in the Measurement Chapter (Chapter 5) are defined in-line in the ordinance, and are only cross-referenced in the Terms Defined section | | | |
| Article III. Administrative Mechanisms. | | | |
| Part I. Planning Board (note this material also includes review of the most recent text amendment on Boards and Commissions) | | | |
| 15-21 (As amended) | Appointment and Terms of Planning Board Members | Outlines composition, appointment, terms, voting rights, and removal procedures for Planning Board members, ensuring representation from town, ETJ, and transition areas. | <ul style="list-style-type: none"> - Carry forward in Planning Board portion of Review Authorities section of new Chapter 2, Applications - Note that the Town may appoint ETJ members if the County does not do it within 90 days of notification about the need for an appointment - Remove language about terms starting in 2007 or 2009; no longer needed - Suggest relocating attendance, removal, and desired member attributes material to the Board's Rules of Procedure document (all Boards should likely have their own Rules of Procedure document that can be served on the Town's webpage – the UDO can direct readers to check the Town's webpage for these documents) |
| 15-22 (As amended) | Meetings of the Planning Board | Establishes meeting schedule, notice posting, public access, and procedures to promote open deliberation and agenda transparency. | <ul style="list-style-type: none"> - Remove and relocate to Planning Board Rules of Procedure document - There are several provisions in the LUO that call for review of quasi-judicial decisions by the Planning Board or other Advisory Committees. While this is not unlawful <i>per se</i>, it is not advisable. NCGS160D-301.b.6 clarifies that no part of a Planning Board forum or recommendation may be used as the basis for a quasi-judicial decision by a different body. See also: https://canons.sog.unc.edu/2016/01/advisory-board-review-of-quasi-judicial-decisions/ Based on this, we suggest removing the current practice of review of special use permits by multiple boards or committees - Suggest addressing sign posting requirements for advance notice purposes as a matter of policy rather than as a code requirement (based on the legal exposure that inclusion of this kind of standard creates) |
| 15-23 | Quorum and Voting | Defines quorum requirements and voting rules, including provisions for roll call votes upon request. | <ul style="list-style-type: none"> - - Suggest simplifying the quorum standards to a stated minimum number of members rather than a variable quorum based on the number of non-vacant seats - Clarify that Board business may not be conducted without a quorum present |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|---|---|---|--|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| 15-24 | Planning Board Officers | Designates annual officer appointments for chair and vice-chairs; limits chair tenure and defines vacancy procedures. | Carry forward officer provisions, but suggest Chair term limits be relocated to the Rules of Procedure |
| 15-25 (As Amended) | Powers and Duties of the Planning Boards | Enumerates Planning Board duties including planning studies, development policy recommendations, and review of land use proposals. | <ul style="list-style-type: none"> - Address powers and duties through cross references to Application Review Summary Table section of new Chapter 2, Applications - Carry forward and enhance details on Planning Board role in the preparation and update of comprehensive plan policy guidance - Suggest abolishing Planning Board review of special use permits (B) (see notes in Sec. 15-22) |
| 15-26 (As Amended) | Advisory Committees | <ul style="list-style-type: none"> - Allows creation of advisory committees to support the work of the Planning Board. - The NTAAC is re-aligned as a subcommittee of the Planning Board instead of being its own advisory board. | <ul style="list-style-type: none"> - Carry forward while streamlining, where possible - The NTAS, like the Planning Board, should not be involved in any quasi-judicial decisions |
| Part II. Board of Adjustment | | | |
| 15-29 (As Amended) | Appointment and Term of Board of Adjustment | Describes board composition, appointment by jurisdiction, terms, and removal procedures, ensuring proportional representation. | <ul style="list-style-type: none"> - Carry forward in new subsection on Board of Adjustment in Review Authorities section of new Chapter 2, Applications - Clarify that the Board of Adjustment has no alternate members - Suggest removing language pertaining to initial appointment term expiration - Suggest relocating attendance and removal material to a Rules of Procedure document |
| 15-30 | Meetings of the Board of Adjustment | Details meeting schedules, special meeting protocol, public access, and adherence to quasi-judicial procedures. | Carry forward with other BOA material in new subsection |
| 15-31 | Quorum | Specifies quorum rules based on active membership and defines presence for quorum calculation. | <ul style="list-style-type: none"> - Suggest simplifying the quorum standards to a stated minimum number of members rather than a variable quorum based on the number of non-vacant seats - Clarify that tie votes are denials |
| 15-32 | Voting | Explains voting procedures, conflict of interest standards, excusals, and roll call provisions for quasi-judicial matters. | <ul style="list-style-type: none"> - Carry forward but supplement with a summary table that sets out 4/5 majority amounts when seating is less than 9 members - Relocate conflict of interest provisions to a single set of provisions in the General Standards portion of the new Review Authorities section in new Chapter 2, Applications, and apply to all review authorities |
| 15-33 | Board of Adjustment Officers | Mandates annual election of chair and vice-chair, term limits, and voting participation for officers. | Carry forward |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|--|---|---|--|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| 15-34 | Power and Duties of Board of Adjustment | Lists Board of Adjustment powers, including variances, appeals, special use permits, and zoning map interpretations. | <ul style="list-style-type: none"> - Address powers and duties through cross references to Application Review Summary Table portion of new Chapter 2, Applications - Suggest removing special exceptions from the UDO as these are no longer authorized under 160D; setback exceptions are variances, but de minimus setback deviations (e.g., +/- 10%) may be considered by staff as "Administrative Adjustments", when subject to clear criteria - Remove BOA review of major subdivisions, this is unnecessary, even if subject to special use requirements - Delegate Planning Director to interpret UDO text and Zoning Map boundaries - Consolidate the Type A and B special use permits in favor of a single SUP procedure decided by Town Council |
| Part III. Land Use Administrator and Planning Director | | | |
| 15-37 | Land Use Administrator | Authorizes Town Manager to designate staff as Land Use Administrator; prohibits conflicts of interest in administrative decisions. | Suggest reliance on the term "Planning Director" along with new language clarifying authority delegation to a professional-level subordinate in section on Rules of Language Construction |
| 15-38 | Planning Director | Defines Planning Director's authority over minor plats, editorial ordinance corrections, and documentation procedures. | <ul style="list-style-type: none"> - Carry forward in new subsection on Town Staff in Review Authorities section of new Chapter 2, Applications - Address powers and duties through cross references to Application Review Summary Table portion of new Chapter 2, Applications - Supplement with the following powers and duties: Preside over the Technical Review Committee, conduct pre-application conferences, enforce the UDO, maintain the Official Zoning Map, process development applications and prepare staff reports, and maintain public records pertaining to the UDO - Clarify Planning Director serves as the floodplain Administrator? Who serves as the Stormwater Administrator? Who serves as the Watershed Administrator? |
| Part IV. Town Council | | | |
| 15-40 | The Town Council | Outlines Council roles in quasi-judicial and legislative capacities, and sets decision-making standards under conflict of interest rules. | <ul style="list-style-type: none"> - Carry forward in new subsection on Town Staff in Review Authorities section of new Chapter 2, Applications - Address powers and duties through cross references to Application Review Summary Table portion of new Chapter 2, Applications - Relocate a single set of conflict of interest provisions to the General Standards portion of the new Review Authorities section in new Chapter 2, Applications (and apply to all review authorities) |
| Part V. Transportation, Mobility, and Greenway's Advisory Commission | | | |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|--|---------------------------------------|--|---|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| 15-42 (As Amended) | Appointment and Terms of TMGAC | Establishes commission membership, appointment, terms, removal, and criteria for diverse and qualified representation. | <ul style="list-style-type: none"> - Suggest the Review Authorities portion of new Chapter 2, Applications, include a section on the Town's Joint Review Committee that details the TMGAC's powers and duties as part of the Joint Review Committee; activities undertaken by the TMGAC that do not directly relate to review of applications submitted under the UDO should not be described in the UDO - Suggest all non-UDO-related material related to the TMGAC be relocated to an outside document |
| 15-43 (As Amended) | Organization and Meetings of TMGAC | Details meeting procedures, quorum, officer election. | Relocate to Rules of Procedure |
| 15-44 (As Amended) | Powers and Duties of TMGAC | Defines duties including beautification initiatives, inter-agency coordination, development appearance review, and acting as historic or preservation district commission. | <ul style="list-style-type: none"> - Clarify if the TMGAC has a review role for appearance as part of development applications submitted under the UDO; if so, establish the committee as a review authority and describe its composition, and powers and duties - Suggest the UDO establish the Historic Preservation Commission as a review authority and describe its composition, and powers and duties under the UDO - Clarify if the Preservation District Commission has a review role of development applications submitted under the UDO; if so, establish this Commission, if not remove references to the Commission in the UDO |
| Part VI. Climate and Environmental Advisory Board | | | |
| 15-45 | Appointment and Terms of CEAC | Describes membership criteria, appointment, terms, and conditions for removal due to absences or performance. | <ul style="list-style-type: none"> - Suggest the Review Authorities portion of new Chapter 2, Applications, include a section on the Town's Joint Review Committee that details the CEAC's powers and duties as part of the Joint Review Committee; activities undertaken by the CEAC that do not directly relate to review of applications submitted under the UDO should not be described in the UDO - Clarify if the CEAC has a review role of development applications submitted under the UDO; if so, establish the committee as a review authority and describe its composition, and powers and duties |
| 15-45.1 | Organization and Meetings of the CEAC | Outlines meeting structure, quorum requirements, and election of officers for one-year terms. | Relocate to Rules of Procedure |
| 15-45.2 | Powers and Duties of the CEAC | Empowers CEAC to advise on environmental policy, promote sustainable development practices, and adopt operational goals. | Suggest relocation of provisions not directly related to this body's role in the review of development applications submitted under the UDO to a separate document |
| Part VII. Membership Limitations | | | |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|---|---|--|--|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| | Membership Limits | Limits members to two consecutive full terms per board; outlines exceptions and oath requirement before service. | Suggest relocating to general section on Review Authorities in new Chapter 2, Applications |
| <p>Grey rows at the end of each article identify additional suggested revisions or other potential changes that are not in the current LDO, but we suggest be considered as part of the new UDO. The Annotated Outline prepared in Task 4 will go into more detail on each of these additional suggested revisions.</p> <ol style="list-style-type: none"> While there is no current section in the LDO, suggest abolition of the Appearance Commission altogether (this includes abolition of the Neighborhood Preservation District Commission, and the Historic Preservation Commission since the Appearance Commission serves in these capacities) Relocate Review Authorities to a portion of new Chapter 2, Applications Establish a new section of general standards for all review authorities that address oath, conflict, rules of procedure, etc. Supplement the list of Town staff responsible for making decisions under the UDO (e.g., Engineer, Stormwater Administrator, Floodplain administrator, Watershed Administrator, Building Inspector, etc.) | | | |
| Article IV. Permit and Final Plat Approval | | | |
| Part 1. Permit Requirements | | | |
| 15-46 | Permits required | Land use changes or developments require zoning, special use, or sign permits; major subdivisions need special use or plat approval; conditional use permits convert to special use permits. | <ul style="list-style-type: none"> - Establish a new Application Types section of Chapter 2, Applications, and locate all application types here. Remove instances where one section deals with two or more different permit types – 1 sub-section per procedure is best practice - Suggest removing the Type B Special Use Permit, in favor of the single SUP decided by Town Council (the Type A) - Carry forward SUP recording requirements - Suggest removing conversion language about conditional use permit and conditional use zoning district translations as this should have taken place four years ago - The use of special use permits for subdivision review is not typical, and we would normally suggest abolition. However, there is an opportunity to consider waiving SUP requirements for subdivisions that provide affordable housing units at or beyond the Town’s goals or that provide a fee-in-lieu for affordable housing (the Town may wish to consider increasing its minimum fee-in-lieu amounts) - The current subdivision process is murky – should be preliminary plat, minor grading, construction drawing review, erosion control, then infrastructure, then final plat - Delete (g) because unnecessary, or locate to in the Development Agreement procedure |
| 15-47 | No Occupancy, Use, or Sale of Lots Until Requirements Fulfilled | No land use, occupancy, or lot sales until permit conditions and ordinance requirements are satisfied. | Relocate to Applicability section in Chapter 1, Administration |





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| 15-48 | Who May Submit Permit Applications | Permit applications can only be submitted by those legally authorized; proof may be required if authorization is questioned. | Relocate to Applications portion of Common Review Standards section in new Chapter 2, Applications |
| 15-48.1 | Concept Plan Review Procedures Prior to Submitting Applications | Applicants for specified permits must first present concept plans at advisory board meetings and gather feedback before formal application. | <ul style="list-style-type: none"> - - Suggest the new UDO include a separate, stand-alone concept plan procedure in the Specific Applications portion of new Chapter 2, Applications. The UDO should clarify which kinds of development are subject to concept plan approval (i.e., special uses, residential subdivisions not including affordable units, the initial step in some conditional rezonings, etc.) - Certain application types will simply list prior concept plan approval as part of the application submittal requirements - Empower the DRM or the Planning Board to be the review authority for concept plans - The standards need to clarify that concept plan does not substitute for a site plan, and a site plan must be reviewed at some point in the process (though the applicant could request concurrent review, at risk) - Replace (b) with new pre-application requirements and suggest the "walkabout" be treated as a voluntary option during the pre-application conference stage |
| 15-49 | Applications to be Complete | Permit applications must be complete; additional detailed drawings required if development impacts are significant. | <ul style="list-style-type: none"> - Relocate this material to the Application Filing portion of the Common Review Standards Section of new Chapter 2, Applications - Supplement with additional detail on what constitutes a complete application, including some details in current Appendix A-2 - Clarify that permit choice options are not triggered until application is declared complete. Permit choice provisions discussed in Common Review Standards portion of new Chapter 2, Applications - Application procedures or an appendix of application submittal requirements should specify the required information for applications – use of vague language regarding if a set of construction drawings will be required should not be carried forward - - Suggest apply the construction management plan process only when attached as a condition or approval and removing requirements for the applicant to meet with neighbors; the UDO or other Town document should clarify standards to be observed during construction, not comments from neighboring land owners - Carry forward subsection (c)(2) with other completeness standards - The standards in current section (d) violate due process and equal protection and should be revised because they allow Town staff to potentially append submittal requirements arbitrarily |





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| 15-50 | Site Planning Procedures for Major Subdivisions | Major subdivisions require a phased site planning process, including a site walkabout, design discussions, and a concept plan using a four-step conservation-oriented layout. | <ul style="list-style-type: none"> - Suggest addressing site analysis during a pre-application conference, but walkabouts should be at applicant's request, not mandatory - Concept plans should only be required in cases where a subdivision requires a special use permit, and when required, should follow the separate concept plan application procedure (including decision by the Planning Board) - Suggest the Planning Director make decisions on preliminary plats that meet Town targets for the inclusion of affordable housing, so-called "middle" housing, or that meet target affordable housing fee-in-lieu amounts rather than going through a special use permit procedure |
| 15-51 | Staff Consultation After Application Submitted | Staff reviews and discusses submitted applications to ensure completeness and understanding before proceeding. | Suggest abolition of this section; the application submittal requirements should be clear and the completeness review should address these issues |
| 15-52 | Zoning Permits | Administrator issues zoning permits unless application is incomplete, outside jurisdiction, or noncompliant. May notify surrounding property owners. Also contains procedures for wireless facilities. | <ul style="list-style-type: none"> - Split these various permit procedures into discrete application types. Special use permit applications have their own section with relevant material. Zoning permit applications have their own section. There is also a common review procedures section that addresses the common or typical steps in most or all application review processes. - Remove (b)(1). If a use requires a special use permit, then list it as a SUP in the use table instead of listing it as a zoning permit - The Administrator should not have the authority to make a by-right use a special use permit – this is an equal protection violation - Remove (c) as it allows the ZA to deviate from statutory notice requirements with no standards - Suggest an automatic notification sign-up process where residents can sign up for automatic notification about applications on certain tax numbers - Remove (e) as it violates the applicant's due process rights. - Relocate material pertaining to wireless facilities to the use-specific standards for these uses |
| 15-53 | Performance Guarantee to Ensure Compliance with Zoning Permit | A performance guarantee may allow use or occupancy before full compliance if circumstances prevent immediate fulfillment of all requirements. | <ul style="list-style-type: none"> - Relocate these provisions to a new Performance Guarantee procedure in the Application Types section in Chapter 2, Applications - Use this single procedure for all performance guarantees - Expand the procedure to recognize applicant-requested and Town-mandated guarantees - Ensure the standards comply with all applicable requirements |





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| 15-54 | Special Use Permits-A and Special Use Permits-B | Town Council or Board of Adjustment grants special use permits if standards are met; permits denied if negative impacts or nonconformance found. | <ul style="list-style-type: none"> - Carry forward in single Special Use Permit procedure - Abolish type B and send all SUP applications to Town Council - Reduce reliance on SUPs by adding more codified standards |
| 15-54.1 | Affordable Housing Goal and Alternative Methods of Achieving Goal | Developments not meeting 15% affordable housing must contribute financially or provide other alternatives as specified. | <ul style="list-style-type: none"> - Suggest adding a new Affordable Housing section to new Chapter 7, Standards + discuss with Town's affordable housing staff - Suggest further exploration of 15% affordability goal be revisited - Carry forward FIL option, but supplement with a couple examples to help applicant's understand the calculation - Suggest not counting deed-restricted affordable units towards allowable residential density - Suggest all affordable units be subject deed restriction requirements - Consider exempting residential developments that meet the Town's targets for affordable housing or missing middle units from having to undergo SUP review (allow administrative decision on the preliminary plat instead) - Consider exempting residential developments from SUP review that provide FIL that exceeds the current amount (perhaps up to 25%) - Prepare a menu of potential deviations for developments that provide 100% affordable housing |
| 15-55 | Burden of Presenting Evidence, Burden of Persuasion | The burden to present a complete application is on the applicant. The burden of presenting evidence to lead to a denial shall be on the party urging the permit denial. | Address the applicant's burden of proof in the application filing portion on the Standard Review Procedures section of new Chapter 2, Applications |
| 15-55.1 | Findings and Burden of Proof Special Use Permits-A required for Taller Buildings in Commercial Districts | Taller commercial buildings require special findings that they harmonize with surroundings, protect property values, and align with adopted plans. | Suggest these standards be clarified or removed |
| 15-56 | Recommendation on Special Use Permit – B Applications | Planning staff provide findings and recommendations on special use permit-B applications; advisory board input may be requested. | Delete. Abolish Type B SUPs. Suggest not referring an SUP to any other review body |





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| 15-57 | Recommendation on Special Use Permits – A | Special use permit-A applications must be reviewed by relevant advisory boards before Council hearings; staff and board reports must accompany applications. | <ul style="list-style-type: none"> - Remove review of SUPs by other advisory bodies, this creates potential legal exposure through improper reliance on evidence developed outside of evidentiary hearing - Suggest SUPs only be reviewed by Town Council (no longer by BOA) - Suggest standards require a concept plan to be submitted with an SUP- an applicant may file a concurrent site plan at risk. but site plan review is required after concept plan review |
| 15-58 | Board of Adjustment Action on Special Use Permits – B and Town Council Action on Special Use Permits – A | Regardless of the SUP type, a three step procedure should be followed that includes a complete application, compliance with requirements, and a vote supported with findings of fact if application is denied. | Carry forward with other SUP application material in Specific Applications section of new Chapter 2, Applications |
| 15-59 | Additional Requirements on Special Use Permits -B and - A | Boards may impose additional reasonable conditions on special use permits to ensure public safety and plan conformity, but cannot exceed statutory authority. | Suggest removal of the extraordinary situations language in favor of rules that permit more restricted conditions of approval |
| 15-60 | Authorizing Use, Occupancy, or Sale Before Completion of Development Under Special Use Permits | Use, occupancy, or lot sales may proceed before development completion if a satisfactory performance guarantee is provided. | <ul style="list-style-type: none"> - Relocate to basic Performance Guarantee procedure in new Chapter 2, Applications - Do not require SUP for subdivisions that include 15% (or whatever revised target is decided) affordable housing or include an affordable housing FIL of 25 percent - Conform this to General Statutes changes regarding 30-days for inspection and release |
| 15-61 | Completing Development in Phases | Phased developments must follow approved schedules; related improvements must align with permitted phase timelines. | Carry forward in Phased Development portion of Common Review Procedures section of new Chapter 2, Applications |
| 15-62 | Expiration of Permits | Permits expire if unused or inactive within set timeframes; extensions may be granted if specific conditions are met. | <ul style="list-style-type: none"> - Relocate this material to each individual permit type - Note that statutory vesting has a term of 1 year – 2 years is generous, but at the Town’s discretion - Revert delay provisions to statutory language instead |
| 15-63 | Effect of Permit on Successors and Assigns | Permits run with the land and bind successors if use continues as approved and proper notice is recorded. | Carry forward in new Effect portion of Common Review Procedures Section in new Chapter 2, Applications |





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| 15-64 | Amendments to Modification of Permits | Minor or insignificant permit changes may be administratively approved; major changes require new applications and potential permit modification. | Replace with amendment provisions for conditional rezoning concept plans, special use permit concept plans, and a general set of amendment provisions applied to site and subdivisions found in the Common Review Procedures section of new Chapter 2, Applications |
| 15-65 | Reconsideration of Council or Board Action | Disapproved permits may only be reconsidered if conditions change, applications are modified, new information arises, or a motion to reconsider is made promptly. | <ul style="list-style-type: none"> - Carry forward with additional detail regarding legislative verses quasi-judicial decisions - Supplement with abandoned application provisions |
| 15-66 | Applications to be Processed Expeditiously | The town must process applications efficiently to avoid undue delays and applicant costs. | <ul style="list-style-type: none"> - Suggest deletion - Replace with Concurrent Processing standards in Common Review Procedures section of new Chapter 2, Applications |
| 15-67 | Maintenance of Common Areas, Improvements, and Facilities | Permit holders must maintain all required shared facilities unless responsibility has been accepted by a public authority. | Relocate the maintenance provisions to the section on Open Space Set-Aside in new Chapter 7, Standards |
| Part II. Major and Minor Subdivisions | | | |
| 15-76 | Regulation of Subdivisions | Major subdivisions require a two-step permit and plat approval process; minor subdivisions only need final plat approval. | <ul style="list-style-type: none"> - Suggest abolition of special use permit requirement for subdivisions that meet affordable housing goals, or that consist of so-called "middle housing" - Remove two types of special use permit in favor of one type that is decided by the Town Council |
| 15-77 | No Subdivision Without Plat Approval | Subdivision without approved and recorded final plats is prohibited under state law and local ordinance. | There are two kinds of subdivisions that do not require plats: exempt subdivisions and court-ordered subdivisions. The UDO needs to recognize these, and not require plats in these instances |
| 15-78 | Minor Subdivisions Approval | The planning director reviews and approves minor subdivision plats based on compliance and inclusion of required certifications. | <ul style="list-style-type: none"> - Suggest supplementing minor subdivision definition; any subdivision that includes installation of new or extension of existing streets, potable water, or sewer is a major subdivision, regardless of # of lots - Carry forward final plat (but refer to as a Minor Subdivision Plat instead) - Allow voluntary pre-ap unless doing on-site wastewater, then pre-app is mandatory - Abolish sketch plan – unnecessary for a minor plat. It could be done as part of pre-ap if applicant wishes - Relocate required certificates and declarations to new Chapter 11, Appendix - Abolish ability for Planning Director or applicant to trigger major subdivision review process; this is a violation of due process - Require any subsequent subdivision of land subject to an already-approved minor subdivision within a ten-year period to be reviewed as a major subdivision |





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| 15-78.1 | Special Review for Certain Classes of Subdivision | Sets out the provisions for so-called expedited subdivisions | <ul style="list-style-type: none"> - Relocate to new "Limited Subdivision" procedure in Specific Applications portion of new Chapter 2, Applications (use a different procedure for voluntary review of an exempt subdivision) - Relocate certificates and declarations to new Chapter 11, Appendix |
| 15-79 | Major Subdivision Approval Process | Final plat for major subdivisions must meet detailed content, format, and submission standards, and is subject to approval unless it fails to comply or substantially differs from previous approvals. | <ul style="list-style-type: none"> - Reconfigure to establish three sequential procedures: Preliminary Plat, Construction Drawings, and a Final Plat – each as its own separate procedure (installation of new or extension of existing public infrastructure requires prior approval of Construction Drawings) (Note: the new UDO anticipates use of the term "Site Plan" to replace the term construction drawing as it is used in the current LUO); in addition the a major residential subdivision not meeting the Town's affordability targets also requires a special use permit, which also requires review of a concept plan prior to the SUP - Do not require a SUP in cases where affordable housing, fee-in-lieu, or "middle" housing meeting the Town's targets is proposed - If an SUP remains necessary, then it should be reviewed and decided by Town Council - Preliminary Plats should have a mandatory pre-application meeting (unless there is no new or extension of existing infrastructure) - Suggest that if the subdivision meets the Town's affordable housing or missing middle housing targets, then the preliminary plat be decided by the Planning Director (if not, then the preliminary plat review requires a SUP decided by Town Council) - Suggest DRM decide Preliminary Plats and Construction Drawings, and Planning Director (not Town Manager) decides Final Plats - Relocate submittal requirements for plats, concept plans, and site plans to Appendix in new Chapter 11 - Clarify that plat approval expires within 30 days if not recorded |
| 15-80 | Endorsements on Major Subdivision Plats | Major subdivision plats must include specific certificates: ownership, approval, survey accuracy, Department of Transportation street compliance, and planning standards for federally funded projects, as applicable. | Relocate this section to new Chapter 11, Appendix |
| 15-81 | Plat Approval Not Acceptance of Dedication Offers | Town approval of a plat does not equal acceptance of public dedications unless formally accepted through resolution, written notice, or actual control and maintenance. | Carry forward |





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| 15-82 | Protection Against Incompleteness | Performance guarantees ensure completion of required improvements before dedication; developers must provide certifications, and the town may use guarantees to complete outstanding work. | Relocate to new procedure on Performance Guarantees in Specific Applications section of new Chapter 2, Applications |
| 15-83 | Maintenance of Dedicated Areas Until Acceptance | Developers must maintain improvements intended for public dedication until formally accepted by the appropriate public authority. | - Carry forward in Construction Drawing, Site Plan, subdivision, and Performance Guarantee procedures in the Specific Applications section of new Chapter 2, Applications - Conform the UDO to NCGS§136-96.2 pertaining to the 15-year window for the Town to accept a dedication (or the owner may rescind the dedication offer) |
| 15-83.1 | Display of Approved Site Plan Required | Developments with more than four lots must display an approved site plan on-site showing lots, easements, and amenities in a legible, weatherproof case until developer ownership ends. | Discuss. Suggest removal of this requirement. It could lead to trespass, danger to people wandering into construction zones, and on-site altercations. Site plans and subdivisions should be on file and available for inspection in Town Hall. |
| 15-83.2 | Signs Posted to Disclose Development Plan | Developers of larger subdivisions may be required to post signs showing proposed design features to inform prospective buyers about aspects affecting lot use or enjoyment. | Discuss. What problem is this solving? What if it takes 20 years or more for the subdivision feature to be completed? Who makes sure the signs are accurate or remain legible? |
| 15-83.3 | Covenants May Not Prohibit Devices that Generate or Conserve Energy or Water | Prevents covenants or deed restrictions that prohibit: solar collectors (SES Level 1), clotheslines, rain barrels, garden fences, any device designed to generate or conserve energy or capture, store, or re-use water | - Carry forward in concept - Relocate to Accessory Uses section of new Chapter 4, Land Uses, with more specificity on energy devices, water capture, storage, or re-use |
| Part III. Construction Drawing Approval | | | |
| 15-84 | Construction Drawings Shall Conform to Land Use Permit Plan | Construction drawings must conform to approved land use permit plans; substantial deviations may require further review before construction begins. | - Differentiate between Construction Drawings (in the new UDO these are solely for public streets, water, sewer, etc.) and Site Plans (in the new UDO these are for development like buildings and site features other than infrastructure) - Disengage plan review (Site Plan, Subdivision, and Construction Drawing) from other permit procedures |





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| 15-85 | Construction Drawing Submittal Process | Construction drawing submittal requires multiple review rounds and final approval; pre-submittal conferences are encouraged to streamline the process. | <ul style="list-style-type: none"> - The UDO should clarify what kinds of development require Site Plan review - Some forms of development do not require Ste Plans (but may still require a plot plan or sketch; e.g., construction of a single detached dwelling on its own lot, placement of a manufactured home, interior up-fits in non-residential buildings, secondary uses, etc.) - Carry forward mandatory pre-application conference for Construction Drawings - Unnecessary to mention the number of resubmittals- the process continues until the plan is approved |
| 15-86 | Record Drawings | Final "record drawings" reflecting as-built conditions must be submitted, signed, and sealed before town acceptance of completed construction. | <ul style="list-style-type: none"> - Replace with term "as-builts" - Maintain in Final Plat and Construction Drawing procedures only (as these drawings are only required for public infrastructure) |
| 15-87 | Construction Drawing Submittal Requirements | Construction drawings must include certified site plans, profiles, utility layouts, and comply with standards in Appendix C for full town review and approval. | Relocate submittal requirements to for plans, plats, concept plans, and construction drawings to a new summary table in Chapter 11, Appendix |
| Part IV. Adequate School Facilities | | | |
| 15-88 | Purpose | Ensures new residential development is approved only when adequate public school facilities are reasonably expected to be available. | <ul style="list-style-type: none"> - Carry forward as written with no substantive changes as a new procedure in the Specific Applications portion of new Chapter 2, Applications - Town staff, please provide the Session Law reference number pertaining to special authorization for a schools APFO for inclusion in the procedure's purpose statement |
| 15-88.1 | Certificate of Adequacy of Public School Facilities | A residential special use permit requires a school adequacy certificate unless exempt; certificate follows land and must be issued by the school district. | |
| 15-88.2 | Service Levels | Adequate public school service exists if projected enrollment stays within defined capacity limits per school level, as outlined in the Schools Adequate Public Facilities Memorandum of Understanding. | |
| 15-88.3 | Expiration of Certificates of Adequacy of Public School Facilities | A CAPS issued in connection with approval of a special use permit-A or special use permit-B shall expire automatically upon the expiration of such permit approval. | |





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| 15-88.4 | Exemption from Certification Requirements for Development with Negligible Student Generation Rates | A CAPS is not required for residential developments restricted for 30+ years to elderly, special needs, or university dorm housing; CAPS is required if the use changes. | |
| 15-88.5 | Applicability to Previously Approved Projects and Projects Pending Approval | Only applies to new special use permit applications; exceptions exist for minor amendments and certain prior approvals; Town Council may grant exceptions; decisions are appealable; Mayor may administer oaths. | |
| 15-88.6 | Appeal of School District Denial of a CAPS | An applicant denied a CAPS may appeal to the Town Council, which holds a hearing and may affirm, remand, or issue CAPS per specific criteria and procedures. | |
| 15-88.7 | Information Required From Applicants | Applicants must submit required information for CAPS decisions or appeals; special exception or appeal requests must also be served to the School District superintendent via personal delivery or certified mail. | |
| <p>Grey rows at the end of each article identify additional suggested revisions or other potential changes that are not in the current LDO, but we suggest be considered as part of the new UDO. The Annotated Outline prepared in Task 4 will go into more detail on each of these additional suggested revisions.</p> <ol style="list-style-type: none"> Suggest adding an Exempt, Limited (aka "expedited" or other appropriate term), and Conservation Subdivision procedures Suggest adding additional procedures for the following: Annexation, Building Permit, CO, Driveway Permit, Fee-in-Lieu, Floodplain Permit, Grading Permit, Sign Permit, Stormwater Permit, Street Renaming/Closure, Temporary Permit, TIA, Zoning Permit Add a uniform section on Common Review Procedures that address all typical aspects of application processing: submittal, completeness, revision, notice, hearings, etc. | | | |
| Article V. Appeals, Variances, Setback Exceptions, Interpretations, and Determinations | | | |
| 15-91 | Appeals | Outlines process, notice, timelines, and procedures for appealing administrative decisions to the Board of Adjustment, including stays, mediation, and hearing rights. | <ul style="list-style-type: none"> - Add distinctions about other forms of appeal heard by Superior Court - Add additional detail about standing (who has it), the decision process, the review criteria, effect, and how the BOA decision may be appealed |





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| 15-92 | Variances | Details criteria, conditions, and processes for granting variances, including floodplain and watershed-specific standards, and reporting requirements to state and federal agencies. | <ul style="list-style-type: none"> - Carry forward this section - Suggest organizing Variances into the following three groups: 1) zoning/subdivision; 2) water related (flood, WSW, stormwater); 3) reasonable accommodation - Suggest adding a fifth criteria to the zoning/subdivision variance criteria that the variance is the minimum necessary - Suggest adding detail about conditions of approval (e.g., what is permitted, what isn't, reasonable relationship, and procedural aspects) |
| 15-92.1 | Setback Exception Permits | Allows reduced building setbacks in certain residential cases or for additions to nonconforming structures, with Board findings on health, safety, and neighboring property impacts. | Consider revising the current setback exception process into an "Administrative Adjustment" procedure for numerical deviations (subject to clear standards) to some standards in the UDO like setbacks, height, parking spaces, landscaping, etc. (but not density) |
| 15-93 | Interpretations | Administrator interprets zoning maps and boundaries; includes specific rules for determining unclear district limits and how vacated streets affect zoning. | <ul style="list-style-type: none"> - Relocate to section on Zoning Map in new Chapter 3, Districts - Reference in a new Determination procedure in the Specific Applications section of new Chapter 2, Applications, for interpretations of mapped boundaries |
| 15-93.1 | Determinations | Administrator issues written, binding determinations on ordinance interpretations; notice includes property signage, and decisions may be appealed to the Board of Adjustment. | <ul style="list-style-type: none"> - Revise this into a more formal review procedure - Distinguish between informal (verbal) and binding (written) Determinations - Allow Planning Director (or a designee) to decide these (and address the following: ordinance text questions, unlisted uses, conditions of approval, zoning map boundaries, and vested rights status) |
| 15-94 | Requests to Be Heard Exeditiously | The Board of Adjustment must consider appeals and variances promptly, following procedures and ensuring informed, timely decisions. | Delete, unnecessary |
| 15-96 | Board Action on Appeals, Variances, and Setback Exceptions | Outlines voting procedures and findings required for approving or denying appeals, variances, and special exceptions. | <ul style="list-style-type: none"> - Relocate variance-related provisions to the Variance procedure in Specific Applications section of new chapter 2, Applications (note that variances should be organized by zoning related versus "water-related" that pertain to flood damage, stormwater, and water supply watershed provisions) - Abolish references to Setback Exceptions in favor of the new Administrative Adjustment procedure (which can be filed concurrent with an application, apart from another application already in process, or after the fact) |





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| 15-97 | Reasonable Accommodations | Establishes procedures for land use accommodations under federal disability laws, requiring findings that requests are reasonable and necessary; decided by the Town Council. | <ul style="list-style-type: none"> - Carry forward with other Variance provisions in the Specific Applications section of new Chapter 2, Applications - Allow BOA to decide these applications - We suggest that Reasonable Accommodation approvals run with the land |
| Article VI. Evidentiary Hearing Procedures for Appeals and Applications | | | |
| 15-101 | Evidentiary Hearing Required on Appeals and Applications | Requires evidentiary hearings for appeals and applications, ensuring public participation, reasonable limitations, and continuation if necessary. | Relocate evidentiary hearing material to a new portion in the Common Review Procedures section of new Chapter 2, Applications, and include additional information on legislative hearings and public meetings |
| 15-102 | Notice of Evidentiary Hearing | Establishes notice requirements for evidentiary hearings, including mailed notices, posted signs, and newspaper publications for special use permits. | <ul style="list-style-type: none"> - Relocate to public notification portion of Common Review Procedures section of Chapter 2, Applications - Discuss. Suggest following basic statutory requirements regarding notice. Additional notice provision should be handled via policy, not ordinance. This is an issue of balance between support for public engagement and legal exposure for exceeding statutory limits regarding notice radius |
| 15-102.1 | Administrative Materials | Ensures relevant administrative materials are provided to decision-making bodies, with objections addressed before or during hearings. | Carry forward in each quasi-judicial procedure (Appeal, Special Use Permit, and Variance) |
| 15-103 | Evidence | Governs evidentiary hearing procedures, requiring sworn testimony, competent evidence, and rules on objections, jurisdiction, and subpoenas. | Carry forward with other evidentiary hearing provisions |
| 15-104 | Modification of Application at Hearing | Allows applicants to modify their application during hearings in response to input, with conditions for substantial changes. | <ul style="list-style-type: none"> - Carry forward in each quasi-judicial procedure in the Specific Applications section of new Chapter 2, Applications - Remove subsection (c) and relocate to the material on public meetings and hearings in the Common Review Procedures section of new Chapter 2, Applications |
| 15-105 | Record | Requires audio recordings and accurate minutes for evidentiary hearings, ensuring preservation of evidence for at least two years. | Suggest updating the recordation mechanism and removing detail from the UDO - retention duration is a policy matter |
| 15-106 | Written Decision | Mandates written decisions for quasi-judicial matters, specifying documentation, notification methods, and effective dates. | <ul style="list-style-type: none"> - Carry forward in Common Review Procedures section of new Chapter 2, Applications - Quasi-judicial decision-related material is relocated to each QJ procedure in the Specific Applications section of new Chapter 2, Applications |





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| 15-107 | Standing | Defines standing requirements for filing appeals, listing eligible petitioners and procedural steps for certiorari review. | <ul style="list-style-type: none"> - Relocate to the Appeal procedure to the Specific Applications section of new Chapter 2 - Suggest removing subsections (e) and (f) as these are addressed in the Statutes and relate to the appeal process to Superior Court (beyond the scope of the UDO) |
| Article VII. Enforcement and Review | | | |
| 15-111 | Complaints Regarding Violations | Administrator investigates signed complaints, takes warranted action, and informs complainants in writing. | <ul style="list-style-type: none"> - Clarify that enforcement is complaint-based, but may also be Town-initiated, subject to applicable statutes of limitation - Clarify that goal of enforcement is to reach compliance, not punish |
| 15-112 | Persons Liable | Liability extends to owners, tenants, occupants, architects, builders, contractors, and agents involved in violations. | Add a provision that failure of the Town to follow its regulations properly does not relieve the individual of liability for violations, subject to applicable statutes of limitation |
| 15-113 | Procedures Upon Discovery of Violations | Violations prompt written notices; urgent threats allow immediate enforcement without notice. | Expand this process to go into more detail regarding: complaint receipt, investigation, notice, remedy, or appeal |
| 15-114 | Penalties and Remedies for Violations | Violations incur penalties up to \$5,000 based on severity, duration, intent, and impact; appeals allowed. | <ul style="list-style-type: none"> - Review and update to remedies and penalties section of the enforcement provisions - Land use laws authorized under 160D (except for illegal lot transfer, lying under oath, or building permit violations) have been decriminalized – switch to civil penalties - Relocate material under subsection (1) to a civil penalty procedure section that follows remedies |
| 15-115 | Permit Revocation and Building Permit Denial | Permits may be revoked for noncompliance; affected parties receive notice and hearings. | Carry forward with other remedies, clarify the same process must be used for approval revocation as was used for its issuance |
| 15-116 | Judicial Review | Quasi-judicial decisions are subject to superior court review via certiorari. | Carry forward |
| 15-117 | Stop Work Orders | Stop work orders issued for immediate violations; appeals available but do not stay orders. | Clarify the stay provisions to help limit confusion |
| 15-118 | Statutes of Limitations | Statutes of limitations set timeframes for challenges, enforcement defenses, and appeals. | Carry forward and review for consistency with Statutes, especially section (d) |





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| <p>Grey rows at the end of each article identify additional suggested revisions or other potential changes that are not in the current LDO, but we suggest be considered as part of the new UDO. The Annotated Outline prepared in Task 4 will go into more detail on each of these additional suggested revisions.</p> <ul style="list-style-type: none"> a. Supplement with purpose and intent section b. Suggest a section that describes, generally, the violations of the UDO, add a section on how civil penalties are established and resolved c. Relocate any environmental-related enforcement provisions (e.g., stormwater, flood, riparian buffers, etc.) to this chapter | | | |
| Article VIII. Nonconforming Situations, Vested Rights, and Permit Choice | | | |





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| 15-121 | Definitions | Defines key terms related to nonconforming situations, development, permits, vested rights, and regulatory frameworks. | <p>- Discuss. Suggest significant revision to this material based on recent changes to 160D-601(d) (the “downzoning” prohibition), including:</p> <ul style="list-style-type: none"> • Add a section clarifying that all lawfully-established nonconformities (except for development nonconforming with respect to State or federal law, or in an active code enforcement case) existing on or before June 14, 2024 are now considered conforming, and may continue and be replaced in kind in perpetuity provided there is no expansion, no increase, or no period of cessation exceeding five years • Existing nonconformities that are unlawfully established remain nonconforming and may not be revised in any way except in full compliance with the UDO standards in place at the time of proposed revision • Any existing development that becomes subject to a request for change in principal use, an increase in impervious surface, or an increase in principal building floor area/footprint shall come into <u>full compliance</u> with all UDO standards in place at the time of the application, or shall either: 1) rezone – likely to a conditional district, 2) obtain a variance to reconcile nonconforming aspects, or 3) obtain a nonconforming authorization from the Town Council • Unify and simplify the various nonconforming rules to address lots, structures, uses, and sites (nonconforming signs have special provisions based on recent statutory changes to 160D-912.1) • Review and update nonconforming provisions to further limit the flexibility applied to nonconforming uses, structures, lots, and sites (but not signs) • Re-organize the nonconformity article to address: continuation and maintenance, actions permitted, construction on vacant lots, replacement, alteration, conversion, damage (casualty and non-casualty), cessation, and abandonment • Clarify that alterations, other than actions permitted, are prohibited (no use changes, no expansions, etc.) <p>- Suggest definitions be relocated to Terms Defined section of new Chapter 10, Word Usage</p> <p>- Suggest permit choice material be relocated to Application Filing portion of Common Review Procedures Section of new Chapter 2, Applications</p> <p>- Suggest vested rights section be relocated to new Vested Rights section in Chapter 1, Administration</p> |
| 15-122 | Continuation of Nonconforming Situations and Completion of Nonconforming Projects | Allows lawful nonconforming situations to continue, with restrictions on completion of nonconforming projects. | <p>- Relocate to the Transitional Provisions section of new Chapter 1, Administration</p> <p>- Clarify that lawfully-established nonconformities existing prior to June 14, 2024 are no longer nonconforming and may be continued and replaced in kind in perpetuity</p> |





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| 15-123 | Nonconforming Lots | Establishes conditions under which nonconforming lots may be used and developed, including exceptions for setback requirements. | <ul style="list-style-type: none"> - Suggest addition of new standards that limit subdivision of a nonconforming lot unless the subdivision renders the lot conforming - Remove requirements for recombination; but continue to allow for recombination provided such recombination does not remove the ability of another existing lot to meet the applicable dimensional requirements of the zoning district where it is located - Continue to permit the use of Administrative Adjustments (up to allowable thresholds, such as 10%) to help ease dimensional standards compliance |
| 15-124 | Extension or Enlargement of Nonconforming Situations | Regulates expansions of nonconforming situations, limiting increases in nonconformity while allowing single-family residential enlargements. | Alterations to a nonconformity, including expansions, are prohibited unless the development fully complies with all UDO standards in place, or receives a Variance, an Administrative Adjustment, a Conditional Rezoning, a Development Agreement, or a Nonconforming Authorization approval |
| 15-125 | Repair, Maintenance, and Reconstruction | Permits minor repairs and maintenance while restricting major renovations exceeding twenty-five percent of appraised valuation. | <ul style="list-style-type: none"> - Allow continuation and maintenance (regardless of the cost of maintenance) in the Actions Permitted portion of the Nonconforming Situations section of new Chapter 6, Nonconformities - Clarify that prior nonconformities that became conforming upon adoption of the UDO may be reconstructed in kind with no changes; if any changes or alterations are proposed (or if there is a cessation of five years or more), then the entire development needs to be fully compliant with the UDO (or be subject to a variance, rezoning, or nonconforming authorization) - Clarify that post-UDO adoption nonconformities that suffer casualty damage (damage with a repair cost that exceeds 50% of the structure's pre-damage assessed value) may only be reconstructed in full compliance with the UDO |
| 15-126 | Change in Use of Property Where a Nonconforming Situation Exists | Limits changes in use of nonconforming properties, requiring permits for significant alterations. | - Suggest that any change of principal use requires full compliance with the UDO in place at the time of the change, or approval of a conditional rezoning or a nonconforming authorization |
| 15-127 | Abandonment and Discontinuance of Nonconforming Situations | Prohibits reinstatement of nonconforming uses discontinued for twelve months, with certain exceptions. | <ul style="list-style-type: none"> - Carry forward the notions of cessation of a nonconformity, as well as abandonment, and the requirement for post-abandonment development to be in full compliance - Consider reducing the time period for cessation/abandonment of a nonconforming use downwards to 90 days |





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| 15-128 | Completion of Nonconforming Projects | Governs completion of nonconforming projects, allowing vested projects to proceed based on previous approvals and investment. | <ul style="list-style-type: none"> - Suggest relocating (a) to Transitional Provisions section in new Chapter 1, Administration - Suggest deleting section (b) - Suggest deleting subsection (c) because of needless complexity. If the development has an approval that has not expired, then the development may be completed in accordance with the approval. If the approval expires before the development is complete, then it may only be continued in accordance with the rules in place at the time it expired |
| 15-128.2 | Vested Rights and Permit Choice | Contains the NCGS 160-D requirements for Vested Rights and Permit Choice | <ul style="list-style-type: none"> - Review and update for consistency with 160D - Add a definition of vested rights and effect of vesting |
| 15-128.3 | Vested Rights – Site Specific Vesting Plans | Contains the NCGS 160D requirements for Site Specific Vesting Plans | <ul style="list-style-type: none"> - Suggest distinguishing between Common Law vesting, Statutory vesting, Site-Specific Vesting Plan vesting, Multi-Phase Development Plan vesting, and Development Agreement vesting, etc. - Suggest more clarity on vesting terms (6 months, 1 year, 2 years, 7 years, etc.) - Suggest adding cross references to a new Vested Rights Certificate procedure in the Specific Applications section of new Chapter 2, Applications, that allows an applicant to request a vesting term beyond two years for a site-specific vesting plan - Relocate termination to its own subsection |
| 15-129 | Nonconforming Signs | Requires nonconforming signs exceeding regulations to be altered or removed within three years. | This current section needs to be replaced with new standards for nonconforming signage consistent with NCGS 160D-912.1 (Note: adoption of the new UDO does render existing nonconforming signage as conforming, so the nonconforming signage standards only become applicable after the Town recognizes signage as nonconforming) |
| 15-130 | Nonconforming Mobile Home Communities | Limits expansion of nonconforming mobile home communities while allowing replacement of units within existing spaces. | The UDO changes with respect to downzoning will render these communities as conforming; it is possible to allow these uses to further expand based on district and use-specific standards |
| Article IX. Zoning Districts and Zoning Map | | | |
| Part I. Zoning Districts | | | |





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| 15-135 | Residential Zoning Districts Established | Establishes residential zoning districts to promote comfortable, safe environments, including standard, watershed, rural, and high-density residential zones with varied density and development regulations. | <p>- The new UDO will reorganize this article (see grey row at end of Article 9)</p> <p>- Suggest establishing a subsection for each residential zoning district that sets out district purpose and applicable dimensional standards for the district (along with any district-specific standards and precedent imagery)</p> <p>Suggest the current residential district lineup be revised in the following ways:</p> <ul style="list-style-type: none"> • Establish new more intuitive names and abbreviations • Consolidate R-20 & R-15 • Consolidate R-10 and the two R.S.I.R districts • Consolidate the different classification systems for WSW-II in the ETJ and WSW-IV-PA east of Smith level Road so as to show all lands in a WSW as being in the Town's one water supply watershed overlay district (instead of University Lake and JLWP) |
| 15-135.1 | Conservation District | Creates a conservation district to limit development near water bodies and flood-prone areas, minimizing environmental impact and protecting water supply. | Carry forward but clarify the kinds of land typically classified with this district |
| 15-136 | Commercial Districts Established | Defines commercial zoning districts with varying business types, densities, and restrictions, ensuring compatibility with residential areas and pedestrian accessibility. | <p>- Establish a subsection for each commercial zoning district that sets out district purpose and applicable dimensional standards, along with any district-specific standards and precedent images</p> <p>- Suggest the business and manufacturing district lineup be revised in the following ways:</p> <ul style="list-style-type: none"> • Establish new more intuitive names and abbreviations • Consolidate CT, OR-MU, O, and O/A into a single new Office district • Consolidate B-2, B-3, and B-T-3 into a single Neighborhood Business district • Split B-1(c) into at least two new base districts (Downtown Core & Downtown Edge) • Shift VMU and FLX into legacy district status • Convert the EAT overlay district into new standards applied to the appropriate base business districts |
| 15-136.1 | Historic Rogers Road Districts Established | Creates the Historic Rogers Road districts as HR-R (residential) and the HR-CC (community commercial). | Carry forward without the "historic" portion of the name since there is already a HD historic district |





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| 15-137 | Manufacturing Districts Established | Establishes manufacturing districts with tiered restrictions, accommodating industrial activities while regulating environmental impact and proximity to residential zones. | <ul style="list-style-type: none"> - Suggest the business and manufacturing district lineup be revised in the following ways: <ul style="list-style-type: none"> • Establish new more intuitive names and abbreviations • Rename the PID to the new Conditional Manufacturing (CZM) district and continue to recognize the existing master plans |
| 15-138 | Public Facilities District Established | Creates a Public Facilities zoning district for government-owned developments, ensuring appropriate land use and service provision. | Carry forward unless the Town wants to abolish |
| 15-139 | Planned Unit Development District Established | Introduces Planned Unit Development (PUD) districts, combining residential, commercial, and industrial elements for flexible, mixed-use development. | <ul style="list-style-type: none"> - Suggest the PUD district procedure/use type be replaced with a modernized conditional zoning procedure - Suggest establishment of five generic conditional zoning districts (including residential, commercial, mixed-use, downtown, and manufacturing conditional district) - Suggest the current PID district be renamed to manufacturing conditional, and the approved parcel-specific master plan requirements be carried forward - Each of the five generic conditional zoning districts takes one of two forms: a limited version (which includes conditions that exceed the current standards or further limit development potential beyond the new UDO standards) and an unlimited version (which allows applicants to request deviations from the current UDO standards subject to approved mitigation) - In this approach, existing PUDs would be translated to the closest applicable generic conditional district and continue to be subject to their prior master plan approvals. In the event there was a desire to amend a prior PUD approval, any amendment meeting the threshold of a major modification would require re-review as a conditional rezoning to one of the five generic conditional districts |
| 15-140 | Residential High Density and Commercial Overlay District | Establishes a Residential High-Density and Commercial Overlay District, encouraging redevelopment and mixed-use downtown growth with compact, pedestrian-oriented designs. | <ul style="list-style-type: none"> - This overlay appears to be limited to lots on the eastern side of downtown in the B-1 (g) and B-1 (c) base districts (perhaps OA & CT as well?) - Suggest abolition of this overlay and changes to the use table, removal of use-based floor area caps, and review of proposed parking provisions - Explore the possibility of inserting the RHDC standards to the various base zoning districts |
| 15-140.1 | Office-Residential Mixed Use District | Creates an Office-Residential Mixed-Use district near downtown, allowing balanced development with residential and office elements. | <ul style="list-style-type: none"> - Suggest consolidating this district with CT, O, O/A into a new Office base district |





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| 15-141 | Neighborhood Preservation District Established | Establishes Historic and Neighborhood Preservation Districts to conserve historical and cultural significance while maintaining local identity. | <ul style="list-style-type: none"> - Carry forward the HD district to enable the Town to successfully compete for grants in the National Register District, but do not apply the Historic (HD) district to any land area and do not establish a Certificate of Appropriateness procedure - Carry forward the Neighborhood Preservation District designations but enumerate them (e.g., NPO-1, NPO-2, etc.) so they may be distinguished from one another and remove all building design regulations prohibited by NCGS§160D-702(b) |
| 15-141.1 | Jordan Lake Watershed District Established | Introduces Jordan Lake Watershed Protection District to regulate development within the watershed and comply with state environmental statutes. | <ul style="list-style-type: none"> - Carry forward, but change name to Watershed Protection Overlay (WPO) district - Relocate to the Overlay portion of new Chapter 3, Districts - Include the necessary standards for WSW-II-CA, WSW-II-PA and WSW-IV-PA from the most recent State model ordinance - Clarify that the University Lake Watershed is an area within the WPO and contains WSW-II-CA land and WSW-II-PA land |
| 15-141.2 | Village Mixed Use District Established | Defines Village Mixed-Use districts, promoting small-scale, pedestrian-friendly villages with preserved open spaces, mixed housing, and commercial areas. | <ul style="list-style-type: none"> - Suggest making this a legacy district that is carried forward but can not be expanded or newly established - Changes to land in the VMU legacy district should take the form of a conditional rezoning |
| 15-141.4 | Conditional Zoning Districts | Creates Conditional Zoning Districts, allowing customized development regulations for specific parcels based on community needs and landowner requests. | <ul style="list-style-type: none"> - Suggest revising the 22 parallel conditional zoning districts into five generic conditional zoning districts (residential, commercial, manufacturing, mixed-use, downtown). Current districts would be carried forward as legacy districts that can continue but not grow or be established anew (revisions would require rezoning to one of the five generic conditional districts) - Suggest two types of conditional zoning: limited and unlimited., Limited is structured to permit conditional rezoning applications that seek to apply more restrictive standards than those in the UDO or that further limit development potential, and do not require concept plan review. Unlimited allows applicants to seek deviations or reductions from UDO standards, but must include mitigation and require concept plan approval as part of the rezoning (subdivision and site plan review takes place after the zoning decision, not concurrent with it) - Developments seeking less restrictive standards must demonstrate (to the satisfaction of the Town Council) that the proposed development is superior to a strict application of the standards (in terms of its furtherance of the Town's land use policy goals) - Remove any requirements for special use permits associated with consideration of a conditional zoning (except for when development proposes a use type that also requires an SUP in the particular district). In these instances, the SUP could be considered only after the rezoning application is approved |





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| 15-141.5 | Site Specific, Flexible Zoning District | Establishes a Site-Specific, Flexible Zoning District for adaptable developments with detailed standards ensuring planned, market-driven growth. | Suggest this district be abolished or if kept, converted to a legacy district (like VMU) and any changes to land in this district would require a rezoning (likely conditional) |
| Part II. Zoning Map | | | |
| 15-142 | Official Zoning Map | Official Zoning Map defines district boundaries and serves as the legal record for zoning designations. | Carry forward in the Official Zoning Map section of new Chapter 3, Districts |
| 15-143 | Amendments to Official Zoning Map | Governs amendments to the Official Zoning Map, requiring Town Council approval and procedural updates. | <ul style="list-style-type: none"> - Carry forward, but clarify where the Official Zoning Map is kept, and how it may be inspected - Add additional detail as to how copies of the current Official Zoning Map may be obtained - Provide more detail about how historical copies of the Official Zoning Map are maintained, where they may be reviewed, and how copies may be obtained. |
| 15-143.4 | Downtown Neighborhood Protection Overlay District | Establishes Downtown Neighborhood Protection Overlay District, setting height and setback regulations for commercial properties near residential areas. | <ul style="list-style-type: none"> - If this overlay district is carried forward, relocate with other overlay districts in the Overlay Districts section of new Chapter 3, Districts - Suggest considering ways to make these standards part of base zoning districts for the downtown area rather than an additional set of standards applied in addition to base district requirements |
| 15-143.5 | Lloyd/Broad Overlay District | Defines Lloyd/Broad Overlay District to preserve neighborhood character and regulate development impacts. | <ul style="list-style-type: none"> - Relocate to the Overlay Districts section of new Chapter 3, Districts - Include overlay district standards with the purpose provisions - Ensure any massing requirements are not applied to single-family detached or attached dwellings, duplexes, triplexes, or quadplexes |
| <p>Grey rows at the end of each article identify additional suggested revisions or other potential changes that are not in the current LDO, but we suggest be considered as part of the new UDO. The Annotated Outline prepared in Task 4 will go into more detail on each of these additional suggested revisions.</p> <ol style="list-style-type: none"> a. Restructure Chapter to following subsections: Chapter intro (establishes districts), conventional zoning districts, conditional districts, overlay districts, Zoning map b. Suggest district re-naming and new abbreviations c. The current code lists 119 zoning districts (28 conventional base, 23 conditional, 8 overlay, 62 PUD) – this needs to be drastically simplified – Carrboro is only 6 square miles in size d. We need a through discussion of the current district lineup and what can be done to simplify it e. Do not include a copy of the Official Zoning Map in the UDO unless this is the Town’s Official copy. If the Official Zoning Map is included within the text of the UDO, every approved rezoning will also require a text amendment to update the Zoning Map page of the UDO. | | | |
| Article X. Permissible Uses | | | |





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| 15-146 | Table of Permissible Use | Contains the Table of Permissible Uses which indicates which land uses are permitted, how they are permitted, and in which districts | <ul style="list-style-type: none"> - Remove language pertaining to amendments - Carry forward a table of common principal uses in new Chapter 4, Land Uses - Re-organize the table into five use classifications (Agricultural, Residential, Institutional, Commercial, Industrial) instead of current number-based approach. Each Use Classification is, in turn, comprised of a series of Use Categories (e.g., the Residential Use Category includes the Household Living, Group Living, and Congregate Care Use Categories – each of which, in turn, include specific use types) - Separate accessory and temporary uses from the common principal uses - Supplement the table with links to applicable use-specific standards - Revise the table procedures to include P (requires Zoning Permit), S (requires Special Use Permit), C (requires conditional rezoning), and ‘.’ (prohibited) instead of the large number of acronyms in current use - Supplement the district list with columns for each of the generic conditional zoning districts (which means each conditional district would list the range of allowable and un-allowable uses in that district) - Remove the numeric use system and replace with a use classification/use category system instead - Review and update the table to include modern use types, remove needless use distinctions, and plainly list common desired uses - Colorize the columns to make distinctions easier to see |
| 15-147 | Use of Designations A,B,Z in Table of Permissible Uses | Defines permit designations for permissible uses, outlining requirements for zoning, special use, and conditional permits based on zoning district and development specifics. | <ul style="list-style-type: none"> - Suggest the material related to use table structure or operation be relocated to a section that introduces the use table - All uses in the new table should be either a Z, an S, a C (requires conditional zoning), or prohibited. It is possible to allow something requiring an S to become a Z if certain aspects are voluntarily included by the applicant - Suggest adding a column that lists the appropriate section where a use-specific standard is located (in the Use-Specific Standards portion of new Chapter 4, Land Uses), and apply the applicable standard to the use regardless of the district where it is located - Remove requirements for special use permits when uses are proposed within a conditional zoning district |





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| 15-148 | Board of Adjustment Jurisdiction Over Uses Otherwise Permissible With a Zoning Permit | Grants the Board of Adjustment authority to require special use permits for uses normally allowed with zoning permits, based on potential impact on neighboring properties or the public. | <ul style="list-style-type: none"> - Town staff should not have authority to arbitrarily require an SUP, regardless of their determination about the development's impact or the appropriate degree of public input – the UDO establishes the procedure, not the staff - If use is not desired in a specific zoning district, the Table of Permitted Uses should be changed to reflect the specific instances of where and when an SUP or other permission is desired - The Town may not withhold vested rights status for an application that is approved due to concerns over public input – this is a violation of the statutes - vesting status occurs with the approval |
| 15-149 | Permissible Uses and Specific Exclusions | Establishes that unlisted uses are prohibited and defines exclusion criteria, including highly combustible materials, stockyards, motor vehicle-based businesses, and certain fencing and gating practices. | <ul style="list-style-type: none"> - Suggest (a) be carried forward with the material on how to classify unlisted uses - Section (b) needs to be deleted -it violates the Byrd ruling - Suggest carrying forward (c) with simplified language in a new section on Prohibited Uses in new Chapter 4, Land Uses. A new section on Access and Driveways in new Chapter 4, Land Uses will set down the prohibitions on vehicular gates across public and private streets - Suggest the fence, wall, berm material be reviewed and revised, where possible, to reduce confusion. Also suggest addressing these standards in either a unique section on Fences and Walls in new Chapter 6, Standards, or as secondary uses in new Chapter 4, Land Uses |
| 15-150 | Accessory Uses | Defines accessory uses, allowing incidental uses that integrate with principal uses, including solar arrays, child day care, and residential parking limitations. | <ul style="list-style-type: none"> - Suggest revising this section to include a new purpose and intent section, a new section discussion how accessory uses are established - Add a section on general standards for all accessory uses (location, size, height, design standards, compliance with use-specific standards, etc.) - Ensure the new standards address common secondary features like tree houses, swing sets, trampolines, skate board ramps, saunas, fire pits, informal athletic courts, garden sheds, etc. - Supplement with a summary table listing common accessory uses by zoning district (relocate from current principal use table) - Broaden the range of listed secondary uses - Add a section on use-specific standards for secondary uses - Clarify when a secondary use requires a zoning permit or special use permit - Relocate any temporary uses (e.g., garage sales) to new section on Temporary uses in new Chapter 4, Land Uses |





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| 15-151 | Permissible Uses Not Requiring Permits | Lists permissible uses that do not require permits, including public utility infrastructure within public rights-of-way, bus shelters, and specific police department operations. | Suggest abolition of this section. Infrastructure within a public right-of-way is not a principal or secondary use type |
| 15-152 | Changes in Use | Describes substantial changes in use, differentiating between modifications requiring new permits and minor transitions, including ownership changes or temporary vacancies. | <ul style="list-style-type: none"> - Carry forward along with other prefatory material related to the Table of Common Principal Uses - Clarify that a change in principal use after the UDO effective date will require the site to reach full compliance with the UDO or require a Variance, Conditional Rezoning, or Nonconforming Authorization |
| 15-153 | Developments in the B-3 Zoning District | Restricts broad commercial use classifications within B-3 zoning, emphasizing compatibility with the district's objectives. | Delete. Unnecessary |
| 15-154 | Combination Uses | Outlines permit requirements for combination uses, considering different classifications to determine necessary permit levels for mixed-use developments. | <ul style="list-style-type: none"> - Carry forward along with other prefatory material related to the Table of Common Principal Uses - Address density by use type for each zoning district in new Chapter 3, Districts - Suggest removing (c) - overly complex - Relocate (e) to the Parking and Loading section in new Chapter 7, Standards |
| 15-155 | Planned Unit Developments | Governs planned unit developments, permitting residential and limited commercial uses while ensuring integrated and well-planned development. | <ul style="list-style-type: none"> - Relocate this material with the other district-related provisions in new Chapter 3, Districts - Suggest the current PUD districts be carried forward as legacy districts that are permitted to continue in accordance with prior approvals, but any changes will require rezoning (likely to an appropriate conditional rezoning district) |
| 15-156 | More Specific Use Controls | Prioritizes more specific use classifications when applicable, preventing broader interpretations from overriding detailed zoning restrictions. | Delete – unnecessary. The new table of common principal uses should set out the range of use type, which are defined (in the case of offices, they are typically distinguished as low or high intensity based upon specific standards like size, traffic, etc.) |
| 15-157 | Residential Uses in Conservation Districts | Limits residential development in conservation districts to caretaker housing or similar essential residential uses. | Delete – unnecessary. The range of allowable principal and secondary use types is addressed in the Table of Common Principal Uses and the Table of Common Secondary Uses in new Chapter 4, Land Uses |
| 15-158 | Hazardous Substances in B-5 and WM-3 Districts | Prohibits hazardous substances in B-5 and WM-3 districts, except for certain commercial sales and janitorial uses. | Convert to use-specific standards and apply to specific use types in the Use-Specific Standards portion of new Chapter 4, Land Uses |





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| 15-159 | Mobile Home Type Structures Prohibited In Business Districts | Bans mobile home-type structures in business districts unless built to state building code standards. | Delete – unnecessary. Address this in the Table of Common Principal Uses |
| 15-160 | Outside Display of Goods in B-1(c) and B-1(g), and WM-3 Districts | Allows outdoor display of goods for sale in designated commercial districts, with size limitations based on principal building space. | Carry forward and simplify, where possible. These are secondary uses |
| 15-160.1 | Residential Uses in B-1(c) Districts | Prohibits ground-floor residential uses in B-1(c) districts except for limited affordable housing developments. | <ul style="list-style-type: none"> - Carry forward requirements for the street-fronting portion of the ground floor be limited to non-residential floor area unless used as affordable housing - Suggest allowing “market rate” residential development in the “back half” of the ground floor provided the entire ground floor is configured in accordance with non-residential building code standards and provided the residential development is accessed via a separate entrance |
| 15-160.2 | Permissible Uses in the Historic District (HD) | Limits Historic District zoning to single-family residences for specified residential zoning categories. | Carry forward the HD district as an overlay district to allow the Town to participate in National Register grant opportunities, but do not assign the HD district to any land and do not include a Certificate of Appropriateness procedure |
| Article XI. Supplemental Use Regulations | | | |
| Part I. Non-Residential Performance Standards | | | |
| 15-161 | “Good Neighbor” Performance Standards for Non-Residential Uses | Establishes performance standards for non-residential uses to minimize environmental and quality-of-life impacts on surrounding properties. | Suggest a section on Performance be added as development standards in new Chapter 6, Standards, that addresses odor, vibration, water use, and electrical interference. Establish basic threshold standards beyond which the proposed development must secure a Special Use Permit (even if typically permitted by right) |
| 15-162 | Smoke, Dust, Fumes, Vapors, Gases, and Odors | Prohibits emissions of smoke, dust, fumes, gases, and odors beyond property lines that could harm health, animals, vegetation, or neighboring properties. | <ul style="list-style-type: none"> - Suggest replacement with: no use shall emit odors that are detectable beyond the property line at an intensity exceeding 7 dilution-to-threshold (D/T) when measured with a field olfactometer, or that are detectable for more than 15 minutes in any hour, and that unreasonably interfere with the use and enjoyment of adjacent property. |
| 15-163 | Noise | Sets noise limits for business and industrial districts, defining maximum permissible levels by zoning category and time of day. | <ul style="list-style-type: none"> - Discuss. Why applied only to these use types? Why applied in only some zoning districts? Wouldn't these standards be applied to all uses everywhere? The standards need to clarify that the measurement device is properly calibrated and operated by a trained professional. The measurement system appears very complicated - Suggest using decibels rather than Leq microbars - Consider moving these to the Town's basic noise ordinance provisions in the Town Code (enforced by the police) |





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| 15-164 | Vibration | Restricts ground-transmitted vibrations, limiting perceptible disturbances beyond property boundaries, with specific particle velocity thresholds for industrial districts. | Suggest replacement with: no use shall generate ground-borne vibration that exceeds a peak particle velocity of 0.05 inches per second (in/sec) at or beyond any residential property line, 0.10 in/sec at or beyond any mixed-use or commercial property line, or 0.20 in/sec at or beyond any industrial property line, as measured using calibrated seismographic equipment |
| 15-165 | Ground Water Supply | Regulates outdoor storage of hazardous materials, requiring impervious containment to prevent groundwater contamination | Suggest deletion |
| 15-166 | Air Pollution | Ensures compliance with state air pollution standards, requiring environmental certification before issuing local permits. | Shift to regulation of smoke or dust under a visible plume and duration standard – avoid regulating pollution – this is a federal function |
| 15-167 | Disposal of Liquid Waste | Prohibits improper disposal of liquid waste, requiring compliance with state regulations and OWASA treatment facility restrictions. | Delete – unnecessary |
| 15-168 | Water Consumption | Limits excessive water consumption for industrial operations, capping use per employee per day. | Suggest utilizing a SUP requirement for land uses surpassing a general GPD or gallons-per-minute threshold with requirements for a water impact analysis and drought contingency |
| 15-169 | Electrical Disturbance or Interference | Bans electrical disturbances that interfere with external equipment or communications. | Suggest removal – the FCC regulates radio frequency and electromagnetic interference provisions |
| Part II. Miscellaneous Supplementary Use Provisions | | | |
| 15-172 | Neighborhood Utility Facilities | Defines neighborhood utility facility regulations, including size exemptions, noise limitations, and screening requirements. | <ul style="list-style-type: none"> - Generally, use-specific standards in Part II will be relocated to the use-specific standard portion of Chapter 4, Land Uses - These standards will be sorted by type (principal, secondary, temporary, and relocated to appropriate sections) - Suggest the new UDO categorize utilities as “major” and “minor” that rely on type of facility rather than size or scale, with more significant requirements for major (water treatment, substation, natural gas city gate, etc.). Minor utilities include lift stations, water towers, ground-based transformers, etc. |
| 15-172.1 | Community or Regional Utility Facilities | Establishes site requirements for community and regional utility facilities, including parking, screening, and operational restrictions. | Carry forward in use-specific standards, as appropriate |
| 15-173 | Horticultural Sales With Outdoor Display | Allows horticultural sales with outdoor displays on small lots without requiring onsite parking in certain cases. | Carry forward, if appropriate. Outdoor display is an accessory use |





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| 15-174 | Signs on Historic Buildings | Permits preservation of historic signs on buildings in the National Register, overriding standard sign area restrictions. | <ul style="list-style-type: none"> - Relocate to Signs section in new Chapter 7, Standards - Distinguish between signage and mural/public art |
| 15-175 | Special Events | Regulates special events, ensuring noise, litter, and parking impacts are minimized. | <ul style="list-style-type: none"> - Relocate to Temporary Use standards in new Chapter 4, Land Uses - Review and update special event standards (duration, frequency per lot, special standards, public safety review, etc.) |
| 15-175.1 | Density Restrictions on 7.200 Uses | Limits density for specific residential care facilities based on multifamily zoning allowances. | <ul style="list-style-type: none"> - Delete- suggest treating these uses differently – they do not have density; they have beds or classrooms - Ensure new UDO sets out standards for congregate care use types (CCRC, nursing home, assisted living, etc.) |
| 15-175.2 | Recycling Operations | Requires enclosed storage and site maintenance for recycling collection operations. | Carry forward, if appropriate |
| 15-175.3 | Seasonal Christmas Tree or Pumpkin Sales | Allows seasonal Christmas tree and pumpkin sales on commercial properties under specific conditions. | Relocate to Temporary Use standards in new Chapter 4, Land Uses |
| 15-175.4 | Temporary Homes for Homeless and Overnight Shelters for Homeless | Imposes onsite supervision and behavioral rules for temporary homeless shelters. | If carried forward, supplement with additional rules (including separation standards) |
| 15-175.5 | Veterinarian Offices | Mandates soundproofing for veterinarian offices to contain noise from animals. | Carry forward, if appropriate |
| 15-175.6 | Temporary Structures and Parking Facilities | Sets temporary structure and parking facility guidelines, limiting duration and requiring site restoration. | <ul style="list-style-type: none"> - Relocate to Temporary Use standards in new Chapter 4, Land Uses - Address off-street parking requirements in the Parking and Loading Section of new Chapter 7, Standards |
| 15-175.7 | Automobile Repair Shop or Body Shop (9.400) Uses | Requires screening, hazardous material management, and vehicle registration for auto repair and body shops. | Carry forward, if appropriate |
| 15-175.8 | Access for 8.500 and 8.600 Restaurant Uses in the B-1(g) | Limits restaurant traffic flow in specific business districts to arterial streets. | Explore limits on drive-through uses in new downtown districts and conditional zoning downtown (may not remove this use from B-1(g) if already permitted) |
| 15-175.9 | Senior Citizen Residential Complex | Defines density, housing size, and zoning buffer requirements for the Historic Rogers Road District. | Ensure new UDO sets out standards for congregate care use types (CCRC, nursing home, assisted living, etc.) |





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| 15-175.10 | Flag Lots in the Historic District | Sets minimum frontage and setback requirements for flag lots in historic districts. | If carried forward, relocate with other flag lot standards in new Chapter 5, Measurement |
| 15-175.11 | Solar Arrays | Establishes installation, safety, and decommissioning standards for solar array facilities. | <ul style="list-style-type: none"> - Suggest use of term "Solar Energy Conversion", not solar array - Split level 1 rules and relocate to Accessory Uses section of new Chapter 4, Land Uses - Review Town's current standards for SEC2, 3 and update if appropriate |
| 15-176 | Towers and Antennas, and Wireless Facilities including Small and Micro Wireless Facilities | Governs placement, lighting, structural integrity, and zoning compliance for wireless towers and antennas. | <ul style="list-style-type: none"> - Redraft this section in accordance with all applicable state and federal rules. - Suggest incentives for concealed (stealth) facilities and towers less than 50-feet-tall - Allow collocation, eligible facilities requests, and substantial modifications with zoning permits rather than special use permits (new towers over 50 feet should be located in industrial districts, and established via SUP with a 1:1 setback) - Add standards for small wireless when proposed on land outside street ROWs |
| 15-176.1 | Businesses with Drive-In Windows | Restricts drive-in window locations, hours, and vehicle stacking impact for businesses. | <ul style="list-style-type: none"> - Carry forward by relocate to Secondary Uses section of new Chapter 4, Land Uses - Review policy guidance for removal of drive throughs in downtown and ensure avoidance of downzoning limitations |
| 15-176.2 | Village Mixed Use Developments | Sets commercial and residential mix standards for village mixed-use developments. | Suggest converting the VMU to a legacy district or outright abolition of the district; explore relocation of some simple versions of the standards be relocated to other parts of the UDO, where appropriate |
| 15-176.3 | Reserved for the Transfer of Development Rights | RESERVED | |
| 15-176.4 | Vehicle Sales in the B-1(g) Zoning District | Limits vehicle sales operations based on lot size, location, and outdoor storage requirements. | Carry forward in light of policy guidance, but do not remove these uses as allowable from current district as this is a downzoning |
| 15-176.5 | Mobile Prepared Food Vendors | Regulates mobile prepared food vendors on commercial properties, restricting water connections and parking interference. | Carry forward with the secondary use standards, but allow as a temporary use for those landowners who seek a permit (continue to prohibit on street rights-of-way unless part of a properly permitted special event) |
| 15-176.6 | Data Service Provider Facilities | Establishes security, screening, noise, and environmental requirements for data service provider facilities. | Rename to data center, carry forward, and review for consistency with best practice |
| 15-176.7 | Social Service Provider with Dining | Requires licensing, transit proximity, and queue management for social service providers with dining. | Carry forward |





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| 15-176.8 | Performing Arts Space | Defines requirements for performing arts spaces, including accessory uses, parking, and noise control. | Carry forward but remove requirements for location on lots with buildings 50 years old or older? |
| 15-176.9 | Special Standards for Historic Rogers Road District | Sets residential and commercial building size limits and environmental buffers for the Historic Rogers Road District. | Relocate to the appropriate district-specific section in new Chapter 3, Districts |
| 15-177 | Architectural Standards for Subdivisions Containing Four or More Single-Family Detached Residences | Establishes architectural design standards for subdivisions with four or more single-family residences | <ul style="list-style-type: none"> - These standards can be included in the UDO, but only as guidelines that may be complied with on a voluntary basis via a conditional rezoning application or when an applicant signs a voluntary consent to comply - Relocate the glossary (if retained) to new Chapter 10, Word Usage, and ensure terms do not conflict with other definitions applied to the same terms in separate UDO sections |
| 15-178 | Architectural Standards for Downtown Development | Requires transparency, shading, and scale adjustments for downtown development. | <ul style="list-style-type: none"> - Suggest splitting B-1(c) into two districts for the Downtown area - Additional new districts for the Downtown area should increase development potential or should only be available by owner-initiated request - Clarify that design standards may not be applied to one-family, two-family, triplex, and quadplex uses except through voluntary consent or conditional zoning |
| 15-179 | Child Day Care Homes and Child Day Care Facilities | Sets regulations on hours of operation, turn around areas and yards for child day care facilities. Also requires a neighborhood meeting. | <ul style="list-style-type: none"> - Carry forward and split into principal and secondary uses, as appropriate - Remove current neighborhood information meeting use-specific standard |
| 15-179.1 | Day Care Uses Within Village Mixed Use Developments | Contains performance standards for day care located in SFR use areas of a village mixed use development. | Suggest removal of VMU district |
| 15-180 | Electronic Gaming Operations | Defines operational hours, spacing, and licensing conditions for electronic gaming establishments. | Suggest adding this use to the list of Prohibited Uses in new Chapter 4, Land Uses |

Article XII. Density and Dimensional Regulations





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| 15-181 | Minimum Lot Size Requirements | Lists minimum lot sizes by zoning district; includes exceptions for integrated subdivisions and specific overlay districts. | <ul style="list-style-type: none"> - Consolidate these provisions with other dimensional standards and organize by zoning district rather than by type of standard. Include caveats for conservation subdivisions, existing lots of record, or overlay designation by zoning district - Ensure all included base conventional and conditional zoning districts have standards listed for each type of dimensional requirement - Address the R-2 min. lot size requirement that is double the min. lot area/unit - Carry forward the IAS concept with new standards that mandate lot size differentials and only allow uniform lot sizes for all lots in a IAS subdivision subject to SUP approval - Suggest replacing cluster subdivision with a conservation subdivision option that permits smaller lots and reduced setbacks in favor of 50% open space set-asides |
| 15-182 | Residential Density | Specifies minimum square footage per dwelling unit by zone; provides exceptions for duplexes, conversions, phased developments, and affordable or single-room occupancy units. | <ul style="list-style-type: none"> - Suggest retaining min. lot area standard and applying to single-family detached residential. Remove the lot area per unit standard for duplex, triplex, quadplex, single-family attached, and multifamily and use a density per acre standard instead. Allow detached residential on existing lots of record regardless of lot size (setbacks still apply unless varied). Apply max. density figures on existing lots of record and remove need for a second tier of lot size standards on existing lots of record. Remove the 150% lot area standard for ADUs whether internal or detached and just allow by-right as a part of single-family detached residential - Remove caveats for expired approvals -- Apply density requirements instead of lot sizes for SRO units |
| 15-182.1 | Residential Density in R-SIR Zoning | Allows R-SIR zones to match R10 density; density bonuses granted for meeting ownership, bedroom, and building-style diversity criteria. | Suggest R-SIR districts be consolidated with R-10 and density bonuses be made available to most/all zoning districts without requiring re-designation to R-SIR or R-SIR-2 |
| 15-182.2 | Effect off Public Acquisition of Property on Density, Setback, and Height Requirements | Allows dedicated or condemned public land to count toward density calculations; addresses setbacks and height exceptions due to public right-of-way changes. | Suggest carrying forward these provisions with drastic simplification. Public acquisition (whether through eminent domain or owner dedication outside a development application) has no impact on lot area, setbacks, or building heights. Dedication of land as part of meeting the requirements for a development application does not impart the ability to use dedicated land as part of setbacks or required land area |
| 15-182.3 | Residential Density of Major Developments in Certain Districts | Establishes density calculations for certain zones with special use permits, using adjusted acreage or yield plans based on utilities and environmental constraints. | <ul style="list-style-type: none"> - It is no longer authorized to discount unbuildable land from gross allowable density as is called for in this section - Suggest a new approach using abolition of special use permits as an incentive for the provision of affordable housing units or affordable housing fee-in-lieu; consider this strategy for other forms of preferred development such as "middle" housing or desired site features |





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| 15-182.4 | Residential Density Bonuses for Affordable Housing | Details incentives and conditions for affordable housing units/lots, including density bonuses, size limits, and resale restrictions. | <ul style="list-style-type: none"> - Carry forward these ideas in a new section on Affordable Housing in new Chapter 7, Standards - Establish the definitions of affordable housing as definitions, not standards Discuss. The Town's current goals for 15 percent of new development to include affordable units may merit further discussion. If this percentage is insufficient to reach the Town's goals over the life of Carrboro, then perhaps the percentage should be increased...or, it may be possible to apply differential goals to different areas or use types. In addition, it is important to recognize existing affordable units and ensure these units remain affordable during redevelopment since replacement of existing affordable units could lead to an overall decline in affordability - Suggest removing special use permit requirements for developments that voluntarily provide the threshold number of affordable units of affordable housing fee-in-lieu - Create a menu of options for applicants to utilize in the voluntary provision of affordable housing where the provision of affordable housing entitles an applicant to a range of allowances or incentives from increased allowable densities to reductions of certain other standards in accordance with a codified schedule. Applicants may utilize one or more incentives available based upon the number of affordable units provided - Suggest removal of current ("2 for 1") ratio of market rate housing to affordable units - Carry forward the requirements regarding deed restrictions and protection of a unit's affordability |
| 15-182.5 | Residential Density in Planned Unit Developments | Allows density within PUDs' commercial components to be transferred from unused residential density, with limitations on modifications. | Suggest simplifying this by using a conditional zoning district instead of relying on multiple different base zoning districts where density transfer becomes necessary |
| 15-183 | Minimum Lot Widths | Establishes minimum lot widths by zone and prohibits variances from setback requirements for lots below certain widths. | <ul style="list-style-type: none"> - Carry forward with other dimensional standards organized by zoning district rather than topic - Clarify that these are minimum standards, and ensure that all conventional zoning districts identify applicable dimensional standards - Clarify that the minimum lot width is determined at the inside edge of the street setback line - Clarify how lot widths work as part of attached residential (townhouse) development |





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| 15-184 | Building Setback Requirements | Outlines required setbacks for buildings and signs by zone; includes exceptions for certain structures, features, and overlay districts. | <ul style="list-style-type: none"> - Relocate dimensional standards to individual zoning district tables in new Chapter 3, Districts - Remove references and requirements applied to signs from this section and relocate to Sign section of new Chapter 7, Standards - Carry forward the provisions pertaining to how setbacks are measured in a Setbacks section of new Chapter 5, Measurement, and supplement with additional illustrations and rules for how encroachments into required setbacks (canopies, fences, stairs, patios, etc.) are addressed - Rename to street setback and consolidate with other dimensional requirements organized by district in new Chapter 3, Districts - Suggest side and rear lot line distances be more clearly identified (currently "minimum distance from lot boundary line") - Use standards, like those for mobile homes, should be included in the use standards portion - Simplify or remove the caveats to the setback standards |
| 15-185 | Building Height Limitations | Limits building height by zone; includes exceptions, story-based height bonuses, rooftop feature allowances, and rules for specific overlay districts. | <ul style="list-style-type: none"> - Relocate height standards to individual zoning district tables in new Chapter 3, Districts - Supplement current standards with foot-based measurements as well as stories (currently only some districts use stories, and these districts do not include footage measurements) - Carry forward the provisions pertaining to how height is determined (as well as exemptions to height such as for mansard roofs) to a new section on Height in new Chapter 5, Measurement, and supplement with additional illustrations - Relocate use standards (like those for structured parking) to the use standards in use-specific standards portion of new Chapter 4, Land Uses, and clarify height determination provisions - The provisions in 15-185(b) are difficult to understand and exemptions to height should be relocated to provisions in Chapter 5, Measurement - Remove and unify current techniques for determining building heights for single-family detached dwellings versus other buildings |





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| 15-185.1 | Downtown Neighborhood Protection Overlay District Requirements | Restricts building size, height, and placement in buffer zones near residential properties; sets conditions for height-based permit requirements. | <p>- Discuss. Does the DNP buffer area restrict development potential within the downtown, and is that consistent with the City's efforts to increase densities in downtown?</p> <p>- Discuss. There are some lands zoned B-1 that could be subject to any one of THREE different sets of dimensional standards based upon their location. This is an example of how the current code is overly complicated. Downtown is the area where the Town wants to encourage density, mixed-use, and affordable housing, but is subject to a myriad of different rules and limitations that generally seek to limit development potential. The ability to have taller or more dense buildings seems constrained</p> <p>- Suggest abolition of this overlay, but if retained, relocate this material to the Overlay districts portion of new Chapter 3, Districts</p> |
| 15-185.2 | Llyod / Broad Overlay District Requirements | Sets height, size, setback, and parking requirements; limits occupancy and discourages front yard parking in the overlay district. | Relocate this material to the Overlay Districts section of new Chapter 3, Districts |
| 15-186 | Cluster Subdivisions | Allows reduced lot sizes in exchange for usable open space, preserving overall density and requiring compliance with setback and open space standards. | <p>- Suggest replacing the cluster subdivision concept with a conservation subdivision procedure and new standards</p> <p>- Carry forward the AIS concept but with true requirements for lot size mixing</p> |
| 15-187 | Architecturally Integrated Subdivisions | Permits flexibility in lot size and setbacks if development meets density limits and sets aside land as open space. | Carry forward the AIS concept but revise to require new AIS subdivisions to include true lot size differential requirements (and resulting higher density yields) |
| 15-188 | Restrictions Designed to Mandate the Construction of Some Smaller New Homes for Sale | Mandates a percentage of units in large subdivisions be size-limited to increase housing affordability and diversity. | Suggest AIS approach be revised to mandate differential lot sizes |

Grey rows at the end of each article identify additional suggested revisions or other potential changes that are not in the current LDO, but we suggest be considered as part of the new UDO. The Annotated Outline prepared in Task 4 will go into more detail on each of these additional suggested revisions.

- a. There are several districts that appear to be missing some or all dimensional standards (RSIR-2, OR-MU, PF, VMU, FLX) – ensure all districts have dimensional standards listed
- b. Suggest adding several new dimensional standards, including maximum lot coverage, setbacks between buildings on the same lot, perimeter setbacks for unified developments, and setbacks for accessory structures
- c. Rely on table notes rather than outside subsections for dimensional standards caveats (to ensure all standards are read)
- d. Add illustrated rules of measurement in a different chapter to help readers understand encroachments and how numbers are derived

Article XIII. Recreational Facilities and Open Space





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| 15-196 | Active Recreational Areas and Facilities Required | Residential developments must provide recreational areas and facilities, measured in recreation points, based on the type and cost of facilities. | <ul style="list-style-type: none"> - Suggest simplifying this section. All developments (including non-residential) should provide open space, but that provision can simply be a percentage of the development site - Establish 3 kinds of open space: active, passive, and gathering, and apply the requirement for which based on use type or location - Limit active open space requirements to residential development, and identify the range of features that can or cannot be credited towards active open space standards (remove threshold requirements for certain types of features – public play equipment is the Town’s responsibility, not private development’s) - Credit greenways and parkland dedication towards active and passive open space requirements - Credit LID, GSI, landscaping, and tree retention areas towards passive open space requirements <p>Downtown and urban areas should be subject to gathering space requirements – seating, outdoor dining, plazas, roof gardens, public art, etc.</p> <ul style="list-style-type: none"> - Unbuildable areas should be credited towards passive open space, but do not pass muster for required active or gathering spaces - Utilize a fee-in-lieu system to help create a revenue stream for the Town to provide recreation facilities in already-developed-but-underserved areas - Exempt residential developments without an HOA or of less than 10 units from providing open space (but these could still contribute fee-in-lieu) |
| 15-197 | Exception to Recreational Facilities and Open Space Requirements | Exceptions to recreational facilities and open space requirements for subdivisions without substantial improvements or reconstruction of pre-existing units. | Carry forward |
| 15-198 | Open Space | Residential developments must preserve open space for environmental, recreational, and aesthetic benefits, with specific criteria for primary and secondary conservation areas. | <p>Carry forward, but abolish use of “primary” and “secondary” conservation areas in favor of active, passive, and gathering space standards</p> <ul style="list-style-type: none"> - Consider reducing the current 40% open space requirements applied in downtown - Suggest the decision about the form of open active space be left up to the applicant – some developments are age restricted and this play space would be underutilized - Suggest limiting the ability to remove existing trees in required passive open space set-aside areas |





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| 15-199 | Ownership and Maintenance of Recreational Facilities and Open Space Not Dedicated to the Town | Recreational facilities and open space not dedicated to the town must be maintained by the developer or homeowners' association. | <ul style="list-style-type: none"> - Carry forward. Clarify when open space ownership transfers from developer to HOA (if HOA is formed) - Clarify that some forms of passive open space may be transferred to a public entity for ownership and maintenance |
| 15-200 | Dedication of Open Space | REPEALED | |
| 15-201 | Homeowners' Association | Homeowners' associations must be established to maintain common areas, with authority to collect contributions and establish a capital fund. | <ul style="list-style-type: none"> - Relocate these standards to an Owners' Association section of new Chapter 7, Standards - Clarify what features the HOA are responsible for maintaining (including community stormwater, cluster mailboxes, etc.) - Clarify formation and membership is required - Establish the process for creation, including Town attorney review (but not approval) of formation documents - Identify required documentation- Clarify timing of mandatory turnover from developer |
| 15-202 | Flexibility in Administration Authorized | Permit issuing authority can allow minor deviations from recreational and open space standards if objectives are met without strict adherence. | Carry forward, but limit deviation to that permitted under administrative adjustments, alternative plans, conditional rezoning, or variances |
| 15-203 | Fees in Lieu of Active Recreational Areas and Facilities or Useable Open Space | Developers may pay fees in lieu of providing recreational facilities or open space if town property can adequately meet residents' needs. | <ul style="list-style-type: none"> - Carry forward ability to provide fee-in-lieu for both public parkland and private common open space - Establish a new Fee-in-Lieu procedure in new Chapter 2, Applications - Fee-in-lieu amounts are based on assessed value of land prior to development instead of based on points or potential features to be provided - Ensure procedure is clear that fee-in-lieu amounts are prepared by or vetted by appraisal experts - Clarify fee-in-lieu must be paid prior to final plat approval or prior to issuance of certificate of occupancy, as appropriate |
| 15-204 | Downtown Livability Area and Urban Amenities Provisions | Downtown developments must include livability areas and urban amenities to enhance pedestrian experience, reduce stormwater runoff, and provide social gathering spaces. | <ul style="list-style-type: none"> - Suggest using these standards as the basis for gathering space requirements associated with open space standards - All use types (not just residential) are subject to gathering area standards - Remove any dollar amount standards |
| 15-205 | Fees in Lieu of Downtown Livability Area and Urban Amenities | Fees in lieu of downtown livability areas and urban amenities are allowed if town property can meet objectives. | Carry forward with other fee-in-lieu provisions and recognize that there may be instances where the Town would mandate a fee-in-lieu rather than provision of the feature |





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| 15-206 | Ownership and Maintenance of Downtown Livability Areas and Urban Amenities. | Downtown livability areas and urban amenities must be maintained by the developer or property owners' association. | Delete and address other previous owners' association provisions |
| Article XIV. Streets and Sidewalks | | | |
| 15-209 | Council Findings and Declaration of Policy for Complete Streets | Complete Streets policy promotes safe, accessible travel for all modes, enhancing safety, health, connectivity, and reducing carbon emissions through multimodal infrastructure and vehicle electrification. | <ul style="list-style-type: none"> - Carry forward as Purpose and Intent language in Streets section of new Chapter 8, Utilities and Infrastructure - Relocate technical standards pertaining to streets and street-related infrastructure to an outside manual that is only referenced by the new UDO |
| 15-210 | Street Classification | Streets in new subdivisions are classified based on projected traffic volume and dwelling units served, including minor, local, cul-de-sac, subcollector, collector, arterial, marginal access, loop, and alley streets. | Relocate technical standards pertaining to streets and street-related infrastructure to an outside manual that is only referenced by the new UDO |
| 15-211 | Access to Public Streets in General | Every lot must have sufficient access for emergency vehicles and intended use, ensuring ingress and egress. | Carry forward in new Access and Driveways section of new Chapter 8, Utilities and Infrastructure, and consolidate with standards for driveways by use type, configuration, and new provisions for shared driveways serving residential uses |
| 15-212 | Access to Arterial Street | Major subdivisions bordering arterial streets cannot have direct driveway access to maintain traffic flow and safety. | <ul style="list-style-type: none"> - Suggest revising these standards to clarify that driveway permits are required for access, that single-family residential lots should not have direct access to arterial streets (unless no other option is available) - Revise the current blanket access limitation as it prevents multi-family, mixed-use, and nonresidential from accessing arterial streets |
| 15-213 | Entrances to Streets | Driveway entrances must ensure safety, minimize traffic interference, and comply with specific standards and permits. | <ul style="list-style-type: none"> - Carry forward with other material intended for the Access and Circulation section of new Chapter 8 Utilities and Infrastructure - Relocate relevant material from current Appendix B to this section - Supplement with details regarding driveway apron and drainage requirements |





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| 15-214 | Coordination with Surrounding Streets | Subdivision streets must coordinate with surrounding streets for safe, convenient traffic flow, including temporary turnarounds if necessary. | <ul style="list-style-type: none"> - Carry this material forward with the other street-related provisions in new Streets Section in new Chapter 8, Utilities and Infrastructure - Suggest supplementing this material with a new street connectivity index approach that establishes minimum street connectivity options that heavily favor connections to existing streets - Add standards requiring continuation of all existing or planned arterial and collector streets, but apply the connectivity index standards to local streets along with standards for pedestrian connections if vehicular connections between neighborhoods are not made (or made via emergency-only accessways) - Supplement street stub material with new provisions for fee-in-lieu and easement dedication in cases where adjoining landowner will not permit encroachment to complete the street stub - Suggest adding maximum unit counts for cul-de-sac streets (including nested cul-de-sacs) - Supplement with new minimum number of vehicular access points for residential and non-residential developments based on # of proposed units or non-residential square footage |
| 15-215 | Relationship of Streets to Topography | Streets should align with topography to facilitate drainage and stormwater runoff, adhering to maximum grade requirements. | Cross-reference technical standards in outside documents, but permit the Planning director to deviate from standards in accordance with allowable procedures |





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| 15-216 | Street Width, Sidewalk, and Drainage Requirements in Subdivisions | Street width, sidewalk, and drainage requirements vary based on street type and grade, with specific standards for curb and gutter construction. | <ul style="list-style-type: none"> - Carry forward, but divide this material into standards applied to streets, standards applied to sidewalks, and provisions applied to curb and gutter in appropriate sections in new Chapter 8, Utilities and Infrastructure - Relocate material related to sidewalks to new Pedestrian Access section of new Chapter 8, Utilities and Infrastructure (which addresses sidewalks, greenways, trails, and on-site pedestrian circulation) - Address allowable deviations in a more comprehensive way, including the process to be used to seek deviation (and recognize that the Town may mandate a deviation or require a fee-in-lieu), and what standards may be relaxed in pursuit of preferred forms of development (LID, affordable housing, etc.) - Suggest the UDO require bicycle and pedestrian infrastructure on all streets, but allow deviations for topography and sidepaths (consolidated bikeways/walking paths outside ROW) - New sidewalk standards should go into greater detail about where sidewalks are required, how the street side is determined when only required on one street side, and more detail on fee-in-lieu or when an alternative like a trail or greenway can be credited towards sidewalk standards - Carry forward brick edging standards on sidewalks in downtown district(s) - Update sidewalk standards in accordance with Sidewalk Plan |
| 15-216.1 | Street Widths, Sidewalk and Drainage Requirements in Certain Developments. | Alternative street standards for certain developments to preserve natural systems, manage stormwater, and include affordable housing. | <ul style="list-style-type: none"> - Address allowable deviations in a more comprehensive way, including the process to be used to seek deviation (and recognize that the Town may mandate a deviation or require a fee-in-lieu), or what standards may be relaxed in pursuit of preferred forms of development (LID, affordable housing, etc.) |
| 15-217 | General Layout of Streets | Streets should be interconnected; cul-de-sacs are limited to specific conditions, ensuring safe and convenient traffic turnaround. | <ul style="list-style-type: none"> - Suggest use of a street connectivity index which disincentivizes cul-de-sacs, but does allow them provided cul-de-sac bulbs include pedestrian connections - Ensure cul-de-sac standards are consistent with current NC Fire Code - Suggest traffic calming features be provided in accordance with outside manual requirements/standards |
| 15-218 | Street Intersections | Streets must intersect at right angles; specific distance requirements for intersections to ensure safety. | Carry forward with other street material and supplement with illustrations |
| 15-219 | Construction Standards and Specifications | Construction standards for streets, sidewalks, and curbs are detailed in Appendix C, ensuring compliance with design specifications. | <ul style="list-style-type: none"> - Street specifications should not be an appendix to the UDO – having these standards as an appendix opens them to deviation during the development process, and requires a public hearing every time they are amended. Suggest relocating to an outside document |





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| 15-220 | Public Streets and Private Roads in Subdivisions | Subdivisions must have public street access; private roads allowed under specific conditions, including maintenance responsibilities and disclosure requirements. | <ul style="list-style-type: none"> - Remove requirement for all lots to abut a public street, this prevents maximization of available land, prevents development of deep lots of record, and can complicate infill - Allow private roads where appropriate, provided they comply with public street standards - Supplement new Lot Access provisions with shared driveway provisions that allow up to four dwelling units on their own lots to share a driveway (necessary to accommodate limited or "expedited" subdivisions) – access by more than 4 units requires configuration as a street (whether or public or private) - Relocate private street declaration provisions to the new Chapter 11, Appendix with other plat certification and declaration statements - Suggest the Town treat private streets the same as public streets with respect to allowance for and provision of sidewalks and bicycle facilities |
| 15-220.1 | Design Standards for Village Mixed Use Developments | Village mixed-use developments may follow NCDOT Traditional Neighborhood Development guidelines, superseding related street design standards. | Suggest legacy designation or removal of VMU district |
| 15-221 | Road and Sidewalk Requirements in Unsubdivided Developments | Private roads in unsubdivided developments must ensure safe, convenient traffic movement, linking dwelling units with public streets and onsite activity centers. | Ensure the Streets portion of new Chapter 8, Utilities and Infrastructure include requirements for private streets, which should be treated the same as public streets in terms of configuration and location |
| 15-222 | Attention to Handicapped in Street and Sidewalk Construction | Curb and gutter construction must include wheelchair ramps for accessibility, adhering to NCDOT standards. | Carry forward with other provisions in Pedestrian Access section of new Chapter 8, Utilities and Infrastructure |
| 15-223 | Street Names and House Numbers | Street names and house numbers must avoid duplication and follow specific suffix guidelines, ensuring clear identification. | <ul style="list-style-type: none"> - Carry forward with other street standards in new Chapter 8, Utilities and Infrastructure - Supplement subdivision standards in Subdivision Design section of new Chapter 7, Standards, to avoid name duplication/confusion |
| 15-224 | Bridges | Bridges must meet NCDOT standards; private road bridges need licensed design for safety and compliance. | Carry forward with other infrastructure standards and supplement with additional details for dams |
| 15-225 | Utilities | Utilities in public rights-of-way must conform to Article XV requirements, ensuring proper installation and maintenance. | Relocate this material into the appropriate locations in new Chapter 8, Utilities & Infrastructure |





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| 15-226 | Road Standards in the University Lake Watershed | Roads in the University Lake Watershed cannot have curb and gutter to protect the watershed environment. | Carry forward in the Overlay Districts section of new Chapter 3, Districts (with a cross reference in the Curb and Gutter section of new Chapter 8, Utilities and Infrastructure) |
| Article XV. Water and Wastewater, Outdoor Lighting and Miscellaneous Utilities | | | |
| Part I. Water and Wastewater | | | |
| 15-236 | Utility Ownership and Easement Rights | Developers must transfer ownership or easement rights for utilities to the respective public utility or entity for operation and maintenance. | Carry forward in the Easements section of new Chapter 8, Utilities & Infrastructure |
| 15-237 | Lots Served by OWASA-Owned Water and Sewer Lines | Lots must connect to OWASA water/sewer lines if within specified distance, unless legally impossible or impractical. | <ul style="list-style-type: none"> - Carry forward these provisions but increase the minimum connection distances to around 1,000 linear feet based on number of units or acreage - Suggest utility provisions be organized in potable water, sanitary sewer, and any other relevant section under the Potable Water section of new Chapter 8, Utilities & Infrastructure - Carry forward limits for individual water or sewer service lines to cross lot lines - Supplement with basic requirements when lots can not be served by public water supply systems (also consider mandatory pre-aps for minor subdivisions using on-site water to ensure proper soil scientist preliminary reports before the lots are approved) |
| 15-238 | Sewage Disposal Facilities Required | Principal uses and lots in subdivisions must have adequate sewage disposal systems complying with health regulations | <ul style="list-style-type: none"> - Carry forward in wastewater section of new Chapter 8, Utilities & Infrastructure - Update current language regarding Orange County Health Department approval of on-site wastewater – this is no longer required prior to subdivision approval – ensure a soil scientist preliminary report is filed with any application for subdivision of land with on-site wastewater service - Supplement these standards with minimum connection distances of around 1,000 linear feet based on the number of units or acreage |
| 15-239 | Determining Compliance with Section 15-238 | Compliance with sewage disposal standards is determined by relevant agencies, depending on the type of development and system. | <ul style="list-style-type: none"> - Carry forward and revise in accordance with any policy changes (the Town will need to specify if policy guidance has changed) - Reorganize to locate this material with other wastewater provisions |
| 15-240 | Water Supply Required | Principal uses and lots in subdivisions must have adequate water supply systems complying with health regulations. | Reorganize to locate this material with other potable water service provisions |





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| 15-241 | Determining Compliance with Section 15-240 | Compliance with water supply standards is determined by relevant agencies, depending on the type of development and system. | <ul style="list-style-type: none"> - Carry forward and revise in accordance with any policy changes (the Town will need to specify if policy guidance has changed) - Reorganize to locate this material with other potable water service provisions |
| Part II. Outdoor Lighting | | | |
| 15-242 | Purpose and Intent | Outdoor lighting should enhance safety, security, and productivity while minimizing glare, light trespass, and energy waste. | <ul style="list-style-type: none"> - Relocate to the Exterior Lighting section in new Chapter 7, Standards - Suggest supplementing with additional detail about avoiding light trespass - Suggest adding dark sky requirements for new multi-family, mixed-use, and non-residential development |
| 15-242.1 | Definitions | Definitions for terms related to outdoor lighting, including direct light, fixture, floodlight, footcandle, full cut-off luminaries, and more. | Relocate to Terms defined Section of new Chapter 10, Word Usage |
| 15-242.2 | Applicability | Applicability of outdoor lighting provisions to new developments, with exceptions for specific lighting types and situations. | <ul style="list-style-type: none"> - Carry forward with more detail on the kinds of exterior lighting subject to these standards - Consider supplementing with standards on prohibited lighting |
| 15-242.3 | Minimum Lighting Requirements for Security | Minimum lighting requirements for security in streets, sidewalks, common areas, and building entrances/exits. | Suggest relocating to purpose statements as these standards are very vague – if there are to be minimum requirements, suggest standards specify minimum illumination levels on lots, streetlight spacing along roadways, and uniformity ratios in parking lots |
| 15-242.4 | Subdivisions | Street lighting requirements for subdivisions, including coordination with utility companies and installation responsibilities. | <ul style="list-style-type: none"> - Carry forward, but clarify exactly what the applicable standards for street lighting are - Apply streetlighting standards to private streets |





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| 15-142.5 | General Standards | General standards for outdoor lighting, including light level limits, shielding, fixture height, and specific requirements for different zoning districts. | <ul style="list-style-type: none"> - 0.2 FC thresholds at lot lines are very low. The Town might consider applying a tiered maximum footcandle at lot line limit that differs based on adjoining zoning district designations - Supplement provisions with a summary table that sets out maximum illumination values at lot lines - Continue to apply exterior lighting maximum standards to single-family homes - Suggest shielding standards be applied uniformly based on use type or district rather than lumen count; also suggest moving away from maximum lumen values per lot towards footcandle at lot line limits and uniformity ratios across the site - Suggest more clarity on light standard height. Standards should address maximum heights in parking lots - Suggest parking lot lighting standards include provisions preventing trees in landscaping island that include lighting - Avoid standards that permit deviations in light height on a case-by-case basis in favor of uniform standards (most lights follow uniform heights based on provider) - Suggest additional detail about wall packs (height, shielding, etc.) |
| 15-242.6 | Vehicular Canopies | Lighting standards for vehicular canopies, including maximum light levels and acceptable fixture types. | <ul style="list-style-type: none"> - Carry forward and supplement with illustrations - Add additional detail to the requirements to revert lighting to security lighting after closing for sake of clarity |
| 15-242.7 | Outdoor Display Areas | Lighting standards for outdoor display areas, ensuring fully shielded luminaires and minimal glare. | Carry forward with the standards for outdoor display areas in the accessory use provisions in new Chapter 4, Land Uses (with a cross reference in the lighting section) |
| 15-242.8 | Outdoor Sports Fields and Performance Areas | Lighting regulations for outdoor sports fields and performance areas, including fixture height, glare control, and operating hours. | - Carry forward and do not exempt these uses from compliance with lighting standards; explore glare controls and limits on illumination after hours |
| 15-242.9 | Prohibited Uses of Light | Prohibited uses of light, including laser source lights, searchlights for advertising, and mercury vapor luminaires. | <ul style="list-style-type: none"> - Carry forward with applicability/exemption provisions - Add limits on use of LED strips around doors or windows - Clarify where and how neon lighting is permitted |
| 15-242.10 | Light Measurement Techniques | Methods for measuring light levels, ensuring accuracy and compliance with approved light plans. | Carry forward with clarification that the staff member operating the measurement equipment has been properly certified in its use |
| Part III. Miscellaneous Utilities | | | |
| 15-244 | Electric Power | Principal uses and lots in subdivisions must have adequate electric power sources, with certification from utility companies if necessary. | Carry forward in Electricity section of new Chapter 8, Utilities & Infrastructure |





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| 15-245 | Telephone Service | Principal uses and lots in subdivisions must have adequate telephone service, with certification from utility companies if necessary. | Carry forward |
| 15-246 | Underground Utilities | All utilities in new subdivisions must be placed underground, with specific exceptions for existing above-ground lines. | Carry forward, but clarify that these standards only apply to new services extended to serve the new development – the Town may not require applicant to bury existing services (except through negotiated conditions of approval) |
| 15-247 | Utilities to be Consistent with Internal and External Development | Utility facilities must be constructed to allow for future extensions and minimize interference with traffic and maintenance. | Carry forward |
| 15-248 | As-Built Drawings Required | Developers must provide as-built drawings of utility lines installed in public rights-of-way, certified by the utility company. | Carry forward with Site Plan and Final Plat procedures in new Chapter 2, Applications |
| 15-249 | Fire Hydrants | Developments served by public water systems must include fire hydrants, with specific location and maintenance requirements. | Carry forward in the Fire Protection section of new Chapter 8, Utilities & Infrastructure |
| 15-250 | Screening of Dumpsters | Developments requiring dumpsters must provide screened sites that facilitate collection and minimize negative impacts. | <ul style="list-style-type: none"> - Relocate to Refuse Collection section of new Chapter 7, Standards - Supplement with additional detail regarding dumpster enclosure placement and screening of all refuse and recycling dumpsters not found within a building - Supplement with additional detail regarding gates and facilities to prevent windblown refuse - Supplement with additional standards regarding paving details |
| Article XVI. Flood Damage Prevention, Stormwater Management, and Watershed Protection | | | |
| Part I. Flood Damage Prevention | | | |
| 15-251 | Purpose and Objective | Establishes flood prevention measures to protect health, safety, and property, aiming to minimize erosion, flood damage, and disruption through regulated land use and structural requirements. | <ul style="list-style-type: none"> - Review for conformity with most current 2026 non-coastal State model ordinance - Carry forward with other flood damage standards in a new Flood Hazard Prevention Overlay (FPO) district in the Overlay Districts section of new Chapter 3, Districts |
| 15-251.1 | Definitions | Defines key flood-related terms, including floodplain management regulations, special flood hazard areas, floodproofing, and development activities affecting water flow and elevation. | <ul style="list-style-type: none"> - Relocate and consolidate with other definitions in Defined Terms section of new Chapter 10, Word Usage - Clarify when these terms are used solely for purposes of the flood damage prevention standards versus when they are used in other parts of the ordinance |





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| 15-251.2 | General Provisions | Applies flood protection regulations to all designated flood hazard areas, ensuring development is restricted unless properly permitted and in compliance with applicable laws. | <ul style="list-style-type: none"> - Carry forward in new Applicability portion of FHO overlay standards in new Chapter 3, Districts - Relocate section (g) to the Enforcement of Flood Damage Prevention Rules section of new Chapter 9, Violations, and include cross reference in the FHO overlay district section |
| 15-251.3 | Application Requirements | Specifies documentation required for development permits in flood-prone areas, including site plans, elevation data, floodproofing measures, and impact assessments. | <ul style="list-style-type: none"> - Relocate this material to a new Floodplain Development Permit procedure in the Specific Applications section of new Chapter 2, Applications - Incorporate relevant material from current Appendix A to this procedure - Relocate plan-related submittal requirements to the Plan/Plat Submittal Requirements section of new Chapter 11, Appendix |
| 15-251.4 | Permit Requirements | Outlines permit requirements for floodplain development, detailing elevation standards, flood protection measures, and necessary certifications. | Relocate plan-related submittal requirements to the Plan/Plat Submittal Requirements section of new Chapter 11, Appendix |
| 15-251.5 | Certification Requirements | Establishes certification standards for flood elevation and proofing, requiring engineer verification, permits, and as-built evaluations prior to occupancy. | Consolidate with other Floodplain Development Permit Procedure material in Specific Applications section of new Chapter 2, Applications |
| 15-251.6 | Duties and Responsibilities of the Administrator | Defines administrative responsibilities, including permit enforcement, compliance monitoring, inspections, and floodplain boundary interpretations. | <ul style="list-style-type: none"> - Relocate to Town Staff portion of Review Authorities section in new Chapter 2, Applications - Clarify if there is another Town staff position that also serves as the Floodplain Administrator |
| 15-251.7 | Variance Procedures | Allows variances from flood restrictions to be granted by the board of adjustment in specific circumstances. | Address variances to flood damage prevention standards with other water-related variance provisions (stormwater, WSW, etc.) in the Variance procedure in the Specific Applications section of new Chapter 2, Applications |
| 15.251.8 | General Standards for Flood Hazard Reductions | Mandates flood hazard reduction standards for new construction, ensuring structures are adequately anchored and built with flood-resistant materials. | <ul style="list-style-type: none"> - Conform to current State model, where appropriate - Relocate to the FHO overlay district portion of the Overlay Districts section of new Chapter 3, Districts |





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| 15-251.9 | Specific Standards for Flood Hazard Reductions | Details flood protection requirements for residential and commercial developments, manufactured homes, tanks, and elevated buildings within hazard areas. | <ul style="list-style-type: none"> - Relocate to the FHO overlay district portion of the Overlay Districts section of new Chapter 3, Districts - Ensure the various accessory structure requirements (including tanks) are cross referenced in the Accessory Uses section of new Chapter 4, Land Uses - Relocate the fence and wall provisions in section (k1) to the Fences and Wall section of new Chapter 7, Standards and include a cross reference is included with the flood damage prevention standards - Ensure the sidewalk standards are cross referenced in the Pedestrian Circulation section of new Chapter 8, Utilities and Infrastructure - Ensure the driveway standards are cross referenced in the Access and Circulation section of new Chapter 8, Utilities and Infrastructure - Ensure the street standards are cross referenced in the Streets section of new Chapter 8, Utilities & Infrastructure |
| 15-251.10 | Floodways and Non-Encroachment Areas | Restricts development in floodways and non-encroachment areas unless proven not to impact base flood levels, requiring hydrological analysis and FEMA approval. | <ul style="list-style-type: none"> - Relocate to the FHO overlay district portion of the Overlay Districts section of new Chapter 3, Districts - Conform to 2026 model ordinance, but give Town staff authority to require a flood study to be completed |
| 15-251.11 | Special Provisions for Subdivisions | Requires subdivisions in flood-prone areas to account for flood restrictions, preventing creation of lots unsuitable for development due to flooding risks. | <ul style="list-style-type: none"> - Relocate to the Subdivision Design Standards section of new Chapter 7, Standards and ensure these provisions are cross-referenced in the FHO provisions - Address Final Plat declaration language in the Certifications and Declarations section of new Chapter 11, Appendix |
| Part II. Stormwater Management | | | |





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| 15-261 | Natural Drainage System Utilized to Extent Feasible | Encourages development to conform to natural drainage contours, preserving existing waterways, ponds, and wetland areas wherever feasible. | <ul style="list-style-type: none"> - Relocate and reorganize the stormwater standards into their own Stormwater section in new Chapter 7, Standards - Enhance this material as Purpose and Intent, and supplement with findings and authority details; aspects of this section that serve as standards should be relocated to the Standards portion of these provisions - Discuss. This section lacks many of the typical provisions found in modern stormwater standards. Suggest this part be revised in accordance with best practices used in similar communities. For example, is there a Stormwater Administrator, where is the Stormwater Permit, how are variances handled, where are the enforcement rules, etc. Additional discussion is necessary regarding whether the Town is a delegated authority, and the various aspects to be addressed by the standards - Discuss. Does the Town have its own Stormwater Design Manual, or does it use the State's? The current standards reference a manual in Appendix A, but there is no manual (the Manual should NOT be included in the UDO, but should be standalone) - Discuss. It is unclear if and how the Town is addressing sedimentation and erosion control – current Section 15-264 includes some provisions, but is lacking in detail – many local governments address these standards in their own section - Suggest new standards include sections on Authority, Purpose & Intent, Applicability/Exemptions, References to the applicable Design Manual, References to applicable procedures (Stormwater Permit, Variances Appeals, etc.), Standards, Maintenance (of SCMs), and cross references to enforcement |
| 15-262 | Development Must Drain Properly | Requires development to prevent water retention, ensuring proper stormwater drainage through constructed facilities without directing runoff into sanitary sewers. | <ul style="list-style-type: none"> - Revise into a more clearly-defined set of Applicability and Exemption provisions - Clarify the parameters for inclusion of stormwater control measures (e.g., disturbance of more than 1 acre, impervious surfaces over threshold percentage of lot, etc.) - Relocate standards to new section on Stormwater in new Chapter 7, Standards |
| 15-263 | Measurement of Stormwater | Establishes stormwater management requirements based on impervious surface area, mandating systems to filter pollutants and control runoff volume. | <ul style="list-style-type: none"> - Revise into a more clearly defined set of standards - Suggest organizing into standards applied to nutrient-sensitive waters (WSW), standards applied to control of runoff (quantity), standards applied to the treatment of runoff (quality), standards for stormwater control measures, etc. - Explore the suggestion for a new 5,000 sf net impervious surface area trigger for inclusion of stormwater control measures |
| 15-263.1 | Maintenance of Structural BMP's | Requires maintenance and periodic inspection of structural stormwater management devices to ensure continued effectiveness. | Carry forward in a new section on construction, completion, dedication, and maintenance standards for SCMs |





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| 15-264 | Sedimentation and Erosion Control | Mandates compliance with erosion and sedimentation control measures before approving development permits, ensuring land disturbance does not contribute to environmental degradation. | <ul style="list-style-type: none"> - Suggest this material be relocated to its on section in new Chapter 8, Utilities & Infrastructure - Suggest this section include new provisions on purpose and intent, applicability, erosion control plans, basic control objectives, design and performance standards, inspections, maintenance, and cross references to violations |
| 15-265 | | REPEALED | |
| 15-266 | Impervious Surface Limitations | Sets impervious surface limitations to mitigate runoff effects in various zoning districts, with stricter requirements for sensitive watershed areas. | <ul style="list-style-type: none"> -Discuss. This material is very detailed and appears to be the subject of considerable thought and discussion, and yet, it is not located within the water supply watershed provisions (which is where it appears to belong)- why is this material here, how does it relate to or exceed the scope of the other water supply watershed standards, and how might this material be further simplified? Relocate this material to either the Water Supply Watershed overlay standards in new Overlay district portion of new Chapter 3 Districts, or to the B-5 and WM-3 district standards in the same chapter - Discuss. What is the origin and purpose for the table in subsection (b)? This material appears quite detailed, yet is vague as to purpose and intent |
| 15-267 | Additional Development Standards within C and WR Districts | Requires buildable areas to be designated on subdivision plats in certain zoning districts to prevent stormwater conflicts and erosion risks. | <ul style="list-style-type: none"> - Discuss. What is "assimilative capacity", what are the associated standards, how is compliance determined, and how are deviations from this requirement addressed? - Discuss. Should these standards be carried forward? There are rules, and then a means for the Zoning Administrator to waive them with no criteria. If they are to be carried forward, need to provide more detail and relocate to the appropriate district-specific provisions in new chapter 3, Districts |
| Part III. Water Quality Buffers | | | |
| 15-269 | Findings, Purpose, and Applicability | Establishes the purpose of water quality buffers, highlighting their role in filtering pollutants, preventing erosion, and protecting aquatic ecosystems. | <ul style="list-style-type: none"> - If the Town does decide to include riparian buffers in the UDO, carry forward these standards in a Riparian Buffers section of new Chapter 7, Standards - Clarify the locations where the riparian buffer standards are applied, and what actions are exempted |
| 15-269.1 | Definitions | Defines key terms related to water quality buffers, including different types of streams, wetlands, stormwater management practices, and buffer zones. | <ul style="list-style-type: none"> - Relocate to the Terms Defined section of new Chapter 10, Word Usage - Clarify when these terms are used solely for purposes of the riparian buffer standards versus when they are used in other parts of the ordinance |





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| 15-269.2 | Required Buffers | Requires protective buffers adjacent to designated surface waters and outlines methods for determining appropriate buffer areas. | Carry forward in standards portion |
| 15.269.3 | Width of Buffer | Specifies required buffer widths based on waterbody type and location, ensuring adequate protection for streams, ponds, lakes, and reservoirs. | Carry forward with other standards and supplement with diagram |
| 15-269.4 | Diffuse Flow Requirements | Establishes diffuse flow requirements to prevent concentrated stormwater runoff from eroding buffer zones. | Carry forward with other standards |
| 15-269.5 | Exempt and Allowable Activities | Lists exempt and allowable activities within buffer areas, including utility crossings, road construction, stormwater controls, and vegetation management. | <ul style="list-style-type: none"> - Carry forward with other standards - Conform consistency with most recent NCAC requirements |
| 15-269.6 | Determination of "No Practical Alternatives" | Provides criteria for determining whether buffer disturbances are necessary, ensuring that alternatives are considered before allowing impacts. | - Carry forward, but discuss if this process should be renamed and included with the other application procedures in Chapter 2, Applications |
| 15-269.7 | Mitigation for Water Quality Buffers | Establishes mitigation requirements for buffer impacts, including restoration, enhancement, and offset payments to water quality funds. | Carry forward in new section on mitigation for disturbance |
| 15-269.8 | Permits and Enforcement of Buffer Requirements | Outlines permitting and enforcement for buffer protection, ensuring compliance with development regulations. | Relocate and clarify enforcement provisions in new Chapter 9, Violations, and include an cross reference with these standards |
| Article XVII. Signs | | | |
| 15-270 | Definitions | Defines signs, including freestanding, off-premises, sandwich board, and temporary signs. Clarifies sign characteristics, placement, and illumination exceptions. | <ul style="list-style-type: none"> - Relocate sign-related definitions to Terms Defined section of new Chapter 10, Word Usage - Relocate sign definitions to the new summary table on individual sign standards in the Signs section of new Chapter 7, Standards |





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| 15-271 | Permit Required for Signs | Establishes sign permit requirements. Details approval processes for zoning and special use permits. Allows master sign plans for multi-tenant developments, regulating sign surface area allocation. | <ul style="list-style-type: none"> - Carry forward with Sign Permit procedure in new Chapter 2, Applications (include cross reference here) - Suggest requiring master sign plans for unified developments and developments with two or more principal structures. Suggest the review authority deciding the related development application also decide the MSP request - Allow an applicant to seek deviations from the dimensional provisions in the sign standards via an Administrative Adjustment, Alternative Plan, Conditional Rezoning, Development Agreement, or Variance - Remove content-based standards for hotels/motels - Relocate the signage standards for secondary uses to the section on secondary uses - Suggest current dependence on street type as a method for applying sign standards be carried forward for monument (and possible pole) signs, but reduced in its impact on other types of signage, particularly pedestrian-oriented signage |
| 15-272 | Signs Excluded from Regulation | Lists exempt signs such as residential, governmental, nonprofit, utility, window displays, and noncommercial notices. Includes conditions on exemption limits, illumination, placement, and signage material. | <ul style="list-style-type: none"> - Suggest a new section clarifying exemptions and distinguish between signs subject to the standards but exempted from Sign Permits - Remove content-based provisions (like "noncommercial, residential use, commercial promotion, bear no advertising, non-commercial messages, for sale, for rent", etc.) and explain why these provisions are removed/minimized - Rely on Statutes for the regulation of political signs - Suggest simplifying the window sign standards (such as limiting total coverage to 30% of a window) |
| 15-273 | Certain Temporary Signs" Permit Exemptions and Additional Regulations | Defines temporary signs exempt from permits, including real estate, construction site, holiday, campaign, and event signage. Specifies size, duration, removal timelines, and usage limits. | <ul style="list-style-type: none"> - Suggest requiring either a sign permit or a temporary use permit for temporary sign that is not listed as exempted altogether - Add a temporary sign to the individual sign types table - Relocate exempt signs (like holiday displays) to the section on exempt signs - Remove the content-based standards in this section |
| 15-274 | Determining the Number of Signs | Establishes rules for counting signs. Differentiates between individual and grouped signage, and multi-sided displays. | Relocate to Signs section of new Chapter 5, Measurement, with a cross reference in the sign-related provisions in new Chapter 7, Standards |
| 15-275 | Computation of Sign Area | Specifies measurement rules, including enclosing sign elements, window coverage, multi-sided signs, signage orientation, and proportional reductions based on distance from streets. | <ul style="list-style-type: none"> - Relocate to Signs section of new Chapter 5, Measurement - Supplement with illustrations |





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| 15-276 | Total Sign Surface Area | Sets maximum sign area by zoning type, street frontage, subdivision allowances, and wall-mounted signs. Defines adjustments for multi-frontage lots. | <ul style="list-style-type: none"> - Relocate to Signs section of new Chapter 5, Measurement - Supplement with illustrations - Suggest moving away from the "total sign surface area" concept |
| 15-277 | Freestanding Sign Surface Area | Restricts freestanding sign size based on frontage. Establishes maximums for lot width categories and unconventional sign structures. | <ul style="list-style-type: none"> - Carry forward with individual sign types standards in new summary table; supplement with definition, districts permitted, applicable standards, and example images - Suggest re-naming freestanding sign to pole sign for greater clarity |
| 15-278 | Number of Freestanding Signs | Limits developments to one freestanding sign but allows exceptions for corner and double-front lots where additional signage is necessary. | Relocate to individual sign table for freestanding signs |
| 15-279 | Subdivision and Multi-family Development Entrance Signs | Permits up to two entrance signs with defined surface area caps for residential developments. | Address development entry signage as an individual sign type rather than as a freestanding sign |
| 15-280 | Location and Height Requirements | Defines placement setbacks, rooftop signage restrictions, projection limits, encroachment permissions, and overall sign height maximums. | Address freestanding sign dimensional requirements in new section on sign measurement in new Chapter 5, Measurement |
| 15-281 | Sign Illumination and Signs Containing Lights | Governs lighting restrictions, including hours of operation near residential zones, shielding, flashing lights, animated displays, and holiday lighting exceptions. | <ul style="list-style-type: none"> - Suggest removing limits on sign illumination based on location – signs may either be internally or externally illuminated or not - Suggest prohibiting use of string lights or LEDs around doors and windows - Add standards for electronic message boards (brightness, static hold time, movement, etc.) |
| 15-282 | Miscellaneous Requirements | Miscellaneous Requirements: Regulates off-premises signs, animated signage, traffic obstructions, structural stability, prohibited movement features, and safety precautions. | <ul style="list-style-type: none"> - Disaggregate this section and place in relevant other sections (prohibited signs, freestanding signs, off-premise signs, etc.) - Suggest addressing new outdoor advertising as a prohibited individual sign type |
| 15-283 | Sandwich Board Signs | Sandwich Board Signs: Allows sandwich board signs for businesses in specific zoning districts, setting requirements for placement, size, structural integrity, illumination prohibition, and indoor storage when businesses close. | <ul style="list-style-type: none"> - Carry forward as an individual sign type - Provide more detail on if these signs are permitted within the right-of-way, and if so, where |





CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

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| <p>Grey rows at the end of each article identify additional suggested revisions or other potential changes that are not in the current LDO, but we suggest be considered as part of the new UDO. The Annotated Outline prepared in Task 4 will go into more detail on each of these additional suggested revisions.</p> <ul style="list-style-type: none"> a. Add a purpose and intent section that provides more detail on how the standards are intended to limit content-based sign regulations to the maximum possible extent, and clarify that when included, content-based standards are narrowly tailored and provided to serve a compelling public interest. Also clarify that the standards are intended to support business activity and first amendment rights b. Incorporate a more detailed applicability section that identifies the kinds of signs subject to these standards, and ones that are exempt (including government signs, signs related to parking, signs exempted by State law, and others, as appropriate) c. Include a new section on how signs within the right-of-way are regulated d. Add a section on signs that are exempted from having to obtain a Sign Permit, but that are still subject to the sign requirements of the Ordinance e. Add a section on public murals and a cross reference to public art (as an accessory use) f. Use a new summary table-based approach to the standards, definitions, and illustrations related to individual sign types g. Supplement with several missing sign types: wall sign, awning sign, banner, projecting sign, EMB, incidental sign, suspended sign, etc. h. Add more detail on nonconforming signage in accordance with recent changes in the Statutes i. Address outdoor advertising – will this sign type be permitted or prohibited? | | | |
| Article XVIII. Parking | | | |
| 15-290 | Definitions | Defines terms including vehicle areas, EV stations, green vehicles, gross floor area, and various parking space classifications. | - Supplement these standards with a purpose and intent section, applicability, exemptions, and how changes of use/additions are addressed |





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| 15-291 | Number of Parking Spaces Required | Specifies required parking based on use; allows flexible reductions, future conversion space, and establishes EV and bicycle infrastructure requirements. | <ul style="list-style-type: none"> - Unless abolishing off-street parking altogether, suggest this table be carried forward, but modified to list individual use types rather than use numbers, supplement with minimum and maximum vehicular requirements, supplement with bicycle parking requirements - Review and update table to rely on use intensity metrics that can be identified at site plan review (number of employees, seats, or number of beds can not always be known at site plan review stage) - Suggest removing the parking reserve system for non-residential development - Suggest review/revision of 4-year temporary parking clause - Add additional clarity with standards for addressing unlisted use types - Lower residential parking requirements where possible (allow garage parking to be credited, reduce to 1 space for SFD under 2,000 sf, reduce to 1 per unit for multi-family) - Add guest parking area requirements for multi-family and residential subdivisions with over 10 units - Carry forward updated bicycle parking requirements but include counts in summary table; add parking/charging standards for E-bike parking - Clarify if habitable/uninhabitable space is addressed as part of parking space standards (suggest limiting complexity) - Carry forward electric vehicle parking requirements in its own section, but relocate charging station standards to the section on Secondary Uses in new Chapter 4, Land Uses and include a cross reference |
| 15-292 | Flexibility in Administration Required | Allows parking/bicycle space deviations when strict application causes underuse or shortage, or for elderly, transit-oriented, or walk-in-oriented developments. | <ul style="list-style-type: none"> - Carry forward consolidated section that addresses shared parking, off-site parking, valet parking, fee-in-lieu of parking, use of on-street parking, and the procedure for applicants who wish to exceed an applicable parking maximum (via a parking demand study) - Remove bicycle parking requirement waivers and address through exemptions instead - Parking flexibility provisions should also address surfacing and required location provisions - Suggest the UDO permit reductions in required off-street parking standards for developments that provide low-impact development- or green stormwater infrastructure-configured parking lots - Allow affordable housing units to reduce compliance with some off-street parking standards |





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| 15-292.1 | Payment of Fee In Lieu Providing Parking Spaces | Permits developers in specific districts to pay a fee instead of building parking, if nearby public parking is available or planned. | Relocate to section of parking flexibility |
| 15-293 | Parking Space Dimensions | Sets standard and compact car space dimensions; includes requirements for parallel, motorcycle, and subcompact spaces. | <ul style="list-style-type: none"> - Carry forward and supplement with illustrations - Add standards allowing alternative paving surfacing, but clarify space demarcation requirements for unpaved parking |
| 15-294 | Required Width of Parking Area Aisles | Establishes aisle width standards based on parking angle and type; allows alternatives if designed by qualified engineer and approved. | Carry forward and supplement with illustrations |
| 15-295 | General Design Requirements | Requires safe, contained vehicle areas with proper circulation; discourages parking between building and street in certain districts. | Carry forward and supplement with illustrations |
| 15-295.1 | Design Standards for Bicycle Parking | Requires visible, secure, accessible bike racks; specifies spacing, clearance, structure, signage, and preferred rack types. | <ul style="list-style-type: none"> - Carry forward and supplement with illustrations - Clarify the allowable means of sheltering - Explore minimum space standards for consistency with best practice - Review space design provisions and general locational standards |
| 15-296 | Vehicle Accommodation Area Surfaces | Specifies surfacing standards based on usage; includes paving exceptions, marking, and maintenance requirements for different conditions. | <ul style="list-style-type: none"> - Carry forward and supplement with illustrations - Suggest allowing alternative surfacing methods as part of Alternative Plan procedure - Clarify that surfacing requirements may no longer be more restrictive than NCDOT or may be configured as proposed by a licensed professional engineer - Suggest removing 4-year timed compliance requirements for parking lots in light of the recent downzoning bill |
| 15-297 | Joint Use of Required Parking Spaces | Allows shared parking across uses with different peak hours; sets ratios for shared use and conditions for satellite parking. | <ul style="list-style-type: none"> - Consolidate with other parking flexibility mechanisms into a single section - Require submittal of an alternative parking plan for the use of parking flexibility provisions - Shared parking should require recordation of a shared parking agreement between all affected parties - Suggest abolishing shared parking ratio- overly complicated |
| 15-297.2 | Creation of Public Parking Lots from Private Parking Areas | Town may create public parking from private lots without affecting parking compliance status of contributing properties. | Carry forward with new documentation requirements |





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| 15-298 | Satellite Parking | Allows off-site parking if on-site is impractical; must be within 1000 feet and supported by agreements; some exceptions apply. | <ul style="list-style-type: none"> - Consolidate with other parking flexibility mechanisms into a single section - Require submittal of an alternative plan for deviations beyond scope of Administrative Adjustment - Off-site parking should require recordation of a shared parking agreement between all affected parties - Supplement with a maximum distance requirement and required improved pedestrian access - Suggest allowing for any use |
| 15-299 | Special Provisions for Lots With Existing Buildings and Lots within Neighborhood Preservation Districts | Grants parking flexibility for older buildings and preservation districts; allows on-site use trade-offs and limited satellite space relocation. | Abolish, unnecessary to have special provisions for these areas; apply basic parking flexibility requirements |
| 15-300 | Loading and Unloading Areas | Mandates off-street loading areas sized for building use; prohibits overlapping parking/loading areas; requires safe vehicle maneuvering. | <ul style="list-style-type: none"> - Suggest revising applicability provisions to allow a landowner to determine if off-street loading is or is not necessary – and if necessary, then the loading facilities shall comply with these requirements - Clarify if dedicated loading spaces are required, or if loading may take place outside hours of operation - Clarify that loading facilities must be configured so as to avoid loss of required parking spaces, and so that there are no interruptions in safe on-site circulation |
| 15-301 | No Parking Indicated Near Fire Hydrants | Prohibits parking within 15 feet of fire hydrants in paved vehicle areas; requires pavement marking. | Carry forward with other vehicular use area configuration standards |
| 15-302 | Limitation on the Total Lot Coverage Devoted to Surface Parking | Limits new developments to 110% of required parking spaces, based on permit-issuing authority's determination. | Suggest removal in favor of new minimum and maximum parking standards with administrative flexibility mechanisms incorporated |

Grey rows at the end of each article identify additional suggested revisions or other potential changes that are not in the current LDO, but we suggest be considered as part of the new UDO. The Annotated Outline prepared in Task 4 will go into more detail on each of these additional suggested revisions.

- a. Add a purpose and intent section, add more detail on applicability and exemptions (including how change of use, redevelopment, and expansions are addressed)
- b. Add standards for stacking (queuing) spaces
- c. Add standards for use types that may use driveways for parking

Article XIX. Screening and Trees

Part I. Screening





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| 15-304 | Council Findings Concerning the Need for Screening Requirements | Identifies screening as essential for reducing noise, glare, and visual pollution while improving privacy and safeguarding public health. | Carry forward with additional information on purpose and intent |
| 15-305 | General Screening Standards | Requires screening to shield adjacent properties from negative external effects of developments. | Enhance as new section on applicability and exemptions with additional detail on how expansions and rezoning are impacted by the standards |
| 15-306 | Compliance with Screening Standards | Establishes a table-based presumption of screening requirements that can be adjusted for practical implementation. | <ul style="list-style-type: none"> - Relocate as the applicability provisions for perimeter buffers - Clarify buffer requirements when abutting vacant land, riparian buffers, floodplains, and other unbuildable areas |
| 15-307 | Description of Screens | Defines three types—opaque, semi-opaque, and broken—detailing height, materials, and effectiveness in obstructing visibility. | <ul style="list-style-type: none"> - Carry forward, but suggest use of term “intermittent” rather than “broken” - Revise into tabular format and supplement with additional detail on plant types, spacing, buffer width, grouping, and alternatives - Include images showing examples |
| 15-308 | Table of Screening Requirements | Lists requirements for various use classifications, identifying responsible parties for installation. | Suggest removing use-based buffer standards in favor of a zoning district-based approach where buffer type depends upon abutting zoning, not use (this makes it easier to address rezonings and use changes) |
| 15-309 | Flexibility in Administration Required | Allows permit issuers to modify screening regulations for efficiency and cost balance. | <ul style="list-style-type: none"> - Carry forward with other flexibility provisions - Continue to require an alternative planting plan - Add credits for retention of existing trees in required buffer areas, and clarify which sets of required standards may be credited by landscaping (e.g., passive open space set-aside) |
| 15-310 | Combination of Uses | Sets screening standards for developments combining multiple principal uses. | Revise to clarify how to address unified developments or instances where a single development spans different zoning districts |
| 15-311 | Landscape Plan | Requires landscaping plans for new developments or modifications, subject to review by the Appearance Commission. | Carry forward, but remove the Appearance Commission review |
| 15-311.1 | Screening of Flag Lots in the Historic District (HD) | Mandates semi-opaque screening for flag lots in designated areas. | Clarify why flag lots requiring buffering but other lots do not |
| 15-312 | Protective Buffer Along Major Roads | Requires undisturbed buffers for scenic preservation, with additional screening where necessary. | <ul style="list-style-type: none"> - Revise this section to establish a new subsection for Streetscape Buffers in the Landscaping and Screening section of new Chapter 7, Standards - Explore need for deeper buffers along some roadway types or specific roadway segments |





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| Part II. Shading and Tree Protection | | | |
| 15-314 | Council Findings and Declaration of Policy on Protecting Trees and Other Plants | Establishes trees as essential for air quality, climate regulation, erosion control, aesthetics, and public health. | <ul style="list-style-type: none"> - Carry forward and integrate with Purpose and Intent - Supplement with a new section on Applicability and Exemptions, including additions to existing development |
| 15-315 | Definitions | Provides terms for tree types, canopy, protection perimeters, and rare species. | <ul style="list-style-type: none"> - Carry forward in Terms Defined section of new Chapter 10, Word Usage - Add more clarity to the clear cutting definition - Remove range from definition of tree protection perimeter |
| 15-316 | Required Trees Along Dedicated Streets | Mandates tree planting or retention along newly created streets to promote shade and aesthetic appeal. | <ul style="list-style-type: none"> - Carry forward with other provisions related to streetscape buffers - Suggest the streetscape buffer standards be broadened to include allowances for street trees in designated areas |
| 15-317 | Retention and Protection of Specimen and Rare Trees | Requires preservation of significant trees unless impractical, with criteria for prioritization. | <ul style="list-style-type: none"> - Carry forward with several clarifications including how mitigation is accomplished, more detail about tree protection fencing, and how specimen and rare trees are credited towards required landscaping and open space set-aside - Replace clear cutting provisions with material from statutes regarding delay in approvals - Relocate parking lot reduction to planting flexibility provisions |
| 15-318 | Shade Trees in Parking Areas | Sets shading requirements for parking areas using deciduous trees. | <ul style="list-style-type: none"> - Suggest carrying forward but revising to apply shade tree requirements such that no parking space should be more than 30 feet from the trunk of a shade tree (including those planted as part of new parking lot landscaping) - Suggest inclusion of new requirements to limit the placement of parking lot lighting in islands with trees or within 10 feet of an existing or required tree - Suggest removing paving limitation as this prevents placement of trees in parking lot islands |
| 15-319 | Tree Canopy Coverage Standards | Establishes minimum coverage percentages for different land uses, with modifications for solar access or affordable housing. | Suggest the Town continue to require specimen/rare tree retention and parking lot shading; abolish tree canopy retention requirements in favor of incentives to retain trees and add reforestation provisions when needed to maintain a minimum percentage of tree canopy over time |
| 15-320 | Protection of Trees During Construction | Requires developers to protect retained trees through barriers and other preventive measures. | <ul style="list-style-type: none"> - Carry forward with more detail about tree protection fencing, and how long the protection devices must remain in place - Provide more detail about tree protection for trees well-removed from the development area - Suggest removal of wrapping trunks with boards – use more durable fencing instead - Supplement with more clarity about what happens if removal of a protected tree is required or happens by accident |





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| 15-321 | Performance Security May be Required | Allows the town to require security deposits to cover potential tree loss and replacements. | <ul style="list-style-type: none"> - Carry forward in the Performance Guarantee procedure in the Specific Applications section of new Chapter 2, Applications - Require performance guarantees to be filed in cases where mitigation is necessary - Review current standards for consistency with the Statutes |
| 15-321.1 | Regulation of Forestry Activities | Defines forestry activities and limits tree removal in some areas to prevent clear-cutting. | <ul style="list-style-type: none"> - Carry this material forward - Suggest the Town add a Tree Clearing Certificate procedure that is required for the removal of trees from a site prior to submittal of a development plan that requires some trees must be retained around the perimeter, and allows for a delay (5 years) if the applicant was aware of the requirement to obtain a Certificate before clearing - Clarify tree removal on bona fide farms and as part of agriculture are also exempted from local tree retention rules |
| <p>Grey rows at the end of each article identify additional suggested revisions or other potential changes that are not in the current LDO, but we suggest be considered as part of the new UDO. The Annotated Outline prepared in Task 4 will go into more detail on each of these additional suggested revisions.</p> <ol style="list-style-type: none"> Add additional standards for screening parking lots with shrubs and trees along the perimeter Supplement these standards with new provisions that require screening of refuse and recycling collection, ground-based mechanical equipment, service areas, and outdoor storage Supplement with additional detail on planting standards, ground cover, berms, requirements for species diversity, allowable uses within required landscaping areas, relationships between required setbacks, easements, and required buffers, and cross references to plant list included in new Chapter 11, Appendix | | | |
| Article XX. Amendments | | | |
| 15-320 | Amendments in General | Establishes procedures for modifying zoning text, maps, and the comprehensive plan. Defines major and minor map amendments, University Lake Watershed restrictions, and compliance with state water protection rules. | Distinguish between amendments to the Official Zoning Map and amendments to the UDO text, each with its own separate procedure in new Chapter 2, Applications |
| 15-321 | Initiation of Amendments | Specifies how amendments can be initiated by local authorities or individuals. Requires petitions with detailed information, consent from all property owners for downzoning, and mandatory neighborhood meetings for zoning classification changes. | <ul style="list-style-type: none"> - Clarify that no 3rd party rezonings are permitted - Clarify that amendments that result in a downzoning require prior affected landowner consent - Suggest requiring neighborhood meetings only when the potential intensity of a site will increase as part of a rezoning application |





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| 15-322 | Planning Board and Other Advisory Consideration of Proposed Amendments | Requires Town Council to refer amendments to the Planning Board and other advisory boards, ensuring consistency with adopted plans. Prohibits voting by advisory board members with financial or associational conflicts. | <ul style="list-style-type: none"> - Carry forward as part of text or map amendment application procedure - Remove requirement for applications to go before bodies other than Planning Board (if the Town must have multiple board's input, hold a joint meeting with Planning Board) - Clarify requirements for consistency statements from Planning Board - Clarify Planning Board consideration of an amendment is a public meeting, not a public hearing |
| 15-323 | Hearing Required: Notice | Requires public hearings for zoning amendments, with notices published, mailed, and posted. Establishes rules for notice timing, coverage area, and exceptions for large-scale rezoning. | <ul style="list-style-type: none"> - Relocate to Common Review Procedures section of new Chapter 2, Applications - Include in a new summary table of required notice - Discuss. Suggest ensuring the UDO only provides notice in accordance with Statutory requirements (though greater notice may be provided as a matter of policy on a case-by-case basis) - Carry forward provisions on notice content and constructive notice |
| 15-324 | Council Action on Amendments | Defines possible Council actions after public hearings, including voting, study referrals, or delays. Requires adoption of statements on plan consistency, reasonableness, and public interest when approving or rejecting amendments. | <ul style="list-style-type: none"> - Supplement with details on possible voting - Include decision-making criteria the Town Council may consider - Carry forward consistency statement and discussion of whether the amendment is reasonable and in the public interest (for both map and text amendments) |
| 15-325 | Ultimate Issue Before Council on Amendments | Emphasizes public health, safety, and welfare as the central decision criteria for zoning changes. Prohibits consideration of individual benefits or specific land use intentions for non-conditional zoning requests. | Carry forward with zoning map amendment procedure |
| 15-326 | Citizens Comments on Zoning Map and Text Amendments | Allows written public comments on proposed zoning amendments, requiring submission before the vote. Provides procedural rules for quasi-judicial proceedings and admissibility under evidence laws. | Carry forward in text and map amendment application procedures in Chapter 2, Applications |
| Article XXI. Neighborhood Preservation | | | |
| Part I. Neighborhood Preservation | | | |
| 15-330 | Neighborhood Preservation District Commission | The Appearance Commission is designated as the Neighborhood Preservation District Commission | Suggest abolition of this Commission. Their role is to review all applications (including Building Permits in some cases) in addition to the other reviews by Town staff and review authorities. This is needless repetition that can be addressed under the current provisions |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|--|---|---|---|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| 15-331 | Powers and Duties of the Neighborhood District Commission | Lists the duties and responsibilities of the Commission including recommendations to Council, prepare studies, and review applications. | Suggest deletion |
| 15-332 | Review Process for Certain Projects Within a Neighborhood Preservation District; Delay of Permit Issuance | The Commission shall review and provide recommendations on certain development applications in the neighborhood preservation district. | Suggest deletion |
| 15-333 | Commission Rules, Procedure and Guidelines | The Commission shall prepare and adopt rules of procedures and principal and guidelines for use when reviewing permit applications. Guidelines shall address items such as height and architectural details | Suggest deletion |
| 15-334 | Procedure for Designating a Neighborhood Preservation District | The Commission investigates and prepares a report. Council and the Commission hold a joint public hearing prior to the adoption or amendment of an ordinance to designate a neighborhood preservation district. | Suggest Planning Board be tasked with consideration of amendments to the neighborhood preservation overlay district (including designations of new neighborhoods) |
| Part II. Historic Preservation | | | |
| 15-336 | Historic District Commission | The appearance commission serves as the historic district commission, regulating preservation matters and issuing certificates of appropriateness. | Carry forward in order to allow the Town to pursue grant opportunities in National Register districts |
| 15-337 | Powers and Duties of Historic District Commission | Inventories historic sites, recommends district designations, conducts educational programs, advises property owners, and enforces preservation policies. | Suggest deletion |
| 15-338 | Procedure for Designating or Amending an Historic District | Requires commission investigations, advisory reviews, and approval from the Town Council and state cultural resources department. | Suggest deletion; not necessary, even in communities that do have local historic districts |
| 15-339 | Certificates of Appropriateness | Historic district commission must approve exterior alterations, demolitions, and new developments within districts to maintain architectural integrity. | Delete, not necessary |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|---|--|--|--|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| 15-340 | Historic District Commission Recommendation on Permit and Other Applications | Reviews land use, zoning, and planning applications within historic districts, issuing formal recommendations to governing authorities. | Delete, not necessary |
| Appendix A. Information Required with Applications | | | |
| A-1 | In General | Lists presumptive requirements for applications, including flexibility in submission based on development complexity. Specifies administrative discretion in required information for simple projects like single-family homes and sign permits. | Delete, unnecessary |
| A-2 | Written Applications | Outlines necessary written information in applications, including applicant details, property identification, zoning district, lot size, and development specifics such as floor area and dwelling unit counts. | Relocate to application completeness provisions in Common Review Procedures section of new Chapter 2, Applications |
| A-3 | Development Site Plans | Requires site plans for all applications, visually depicting existing and proposed natural, manmade, and legal features | Address in summary table of required components for site plans, concept plans, and plats in new Chapter 11, Appendix |
| A-4 | Graphic Materials Required for Plans | Specifies map and scale requirements, including location details, north arrow, legend, and proper visual distinction between existing and proposed features | Address in summary table of required components for site plans, concept plans, and plats in new Chapter 11, Appendix |
| A-5 | Existing Natural, Man-Made and Legal Features | Mandates documentation of trees, water bodies, contour lines, streets, utility infrastructure, zoning districts, property boundaries, easements, and existing structures. | Address in summary table of required components for site plans, concept plans, and plats in new Chapter 11, Appendix |
| A-6 | Proposed Changes in Existing Features or New Features | Requires site plans to illustrate modifications to existing features and proposed new development elements such as buildings, parking, signage, lighting, stormwater management, and landscaping. | Address in summary table of required components for site plans, concept plans, and plats in new Chapter 11, Appendix |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|---|--|--|--|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| A-7 | Documents and Written Information in Additional to Plans | Lists supplemental documents such as legal proof of property interest, utility certifications, homeowners' association agreements, environmental impact reports, and phased development timelines. | Address in summary table of required components for site plans, concept plans, and plats in new Chapter 11, Appendix |
| A-8 | Number of Copies of Plans and Documents | Requires applicants to submit sufficient copies of all documents for review and record-keeping. | Suggest this be addressed as part of application forms |
| Appendix B. Specifications on Driveway Entrances | | | |
| | | Requires that all driveways opening onto Town roads conform to NCDOT Manual on Driveway Entrance regulations; urban regulations. | Carry forward in Access and Circulation section of new Chapter 8, Utilities and Infrastructure |
| Appendix C. Specifications for Street Design and Construction | | | |
| C-1 | Design Speed. Sight Distance. Centerline Radius | Specifies minimum design speeds, sight distances, and centerline radii by street classification. Alternatives allowed using NCDOT standards if environmentally beneficial and approved. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-2 | Cut and Fill Slopes | Street right-of-way cut and fill slopes must not exceed a maximum ratio of 2:1. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-3 | Sight Distances at Intersections | Details minimum unobstructed views required at non-stop and stop-controlled intersections, with greater sight distances for intersections with state-maintained primary roads. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-4 | Radius at Street Intersections | Street intersection corners must be rounded with minimum radii per diagrams; greater radii required where intersections are not at right angles. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-5 | Clearing and Grubbing | Contractor responsible for clearing designated areas and disposing of all vegetation or debris by removal or approved on-site disposal. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-6 | Grading and Compaction | Grading must meet engineer's specifications. Subgrade must be compacted to 100% AASHTO T99 and proof-rolled; unsuitable materials removed and replaced. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|--|-----------------------------|--|--|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| C-7 | Street Base | Requires an 8-inch compacted crushed stone base (Type ABC), placed in 4-inch layers and kept free of contaminants, per NCDOT standards. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-8 | Street Surfaces | Specifies a 2-inch Type I-2 asphalt surface layer, installed per NCDOT standards for materials, handling, and placement. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-9 | Pavement Section Variations | Allows pavement design adjustments by a qualified engineer based on soil tests; public works director may require stronger or allow lesser standards. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-10 | Street Cross Sections | Streets and utility placements must conform to Standard Drawing Nos. 6 or 7. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-11 | Curb and Gutter | Curb and gutter must meet N.C. Highway standards; constructed to 30-inch width with vertical face and proper formwork and expansion joints. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-12 | Sidewalks | Concrete sidewalks must be 4 inches thick (6 inches at driveways), compacted to AASHTO T99; brick sidewalks require base, drainage, edge restraints, and specific installation techniques. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-13 | Wheelchair Ramps | Wheelchair ramps are to be constructed per Standard Drawing No. 9 wherever required. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-14 | Stormwater Runoff Control | Drainage facilities must meet NCDOT standards; certain culvert types disallowed; 12-inch minimum cover unless approved otherwise. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |
| C-15 | Sedimentation Control | Contractor must promptly dress and seed all shoulders, swales, curbs, and banks using mixtures approved by the Orange County Erosion Control Officer. | Relocate to an outside Manual of Standards, Specifications, and Designs for infrastructure |

Appendix D. Vehicle Accommodation Area Surfaces





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|--|--|---|--|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| D-1 | Paved Surfaces | Provides regulations for paving vehicle accommodation areas with asphalt or concrete. | Carry forward with other vehicular use area surfacing standards in Parking and Loading section of new Chapter 7, Standards |
| D-2 | Unpaved Surfaces | Allows Size 13 crushed stone to be used in the same manner as and in lieu of asphalt, concrete or other paving materials. | Carry forward with other vehicular use area surfacing standards in Parking and Loading section of new Chapter 7, Standards |
| Appendix E. Screening and Trees – Guide for Landscaping | | | |
| E-1 | Guide for Protecting Existing Trees | Outlines methods for tree protection during construction, including fencing, limiting excavation and compaction, armoring, pruning damaged roots, and prohibiting paving within the dripline. | This material should be included in the Tree Protection portion of the Landscaping and Screening section of new Chapter 7, Standards |
| E-2 | Standards for Street and Parking Lot Trees | Specifies desirable tree traits for street and parking use including hardiness, growth rate, branching, foliage density, low maintenance, and compatibility with planting strip size. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| E-3 | Formula for Calculating Twenty Per Cent Shading of Paved Vehicle Accommodation Areas | Provides a ten-step formula to calculate how many shade trees are required to meet 35% shading requirements in parking lots, accounting for tree crown size and placement. | Delete; suggest a maximum spacing standard from shade trees in parking lots |
| E-4 | Typical Parking Lot Planting Islands | Illustrates example planting islands in parking areas, including tree spacing, shading area adjustments for small trees, and relevant cross-references to planting lists. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| E-5 | Guide for Planting Trees | Outlines best practices for tree planting including site selection, hole preparation, drainage considerations, backfill, mulching, staking, and post-planting care following ISA standards. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| E-6 | Typical Opaque Screens | Depicts screen types with dense elements like evergreen shrubbery, stone walls, fences, and trees planted closely together, using references from planting lists E-10(a) and (b). | Relocate to perimeter buffers section or replace with new illustrations in the Landscaping and Screening section of new Chapter 7, Standards |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|--|---------------------------------------|--|---|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| E-7 | Typical Semi Opaque Screens | Describes screen designs using varied vegetation and physical barriers (e.g., rail fences, berms), referencing E-10(a), (c), and (d) for compatible plants. | Relocate to perimeter buffers section or replace with new illustrations in the Landscaping and Screening section of new Chapter7, Standards |
| E-8 | Typical Broken Screens | Illustrates informal, visually permeable screen types using assorted shrubbery and small trees spaced apart; based on selections from planting list E-10(f). | Relocate to perimeter buffers section or replace with new illustrations in the Landscaping and Screening section of new Chapter7, Standards |
| E-9 | Guide for Planting Shrubs | Recommends following tree planting guidelines with adaptations per species. Cites reference text for species-specific care; book available via Carrboro Planning Department. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| E-10 | Lists of Recommended Trees and Shrubs | Provides categorized plant lists suitable for screening and shading, selected for Piedmont hardiness, low maintenance, and nursery availability. Encourages use of native or proven species. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| E-11 | Small Trees for Partial Screening | Recommends 16 tree species under 30 feet in height for use in various screen types. Many are drought-tolerant, low maintenance, and attract wildlife. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| E-12 | Large Trees for Evergreen Screening | Lists eight evergreen tree species appropriate for large-scale screening. Emphasizes rapid growth, moderate maintenance, and use near commercial or industrial developments. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| E-13 | Large Trees for Shading | Includes 16 tree species ideal for shading parking lots and streets. Trees are selected for wide crowns, environmental resilience, and, in many cases, rapid growth. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| E-14 | Small Shrubs for Evergreen Screening | Recommends low-growing shrubs under six feet suitable for semi-opaque screens. Includes evergreens and select vines; highlights tolerance to site conditions and maintenance needs. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

| CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE | | | |
|---|--------------------------------------|--|---|
| § | Title | Description | Implementation Ideas in New UDO |
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| E-15 | Large Shrubs for Evergreen Screening | Lists evergreen shrubs over six feet in height suitable for opaque screens. Describes growth habits, maintenance, sun/shade tolerance, and appropriateness for dense screening. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| E-16 | Assorted Shrubs for Broken Screens | Suggests deciduous and evergreen shrubs for informal broken screens, offering visual variety. Not suitable for full screening. Emphasizes native adaptability and seasonal interest. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| E-17 | List of Invasive Plant Species | Prohibits specific invasive plants for screening and shading compliance. Lists 28 plants, categorized by plant type (woody, herbaceous, aquatic). Cites external resources. | Carry forward in Planting Specifications portion of new Chapter 11, Appendix |
| Appendix F. Noise Management Data Sheet | | | |
| | | Worksheet to record noise levels | Eliminate. This is a Town staff function |
| Appendix G. Method Uses in Calculating Point Values for Active Recreation | | | |
| | | 4 step method to determine value of active recreation facilities based on the square foot values | Suggest deleting point system approach to active open space set-aside and simply requiring an amount of land to be set aside and specify the range of features that may be credited toward active recreation features |
| Appendix H. Example of Section 15-92.1, Setback Exceptions | | | |
| | | Visual diagram of setback exception outlined in Section 15-92.1 | Relocate to setback exceptions portion of the Setback section of new Chapter 5, Measurement |
| Appendix I. Storm Drainage Design Manual | | | |
| | | Manual for the design of swales, culverts, and other components of the storm drainage system | Relocate to outside the UDO |
| Appendix J. Noise Levels [dB(A)] for Common Indoor and Outdoor Sounds | | | |
| | | Diagram outlining the noise levels in dB(A) for typical indoor and outdoor sounds. | Delete; non-regulatory |
| Appendix K. Design and Management Handbook for Preservation Areas in Lower Merion Township, Montgomery County, PA | | | |





Carrboro New Unified Development Ordinance

Land Use Ordinance Analysis September 2025

CARRBORO LAND USE ORDINANCE (LUO) ANALYSIS TABLE

| § | Title | Description | Implementation Ideas in New UDO |
|--|-------|--|--|
| Yellow cells include topics for further discussion with Town staff and officials | | | |
| | | A 1993 model document that provide design guidelines for Preservation Areas | Delete; not authorized for single-family detached, attached, duplex, triplex, and quadplex dwellings |
| Appendix L. Village Mixed Use and Affordable Housing Vernacular Standards | | | |
| | | A 1999 guideline document that outlines the architectural vernacular for residential construction that gives Carrboro a unique sense of place. | Remove; the majority of these provisions are no longer permitted as requirements – they can be included as guidelines, but if guidelines, likely better to include outside UDO |

END OF TABLE





Carrboro New Unified Development Ordinance

Initial Zoning District Translation Table May, 2026

The following table is an initial consideration of how base and overlay districts in Carrboro’s current LDO might be translated under the new UDO. Base zoning districts are generally listed in order of intensity. Columns on the left side of the table denote current districts, and columns on the right side show how the districts might be structured under the new UDO. This table is based, in part, on the dimensional standards for the Town’s current zoning districts.

| CARRBORO UDO INITIAL ZONING DISTRICT TRANSLATION TABLE | | | | |
|---|---|---|--------------------------|---|
| CURRENT ABBREV. & NAME | | PROPOSED ABBREVIATION & NAME | | COMMENTS |
| CONVENTIONAL BASE DISTRICTS | | | | |
| C | Conservation | CON | Conservation | |
| Residential | | | | |
| WR | Watershed Residential | WTR | Watershed Residential | This area should be flagged as subject to WSW-II-CA/PA rules in the Watershed Overlay |
| RR | Rural Residential | RUR | Rural Residential | |
| R-20 | Residential -20 | SUR | Suburban Residential | R-20 would experience a slight “upzoning” in terms of lot size |
| R-15 | Residential -15 | | | |
| HR-R | Historic Rogers Road Residential | ROR | Rogers Road Residential | Suggest dropping “historic” as that term has a different specialized meaning and there is already a historic district |
| R-10 | Residential -10 | NBR | Neighborhood Residential | The SIR districts have 100’ max heights (R-10 = 35’ height) Otherwise, these three districts are fairly comparable |
| R-S.I.R | Suitable for Intensive Residential | | | |
| R-S.I.R.2 | Suitable for Intensive Residential -2 | | | |
| R-7.5 | Residential -7.5 | MXR | Mixed Residential | |
| R-2 | Residential -2 | UBR | Urban Residential | |
| R-3 | Residential -3 | CMR | Compact Residential | |
| Commercial | | | | |
| CT | Corporate Town | OFF | Office | These districts not used frequently |
| OR-MU | Office | | | |
| O | Office | | | |
| O/A | Office/Assembly | | | These districts almost identical |
| B-5 | Watershed Commercial | WTC | Watershed Commercial | This area should be flagged as subject to WSW-II-CA/PA rules in the Watershed Overlay (looks like 10 lots have this district) |
| P-F | Public Facilities | PUB | Public Facilities | |
| HR-CC | Historic Rogers Road Community Commercial | ROC | Rogers Road Commercial | Suggest dropping “historic” as that term has a different specialized meaning and there is already a historic district |





Carrboro New Unified Development Ordinance

Initial Zoning District Translation Table May, 2026

| CARRBORO UDO INITIAL ZONING DISTRICT TRANSLATION TABLE | | | | |
|--|--|--|-------------------------|---|
| CURRENT ABBREV. & NAME | | PROPOSED ABBREVIATION & NAME | | COMMENTS |
| B-3 | Neighborhood Business | NBB | Neighborhood Business | These districts almost identical and would get a small upzoning based on addition of B-2 |
| B-3-T | Transition Area Business | | | |
| B-2 | Fringe Commercial | | | |
| B-4 | Outlying Concentrated Business | CRB | Crossroads Business | |
| B-1(g) | General Business | GRB | General Business | |
| B-1(c) | Town Center Business | DTC | Downtown Core | This is the beginning of an idea. There may be other “flavors” of downtown that are needed – Issue: if these districts are laid on the ground or just made available, also just in B-1(c) areas? |
| | | DTE | Downtown Edge | |
| VMU | Village Mixed Use | Suggest delete or make legacy | | A legacy district remains in the UDO but can not be enlarged or established anew |
| FLX | Site-Specific Flexible Zoning District | Suggest delete or make legacy | | A legacy district remains in the UDO but can not be enlarged or established anew |
| Industrial | | | | |
| WM-3 | Watershed Light Industrial | WTM | Watershed Manufacturing | This area should be flagged as subject to WSW-II-CA/PA rules in the Watershed Overlay (looks like 4 lots have this district) |
| M-1 | Light Manufacturing | LTM | Light Manufacturing | |
| M-2 | General Manufacturing | GRM | General Manufacturing | |
| PID | Planned Industrial Development | Suggest rename to Conditional Manufacturing (CZM) | | Existing master plans still control |
| Conditional Base Zoning Districts | | | | |
| PUD | Planned Unit Development | Suggest make legacy and require any revisions to rezone to appropriate CZ district | | There are over 60 of these districts mentioned in the LDO |
| R-20-CZ | | Suggest make legacy, revert any expired approvals on still-vacant land to prior base district, and require any future revisions to CZ lands to rezone to Conditional Residential (CZR) | | Suggest two types of Conditional Residential (CZR) District: A <u>Limited</u> category, which only permits deviations that exceed current standards or further limit development potential and an <u>Unlimited</u> category which permits an applicant to seek a reduction from current standards or an increase in development potential; subject to mitigation |
| R-15-CZ | | | | |
| R-10-CZ | | | | |
| R-7.5-CZ | | | | |
| R-3-CZ | | | | |
| R-2-CZ | | | | |
| R-R-CZ | | | | |
| R-S.I.R-CZ | | | | |
| R-S.I.R-CZ | | | | |





Carrboro New Unified Development Ordinance

Initial Zoning District Translation Table May, 2026

| CARRBORO UDO INITIAL ZONING DISTRICT TRANSLATION TABLE | | | | |
|--|---|--|-----------------------------------|--|
| CURRENT ABBREV. & NAME | | PROPOSED ABBREVIATION & NAME | | COMMENTS |
| B-1(c)-CZ | | Suggest make legacy and require any future revisions to CZ lands to rezone to Conditional Downtown (CZD) | | Same two categories of conditional district as described in the Conditional Residential (CZR) rows above |
| B-1(g)-CZ | | Suggest make legacy, revert any expired approvals on still-vacant land to prior base district, and require any future revisions to CZ lands to rezone to Conditional Business (CZB) | | Same two categories of conditional district as described in the Conditional Residential (CZR) rows above |
| B-2-CZ | | | | |
| B-3-CZ | | | | |
| B-3-T-CZ | | | | |
| B-4-CZ | | | | |
| CT-CZ | | | | |
| O-CZ | | | | |
| O/A-CZ | | | | |
| HR-CC-CZ | | | | |
| M-1-CZ | | Suggest make legacy, revert any expired approvals on still-vacant land to prior base district, and require any future revisions to CZ lands to rezone to Conditional Manufacturing (CZM) | | Same two categories of conditional district as described in the Conditional Residential (CZR) rows above |
| M-2-CZ | | | | |
| M-3-CZ | | | | |
| N/A | | Conditional Mixed (CZX) [new] | | Same two categories of conditional district as described in the Conditional Residential (CZR) rows above |
| Overlay Zoning Districts | | | | |
| RHDC | Residential High Density and Commercial Overlay | Delete | | Suggest abolish and relocate standards to base district or development standards |
| HD | Historic District | HDO | Historic Overlay | Carry forward, but remains unmapped |
| NPD | (Downtown) Neighborhood Preservation District | NPO | Neighborhood Preservation Overlay | Carry forward with numbers (e.g., NPO1, NPO2, etc.), but remove single-family design controls |
| JLWP | Jordan Lake Watershed Protection District | WPO | Watershed Protection Overlay | Change name and apply overlay designations to ETJ on westside and area east of |
| EAT | Restaurant District Overlay | Delete | | Suggest abolish and relocate standards to base district or development standards |
| ?? | Lloyd Broad Overlay | | | Can this district be made an NPO? |





Carrboro, NC UDO

Current LUO Dimensional Standards Table (based on standards in LDO Article 12)

The following summary table is assembled based on various standards in LUO Article 12. The district listing is based upon Section 15-181, but also includes seven unlisted districts (in purple text) not included in Article 12.

Yellow cells show districts that lack dimensional standards (perhaps Town staff can help us identify these standards?)

Red numbers in brackets are table notes listed at the end of the table.

Suggest the new UDO be supplemented with additional detail on:

- Maximum lot coverage (or impervious surfaces)
- Minimum spacing between buildings
- Perimeter setbacks for unified developments
- How setbacks differ between principal and accessory structures
- Minimum open space set-aside percentage (by district)

| Abbrv | Name | Min. Lot Area (sf) [1] | Min. Lot Area/Unit (sf) [1] [2] [3] | Min. Lot Width (ft) | Min. Bldg. Setback from ROW (ft) [11] | Min. Side/Rear Setback (ft) [12] | Max. Bldg. Height (ft) [16] |
|-----------|---------------------------------------|------------------------|-------------------------------------|---------------------|---------------------------------------|----------------------------------|-----------------------------|
| R-2 | Residential -2 | 4,000 [4] | 2,000 | 100 | 15 | 15 | 50 |
| R-3 | Residential -3 | 3,000 | 3,000 | 50 | 15 | 8 | 35 |
| R-7.5 | Residential -7.5 | 7,500 | 7,500; 5,625 [9] | 75 | 25 | 10 | 35 |
| R-10 | Residential -10 | 10,000 | 10,000; 7,500 [9] | 75 | 25 | 12 | 35 |
| R-S.I.R | Suitable for Intensive Residential | 10,000 | 10,000; 7,500 [9] [10] | 75 | 25 | 10 | 100 |
| R-S.I.R.2 | Suitable for Intensive Residential -2 | 10,000 | 10,000 [10] | 75 | 25 | 10 | 100 |
| R-15 | Residential -15 | 15,000 | 15,000; 11,250 [9] | 85 | 35 | 20 | 35 |
| R-20 | Residential -20 | 20,000 | 20,000; 15,000 [9] | 100 | 40 | 20 [13] | 15 |



| Abbrv | Name | Min. Lot Area (sf) [1] | Min. Lot Area/Unit (sf) [1] [2] [3] | Min. Lot Width (ft) | Min. Bldg. Setback from ROW (ft) [11] | Min. Side/Rear Setback (ft) [12] [14] | Max. Bldg. Height (ft) [16] |
|--------|--|-------------------------|-------------------------------------|---------------------|---------------------------------------|---------------------------------------|-----------------------------|
| RR | Rural Residential | 43,560 | 43,560 | 100 | 40 | 20 [14] | 35 |
| WR | Watershed Residential | 217,000 [5] | | 100 | 35 | 20 | 40 |
| C | Conservation | No min. | | None | 25 | 20 | 35 |
| B-1(c) | Town Center Business | No min. | No min. | None | None | None | 3,4,5 stories [17] [18] |
| B-1(g) | General Business | No min.; 3,000 for res. | 3,000 | None | None | None? | 3,4,5 stories [17] |
| B-2 | Fringe Commercial | 7,500 | 7,500 | 50 | 15 | 10 | 2 stories |
| B-3 | Neighborhood Business | No min.; 7,500 for res. | 7,500 | 75 | 15 | 15 | 28 |
| B-3-T | Transition Area Business | No min.; 7,500 for res. | 7,500 | 75 | 15 | 15 | 28 |
| B-4 | Outlying Concentrated Business | No min.; 3,000 for res. | | None | 30 | 10 | 50 |
| B-5 | Watershed Commercial | 43,560 | | 100 | 40 | 20 | 35 |
| M-1 | Light Manufacturing General | No min. | | 100 | None | None | 3 stories |
| M-2 | Manufacturing | No min. | | 100 | None | None | 35 |
| WM-3 | Watershed Light Industrial | 40,000 | | 100 | 30 | 20 | 35 |
| PID | Planned Industrial Development (15-137(2)) | | | | | | |
| CT | Corporate Town Office | 40,000 | 7,500 | 100 | None | None | 3 stories |
| O | Office | 7,500 | 7,500 | 75 | 15 | 15 | 35 |



| Abbrv | Name | Min. Lot Area (sf) [1] | Min. Lot Area/Unit (sf) [1] [2] [3] | Min. Lot Width (ft) | Min. Bldg. Setback from ROW (ft) [14] | Min. Side/Rear Setback (ft) [12] | Max. Bldg. Height (ft) [16] |
|-----------------------|---|------------------------|-------------------------------------|---------------------|---------------------------------------|----------------------------------|-----------------------------|
| O/A | Office/Assembly | 7,500 | 7,500 | 75 | 15 | 15 | 35 |
| OR-MU | Office | | | | | | |
| HR-CC | Historic Rogers Road Community Commercial | 14,520 | 14,520 | 50 | 50 | 8; +2 [15] | 40 |
| HR-R | Historic Rogers Road Residential | 14,520 | 14,520 | 100 | 50 | 20; 50 from district edge | 35 |
| P-F | Public Facilities | | | | | | |
| PUD | Planned Unit Development (15-139) (over 60) | | | | | | |
| VMU | Village Mixed Use | | | | | | |
| FLX | Site-Specific Flexible Zoning District | | | | | | |
| Conditional Districts | | | | | | | |
| R-20-CZ | | | | | | | |
| R-15-CZ | | | | | | | |
| R-10-CZ | | | | | | | |
| R-7.5-CZ | | | | | | | |
| R-3-CZ | | | | | | | |
| R-2-CZ | | [6] | | | | | |
| R-R-CZ | | | | | | | |
| R-S.I.R-CZ | | | | | | | |
| R-S.I.R-CZ | | | | | | | |
| B-1(e)-CZ | | | | | | | |
| B-1(g)-CZ | | | | | | | |
| B-2-CZ | | | | | | | |
| B-3-CZ | | | | | | | |





Carrboro, NC UDO

TOWN OF CARRBORO • NC

Current LUO Dimensional Standards Table (based on standards in LDO Article 12)

| Abbrv | Name | Min. Lot Area (sf) [1] | Min. Lot Area/Unit (sf) [1] [2] [3] | Min. Lot Width (ft) | Min. Bldg. Setback from ROW (ft) [11] | Min. Side/Rear Setback (ft) [12] | Max. Bldg. Height (ft) [16] |
|-------------------|--|------------------------|-------------------------------------|---------------------|---------------------------------------|----------------------------------|-----------------------------|
| B-3-T-CZ | | | | | | | |
| B-4-CZ | | | | | | | |
| CT-CZ | | | | | | | |
| O-CZ | | | | | | | |
| O/A-CZ | | | | | | | |
| M-1-CZ | | | | | | | |
| M-2-CZ | | | | | | | |
| M-3-CZ | | | | | | | |
| [7] | | | | | | | |
| HR-CC-CZ | | | | | | | |
| Overlay Districts | | | | | | | |
| RHDC | Residential High Density and Commercial Overlay | | | | | | |
| HD | Historic District | | | | | | |
| NPD | Neighborhood Preservation District | | | | | | |
| JLWP | Jordan Lake Watershed Protection District (most of the Town is subject to Jordan Lake rules) | 20,000 [8] | | | | | |
| EAT | Restaurant District Overlay | | | | | | |
| | Lloyd Broad Overlay | | | | | | |





Carrboro, NC UDO

TOWN OF CARRBORO • NC

Current LUO Dimensional Standards Table (based on standards in LDO Article 12)

| Abbrv | Name | Min. Lot Area (sf) [1] | Min. Lot Area/Unit (sf) [1] [2] [3] | Min. Lot Width (lf) | Min. Bldg. Setback from ROW (lf) [11] | Min. Side/Rear Setback (lf) [12] | Max. Bldg. Height (ft) [16] |
|--------|---|------------------------|-------------------------------------|---------------------|---------------------------------------|----------------------------------|-----------------------------|
| NOTES: | | | | | | | |
| [1] | May be affected by presence in a cluster or AIS subdivision, or when located within an overlay district | | | | | | |
| [2] | Density counts resulting in fractions are rounded downwards | | | | | | |
| [3] | ADUs and 2-family conversions are only permitted on lots have 150% of the Min. Lot Area/Unit standard; conversion to triplex requires 200%; conversion to quadplex requires 250% (See 15-182(b)) | | | | | | |
| [4] | May be reduced to 2,000 sf in an architecturally integrated subdivision of 40,000 sf | | | | | | |
| [5] | Up to 5 lots with a minimum area of 87,120 sf may be created from a lot of record existing prior to 5/15/90 | | | | | | |
| [6] | May be reduced to 1,500 sf per lot within an architecturally integrated subdivision of at least 20,000 sf in area | | | | | | |
| [7] | There is no M-3 conventional base district – is this intended to say “WM-3” instead? (See 15-137(2)) | | | | | | |
| [8] | Max of 2 dwelling units per acre; up to 3 units per acre where there is no curb and gutter | | | | | | |
| [9] | The smaller Min. Lot Area/Unit standard is allowed for 2-family conversions, triplex, and quadplex on lots of less than 1 acre established before 4/24/84 (date ?) | | | | | | |
| [10] | Allows lot sizes per unit to drop as low as 3,000 sf (6,000 sf in R-SLR-2) if the applicant includes features identified in 15-182.19(b) | | | | | | |
| [11] | Setbacks from street rights-of-way other than the primary frontage shall be 15 feet | | | | | | |
| [12] | When a lot in a non-residential district abuts a residential district, the setback on the non-residential lot shall be the same as the abutting residential district | | | | | | |
| [13] | Setback is 15 for lots of record platted before 11/14/88 and located outside the ETJ | | | | | | |
| [14] | A 100-foot setback (with undisturbed vegetated buffer) is required for lots bounding land in Orange County designated Rural Buffer or Public/Private Open Space on the Joint Planning Area Land Use Plan | | | | | | |
| [15] | Minimum lot line setback increases by two feet for each foot of building height about 35 feet | | | | | | |
| [16] | Max. height limited to 2 stories for ‘contributing buildings’ on lots in the Town’s national Register commercial district | | | | | | |
| [17] | Max. height limited to 3 stories unless fronting a road with a ROW width of 50’ or more, when the lot is more than 50’ from a ROW (subject to additional caveats), or (may go up to 5 stories) for every 10 feet of setback from the road | | | | | | |
| [18] | Buildings over 1,000 sf of floor area and additions to existing buildings that exceed 25% of the existing floor area have a <u>minimum</u> height of at least 2 stories | | | | | | |

END OF TABLE





The Carrboro New Unified Development Ordinance Update (or “UDO”) project is an effort to update the Town’s development regulations, currently called the Land Use Ordinance (or “LUO”), to implement the 2022 *Carrboro Connects* Comprehensive Plan and bring the current LUO into better alignment with State planning law and best planning practice. The project has a special focus on increasing climate resiliency, promoting fairness for everyone, encouraging attainable housing, and ensuring the new UDO is clear and predictable.

Task 1, Project Initiation, of the UDO update effort includes a series of interviews with interested parties about their views on what is working or not working with the Town’s current development regulations and review process, as well as discussion about what makes Carrboro great (and the areas where improvement is needed). This document summarizes the input collected through a series of nine interviews with the Town Council and Town-identified interested parties. Interviews were conducted by members of the consulting team with Town staff present and took place in-person and virtually over several days from mid-December 2024 to mid-January 2025. Great care was taken by Town staff to ensure a diverse blend of perspectives and points of view were included in the interviews.

This report summarizes the comments provided. It also identifies additional parties who interviewees thought the consulting team should speak with about the project. The information collected during the interviews in December and January is not attributed to any one individual. Thoughts and ideas are paraphrased, grouped by topic, and consolidated in cases where multiple people expressed the same or similar sentiments. The input is not prioritized or listed in any particular order.

Interviewees were encouraged to share their thoughts freely, but were asked the following five questions:

1. What aspects of the Town’s current regulations are problematic?
2. What parts of the Town’s current application review process are in need of improvement?
3. What parts of the Town’s current regulations or review process should not be changed?
4. What makes Carrboro great?
5. Who else in Carrboro should we speak with?

The table on the following page identifies the 23 people interviewed. We note that meaningful and representative public engagement is a cornerstone of this new UDO project and the proposed work program includes numerous other opportunities for anyone to provide input and suggestions as the project progresses.





Interested Party Interviewees

| Name | Title (if applicable) | Affiliation |
|-------------------------|------------------------------------|---|
| Sophie Suberman | Co-Executive Director | Grow Your World (youth development center) |
| Anissa McLendon | | Alabama Ave. "Ambassador" |
| Brian Crawford | | Blogger (civics & bike related topics) |
| Shelley Welsh | (+ partner Kevin) | Business Owner |
| Heidi Perov Perry | | Bicycle Advocate |
| Ryan Byers | | Formerly with OWASA |
| Patrick McDonough | City Beautiful21 blog | Urban Planner |
| Jeanne Erhardt | | Landowner in North Transition Area |
| Diane Robinson | | |
| Linda Haak | | |
| Laura Van Sant | | |
| Jenny Hoffman | | Builder |
| Maria, Olivia, & Denise | (+ 3 additional members virtually) | El Centro Hispano |
| Barbara Jessie Black | CEO | Community Works |

In addition to interviews with interested parties listed above, the consulting team and Town staff also conducted interviews with the following Town Council Members:

- Mayor Barbara Foushee
- Mayor Pro Tempore Danny Nowell
- Randee Haven-O'Donnell
- Jason Merrill
- Eliazar Posada
- Cristóbal Palmer
- Catherine Fray

The following pages list the comments provided during the interested party interviews and Council member discussions. Comments are organized into ten major categories, which are listed below. These categories are not prioritized and are not listed in any particular order.





- A. Density and housing
- B. Desired forms of development
- C. Downtown
- D. The environment
- E. Transportation
- F. The development review process
- G. Development standards
- H. Project outcomes
- I. What makes Carrboro great
- J. Who else should we speak with?

The main idea or question of each comment below is shown in **bold** type.

A. DENSITY AND HOUSING

1. There is a desire to permit **denser and more infill development**. Would like to see more options for residential development beyond two-story single-family detached homes.
2. There was a question posed about what the Town is doing to ensure that **renting remains affordable and viable**. A comment was made that the Town does want UNC graduate students.
3. There is a desire to make sure that people can live in Carrboro. People who work in Carrboro must have the ability to live in the Town as well. That means the **Town needs to have a broad range of housing types and prices to support different incomes and differing vocations**. The area named "White Oak" behind the Town's fire station was held up as an example of the kind of diverse housing that is needed.
4. **Pre-approved housing designs** that could be approved administratively were suggested as a possible incentive for maintaining attainable housing. Is that a way to address design requirements despite limits applied by the State?
5. One interviewee commented that **not everyone wants higher density** – that there may be some locations where increased density is appropriate (like downtown), but perhaps there are some areas where increased density may not be appropriate.
6. One interviewee commented that the new UDO should **encourage more density despite the potential fear** about increased density from members of the public.
7. The Town **does not have "middle" housing**. This claim is supported by the example of Fair Oaks Phase 2 (of 3). This phase was supposed to be comprised of townhomes. The local community objects to the townhouses, and the Council decides that townhouses might not be appropriate. The "bohemian" look of small cottages and small homes is being lost as existing lots are being redeveloped with million-dollar homes.
8. One interviewee indicated the perception that many recently constructed dwellings are large and expensive single-family detached homes, and that **Town is not building affordable apartments or townhomes**.
9. People want to **age in place**, and that means more housing diversity is needed.
10. In the Carrboro of old it was easy to build large houses, but **the regulations make it hard or impossible to build numerous small houses on existing larger lots**.





11. The data indicates that multi-family building efforts in Carrboro have slowed. For example, the data show that Carrboro built more multi-family units in the five years from 1985 to 1990 than over the following 30 years. **The combination of development pressure and slow construction has contributed to increasing housing prices.** The lack of speed in the development review process is contributing the affordability crisis.
12. Land values and the development process are allowing **million-dollar homes to be built instead of multi-family or affordable housing.**
13. There was a suggestion to **use a # of bedrooms metric** rather than a density figure.
14. One interviewee mentioned that there is a challenge building affordable housing. **The Town needs more multi-family development,** and a two-year entitlement process is too long. Lot prices are high and that creates expensive homes. The Town needs to find a better balance between building up and building out. More "condo" zoning is needed, so development can get taller rather than occupying more land.
15. It is **hard for small builders to provide affordable housing** given the high land costs and lengthy entitlement process.
16. The Town should consider **more tiny homes on wheels options.**
17. Housing in Carrboro is important, but rent is too expensive, and the **costs of housing are driving members of the community out.**
18. New generations can't afford to build or buy a house and have to stay with their parents. **Affordable housing is a problem, especially for large families (6-7 people)** who need larger dwellings to accommodate their families.
19. We need to be **clearer about our use of terms** when it comes to affordable housing (versus subsidized housing).
20. What is the Town's strategy for density?
21. How is the Town going to accommodate **people living near where they work** in Carrboro given the limited land, and high costs? Many employees in downtown businesses live elsewhere because there are not enough options. Most downtown employees live with people other than their family.
22. One interviewee talked about the Carr Mill neighborhood, which was **rezoned to allow rentals and in so doing brought more students in which raised land values** and resulted in bigger homes that ended up taking affordable housing away from the Town.





B. DESIRED FORMS OF DEVELOPMENT

1. There is also a desire to maintain **human-scaled development** in Carrboro. There was a statement that the recent development like that seen on Fordham Boulevard in Chapel Hill is too much – not in keeping with ideas about human-scale.
2. Interviewees wonder about **how to balance** the need/desire for increased density / more attainable housing / walkability with the desire to maintain a human-scale development template.
3. There is a desire for **more infill development and more townhouses**.
4. There is a desire for **more dispersed neighborhood-serving commercial uses** akin to the existing development on Main Street. Interviewees discussed a desire for more commercial “nodes” or neighborhood-service commercial uses like a corner store or corner coffee shop.
5. There were questions wondering **what are the kinds of development that citizens of Carrboro love**, and what can the UDO project do to foster more forms of development that are consistent with what they love.
6. A statement was made about current **small-scale commercial uses** consisting largely of dollar stores and gas station/convenience stores – that these is a desire for something different in Carrboro. Something more like a “bodega,” “tienda,” “tabac,” “kirana,” a “mom and pop store,” a deli, or other small-scale neighborhood commercial enterprise that caters more to nearby people arriving on foot or by bicycle rather than a broader customer market who arrives primary by automobile.
7. One interviewee indicated that Carrboro does not want to become another Chapel Hill, but would rather **remain a small town**, and that the LUO update process should keep that as a focus.
8. One interviewee stated that the **current LUO can sometimes be an obstacle** to what makes Carrboro “cool.”
9. Establishment of new 6-plex or 11-plex residential developments (like on Poplar Street) should be easy. The **current rules prevent this kind of desirable development**.
10. The new UDO should **incentivize and encourage human-scaled multi-family development**. New development should maintain a “village scale.” There are several well-loved 2-story townhouse developments in Carrboro, like: White Oak, Cedar Court, and Fidelity Court.
11. There was a suggestion that the new UDO should **make single-family detached development more difficult to do** instead of making it a default setting. Perhaps it should be more difficult to establish detached single-family homes on larger lots.
12. The Town has recently seen construction of 4,000 square foot homes, which is too large. The **Town does not need such large homes**, and there is a feeling that the Town is interfering with the conversion of existing single-family homes to multi-family.





13. There was a question about whether or not the LUO update project will **revisit the use table**, with some focus on what needs to be removed or added.
14. There was a question about whether or not the Town gives **incentives** for the kinds of uses or kinds of development it wants.
15. Carrboro needs to ensure that its **artists and musicians** have places to live and work.
16. There was a comment that there is a loss of and **failure to create new employment** for young people in Carrboro.
17. There was a statement that the **political will does exist** to make the changes being suggested by Carrboro Connects and these interviews.
18. The Town should be **encouraging small buildings**.
19. There are a **lack of community spaces for recreation**.
20. Everyone wants to come to Carrboro because it is small, but then after moving to the Town tries to **turn it into a big city**.
21. Building **more ADUs** would be helpful and the Town needs to find better ways to “fast track” good stuff for the community.
22. We need more places for **small and micro businesses** to take place.

C. DOWNTOWN

1. An interviewee commented that **building heights in downtown should increase**. There is a desire for a vibrant downtown with taller buildings and more density in a limited space. Further discussion pointed to perhaps 5-story buildings in downtown may be acceptable; 2-3 story rowhouses may be acceptable; 2-story mixed use (like Cliff’s Market) may be acceptable.
2. One interviewee suggested that **downtown should be about infill and development to higher densities and with taller buildings (+/- 5 stories)**. The neighborhoods around downtown should also be subject to more infill. More discussion is necessary about the “Northern Study Area.”
3. There was a statement that downtown is not well kept, and it appears dirty or disheveled; that it is **not well-maintained**. There must be attractions, or reasons to visit downtown.
4. There is **not enough parking downtown**, and the lack of parking spaces keeps people away from downtown. In some cases the parking spaces are absorbed by people who drive downtown and then take the bus to elsewhere.





D. THE ENVIRONMENT

1. There is a question about whether or not there is such a thing as a **500-year-floodplain**, and if the Town can regulate development within it (local governments who participate in the National Flood Insurance Protection (NFIP) Program apply federal FEMA rules to development located within the 100-year floodplain – while FEMA does not apply provisions within the 500-year floodplain, there is nothing barring local governments from doing so of their own accord).
2. One interviewee indicated that **stormwater management is important** and we need it. Open space has to increase in order to facilitate storm water management.
3. There was an observation that moves to protect the existing community character of Carrboro could be a **barrier to reaching the goals for climate resiliency**.

E. TRANSPORTATION

1. There is a desire for **more people to be able to walk** to nearby retail and other daily-needs service providers (e.g., purchase of milk & eggs) without need of a car.
2. There is a desire to **maintain and enhance the pedestrian-oriented environment** in Carrboro.
3. Several interviewees mentioned a desire to explore **NACTO street standards** for inclusion in the updated LUO (National Association of City Transportation Officials) <https://nacto.org/>
The association maintains several policy positions: Prioritizing pedestrians, cyclists, and public transit over private vehicles, encouraging walking, biking, and transit to reduce carbon emissions, transportation access should serve all (including historically underserved populations), advocating for vision zero principles to eliminate traffic fatalities, improving transit to reduce reliance on personal vehicles, promoting urban densities, and avoidance of auto-centric standards.
4. There is a desire for **slower street traffic and safer streets** for all people (pedestrians, bicyclists, and drivers). Interviewees wondered if the Town could use a framework like NACTO standards to show the NCDOT the kind of street configuration that is desired by the Town.
5. There is a desire for more opportunities for **transit**.
6. Public transportation in Carrboro has some challenges; there are **not enough bus stops**.





F. THE DEVELOPMENT REVIEW PROCESS

1. There is a desire for more affordable dwelling units in Carrboro that can be established with a **reduced reliance on discretionary review**. Interviewees questioned if there was a way to use incentives for affordable housing or pre-approved designs for affordable housing that could permit less discretionary review.
2. The community should **appeal to people's sense of need for affordable housing** rather than shaming those who may oppose or have questions about proposed development through phrases like "NIMBY" (not-in-my-backyard) or "Nimbyism." Interviewees noted that when attainable or affordable residential is proposed, we need to have efficient, effective, and representative participation by the public.
3. There was a comment that the Town may **not be that inclined to continue with conditional rezoning**, at least as a means of securing affordable/attainable residential development. Some folks would prefer to have codified standards rather than relying on negotiation.
4. It was noted that the current LUO has many kinds of mixed-use development types and provisions, but they are **seldom used**.
5. One interviewee commented that the **form-based zoning district** in Chapel Hill is a good example we should explore.
6. There is a **lack of clarity in the current LUO, and a lack of understanding** of the current review processes. The new UDO needs to "come up to the times." It is very important that Town residents understand the rules and the development process. The consulting team should focus on making the rules and process more clear with flowcharts and streamlining.
7. When new development comes in to an existing neighborhood, the **developers should strive for architectural compatibility with what exists** and they should reach out to neighbors so neighbors can be aware of what is proposed.
8. One interviewee indicated that the development and the development rules are not meeting the Town's needs. The **rules are increasing the costs of development and slowing the development of much needed homes and jobs** down. The LUO and development process empowers those who do not want to see growth. This situation means that the Town is shrinking. Carrboro has built few new homes over the recent past, and that is leading to more homelessness and other societal problems.
9. One interviewee indicated that **staffing resources are always a problem**. There was a suggestion that code enforcement is inconsistent, and that there is an uneven application of the rules to different people. There was a statement that the Town Attorney has too much power.
10. One interviewee said that the Town should **not be listening to the "nimbys"** [not in my backyard] who do not want a lot of higher density housing since Carrboro Connects calls for this.
11. One interviewee indicated that the current development review process includes **significant amounts of public comment and associated evaluation of comments from the audience** which





puts negative pressure on the Town Council. However, the Bolan Creek Greenway project was held up as an example of a successful project and positive Town action.

12. There was an observation that the current special use permit procedure for any residential use type with 5 or more units is a **disincentive to proposals for this kind of development** since it makes it political and unpredictable.
13. There was a suggestion that **removing minimum parking standards** will not result in a flood of new developments that do not include off-street parking since banks likely will not make loans for projects that do not include parking. At the same time, the lack of on-street parking is also a problem, and that the narrow streets and lack of bike lanes could also be part of a problem.
14. There is a need to explore change to how public hearings are conducted – there should be **reductions in the amount of public-provided testimony** and more opportunity for Council deliberation.
15. When asked about their experience with the development review process, one interviewee said the current development review process is a **brick wall due to neighborhood resistance**. The new UDO needs more predictability. There should be no guessing games and there is not enough opportunity to communicate.

G. DEVELOPMENT STANDARDS

1. One perspective raised indicated that **restrictions on uses or different development configurations are a disincentive to development generally** and could interfere with desired forms of development.
2. The LUO needs to be updated to **better address stormwater, economic sustainability, racial equity (fairness), and climate resiliency**.
3. There was a statement that the current regulations do not allow for or encourage desirable neighborhoods. The Town might wish to **consider no design review and fewer standards**, along with more encouragement for the re-use of existing buildings. Perhaps the removal of design standards would make it more possible for some of the housing units to be affordable.
4. The updated LUO should be: **clear, simple, make what we want easy to develop**, eliminate loopholes, and reduce obstacles. The LUO should identify and make clear its purposes.
5. There was a statement that the **Town does not manifest its values** for environmental protection or attainable housing through its current LUO and development review process like it does for its racial equity and other fairness aspects.





6. There was a comment that the new parking deck adjacent to the new library is too large and is an example of how the Town is not being consistent with its statements about density and small-town scale.
7. There was a suggestion that the new rules should be streamlined so that it is not so expensive to build in Carrboro.
8. There was a statement that it seems that farmers can do whatever they want with their land without any real regulations or without worrying about how it impacts other adjacent landowners. As an example, clearcutting may take place on farms even though such activity has negative impact on streams and downstream properties. There was concern mentioned about the possibility of the construction of an amphitheater at Maple View farms.
9. There were several comments about what the new UDO needs. Specifically, it should be “built from the ground up”, it should **abolish all minimum parking standards**, it should follow NACTO (National Association of City Transportation Officials) street guidelines, the current LUO allows or even requires bike racks to be placed in “weird” places, and there is a general **lack of ADA access** and improvements.
10. Some of the major concerns for the Town are housing affordability, the lack of sidewalks, and transportation concerns.
11. It is **too expensive to develop in Carrboro**, especially for non-profits who provide employment, services, or housing.
12. Suggest **limits on teardowns**.

H. PROJECT OUTCOMES

1. New Land Use Maps are desired as part of the project (not sure, but perhaps what was meant was a **new Official Zoning Map**).
2. There is a request to ensure that the LUO update project include the provision of information and educational information to residents and interested parties in Town. The consulting team should **coordinate with the Downtown Area Planning effort** to make sure that project is helping people understand the difference between the two projects and that the “stage is being properly set” for the LUO project.
3. “Carrboro is a patchwork of neighborhoods.” The LUO update process should **ensure equity and inclusion for these neighborhoods**.
4. Some interviewees commented that they **don’t understand the reasons for use segregation** (residential and non-residential uses are kept apart from one another via zoning).





5. The new UDO needs to be revised to be **more closely aligned with the policy guidance** in Carrboro Connects.
6. Time and trees can combine with the development template to yield the “good stuff”. It is possible that when initially constructed, some of Carrboro’s neighborhoods did not have trees and seemed out of context with the rest of Town. However, over time, trees have grown; surrounding developments have taken place, and these early neighborhoods have become desirable. **It can take some time for our communities to “blossom.”**
7. One interviewee indicated that the new UDO **should promote collaboration, creativity, youth involvement**, and should be “cutting edge.”
8. There was a comment that cultural problems exist in Carrboro, and how can the Town help keep the “1st generation” families in the town? The Town needs to recognize the **wide variety of people who live in Town and the wide variety of ways they use land**. The Town should embrace diversity.
9. There is a **perception that it is difficult to build in Carrboro** (and that should be changed).
10. There was a comment that the **Town is not following equitable principles** – as an example, children of residents cannot afford to live in Carrboro.
11. There was a comment that some of the Town’s on-line reference materials and commercial development pamphlets have misspellings, and this is a symptom of a larger problem – that the **Town staff is not maintaining its resources or keeping up with the times**.
12. One interviewee commented that the current UDO is broken and should be replaced, not repaired.
13. One interviewee reminded that the Town should be **looking at things from the community’s point of view, not a developer’s point of view**. There were suggestions for improving stormwater functionality, abolishing single-family detached only zoning (already done), encouraging small homes, open space lands only being set aside in marginal or environmentally-sensitive lands, we need more ways to accommodate natural development, recognize that the Town lacks adequate sidewalks, and that we don’t need to guide parking so intensively.
14. One interviewee reminded us that we need to be sure we are **addressing equity**; the Town may not feel safe for everyone, and social justice needs to be maintained.





I. WHAT MAKES CARRBORO GREAT

1. **Attainable and flexible housing** options creates the possibility for mixed income communities, which is one of the things that is great about Carrboro. Another great thing about the community is that there are easy-to-reach amenities (Carrboro has a “15-minute downtown,” or is sized and configured to allow almost anyone to reach almost any available amenity within 15 minutes from anywhere in the downtown).
2. One great thing about Carrboro is its **core of small homes that are somewhat close together** with amenities that are interspersed throughout the core. The core has a “ring” of apartments, which are in turn surrounded by single-family detached neighborhoods of larger homes.
3. What makes Carrboro great? My community. Knowing my neighbors. Interacting with my neighbors. **My relationships with my neighbors.**
4. What makes Carrboro great? It was great in the ‘80s and ‘90s, but not sure Carrboro is great at the moment. It feels somewhat stagnated, regressing, and the regulations are not enabling the community to be what people think it should be.
5. What is great about Carrboro? It is **dense and compact**, and it has the potential to be less auto-centric.
6. What is great about Carrboro? The **scale of Town is great**. There are many small and local shops (like Fitch lumber). There is the ability to get around many places by bicycle or bus. There is the chance of living a car-free or almost car-free lifestyle.
7. What is great about Carrboro? **That it still “feels” like a small town**. That it is a pro-environment community (even if maybe it isn’t). There are many great events and great event venues (Farmer’s Market, Art Center, Cat’s Cradle, Weaver Street).
8. What is great about Carrboro? The **cultural and music scene**. The affordability of housing permits culture (like music) to remain in Carrboro. At the same time, Carrboro may be losing the things that made it “cool.”
9. What is great about Carrboro? **The rural buffer**. However, the fact that it is hard to build houses in Town can put more pressure to develop land in the rural buffer. The lack of density makes it more likely to have urban sprawl.
10. What makes Carrboro great? **The sense of history** – like Carr-Mill, Fitch’s. The co-op. There are lots of deer around Carrboro.
11. What’s great about Carrboro? It isn’t crowded, it doesn’t have tall buildings. One interviewee noted that **perhaps what people like about the Town has to be removed in order to meet the Town’s goals for the future**.
12. What is great about Carrboro? It is a small town, it was vibrant, it has community spirit and neighborhood integrity. **There are creative people and the community is inclusive**. It begs the question of how Carrboro can remain an inclusive community with such expensive land.





13. What's great about Carrboro? There is **diversity in the population**, downtown has a lot of local businesses. It feels "safe."
14. What's great about Carrboro? The mill and mill housing. **The human scale of development**. The eclectic nature of the buildings and public spaces. The NC architectural vernacular.
15. What's great about Carrboro? There is diversity in business, and its quirky. It is affordable (relatively speaking) and that help keeps it quirky. The people are open-minded and friendly. It is inclusive and safe. The Town is open and tries to work with people. At the same time, an interviewee notes that **perhaps it is the things that people love about Carrboro (its small size, quirkiness, quiet, and relative affordability make it so desirable), which in terms draws people to the Town which then negatively impacts the things people love about it.**
16. What's great about Carrboro? **The schools are good**. There are things for kids to do. There are festivals and music. It is walkable, and there is access to public transportation. There are opportunities for engaging with art.
17. What's great about Carrboro? It is a **quiet town that is easy to get around** and has a great Town Commons.

END OF SUMMARY





Carrboro New Unified Development Ordinance

Development Community Interest Meeting Summary February, 2025

The Carrboro New Unified Development Ordinance project is an effort to rewrite the Town’s Land Use Ordinance (or “LUO”) to implement the 2022 *Carrboro Connects* Comprehensive Plan and bring the current LUO into better alignment with State planning law and best planning practice. Task 1, Project Initiation, of the effort includes a series of meetings and interviews with Town staff, elected officials, interested parties, and members of the development community. This document summarizes the results of the meeting with members of the development community that took place in the Carrboro Civic Club on 11.19.24. The purpose for the meeting was to inform the development community that the Town was initiating a process to update the LUO and to provide representatives with an opportunity to share their views on problems with the development regulations and the development review process generally.

Over 40 development community representatives were identified and invited to the meeting by Town staff. The table below identifies the 12 representatives in attendance at the meeting on November 19, 2024:

| REPRESENTATIVE | VOCATION |
|----------------|----------------|
| Delores Bailey | Empowerment |
| Phil Post | Engineer |
| Miles Fitch | Fitch Lumber |
| Grace Horton | Landowner |
| Erik Chupp | Developer |
| Omar Zinn | Developer |
| Mark Moshier | Developer |
| Tom Tucker | Business Owner |
| Ken Reiter | Developer |
| Jim Spencer | Architect |
| Jack Haggerty | Architect |
| Chad Huffines | Engineer |

In addition to the members of the development community, there were several members of the consulting team present in person and virtually, including Chad Meadows from CodeWright, Karen Mallo from CodeWright, Hunter Freeman from McAdams, David Laube from Noell, and several others. Town staff were NOT present at this discussion.

Several individuals came into the meeting late, and were unable to introduce themselves, so those names are not included here.

The consulting team made a brief presentation (slides attached at the end of this document) overviewing the consulting team, the project scope, the schedule, ideas about constituting a developer’s roundtable to review draft work products, the testing portion of the project and an





open discussion on what portions of the development regulations and review process are or are not working.

The following pages provide a general summary of the comments and questions from the development community. Generally speaking, most of those in attendance expressed concern over the process and frustration with the development review process in Carrboro. The consensus among attendees is that current development review process in Carrboro is unpredictable, expensive, and too lengthy. There also seemed to be consensus that representatives from the development community can and should be involved in the regulatory update process.

The following pages include the comments provided during the meeting. Comments are not in any particular order and are not attributed to any individual attendee. For the sake of clarity comments are grouped into the following five topic areas:

- A. Communication
- B. Development Review Process
- C. Development Standards
- D. Residential Density
- E. The UDO Update Process, Generally

The section below provides five key ideas about the input provided. The end of this report includes copies of the slides provided during the discussion as well as an example of a zoning report from Orange County (which was held up as a potential good example for the Town to emulate).

KEY IDEAS

1. There appears to be mistrust between the development community and Town staff. There is a feeling that there have been recent improvements, but concern lingers.
2. The development review process is viewed as overly complex, lengthy, and unnecessarily expensive. There is a strong desire for increased predictability in terms of review timeframes.
3. Attendees believe development standards are driving up the costs of development which makes housing more expensive.
4. The Town should look to removing obstacles from the development of preferred forms of development rather than incorporating incentives for preferred development forms.
5. The amount of time necessary for the UDO update is too lengthy.





A. COMMUNICATION (5 comments)

1. Some attendees expressed concerns that the consulting team would not receive full information about problems with the development process or concerns described by the development community from the Town staff.
2. Some attendees indicated that Town staff response to questions or submittals have been ambiguous or slow and there have been instances where no follow-up took place or took “lengthy” amounts of time after emails were sent to the Town. There is an underlying perception that there is a lack of accountability on the part of some Town staff members.
3. There is a perception that it can sometimes be difficult to get face-to-face access to Planning Department staff (perhaps in times past it was possible to gain direct access to the department – the ability for direct access in the past was inferred but not clarified).
4. Concern was expressed regarding a perception that applicants are not getting staff comments from individual departments or reviewers in a timely fashion because the Town is holding all comments until they can be consolidated into a comprehensive set. This means that complex portions of the review process or slow reviewers are delaying even the “easy” aspects to address.
5. Attendees mentioned a (potential) past practice where the Town had “Wednesday check-ins” with applicants – this was described as an open format opportunity for applicants to questions Town staff about comments or review status. (We note this kind of practice can help build trust with applicants, but also is costly in terms of staff resources and can be perceived as not transparent by the larger community).

B. DEVELOPMENT REVIEW PROCESS (12 comments)

1. Some attendees noted a recent survey of members of the development community from the Town about the development review process, but there were few details about this effort.
2. The Town needs to establish development review process that moves applications faster through the review process.
3. There were many questions about why the Town requires fully-engineered plans to be submitted during the review process. This practice requires an applicant to expend significant amounts of capital before an entitlement can be secured. This expenditure results in less-productive negotiations with applicants during the entitlement process because the applicant has already invested significant amounts of time and money into the





draft proposal – thus they are resistant to change. The process could be improved by allowing the submittal of less expensive conceptual plans and more feedback to applicants from Town leaders earlier in the process.

4. The development community needs to know the anticipated timeline for review, and avoidance of surprises is paramount. There is a general consensus that the Town seldom articulates the necessary timeframe for review, and when articulated, the review timeframe is seldom achieved.
5. One general statement is that it seems there is just too much “red tape;” that even development proposals that have clear support among the community take an excessively long time to be decided.
6. “We need to have more clarity about how long the development review process will take and how many reviews will likely be necessary.”
7. Attendees expressed a desire for an expedited review process option and a willingness to pay higher application fees for expedited reviews.
8. There was a comment that some advisory boards have been given too much control over aspects of the development review process given their level of expertise.
9. Attendees expressed concern that the Town does not have an on-staff engineer and that the Town relies on a third party engineering firm. A follow-on comment indicated that the lack of a Town Engineer means that the engineer who deals with new development applications is likely thinking solely of the project in front of them rather than thinking about how a project might impact the larger context of existing infrastructure or potential long-term impacts on other parts of town like Downtown.
10. There was a comment that more “gutter spread” (the increasing deployment of roadside gutters) is bad. The reasoning appears to be that current rules result in more gutter spread, which will result in more maintenance costs for the Town over the long term.
11. There is a perception that development downtown requires a conditional zoning and then a special use permit and that this obstructs the desired redevelopment and infill in downtown.
12. A recent Orange County Zoning Report document (attached) was held up as an example of how Carrboro’s regulations should be crafted. The assertion is that it should be very easy to understand the development potential and applicable rules for a lot or parcel in Carrboro similar to how that information can be accessed in Orange County.





C. RESIDENTIAL DENSITY (5 comments)

1. The density standards in the current LUO are antiquated and do not reflect market demand or land costs.
2. Some feel that affordable housing is absorbing density and causing more impervious surface (there seemed to be an inference that this was a significant opportunity cost for the Town from a budgetary standpoint).
3. A comment was made that the Town lacks sufficient density townwide.
4. There was a comment that upzoning is needed in the Town.
5. Teardowns and reconstruction of larger housing units are taking small lots out of the available pool of lots, and thus prohibiting assembly and the establishment of more efficient dense developments on larger parcels.

D. DEVELOPMENT STANDARDS (15 comments)

1. There was a general consensus that building design standards can be difficult to comply with and expensive, but if having these standards in place allows for a more predictable review process, it may be worth it.
2. Many commented that the development review process in Carrboro is already difficult, and that the Town should not add any additional hurdles.
3. There was a statement that changes to the Town's development rules over time have made housing more expensive.
4. The departure of prior legal counsel has sometimes made judgement calls on the exact meaning or intent of the LUO more difficult. In many instances Town staff takes a conservative position and is hesitant to make judgement calls (while time was insufficient to dig deeper, perception of staff's unwillingness to make a judgement call may warrant more investigation).
5. A comment was made regarding a "presumption clause" in the current LUO that is used to permit or justify something that is not directly expressed under the regulations (unclear if this is a beneficial aspect of the current code or a problem to be addressed).
6. There was a comment that the Town's requirement for a "hex study" for developments incorporating drainage areas of 25 or more acres are unreasonable (we assume this is a reference to a hydraulic exchange area standard, but this was not clarified).





7. Attendees expressed concern over the Town's street standards, which are perceived to be third-party engineering standards that are essentially NCDOT standard (it is unclear if the consensus opinion was or was not that NCDOT standards are appropriate).
8. There was a comment that the Town's impervious surface review is triggered at 5,000 square feet of new impervious surface coverage, which was felt to be unreasonable.
9. There is a perception or an example of a proposed development that was required to provide both drought-resistant landscaping material and grey-water irrigation (this may have been held up as a potential example of "overkill" in the current standards).
10. Some attendees commented that the "convoluted" stream buffer rules and the 40% open space requirements are creating problems for the desired development of dense and affordable housing.
11. A comment was made that the Town's stormwater systems in Downtown are under-designed and inefficient (it was not clear what can or should be done about this).
12. The size-limited provisions for housing in the current LUO are a problem, and more home options are needed instead.
13. One comment was that the Town should not be using incentives to bring desired development features; rather, the Town should be removing obstacles for desired forms of development.
14. There is a perception that the Town employs a philosophy that new development should be made to fix problems created by prior development (whether intentionally or inadvertently), and that this philosophy is wrong, and makes new development more expensive than it needs to be.
15. A comment was made that many of the calls for greater climate resiliency are loudest from residents in existing neighborhoods that have under-designed infrastructure (and that by inference, had these neighborhoods been served by adequate infrastructure, calls for climate resilience would be less-pronounced).

E. UDO UPDATE PROJECT, GENERALLY (5 comments)

1. Many attendees questioned why the new UDO process is planned to take so long – the consensus is that the process should take 7 months or less.





Carrboro New Unified Development Ordinance

Development Community Interest Meeting Summary February, 2025

2. There were many questions regarding how testing sites will be selected, and a desire to ensure the testing effort is as realistic as possible.
3. The testing process may help demonstrate the costs of developing in Carrboro and the uncaptured development potential that must be "left on the table" by developers.
4. When testing (Task 7) be sure to select a site with a riparian buffer to better understand those standards. There were also suggestions for testing to help everyone better understand the timing and steps associated with demolishing an existing structure and then replacing it with a new one.
5. There was a suggestion that the testing phase also test the development review process.

SLIDE PRESENTATION

Slide 1: Carrboro Land Use Ordinance Re-Write
Development Interests Meeting 11.19.24

Slide 2: Overview

- 01 Team: The 10 professionals
- 02 Scope: Accomplishing the project
- 03 Schedule: Project timing
- 04 Roundtable: Working with the project
- 05 Testing Task: Project Advisory Group
- 06 Discussion: Topics for the team to explore

Slide 3: Team Members

| | | | | |
|---|---|---------------------------------------|--|-------------------------------------|
| CHRIS BEECHOWS Project Manager, Lead Draft | CHRISTINE EDWARDS Public Engagement Lead | HUNTER FREEMAN Sustainability Lead | ELIZA MONROE Policy Lead | LEIGH PRINCE Legal Influencer |
| KAREN MALLO Drafting, Asst. Manager | DAVID LAUBE Economist | COURTNEY FARMER Drafting | MICHELLE POORE BORN Transportation Lead | MITCHELL SILVER Project Strategy |

Slide 4: Scope

Slide 5: Schedule

| | |
|------------------------------|---------------|
| Task 1: Project Initiation | January 2025 |
| Task 2: Code Diagnosis | February 2025 |
| Task 3: Community Check-in 1 | March 2025 |
| Task 4: Annotated Outline | May 2025 |
| Task 5: Initial Draft LUO | January 2026 |
| Task 6: Revised Draft LUO | March 2026 |
| Task 7: Testing | May 2026 |
| Task 8: Community Check-in 2 | May 2026 |
| Task 9: Adoption | June 2026 |
| Task 10: Delivery | June 2026 |
| ESTIMATED TIMEFRAME: | 19 MONTHS |

Slide 6: Developer's Roundtable

Focused review by the development community at key project milestones

- * This Development Interests meeting
- * Task 3 – Review Code Diagnosis
- * Task 4 – Review Annotated Outline
- * Task 5 – Review Initial Draft LUO
- * Task 7 – Testing (two meetings)





Carrboro New Unified Development Ordinance

Development Community Interest Meeting Summary February, 2025

| | | | | | | | | | | | | | | | | | | | | |
|---|--|---|--|---|---|---|---|--------------------------|--------------------------|--------------------------|--|--|---|--|----------------|---------------------------|-----------------|--|--|--|
| <h3>Task 7: Testing</h3> <ul style="list-style-type: none"> 5 current development plans Reworked based on draft rules Initial round of discussion Sketch revisions Second round of discussion Summary of suggested changes Revisions to draft LUO | <h3>Discussion</h3> <table border="0"> <tr> <td>Expectations <small>For project success</small></td> <td>Questions <small>About the LUO, the team, the scope, or engagement</small></td> <td>Suggestions <small>For things to explore or cover in more detail</small></td> </tr> </table> | Expectations <small>For project success</small> | Questions <small>About the LUO, the team, the scope, or engagement</small> | Suggestions <small>For things to explore or cover in more detail</small> | <h3>Thanks!</h3> <p>info@carboronc.gov 919.918.7335 chad@codewrightplanners.com</p> <p>Next steps:</p> <ul style="list-style-type: none"> Town Council Meeting 1 Interviews – likely in December Public Forum 1 – likely in January Contact Town staff if you would like to join the Developer's Roundtable | | | | | | | | | | | | | | | |
| Expectations <small>For project success</small> | Questions <small>About the LUO, the team, the scope, or engagement</small> | Suggestions <small>For things to explore or cover in more detail</small> | | | | | | | | | | | | | | | | | | |
| 7 | 8 | 9 | | | | | | | | | | | | | | | | | | |
| <h3>Engagement</h3> <table border="0"> <tr> <td>PROJECT INITIATION</td> <td>CODE DIAGNOSIS</td> <td>COMMUNITY CHECK IN</td> </tr> <tr> <td>1 <small>Staff Meetings PAG Meeting 1 Development Interests Town Council Meeting 1 Interviews Social Pinpoint Public Forum 1</small></td> <td>2 <small>Drafting & Pooling Town Council Work session (meeting 2)</small></td> <td>3 <small>Public Forum 2 (Zoning basics) Developer's Roundtable 1 Housing, Climate Change, Environmental Justice Panels PAG Meeting 2 Town Council Meeting 3 Office Hours</small></td> </tr> </table> | PROJECT INITIATION | CODE DIAGNOSIS | COMMUNITY CHECK IN | 1 <small>Staff Meetings PAG Meeting 1 Development Interests Town Council Meeting 1 Interviews Social Pinpoint Public Forum 1</small> | 2 <small>Drafting & Pooling Town Council Work session (meeting 2)</small> | 3 <small>Public Forum 2 (Zoning basics) Developer's Roundtable 1 Housing, Climate Change, Environmental Justice Panels PAG Meeting 2 Town Council Meeting 3 Office Hours</small> | <h3>Engagement</h3> <table border="0"> <tr> <td>ANNOTATED OUTLINE</td> <td>INITIAL DRAFT LUO</td> <td>REVISED DRAFT LUO</td> </tr> <tr> <td>4 <small>Community Survey Public Forum 3 Summary Video Developer Roundtable 2 PAG Meeting 3 Town Council Meeting 3 Office Hours</small></td> <td>5 <small>Draft LUO to webpage Public Forum 4 Panel Discussions (Round 2) Developer's Roundtable 3 PAG Meeting 4 Joint Review Meeting 1 Office Hours</small></td> <td>6 <small>Revised LUO to webpage PAG Meeting 5 Joint Review Meeting 2 Town Council Meeting 4 Office Hours</small></td> </tr> </table> | ANNOTATED OUTLINE | INITIAL DRAFT LUO | REVISED DRAFT LUO | 4 <small>Community Survey Public Forum 3 Summary Video Developer Roundtable 2 PAG Meeting 3 Town Council Meeting 3 Office Hours</small> | 5 <small>Draft LUO to webpage Public Forum 4 Panel Discussions (Round 2) Developer's Roundtable 3 PAG Meeting 4 Joint Review Meeting 1 Office Hours</small> | 6 <small>Revised LUO to webpage PAG Meeting 5 Joint Review Meeting 2 Town Council Meeting 4 Office Hours</small> | <h3>Engagement</h3> <table border="0"> <tr> <td>TESTING</td> <td>COMMUNITY CHECK IN</td> <td>ADOPTION</td> </tr> <tr> <td>7 <small>Site Identification Developer's Roundtable 4 Developer's Roundtable 5 Post Results</small></td> <td>8 <small>Public Forum 4 Panel Discussions (Round 3) PAG Meeting 6 Town Council Meeting 5 Office Hours</small></td> <td>9 <small>Post Adoption Version LUO Planning Board public Meeting Town Council Public Hearing (Meeting 6) Follow-up Town Council Hearing (Meeting 7)</small></td> </tr> </table> | TESTING | COMMUNITY CHECK IN | ADOPTION | 7 <small>Site Identification Developer's Roundtable 4 Developer's Roundtable 5 Post Results</small> | 8 <small>Public Forum 4 Panel Discussions (Round 3) PAG Meeting 6 Town Council Meeting 5 Office Hours</small> | 9 <small>Post Adoption Version LUO Planning Board public Meeting Town Council Public Hearing (Meeting 6) Follow-up Town Council Hearing (Meeting 7)</small> |
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| TESTING | COMMUNITY CHECK IN | ADOPTION | | | | | | | | | | | | | | | | | | |
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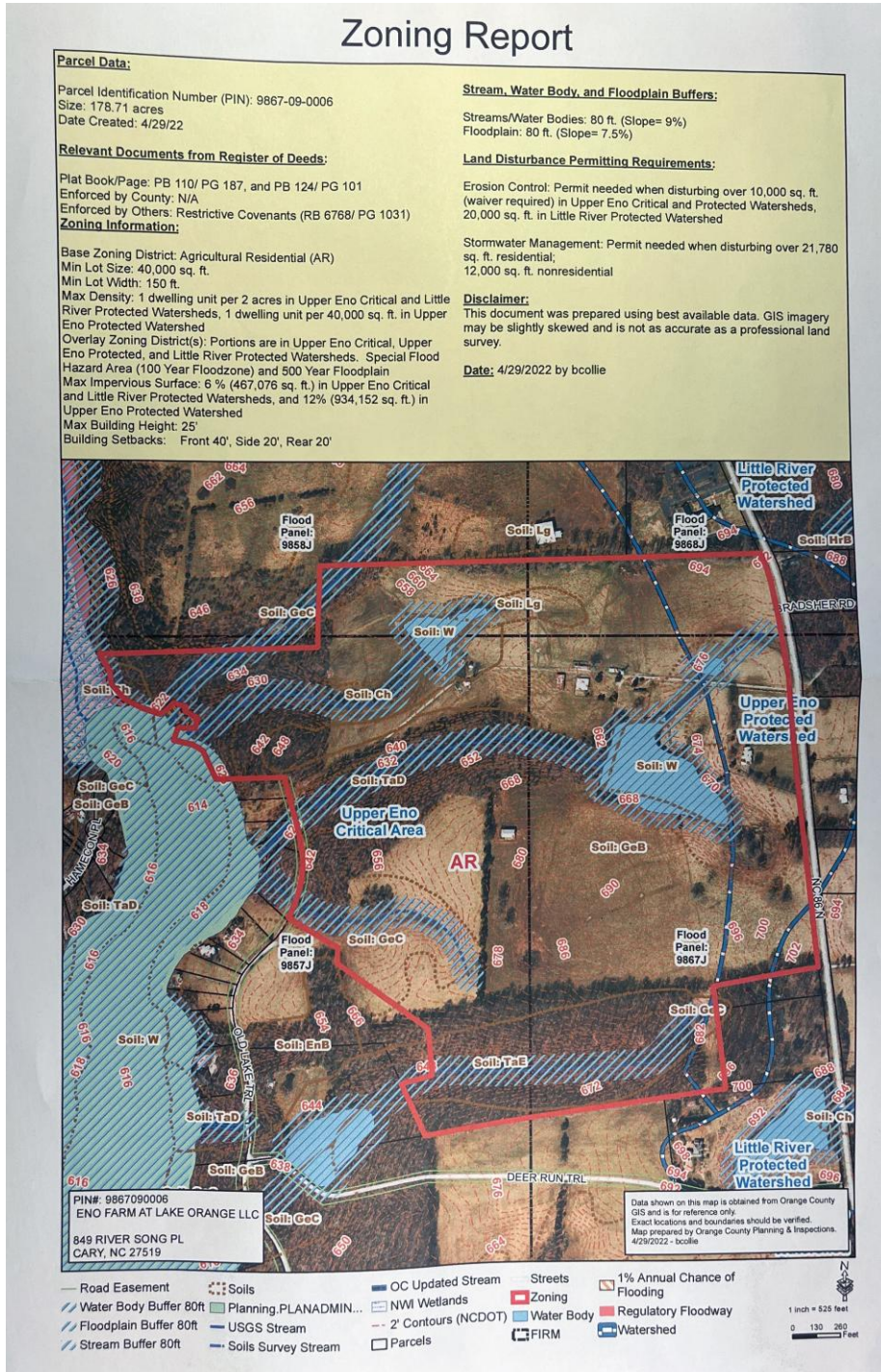




Carrboro New Unified Development Ordinance

Development Community Interest Meeting Summary February, 2025

EXAMPLE OF ORANGE COUNTY ZONING REPORT (provided by development community representatives)



END OF SUMMARY



Race and Equity Pocket Questions

Title: New Carrboro Unified Development Ordinance (UDO) Project Update

Purpose: *This agenda item is designed to provide the Town Council with an opportunity to receive an update from CodeWright, the consultant team preparing the New Carrboro UDO, and to ask questions and provide comments in an informal setting.*

Department: Planning

1. What are the root causes of inequity in Carrboro and/or overall as it pertains to this subject area?

- Nationally and locally, intersectionality and inequities include but are not limited to:
 - Wealth and income disparity affecting access to land and fair housing,
 - Intersection of income with race, gender, and other demographic dimensions
 - Disproportionate negative health outcomes of underrepresented communities that live, or lived, near hazardous land uses (major highways, landfills, industrial sites, for example).
 - Systemic racism
 - Policies that have excluded marginalized communities and from planning theories that do not adequately recognize, or address, disparity.
- Not all these historic land use decisions occurred in Carrboro, but this landscape impacts the ability of people to move to Carrboro as well as current residents' economic mobility and social vulnerability.
- More information regarding the respective inequities, unintended consequences, and mitigation strategies can be found within *Carrboro Connects*, and the Race and Equity Action Plan.

2. Who is experiencing community burden now? Who will experience community burden if this action is passed? Will others experience community burden if this action is NOT passed?

- Residents currently burdened by the Land Use Ordinance, due to difficulties accessing or using the code, may continue to experience burden until the new development code is adopted
- More information about rewriting the ordinance for consistency with the Comprehensive Plan and the possibility of burdens incurred by the new ordinance will become clearer as the project moves forward.
- There is no action at this meeting; instead, this is an opportunity for Council discussion.

3. Who is experiencing community benefit now? Who will experience community benefit if this action is passed? Will others experience community benefit if this action is NOT passed?

- Residents and developers who are familiar with the current Land Use Ordinance, currently experience benefit, as they understand how to navigate the document and design according to presumptive standards.
- There is no action at this meeting; instead, this is an opportunity for Council discussion.
- Key elements of the vision and goals established by the community in the Comprehensive Plan will be advanced through the impact of the changes this project is scoped to make.
- The project identifies a series of steps designed to craft a new development code that is more predictable, more accessible, and more equitable.
- More information about rewriting the ordinance for consistency with the Comprehensive Plan and the benefits offered by changes the project will seek to implement will be reported on at a later date.

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

- Community members may find information about the project more technical in nature, or confusing as related to ongoing work on other priority projects.
- Impacts from changes to land development regulations have long time scales and may be hard to measure immediately or soon-after project completion.
- There will be a period of time where permit applications submitted before changes to the Land Use Ordinance will operate with permit choice, which could lead to confusion for applicants until all applications are submitted post-adoption of the rewritten ordinance.
- As the New UDO moves from the diagnostic phase into the drafting phase, the Town will seek to understand potential unintended consequences and design a code that mitigates them and make tweaks to the ordinance where necessary.

5. What steps has your department taken to mitigate any burdens, inequities, and unintended consequences? What strategies might your department take to address these in the future? NOTE: This does not reflect a formal commitment by the Town of Carrboro.

- Identification of impacts, burdens, and benefits will continue to be considered and reflected in the changes to the text.
- The project team has conducted a series of small interviews with a variety of community members and stakeholders, and held community-wide meetings to help address potential questions and confusion.
- Staff continue to work to keep the website up to date and be available for Council and community member questions
- Staff and the Consultant team will continue to prepare materials for community members and council members that effectively distill technical information and connections among this project and other ongoing work, to preempt confusion.
- Staff will continue to monitor land development patterns and usage of the ordinance after the adoption of the rewritten code, to understand where there may still be opportunities for improvement.

Climate Action Pocket Questions

Title: New Carrboro Unified Development Ordinance (UDO) Project Update

Purpose: *This agenda item is designed to provide the Town Council with an opportunity to receive an update from CodeWright, the consultant team preparing the New Carrboro UDO, and to ask questions and provide comments in an informal setting.*

Department: Planning

1. How will this action impact municipal or community greenhouse gas emissions?

Not applicable.

2. Please explain.

- The goal of this project is to create a new Unified Development Ordinance that aligns with the Comprehensive Plan.
- The information item is designed for the consultant to report on findings from the current Land Use Ordinance and discuss strategies for the new development code.
- More information about rewriting the ordinance and benefit and impacts offered by changes the project will seek to implement will be clearer as the project moves to the drafting phase.

3. How will this action impact the Town's environment?

This action does not impact the environment.

4. Please explain.

- The goal of this project is to create a new Unified Development Ordinance that aligns with the Comprehensive Plan.
- The information item is designed for the consultant to report on findings from the current Land Use Ordinance and discuss strategies for the new development code.
- More information about rewriting the ordinance and benefit and impacts offered by changes the project will seek to implement will be clearer as the project moves to the drafting phase.

5. How is your department planning to mitigate any climate or environmental impacts?

NOTE: This does not reflect a formal commitment by the Town of Carrboro.

- The project currently includes scoped work that specifically highlights climate analyses and impacts that drive, in part, the draft of the new document.
- Staff and the Consultant team will continue to prepare materials for community members and council members that effectively distill technical information and connections among this project and other ongoing work.
- Staff will continue to monitor land development patterns and usage of the ordinance after the adoption of the rewritten code, to understand where there may still be opportunities for improvement.



UDO Code Diagnosis Town Council Update



TOWN OF CARRBORO • NC

June 16, 2026

OVERVIEW



01

PROJECT OBJECTIVES

02

BALANCING PRIORITIES

03

KEY THEMES FOR IMPROVEMENT

04

SUGGESTED DIRECTIONS



CODE DIAGNOSIS

For the Unified Development Ordinance project
Public Review Draft • May 2026



CODE DIAGNOSIS

- 'Road Map' for the new UDO
- Framework for discussion about potential changes to the current UDO
- Explores gaps between policy guidance and development rules
- Provide recommendations for change

PROJECT OBJECTIVES

| 1. INCREASE PREDICTABILITY | 2. FOSTER MORE HOUSING CHOICE | 3. ENHANCE CLIMATE RESILIENCY | 4. PROMOTE PUBLIC ENGAGEMENT |
|--|---|---|---|
| <ul style="list-style-type: none">- Clarify Text- More Illustrations- Delegate to Staff- Add Process Efficiency | <ul style="list-style-type: none">- Wider Range- Higher Densities- More Incentives for Affordable | <ul style="list-style-type: none">- Reduce VMT- Manage Stormwater- Tree / Open Space Protection | <ul style="list-style-type: none">- Maintain Town Commitment- Prioritize |

BALANCING PRIORITIES

Stronger Standards

Managing Costs

Procedural Streamlining

Public Participation

Redevelopment

Downzoning Limitations

Increased Densities

Environmental Protection

Mandates

Incentives

KEY THEMES

- 1 Simplify the UDO
- 2 Safeguard Equity
- 3 Adapt to Climate Change

1

SIMPLIFY THE UDO

- 1.1 Restructure from 21 to 11 Chapters
- 1.2 Use More-Intuitive Chapter Names in Alphabetical Order
- 1.3 Place 'Like' Material Together in the Document
- 1.4 Update the Page Layout with More Navigational Aids for the Reader
- 1.5 Use Numbered Statements Instead of Prose
- 1.6 Increase Use of Summary Tables
- 1.7 Add More Illustrations and Flow Charts
- 1.8 Replace 'Legalese' with Plain English
- 1.9 Self-Codify the UDO

2

SAFEGUARD EQUITY

- 2.1 Where Possible, Reduce Application Review Times & Uncertainty to Ease Beneficial Development
- 2.2 Explore Differential AMI Ranges for Rental (80%) Versus Ownership (60%)
- 2.3 Add Relevant Definitions (Diversity, Equity, etc.) to the UDO
- 2.4 Strengthen Standards on Short-Term Rentals
- 2.5 Review and Update Contextual Overlay District Protections
- 2.6 Explore Opportunities for Lower Application Fees
- 2.7 Ensure Required Notice is Multi-Lingual
- 2.8 Broaden Range of Districts Where Manufactured/ Mobile Homes/ Moveable Tiny Homes are Permitted
- 2.9 Soften Limitations on Home Occupations, Micro-Retail, and Some "Social Service" Uses
- 2.10 Explore Increased Use of Development Agreements for Larger Developments

3

ADAPT TO CLIMATE CHANGE

- 3.1 Replace Cluster Subdivisions with Conservation Subdivisions
- 3.2 Limit Plants to Native Species and Add Species Diversity Standards
- 3.3 Promote "Green" Stormwater Infrastructure
- 3.4 Ease Review Process for Renewable Energy Structures
- 3.5 Review and Update Open Space Provisions
- 3.6 Prohibit New Development in the Special Flood Hazard Area
- 3.7 Require Parking Provided Beyond Minimums to be Pervious
- 3.8 Disincentivize Mass Grading and Incentivize Contour Grading
- 3.9 Prioritize Greenways and Multi-Use Trails Over Sidewalks
- 3.10 Add Voluntary Sustainable Development Options and Incentives

KEY THEMES

4 Address Housing Choice

5 Integrate Other Policy Guidance

6 Increase Predictability

4 ADDRESS HOUSING CHOICE

- 4.1 Remove SUP Requirements for Subdivisions Meeting Affordability Targets
- 4.2 Add Requirements for Maintaining Existing Affordable Units (NOAH)
- 4.3 Exempt Deed-Restricted Affordable Housing And "Micro" Units from Density Counts
- 4.4 Allow "Middle" Housing By-Right in All Districts
- 4.5 Establish Maximum Dwelling Unit Sizes and Minimum Densities
- 4.6 Simplify ADU Requirements Generally
- 4.7 Add More Small-Lot Options (like bungalow courts, tiny homes, pocket neighborhoods, and detached multi-family)
- 4.8 Clarify Single-Room Occupancy Development Standards

5 INTEGRATE OTHER POLICY GUIDANCE

- 5.1 Explore Abolition of Minimum Off-Street Parking Standards
- 5.2 Explore Fee-In-Lieu Provisions for Pedestrian Infrastructure to Help Retrofit Existing Network Deficiencies
- 5.3 Reduce Open Space Set-Aside Amounts When Available to the Public
- 5.4 Explore Greater Use of Development Agreements for Expansion of For Sale Affordable Housing
- 5.5 Consider Converting some Residential Districts to Mixed-use Districts
- 5.6 Increase Public Participation for Certain Development Proposals

6 INCREASE PREDICTABILITY

- 6.1 Reduce Application Review Times & Uncertainty to Ease Development Review
- 6.2 Add Clarity on Measurement Rules
- 6.3 Augment Definitions (to around 100 pages)
- 6.4 Identify Review Criteria for All Procedures and Decisions
- 6.5 Reduce Reliance on SUP in Favor of Codified Standards and Limit to One Review Authority
- 6.6 Use Pre-Application Conferences for Efficiency
- 6.7 Streamline/Delegate Advisory Body Reviews
- 6.8 Add Administrative Adjustment, Determination, and Alternative Plan Procedures
- 6.9 Remove the Ability to Convert By-Right Applications to Discretionary Reviews
- 6.10 Ensure All Districts List Dimensional Standards and Reduce Caveats

KEY THEMES

7 Ensure Legal Sufficiency

8 Incorporate Incentives

7 ENSURE LEGAL SUFFICIENCY

- 7.1 Address New Downzoning Limitations
- 7.2 Remove Criminal Penalties
- 7.3 Remove Content-Based Sign Regulations
- 7.4 Clarify that Unlisted Uses are not Prohibited
- 7.5 Clarify that Vested Rights may not be Withheld
- 7.6 Remove References to Obsolete Terms (special exceptions, conditional use permits, etc.)
- 7.7 Abolish the Construction Management Plan Process
- 7.8 Remove Design Controls Applied to Single-Family Residential
- 7.9 Clarify Authority for Schools Adequate Public Facility Standards

8 INCORPORATE INCENTIVES

- 8.1 Exclude Micro-, ADU, and some 'Middle' Housing Units from Density Counts
- 8.2 Allow By-Right Reviews for Developments Meeting Affordable Housing Targets
- 8.3 Allow Accelerated Landscaping Credit for Retained Trees
- 8.4 Exclude Structured Parking from Building Height Calculation
- 8.5 Include a Conservation Subdivision Option with Smaller Lots/ Setbacks for More Open Space
- 8.6 Add Density Bonuses for Voluntary Compliance with Single-Family Design Guidelines
- 8.7 Allow Some Mixed-Use Development by Right in Residential Districts
- 8.8 Credit Green Stormwater Features Towards Open Space
- 8.9 Add Incentives for Sustainable Development Features

SUGGESTED PROJECT DIRECTION(S)

1. On-going discussion of priority balancing
2. Non-substantive document formatting and organization for greater readability
3. Procedural streamlining with a reduced reliance on discretionary reviews
4. Increased codification of standards and review criteria
(with more staff-level decision-making)

| | |
|-------------------------|--------------------------|
| Stronger Standards | Managing Costs |
| Procedural Streamlining | Public Participation |
| Redevelopment | Downzoning Limitations |
| Increased Densities | Environmental Protection |
| Mandates | Incentives |

5

SUGGESTED PROJECT DIRECTION(S)

5. Continued focus on incentives for provision of affordable housing and sustainable development features
6. Increased use of conditional zoning and required mitigation for applicant requested relief from standards
7. More public scrutiny of text amendments and rezoning applications seeking relief from standards

| | |
|-------------------------|--------------------------|
| Stronger Standards | Managing Costs |
| Procedural Streamlining | Public Participation |
| Redevelopment | Downzoning Limitations |
| Increased Densities | Environmental Protection |
| Mandates | Incentives |

5

NEXT STEPS...



Discussion /
Revision of
Code
Diagnosis

Public
Engagement
Opportunity

Annotated
Outline
Preparation



Agenda Item Abstract

File Number: 26-079

Agenda Date: 6/16/2026

File Type: Action Item

In Control: Town Council

Version: 1

Appointment to Selected Boards/Commissions

Racial Equity Commission

Liz Carter

Tiz Giordano

June Johnson

Economic Sustainability Commission

Darryl Carpenter

Zachary Fields

Julian Goldner

Zakari Crites Videman

Eric Webb

| | |
|-----|---|
| The | Governing Board Town Council |
| of | Primary Government Unit Carrboro, North Carolina |
| and | Discretely Presented Component Unit (DPCU) (if applicable) Carrboro Tourism Development Authority |

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

| | |
|-----|---|
| and | Auditor Name Mauldin & Jenkins, PLLC |
| | Auditor Address 3301 Benson Drive, suite 102, Raleigh, NC 27609 |

Hereinafter referred to as Auditor

| | | |
|-----|---------------------------------------|--|
| for | Fiscal Year Ending 06/30/26 | Date Audit Will Be Submitted to LGC 12/31/26 |
|-----|---------------------------------------|--|

Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by “U.S. Auditing Standards – AICPA (Clarified),” referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance.

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:

body xfa:APIVersion="Acroform:2.2.5030.0" xfa:spec="2.1"

xmlns="http://www.w3.org/1999/xhtml" xmlns:xfa="http://www.xfa.org/schema/xfadata/1.0"/>body

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

| | | |
|----------------|----------------------------------|---------------------------|
| Name: | Title and Unit / Company: | Email Address: |
| Chaz Offenburg | Chief Finance Director, Carrboro | caffenberg@carrboronc.gov |

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.

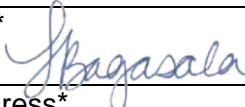
4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

| | |
|--|--------------------------------------|
| Primary Government Unit | Carrboro, North Carolina |
| Audit Fee (financial and compliance if applicable) | \$ 69,000 (no single audit programs) |
| Fee per Major Program (if not included above) | \$ |
| Additional Fees Not Included Above (if applicable): | |
| Financial Statement Preparation (incl. notes and RSI) | \$ |
| All Other Non-Attest Services | \$ |
| TOTAL AMOUNT NOT TO EXCEED | \$ 69,000 |

| | |
|--|--|
| Discretely Presented Component Unit | Carrboro Tourism Development Authority |
| Audit Fee (financial and compliance if applicable) | \$ 3,000 |
| Fee per Major Program (if not included above) | \$ |
| Additional Fees Not Included Above (if applicable): | |
| Financial Statement Preparation (incl. notes and RSI) | \$ |
| All Other Non-Attest Services | \$ |
| TOTAL AMOUNT NOT TO EXCEED | \$ 3,000 |

SIGNATURE PAGE

AUDIT FIRM

| | |
|--|--|
| Audit Firm* Mauldin & Jenkins, PLLC | |
| Authorized Firm Representative (typed or printed)* LeAnn Bagasala | Signature*  |
| Date* 04/20/26 | Email Address* lbagasala@mjcpa.com |

GOVERNMENTAL UNIT

| | |
|--|----------------|
| Governmental Unit* Carrboro, North Carolina | |
| Date Governing Board Approved Audit Contract* (Enter date in box to right) | |
| Mayor/Chairperson (typed or printed)* | Signature* |
| Date | Email Address* |

| | |
|---|---------------|
| Chair of Audit Committee (typed or printed, or "NA") N/A | Signature |
| Date | Email Address |

GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE

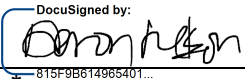
Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

| | |
|---|----------------|
| Sum Obligated by This Transaction: | \$ 69,000 |
| Primary Governmental Unit Finance Officer* (typed or printed) | Signature* |
| Date of Preaudit Certificate* | Email Address* |

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

DISCRETELY PRESENTED COMPONENT UNIT

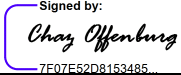
| | |
|--|---|
| DPCU* Carrboro Tourism Development Authority | |
| Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right) | 06/02/2026 |
| DPCU Chairperson (typed or printed)* Aaron Nelson | Signature*  |
| Date* 06/02/2026 | Email Address* anelson@carolinachamber.org |

| | |
|---|---------------|
| Chair of Audit Committee (typed or printed, or "NA") N/A | Signature |
| Date | Email Address |

DPCU – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

| | |
|--|---|
| Sum Obligated by this Transaction: | \$ 3,000 |
| DPCU Finance Officer (typed or printed)* Chaz Offenburg | Signature*  |
| Date of Preaudit Certificate* 06/02/2026 | Email Address* coffenburg@carrboronc.gov |

Remember to print this form, and obtain all required signatures prior to submission.

PRINT