

Town of Carrboro

301 W. Main St., Carrboro, NC 27510



Meeting Agenda - Final

Tuesday, March 18, 2025

6:00 PM

Council Chambers - Room 110

Town Council

6:00-6:15**A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS****6:15-6:25****B. TOWN MANAGER'S UPDATE****6:25-6:40****C. PUBLIC COMMENT****6:40-6:50****D. CONSENT AGENDA**

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

1. [25-014](#) Approval of Minutes from Town Council meeting held on March 4, 2025
2. [25-013](#) Fiscal Year 2024-25 Budget Amendment #3

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

3. [25-011](#) Review of the Lloyd Broad Neighborhood Overlay District Provisions

PURPOSE: For Town Council to review information about how the overlay district provisions have been working.

Attachments: [A - Agenda item abstract from September 2023](#)

6:50-7:50**E. GENERAL AGENDA**

INFORMATION ITEMS

1. [25-012](#) FY2026 Budget Outlook

PURPOSE: To provide Council with a budgetary outlook for the Town in preparation for FY2026 next year budget development.

Attachments: [FY2026 Budgetary Outlook](#)

2. [25-015](#) Advisory Boards/Commissions Membership Process Update

PURPOSE: The purpose of this item is to update the Town Council on the advisory boards/commissions membership process to address vacancies.

Attachments: [A - Membership Process update](#)



Town of Carrboro

301 W. Main St., Carrboro,
NC 27510

Agenda Item Abstract

File Number: 25-014

Agenda Date: 3/18/2025
In Control: Town Council
Version: 1

File Type: Consent Agenda

Approval of Minutes from Town Council meeting held on March 4, 2025



Agenda Item Abstract

File Number: 25-013

Agenda Date: 3/18/2025
In Control: Town Council
Version: 1

File Type: Consent Agenda

Fiscal Year 2024-25 Budget Amendment #3

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

DEPARTMENT: Finance

BACKGROUND:

Manager's Office

1. The Town is in receipt of a grant award from the New Hope Bird Alliance's Land Protections and Restoration Grant Program in the amount of \$2,000. Funding from the grant shall be used to help offset costs associated with the removal of invasive species and replanting of bird-friendly native plant species within a jurisdictional wetland and surrounding natural areas at Dr. Martin Luther King, Jr. Park. Upon completion of the project, the department must provide a brief written report about the impact of the grant and project within 30 days.

Public Works

1. The Powell Bill Fund, a special revenue multi-year fund, was established by Council in FY2022 for the purposes of budgeting and accounting for State Street-Aid (*Powell Bill*) allocations. Allocations are received on an annual basis. This amendment authorizes an increase to the Powell Bill Fund budget in the amount of \$288,000 through an appropriation of Powell Bill fund balance for the purposes of covering construction costs associated with street resurfacing and other related expenses.

FISCAL IMPACT: This abstract increases the authorization of the Grant Fund by \$2,000 and increases the authorization of the Powell Bill Fund by \$288,000.

RECOMMENDATION: The Manager recommends the Council approve the budget, grant, and capital project ordinance amendments for Fiscal Year 2024-25



Agenda Item Abstract

File Number: 25-011

Agenda Date: 3/18/2025
In Control: Town Council
Version: 1

File Type: Agendas

Review of the Lloyd Broad Neighborhood Overlay District Provisions

PURPOSE: For Town Council to review information about how the overlay district provisions have been working.

DEPARTMENT: Planning

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

Other marked for Land Use Ordinance. The Lloyd Broad Overlay District provisions contained in the Land Use Ordinance support and facilitate town goals of building and fostering positive and cohesive neighborhoods in town, as expressed through various policy documents including the Carrboro Connects Comprehensive Plan.

INFORMATION: The Lloyd Broad Neighborhood Overlay District, established in June 2018, supports Carrboro's goals of fostering cohesive neighborhoods. Key provisions include reducing front yard setbacks to 15 feet, capping building height at 23 feet, limiting new construction to 1,750 square feet, requiring two parking spaces, and restricting unrelated occupants to four per home. Reports on the district's effectiveness were provided in June 2020 and September 2023 (Attachment A), with no complaints or violations reported since. The only new construction is the Pee Wee Homes project. Police and Fire Department calls were routine and unrelated to the district.

FISCAL IMPACT: No fiscal impact is noted.

RECOMMENDATION: Town staff recommend approving the report via the consent agenda.

Agenda item abstract from September 26, 2023:

Review of the Lloyd Broad Neighborhood Overlay District Provisions

PURPOSE: The purpose of this agenda item is to request that the Town Council review information about how the overlay district provisions have been working.

DEPARTMENT: Planning Department

CONTACT INFORMATION: Marty Roupe, Development Review Administrator, 919-918-7333 or mroupe@townofcarrboro.org <<mailto:mroupe@townofcarrboro.org>>; Chris Attack, Police Chief, 919-918-7407 or catack@carrboronc.gov <<mailto:catack@carrboronc.gov>>

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

Council Direction Statement

Other marked for Land Use Ordinance. The Lloyd Broad Overlay District provisions contained in the Land Use Ordinance support and facilitate town goals of building and fostering positive and cohesive neighborhoods in town, as expressed through various policy documents including the Carrboro Connects Comprehensive Plan. Racial Equity Pocket Questions are included as Attachment A.

INFORMATION: The Lloyd Broad Neighborhood Overlay District was established in June 2018. With adoption, the Town Council requested that a follow up report be provided every 18 months regarding how the district provisions were working. A report was provided to the Town Council in June 2020 and is available here:

[Town of Carrboro - File #: 20-236 \(legistar.com\)](#)

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=4555143&GUID=DDF8C66B-8ADA-4C6F-9C1B-D0ECF369D9B8&Options=&Search=>>

Community concerns presented by the neighborhood in February 2018 are available here:

[Town of Carrboro - File #: 17-424 \(legistar.com\)](#)

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3347013&GUID=1FCF58BF-91C2-47B3-93CB-366C2701E685&Options=ID|Text|Attachments|Other|&Search=overlay>>

The agenda item from when the overlay district was originally considered, in June 2018, is available here:

[Town of Carrboro - File #: 17-563 \(legistar.com\)](#)

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3518394&GUID=AF09424B-F564-496D-B159-4B0437627BED&Options=&Search=&FullText=1>>

And the agenda item from when the overlay district was officially adopted, also in June 2018, is available here:

[Town of Carrboro - File #: 17-611 \(legistar.com\)](https://carrboro.legistar.com/LegislationDetail.aspx?ID=3537430&GUID=1F2C3B23-9ACF-408D-BD4B-8873D21B2122&Options=&Search=>)

[<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3537430&GUID=1F2C3B23-9ACF-408D-BD4B-8873D21B2122&Options=&Search=>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=3537430&GUID=1F2C3B23-9ACF-408D-BD4B-8873D21B2122&Options=&Search=>)

Provisions of the overlay district

The provisions of the overlay district are specified in Land Use Ordinance Sections 15-143.5 and 15-185.2 (see [Article IX \(townofcarrboro.org\)](https://www.townofcarrboro.org/DocumentCenter/View/686/Article-IX-Zoning-Districts->)

[<https://www.townofcarrboro.org/DocumentCenter/View/686/Article-IX-Zoning-Districts->](https://www.townofcarrboro.org/DocumentCenter/View/686/Article-IX-Zoning-Districts->), pages 30-31 and [Article XII \(townofcarrboro.org\)](https://www.townofcarrboro.org/DocumentCenter/View/693/Article-XII-Density-and-Dimensional-Regulations-PDF>)

[<https://www.townofcarrboro.org/DocumentCenter/View/693/Article-XII-Density-and-Dimensional-Regulations-PDF>](https://www.townofcarrboro.org/DocumentCenter/View/693/Article-XII-Density-and-Dimensional-Regulations-PDF>), page 26), and their related general purpose and goals are as follows:

-Reduce front yard setbacks from 25 feet to 15 feet. This provision was intended to have the development pattern associated with new construction in the district to be more closely aligned with the historical pattern of growth, which includes houses closer to 15 feet from the street right of way line. The former distance of 25 feet had caused a number of homes to be setback further from the street than many of the older, existing homes.

-Establish a maximum height of 23 feet for new construction. Similar to the above provision, the reduced maximum height (formerly 35 feet) causes new construction to be more closely aligned with the heights of older, existing homes in the neighborhood.

-Limit the square footage of new construction to a maximum of 1,750 square feet, and allow for modest additions above that limit for existing homes in the district. This provision addresses the scale of new homes, and additions to existing homes, by keeping their overall size closer to most of the older, existing homes in the neighborhood.

-Requires a minimum of two parking spaces and to the extent practicable prevents front yard areas from being used for parking. This provision ensures that at least two spaces are provided, thereby reducing dependence on street parking in the neighborhood, and attempts to preclude developers from negatively affecting the streetscape and feel of the neighborhood by way of parking multiple cars between the front façade of the home and the street.

-Limits the number of unrelated individuals living in a home to a maximum of four. This provision is intended to prevent large numbers of unrelated individuals from living together in a single home. The provision also facilitates the use of homes by family units, consistent with the historic socioeconomic pattern of the neighborhood.

During adoption of the ordinance creating the standards that would be applied to the overlay district, a section stating, “[t]his ordinance is effective upon adoption to all new development. This ordinance is effective to all existing development thirty-six (36) months following the date of adoption” was included. To date, no complaints regarding occupancy by more than four unrelated individuals have been received.

Town staff have received no complaints or assertions of violations of any provisions of this overlay district since the last report in June 2020. With that in mind, Town Council may want to consider sunsetting the need to report on this matter every 18 months, or to allow the Town Manager to convey this information in another format or timeframe.

Development Activity:

Development and building related activities since the June 2020 report was presented to Town Council are presented below:

-In August 2020, the Zoning Division approved a zoning permit for construction of four homes at 104 Cobb Street. The homes were constructed by Habitat for Humanity. They are all now completed and occupied by new owners.

-In December 2020, the Zoning Division approved a zoning permit for a home addition at 406 Broad Street, in accordance with a variance previously approved by the Board of Adjustment. The addition does meet the provisions of the overlay district.

-In March 2021, the Board of Adjustment approved a variance application related to a stream buffer allowing for a new home to be constructed at 104 Hill Street. Construction of the home has not yet begun.

-In September 2021, Town Council approved a conditional rezoning request to allow for construction of three homes at 106 Hill Street. The zoning permit subsequently submitted for the homes is currently under review and nearing approval.

-In February 2022, the Board of Adjustment approved a variance application involving an encroachment into a stream buffer for the property at 408 Broad Street. In March 2022, the related zoning permit for a home addition was approved by the Zoning Division, in accordance with the variance.

Complaints and Miscellaneous Issues:

The Police Department reports that they have received several hundred calls per year that appear consistent with calls for service in other parts of town. No calls to the Police Department were directly related to the overlay district provisions.

The Planning Department has also reached out neighborhood resident Hudson Vaughn, who is sharing news of this report with others through the neighborhood listserv. Staff has noted that residents may attend the Town Council meeting if they want to speak directly to Council during the September 26 meeting regarding how the overlay district provisions are working

FISCAL IMPACT: There are no fiscal or staff impacts associated with the Town Council reviewing the information provided.

RECOMMENDATION: The Town Manager recommends that the Town Council receive the report and consider authorizing staff to provide future updates through existing reports.



Agenda Item Abstract

File Number: 25-012

Agenda Date: 3/18/2025
In Control: Town Council
Version: 1

File Type: Information Item

FY2026 Budget Outlook

PURPOSE: To provide Council with a budgetary outlook for the Town in preparation for FY2026 next year budget development.

DEPARTMENT: Finance

INFORMATION: This information item is to provide Council with a budgetary outlook for the Town in preparation for FY2026 next year budget development. Information will be provided in Council session from the Town Finance Department and County Tax Office.

FISCAL IMPACT: No fiscal impact is associated with the information item.

RECOMMENDATION: For Town Council to receive presentation.

Tuesday, March 18, 2025

FY2026 BUDGETARY OUTLOOK

Finance Department
Chaz Offenburg
Chief Financial Officer



TOWN OF CARRBORO • NC

Purpose



Overview of Town expenditure and revenue budgets



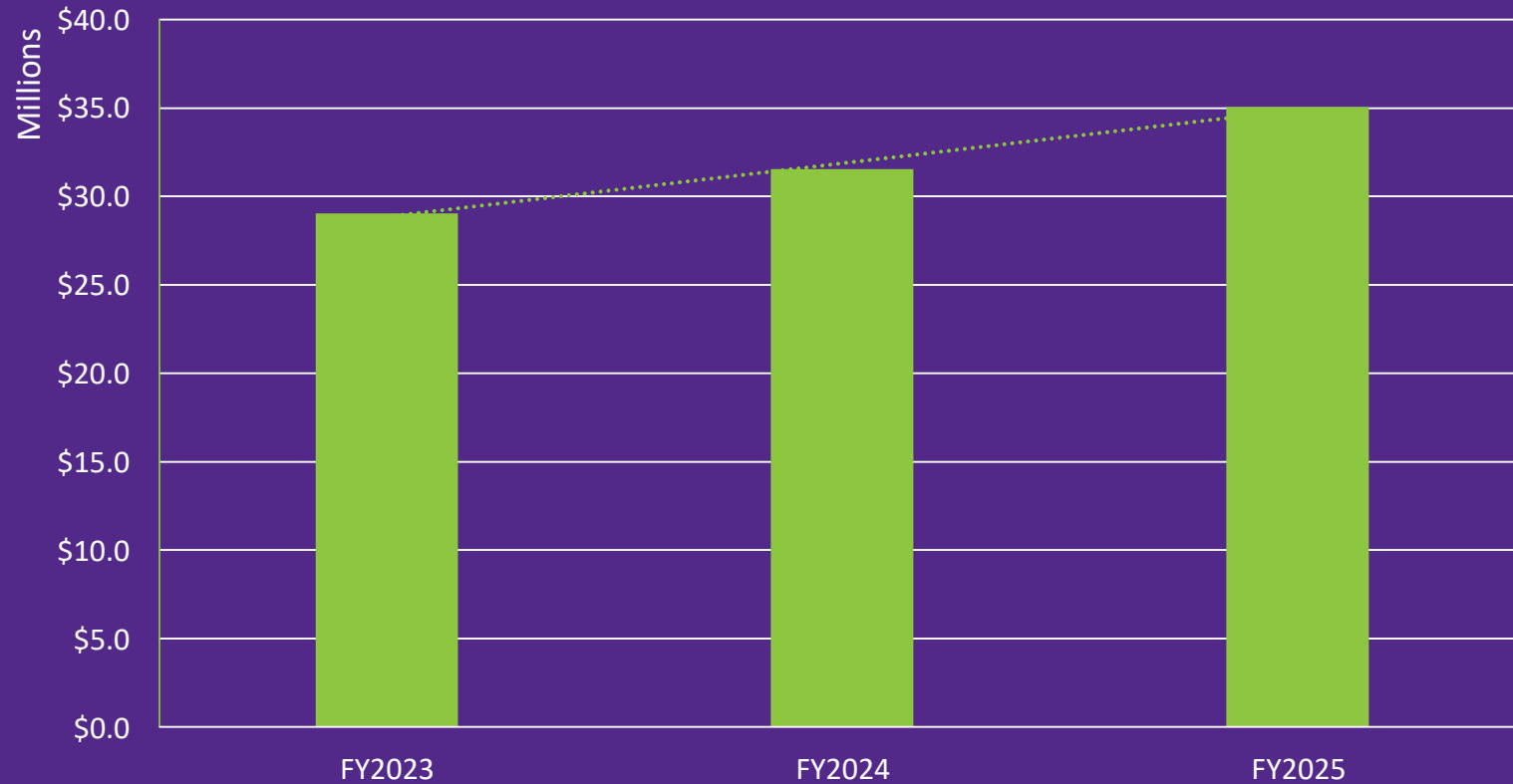
Breakdown of Town financials



Preliminary data for FY2026



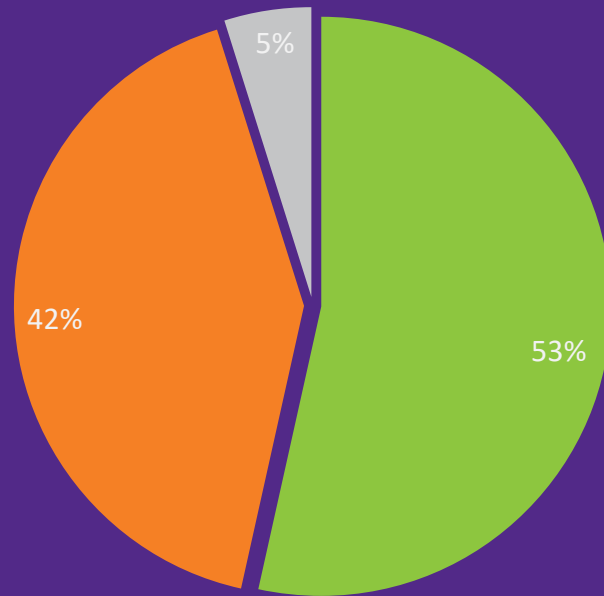
General Fund Expenditure Budget by Fiscal Year, *Total*



General Fund

- Annual fund
- Expenditures generally to be incurred within the fiscal year
- Stable increases reflective of market trends and Council initiatives
- Expenditures broken into multiple budgetary groupings and segments

General Fund Expenditure Budget FY2025, *Category*

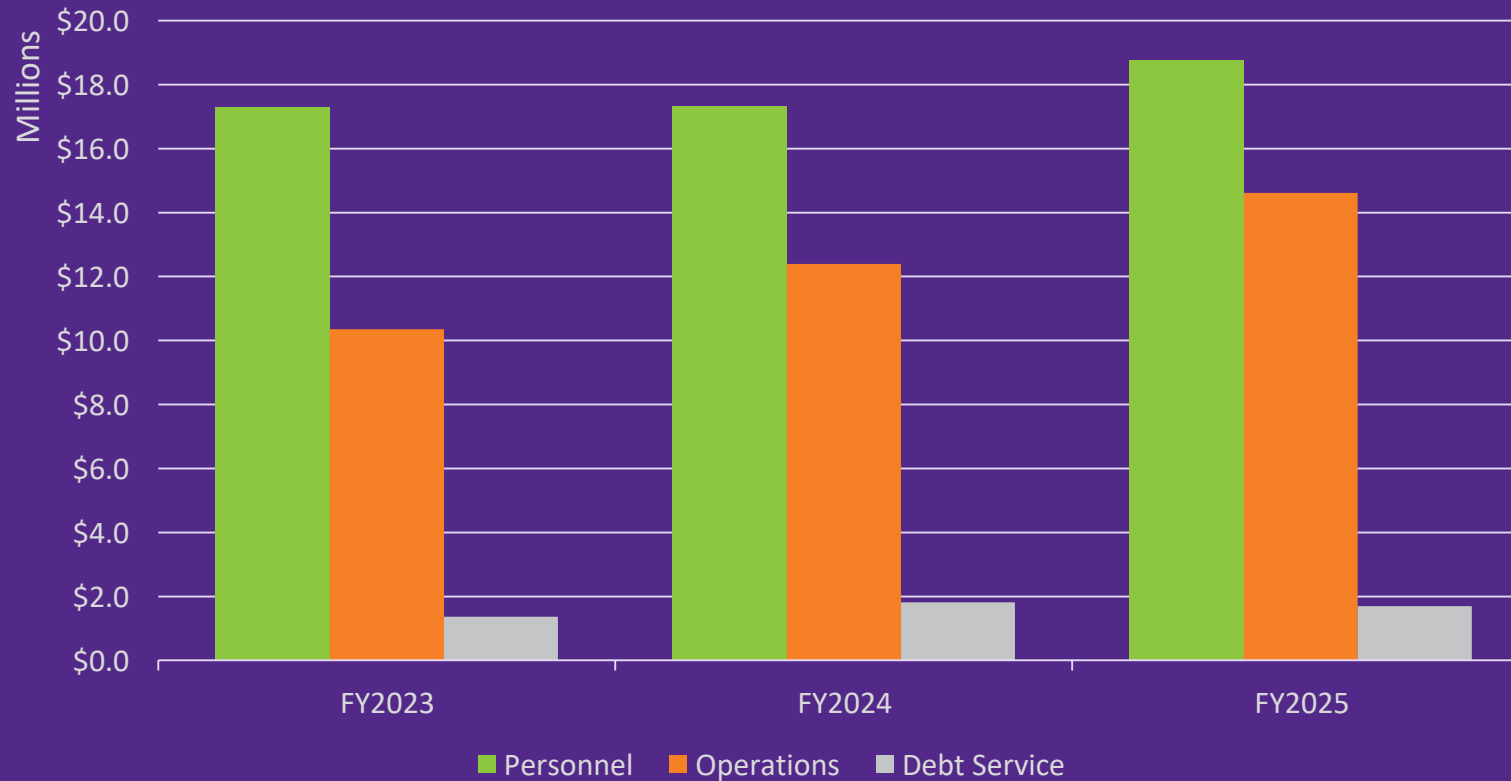


■ Personnel ■ Operations ■ Debt Service

Category

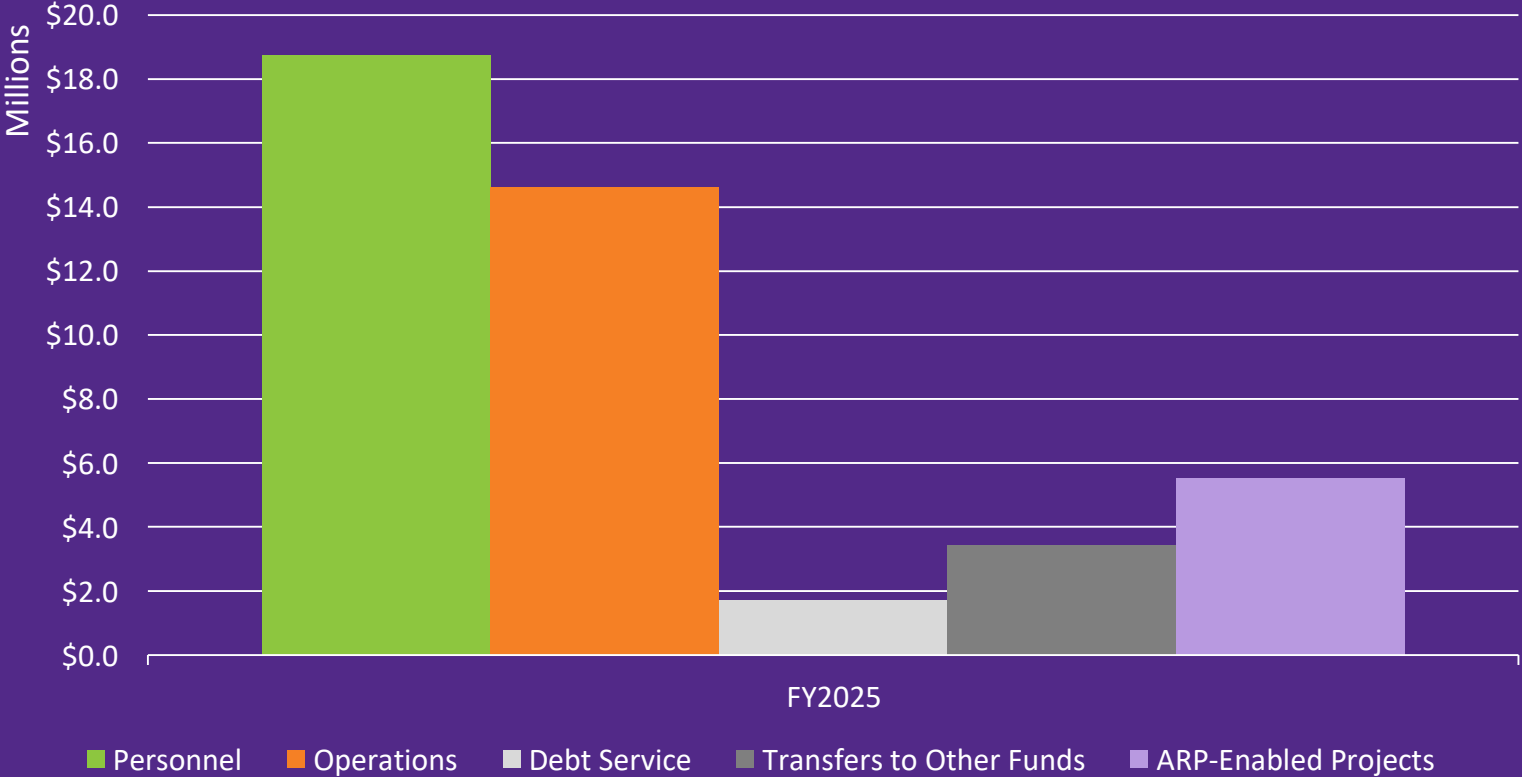
- Town budgetary categories represent costs for payroll, benefits, operating and programmatic costs, principal and interest payments on Town debt

General Fund Expenditure Budget by Fiscal Year, *Category*



TOWN OF CARRBORO • NC

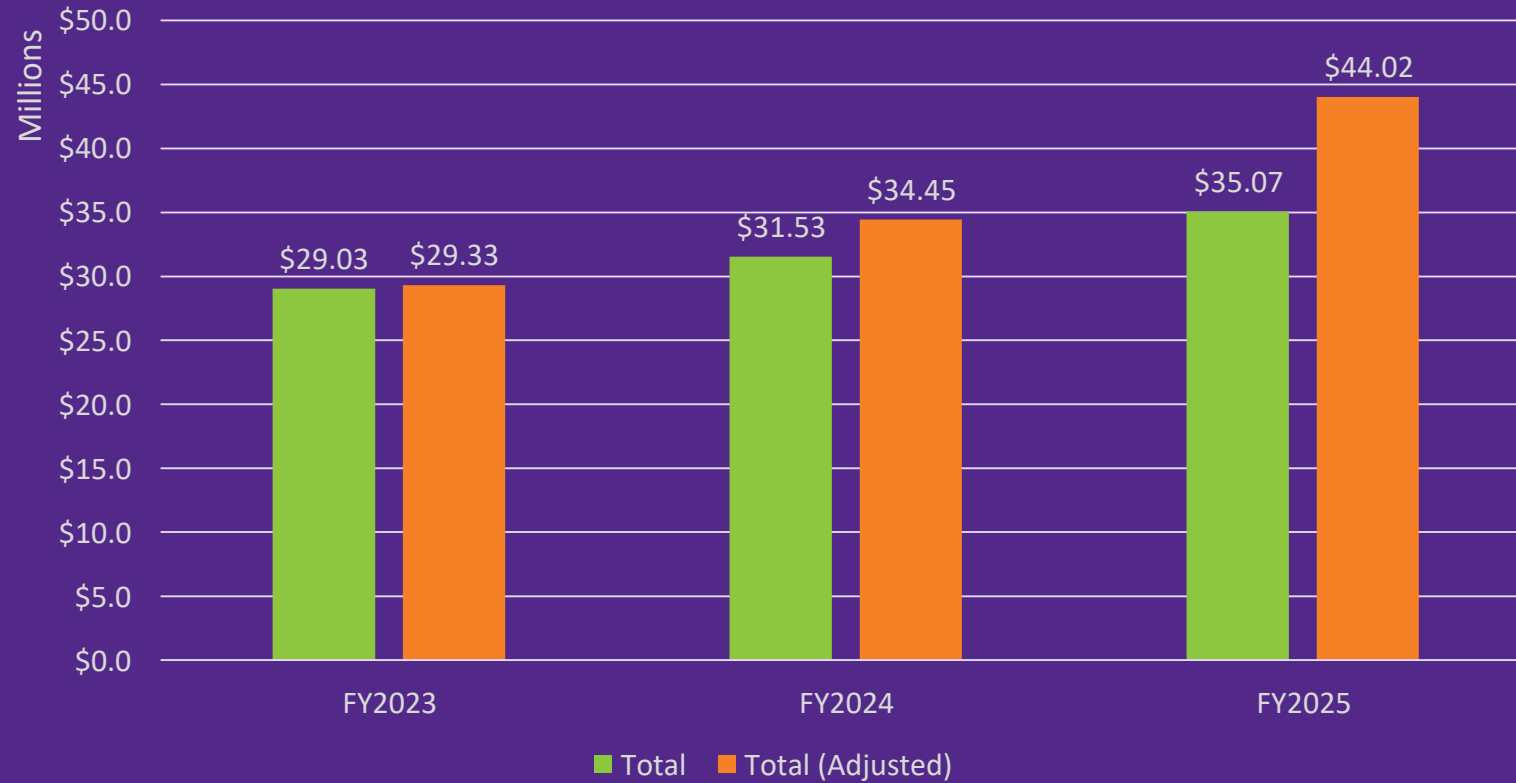
General Fund Expenditure Budget FY2025, *Category (Adjusted)*



Additional obligations

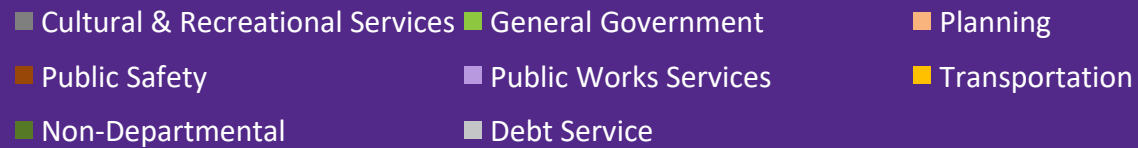
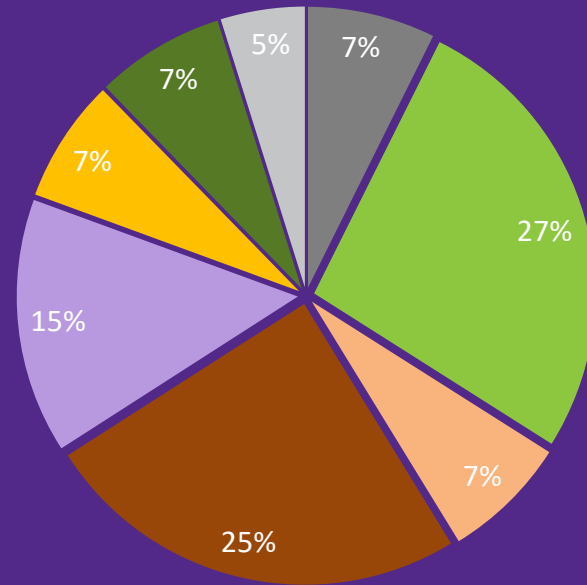
- Transfers to Other Funds (such as Capital Projects)
- Reappropriation of ARP-Enabled Projects
- Previously-authorized commitments the Town may be obligated to in the fiscal year
- One-time in nature
- Set aside until spent

General Fund Expenditure Budget by Fiscal Year, *Total (Adjusted)*



TOWN OF CARRBORO • NC

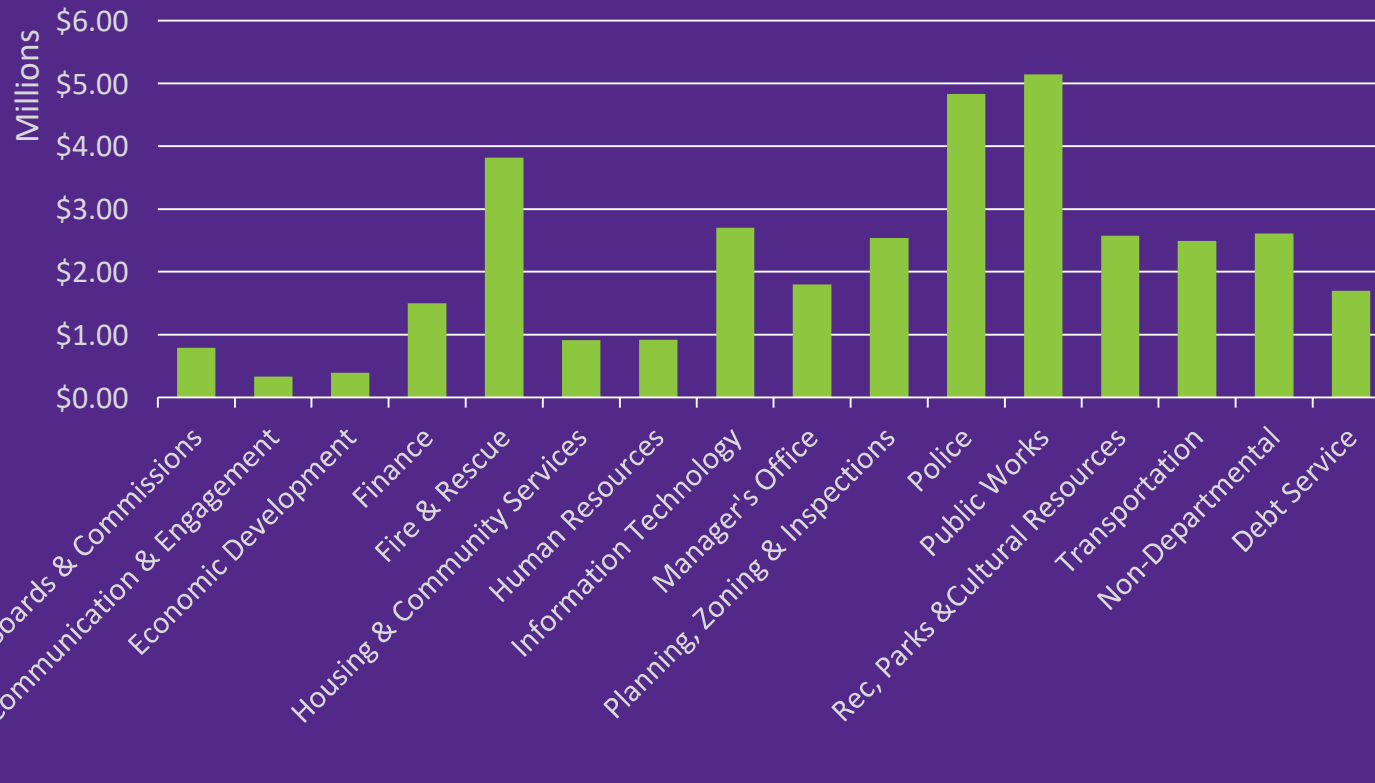
General Fund Expenditure Budget by Fiscal Year, *Functional Area*



Function

- Town budgetary functional groups represent general service Town provides

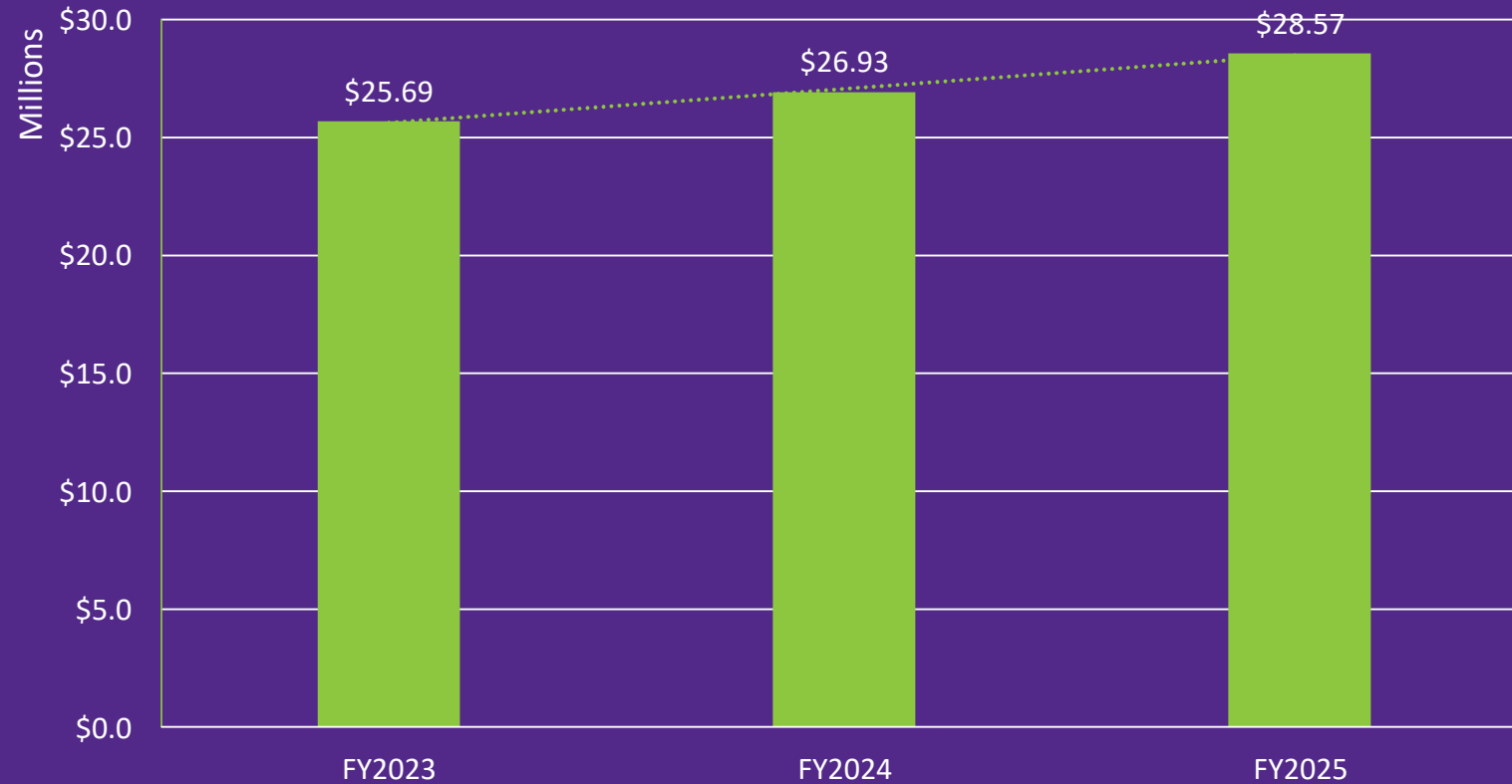
General Fund Expenditure Budget by Fiscal Year, *Department*



Department

- Town budgetary group represents the Town operating department

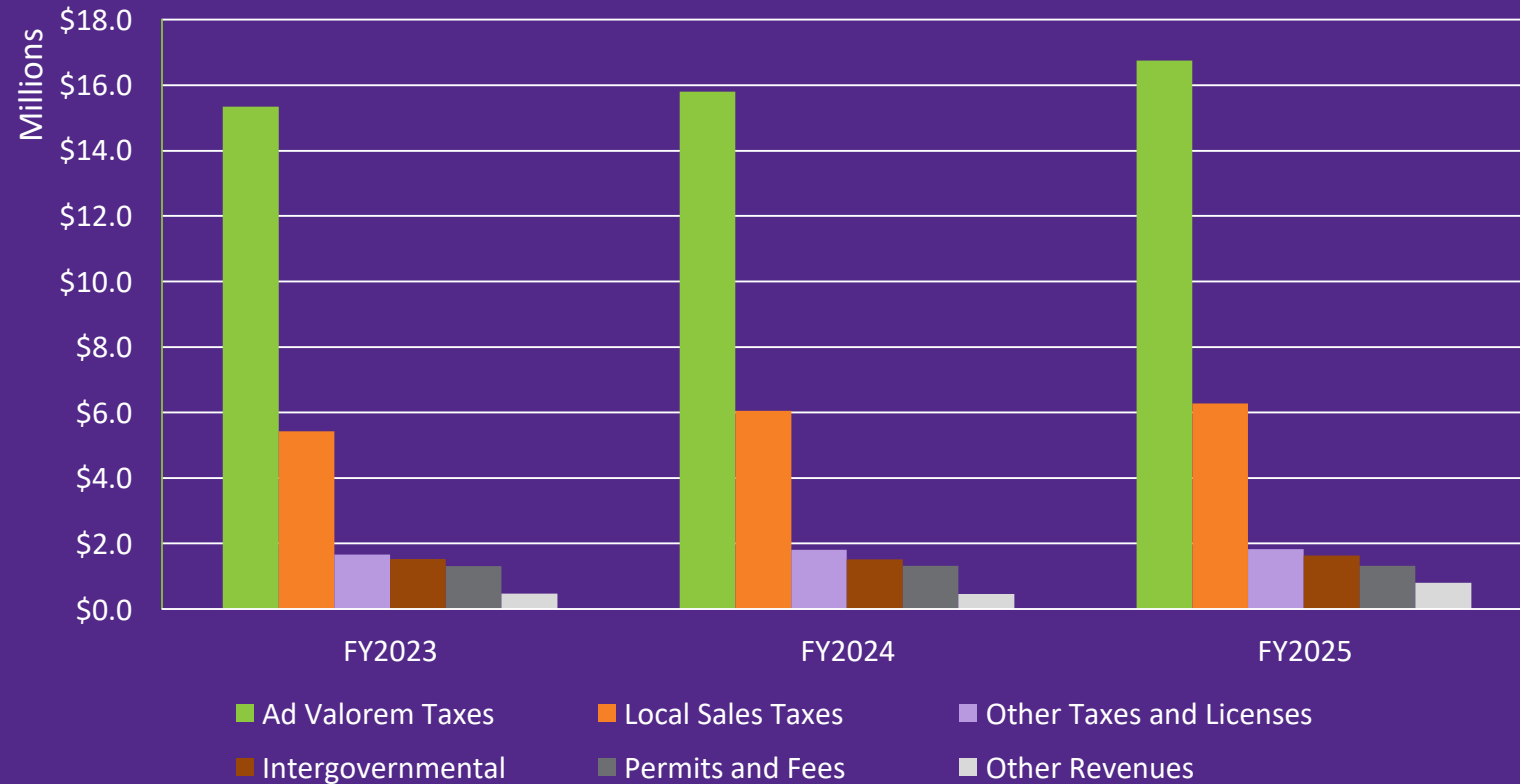
General Fund Revenue Budget by Fiscal Year, *Total*



Revenues

- Annual fund; revenues available to be assessed and collected within fiscal year
- Available to cover Town General Fund expenditure budget
- Stable increases across fiscal year reflective of market
- Revenues broken into multiple budgetary groupings and segments

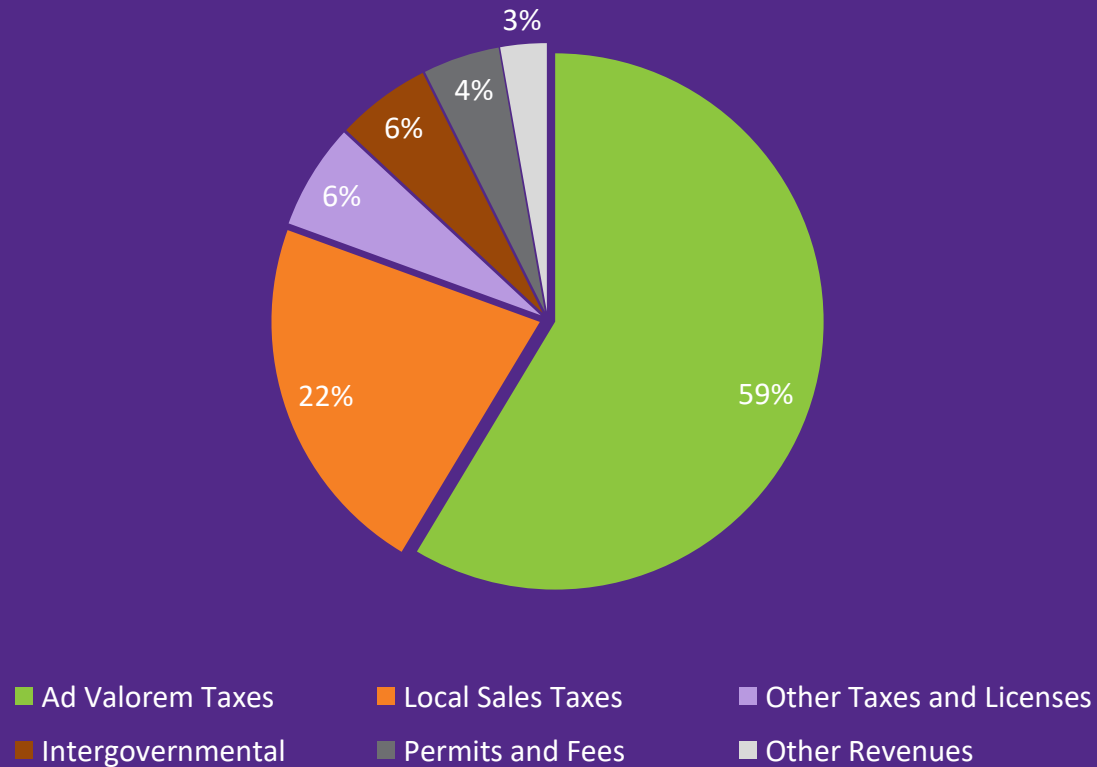
General Fund Revenue Budget by Fiscal Year, *Category*



Categories

- Town major budgetary categories represent taxes assessed on property, local sales, charges for services, fees, permits, and select grant awards
- Generally unrestricted in nature

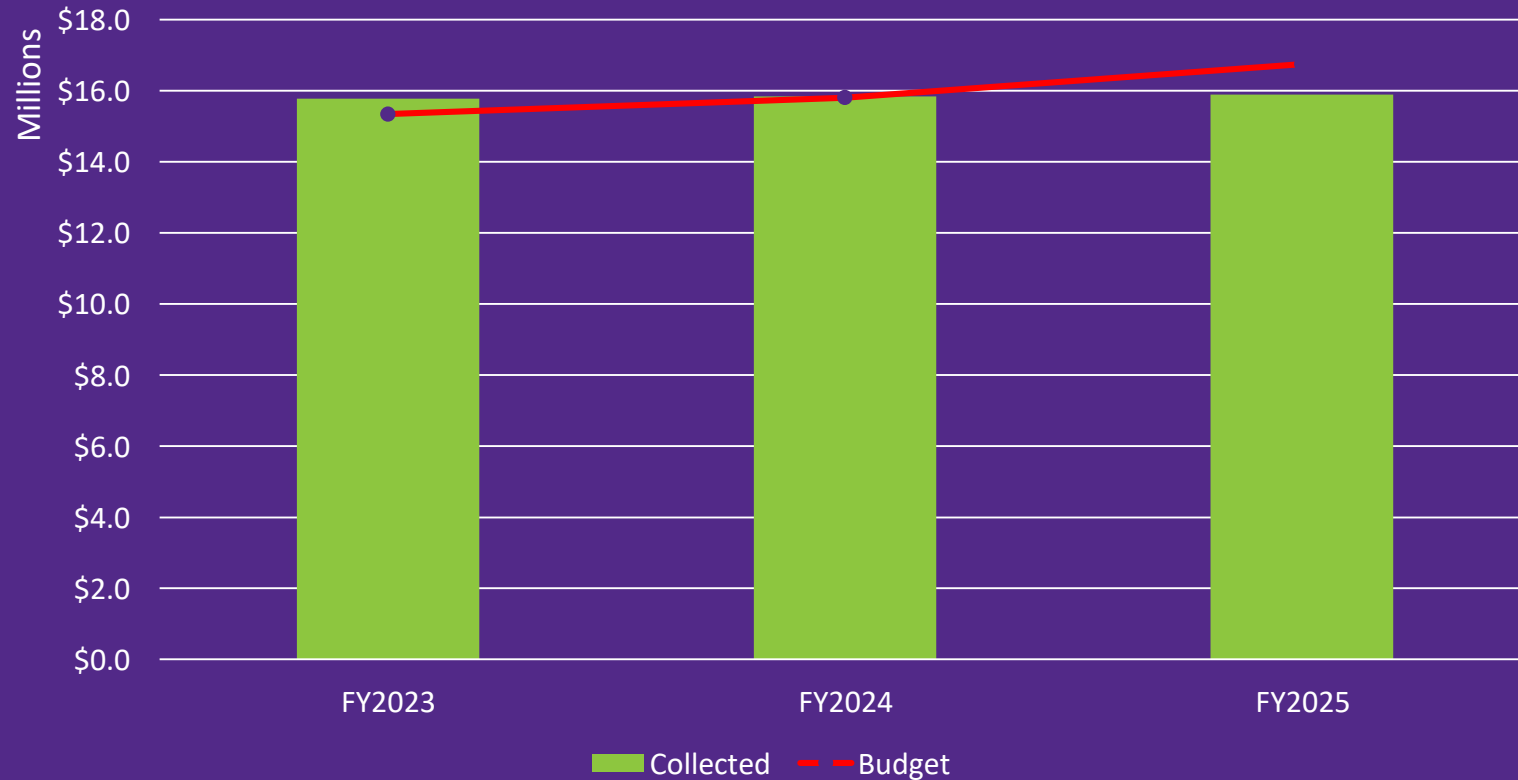
General Fund Revenue Budget FY2025, *Category*



Categories

- Major budgetary categories represent taxes assessed on property, local sales, charges for services, fees, permits, and select grant awards
- Generally unrestricted in nature

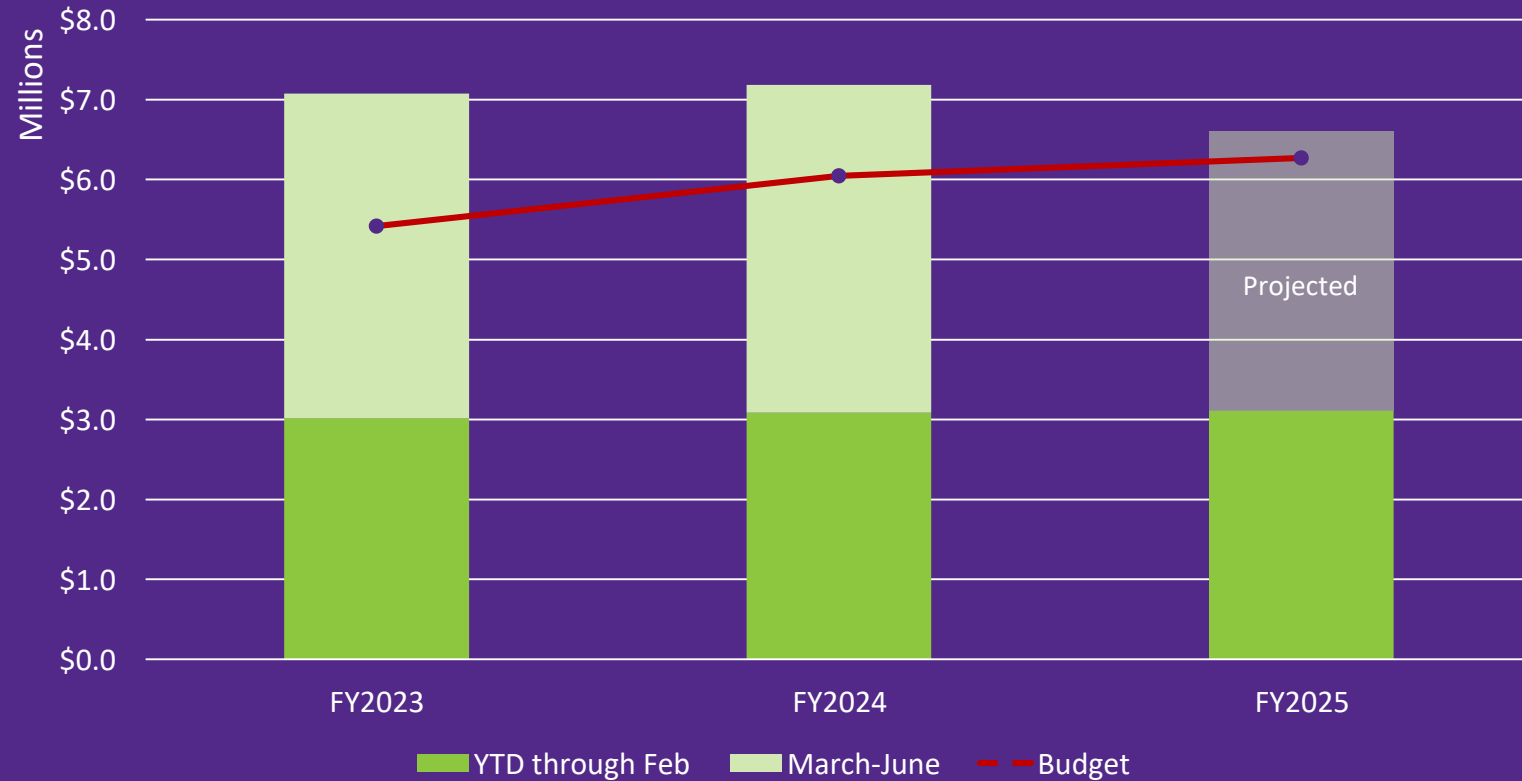
General Fund Revenue Budget to Actual by Fiscal Year, *Property Tax*



Property Tax

- Assessed on residential, commercial, and industrial real property
- Collection rate >99%
- Tax Rate: \$0.6044
 - Assessed on every \$100 of assessed value
 - \$0.5894 unrestricted
 - \$0.015 Affordable Housing
 - Value of penny = \$275,000

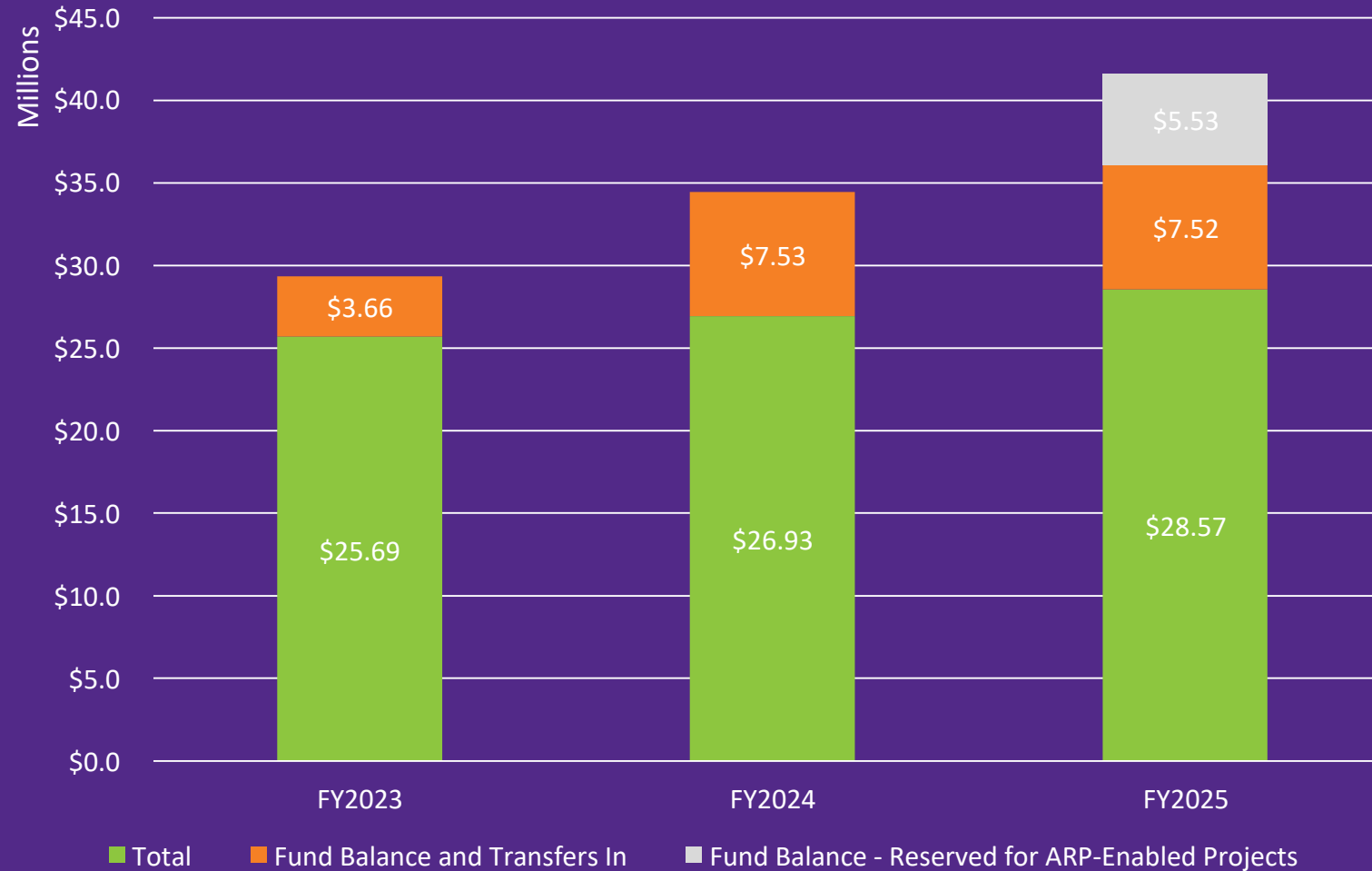
General Fund Revenue Budget to Actual by Fiscal Year, *Sales Tax*



Local Sales Tax

- Assessed on local sales
- Three-month lag

General Fund Revenue Budget by Fiscal Year, *Total (Adjusted)*



Fund Balance & Transfers In

- Accounted for separate from “true revenues”
- Town fund balance in the General Fund used to cover expenses, costs, ongoing projects, transfers to other funds
- Generally, one-time in nature

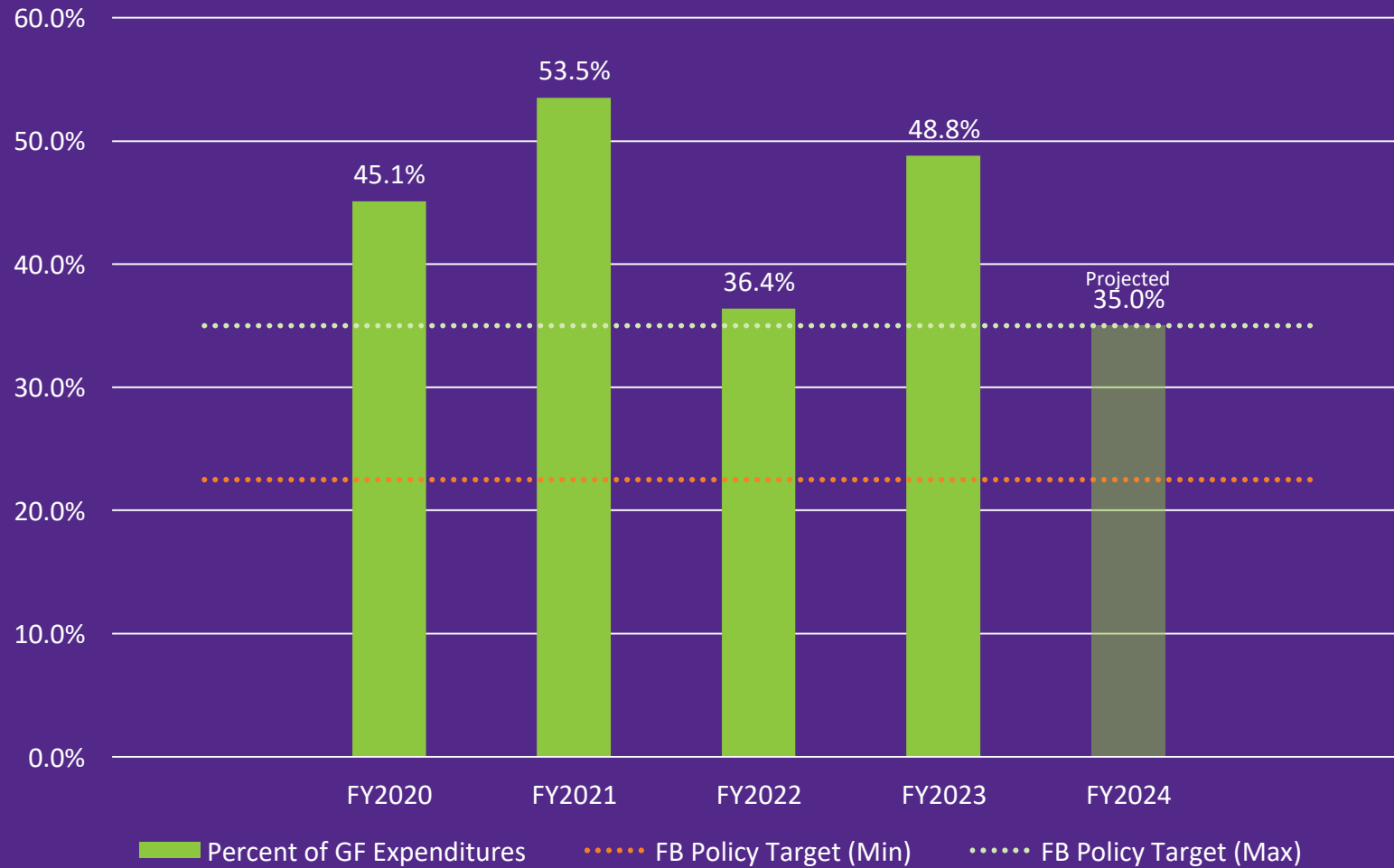
General Fund by Fiscal Year, *Fund Balance (Unassigned) - Amount*



Unassigned Fund Balance

- Reserves
- Town Policy to maintain 22.5% to 35%
- Amounts over may be transferred to Capital Reserve Fund

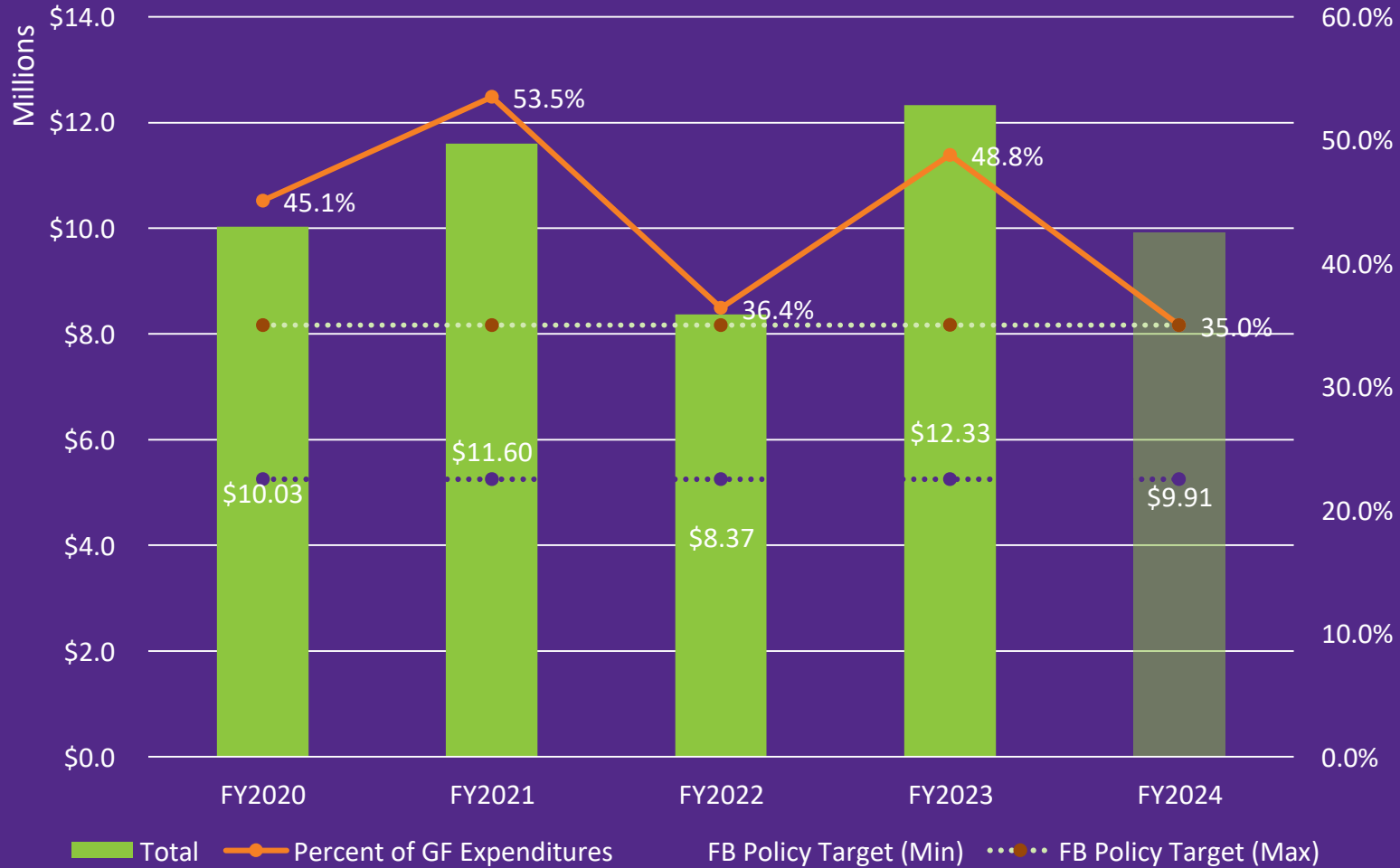
General Fund by Fiscal Year, *Fund Balance (Unassigned) - % of GF Exp*



Fund Balance

- Town Policy to maintain 22.5% to 35%
- Amounts over may be assigned for future capital needs

General Fund by Fiscal Year, *Fund Balance (Unassigned)*



Fund Balance

- Reserve
- Town Policy to maintain 22.5% to 35%
- Amounts over 35% may be assigned for future capital needs

Upcoming Dates

Milestone	Estimated Data
FY2026 Budget Kickoff with Town Department Directors	January 22, 2025 (Postponed to February 6, 2025 due to inclement weather)
Council Strategic Planning Retreat	Early February 2025
Council Work Session FY2026 Budget Work Session	April 8, 2025
Council Business Meeting Manager Recommended Budget & CIP	May 6, 2025
Council Business Meeting Budget Public Hearing	May 20, 2025
Council Business Meeting Budget Public Hearing, Motion to Adopt	June 3, 2025
Additional Council Business Meeting for Budget (if needed)	June 17, 2025





TOWN OF CARRBORO • NC



Agenda Item Abstract

File Number: 25-015

Agenda Date: 3/18/2025

File Type: Information Item

In Control: Town Council

Version: 1

Advisory Boards/Commissions Membership Process Update

PURPOSE: The purpose of this item is to update the Town Council on the advisory boards/commissions membership process to address vacancies.

DEPARTMENT: Town Clerk

INFORMATION: The Town Council have completed the consolidation of their advisory boards/committees and will look to complete memberships.

RECOMMENDATION: Town Council receive the information and may make suggestions.



ADVISORY BOARDS MEMBERSHIP PROCESS UPDATE

Town Clerk's Office

CONSOLIDATION OF ADVISORY BOARDS AND COMMISSIONS

- *Board of Adjustment*
- *Economic Sustainability Commission*
- *Climate & Environmental Advisory Commission*
- *Housing & Human Services Advisory Commission*
- *Planning Board*
- *Racial Equity Commission*
- *Recreation, Parks & Cultural Resources Advisory Board*
- *Stormwater Advisory Commission*
- *Transportation, Mobility & Greenways Advisory Commission*

VACANCY PROCESS

- Vacancies will be advertised in partnership with the Communication department, through Town-related activities, and other various manners.
- Applications will be received, checked for eligibility, and shared with the liaisons by the Clerk's office.
- New applicants for appointment may be interviewed by liaisons/chairs prior to appointment.
- A list of qualified applicants will be provided to Council for appointment.
- Within the list, appointment recommendations will be provided to Council.
- A board appointment section will be added to Council meeting agendas.



March 18, 2025

Planning Board
(1 reappointment)
*recommendation

NAME	ADDRESS	EMPLOYER	Terms Served	R/S	Years in Town
*Lamar Joyner	301 W. Main Street Carrboro, NC 27510	Town of Carrboro	1	B/M	6

Stormwater Advisory Commission
(2 reappointments)
*recommendations

NAME	ADDRESS	EMPLOYER	REQUIREMENT	Terms Served	R/S	Years in Town
*Dewayne Joyner	301 W. Main Street Carrboro, NC 27510	Town of Carrboro	In-Town or ETJ	2	B/M	40
*Lamar Joyner	301 W. Main Street Carrboro, NC 27510	Town of Carrboro	Special Expertise	1	B/M	10

Racial Equity Commission
(1 appointment)
*recommendation

NAME	ADDRESS	EMPLOYER	REQUIREMENT	Terms Served	R/S	Years in Town
* Lamar Joyner	301 W. Main Street Carrboro, NC 27510	Town of Carrboro	Youth	0	B/M	8
Dewayne Joyner	301 W. Main Street Carrboro, NC 27510	Town of Carrboro	Youth	0	B/M	17

EXAMPLE OF BOARD APPOINTMENT LIST



TOWN OF CARRBORO • NC

QUESTIONS?

[Advisory Boards & Commissions | Carrboro, NC - Official Website](#)



TOWN OF CARRBORO • NC