



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Tuesday, June 6, 2017

7:30 PM

Board Chambers - Room 110

A REGULAR MEETING OF THE CARRBORO BOARD OF ALDERMEN

7:30-7:55

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

1. [17-172](#) Announcement of Police Department Promotions - Sergeant James Walker to Lieutenant and Officer Trey Kennedy to Sergeant.
2. [17-188](#) Proclamation: Honoring Carrboro High School Women's Soccer Team for their 3rd Straight State Championship
3. [17-176](#) Proclamation: Immigrant Heritage Month
4. [17-187](#) Proclamation: Carrboro Pollinator Week
5. [17-189](#) Proclamation: Pride Month

7:55-8:00

B. ANNOUNCEMENT OF UPCOMING MEETINGS

8:00-8:20

C. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

8:20-8:25

D. CONSENT AGENDA

1. [17-186](#) Approval of Previous Meeting Minutes of May 16, 2017 and May 23, 2017

2. [17-171](#) Bee City USA Update
PURPOSE: The purpose of this item is to provide an update on the Town's participation in the Bee City USA program.
Attachments: [Attachment A - Bee City USA Memo Spring 2017](#)
[Attachment B - Carrboro Bee City Report 2015](#)
[Attachment C - Carrboro Bee City Report 2016](#)
[Attachment D - Hometown-Habitat Flyer](#)
3. [17-181](#) Consideration of Land Use Ordinance Amendment Relating to Road and Sidewalk Requirements
PURPOSE: The purpose of this agenda item is to provide an opportunity for the Board of Aldermen to consider adoption of an amendment to the Land Use Ordinance relating to road and sidewalk requirements in unsubdivided developments.
Attachments: [Attachment A-1 - Consistency Resolution for Ordinance Adoption-road and sidewalk improvements](#)
[Attachment A-2 - Consistency Resolution for Ordinance Denial-Road & Sidewalk](#)
[Attachment B - Revised Draft Ordinance 15-221](#)
[Attachment C - Excerpt from ART-XIV Section 15-221](#)
4. [17-174](#) A Request to Adopt a Resolution to Award a Service Sidearm to a Retiring Police Officer
PURPOSE: Police Lieutenant Doug Strowd will retire from the Town of Carrboro Police Department on July 1, 2017 after approximately 30 years of service. The Police Department would like to award Lieutenant Strowd his service sidearm to recognize his dedication to duty and his service to the Town of Carrboro. The Board of Aldermen is requested to adopt by resolution, Town staff's recommendation to award the service side arm to Lieutenant Doug Strowd.
Attachments: [Attachment A - Resolution](#)
5. [17-177](#) Request to Authorize the Town Manager to Award Bid for 2016-2017 Street Resurfacing Contract
PURPOSE: The purpose of this agenda item is to grant the Town Manager the authority to approve the award of the bid for 2016-2017 Street Resurfacing Contract.
Attachments: [Attachment A - Resolution](#)

6. [17-178](#) A Request to Issue Permits for the Annual Four on the Fourth Road Race, Carrboro 10K Road Race, and the Gallop and Gorge 8K Road Race

PURPOSE: The purpose of this item is to consider Street Closing Permit Applications submitted by Cardinal Track Club for the following three annual road races: Four on the Fourth Road Race, Carrboro 10 K Road Race, and the Gallop and Gorge 8 K Road Race.

Attachments: [Attachment A - Resolution](#)
[Attachment B - 4 on the 4th 2017](#)
[Attachment C - Carrboro 10K 2017](#)
[Attachment D - Gallop & Gorge 2017](#)

7. [17-180](#) Approval of Communications Plan
- PURPOSE:** The purpose of this item is to adopt the Communications Plan originally presented to the Board of Aldermen in April.

Attachments: [Attachment A - Communications Plan- DRAFT 5-30-17](#)

8. [17-184](#) Contract Amendment for Transportation Planning Services with VHB Engineering for the Parking Plan

PURPOSE: The purpose of this item is for the Board of Aldermen to consider authorizing the Town Manager to approve an amendment to the contract with VHB for transportation planning services relating to the Parking Plan.

Attachments: [Attachment A - Resolution](#)

8:25-8:40

E. PUBLIC HEARING

1. [17-182](#) Consideration of Town Code Amendments Relating to Bike Lanes and On-Street Parking

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to consider four amendments to the Town Code relating to bike lanes and on-street parking.

Attachments: [Attachment A - Cobb Street Town Code Amendment](#)
[Attachment B - Hillsborough Road Town Code Amendment](#)
[Attachment C - Broad Street Town Code Amendment](#)
[Attachment D - Pathway Drive Town Code Amendment](#)
[Attachment E - Letter to Town of Carrboro - March 29 2017-from Bolin Creek HOA-re pathway drive amendment](#)
[Attachment F - Comments from Broad Street residents 5-20-2017](#)

F. OTHER MATTERS

8:40-9:00

1. [17-179](#) Creation of a Stormwater Management Utility

PURPOSE: The purpose of this item is for the Board of Aldermen to consider approving an ordinance amending the town code to add a new chapter (18) establishing a stormwater management utility for the Town of Carrboro, effective July 1, 2017.

Attachments: [Attachment A - Ordinance Establishing Stormwater Utility](#)
[Attachment B - Addendum A - Town Code Chapter 18 - Establishing a Stormwater Management Utility](#)
[Attachment C - Staff Report](#)

9:00-9:30

2. [17-183](#) Review of Alternatives - Intersection Improvements at Merritt Mill-Franklin-E. Main - Brewer

PURPOSE: The purpose of this item is for the Board of Aldermen to receive information on alternative improvements being designed to alleviate congestion and increase safety at this intersection and consider communicating support for NCDOT's continued work on the project.

Attachments: [Attachment A - Resolution](#)
[Attachment B - Information on Alternatives](#)

9:30-9:50

3. [17-175](#) A Discussion of Options Related to Filling a Vacant Seat on the Carrboro Board of Aldermen

PURPOSE: The purpose of this item is to allow the Board of Aldermen to discuss options available for filling a vacant seat on the Board and if decided, to call a special election.

Attachments: [Attachment A - A Resolution Deciding How a Vacancy on the Carrboro Board of Aldermen Shall be Filled](#)
[Attachment B - Town of Carrboro Charter Section 2.2 Election of Mayor and Aldermen](#)
[Attachment C - NCGS 160A-63 Vacancies](#)

- G. MATTERS BY BOARD MEMBERS**
- H. MATTERS BY TOWN MANAGER**
- I. MATTERS BY TOWN ATTORNEY**
- J. CLOSED SESSION - NCGS 143-318.11(A)(3)(4)**



Town of Carrboro

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

Agenda Item Abstract

File Number:17-171

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Bee City USA Update

PURPOSE: The purpose of this item is to provide an update on the Town's participation in the Bee City USA program.

DEPARTMENT: Planning and Public Works

CONTACT INFORMATION: Randy Dodd (919) 918-7326; Brandon Phillippie (919) 918-7331; Kelly Blair, (919) 918-7425

INFORMATION: Bee City USA is a program run by the nonprofit Center for Honeybee Research from Asheville that seeks to build a movement in support of pollinator species and habitats across America. In 2014, Carrboro became the third Bee City USA participant. The purpose of this agenda item is to provide an update on the Town's participation and to publicize an upcoming movie "Hometown Habitat" planned for June 18th at the Century Center. A staff memo, annual reports for 2015 and 2016, and a flyer for the movie are included as attachments. Information relating to the Artcenter's exhibit, Saving Our Pollinators, scheduled to run from June 5th through June 30th, and opening reception on June 9th may be found at the attached link: <http://artscenterlive.org/exhibitions/>.

FISCAL & STAFF IMPACT: There is no fiscal or staff impact associated with receiving this report.

RECOMMENDATION: It is recommended that the Board receive this report.



TOWN OF CARRBORO

NORTH CAROLINA

MEMORANDUM

DELIVERED VIA: HAND MAIL FAX EMAIL

DATE: June 1, 2017

TO: Board of Aldermen
David Andrews, Town Manager

THRU: Patricia McGuire, Planning Director
Christina Moon, Planning Administrator

FROM: Randy Dodd, Environmental Planner

CC: Brandon Phillipie, Landscaping Supervisor
Kelly Blair, Groundskeeper II

RE: Summary of Bee City USA Activities

Summary

This memo provides a brief overview of the Town's participation in Bee City USA since joining in 2014. Highlights have included: "Pollinator Day" at the Carrboro Farmers Market (2015); a mural at Fire Station #1 (2016); screening several movies; support from the EAB with the maintenance of a pollinator garden, the movies, and outreach at Carrboro Day; posting of outreach resources on the Town's website; community projects including bee hives at Carrboro High and native bee kiosks from an Eagle Scout; and collaboration with other Bee City USA participants, including attendance at a Bee City USA training. Additional information is available in 2015 and 2016 annual reports.

Discussion

In the fall of 2014, the Carrboro Board of Aldermen adopted a resolution to apply to Bee City USA, and Carrboro became the 3rd Bee City USA community. The Environmental Advisory Board (EAB) took on the role of serving as a citizen's advisory group, a requirement for participation in Bee City USA. Subsequently, a number of activities were pursued to kick off the Town's participation. A Bee City USA sign was installed in front of Town Hall late in the fall of 2014. Activities were planned to coincide with National Pollinator Week, including "Pollinator Day" at the Carrboro Farmers Market, and screening the movie "More Than Honey" at the Carrboro Century Center. A "Bee City" page was created on the Town's website to help promote pollinator protection and habitat restoration.

A movie screening was pursued again in the summer of 2016, with “Queen of the Sun” being chosen. The “Bee City” page was updated on the Town’s website to help promote pollinator protection and habitat restoration. The Orange County Beekeepers Association sited bee hives at Carrboro High School. The Town, through the Economic and Community Development Director and Carrboro Tourism Development Authority, sponsored Matt Willey (a mural artist and founder of “The Good of the Hive”) to paint a mural at Fire Station #1 as part of an effort to paint 50,000 honeybees on murals across the country and beyond.

The Public Works Department has continued to promote and pursue healthy pollinator habitats in its own operations, and has also continued the Adopt-a-Planting Bed Program. The Environmental Advisory Board (EAB) adopted the pollinator garden at the corner of West Main Street and Hillsborough Road. Town staff have participated in training in Asheville and conference calls with the growing number of Bee City representatives across the country to share successes and challenges.

Most recently, Public Works staff have supported an Eagle Scout who built two native pollinator nesting kiosks, and are looking to install these kiosks in the near future. The EAB attended Carrboro Day and promoted the Town’s participation in Bee City USA. The movie “Hometown Habitat: Stories of Bringing Nature Home” has been scheduled for June 18th at the Century Center.

Recommendation

It is recommended that the Board of Aldermen receive this update.

Town of Carrboro Bee City USA Annual Report June 2015

"We can all avoid pesticides. We can all put nectar-rich native plants into the landscape. We can all advocate for green space. We can all teach kids about bees. It's not that we all need to become beekeepers. No, we all need to become bee protectors, bee champions."
--Alison Gillespie, author of *Hives in the City. Keeping Honey Bees Alive in an Urban World*

In August, 2014, Town staff and Marty Hanks from Just Bees Apiary had an initial discussion about the opportunity for the Carrboro to participate in Bee City USA. It was decided to approach the Environmental Advisory Board (EAB) about their interest in serving as a citizen's advisory group, a requirement for participation in Bee City USA. In September, 2014, the EAB enthusiastically endorsed the opportunity, and forwarded on a recommendation to the Board of Aldermen that the Town join Bee City USA. On October 7th, the Board adopted [a resolution](#) to apply to Bee City, and soon thereafter, Carrboro became the 3rd Bee City USA community. Around this time, Phyllis Stiles from Bee City USA was in town, and had the chance to meet with Marty and Randy Dodd, the Town's Environmental Planner.

Public Works staff installed a Bee City sign in front of Town Hall late in the fall of 2014.



Bee City USA Sign

The focus of the winter and early spring was planning for activities to coincide with National Pollinator Week. This was pursued by staff

along with the EAB and Marty Hanks. A decision was made to approach the Carrboro Farmers Market to plan for a "Pollinator Day", and to also host a movie at the Carrboro Century Center. A ["Bee City" page](#) was created on the Town's website to help promote pollinator protection and habitat restoration.

In the spring of 2015, the Town's Landscape Supervisor, David Jantzen, attended a workshop in Asheville to share information about the Town's [Least Toxic Integrated Pest Management policy](#) and related practices. Public Works staff also installed pollinator plants in a demonstration rain garden at the corner of James Street and Hillsborough Road.



Hillsborough & James Pollinator/Rain Garden

Mayor Lydia Lavelle introduced Pollinator Week with a [proclamation](#). A Pollinator Week banner was created and displayed.



Pollinator Day was held at the Farmers Market on June 13th.



Graphic design support from Jennifer Armstrong

A big crowd passed through the gazebo area at the market throughout the morning to learn about Carrboro being a Bee City, what they can do to help pollinators, honeybees and native bees, and landscaping and plants.



Display stickers were also placed at a number of the market vendors sites indicating the pollinator species responsible for a given crop.



Posters were provided for many native pollinator species.



Native Bee Education Poster
(credit: Shannon Chapin-Groff)

The North Carolina Botanical Gardens had an exhibit at Pollinator Day which coincided with the kickoff for their four month “[Saving Our Pollinators](#)” exhibition, which included several dozen events.

Acme Restaurant, Niche Gardens, 5th Season Gardening, Weaver Street Market, Harris Teeter, and Just Bees Apiary donated items for a prize drawing at Pollinator Day.



Carrboro’s first Pollinator Week concluded with a free screening of the movie More Than Honey at the Carrboro Century Center on June 21st.



About 25 people attended.



The movie (DVD) is being placed into circulation in the Orange County library system.

The Town continues to promote and pursue pollinator habitats in its own operations and through the Adopt-A-Planting Bed program.



Bee City USA Annual Report: 2016 Town of Carrboro

"We can all avoid pesticides. We can all put nectar-rich native plants into the landscape. We can all advocate for green space. We can all teach kids about bees. It's not that we all need to become beekeepers. No, we all need to become bee protectors, bee champions."

--Alison Gillespie, author of Hives in the City. Keeping Honey Bees Alive in an Urban World

In the fall of 2014, the Carrboro Board of Aldermen adopted [a resolution](#) to apply to [Bee City USA](#), and Carrboro became the 3rd [Bee City USA](#) community. The [Environmental Advisory Board](#) (EAB) took on the role of serving as a citizen's advisory group, a requirement for participation in [Bee City USA](#). In 2015, a number of activities were pursued to kick off the Town's participation, as described in the [2015 report](#). The rest of this report focuses on 2016 activities.



A decision was made to host a Father's Day movie at the Carrboro Century Center, with [Queen of the Sun](#) being chosen. The ["Bee City" page](#) was updated on the Town's website to help promote pollinator protection and habitat restoration. John Rintoul, a local resident and member of the [Orange County Beekeepers Association](#), approached the Town about siting demonstration hives, with the hives eventually [ending up at Carrboro High School](#).

Mayor Lydia Lavelle provided a [proclamation](#) to coincide with [National Pollinator Week](#).



Annette Downing Stone, the Town's Economic and Community Development Director, worked with [Matt Willey](#) (a mural artist and founder of [The Good of the Hive](#)) and the [Carrboro Tourism Development Authority](#), to plan for the signature event of the year, the [painting of a mural](#) at Fire Station #1. This mural is part of an effort to [paint 50,000 honeybees](#) on murals across the country and beyond. This photo shows Matt initiating the mural in July.



The new North Carolina “[Help Save the Honeybee](#)” license plate began to be seen around town.



The [Public Works Department](#) continues to promote and pursue healthy pollinator habitats in its own operations. Public Works pursued installation of water wise, native, pollinator producing perennials as primary vegetation throughout Town properties, and also continued the Adopt-a-Planting Bed Program. The [Environmental Advisory Board](#) adopted the pollinator garden at the corner of West Main Street and Hillsborough Road.



Randy Dodd, the Town’s Environmental Planner, participated in several conference calls with the growing number of [Bee City](#) representatives across the country to share successes and challenges.

Public Works also worked with a Boy Scout, Kalil Kanzen, to plan for an Eagle Scout project of one or more native pollinator nesting kiosks to be installed in the spring of 2017. This picture shows a kiosk from Chatham County that may serve as a prototype.



The mural project included a couple outdoor movie nights projected onto the Fire Station wall. Below is a picture of the mural a few days from completion.

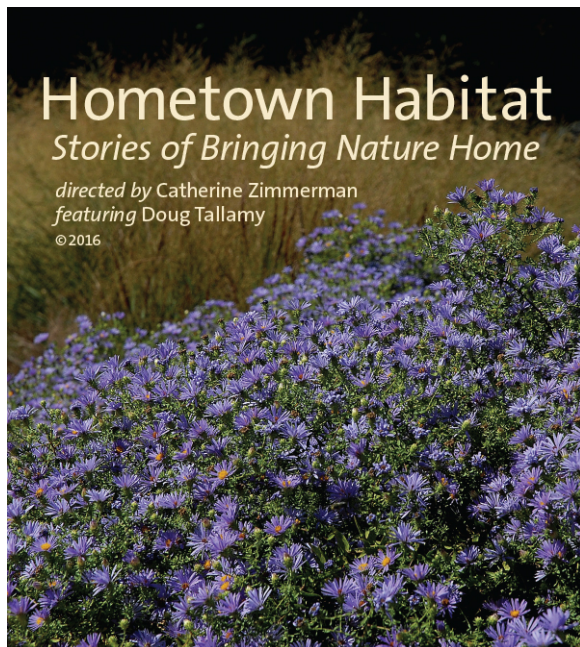


That’s the news for 2016 !



The Movie “Hometown Habitat”

Sunday, June 18th, 3:00 pm, Carrboro Century Center



“Surely our gardens can be beautiful, but Tallamy has made us aware that they are also a crucial element in the ecological fabric of Nature herself: in a world that continues to plow virgin prairie and fell ancient forests, we can restore habitat and provide a haven for pollinators and all manner of vertebrates and invertebrates that are ultimately essential to our well-being. Doug provides the narrative thread which weaves together stories of remarkable people creating an array of beautiful gardens, that are also heroic habitats for insects, frogs and birds. Nature comes back, one garden at a time!”

.....Panayoti Kelaidis, curator, Denver Botanic Gardens

“*Hometown Habitat* is a powerful film that explains not only why we need to change our landscaping attitudes and practices, but how change-makers are doing exactly that. Anyone who cares about the environment needs to watch this excellent documentary.”

.....Kim Eierman, Founder of EcoBeneficial!

Hometown Habitat, Stories of Bringing Nature Home is a thoughtfully produced, information-packed 90-minutes of ecological education and environmental inspiration by award-winning film maker, Catherine Zimmerman.

Through portraits of a series of successful initiatives the film inspires us to get involved, promote native plants, and make a difference in our own landscapes and client projects. There is environmental degradation all around us and the prevalence of media coverage focuses on the negative acts and consequences. *Hometown Habitat* is breath of fresh air and is a story of hope. The projects featured are varied and include... hundred-acre and pocket garden landscapes.

With the arrival of summer and vacation season, many of us are planning trips to National Parks and other vestiges of nature. Tallamy’s point is that we shouldn’t have to travel beyond our own yards and communities to find nature. With a few changes in attitude and application, we can make nature integral throughout our communities. Congratulations to Zimmerman and Tallamy on this valuable and much-needed project.

.....Penny Lewis, Executive Director, Ecological Landscape Alliance

You are invited to attend a free showing of *Hometown Habitat - Stories of Bringing Nature Home* on. The narrative thread of 7 hometown habitat heroes is provided by renowned entomologist Douglas Tallamy, Ph.D. whose research, books and lectures about the use of non-native plants in landscaping sound the alarm about habitat and species loss. Tallamy challenges the notion that humans are here and nature is someplace else.

Producer/director Catherine Zimmerman traveled around the country to visit hometown habitat heroes and film their inspiring stories of community commitment to conservation landscaping. Zimmerman shares their stories that re-awaken and re-define our relationship with nature. The message is that all of us have the power to support wildlife habitat and bring natural beauty to our patch of the Earth. The goal is to build a new army of habitat heroes and make natural landscaping the new landscaping norm.

“Finally, a film that examines the critical role that native plants play and explores our land ethic and the need to make radical changes to increase biodiversity and find harmony with nature. This documentary should be included in every school curriculum.”

.....Heather Holm, author of *Pollinators of Native Plants*

Did you know that native plants - once established - do not require the use of chemicals such as herbicides and pesticides to maintain their beauty? Or that they don't require extra watering from our precious supply of potable water? Did you know that our native pollinators and birds generally prefer native plants for nectaring and seed? All of this and more is presented in the movie.

***Hometown Habitat* is also available as a two-disk set.** Disc one plays the full 90-minute film. Disc two plays the film in chapters for targeted audiences such as church congregations, homeowner associations, landscape designers, nurseries, city councils, parks and recreation divisions, and land developers. The chapters can also be incorporated into school lesson plans focusing on sustainability and action. Ordering information is available at <https://themeadowproject.com/store/>.

Chapters:

- The Basics – Douglas Tallamy
- Ecosystem Services – Million Trees NYC
- Water Conservation – Habitat Hero Program
- Environmental Art Solutions – EcoArtists
- Sustainable Practices – Redefining the Horticulture Industry
- Restoration and Conservation Development – Steven Apfelbaum
- Interfaith Environmental Movement – Sacred Grounds
- Environmental Activism – Wild Ones

Five standard community screening licenses are also available for one-time screenings, with fees based on the number of people you expect to attend. A digital download or Blu-ray will be provided for one time use.

House Party (1-20 people) \$35
Small Community Screening (1-50 people) \$125
Medium Community Screening (51-100 people) \$200
Large Community Screening (100+ people) \$300
Screening with Admission Charge \$500

Also available are resources to assist in getting press coverage, increasing attendance and widening the interest in planting native plants. We want to go beyond the “choir”-folks already on board with natural landscaping—and help grow a new army of habitat heroes!

One way to do this is to try partnering with another organization in your community not actively involved in gardening with native plants. It could be a library, congregation, Chamber of Commerce, school or community association. Screening events are an opportunity for you to inspire attendees to plant native plants and grow your organization's membership.

Don't hesitate to contact Producer/Director Catherine Zimmerman at info@themeadowproject.com with questions or help with your event. She is available to attend screenings, to do a meet and greet, introduce the film, lead a Q & A session or be part of a panel discussion following the screening.

Thank you for being part of the effort to raise awareness about native plants and conservation landscaping.



Town of Carrboro

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Agenda Item Abstract

File Number:17-181

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Consideration of Land Use Ordinance Amendment Relating to Road and Sidewalk Requirements

PURPOSE: The purpose of this agenda item is to provide an opportunity for the Board of Aldermen to consider adoption of an amendment to the Land Use Ordinance relating to road and sidewalk requirements in unsubdivided developments.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon - 919-918-7325, Patricia McGuire - 919-918-7327, Bob Hornik - 919-929-3905

INFORMATION: On May 23, 2017, the Board of Aldermen held a public hearing on a proposed text amendment to the Land Use Ordinance relating to road and sidewalk requirements. The Board considered the item and requested some minor refinements to the language. The revised language indicates that on Town-owned property the Board of Aldermen may eliminate or reduce the requirements for the reservation or connection of right-of-way (Attachment B).

FISCAL & STAFF IMPACT: None anticipated with the adoption of the draft ordinance.

RECOMMENDATION: Staff recommends that the Board of Aldermen consider the resolution finding consistency (Attachment A-1), and the draft ordinance (Attachment B).

A RESOLUTION ADOPTING A STATEMENT EXPLAINING THE BOARD OF
ALDERMEN'S REASONS FOR ADOPTING AN AMENDMENT TO THE TEXT OF THE
CARRBORO LAND USE ORDINANCE

Draft Resolution No.

WHEREAS, an amendment to the text of the Carrboro Land Use Ordinance has been proposed, which amendment is described or identified as follows: AN ORDINANCE AMENDING THE TOWN OF CARRBORO LAND USE ORDINANCE PROVISIONS RELATING TO ROAD AND SIDEWALK REQUIREMENTS.

NOW, THEREFORE, the Board of Aldermen of the Town of Carrboro Resolves:

Section 1. The Board concludes that the above described amendment is consistent with the Board's desire to respond to interests that are identified through site-specific community planning efforts for public facilities.

Section 2. The Board further concludes that the above described amendment is reasonable and in the public interest because it gives an additional layer of consideration by the Board of Aldermen, since the development of town-owned property is approved administratively with a zoning permit and therefore not subject to a quasi-judicial review process.

Section 3. This resolution becomes effective upon adoption.

This the 6th day of June 2017.

A RESOLUTION ADOPTING A STATEMENT EXPLAINING THE BOARD OF ALDERMEN'S
REASONS FOR REJECTING AN AMENDMENT TO THE TEXT OF
THE CARRBORO LAND USE ORDINANCE

Draft Resolution No.

WHEREAS, an amendment to the text of the Carrboro Land Use Ordinance has been proposed, which amendment is described or identified as follows: AN ORDINANCE AMENDING THE TOWN OF CARRBORO LAND USE ORDINANCE PROVISIONS RELATING TO ROAD AND SIDEWALK REQUIREMENTS.

NOW, THEREFORE, the Board of Aldermen of the Town of Carrboro Resolves:

Section 1. The Board concludes that the above described amendment is not consistent with Town plans and policies.

Section 2. The Board concludes that its rejection of the above described amendment is reasonable and in the public interest because existing regulations are appropriate.

Section 3. This resolution becomes effective upon adoption.

This the 6th day of June 2017.

**AN ORDINANCE AMENDING TOWN OF CARRBORO LAND USE ORDINANCE
PROVISIONS RELATING TO ROAD AND SIDEWALK REQUIREMENTS**

Draft 5-23-2017

Section 1. Subparagraph (b) of the Town of Carrboro Land Use Ordinance Section 15-221, Road and Sidewalk Requirements in Unsubdivided Development, is amended to read as follows:

(b) Whenever (i) a lot is proposed to be developed residentially for more than four dwelling units or non-residentially in such a fashion as to generate more than 40 vehicle trips per day, and (ii) if the lot were to be subdivided, a street would be required running through the lot to provide a connection between existing or planned adjacent streets in accordance with the provisions of Sections 15-214 and 15-271(a), then the developer shall be required to construct and dedicate the same street that would have been required had the property been subdivided. On Town-owned properties, the Board of Aldermen may eliminate or reduce the requirements of this section for reservation and/or connection of right-of-way.

Section 2. All provisions of any Town Ordinance in conflict with this Ordinance are repealed.

Section 3. This Ordinance shall become effective upon adoption.

ARTICLE XIV

STREETS AND SIDEWALKS

Section 15-221 Road and Sidewalk Requirements in Unsubdivided Developments.

(a) Within unsubdivided developments, all private roads and access ways shall be designed and constructed to facilitate the safe and convenient movement of motor vehicle and pedestrian traffic. Width of roads, use of curb and gutter, and paving specifications shall be determined by the provisions of this chapter dealing with parking (Article XVIII) and drainage (Article XVI). To the extent not otherwise covered in the foregoing articles, and to the extent that the requirements set forth in this article for subdivision streets may be relevant to the roads in unsubdivided developments, the requirements of this article may be applied to satisfy the standards set forth in the first sentence of this subsection.

(b) Whenever (i) a lot is proposed to be developed residentially for more than four dwelling units or non-residentially in such a fashion as to generate more than 40 vehicle trips per day, and (ii) if the lot were to be subdivided, a street would be required running through the lot to provide a connection between existing or planned adjacent streets in accordance with the provisions of Sections 15-214 and 15-217(a), then the developer shall be required to construct and dedicate the same street that would have been required had the property been subdivided.

(AMENDED 6/25/02)

(c) In all unsubdivided residential developments, sidewalks shall be provided linking dwelling units with other dwelling units, the public street, and on-site activity centers such as parking areas, laundry facilities, and recreational areas and facilities. Notwithstanding the foregoing, sidewalks shall not be required where pedestrians have access to a road that serves not more than nine dwelling units. **(AMENDED 4/24/84)**

(d) Whenever the permit issuing authority finds that a means of pedestrian access is necessary from an unsubdivided development to schools, parks, playgrounds, or other roads or facilities and that such access is not conveniently provided by sidewalks adjacent to the roads, the developer may be required to reserve an unobstructed easement of at least ten feet to provide such access.

(e) In unsubdivided nonresidential developments that abut a public street, sidewalks shall be constructed adjacent to such street if a sidewalk in that location is required by the officially adopted town sidewalk master plan. Whenever possible, such sidewalk shall be constructed within the public right-of-way.

(f) The sidewalks required by this section shall be at least five feet wide, except that, where practicable, the sidewalks in the B-1(c), B-1(g), B-2, and C-T zoning districts shall be at least ten feet wide. Sidewalks are to be constructed according to the specifications set forth in Appendix

Art. XIV STREET AND SIDEWALKS (con't)

C, except that the permit issuing authority may permit the installation of walkways constructed with other suitable materials when it concludes that: **(AMENDED 12/08/98; 4/8/03)**

- (1) Such walkways would serve the residents of the development as adequately as concrete sidewalks; and
- (2) Such walkways could be more environmentally desirable or more in keeping with the overall design of the development.



Town of Carrboro

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Agenda Item Abstract

File Number:17-174

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

A Request to Adopt a Resolution to Award a Service Sidearm to a Retiring Police Officer

PURPOSE: Police Lieutenant Doug Strowd will retire from the Town of Carrboro Police Department on July 1, 2017 after approximately 30 years of service. The Police Department would like to award Lieutenant Strowd his service sidearm to recognize his dedication to duty and his service to the Town of Carrboro. The Board of Aldermen is requested to adopt by resolution, Town staff's recommendation to award the service side arm to Lieutenant Doug Strowd.

DEPARTMENT: Police

CONTACT INFORMATION: Chief Walter Horton, 919-918-7397

INFORMATION: As a certified law enforcement officer within the State of North Carolina, Lieutenant Strowd has the right under NCGS 20-187.2 to request that he be allowed to purchase his on-duty handgun from the Town. He has made such a request. The Board has traditionally awarded service sidearm to retiring officers free of charge. Based upon the action taken by the Board of Aldermen for previous retiring police officers, Town staff recommends that the Board of Aldermen award Lieutenant Strowd his service side arm.

FISCAL & STAFF IMPACT: The value of the handgun is \$250.00

RECOMMENDATION: Staff recommends that the Board approve the attached resolution.

ATTACHMENT A

A RESOLUTION AWARDING A SERVICE SIDE ARM TO RETIRING POLICE OFFICER

WHEREAS, Police Lieutenant Doug Strowd is retiring from the Town of Carrboro Police Department on July 1, 2017 after approximately thirty years of service;
And

WHEREAS, Sergeant Austin has demonstrated his dedication to duty and to the citizens of the Town of Carrboro; and

WHEREAS, North Carolina General Statute 20-187.2 allows the governing body of a law enforcement agency to award to a retiring member, upon request, the service side arm of the retiring member;

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the Aldermen adopt this resolution awarding the service side arm to Lieutenant Doug Strowd.



Town of Carrboro

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

Agenda Item Abstract

File Number:17-177

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Request to Authorize the Town Manager to Award Bid for 2016-2017 Street Resurfacing Contract

PURPOSE: The purpose of this agenda item is to grant the Town Manager the authority to approve the award of the bid for 2016-2017 Street Resurfacing Contract.

DEPARTMENT: Public Works

CONTACT INFORMATION: Anita Jones-McNair, 919-918-7427; Eric Marsh 919-918-7426

INFORMATION:

The proposed streets for resurfacing are can be found in Table 1 below.

Table 1: Proposed Street Resurfacing List

| Street Name | From | To | Base Bid | Casting Adjustments | Est. Cost of Construction |
|-------------|---------------|-----------------|-------------|---------------------|---------------------------|
| Gary | Greensboro | Main St | \$21,693.06 | \$4,700.00 | \$26,393.06 |
| Keith | Roberson | Carr St | \$25,598.88 | \$350.00 | \$25,948.88 |
| Cathy | Greensboro | Maple St | \$27,970.63 | \$2,050.00 | \$30,020.63 |
| Lynn | Greensboro | Hillsborough St | \$51,166.07 | \$2,100.00 | \$53,266.07 |
| Oleander | Greensboro | Hillsborough St | \$36,568.17 | \$ 3,750.00 | \$40,318.17 |
| Lilac | Greensboro St | End | \$27,651.54 | \$ 700.00 | \$28,351.54 |
| King | Jones Ferry | Main St | \$35,882.84 | \$4,150.00 | \$40,032.84 |
| Queen | Jones Ferry | King St | \$15,187.75 | \$3,000.00 | \$18,187.75 |
| Prince | Main St | Hillsborough St | \$41,948.80 | \$2,100.00 | \$44,048.80 |
| William | Blueridge Rd | End | \$8,897.15 | \$250.00 | \$9,147.15 |
| Roberson St | Greensboro St | Main St | \$19,171.56 | \$4,700.00 | \$19,171.56 |
| Maple Ave | Roberson St | Carr St | \$4,962.00 | \$350.00 | \$4,962.00 |
| E. Carr St | Greensboro St | Maple St | \$4,905.48 | \$2,050.00 | \$4,905.48 |
| Pine St | Greensboro St | Hillsborough St | \$45,561.35 | \$2,100.00 | \$45,561.35 |

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

| | | |
|--|------------------------|---------------------|
| | Subtotal | \$390,315.27 |
| | Contingency | \$160,684.73 |
| | Estimated Total | \$551,000.00 |

These streets were selected on the basis of proximity to one another and rating from the 2014 Pavement Condition Survey. The streets are in close proximity to one another decreasing mobilization costs. The proposed streets have *high priority* PCR ratings- meaning, the rate of increase of the cost per lane mile to repair and resurface increases at a high rate.

The anticipated bid announcement for the 2016-2017 Street Resurfacing Contract is scheduled for June 8, 2017. We anticipate a bid opening on June 26, 2017 and award date shortly thereafter. After review, staff will provide a recommended firm to the Town Manager for approval. The name of the company and bid results will be provided at a later Board of Aldermen meeting.

The selected bidder will be chosen based on evaluation of price and history of performing similar work. The design engineer and Town staff will have evaluated the winning bid to ensure accuracy.

FISCAL & STAFF IMPACT: Town staff will be involved in project management and capital funds are appropriated per Ordinance No. 3/2016-17 in the amount of \$551,000 which is inclusive of construction and contingency.

RECOMMENDATION: Staff recommend that the Board adopt the resolution in Attachment A.

A RESOLUTION AWARDING A CONTRACT FOR THE PROJECT KNOWN AS THE 2016-2017 STREET
RESURFACING CONTRACT

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO THAT:

Section 1. The Town Manager is hereby granted the authority to approve the award of the bid for 2016-2017 Street Resurfacing Contract and any change orders with in the budgeted \$551,000.00 amount of the contract.

Section 2. The resolution shall become effective upon adoption.



Town of Carrboro

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

Agenda Item Abstract

File Number:17-178

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

A Request to Issue Permits for the Annual Four on the Fourth Road Race, Carrboro 10K Road Race, and the Gallop and Gorge 8K Road Race

PURPOSE: The purpose of this item is to consider Street Closing Permit Applications submitted by Cardinal Track Club for the following three annual road races: Four on the Fourth Road Race, Carrboro 10 K Road Race, and the Gallop and Gorge 8 K Road Race.

DEPARTMENT: Public Works

CONTACT INFORMATION: Anita Jones-McNair, 918-7427; Eric Marsh, 918-7426

INFORMATION: In an effort to be more efficient, Cardinal Track Club has submitted three Street Closing Permit Applications at one time for the temporary closing and usage for the following races (see attached maps for race routes):

Four on the Fourth Road Race: Tuesday, July 4, 2017 from 7:45 AM to 10:00AM:

Carrboro 10K Road Race: Saturday, October 7, 2017 from 8:00 AM to 11:00 AM:

Gallop and Gorge 8K Road Race: Thursday, November 23, 2017 from 8:00 AM to 11:00 AM:

The Four on the Fourth and Carrboro 10K follow the same routes as the last races. The Gallop and Gorge 8k has a modified route in order to move the start/finish line to Weaver St. See the attached maps for route details of each race.

This is the 13th year the Cardinal Track Club has put on these races. Pursuant to Section 7-19 of the Town Code, a Public Hearing to receive public input prior to issuing a Street Closing Permit is not required for these particular events.

Proceeds for the three races benefit the Cardinal Track Club's Community Partners, all of which are non-profit organizations based in Orange County, as required by Section 7-23 of the Town Code..

FISCAL & STAFF IMPACT: Applicant will be responsible for all costs incurred by Police and Public Works to facilitate the events. Applicant will be sent an itemized bill for the final costs incurred by Police and Public Works per event. The applicant has paid the application fees.

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

RECOMMENDATION: It is recommended that the Board approve the attached resolution with the following stipulations:

1. Applicant shall post signs at roadway intersections along race courses, 5-7 days before the event, to notify the public about the running race.
2. Applicant will be responsible for all costs incurred by Police, Fire and Public Works to facilitate these events. Applicant will be sent an itemized bill for the final costs incurred by Police, Fire and Public Works.

A RESOLUTION AUTHORIZING THE TEMPORARY CLOSING OF THE FOLLOWING STREETS TO ACCOMMODATE THE *FOUR ON THE FOURTH ROAD RACE, CARRBORO 10K ROAD RACE, AND GALLOP AND GORGE 8K ROAD RACE.*

Section 1. The following streets shall be temporarily closed on Tuesday, July 4, 2017 from 7:45 AM to 10:00AM to accommodate the *Four on the Fourth Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Old Fayetteville Rd. to Carol St.
2. Carol Street to Lorraine St.
3. Lorraine Street to Hillsborough Rd.
4. Hillsborough Road to West. Main St.
5. West Main Street to James St.
6. James Street to Carol St.
7. Carol St. to Old. Fayetteville Rd.
8. Finish at McDougle Middle School

The following streets shall be temporarily closed on Saturday, October 7, 2017 from 8:00 AM to 11:00 AM to accommodate the *Carrboro 10 K Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Old Fayetteville Rd. to Carol St.
2. Carol St. to James St.
3. James St. to Lorraine St.
4. Lorraine St to Hillsborough Rd.
5. Hillsborough Road to Simpson St.
6. Simpson St. to West Main St.
7. West Main St. to Hillsborough St.
8. Hillsborough St. to Oak St.
9. Oak St. to North Greensboro St.
10. North Greensboro St. to Morningside Dr.
11. Morningside Dr. to Blueridge Rd.
12. Blueridge Rd. to Spring Valley Rd.
13. Spring Valley Rd to Pathway Dr.
14. Pathway Dr. to Parkview Dr.
15. Parkview Dr. to Hillsborough Rd.
16. Hillsborough Rd. to James St.
17. James St. to Rainbow Dr.
18. Rainbow Dr. to Lisa Dr.
19. Lisa Dr to Carol St.
20. Carol St. to Old Fayetteville Rd
21. Finish at McDougle Middle School

The following streets shall be temporarily closed on Thursday, November 23, 2017 from 8:00 AM to 11:00 AM to accommodate the *Gallop and Gorge 8K Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Weaver St. to Elm St.
2. Elm St. to E. Poplar St.
3. E. Poplar to W. Main St.
4. W. Main St. to Hillsborough Rd.
5. Hillsborough Rd. to High St.
6. High St. to W. Main St.
7. W. Main St. to Simpson St.
8. Simpson St. to Mary St.
9. Mary St. to Lorraine St.
10. Lorraine St. to James St.
11. James St. to Carol St.
12. Carol St. to Lisa Dr.
13. Lisa Dr. to Quail Roost Dr.
14. Quail Roost Dr. to James St.
15. James St. to Hillsborough Rd.
16. Hillsborough Rd. to Cheek St.
17. Cheek St. to Milton Dr.
18. Milton Dr. to N. Greensboro St.
19. N. Greensboro St. to Shelton St.
20. Shelton St. to Oak Ave.
21. Oak Ave. to W. Weaver St.
22. Finish on E. Weaver St.

Section 2. The Town shall supply the appropriate traffic control devices to give notice of the temporary traffic controls.

Section 3. No person may operate any vehicle contrary to the traffic control devices installed in accordance with Section 2 of this resolution.

Section 4. The Event Coordinator will be responsible for notifying Central Communications when the street is closed and when it is reopened to vehicular traffic.

Section 5. Applicant shall post signs at roadway intersections along race course, 5-7 days before the event, to notify the public about the running race.

Section 6. Applicant will be responsible for all costs incurred by Police, Fire and Public Works to facilitate this event. Applicant will be sent an itemized bill for the final costs incurred by Police, Fire and Public Works.

Section 7. This resolution shall become effective upon adoption.



Town of Carrboro Community Event Pre-Application

Please provide the following information to assist staff with evaluating what types of approvals may be needed for your event. Submission of this application is not an approval of the event.

Event Organizer Information

Name of Organization: Cardinal Track Club

Organization: Nonprofit For-Profit Other:
(Check appropriate box)

Website: Cardinatrackclub.com

Organization Primary Contact Name (first, last name): Sandra Padden

Mailing Address: P.O. Box 1088

City: Carrboro, NC State: _____ zip: 27510

Phone: 919 1923 3861 Fax: ()

Email: letourdecarrboro@gmail.com

Event Information Series of Three Running Races

Name of Event: H on the 4th

Preferred Date: 07/04/2017

Event time: 7:45 am

Set-up time: 6:30 am

Clean-up time: Post Race 10:00 am

Other Possible Dates (if the above date is not available): _____

Rain Date: _____ Expected Attendance: 800

Type of Event (check all that apply):

Public Event on Private Property
Location: _____

Public Event on Public Property - Including (check all that applies):
 Town Commons Century Center Park or Facility (be specific):

Street Event -Public Street or Right-Of-Way-(list street(s):

Other site(s): Other (Please explain):

McDougle Middle School Track & Field

Event Details

Does your event include any of the following?

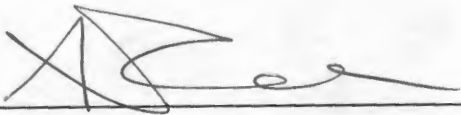
| Activity | Yes | No |
|---|-------------------------------------|-------------------------------------|
| Sell and/or consumption of Alcohol | | <input checked="" type="checkbox"/> |
| Sell and/or consumption of Food | | <input checked="" type="checkbox"/> |
| Sell of crafts or goods | | <input checked="" type="checkbox"/> |
| Street or lane closures | <input checked="" type="checkbox"/> | |
| Police/Public Safety/Security | <input checked="" type="checkbox"/> | |
| Temporary shelters, tents, staging or other structures | | <input checked="" type="checkbox"/> |
| Open Flames or Pyrothenics | | |
| Town staffing, resources, or equipment* <i>Public Works</i> | <input checked="" type="checkbox"/> | |

*please be advised that some events may require reimbursement for town related expenses

Event Description

Please provide a general description and purpose of your event. Attach a simple diagram of event area with details of staging, fencing, booths, tents, walkways, entryway/exits, emergency response plan, etc. Providing this information will assist town staff in helping you to plan a successful event. Thank you!

*See Attached Map.
 Historical Running Race on Public Streets
 in Carrboro!
 This is the 13th year of the event.*



Signed by Primary Contact

02/25/17

Date

Submit this application to Carrboro Recreation and Parks office at 100 N. Greensboro Street, or fax to (919)918-4475 or email to Dianah Alston-Sanders – dsanders@townofcarrboro.org

Four on the Fourth

RACE INFORMATION

Race Starts: July 4th, at 8:00 AM.

Race Lenth: 4 miles

More info: www.cardinaltrack.com

Directions:

From the west:, take exit 148, 54 east off of I-85/40 @ Burlington. Turn left onto Old Fayetteville Rd.

From the East: Take exit 273, 54 west off of I-40, follow 54 around Chapel Hill, turn right onto Old Fayetteville Rd.

FINISH ON TRACK

Mc Dougle Middle School
900 Old Fayetteville Rd.
Carrboro, NC

START

Winsome Ln.

Strowd Ln.

Hillsborough Rd.

Quail Roost Dr.

Pine Grove

Lisa Dr.

Rainbow

Old Fayetteville Rd.

Carol Street

①

③

James St.

Lorraine St.

N. Greensboro St.

Hillsborough Rd.

Cheek St.

Oak St.

Pine St.

Simpson St.

Pine Hill Dr.

High St.

West View Dr.

West Main St.

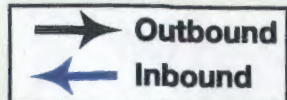
②

Old Fayetteville Rd.

Carrboro Plaza



CARRBORO
NORTH CAROLINA





Town of Carrboro Community Event Pre-Application

Please provide the following information to assist staff with evaluating what types of approvals may be needed for your event. Submission of this application is not an approval of the event.

Event Organizer Information

Name of Organization: Cardinal Track Club

Organization: Nonprofit For-Profit Other:
(Check appropriate box)

Website: cardinaltrackclub.com

Organization Primary Contact Name (first, last name): Sandra Padden

Mailing Address: P.O. Box 1088

City: Carrboro, NC State: _____ zip: 27510

Phone: (919) 923-3861 Fax: ()

Email: letourdecarrboro@gmail.com

Event Information Series of Running Events

Name of Event: Carrboro 10K

Preferred Date: 10/07/2017

Event time: 8:00 am
Set-up time: 7:00 am
Clean-up time: 11:00 am

Other Possible Dates (if the above date is not available): _____

Rain Date: _____ Expected Attendance: 500-600

Type of Event (check all that apply):

Public Event on Private Property
Location: _____

Public Event on Public Property - Including (check all that applies):
 Town Commons Century Center Park or Facility (be specific):

Street Event -Public Street or Right-Of-Way-(list street(s): Running Race on Public Roads
 Other site(s): Other (Please explain):
McDougle Middle School Track & Field

Event Details

Does your event include any of the following?

| Activity | Yes | No |
|--|--------------|----|
| Sell and/or consumption of Alcohol | | ✓ |
| Sell and/or consumption of Food | | |
| Sell of crafts or goods | | ✓ |
| Street or lane closures | ✓ | |
| Police/Public Safety/Security | ✓ | |
| Temporary shelters, tents, staging or other structures | | ✓ |
| Open Flames or Pyrothetics | | ✓ |
| Town staffing, resources, or equipment* | Public Works | |

*please be advised that some events may require reimbursement for town related expenses

Event Description

Please provide a general description and purpose of your event. Attach a simple diagram of event area with details of staging, fencing, booths, tents, walkways, entryway/exits, emergency response plan, etc. Providing this information will assist town staff in helping you to plan a successful event. Thank you!

Please see Attached Map

This is 13th year of the event,
Historical Running Race on public
roads of Carrboro.



Signed by Primary Contact

02/25/17

Date

Submit this application to Carrboro Recreation and Parks office at 100 N. Greensboro Street, or fax to (919)918-4475 or email to Dianah Alston-Sanders – dsanders@townofcarrboro.org

CARRBORO 10K

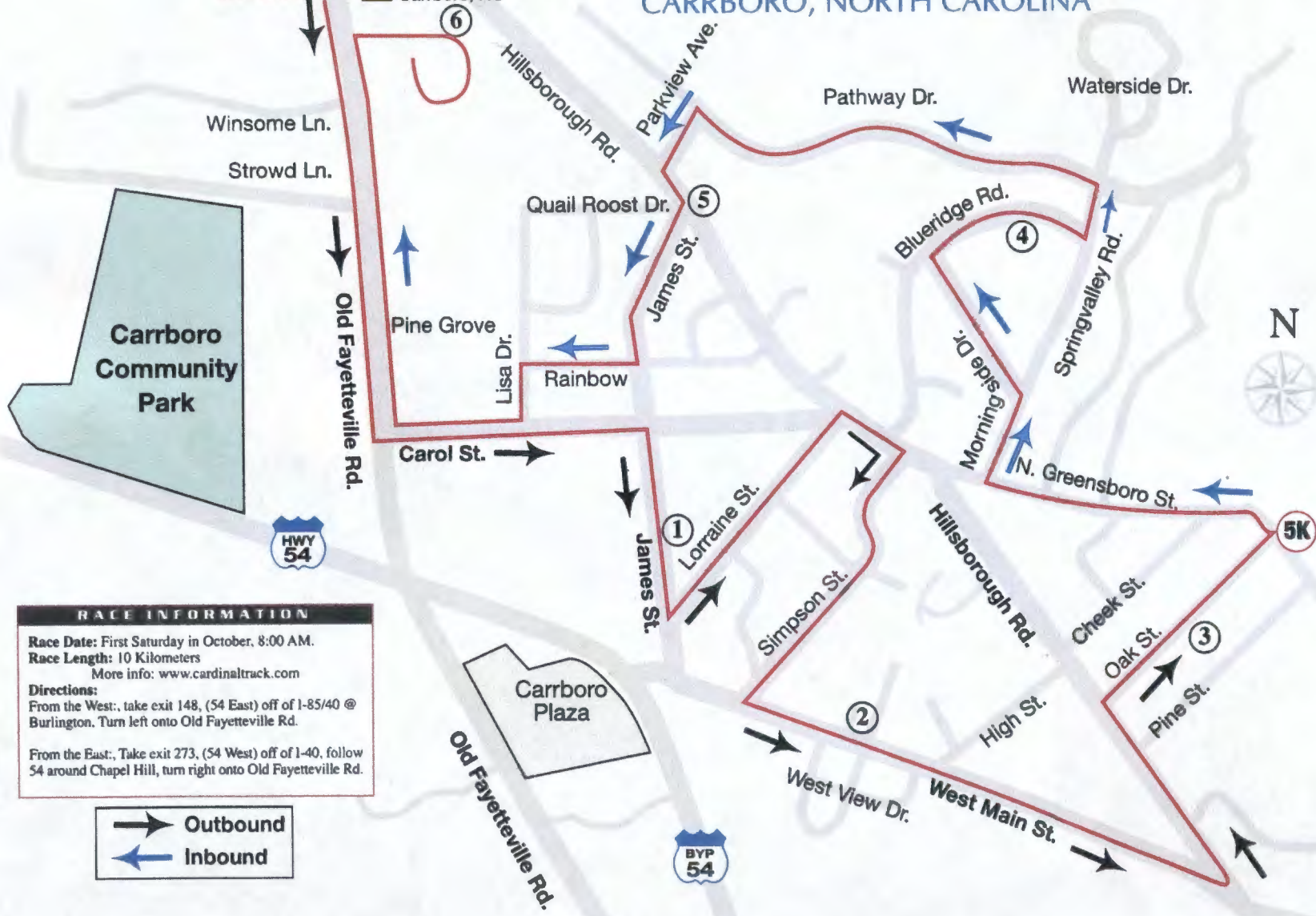


CARRBORO, NORTH CAROLINA

FINISH ON TRACK

McDougle Middle School
900 Old Fayetteville Rd.
Carrboro, NC

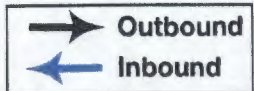
START



RACE INFORMATION

Race Date: First Saturday in October, 8:00 AM.
Race Length: 10 Kilometers
More info: www.cardinaltrack.com

Directions:
From the West, take exit 148, (54 East) off of I-85/40 @ Burlington. Turn left onto Old Fayetteville Rd.
From the East, Take exit 273, (54 West) off of I-40, follow 54 around Chapel Hill, turn right onto Old Fayetteville Rd.





Town of Carrboro Community Event Pre-Application

Please provide the following information to assist staff with evaluating what types of approvals may be needed for your event. Submission of this application is not an approval of the event.

Event Organizer Information

Name of Organization: Cardinal Track Club

Organization: Nonprofit For-Profit Other:
(Check appropriate box)

Website: CardinalTrackClub.com

Organization Primary Contact Name (first, last name): Sandra Padden

Mailing Address: P.O. Box 1088

City: Carrboro State: NC zip: 27510

Phone: (919) 923 3861 Fax: ()

Email: letourdecarrboro@gmail.com

Event Information

Name of Event: Gallop & Gorge 8k

Preferred Date: Thanksgiving
11/23/2017

Event time: 8:00 am
Set-up time: 6:30 am
Clean-up time: 11:00 am

Other Possible Dates (if the above date is not available): —

Rain Date: —

Expected Attendance: 1500

Type of Event (check all that apply):

Public Event on Private Property
Location:

Public Event on Public Property - Including (check all that applies):
 Town Commons Century Center Park or Facility (be specific):

Street Event -Public Street or Right-Of-Way-(list street(s):

Other site(s): Other (Please explain):

Plaza area in front of Fleet Feet Store
Carrboro

Event Details

Does your event include any of the following?

| Activity | Yes | No |
|--|-----|----|
| Sell and/or consumption of Alcohol | | ✓ |
| Sell and/or consumption of Food | | ✓ |
| Sell of crafts or goods | | ✓ |
| Street or lane closures | ✓ | |
| Police/Public Safety/Security | ✓ | |
| Temporary shelters, tents, staging or other structures | | ✓ |
| Open Flames or Pyrothemics | | ✓ |
| Town staffing, resources, or equipment* | ✓ | |

*please be advised that some events may require reimbursement for town related expenses

Event Description

Please provide a general description and purpose of your event. Attach a simple diagram of event area with details of staging, fencing, booths, tents, walkways, entryway/exits, emergency response plan, etc. Providing this information will assist town staff in helping you to plan a successful event. Thank you!

See Attached Map
Historical Running Race on Public Streets
in Carrboro.
13th year of the Race



Signed by Primary Contact

02/25/17

Date

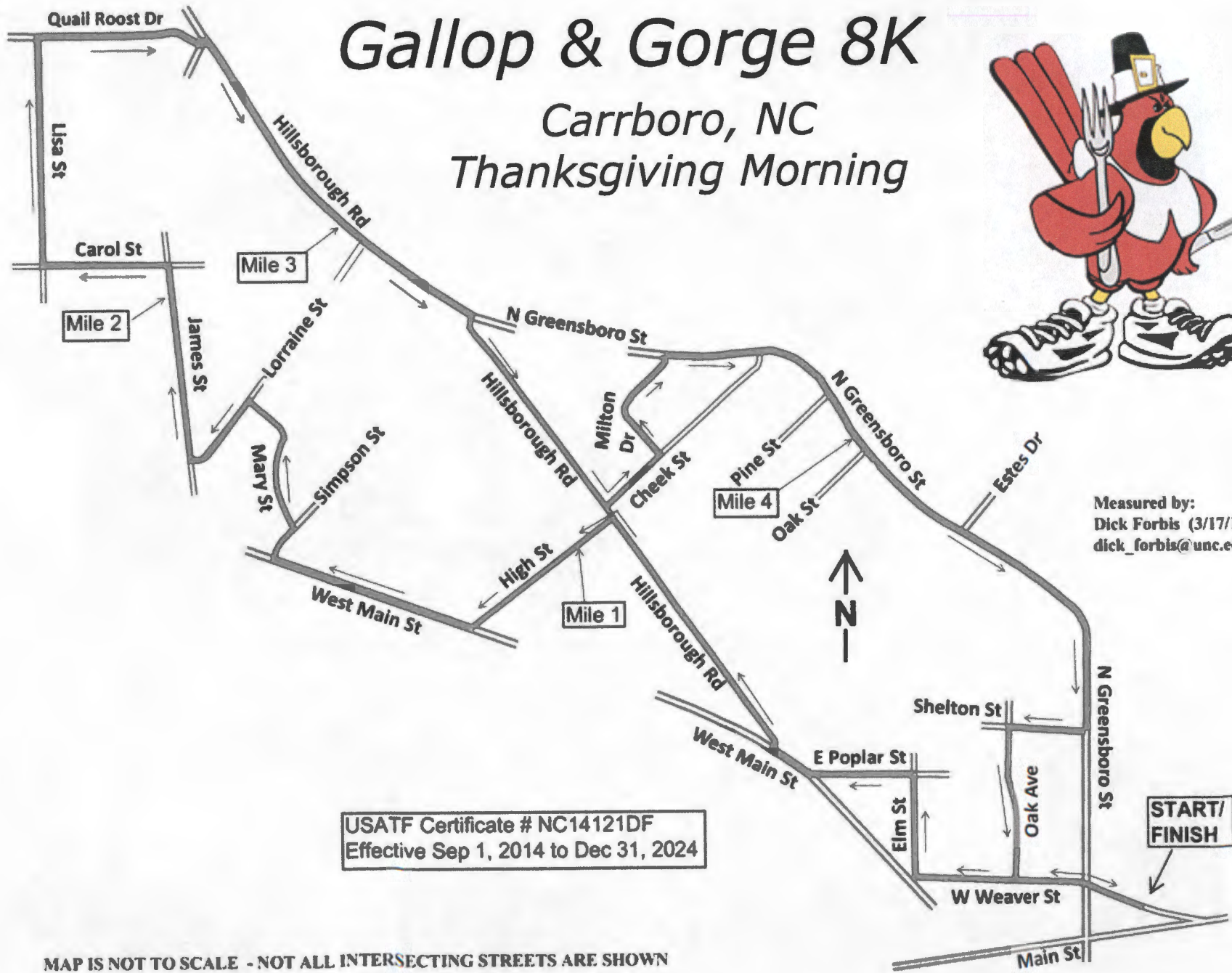
Submit this application to Carrboro Recreation and Parks office at 100 N. Greensboro Street, or fax to (919)918-4475 or email to Dianah Alston-Sanders – dsanders@townofcarrboro.org

Gallop & Gorge 8K

Carrboro, NC
Thanksgiving Morning



Measured by:
Dick Forbis (3/17/14)
dick_forbis@unc.edu



USATF Certificate # NC14121DF
Effective Sep 1, 2014 to Dec 31, 2024

MAP IS NOT TO SCALE - NOT ALL INTERSECTING STREETS ARE SHOWN



Town of Carrboro

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

Agenda Item Abstract

File Number:17-180

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Approval of Communications Plan

PURPOSE: The purpose of this item is to adopt the Communications Plan originally presented to the Board of Aldermen in April.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Julie Eckenrode 919-918-7308

INFORMATION: A draft communications plan was presented to the Board of Aldermen on April 11, 2017 during a work session. Staff has since updated the plan based on Board feedback. Updates since the first version are highlighted in yellow.

FISCAL & STAFF IMPACT: Implementation planning will determine staff and fiscal impact. There are no additional funds budgeted for implementation of the Communications Plan.

RECOMMENDATION: It is recommended that the Board of Aldermen adopt the Communications Plan.

Communications Plan

TOWN OF CARRBORO

2017

TOWN OF CARRBORO | WWW.TOWNOFCARRBORO.ORG

Contents

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| Goal #1 Increase public awareness of and participation in Town decisions. | 4 |
| Goal #2 Increase public awareness of Town programs and services..... | 6 |
| Goal # 3 Create opportunities for stakeholders to provide feedback to the Town..... | 7 |
| Goal # 4 Create internal systems to standardize and enhance the quality of communication created and distributed by Town Departments..... | 8 |
| Goal #5 Coordinate and standardize emergency communication. | 9 |

DRAFT

Introduction

The Town of Carrboro is committed to improving communications with its external stakeholders and internally throughout the organization. This commitment is evident through the creation of a Communications Team with representatives from each Town department who have collaborated to produce this Communications Plan.

Communications with stakeholders is a sound investment of Carrboro's resources and will continue to have a place among the Town's primary functions. Through this plan, staff will make every effort to improve public access to information about the Town and its services, programs and decisions; provide timely communication with stakeholders; assure the Town provides clear and useful information; and enhance transparency of decision-making and outcomes.

The Town will strive to tell our story- continuously, comprehensively, and enthusiastically.

The objectives of this plan are to:

- Increase awareness
- Increase engagement
- Provide access
- Establish transparency
- Tell our story

Communications Team Members

Julie Eckenrode, Assistant to the Town Manager (Project Manager)

Sharmin Mirman, Assistant to the Mayor

Andy Vogel, Information and Technology Manager

Annette Stone, Community and Economic Development Director

Earlene Hicks, Assistant to the Finance Director

Will Potter, Fire Driver

Patricia McGuire, Planning Director

Marty Roupe, Development Review Administrator

Jane Tuohey, Administrative Assistant

Chris Atack, Police Captain

JD Freeman, Public Works Director

Eric Marsh, Assistant to the Public Works Director

Charles Harrington, Recreation Supervisor

Executive Summary of 2016 Citizen Communications Survey

The Town of Carrboro's Communications Team conducted a survey of area residents, business owners, visitors, and other interested parties to learn how stakeholders were receiving information from the Town; what information they are receiving; how they prefer to receive information from the Town; and input on how to improve communications between the Town and its stakeholders.

The survey was conducted from August 17- September 19, 2016. It was available in an online and paper version. The online version was advertised via email, on the Town's website, social media outlets, and on other local listservs including HOA's, church contacts, and school contacts. The paper version was available in English and Spanish and was available at Town Hall, El Centro Hispano, the Latina Festival, the Cybrary, the Carrboro Farmers Market, the Seymour Center, and by special request.

The survey received 364 responses.

The data from the survey was used to develop the goals, objectives, and action steps included in this plan.

Results Summary

Results of the survey lead to the following conclusions:

- 71% of respondents live in Carrboro; 27% work in Carrboro
- 99% of respondents have internet access
- About half of the respondents have lived in Carrboro for 5+ years.
- The majority of respondents receive their information about the Town from an indirect source (from a neighbor, info posted on Nextdoor, shared posts and tweets on social media)
- The top 3 utilized methods to get information from the Town are banners/signs/posters/flyers, Facebook, and the Town website.
- The top 3 preferred methods to receive information from the Town are News Flash (email from the Town with a news story/event), Facebook, email/listserv (i.e. Carrboro business listserv, HOA distribution, etc.)
- 52% of respondents are very satisfied or somewhat satisfied with the information they receive pertaining to Town of Carrboro news, information, and events. 31% are neither satisfied nor dissatisfied and 16% are somewhat dissatisfied or very dissatisfied.
- Nearly half of respondents use local radio stations (WCOM, WCHL, and WUNC) to find out about what's happening in Carrboro and more than half use print material (Chapel Hill magazine, Chapel Hill News, The Daily Tar Heel)

Recommendations to improve Town communications

After reviewing the survey data and listening to the needs of each Town department, the Communications Team identified five (5) goals to help improve internal and external communication and specifically address the objectives of this plan.

Goal #1 Increase public awareness of and participation in Town decisions.

Objective #1

Disseminate information to the media and stakeholders related to Town decisions.

Actions:

- 1:** Investigate electronic sign or signs for use on Town-owned property to display meeting times and public input opportunities.
- 2:** Establish internal procedures to keep track of upcoming decisions and public input opportunities.
- 3:** Examine and consider expanding outreach to media and stakeholders via news releases, public service announcements, and/or advertising.

Objective #2

Effectively and efficiently use social media to increase public awareness about Town decisions.

Actions:

- 1:** Evaluate current social media presence and followers.
- 2:** Educate staff on best practices for using social media for local government (develop parameters).

Objective #3

Provide for alternative input methods to allow citizen participation in Town decisions.

Actions:

- 1:** Identify input opportunities for in person and virtual participation (i.e. wiki maps, Skype, public and satellite meetings, a civic engagement tool).
- 2:** Evaluate options, select approaches, and train staff and community to use new input opportunities.
- 3:** Seek feedback on use of tools from the public, demonstrate change based on feedback.

Objective #4

Increase efforts to recruit and train residents for service on advisory boards.

Actions:

- 1:** Evaluate biannual community survey responses to determine needs of stakeholders.
 - 2:** Develop in person and virtual methods for recruiting and training stakeholders (i.e. Citizens Academy or Carrboro Gov 101).
 - 3:** Regularly monitor advisory board participation and publish information regarding vacancies and how stakeholders can be involved in other volunteer capacities.
-

DRAFT

Goal #2 Increase public awareness of Town programs and services.

Objective #1

Disseminate information across broad platforms and venues to ensure equitable access to information.

Actions:

- 1: Identify and promote key locations and events (i.e. Carrboro Day) where written information can be distributed (i.e. face to face – personal interactions).**
- 2: Develop procedure for sharing information with stakeholders who choose not to access information electronically.**
- 3: Create relationship with local radio stations such as WCOM, WCHL/Chapelboro and WXYC.**
- 4: Investigate ability to create video content for use in various places (i.e. website, local channels)**
- 5: Investigate ability to create content in multiple languages.**

Objective #2

Utilize Town website as primary means of promoting Town programs and services.

Actions:

- 1: Centralize Town event information via Community Events Calendar.**
- 2: Create easily accessible information on status of Town projects.**

Objective #3

Educate public on where to obtain information on Town services and programs.

Actions:

- 1: Periodically send instructions on where/how information may be obtained via Master Listserv.**
- 2: Inform citizens about the various means of obtaining information about Town programs and services (electronic and non-electronic).**

Objective #4

Seek feedback and evaluation on current Town programs and services.

Actions:

- 1: Encourage each department to seek feedback on programs and services within their department.**
 - 2: Analyze feedback to improve quality of programs and services.**
-

Goal # 3 Create opportunities for stakeholders to provide feedback to the Town.

Objective #1

Evaluate existing opportunities for stakeholders to provide feedback to the town.

Actions:

- 1:** Establish criteria to measure the effectiveness and efficiency of existing feedback opportunities (i.e. response rates to a survey).
- 2:** Ensure current feedback opportunities are measurable.
- 3:** Establish benchmarks for future improvement.

Objective #2

Establish a process to analyze feedback.

Actions:

- 1:** Assess the existing ways that we analyze feedback.
- 2:** Adopt a feedback framework that can be used across all departments.

Objective #3

Educate stakeholders on current opportunities to provide feedback.

Actions:

- 1:** Better utilize preferred communication methods (established by 2016 Citizen Communication Survey) to seek feedback.
 - 2:** Create education materials and distribute via preferred communication methods regarding feedback opportunities.
-

Goal # 4 Create internal systems to standardize and enhance the quality of communication created and distributed by Town Departments.

Objective #1

Improve internal communications with Staff in order for them to be an information resource for internal and external customers.

Actions:

- 1:** Help employees develop effective communication skills to ensure that all Town employees are informed about town goals, hot topics, new initiatives, programs so they can serve as community ambassadors.
- 2:** Promote and utilize the Town's intranet to direct staff to find updated information about Town government activities, new initiatives, programs, and hot topics.
- 3:** Create external and internal electronic newsletters to communicate Town news and information to citizens and employees.
- 4:** Develop multiple channels for communicating town news to employees including intranet, email, posted notices and staff meetings.
- 5:** Standardize **Board of Aldermen presentations**, email signatures and letterhead for consistent communication from Town officials.

Objective #2

Create a permanent communications team with a representative from each department to be responsible for proactively identifying and coordinating Town information to be communicated both internally and externally.

Actions:

- 1:** Train communication team members to identify newsworthy items, write news releases, prepare public service announcements, post items to website and to create social media content to effectively communicate Town's messaging.
 - 2:** Establish a process to periodically monitor and evaluate Town communications activities.
 - 3:** Create a campaign to encourage citizens to subscribe to receive Town communication via CivicPlus Notify Me.
 - 4:** Provide continuing education and training for town employees on the capabilities and features of town website.
 - 5:** Establish a chain of command system for how communication is handled within this policy including a point person for major events.
-

Goal #5 Coordinate and standardize emergency communication.

Objective #1

Increase the effectiveness of both the OCAAlerts (Reverse 911) system and our internal Everbridge (employee notification) system.

Actions:

- 1:** Develop a coordinated community information campaign to increase the percentage of residents effectively utilizing the OCAAlerts system (e.g. social media, informational sign) as well as to increase understanding of the purpose of the OCAAlerts system.
- 2:** Develop criteria for OCAAlerts activation for community notifications.
- 3:** Create procedural guidelines for departments/department heads outlining how to initiate an OCAAlerts activation.
- 4:** Increase employee participation in the internal Everbridge system to 100%. Ensure accurate information is maintained in the system through routine informational updates and reviews.

Objective #2

Enhance overall town communication during emergency situations.

Actions:

- 1:** Utilize non-public safety personnel in the role of Public Information Officer (PIO) and/or to support the mission of the public safety PIO during emergency situations.
- 2:** Require department heads to participate in National Incident Management System (NIMS)/Incident Command System (ICS) training to improve awareness and understanding of emergency communication. Offer all town personnel the option of attending the same training.
- 3:** Explore the possibility of adding a full-time Town of Carrboro PIO.
- 4:** Expand current NIMS/ICS training for PW, PD, and FD with an emphasis on interoperability and coordination between the three departments.
- 5:** Train the current Town PIO to perform public safety PIO duties.

Objective #3

Research and improve the most effective method(s) of information dissemination to the public before, during, and after an emergency.

Actions:

- 1:** Examine current mediums utilized for communication during all phases of an emergency with an emphasis on establishing the most effective method(s) for information dissemination.
- 2:** Evaluate how and what information is currently disseminated, as well as what internal and external stakeholders would like to be disseminated.
- 3:** Identify current Town performance (baseline) as it pertains to emergency communications. Create a benchmark that satisfies both internal and external stakeholders. Perform gap analysis to improve performance from baseline to the established benchmark.

Objective #4

Focus efforts on prevention and education before an emergency or crisis.

Actions:

- 1:** FD – Improve public education and prevention efforts to limit the effects of a natural or man-made disaster before the disaster occurs.
 - 2:** PD – Enhance community outreach efforts to reduce crime victimization and to increase contact with at-risk community members.
-



Town of Carrboro

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

Agenda Item Abstract

File Number:17-184

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Contract Amendment for Transportation Planning Services with VHB Engineering for the Parking Plan

PURPOSE: The purpose of this item is for the Board of Aldermen to consider authorizing the Town Manager to approve an amendment to the contract with VHB for transportation planning services relating to the Parking Plan.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon - 919-918-7325; Patricia McGuire - 919-918-7327

INFORMATION: In November 2015, the Town entered into a contract with VHB, a transportation planning firm in Raleigh, to begin work on a parking plan. In January, the Town initiated an amendment to the contract to extend the milestone date of completion to June 2017, in part to allow the consultant to present the study document, findings and recommendations to the advisory board and again to the Board of Aldermen for the April public hearing.

Additional consultant presentations and supplemental work are estimated to have increased costs by approximately \$3,500 to \$78,500. A resolution that authorizes the Town Manager to amend the contract for up to \$78,500 is provided (*Attachment A*).

FISCAL & STAFF IMPACT: Unused funds in the Planning Department budget have been identified to cover this one-time increase in the project cost of \$3,500.

RECOMMENDATION: Staff recommends that the Board of Aldermen approve the resolution in Attachment A authorizing the Town Manager to approve a contract amendment.

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH VHB
ENGINEERING FOR TRANSPORTATION PLANNING SERVICES FOR THE PARKING
PLAN

WHEREAS, on November 18, 2015, the Board of Aldermen awarded a contract to VHB Engineering for transportation planning services to prepare a parking plan at a cost not to exceed \$75,000; and,

WHEREAS, the costs associated with completion of the plan is expected to total \$75,000.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Town Manager is authorized to negotiate and amend the existing contract with VHB Engineering for completion of the parking plan at a cost not to exceed \$78,500.

This is the 6th day of June in the year 2017.



Agenda Item Abstract

File Number:17-182

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Consideration of Town Code Amendments Relating to Bike Lanes and On-Street Parking

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to consider four amendments to the Town Code relating to bike lanes and on-street parking.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon, 919-918-7325, cmoon@townofcarrboro.org <mailto:cmoon@townofcarrboro.org>; Patricia McGuire, 919-918-7327, pmcguire@townofcarrboro.org <mailto:pmcguire@townofcarrboro.org>

INFORMATION: The purpose of this agenda item is for the Board of Aldermen to consider four amendments to provisions of Chapter 6 of the Town Code - Motor Vehicles and Traffic. The item was on the agenda for March 7th, but the Board postponed discussion at the request of a number of residents who were unable to attend the meeting since it coincided with spring break.

All four amendments were discussed in November 2016 by the Traffic and Parking Committee, the interdepartmental staff workgroup consisting of representatives from the Public Works, Police, Fire, Economic and Community Development and Planning departments. Staff has mailed notice to residents and property owners living within 100 feet of the road segments under consideration. Citizen response to the mailing, where applicable, is provided in italics after the brief description of the proposed amendment below.

Section 6-19(b)(q) - Parking Restrictions along Cobb Street

Provisions in the Town Code currently prohibit on-street parking along the north side of Cobb Street and restrict parking along the south side. Parking along the south side of Cobb is further limited by three existing driveways that are heavily used. The proposed amendment removes the prohibition for parking along a portion of the south side of Cobb Street allowing for some on-street parking along the western end of the street (Attachment A). *The change was requested by business owners along Cobb Street. Staff has not received any additional citizen comment relating to this proposal.*

Section 6-34(1)(g) - Bike Lanes on Hillsborough Road

Section 6-34 of the Town Code describes the location of bike lanes, five or six-foot, strips along the outside edge of certain roadway segments. Section 6-18(a)(14) of the Town Code prohibits parking in any bikeway referenced in 6-34, (with one noted exception), subject to appropriate signage. The provisions relating to bike

lanes along Hillsborough Road currently end at Lorraine Street. The proposed amendment to the Town Code would extend bike lanes along both sides of Hillsborough Road to its intersection with Old Fayetteville Road consistent with the existing pavement markings (Attachment B). *The amendment originated in response to a citizen asking whether guest vehicles could be parked in the bike lane on Hillsborough Road near Cates Farm Road, beyond the extent of the bike lanes described in the Town Code and thereby not subject to the standard prohibition for on-street parking along bike lanes. After receiving notice of the proposed amendment, staff received correspondence from two from residents; one requesting clarification, the other to voice support for the amendment.*

Section 6-18(c) - Parking Restrictions along Broad Street

On-street parking on Broad Street is currently allowed only on the west side of the street; the existing sidewalk is on the east side. A resident living on the west side of the street has a low picket fence, with a gate that swings out, roughly centered along the front yard. Parking directly in front of the gate limits access to the home. Staff has visited the site, spoken with the property owner and reached out to neighboring residents. Acknowledging that parking is at a premium in the neighborhood, the best option seems to be the placement of a no-parking pavement marking directly in front of the gate-only. No additional prohibitions would be required. Staff has prepared an amendment that prohibits parking in front of the northern half of the gate (right side) (Attachment C). This approach leaves about fourteen feet between the gate opening and the driveway, slightly smaller than the Town's compact parking space requirement of 15 feet by 8 feet, but larger than the 11 feet by 8 feet, which would have remained if the no parking area included both sides of the gate. *At a recent information drop-in session, residents reported their concerted effort not to block their neighbor's gate and expressed a preference for as little impact to existing on-street parking as possible (Attachment F)*

Sections 6-18(a)(14), 6-19(b)(5), and 6-34(1)(j) - Bike Lanes on Pathway Drive

The purpose of this amendment is to update the Town Code provisions relating to Pathway Drive and to clarify that while bike lanes will remain in place, on-street parking is allowed on Pathway Drive except for a couple of hours in the morning and evening, Monday through Friday (Attachment D). Section 6-34 of the Town Code describes the location of bike lanes; Section 6-19 identifies the locations where on-street parking is permitted. The proposed Town Code amendment for Section 6-34(1)(j) adds the words "to its eastern terminus" at the end of the sentence. The additional language clarifies that the provisions for bike lanes extend along both sides of Pathway Drive from Cates Farm Road to its eastern end. The proposed amendment to Section 6-19(b)(5) makes it clear that on-street parking is allowed in the bike lanes along the same segment of road, except during the hours of 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:30 p.m. Monday through Friday. This is the existing exception to the no parking in bike lanes regulation provided for in 6-18(a)(14)--allowing on-street parking on Pathway Drive outside of the peak morning and evening commuting times. The proposed amendment also corrects the reference in 6-18(a)(14) from 6-34(j) to 6-34(1)(j). *Staff has received correspondence from residents along Pathway Drive requesting the removal of the bike lanes to provide for on-street parking (Attachment E).* The amendment clarifies the existing exception: on-street parking is allowed on Pathway Drive except during peak commuting times Monday through Friday. Bike lanes are required as part of the road classification standards for the subdivision approval, and contribute to the Town's total mileage of bike lanes-bicycle facilities are an important element toward the Town becoming a gold level Bicycle Friendly Community.

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

FISCAL & STAFF IMPACT: Adopting the amendments would involve some cost and time for Public Works staff to install new signage and pavement markings.

RECOMMENDATION: Staff recommends that the Board of Aldermen consider the draft amendments provided in Attachments A through D.

AN ORDINANCE AMENDING THE TOWN CODE TO SPECIFY PARKING RESTRICTIONS
ALONG COBB STREET

Draft 03-07-2017

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. Article IV of Chapter 6, Section 6-19 of the Carrboro Town Code (Parking Prohibited in Certain Locations at Certain Times) (b)(1)(q) prohibiting on-street parking on the south side of Cobb Street from the intersection of Lloyd Street to a point 150 feet east of the intersection of Lloyd Street is repealed.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

AN ORDINANCE AMENDING THE TOWN CODE TO EXTEND BIKE LANES ALONG
HILLSBOROUGH ROAD

Draft 03-07-2017

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. Article VIII of Chapter 6, Section 6-34 of the Carrboro Town Code (Establishment of Bikeways) (1)(g) is amended to read as follows:

(g) A 6-foot strip along the outside edge of the roadway on both sides of Hillsborough Road from Main Street to Old Fayetteville Road.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

AN ORDINANCE AMENDING THE TOWN CODE TO SPECIFY PARKING RESTRICTIONS
ALONG BROAD STREET

Draft 05-30-2017

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. Article IV of Chapter 6, Section 6-18 of the Carrboro Town Code (Parking Prohibited in Certain Locations – No Traffic Control Devices Required)(c) is amended to read as follows:

(c) Notwithstanding the other provisions of this section, the board finds that parking should be allowed on one side of the following lightly traveled, narrow, residential streets, even when vehicles so parked may extend onto the traveled portion of such streets. Therefore, parking shall be allowed on the indicated side of the following streets when the administrator installs signs indicating that parking is allowed only on the one side of such streets authorized below: (Amend. 12/11/79).

On the west side of Broad Street, with the exception of an area 3 feet in length, and 8.5 feet in width, starting approximately 443.5 feet north from the intersection of Cobb Street when the administrator indicates with pavement markings that no parking is permitted. (Amend. 2/2/88)

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

AN ORDINANCE AMENDING THE TOWN CODE TO EXTEND BIKE LANES ALONG
PATHWAY DRIVE

Draft 05-30-2017

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. Article IV of Chapter 6, Section 6-18 of the Carrboro Town Code (Parking Prohibited in Certain Locations – No Traffic Controls Required) (a)(14) is amended to read as follows:

(14) In any bikeway referenced in Section 6-34, with the exception of 6-34(1)(j), as noted in Section 6-19(b)(5). These bikeways shall be posted with No Parking/Bike Lane/Tow Zone signs. (Amend. 3/10/92).

Section 2. Article VIII of Chapter 6, Section 6-19 of the Carrboro Town Code (Parking Prohibited in Certain Locations at Certain Times) (b)(5) is amended to read as follows:

(5) No parking from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:30 p.m., Monday through Friday:

Both sides of Pathway Drive from a point beginning at the end of the pavement approximately 75 feet northwest of the intersection of Cates Farm Road and Pathway Drive, to its eastern terminus.

Both sides of Cate Farm Road from its intersection with Pathway Drive to its terminus at the intersection with Autumn Drive.

Section 3. Article VIII of Chapter 6, Section 6-34 of the Carrboro Town Code (Establishment of Bikeways) (1)(j) is amended to read as follows:

(j) A 6-foot strip along the outside edge of the roadway on both sides of Pathway Drive from Cates Farm Road to Parkview Avenue and a 5-foot strip along the outside edge of the roadway on both sides of Pathway Drive east of Parkview Avenue to its eastern terminus.

Section 4. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 5. This ordinance shall become effective upon adoption.

To: Tina Moon, Planning Administrator – Town of Carrboro
Cathy Dorando, Town Clerk

From: David W. Brehmer, Bolin Creek HOA President

Re: Town Code Amendment Relating to Bike Lanes & Parking Restrictions along Pathway Drive

Date: 3/31/2017

I am writing on behalf of the Bolin Creek Homeowners Association (BCHOA) to express our neighborhood's strong opposition to the amendment being considered by the Carrboro Board of Alderman regarding bike lanes and parking restrictions along Pathway Drive. The BCHOA consists of 51 homes primarily on Wild Oak and the easternmost section of Pathway Drive that terminates at Bolin Creek. All of our Pathway Drive homeowners would be impacted by the proposed Town Code Amendment. We greatly appreciate the Board's deferral of this agenda item from March 28th to June 6th as requested by one of our homeowners to allow more residents to attend the meeting.

Originally Pathway Drive was planned to be a connector road which would extend over Bolin Creek and eventually connect with Seawell School Road. As a connector road, the expectation was that Pathway Drive would be a fairly busy road and that bike lanes would be needed for the safety of cyclists. When the Town modified its plans, this section of Pathway Drive was no longer going to be a connector road but instead became a dead end neighborhood road leading to a cul de sac.

The homes along Pathway Drive leading to the cul de sac were all built in the early 1990s and so for close to 25 years now the homeowners have lived with no need for bike lanes. The community is 100% in agreement that there is no need for bike lanes on this stretch of road. It is a 25 MPH dead end road.

The more immediate negative impact to the neighborhood would be the implementation of parking restrictions along Pathway during certain time periods Monday-Friday. We assume these restrictions are related to the existence of bike lanes during commuting hours. For various reasons a number of homeowners park along the street:

- ✓ Some homes have one car garages with short driveways
- ✓ Some homes have very steep and/or sloped driveways which are not as desirable for parking
- ✓ Some homes have multiple generations of family living in the home and have 3-4 vehicles so that street parking is needed
- ✓ Generally all overnight guests park on the street

In addition, given the fact that the neighborhood is a wooded community the street often has yard waste and/or piles of leaves along the curb. Cars parked along the street have also naturally helped slow vehicle speeds coming down the Pathway hill toward the cul de sac.

In summary, our HOA residents are unified in opposing the proposed amendments which would bring parking restrictions to the neighborhood. When I solicited feedback from all of homeowners to determine if there were any who were supportive of the proposed amendments, I did not receive even one comment supporting the amendments. As a cyclist and resident since 1994, I see absolutely no need for bike lanes along this section of Pathway Drive, or in reality, along any portion of Pathway Drive.

We respectfully request that the Town of Carrboro not proceed with approving these amendments as given the feedback received from our homeowners this action would negatively impact many of the homeowners along Pathway drive.

Sincerely,

A handwritten signature in black ink, appearing to read 'David W. Brehmer', with a long horizontal flourish extending to the right.

David W. Brehmer
President, BCHOA

Petition to continue existing provisions to Article IV of Chapter 6, Subsection 6-19(b)(1)(b) of the Town Code

Petition summary and background We, the undersigned, are against changing current parking restrictions to Broad St.

Action petitioned for We, the undersigned, who are property owners and renters urge our leaders to not adopt any changes to present parking restrictions

| Printed Name | Signature | Address | Comment | Date |
|---------------------|----------------------------|------------------|-----------------------------------|---------|
| Clifton Cotton | <i>Clifton Cotton</i> | 301 Broad St. | | 3/18 |
| Evan Markfield | <i>Evan Markfield</i> | 303 Broad St. | | 5/18 |
| Jared Barkes | <i>Jared Barkes</i> | 307 Broad St. | | 3/18 |
| Alexandro Travaglia | <i>Alexandro Travaglia</i> | 304B Broad St. | why moving opposite of residents? | 3/18 |
| James Burnette | <i>James Burnette</i> | 105-B Fowler St. | | 3/19 |
| Sabrina Cotton | <i>Sabrina Cotton</i> | 301 Broad Street | | 3/19 |
| GARY MIDDLETON | <i>Gary Middleton</i> | 217 Broad St. | | 3/21 |
| Obie Carrington | <i>Obie Carrington</i> | 214 Broad St. | | 3/25/17 |
| Carolyn Stroud | <i>Carolyn Stroud</i> | 214 Broad St. | | 3/25/17 |
| Clementine F. S. F. | <i>Clementine F. S. F.</i> | 210 Broad St. | | 3/26/17 |
| Kevin M. Kay | <i>Kevin M. Kay</i> | 300 Broad St. | | 3/26/17 |
| Cheri Ross | <i>Cheri Ross</i> | 204 Broad St. | | 5-18-17 |
| Calvin Acosta | <i>Calvin Acosta</i> | 107 Cobb St. | | 5-18-17 |
| Ernest Farrer | <i>Ernest Farrer</i> | 100 Broad St. | | 5-18-17 |
| Susan Headen | <i>Susan Headen</i> | 207 Broad St. | | 5-20-17 |



Town of Carrboro

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

Agenda Item Abstract

File Number:17-179

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Creation of a Stormwater Management Utility

PURPOSE: The purpose of this item is for the Board of Aldermen to consider approving an ordinance amending the town code to add a new chapter (18) establishing a stormwater management utility for the Town of Carrboro, effective July 1, 2017.

DEPARTMENT: Town Manager's Office, Finance Department, Town Attorney

CONTACT INFORMATION: David Andrews, Bob Hornik, Arche McAdoo, Nate Broman-Fulks, 919-918-7314, nbroman-fulks@townofcarrboro.org.

INFORMATION: Carrboro has and continues to implement stormwater management activities to remain a leader in environmental health, comply with state and federal regulations on water quality and quantity, and respond to resident needs. Carrboro's Vision 2020 states "*Carrboro should be proactive in managing its stormwater, promoting active maintenance of facilities, reducing impacts of increased impervious surface, and minimizing impacts on waterways*".

Since the creation of Vision 2020, the Town has seen an increase in the frequency and severity of storms, leading to higher levels of stormwater impact on residences and existing infrastructure. This time has also seen the creation of state and federal mandates requiring new and increased levels of stormwater management practices.

The Town's current stormwater responsibilities and activities act on behalf of the community's environmental values, react to state and federal requirements, and respond to residents' needs. Due to federal mandates and the increased impact of storms, the need for stormwater management activities has increased. Implementing a stormwater management utility would allow for an effective method to meet these increased needs.

Staff has brought to the Board an ordinance that would establish a stormwater management utility for the Town, effective July 1, 2017, by adding Chapter 18 "Stormwater Management Utility" to the Town Code.

If the Board chooses to add this chapter to the Town Code, it can do so by approving the ordinance found in Attachment A.

For the full staff report and implementation plan, please refer to Attachment C.

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

FISCAL & STAFF IMPACT: If a utility is created, \$308,383 of fund balance has been budgeted to be used by the utility in fiscal year 2017-18. It is projected that a permanent funding structure will be adopted and utilized for fiscal year 2018-19 and beyond.

RECOMMENDATION: Staff recommends the Board consider approving the ordinance establishing a stormwater management utility for the Town of Carrboro.

AN ORDINANCE AMENDING THE TOWN CODE OF THE TOWN OF CARRBORO TO
ADD A NEW CHAPTER 18 ESTABLISHING A STORMWATER UTILITY PUBLIC
ENTERPRISE FOR THE TOWN OF CARRBORO

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. The Town of Carrboro Town Code is amended to add a new Chapter 18, a copy of which is attached as Addendum A to this Ordinance and is incorporated herein by reference in its entirety.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective on July 1, 2017.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 6th day of June, 2017.

Ayes:

Noes:

Absent or Excused:

CHAPTER 18

STORMWATER MANAGEMENT UTILITY

Article I – General Provisions

| | |
|--------------|--|
| Section 18-1 | Findings |
| Section 18-2 | Purpose |
| Section 18-3 | Definitions Applicable to Article |
| Section 18-4 | Establishment of a Stormwater Management Utility and Enterprise Fund |
| Section 18-5 | Jurisdiction |

Article II – Establishment of Stormwater Service Charge and Credits

| | |
|--------------|--|
| Section 18-6 | Rate Structure |
| Section 18-7 | Schedule of Fees and Charges |
| Section 18-8 | Billing and Collection |
| Section 18-9 | Exemptions and Credits Applicable to Stormwater Management Service Charges |

Article III – Use of Stormwater Utility Funds

| | |
|---------------|---|
| Section 18-10 | Disposition of Service Charges and Fees |
| Section 18-11 | Miscellaneous |

Article I**GENERAL PROVISIONS**Section 18-1 Findings

- (a) Water quality standards mandated by state and federal law require that local governments develop more detailed, advanced, and costly stormwater programs.
- (b) Effective stormwater management should be provided to protect, to the extent practicable, the citizens of the town from the loss of life and property damage from flooding.
- (c) The construction, operation, and maintenance of stormwater conveyance systems requires long term planning and stable and adequate funding.
- (d) G.S. Chapter 160A, Article 16, authorizes the town to acquire, construct, establish, enlarge, improve, extend, maintain, own, operate, and contract for the operation of stormwater management programs designed to protect water quality by controlling the level of pollutants in, and the quantity and flow of, stormwater and structural and natural stormwater and drainage systems of all types.
- (e) The establishment of a stormwater management utility that would be accounted for as a separate enterprise fund and would facilitate the provision of a stormwater management program is reasonable and in the public interest.
- (f) G.S. 160A-314 authorizes the Town of Carrboro to establish and revise, from time to time, a schedule of rates and charges to fund the stormwater management program activities including both structural and natural stormwater conveyance and drainage system services provided by the stormwater management utility.

Section 18-2 Establishment and Purpose

A stormwater management utility is hereby created for the purpose of comprehensively addressing the stormwater management needs of the town. The town's stormwater management needs are met herein (1) through programs designed to protect and manage water quality and quantity by controlling the level of pollutants in stormwater runoff, and the quantity and rate of stormwater received and conveyed by structural and natural stormwater and drainage systems of all types, (2) by providing for the establishment of a schedule of charges, (3) by defining the control, collection, and disbursal of funds, and (4) by setting forth penalties, methods of appeals and exemptions.

Section 18-3 Definitions applicable to article

For the purpose of this article, the following words, terms, and phrases shall have the meanings given to them in this section, except where the context clearly indicates a different meaning:

Developed land shall mean a land parcel altered from its natural state.

Drainage system shall mean natural and structural channels, swales, ditches, swamps, rivers, streams, creeks, wetlands, branches, reservoirs, ponds, drainage ways, inlets, catch basins, gutters, pipes, culverts, bridges, head walls, storm sewers, lakes, and other physical works, properties, and improvements that transfer, control, convey or otherwise influence the movement of storm water runoff.

Equivalent residential unit (ERU) is a unit of measure of impervious surface (in square feet) that represents the impervious surface area on the average single-family residential parcel in the town as a unit of comparison. ERU shall mean, for the purposes of this article, 2,800 square feet of impervious surface.

Impervious surface shall mean developed areas of land that prevent or significantly impede the infiltration of stormwater into the soil. Typical impervious surfaces include, but are not limited to: Roofs, sidewalks, walkways, patios, swimming pools, private driveways, parking lots, access extensions, alleys and other paved, engineered, compacted or gravel surfaces containing materials that prevent or significantly impede the natural infiltration of stormwater into the soil. *Natural state* shall describe existing undeveloped land where the soil and vegetation characteristics have not been substantially modified or disturbed by human activities and the hydrologic function is in an unaltered or natural condition.

Nonresidential parcel shall mean a parcel that is developed land not used as a single-family residence; this includes, but is not limited to, commercial, industrial, institutional properties, and apartment complexes.

Residential parcel shall mean a parcel with a single-family residential structure used as a single-family dwelling and whose primary uses is as a single-family residence; residential condominiums/townhomes subdivided as individual parcels are considered residential parcels.

Service charge shall mean a stormwater management service charge, applicable to a land parcel, which generally reflects the impact on or demand for stormwater management services provided by the town to properly control and manage stormwater runoff quantity and/or quality associated with the land parcel. The service charge may vary from one land parcel to another based on the impervious surface and pollution load. The service charge may vary for the same class of service in different areas of the town limits and may vary according to classes of service.

Stormwater shall mean the runoff from precipitation that travels over natural state or developed land surfaces and enters a drainage system.

Stormwater utility manager is a person working for or on behalf of the town to administer the stormwater management program.

Stormwater management program shall mean an identified set of measures and activities designed to protect, restore and/or manage stormwater quality by controlling and/or reducing pollutants and to reduce and/or manage stormwater quantity by controlling velocity, volume, and rate.

Stormwater management utility shall mean an organizational structure established by the town, that is responsible for funding, administering, and operating the town's stormwater management program, and

that is supported through a rate structure based on the impervious surface area and found on land parcels located within the town limits.

Town limits shall mean all land within the corporate limits of the Town of Carrboro.

Undeveloped land shall mean all land that is not altered from its natural state.

Section 18-4 Establishment of a stormwater management utility and enterprise fund

- (a) There is hereby established a Town of Carrboro Stormwater Management Utility that shall be responsible for implementing, operating, and administering the town's stormwater management program as defined herein.
- (b) There is hereby established a Town of Carrboro Stormwater Management Enterprise Fund for the purpose of dedicating and protecting funding applicable to the responsibilities of the stormwater management utility including, but not limited to, rents, rates, fees, charges, and penalties as may be established after due notice having been given and a public hearing held by the Board of Aldermen as required by G.S. 160A-314(a1)(1). The hearing may be held concurrently with the public hearing on the proposed budget ordinance. Funding may also include other funds transferred or allocated to the stormwater management utility by the Board of Aldermen. All revenues and receipts of the stormwater management utility shall be placed in the stormwater management enterprise fund and all expenses of the stormwater management utility shall be paid from the stormwater management enterprise fund, except that other revenues, receipts, and resources not accounted for in the stormwater management enterprise fund may be applied to stormwater management activities as deemed appropriate by the Board of Aldermen.

Section 18-5 Jurisdiction

The jurisdiction of the stormwater management utility shall extend throughout the town limits of the Town of Carrboro.

Article II

ESTABLISHMENT OF STORMWATER SERVICE CHARGE AND CREDITS

Section 18-6 Rate structure (Reserved for future adoption)

Section 18-7 Schedule of fees and charges

The schedule of rates, fees, charges, and penalties, if any, related to this article shall be adopted after notice and a public hearing as required by G.S. 160A-314. As set out in G.S. 160A-314, the hearing may be held concurrently with the public hearing on the town's proposed budget. The schedule of rates, fees, charges, and penalties shall apply to all land parcels within the town limits, except as may be altered by credits or exemptions provided in this article.

Section 18-8 Billing and collection

- (a) *Method of billing.* Billing and collection of the stormwater management utility service charges for stormwater management services and facilities which may be adopted shall be billed with property taxes under the general administration of the town manager. Stormwater management utility service charges may be made payable in the same manner as property taxes, or in such other manner as may be determined by the town manager.
- (b) *Delinquencies.* Stormwater management utility service charge billings that are not paid within the time allowed for the payment of property taxes shall be collected by any remedy provided by law for collecting and enforcing private debts or in any other manner authorized by law.

- (c) *Application of payment.* Payment will be applied to a customer's bill in the following order:
- (1) Interest, to the extent allowed by law.
 - (2) Civil penalties assessed pursuant to this article.
 - (3) Stormwater management utility service charge.
- (d) *Appeal of disputed bills and adjustments.* If any citizen wishes to dispute a stormwater management utility service charge billing or any other rents, rates, fees, charges, or penalties adopted pursuant to this article, that citizen must submit a written appeal within 60 days from the date of billing, stating the reasons for the appeal, and providing information pertinent to the calculation of the billed charge. A timely appeal shall stay the penalty deadlines. An appeal of a disputed bill shall be filed with the stormwater utility manager for review and disposition. If the citizen is not satisfied with the disposition of the appeal, the citizen may further appeal the disputed charge to the town manager or his designee who shall make the final ruling on the validity of the appeal.

Section 18-9 Exemptions and credits applicable to stormwater management service charges

- (a) *Statement of policy.* Except as provided in this section, no public or private property shall be exempt from stormwater management utility service charges or receive a credit or offset against such stormwater management utility service charges. No exemption or reduction in stormwater management utility service charges shall be granted based on the age, tax or economic status, race, or religion of the customer, or other condition unrelated to the cost of providing stormwater services and facilities.
- (b) *Exemptions.* No public or private property shall be exempt from stormwater management utility service charges, with the following exceptions:
- (1) Publicly dedicated roads, streets, greenways, sidewalks and other publically dedicated rights-of-way and easements for vehicular or pedestrian traffic that are available for use by the general public for transportation purposes, shall be exempt from town stormwater management utility service charges. This exemption shall not apply to internal site roadways within public or private facilities.
 - (2) Railroad rights-of-way used or formerly used for trackage shall be exempt from town stormwater management utility service charges. This exemption shall not be construed to apply to railroad stations, maintenance buildings, or other developed land used for railroad purposes.
 - (3) Undeveloped land, open space or land parcels with fewer than 500 square feet of impervious surface area.
 - (4) Parcels maintained by homeowner associations as open space or with engineered stormwater control measures.
 - (5) Town-owned property.
- (c) *Credits.* The following credits may be allowed upon adoption of a credit application instruction manual by the Town Board:
- (1) Non-residential parcels that provide measures to mitigate the impacts of runoff on the stormwater system beyond what was required at the time the project was approved by the town may be eligible for one or more credits to the stormwater management utility service charge.
 - (2) The credit application instruction manual may be approved by the Town Board and placed on file with the town clerk at which time it shall be followed in establishing applicable credits to a customer's stormwater management utility service charge.
 - (3) Each credit allowed against a customer's stormwater management utility service charge shall be conditioned on continuing compliance with the performance standards set forth in the credit application instruction manual and may be rescinded for noncompliance with those standards.

- (4) Each credit for which a customer applies shall be subject to review and approval by the stormwater utility manager. The stormwater utility manager may approve or reject any application for a credit in whole or in part.

Article III

USE OF STORMWATER UTILITY ENTERPRISE FUNDS

Section 18-10 Disposition of service charges and fees

Stormwater management utility service charge and fee revenues shall be assigned and dedicated solely to the stormwater management enterprise fund in the town budget and accounting system, which shall be and remain separate from other funds, and shall be used only to fund identified stormwater management program activities. The services charges and fees paid to and collected by virtue of the provision of this article shall not be used for general or other governmental or proprietary purposes of the town, except to pay for costs incurred by the town in rendering services associated with the stormwater management utility.

Section 18-11 Miscellaneous

- (a) The ordinance from which this article is derived supersedes all other town ordinances, or parts of ordinances in conflict herewith.
- (b) Any part or provision of the ordinance from which this article is derived found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or of the State of North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the Ordinance.

Creation of a Stormwater Management Utility

Staff Report, June 6, 2017

Current Stormwater Management Situation

Carrboro has and continues to implement stormwater management activities to remain a leader in environmental health, comply with state and federal regulations on water quality and quantity, and respond to resident needs. Carrboro's Vision 2020 states *"Carrboro should be proactive in managing its stormwater, promoting active maintenance of facilities, reducing impacts of increased impervious surface, and minimizing impacts on waterways"*.

Since the creation of Vision 2020, the Town has seen an increase in the frequency and severity of storms, leading to higher levels of stormwater impact on residences and existing infrastructure. This time has also seen the creation of state and federal mandates on stormwater management requiring new and increased levels of stormwater management practices.

The two principal regulatory drivers for water quality are the Town's National Pollutant Discharge Elimination System (NPDES) Phase II permit and requirements under the Jordan Lake Rules. The Town's NPDES permit was reissued by the State in early 2017. The Jordan Lake requirements are driven by the identification of the lake as an impaired water body as too much nitrogen and phosphorus are being input into the lake. Actions to address the nutrient problems can be traced back to the North Carolina Environmental Management Commission designating the reservoir as Nutrient Sensitive Water the year of its impoundment (1983) and imposing phosphorus limits on wastewater dischargers. From 1997-2009, a progression of studies, stakeholder processes, and actions concluded that water quality standards were not being met in Jordan Lake. This finding resulted in statutes and regulations being put in place and requirements of the federal Clean Water Act being set in motion. The North Carolina General Assembly has delayed implementation of the new regulations, however, this delay does not supersede the federally recognized impairment. Cleaning up Jordan Lake is a federal mandate; a "no action" option does not exist when looking beyond a 1-2 year planning horizon. Studies pursued as part of the Town's Capital Improvement Program and mandatory reporting requirements to the State indicate that complying with the Jordan Lake Rules will be a multimillion dollar undertaking for Carrboro, with a preliminary estimate of about \$4M needed over the next decade.

Carrboro has seen an increase in the effect storms are having on existing properties and infrastructure in town. The primary method to control stormwater discharge for existing developments is through the use of stormwater control measures. These include construction of new stormwater management infrastructure and upgrades to existing infrastructure.

The Town's current stormwater responsibilities and activities act on behalf of the community's environmental values, react to state and federal requirements, and respond to

residents' needs. The need for stormwater management activities has increased to respond to these values, requirements, and needs. The current funding source for these activities comes from the General Fund and, therefore, can fluctuate based on competing projects as well as be subject to economic downturns. Implementing a stormwater management utility would allow for an effective and dedicated source of funding to pay for stormwater management and related infrastructure investments.

Potential Services Provided Through the Stormwater Management Utility

Below is a list of services that the Town of Carrboro could provide through a stormwater management utility:

A. Public Participation, Outreach, Education, Assistance

1. Respond to stormwater-related citizen inquiries and requests-for-assistance associated with stormwater management, floodplain management, drainage, pollution.
2. Interpret the FEMA floodplain maps for citizens.
3. Provide technical and staff support to the Environmental Advisory Board.

B. Technical Services

1. Perform field classification of streams; identify and map breakpoints between perennial, intermittent, and ephemeral streams; update and maintain stream and water quality buffer mapping and related database/filing system; and assist the Town Zoning Administrator with investigation of buffer inquiries/violations.
2. Provide technical assistance concerning stormwater management practices, sediment and erosion control, and floodplain issues.
3. Compile mapping comments for submission to FEMA and the NC Division of Emergency Management; coordinate and maintain records of active and completed floodplain map revisions/amendments; and assist with investigation of floodplain inquiries/violations.
4. Conduct instream water quality sampling, confirm sampling sites and sampling procedures, and prepare quarterly reports.
5. Inspect public and private stormwater facilities.
6. Conduct stream repair and restoration projects.
7. Implement an illicit discharge detection and stormwater retrofit and elimination program.

C. Planning Services

1. Perform development reviews involving stormwater management, floodplain management, and buffer criteria and requirements. Review and make recommendations regarding buffer and stormwater compliance.
2. Regularly review and update provisions in the Land Use Ordinance to support the goals of the Town's stormwater management efforts.

D. Public Infrastructure

1. Conduct field inventory and data collection of all storm drainage infrastructure.

2. Maintain and repair stormwater system infrastructure.
3. Sweep streets routinely to remove pollutants and debris.

E. Management and Administration

1. Develop and implement activities to comply with the National Pollutant Discharge Elimination System (NPDES) municipal stormwater permit, including the six minimum measures, and annual reporting requirements:
 - a. Public education and outreach;
 - b. Public involvement and participation;
 - c. Illicit discharge detection and elimination;
 - d. Construction site stormwater runoff control;
 - e. Post-construction stormwater management in new development and redevelopment; and
 - f. Pollution prevention/good housekeeping for municipal operations.
2. Manage the development and implementation of the Town's Stormwater Management Program and Plan, Jordan Lake compliance activities, and implementation of the Bolin Creek Watershed Restoration Plan.
3. Manage and update stormwater billing file; manage databases to track payment and fee review data; process applications for Stormwater Fee Assistance; respond to customer requests-for assistance regarding impervious surface data, billing, procedures, etc.
4. Develop and administer the stormwater related capital improvements projects (CIP).
5. Identify grant opportunities to fund drainage and water quality improvement projects and stream bank stabilization projects; prepare and submit grant applications; develop and monitor approved grant-funded projects.
6. Prepare contract documents and administer stormwater-related professional services and construction contracts.

Description of an Enterprise Fund

It is recommended the Town structure the Utility as an enterprise fund. An enterprise fund establishes a separate accounting and financial reporting mechanism for municipal services. Under enterprise accounting, the revenues and expenses of a service are placed into a separate fund, rather than commingled with all other government activities. Establishing an enterprise fund for stormwater activities would allow for a designated amount of resources to be allocated for stormwater management consistently, rather than competing for general fund dollars, as it currently does.

An enterprise fund typically generates revenues through fees or taxes for service. These revenues would fund the operation, construction, and maintenance of stormwater management devices, and for stormwater system planning and management. By creating an enterprise fund the town will be able to better maintain compliance with the Clean Water Acts and the Jordan Lake rules, and give the Town increased ability to act on the behalf of resident needs. It is planned that the fund will initially be allocated resources through the General Fund, with the plan to make the fund sustainable in the future through a stormwater utility fee or

earmarked property tax rate increase. The Board is scheduled to consider these options in fiscal year 2017-18 with the intention of implementing a permanent funding structure beginning in fiscal year 2018-19.

Service Delivery Options

If a stormwater management utility is pursued, there will be certain decision points in the future on how a stormwater utility should be structured and operated. It is anticipated that hiring a Stormwater Utility Manager will be necessary to not only assist staff and the Board in making these decisions, but also managing the day to day operations and service implementation. Some factors that will need to be considered in the future are:

1. Revenue generation:
 - a. Anticipated to be a stormwater utility fee or an earmarked property tax rate increase
 - i. If it is a fee, how the fee will be assessed
2. Billing and collection methods and administration
 - a. Perform collections as part of town functions
 - b. Partner with the county or other entity
3. Service prioritization and implementation

It is anticipated that the service and revenue generation options will be presented to the Board in fiscal year 2017-18, with the intention of full implementation by fiscal year 2018-19.

Timeline of Creating a Stormwater Management Utility

- a. Year 0 – November 2016 – June 30, 2017
 - i. Amend Town Code to include the Stormwater Utility
 - ii. Setup the Utility in the budget for fiscal year 2017-18
- b. Year 1 – July 2017 – June 30, 2018
 - i. Advertise and hire Stormwater Utility Manager. This is a new employee position for the Town.
 - ii. Create a permanent resident advisory commission - Stormwater Advisory Commission
 - iii. Current stormwater management activities are implemented into the Utility
 - iv. Present service delivery management and funding structure options to the Board of Aldermen
- c. Year 2 – July 2018
 - i. Implement permanent funding structure
 - ii. Implement permanent service delivery management method
 - iii. Increase stormwater management activities as new funding source is available



Town of Carrboro

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

Agenda Item Abstract

File Number:17-183

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Review of Alternatives - Intersection Improvements at Merritt Mill- Franklin-E. Main - Brewer

PURPOSE: The purpose of this item is for the Board of Aldermen to receive information on alternative improvements being designed to alleviate congestion and increase safety at this intersection and consider communicating support for NCDOT's continued work on the project.

DEPARTMENT: Planning

CONTACT INFORMATION: Patricia McGuire, pmcguire@townofcarrboro.org
<<mailto:pmcguire@townofcarrboro.org>>, 919-918-7327; Christina Moon, cmoon@townofcarrboro.org
<<mailto:cmoon@townofcarrboro.org>>, 919-918-7325

INFORMATION: This high-profile intersection has marked the boundary between the Towns of Carrboro and Chapel Hill for many decades. Funding for transportation improvements at this intersection was included in the State Transportation Improvement Program FY 2014 to 2020. Town staff have been in communication with North Carolina Department of Transportation (NCDOT), Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC MPO), and Town of Chapel Hill representatives on the review of conceptual designs since reporting to the Board of Aldermen on the project status on May 10, 2016 (<https://carrboro.legistar.com/LegislationDetail.aspx?ID=2712759&GUID=F31D4355-7E4E-4453-84E3-912FFAAA0AA8&Options=&Search=&FullText=1>).

Estimated level of service - increased capacity, reduced delay, and improved safety are the primary design considerations in this location. The tight urban setting provides little room for significant change without affecting existing surrounding properties, including existing buildings, in some way. After considering many options when a clearly superior design had not emerged, NCDOT requested direction on how the Towns would like the project to proceed so that possible designs could be further refined and scheduled for consideration by the public at an input session. The project schedule envisions right of way acquisition proceeding so that construction could be underway in 2019.

Of the many conceptual designs that have been identified, during the meeting in mid-May staff of the Towns of Carrboro and Chapel Hill identified two, alternatives 4 and 7, as meeting many of the interests that lead to the project's inclusion in DCHC's priority list. Some questions remain about the viability of these conceptual designs - especially the proposed realignment of Brewer Lane and the magnitude of property impacts on properties in Carrboro, cost and scheduling. A summary of the two alternatives is provided below, with

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Version: 1

illustrations included as Attachment B:

Alternative 4- 4-leg roundabout at the intersection of East Main Street/West Franklin Street & Merritt Mill Road, with Brewer Lane relocated to the northwest. With the elimination of Brewer Lane, this roundabout option performs better than a five-legged roundabout (inspired by Downtown Traffic Circulation Study). In 2040, the roundabout is modelled to operate at LOS A in the AM peak hour and LOS E in the PM peak hour. Bicycle traffic would mix with vehicles in the roundabout. Pedestrian improvements are added around the entirety of the intersection and splitter islands at each leg. There is still excessive queuing on West Franklin Street in the 2040 PM peak hour affecting the West Franklin Street & Graham Street intersection (~650 feet) but less than a 5-leg roundabout condition. This approach to the roundabout operates at LOS E in the PM peak hour. Property impacts are currently primarily occurring on the Al's Garage, Carolina Carwash, and St. Paul's AME properties, with less impacts overall than the five-leg intersection.

Alternative 7 - This alternative looked at adding dual left turn lanes on the S Merritt Mill Rd approach of the intersection. All study intersections operated at LOS D or better in the AM peak hour. In the PM peak hour, the Merritt Mill Rd/Franklin St/Main St intersection operated at LOS F. All approaches were at LOS E or F. In addition, there were queue lengths exceeding 1000' on the E Main Street approach.

The Chapel Hill Town Council reviewed the two alternatives on May 22nd and approved work continuing with NCDOT on the project. The Council expressed a preference for Alternative 4, noting that Carrboro had concerns about property impacts and the Brewer Lane relocation.

Further consideration of the information and discussion between Carrboro and NCDOT staff has occurred and suggests that the Board may wish to consider requesting careful exploration of whether property impacts can be more balanced around the intersection and between the jurisdictions and that additional measures be utilized to evaluate the safety of all users moving through the alternative intersection improvements.

FISCAL & STAFF IMPACT: No extraordinary impacts have been identified related to the Board deciding to continue working with NCDOT on the consideration of intersection improvements.

RECOMMENDATION: It is recommended that the Board of Aldermen adopt the attached resolution which supports continued work on intersection improvements.

A RESOLUTION PROVIDING INPUT ON U-5847, INTERSECTION IMPROVEMENTS AT MERRITT MILL-FRANKLIN –MAIN-BREWER

WHEREAS, a project to improve the intersection of Brewer Lane-West Franklin Street-East Main Street-Merritt Mill Road Lane received State funding and is programmed to be constructed in FY19; and

WHEREAS, conceptual design has been underway with an alternatives analysis yielding descriptions of benefits associated with the different types of improvements; and

WHEREAS, NCDOT has requested information from the Towns of Carrboro and Chapel Hill on whether there is continued interest in this project; and

WHEREAS, staff of both towns have reviewed the alternatives, identified two that seem to meet many of the identified interests, and requested clarifying information from the project designers; and

WHEREAS, the Board of Aldermen has received information on the project and discussed the alternatives.

NOW, THEREFORE BE IT RESOLVED that the Carrboro Board of Aldermen requests that the North Carolina Department of Transportation (NCDOT) proceed with its work to evaluate and select improvements to the Merritt Mill-Franklin-Main-Brewer intersection,

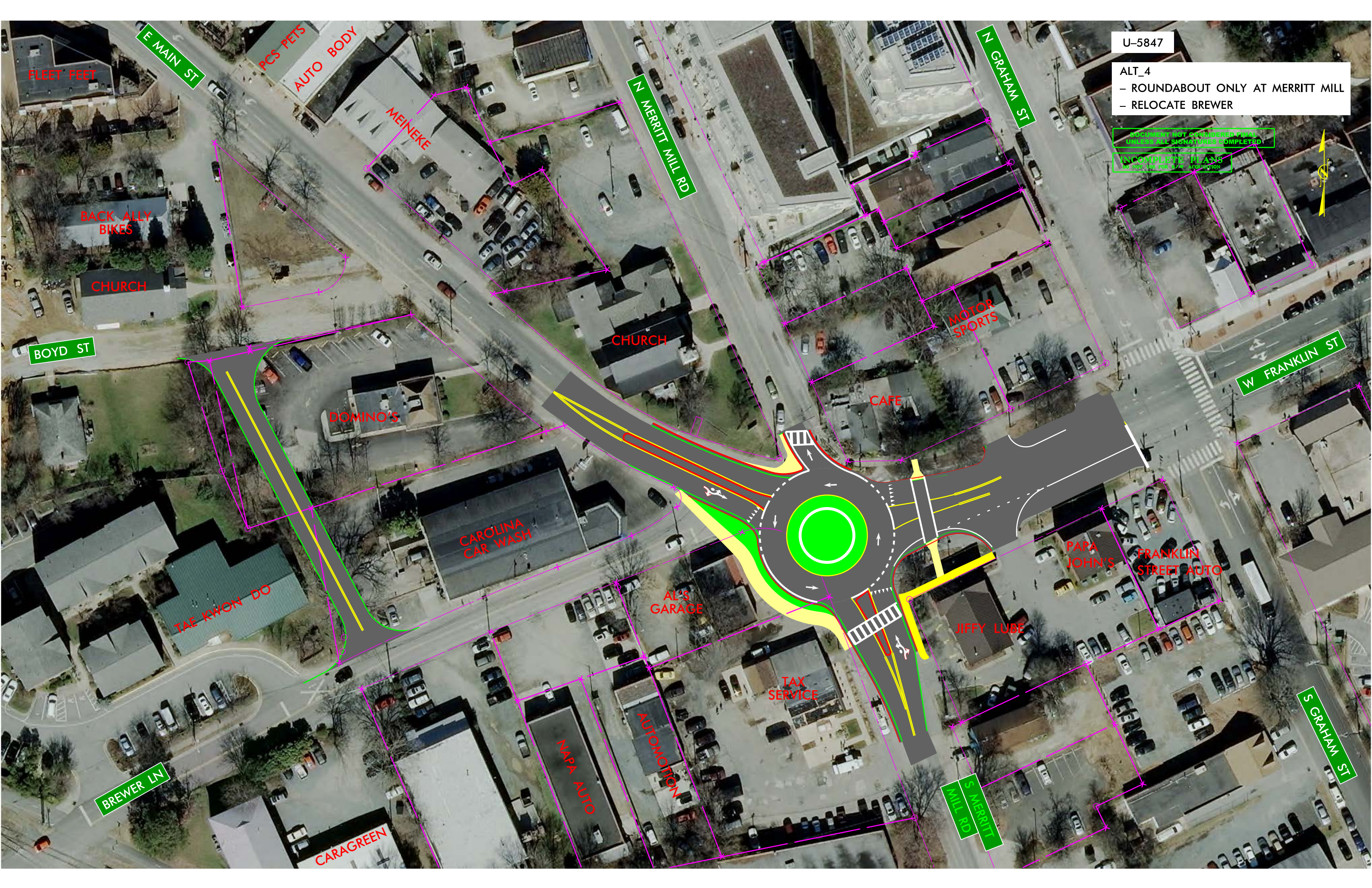
BE IT FURTHER RESOLVED that the Carrboro Board of Aldermen provides the following additional comments on the project:

This the 6th day of June in the year 2017.

U-5847

ALT_4
- ROUNDABOUT ONLY AT MERRITT MILL
- RELOCATE BREWER

DOCUMENT NOT CONSIDERED FINAL
UNLESS ALL SIGNATURES COMPLETED
INCOMPLETE PLANS
DO NOT USE FOR 1/4" ACQUISITION



FLEET FEET

PCS PETS
AUTO BODY

MEINEKE

N MERRITT MILL RD

N GRAHAM ST

BACK ALLY BIKES

CHURCH

BOYD ST

DOMINO'S

CHURCH

MOTOR SPORTS

W FRANKLIN ST

CAFE

CAROLINA CAR WASH

TAE KWON DO

AL'S GARAGE

PAPA JOHN'S

FRANKLIN STREET AUTO

BREWER LN

CARAGREEN

NAPA AUTO

AUTOMOTION

TAX SERVICE

JIFFY LUBE

S MERRITT MILL RD

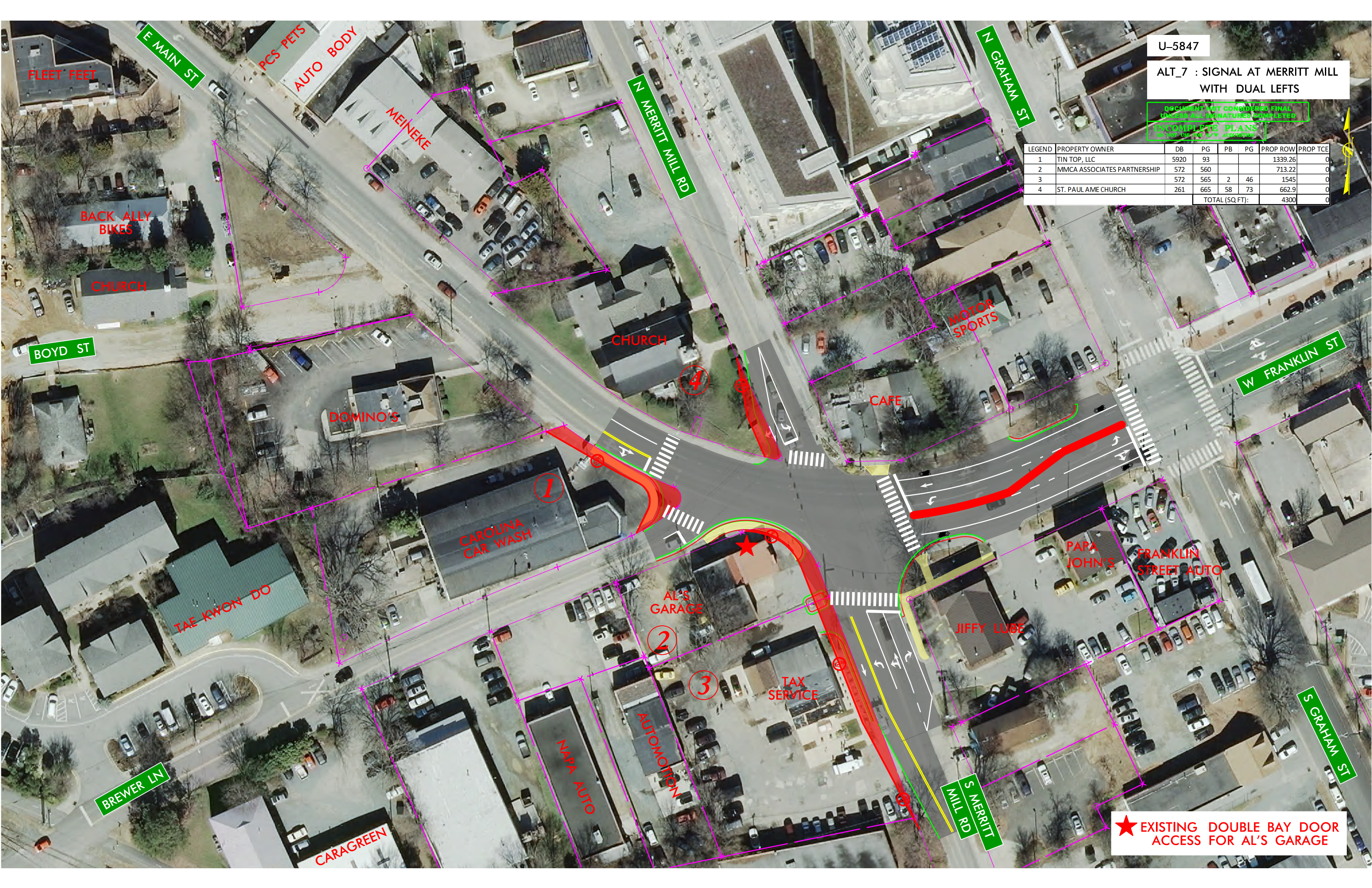
S GRAHAM ST

U-5847

ALT_7 : SIGNAL AT MERRITT MILL WITH DUAL LEFTS

DOCUMENT NOT CONSIDERED FINAL
UNLESS ALL SIGNATURES COMPLETED
INCOMPLETE PLANS
DO NOT USE FOR A/E/T
ACQUISITION

| LEGEND | PROPERTY OWNER | DB | PG | PB | PG | PROP ROW | PROP TCE |
|--------|-----------------------------|------|-----|----|----|----------------|----------|
| 1 | TIN TOP, LLC | 5920 | 93 | | | 1339.26 | 0 |
| 2 | MMCA ASSOCIATES PARTNERSHIP | 572 | 560 | | | 713.22 | 0 |
| 3 | | 572 | 565 | 2 | 46 | 1545 | 0 |
| 4 | ST. PAUL A.M.E. CHURCH | 261 | 665 | 58 | 73 | 662.9 | 0 |
| | | | | | | TOTAL (SQ FT): | 4300 |



★ EXISTING DOUBLE BAY DOOR ACCESS FOR AL'S GARAGE



Town of Carrboro

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

Agenda Item Abstract

File Number:17-175

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

A Discussion of Options Related to Filling a Vacant Seat on the Carrboro Board of Aldermen

PURPOSE: The purpose of this item is to allow the Board of Aldermen to discuss options available for filling a vacant seat on the Board and if decided, to call a special election.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Catherine Dorando

INFORMATION: Michelle Johnson resigned from the Carrboro Board of Aldermen on May 31, 2017. Pursuant to the Town Charter, the Board of Aldermen may fill that seat by appointment or special election when the seat that becomes vacant has one year or more of the term of office remaining.

Option 1 - Calling a Special Election to be Held During the Regular Municipal Election

The Board can call a special election to be held in conjunction with the regular municipal election. The date for the 2017 Municipal Election is Tuesday, November 7, 2017.

Charter Section 2.2(g) - If the board of aldermen adopts a resolution calling for a special election to fill one or more vacant seats as provided in subsection (f) of this section, and the resolution sets as the date of such election the same date as municipal general election, then the resolution shall provide that the same filing period, filing fee, and absentee voting period that are applicable to the three seats on the board whose terms are expiring shall also apply to the special election for the vacant seat or seats. If the resolution sets as the date of such election concurrent with an election other than the municipal general election, then the resolution shall prescribe the filing period and the filing fee

Charter Section 2.2(h) - Whenever a vacancy on the board of aldermen is to be filled at a general municipal election (for the remaining two years of the unexpired term of the vacant seat), then (i) candidates for the office of alderman shall file and appear on the ballot simply as candidates for election to the board (i.e. they shall not be allowed to file or appear on the ballot as a candidate for a particular vacant seat or for a four-year term or for the unexpired term of a vacant seat); and (ii) the three candidates receiving the highest number of votes for the office of alderman shall be elected to full four-year terms, and the person receiving the fourth highest number of votes for aldermen (and, if necessary, the fifth and the sixth highest number of votes) shall be elected for the remaining two years of the unexpired term of the vacant seat or seats.[Amend. By SL 2013-

Agenda Date: 6/6/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

113 on 06/18/2013]

Option 2 - Appointment

Charter Section 2.2(f) - Vacancies that occur on the board of aldermen (other than vacancies in the office of mayor) shall be filled by appointment of the board of aldermen in accordance with the provisions of G.S. 160A-63, except that whenever a seat on the board of aldermen (other than that of the mayor) becomes vacant at a time when one year or more of the term of office of that seat remains unexpired, the board of aldermen may instead adopt a resolution pursuant to G.S. 163-287 calling for a special election to fill such vacancy. Such an election shall not be scheduled during the time period beginning on the first Monday in July and ending on the last Monday in August in any calendar year.

FISCAL & STAFF IMPACT: There is no additional cost to calling the special election to run with the general election in November.

RECOMMENDATION: It is recommended that the Board of Aldermen discuss the options listed above and adopt the attached resolution pursuant to that decision.

A RESOLUTION DECIDING HOW A VACANCY ON THE CARRBORO BOARD OF ALDERMEN
SHALL BE FILLED

WHEREAS, Michelle Johnson resigned from the Board of Aldermen effective May 31, 2017, and;

WHEREAS, Michelle Johnson's term expires in December of 2019, and;

WHEREAS, the Charter of the Town of Carrboro requires that whenever a seat on the Board of Aldermen (other than that of the Mayor) becomes vacant at a time when one year or more of the term of office of that seat remains unexpired, that such seat shall be filled by an appointment by the board of aldermen in accordance with provisions of G.S. 160A-63 or by special election, and;

WHEREAS, the special election shall be called by the Board of Aldermen by the adoption of a resolution pursuant to G.S. 163-287 at the next regular meeting of the Board after the vacancy occurs, and;

WHEREAS, the special election may be set as the same date as the municipal general election on November 7, 2017.

SECTION 1. NOW, THEREFORE, BE IT RESOLVED BY THE CARRBORO BOARD OF
ALDERMAN THAT:

1. A special election is hereby called for: November 7, 2017
2. The Filing Fee shall be: \$10.00
3. The filing period shall be: July 7, 2017 at noon and ending on July 21st, 2017 at noon.
4. Early voting locations will be the same as the general municipal election and begin on October 19, 2017.
5. The Town Clerk is hereby authorized to forthwith deliver this Resolution to and call upon the Orange County Board of Elections to conduct the election described in this Resolution.
6. If there is a Board Meeting scheduled for the Tuesday of the Election, it is hereby cancelled.
7. This resolution shall be effective immediately upon adoption.

*******OR*******

ALTERNATIVE SECTION 1. The Carrboro Board of Aldermen shall fill the vacant seat by appointment and direct the Town Clerk to call for applications.

Section 2-2. Election of Mayor and Aldermen.

- (a) The mayor and the aldermen shall be elected by the voters of the entire town. The mayor shall be elected for a term of two years and the aldermen shall be elected for staggered terms of four years.
- (b) The municipal elections in the Town of Carrboro shall be nonpartisan and decided by a simple plurality. No primary elections shall be held. The municipal elections shall be conducted pursuant to the applicable provisions of Chapter 163 of the North Carolina General Statutes, particularly Articles 23 and 24 thereof.
- (c) In the municipal elections to be held in 1987, and every two years thereafter, the mayor shall be elected for a term of two years. In the 1987 election (and the municipal elections held every four years thereafter), three aldermen shall be elected to fill the seats of the aldermen whose terms expire in 1987 and every four years thereafter). In the municipal elections to be held in 1989 (and every four years thereafter, three aldermen shall be elected to fill the seats of the aldermen whose terms expire in 1989 (and every four years thereafter).
- (d) In the general municipal election the candidate receiving the highest number of votes for mayor shall be elected. The three candidates in such election receiving the highest number of votes for the office of alderman shall be elected for full four-year terms.
- (e) Vacancies that occur in the office of mayor shall be filled by appointment of the board of aldermen in accordance with the provisions of G.S. 160A-63. [Added by Ch. SL 2007-270 on 07/27/2007]
- (f) Vacancies that occur on the board of aldermen (other than vacancies in the office of mayor) shall be filled by appointment of the board of aldermen in accordance with the provisions of G.S. 160A-63, except that whenever a seat on the board of aldermen (other than that of the mayor) becomes vacant at a time when one year or more of the term of office of that seat remains unexpired, the board of aldermen may instead adopt a resolution pursuant to G.S. 163-287 calling for a special election to fill such vacancy. Such an election shall not be scheduled during the time period beginning on the first Monday in July and ending on the last Monday in August in any calendar year. [Added by Ch. SL 2007-270 on 07/27/2007, Amend. By SL 2013-113 on 06/18/2013]
- (g) If the board of aldermen adopts a resolution calling for a special election to fill one or more vacant seats as provided in subsection (f) of this section, and the resolution sets as the date of such election the same date as municipal general election, then the resolution shall provide that the same filing period, filing fee, and absentee voting period that are applicable to the three seats on the board whose terms are expiring shall also apply to the special election for the vacant seat or seats. If the resolution sets as the date of such election concurrent with an

election other than the municipal general election, then the resolution shall prescribe the filing period and the filing fee. If the resolution sets as the date of such election a date other than the same date as another election, then the resolution shall prescribe the filing period, filing fee, and absentee voting period for such special election, including an alternative location for one-stop absentee voting within the corporate limits of the municipality, rather than the office of the board of elections, if no other elections are conducted within the county on the same date. [Added by Ch. SL 2007-270 on 07/27/2007, Amend. By SL 2013-113 on 06/18/2013]

- (h) Whenever a vacancy on the board of aldermen is to be filled at a general municipal election (for the remaining two years of the unexpired term of the vacant seat), then (i) candidates for the office of alderman shall file and appear on the ballot simply as candidates for election to the board (i.e. they shall not be allowed to file or appear on the ballot as a candidate for a particular vacant seat or for a four-year term or for the unexpired term of a vacant seat); and (ii) the three candidates receiving the highest number of votes for the office of alderman shall be elected to full four-year terms, and the person receiving the fourth highest number of votes for aldermen (and, if necessary, the fifth and the sixth highest number of votes) shall be elected for the remaining two years of the unexpired term of the vacant seat or seats.[Amend. By SL 2013-113 on 06/18/2013]

§ 160A-63. Vacancies.

A vacancy that occurs in an elective office of a city shall be filled by appointment of the city council. If the term of the office expires immediately following the next regular city election, or if the next regular city election will be held within 90 days after the vacancy occurs, the person appointed to fill the vacancy shall serve the remainder of the unexpired term. Otherwise, a successor shall be elected at the next regularly scheduled city election that is held more than 90 days after the vacancy occurs, and the person appointed to fill the vacancy shall serve only until the elected successor takes office. The elected successor shall then serve the remainder of the unexpired term. If the number of vacancies on the council is such that a quorum of the council cannot be obtained, the mayor shall appoint enough members to make up a quorum, and the council shall then proceed to fill the remaining vacancies. If the number of vacancies on the council is such that a quorum of the council cannot be obtained and the office of mayor is vacant, the Governor may fill the vacancies upon the request of any remaining member of the council, or upon the petition of any five registered voters of the city. Vacancies in appointive offices shall be filled by the same authority that makes the initial appointment. This section shall not apply to vacancies in cities that have not held a city election, levied any taxes, or engaged in any municipal functions for a period of five years or more.

In cities whose elections are conducted on a partisan basis, a person appointed to fill a vacancy in an elective office shall be a member of the same political party as the person whom he replaces if that person was elected as the nominee of a political party. (R.C., c. 111, ss. 9, 10; Code, ss. 3793, 3794; Rev., ss. 2921, 2931; C.S., ss. 2629, 2631; 1971, c. 698, s. 1; 1973, c. 426, s. 11; c. 827, s. 1; 1983, c. 827, s. 1.)