



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Tuesday, February 18, 2014

7:30 PM

Board Chambers - Room 110

7:30-7:45

A. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

1. [14-0056](#) Transportation Advisory Board Presentation on a Downtown Slow-Zone Concept

PURPOSE: The Transportation Advisory Board would like to make a presentation to the Board of Aldermen on the concept of a Slow Zone for downtown Carrboro.

Attachments: [Attachment A - Resolution - Slow Zone](#)
[Attachment B - TAB slow zone presentation slides](#)

7:45-7:50

B. RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

1. **14-0062** Charge - Erin Jobe, Carrboro Tourism Development Authority

7:50-8:00

C. CONSENT AGENDA

1. **14-0063** Approval of Previous Meeting Minutes
2. [14-0015](#) Request-to-set a public hearing on Land Use Ordinance Amendments Relating to Solar Setbacks

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to consider setting a public hearing on potential text amendments relating to solar setbacks. A draft ordinance has been prepared for the Board's consideration. A resolution setting a hearing date for March 25, 2014 has also been prepared, and advisory board review has been requested prior to the public hearing.

Attachments: [Att A - Resolution](#)
[Att B - Draft LUO Amend requiring solar impact analysis 1-27-2014](#)
[Att C - LUO Excerpts](#)

3. [14-0045](#) Request-to-set a public hearing on Land Use Ordinance Amendments to Allow Additional Uses in the M-1 Zoning District with a Conditional Use Permit

PURPOSE: The purpose of this item is for the Board to consider setting a public hearing on potential text amendments to the Land Use Ordinance to allow additional uses in the M-1 zoning district with a conditional use permit, subject to certain criteria. A draft ordinance has been prepared for the Board's consideration. A resolution setting a public hearing date for March 25, 2014 and requesting advisory board review prior to the hearing has also been prepared.

Attachments: [Att A - Resolution](#)
[Att B - Text Amend Request](#)
[Att C - Draft Ordinance_Certain Uses in M-1 District](#)
[Att D - LUO Article IX-Manufacturing](#)

4. [14-0049](#) Consider adopting branding guidelines for the Town's new logo and slogan

PURPOSE: The purpose of this agenda item is for the Board to consider adoption of the guidelines for the use of the new logo and slogan.

Attachments: [Brand Guidelines](#)

5. [14-0050](#) Request-to-set a public hearing on Land Use Ordinance Amendments Relating to Design Standards for Bike and Pedestrian Paths

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to consider setting a public hearing on potential text amendments clarifying design standards for bike and pedestrian paths. A draft ordinance has been prepared for the Board's consideration. A resolution setting a hearing date for March 25, 2014 and requesting and advisory board review prior to the public hearing has been prepared.

Attachments: [Att A - Resolution](#)
[Att B - Draft LUO Ordinance-2-12-2014](#)
[Att C - LUO Excerpts](#)

6. [14-0051](#) An Ordinance Amending Town Code Section 6-19(b)

PURPOSE: The purpose of this item is to delete Town Code Section 6-19(b) as it pertains to the prohibition of parking between the hours of 3:00 a.m. and 5:00 a.m.

Attachments: [An Ordinance Amending Town Code Section 6-19\(b\).docx](#)

7. [14-0052](#) An Ordinance Amending Town Code Section 6-36 Regarding Bicyclists on Town Roadways

PURPOSE: The purpose of this item is to delete Section 6-36 (3) and (4) from the Town Code.

Attachments: [An Ordinance Amending Town Code Section 6-36 Regarding Bicyclists on Town Roadways.docx](#)

8. [14-0060](#) Request to Approve Capital Project Ordinance for the Homestead-Chapel Hill High School Multi-Use Path

PURPOSE: The purpose of this item is to consider approval of an amendment to the capital project ordinance for the Homestead-Chapel Hill High School Multi-use Path . The amendment recognizes additional funding for the project.

Attachments: [Attachment A - HOMESTEAD- CHAPEL HILL HS MULTI USE PATH CIP ORDINANCE AMENDMENT](#)

9. [14-0061](#) Update on Traffic Calming on Oak Avenue

PURPOSE: The Board of Aldermen is asked to consider an update on traffic calming efforts on Oak Avenue.

Attachments: [Attachment A - Oak Ave update - February 2014](#)

[Attachment B - Oak Ave - 400-500 blocks - Traffic calming information](#)

10. [14-0053](#) Establishment of Stop Controls and Speed Limit on Bike Alley

PURPOSE: The Board of Aldermen is asked to approve a resolution establishing stop conditions on Bike Alley, per Sec. 6-4 of the Town Code, and a speed limit, per Sec. 6-16 of the Town Code. Based on Board comments, changes to the ordinance have been made to reduce the speed limit to 10 MPH.

Attachments: [Attachment A - Bike Alley stops and speed limit ordinance - 2-3-14](#)

[Attachment B - Excerpt from Town Code Ch 6 - Art II - Sec 6-4a - Stop conditions](#)

[Attachment C - Excerpt from Town Code Ch 6 - Art III - Speed limits](#)

D. OTHER MATTERS

7:50-8:00

1. [14-0047](#) Presentation of Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ending June 30, 2013

PURPOSE: The purpose of this agenda item is for the Town's independent auditor, Dixon Hughes Goodman LLC, to present the Board of Aldermen with the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2013.

Attachments: [Board Resolution of CAFR Acceptance 02-2014](#)

[SAS 114 Letter](#)

[Town of Carrboro 2013 Mgmt Ltr](#)

8:00-8:30

2. [14-0042](#) Permit Extension Request for Previously Issued Conditional Use Permit for The Shoppes at Jones Ferry at 405 Jones Ferry Road

Attachments: [Attachment A - Resolution Approving the Extension Request](#)
[Attachment B - Staff Report](#)
[Attachment C - Letter from Applicant's Attorney, David Rooks](#)

8:30-8:45

3. [13-0512](#) Discussion of Possible Changes to Towing Regulations

PURPOSE: The purpose of this agenda item is to provide the Board of Aldermen information on the concerns of the Tow Operators about the current and proposed towing regulations.

Attachments: [Letter.pdf](#)
[Towng Ordinance Amendments 6-19-13.pdf](#)

8:45-8:50

4. [14-0053](#) Establishment of Stop Controls and Speed Limit on Bike Alley

PURPOSE: The Board of Aldermen is asked to approve a resolution establishing stop conditions on Bike Alley, per Sec. 6-4 of the Town Code, and a speed limit, per Sec. 6-16 of the Town Code. Based on Board comments, changes to the ordinance have been made to reduce the speed limit to 10 MPH.

Attachments: [Attachment A - Bike Alley stops and speed limit ordinance - 2-3-14](#)
[Attachment B - Excerpt from Town Code Ch 6 - Art II - Sec 6-4a - Stop conditions](#)
[Attachment C - Excerpt from Town Code Ch 6 - Art III - Speed limits](#)

8:50-9:05

5. [14-0048](#) Discussion of Advisory Board Appointments
PURPOSE: The Mayor and Board of Aldermen will discuss appointments to the Town's advisory boards.

Attachments: A Resolution Making Appointments to Advisory Boards.docx
Board of Adjustment Rec Form.pdf
Planning Board Recommendation Form January 2014.pdf
Appearance Commission Rec Form.pdf
Transportation Advisory Board Rec Form.pdf
Rec and Parks Rec Form.pdf
Human Services Rec Form.pdf
Economic Sustainability Commission Rec Form.pdf
Environmental Rec Form.pdf
NTAAC Rec Form.pdf
Arts Rec Form.pdf

9:05-9:30

E. MATTERS BY BOARD MEMBERS

1. Brief Monthly Report/Update from Members of the Board

F. MATTERS BY TOWN CLERK

G. MATTERS BY TOWN MANAGER

H. MATTERS BY TOWN ATTORNEY



Legislation Text

File #: 14-0056, **Version:** 1

TITLE:

Transportation Advisory Board Presentation on a Downtown Slow Zone Concept

PURPOSE: The Transportation Advisory Board would like to make a presentation to the Board of Aldermen on the concept of a Slow Zone for downtown Carrboro.

DEPARTMENT: Planning

CONTACT INFORMATION: Kurt Stolka, TAB Chair - kurt.stolka@gmail.com; Jeff Brubaker - 918-7329

INFORMATION: Slow zones have been implemented in various municipalities as a way of calming traffic in areas where there is a desire for a more pedestrian friendly environment. Over the past year, the Transportation Advisory Board has been developing a slow zone concept for downtown Carrboro and would like to present its idea to the Board of Aldermen.

The resolution in Attachment A refers the concept to Town staff for a follow up report exploring the feasibility of the slow zone.

Topics that would need to be addressed in assessing the feasibility include:

- * Prioritizing locations for countermeasures. This could include considering data on current traffic speed, pedestrian and bicyclist volume, crash data, perceptions of safety and comfort, community feedback, or other measures
- * Costs of the measures
- * Further analysis of costs and benefits of the measures
- * Lessons learned from other municipalities who have implemented slow zones
- * Role of speed enforcement
- * Whether the measures are allowed on state-maintained streets
- * A cost-benefit analysis of assuming maintenance of streets, including the fiscal impact of the additional maintenance responsibilities, if the Town desires greater control over the multimodal level of service and array of calming techniques in a currently state-maintained corridor

A copy of the presentation slides, as of February 6, is included in Attachment B.

FISCAL & STAFF IMPACT: No substantial fiscal or staff impacts accrue to receiving the presentation.

RECOMMENDATION: Staff recommend that the Board of Aldermen consider the resolution in Attachment A.

A RESOLUTION ON CREATING A DOWNTOWN SLOW ZONE

WHEREAS, Carrboro Vision 2020, Objective 3.25, states: “Walkability should be encouraged downtown and pedestrian safety and comfort should be a goal. The town should improve lighting and shading, and create auto barriers”; and,

WHEREAS, Downtown Carrboro: New Vision, identified several barriers to walkability and offered several recommendations for walkability improvements; and,

WHEREAS, the Transportation Advisory Board has prepared a presentation on the concept of a Downtown Slow Zone;

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the Board receives the presentation on a downtown slow zone by the Transportation Advisory Board.

BE IT FURTHER RESOLVED that the Board of Aldermen directs staff to report to the Board of Aldermen on the feasibility of a downtown slow zone.

This is the 18th day of February in the year 2014.



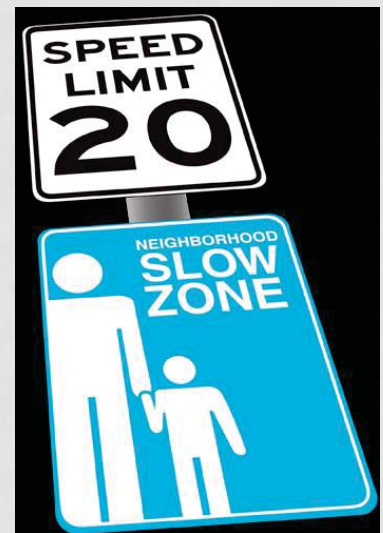
CREATING A "SLOW ZONE" IN DOWNTOWN CARRBORO

PRESENTED BY THE TRANSPORTATION
ADVISORY BOARD



OVERVIEW

- What is a "Slow Zone?"
- Why a "Slow Zone" Downtown?
 - Comprehensive road user safety
 - Social benefits
 - Economic benefits
- What can be done immediately?
 - In the longer term?
 - What are the costs?



WHAT IS A “SLOW ZONE?”

- An small area with well-defined boundaries and with:
 - High pedestrian and bicycle activity
 - History of vehicle, pedestrian and bicycle crashes AND/OR presence of vulnerable populations
 - Average vehicular speeds of 20 mph
- Popular across the UK and NYC

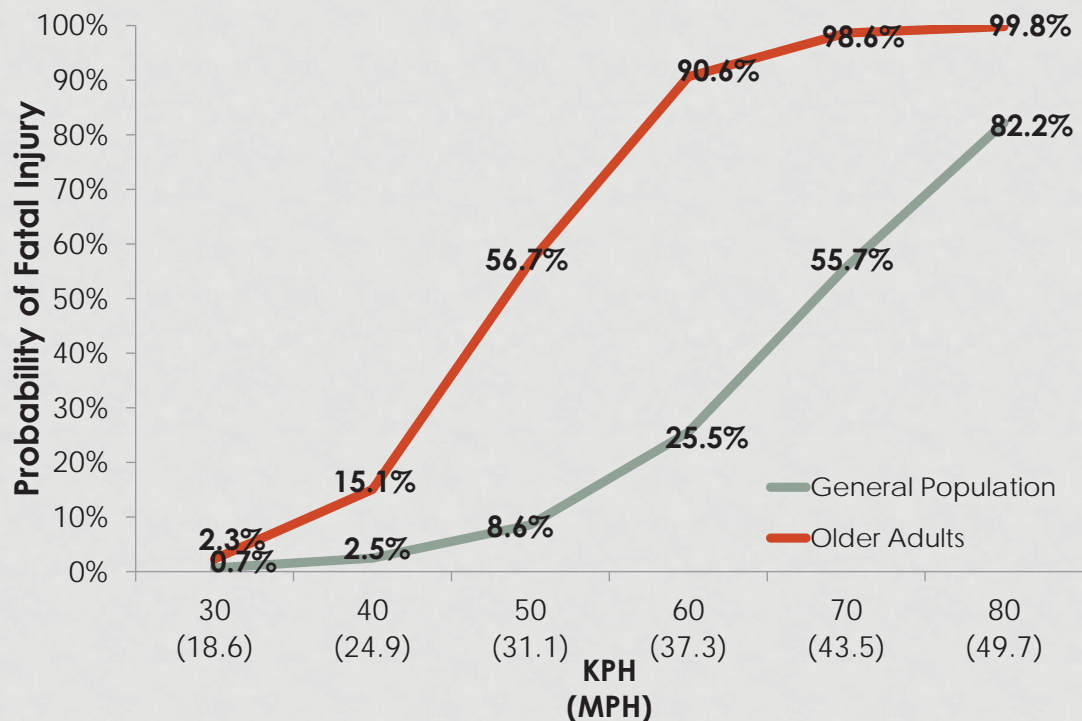
WHY A SLOW ZONE DOWNTOWN?

- Road user Safety – Slow Zones:
 - Produce average crash reductions of about 30%
 - Improve rates of drivers yielding to pedestrians

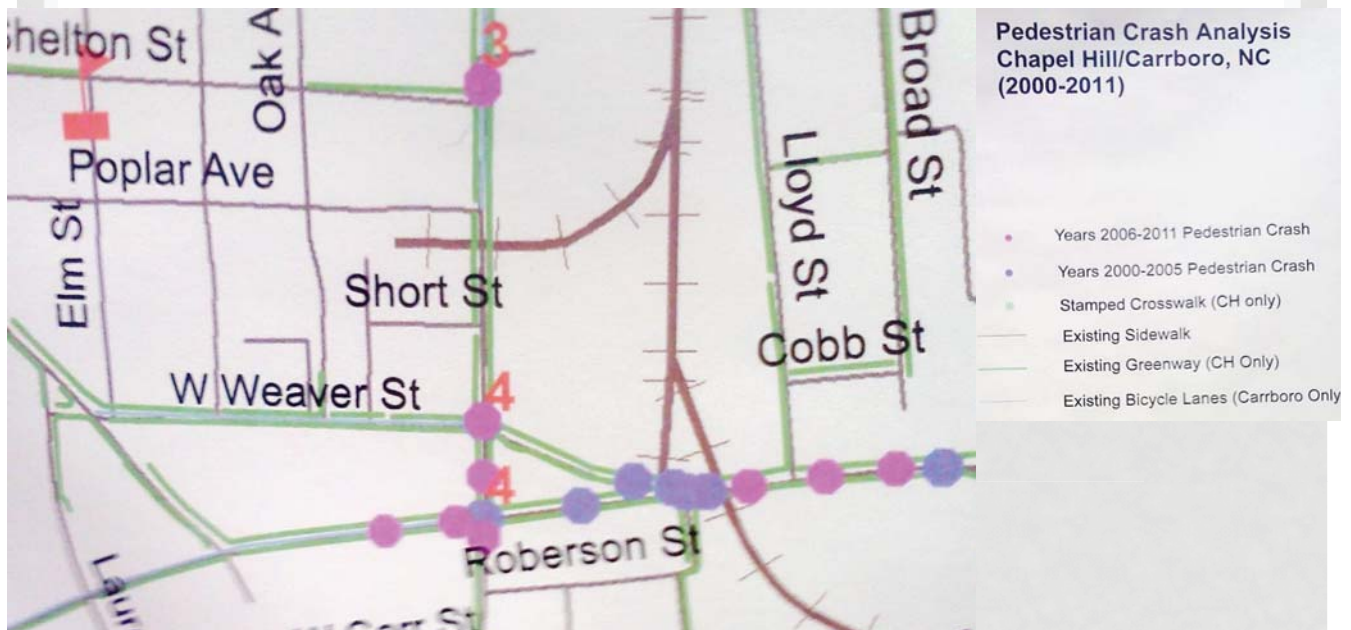
WHY A SLOW ZONE? STOPPING SIGHT DISTANCE



WHY A SLOW ZONE? SPEED AND RISK OF FATAL INJURY



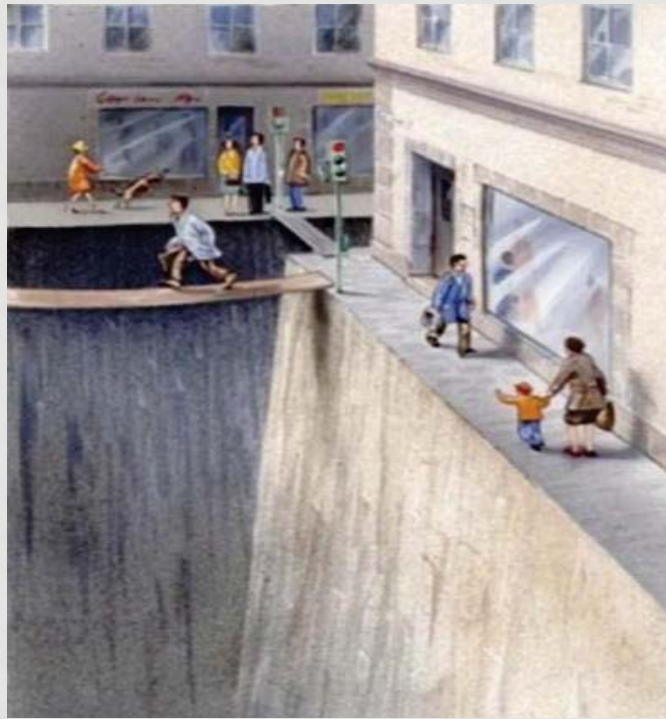
PEDESTRIAN CRASHES (2000 – 2011)



RECONSIDERATION OF ROAD USER RELATIONSHIPS



SOMETIMES DOWNTOWN FEELS LIKE
THIS...



IDEALLY, DOWNTOWN WOULD FEEL
MORE LIKE THIS...



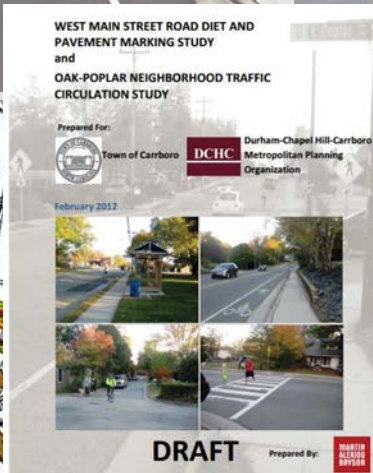
FROM DOWNTOWN CARRBORO: NEW VISION RECOMMENDATIONS (P. 18):

- A “woonerf” should be created on E Weaver St
 - Compromise between full closure and allowing some local traffic.
- Re-appropriate space on E Weaver for walkability, beauty, diversity, art and music, safety, community, and physical activity.
 - Currently dedicated to vehicular traffic.

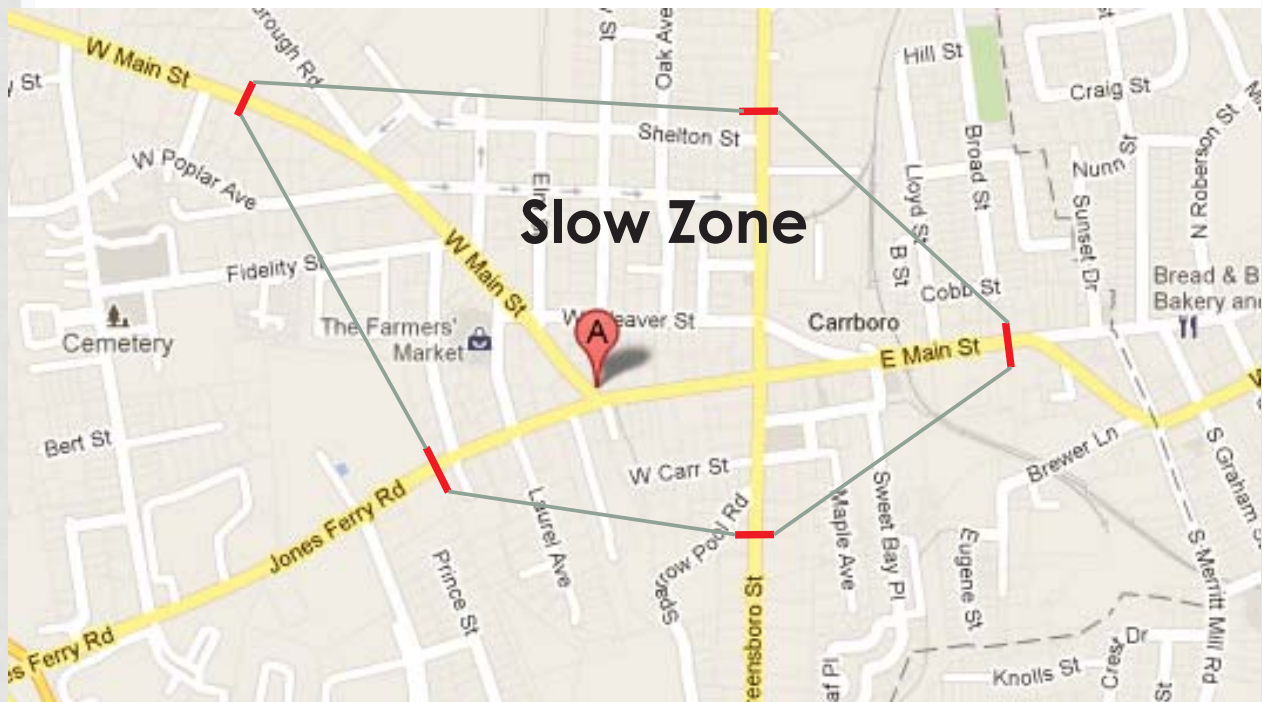
A WOONERF



WHY A SLOW ZONE? WE'RE ALREADY DOING IT IN PIECES!



PROPOSED SLOW ZONE AREA



POTENTIAL COUNTERMEASURES

- **Entrances or Gateways**
- Lead Pedestrian Intervals
- Bike Corrals
- Curb Extensions



POTENTIAL COUNTERMEASURES

- Entrances or Gateways
 - **Leading Pedestrian Intervals**
 - Bike Corrals
 - Curb Extensions
- Walk signal appears 3 + sec before green signal for drivers
 - Peds/cyclists start to cross before cars begin moving
 - Turning drivers are able to see peds/cyclists more easily
 - Especially effective for right turns



POTENTIAL COUNTERMEASURES

- Entrances or Gateways
- Lead Pedestrian Intervals
- **Bike Corrals**
- Curb Extensions



POTENTIAL COUNTERMEASURES

- Entrances or Gateways
- Lead Pedestrian Intervals
- Bike Corrals
- **Curb Extensions**



SOCIAL BENEFITS OF SLOW ZONES/TRAFFIC CALMING

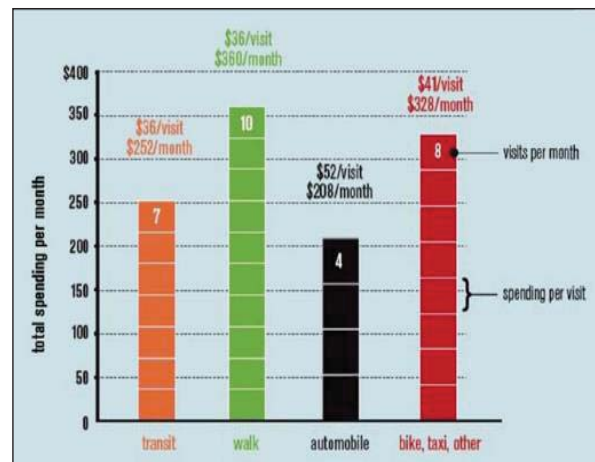
- Calmer streets promote lingering, which promotes socializing.
- Calmer streets allow for greater variety of activity
- High-speed traffic deters lingering and undermines the quality of social interactions.

"A good city is one in which people want to be outside of their homes" – Jan Gehl



ECONOMIC BENEFITS OF SLOW ZONES/TRAFFIC CALMING

- Walkers and cyclists visit businesses more often and to spend more \$ in total than drivers
- Supports local (nearby) businesses



TYPICAL COSTS AND TIME LINES OF PROPOSED FACILITIES

- | | |
|--|---|
| <ul style="list-style-type: none">• Gateway structure - \$10,000 each• Pedestrian signal (retiming) - \$1,000 or less each• Bike corral – FREE (+ staff time)• Curb extension - \$12,000 each | <ul style="list-style-type: none">• Longer term• Immediate• Completed• Longer term |
|--|---|

REQUEST TO THE BOARD

1. Keep up the great work in terms of prioritizing road user safety!
2. Direct Staff to examine the feasibility of developing a Downtown Slow Zone



Town of Carrboro

Town Hall
301 W. Main St.
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Legislation Text

File #: 14-0062, **Version:** 1



Town of Carrboro

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

Legislation Text

File #: 14-0063, **Version:** 1



Legislation Text

File #: 14-0015, **Version:** 1

TITLE:

Request-to-set a public hearing on Land Use Ordinance Amendments Relating to Solar Setbacks

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to consider setting a public hearing on potential text amendments relating to solar setbacks. A draft ordinance has been prepared for the Board's consideration. A resolution setting a hearing date for March 25, 2014 has also been prepared, and advisory board review has been requested prior to the public hearing.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon 919-918-7325; Patricia McGuire 919-918-7327; Marty Roupe 919-918-7333; Mike Brough 919-929-3905

INFORMATION: As part of the implementation of Town goals identified during the Carrboro Vision 2020 process, the Board considered a number of text amendments relating to development in the downtown with a specific focus on building heights and setbacks. By 2005, the Town began to hone in on a series of architectural design standards that would encourage downtown development to occur in a way that would produce attractive and innovative building designs while also enhancing the existing urban fabric. New standards were ultimately adopted on June 20, 2006 as Section 15-178, Architectural Standards for Downtown Development, and located within Article XI of the Land Use Ordinance, Supplementary Use Regulations (http://www.townofcarrboro.org/BoA/Agendas/2006/06_20_2006.htm).

A potential negative consequence of increased building heights is the possibility of taller buildings blocking natural light and leaving lower areas--sidewalks and smaller buildings--in shade, a scenario often referred to as the "canyon effect." Subsection 15-178(3) of the Land Use Ordinance (LUO) was established to address this concern, to prevent the new taller buildings from shading portions of the sidewalk along the north side of east-west street rights-of-way in the downtown. The subsection reads, "Buildings taller than 40 feet shall maintain a two percent shade free area within the public right of way between two lines extended north from the easternmost and westernmost points of the building at the street right of way as measured at noon on September 21." As opportunities for developing taller buildings extend beyond the downtown core through rezoning, the possibility exists for other modest-sized buildings to lose their solar access and become shaded as these new buildings come on line. The provisions in subsection 15-178(3) are limited to solar setbacks along right of way lines not property boundaries.

To address this issue, the Town could consider requiring applicants to submit a "shadow impact analysis" as part of their submittal materials. Shown as a hatched or grayed area on a site plan, the shadow impact analysis would show the extent to which proposed building(s) would "throw a shadow." Information from the analysis would demonstrate compliance with subsection 15-178(3) when applicable, but it would also show where a proposed building might create an extensive area of shadow off-site--on an adjacent property. An applicant

could then use the analysis to guide building placement to limit such shading, particularly for preventing new buildings from shading existing residences, garden areas or other adjacent uses and activity areas that benefit from solar access. A proposed new subsection 15-185(i) would require developers to modify development plans that show new construction casting a substantial shadow on buildings and open space with the proposed development or on adjacent buildings, lots and rights-of-way for more than four consecutive hours per day.

The Board of Aldermen must receive public comment before adopting amendments to the LUO. Orange County and Planning Board review is also needed.

FISCAL & STAFF IMPACT: Public hearings involve staff and public notice costs associated with advisory board and Board of Aldermen review.

RECOMMENDATION: Staff recommends that the Board of Aldermen consider the attached resolution, setting a public hearing for March 25, 2014 and referring the proposed amendments to Orange County, the Planning Board and other Town advisory boards.

A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE
CARRBORO LAND USE ORDINANCE TO MODIFY PROVISIONS RELATING TO
SOLAR SETBACKS

WHEREAS, the Board of Aldermen seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance;

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on March 25, 2014, to consider adopting “An Ordinance Amending the Carrboro Land Use Ordinance to Modify Provisions Relating to Solar Setbacks.”

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County, the Town of Carrboro Planning Board and the following Town of Carrboro advisory boards and commissions for consideration and recommendation prior to the specified public hearing date:

☒ Appearance Commission

☐ Recreation and Parks Commission

☐ Transportation Advisory Board

☐ Northern Transition Area Advisory Committee

☐ Environmental Advisory Board

☐ _____

☐ Economic Sustainability Commission

☐ _____

This is the 18th day of February in the year 2014.

AN ORDINANCE AMENDING THE LAND USE ORDINANCE TO MODIFY PROVISIONS
RELATING TO SOLAR SETBACKS

****DRAFT 1-27-2014****

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Subsection 15-48.1(c)(2)(a), Concept Plan Review Procedures Prior to Submitting Applications, is amended as follows:

- a. A sketch site plan showing the location and size (including floor area) of proposed buildings, (including the extent to which buildings taller than 40 feet may cast a shadow), parking areas, and driveway entrances;

Section 2. Appendix A – Information Required with Applications, is amended with a new subsection A-6(b)(26) to read as follows:

- (a) Plans showing the maximum extent to which all buildings taller than 40 feet will cast a shadow on June 21st and on December 21st.

Section 3. Subsection 15-185 shall be amended with a new subdivision (i) to read as follows:

- (i) The height regulations established in this section shall not be used to prevent adequate solar access to and around buildings, rights-of-way, off-street parking areas, loading space and service areas, space for landscaping, and spacing between buildings and portions of buildings.
 - (1) Notwithstanding the foregoing, developments including buildings taller than 40 feet shall be designed so as not to have an unnecessary substantial shadow impact on neighboring properties and public spaces. Development plans shall contain a shadow impact analysis as described in Appendix A – Information Required with Applications.
 - (2) Development plans which show new construction casting a substantial shadow area on buildings and open space within the proposed development or on adjacent buildings, lots and rights-of-way for more than four consecutive hours per day shall be modified until such shading is removed.

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

Section 5. This ordinance shall become effective upon adoption, and its provisions shall be applicable to projects for which permits are issued after the effective date.

ARTICLE IV

PERMITS AND FINAL PLAT APPROVAL

PART I. PERMIT REQUIREMENTS

Section 15-48.1 Concept Plan Review Procedures Prior to Submitting Applications **(Amended 10/24/06.)**

(a) Prior to submitting an application for a special or conditional use permit, the applicant shall comply with the requirements of this section.

(b) The applicant shall attend a regularly scheduled Development Review meeting and discuss the proposed project with staff in attendance at such meeting. This requirement shall not apply to a developer of a proposed major subdivision who has met with the planning staff under the provisions of Subsection 15-50(d) following an “on-site walkabout”.

(c) Following compliance with the provisions of subsection (b), the applicant shall attend a Joint Advisory Board meeting comprising at least the following boards: Planning Board, Appearance Commission, Transportation Advisory Board, Environmental Advisory Board, and Economic Sustainability Commission. The planning staff may notify the Recreation and Parks Commission and the Northern Transition Area Advisory Committee when issues relevant to those boards are raised by a proposed development and members of those boards may attend.

(1) No quorum requirements shall apply to the Joint Advisory Board.

(2) The applicant shall present to the Joint Advisory Board sufficient information about the proposed development to enable the board to have a general understanding of the nature and extent of the development. If the development is a major subdivision, then a “conceptual preliminary plan” prepared in accordance with the provisions of Section 15-50 shall suffice. If the development is not a major subdivision, then the information submitted shall include at least the following:

- a. A sketch site plan showing the location and size (including floor area) of proposed buildings, parking areas, and driveway entrances;
- b. Proposed residential densities and types of residential units (in terms of number of bedrooms);
- c. Illustrations of building elevations.
- d. Other information deemed necessary by the staff to demonstrate to the Joint Advisory Board the concept of the proposed development.

Art. IV PERMITS AND FINAL PLAT APPROVAL

(d) Following the presentation of the concept plan to the Joint Advisory Board, the members of that board may present such feedback to the developer as they deem appropriate. In addition, following the Joint Advisory Board meeting, the component advisory boards may meet separately and make recommendations to the developer.

(e) When the development application comes back before the advisory boards for a recommendation prior to the public hearing on such application, the applicant shall provide a written response to all advisory board comments, and each advisory board that has reviewed the concept plan and made comments on it shall review those comments and may ask the developer to explain how those comments have been addressed or why they have not been addressed.

Appendix A

INFORMATION REQUIRED WITH APPLICATIONS

A-6. Proposed Changes in Existing Features or New Features (AMENDED 6/20/06).

(a) Development site plans shall show proposed changes in (i) existing natural features [see A-5(b)], (ii) existing man-made features [see A-5(c)], and (iii) existing legal features [see A- 5(d)].

(b) Development site plans shall also show proposed new legal features (especially new property lines, street right-of-way lines, and utility and other easements), as well as proposed man-made features, including, but not limited to, the following:

- (1) The number of square feet in every lot created by a new subdivision.
- (2) Lot dimensions, including lot widths measured in accordance with Section 15-183.
- (3) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets or street right-of-way lines (see Section 15-184).
- (4) Principal side(s) building elevations for typical units of new buildings or exterior remodelings of existing buildings, showing building heights (see Section 15-185) and proposed wall sign or window sign area.
- (5) Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures. **(AMENDED 4/21/87; REPEALED 1/16/07)**
- (6) Elevation in relation to mean sea level to which any non-residential structure will be floodproofed. **(AMENDED 4/21/87; REPEALED 1/16/07)**
- (7) Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development. **(AMENDED 4/21/87; REPEALED 1/16/07)**
- (8) The location and dimensions of all recreational areas provided in accordance with Article XIII, with each area designated as to type of use. **(AMENDED 4/21/87)**

APPEND. A -- INFORMATION REQUIRED WITH APPLICATIONS

- (9) Areas intended to remain as usable open space (Section 15-198) or designated buffer areas (Section 15-265). The plans shall clearly indicate whether such areas are intended to be offered for dedication to public use or shall remain privately owned. **(AMENDED 4/21/87)**
- (10) Streets, labeled by classification (see Section 15-210) and street name showing whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths. Private roads in subdivisions shall also be shown and clearly labeled as such. **(AMENDED 4/21/87)**
- (11) Curb and gutters, curb inlets and curb cuts, drainage grates.
- (12) Other storm water or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.
- (13) Sidewalks and walkways, showing widths and surface material.
- (14) Bridges.
- (15) Outdoor illumination, including the following information:
(REWRITTEN 4/20/10)
 - a. Plans showing the location, type, and height of luminaires including both building and ground fixtures. The plan shall include a point-by-point footcandle array in a printout format indicating the location and aiming of illuminating devices, and indicate compliance with the maximum maintained footcandles required by Section 15-242.4 of this chapter.
 - b. A description of the luminaires, including lamps, supports, reflectors, raised foundations, poles or other supports and shielding devices, which may be provided as electric utility catalogue illustrations, sheets and/or drawings, and product specifications from the manufacturer.
 - c. Photometric data, such as that furnished by the manufacturer, showing the angle of light emission; and
 - d. A demonstration or showing that the applicant has attempted to reduce energy consumption through the selection of energy efficient luminaires, timers, or other methods (such as fixtures that automatically change wattage output). **(AMENDED 05/25/09; REWRITTEN 4/20/10)**

APPEND. A -- INFORMATION REQUIRED WITH APPLICATIONS

- (16) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television. Water and sewer pipe line signs shall be labeled.
- (17) Above ground utility lines and other facilities.
- (18) Fire hydrants.
- (19) Dumpsters.
- (20) New contour lines resulting from earth movement (shown as solid lines) with no larger than two foot contour intervals (existing lines should be shown as dotted lines).
- (21) Scale drawings of all signs requiring permits pursuant to Article XVII, together with an indication of the location and dimensions of all such signs.
- (22) Vehicle accommodation areas (including parking areas, loading areas, and circulation areas, see Section 15-290), all designated by surface material and showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel lanes, aisles, and driveways.
- (23) Proposed plantings or construction of other devices to comply with the screening requirements of Article XIX, Part I, as well as proposed plantings of trees to comply with the shading requirements of Article XIX, Part II. Plans shall label shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width. Plans shall label trees by common or scientific name, show the circles of the mature crowns (major trees shall be drawn at diameter = 30'; dwarf or decorative trees shall be drawn at their actual mature crown), and indicate the height at the time of planting.
- (24) A Tree Protection Plan, illustrating the methods proposed to be used to protect, during construction, the trees greater than eighteen inches in diameter and rare species trees that are to be preserved on the site, including specifications as to how the grade, drainage, and aeration will be maintained around the trees. The location of all large and rare species trees to be retained on the site that will not be within the area to be disturbed by construction activities near a building site, or near roads within the development shall also be shown on the plan, along with a note stating that these trees will not be within the area to be disturbed by construction activities. The Administrator may

APPEND. A -- INFORMATION REQUIRED WITH APPLICATIONS

recommend that applicants consult with experts in landscape architecture or forestry about appropriate tree protection methods for the particular conditions and species in question, and request that their contractors review two videotapes on tree protection during construction developed by the International Society of Arboriculturalists, entitled “Effect of Building Construction on Trees in Wooded Lots” and “Avoidance of Construction Damage to Trees on Wooded Lots” that are on file in the Public Works Department.
(AMENDED 03/21/89)

- (25) Plan for Downtown Architectural Standards to comply with Section 15-178 and including, but not limited to, elevation drawings/illustrations of existing and neighboring property building facades.

ARTICLE XII

DENSITY AND DIMENSIONAL REGULATIONS

Section 15-185 Building Height Limitations (AMENDED 9/13/83; 2/4/86; 11/14/88; 4/8/03; 6/22/04; 8/23/05; 10/25/05)

- (a) Subject to the remaining provisions of this chapter:
- (1) No building in any of the following zoning districts may exceed a height of thirty-five feet R-3, R-7.5, R-10, R-15, R-20, RR, C, B-5, M-2, WM-3, O, and O/A.
 - (2) No building in any of the zoning districts listed in the following table may exceed the height indicated.

<u>ZONE</u>	<u>MAXIMUM HEIGHT</u>
R-S.I.R.	100'
R-S.I.R.-II	100'
CT	Three Stories
B-2	Two Stories
B-3	28'
B-3-T	28'
B-4	50'
R-2	50'
M-1	Three Stories
WR	40'

- (3) Buildings in the B-1(c) and the B-1(g) districts may be constructed to a maximum height of three stories where the lot on which the building is located abuts a street right-of-way of fifty feet or less and four stories where the lot on which the building is located abuts a street right-of-way of more than fifty feet or where the lot is located at least fifty feet from the nearest public street right-of-way, except that:
 - a. If a property owner whose property in a B-1(c) or B-1(g) district abuts a street right-of-way of fifty feet or less dedicates additional right-of-way to more than fifty feet, then the developer of a building on such property may take advantage of the additional height authorized under this subsection for buildings on lots that abut street rights-of-way of more than fifty feet, so long as such dedication occurs before a building permit is issued for a building that takes advantage of such additional height.

Art. XII DENSITY AND DIMENSIONAL REGULATIONS

- b. If a building in a B-1(c) or B-1 (g) district is located on a lot that abuts more than one street, then for purposes of determining the height limit under this subsection, the lot shall be treated as if it abutted only the street having the narrowest right-of-way.
 - c. The maximum building height authorized in the first sentence of Subsection (a)(3) of this section may be increased by one story, up to a maximum height of five stories, for every ten feet that the additional story is set back from the street right-of-way beyond the setback specified in Section 15-184.
 - d. Any portion of a building (located on lots within a B-1 (c) or B-1 (g) district) that exceeds thirty-five feet in height must be set back from the property line of any adjoining residentially zoned lot as least a distance equal to twice the lot boundary line setback requirement applicable to such adjoining lot.
 - e. Notwithstanding the other provisions of this section, no building in excess of two stories shall be permitted on (i) any lot within the Town's National Register Commercial District upon which there exists on the effective date of this subsection s contributing building, or (ii) any lot upon which there exists on the effective date of this subsection a building listed on the National Register of Historic Places, if, after the effective date of this subsection, such contributing building or building listed on the National Register of Historic Places is demolished. This limitation shall not apply to the relocation of such building to another lot. For purposes of this subsection, a "contributing building" is a building or structure within the boundaries of the district that adds to the historic associations, historic architectural qualities, or archaeological values for which the historic district is significant. A contributing building must also retain its "integrity." In other words, the property must retain enough of its historic physical features to convey its significance as part of the district. Alterations can damage a property's historic appearance and its integrity.
- (4) Regardless of whether a building in a B-1 (c) or B-1 (g) district is set back from the street beyond the setback specified in Section 15-184, if a mansard, gable, or gambrel roof substantially conceals the existence of a story (i.e. the height of the space that constitutes the story is provided primarily by the roof the building rather than vertical exterior walls), that story shall not be counted toward the maximum number of stories otherwise allowed under this section, except that in no case shall the maximum building height (including the story contained within the mansard, gable, or gambrel roof) exceed five stories in the B-1 (c) or B-1 (g) district.

Art. XII DENSITY AND DIMENSIONAL REGULATIONS

- (b) Subject to subsections (c) and (d) the features listed in this subsection, when attached to a principal building, may be constructed to a height that does not exceed the lesser of (i) 120% of the district height limitation set forth in subsection (a), or (ii) the district height limitation set forth in subsection (a) plus fifteen feet. By way of illustration, in a zoning district with a height limitation of thirty-five feet, the following features may be constructed to a height of forty-two feet, but such features may not exceed the forty-two feet height limit even if a height variance has also been granted for the principal building (unless a variance has also been granted regarding the height limitation affecting such features.)
- (1) Chimneys, church spires, elevator shafts, and similar structural appendages not intended as places of occupancy or storage;
 - (2) Flagpoles and similar devices;
 - (3) Heating and air conditioning equipment, solar collectors, and similar equipment, fixtures and devices.
- (c) The exceptions set forth in subsection (b) to the height limitations set forth in subsection (a) shall not be allowed if and to the extent that the permit issuing authority, or the board of adjustment if the permit-issuing authority is the zoning administrator, concludes that such exception(s) would materially interfere with the legitimate use and enjoyment of neighboring properties (including public properties or rights-of-way) or would otherwise pose a danger to the public health and safety.
- (d) The features listed in subsection (b) may exceed the height limitation set forth in subsection (a) only in accordance with the following requirements:
- (1) Not more than one-third of the total roof area may be consumed by such features.
 - (2) The features described in subdivision (b)(3) above must be set back from the edge of the roof a minimum distance of one foot for every foot by which such features extend above the roof surface of the principal building to which they are attached.
 - (2) Enclosures for any of the features set forth in subsection (b) may not surround a greater area than is reasonably necessary to enclose such features.
 - (3) The permit issuing authority may authorize or require that parapet walls be constructed (up to a height not exceeding that of the features screened) to shield the features listed in subdivisions (b)(1) and (3) from view.
- (e) Towers and antennas shall not be subject to the maximum height limitations set forth in this section but shall be governed by the restrictions inherent on the definitions of such

Art. XII DENSITY AND DIMENSIONAL REGULATIONS

uses as well as the other provisions of this chapter applicable to use classification 18.000. The height of a tower or antenna attached to a structure other than an antenna shall be the vertical distance measured from the main elevation of the finished grade at the front of the building or structure to which the tower is attached to the top of the tower (or antenna, if the antenna extends above the tower). **(AMENDED 02/18/97)**

- (f) Notwithstanding the remaining provisions of this section, the maximum building height for structures utilized for 5.100 use classifications, elementary and secondary schools, may be increased to not more than 50 feet when the permit issuing authority concludes that the additional height is necessary to accommodate specific building elements (e.g. auditorium and support facilities) or to accommodate building designs that seek to minimize building footprints and/or maximize natural lighting. **(AMENDED 6/22/04)**
- (g) For purposes of this section:**(AMENDED 06/28/94; 04/08/03)**
 - 1) Subject to subsection (g) (2), the height of a building shall be the vertical distance measured from the mean elevation of the finished grade at the front of the building to the highest point of the building.
 - 2) With respect to single-family detached residences, the height of a building shall be the vertical distance measured from the floor of the main story of the residence at the front elevation to the top of the roof above the floor.
 - 3) The terms “story” and “floor” are defined in Section 15-15. **(AMENDED 04/08/03)**
- (h) Within the B-1(C), zoning district, all buildings constructed after the effective date of this subsection shall contain at least two stories if such buildings contain more than 1,000 square feet of gross floor area.

Within the B-1(C) zoning district, all new additions to existing buildings shall contain at least two stories if such additions amount to 25% or more of the square footage of the gross floor area of the pre-existing building. **(AMENDED 4/23/13)**



Town of Carrboro

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

Legislation Text

File #: 14-0045, **Version:** 1

TITLE:

Request-to-set a public hearing on Land Use Ordinance Amendments to Allow Additional Uses in the M-1 Zoning District with a Conditional Use Permit

PURPOSE: The purpose of this item is for the Board to consider setting a public hearing on potential text amendments to the Land Use Ordinance to allow additional uses in the M-1 zoning district with a conditional use permit, subject to certain criteria. A draft ordinance has been prepared for the Board's consideration. A resolution setting a public hearing date for March 25, 2014 and requesting advisory board review prior to the hearing has also been prepared.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon - 919-918-7325; Marty Roupe - 919-918-7333; Mike Brough - 919-929-3905

INFORMATION: In May of 2013, Runyon Woods of Woodhill, Inc. LLC submitted a text amendment request to allow restaurants, banks with drive-thru windows and freestanding ATM tellers within the M-1 Zoning District (*Attachment B*). During the request to set a public hearing, the Board of Aldermen removed banks with drive-thru windows as a potential new use from the draft ordinance. Staff presented the revised ordinance to Town advisory boards at the November joint review meeting. A public hearing was held on November 19, 2013. The Planning Board and Economic Sustainability Commission had a number of questions and suggestions for refining the draft ordinance. The Board of Aldermen, likewise, had a number of questions during the public hearing and requested additional information.

On January 14, 2014, the Board held a work session item to further discuss the implications of adding new uses to the M-1 Zoning District. Prior to the work session, discussions relating to the text amendment have focused on allowing some higher return land uses in exchange for site improvements and/or building elements that would provide essential public infrastructure and create a more vibrant and successful community. The Town adopted similar performance standard language as part of the establishment of the B-1(g) conditional zoning district (Section 15-141.4) in 2011. Discussions have not included much attention toward potential ways to encourage or even require light manufacturing as a component of a development project in exchange for access to additional land uses. The January work session was designed to facilitate such a discussion based on a series of alternatives for moving forward.

The Board directed staff to modify the draft ordinance to incorporate the recommendations from the advisory boards, in particular: requiring site improvements or building elements that would contribute to a more vibrant and successful community for any percentage of additional uses and to adopt a cap the total amount of new uses (*Attachment C*). The Board expressed interest in exploring ways to encourage or even require light manufacturing as part of a future agenda item that could involve a more comprehensive analysis of the Town's long-term needs.

The Board of Aldermen must receive public comment before adopting amendments to the LUO; Planning Board and Orange County review is also needed.

FISCAL & STAFF IMPACT: Public hearings involve staff and public notice costs associated with advisory board and Board of Aldermen review. The applicant has paid the Town fee associated with processing a text amendment to the Land Use Ordinance.

RECOMMENDATION: Staff recommends that the Board of Aldermen consider the attached resolution, setting a public hearing for March 25, 2014 and referring the proposed amendment to Orange County, the Planning Board, the Transportation Advisory Board and the Economic Sustainability Commission.

A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO ADD FREESTANDING AUTOMATIC TELLER MACHINES, AND CERTAIN TYPES OF RESTAURANTS TO THE LIST OF USES THAT ARE PERMISSIBLE IN THE M-1 DISTRICT WITH A CONDITIONAL USE PERMIT, SUBJECT TO CERTAIN CRITERIA

WHEREAS, the Board of Aldermen seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance;

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on March 25, 2014, to consider adopting “An Ordinance Amending the Carrboro Land Use Ordinance to Add Freestanding Automatic Teller Machines, and Certain Types of Restaurants to the List of Uses that are Permissible in the M-1 District with a Conditional Use Permit, Subject to Certain Criteria.”

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County, the Town of Carrboro Planning Board and the following Town of Carrboro advisory boards and commissions for consideration and recommendation prior to the specified public hearing date:

☐ Appearance Commission

☐ Recreation and Parks Commission

☒ Transportation Advisory Board

☐ Northern Transition Area Advisory Committee

☐ Environmental Advisory Board

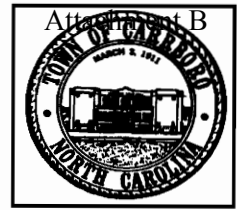
☐ _____

☒ Economic Sustainability Commission

☐ _____

This is the 18th day of February in the year 2014.

TOWN OF CARRBORO



LAND USE ORDINANCE AMENDMENT REQUEST

"Dear Potential Business Operator:

Please be advised that it may be necessary to meet with several members of Town staff as well as outside agencies to identify and fully understand all rules, regulations, and policies applicable to your business. Please refer to the 'Checklist for Opening a Business in Carrboro.'"

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

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

- 1) The Land Use Ordinance, at present, would allow (description/quote, page and number of section in question):

SEE ATTACHED

- 2) The proposed amendment to the Land Use Ordinance would allow (describe briefly intended change):

SEE ATTACHED

- 3) State the reasons for the proposed amendment:

SEE ATTACHED

SIGNATURE:



applicant

PURNON COLIE WOODS

ADDRESS:

230 DOGWOOD ACRES
CHAPEL HILL

ON BEHALF OF (print) WOODHILL NC. LLC

TELEPHONE NUMBER:

919-418-2121

TOWN OF CARRBORO

LAND USE ORDINANCE AMENDMENT REQUEST

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

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

1) The Land Use Ordinance, at present, would allow property zoned M-1 the following **EXISTING** uses (among others):

- 2.100 thru 2.140 Sales and Rental of Goods and Merchandise inside
- 2.210 thru 2.330 Sales and Rental of goods and Merchandise outside
- 3.110 thru 3.130 Office, Clerical
- 4.100 Manufacturing inside
- 5.110 thru 5.5.400 Educational, Cultural, Social
- 6.110 thru 6.140 Recreation, Amusement, Entertainment
- 6.220 thru 6.6.240, 6.260 Recreation, Amusement, Entertainment

2) The proposed amendment to the Land Use Ordinance would allow property zoned M-1 the following **ADDITIONAL** uses:

- 3.230 Banks with drive thru windows
- 3.250 Automatic teller machines freestanding
- 8.100 Restaurants
 - 8.200 Outside service or consumption
 - 8.500 Carryout service
 - 8.700 Food delivery

These uses would be subject to a conditional use permit.

3) Reasons for the proposed amendment:

Carrboro has only three clusters or groups of lots zoned M-1: a southern cluster consisting of 4 lots on South Greensboro Street, a western cluster consisting of 7 lots on Jones Ferry Road (grouped around OWASA and Mellot Grading) and a northern cluster

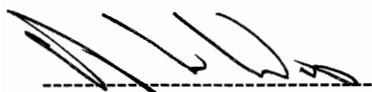
made up of two lots, Fitch Lumber on the west side of North Greensboro and the Fitch Lumber storage shed on the east side of North Greensboro.

With the exception of an empty lot on the south side of Jones Ferry Road, the M-1 lots in the northern cluster and the western cluster are zoned that way in recognition of an historical use, as opposed to a deliberate decision to create a manufacturing district where none currently existed. One of the largest lots in the western cluster was the subject of a permit request for retail redevelopment in 2007.

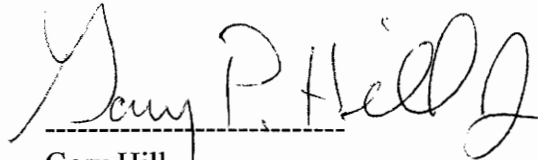
In the southern cluster at the time of the zoning, 3 of the 4 lots in the cluster were empty, the 4th had a factory. Of the three empty lots, two have since become offices and the third a storage facility. The factory lot has been abandoned for years.

While the M-1 zoning recognizes historical use, the most probable future use for the Carrboro M-1 lots is not manufacturing. While the M-1 zone currently allows retail and office use, some of the most probable future uses (i.e. restaurants and bank branches) are prohibited. If Carrboro wishes to encourage the adoptive re use and redevelopment of the M-1 lots, then the table of permitted uses should be amended as suggested above to include these additional probable uses, both of which are consistent and fit well with Retail, Office, Social, Entertainment uses currently allowed. The discouraging burden of a rezoning request should not be a necessary requirement to achieve a workable and feasible adoptive reuse site plan for an M-1 lot in Carrboro. As long as the use is conditional, the Board of Aldermen will still be reviewing and approving the site plan submissions.

Given the existing permitted uses of Retail, Office, Social and Entertainment in M-1, the distinct prohibition of restaurants and banks makes little sense and seems to be an oversight rather than a deliberate prohibition. This petition asked the Board of Aldermen to add those uses to the table of permitted uses for M-1.



Runyon Colie Woods,
partner, Woodhill NC LLC



Gary Hill
partner, Woodhill NC LLC

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO ADD FREESTANDING AUTOMATIC TELLER MACHINES, AND CERTAIN TYPES OF RESTAURANTS TO THE LIST OF USES THAT ARE PERMISSIBLE IN THE M-1 DISTRICT WITH A CONDITIONAL USE PERMIT, SUBJECT TO CERTAIN CRITERIA

DRAFT 2-12-2014

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS”

Section 1. Section 15-146 of the Carrboro Land Use Ordinance (the Table of Permissible Uses) is amended by placing the letter “C” in the M-1 district column opposing the following uses classifications to indicate that the Board may consider these uses permissible in the M-1 zoning district with a conditional use permit subject to the criteria in subsection 15-176.6.

~~3.230 Banks with Drive-in window~~

3.250 Freestanding Automatic Teller Machine

8.000 Restaurants (including food delivery services), Bars, Night Clubs

8.200 Outside service or consumption

8.500 Carry out service (picked up inside for off-premises consumption)

8.600 Food delivery

Section 2. Article XI, Part II, Miscellaneous Supplementary Use Provisions, is amended with the addition of a new Section 15-176.6, Banks and Restaurant Uses Within M-1 Districts. Notwithstanding the foregoing provisions in Section 15-146, uses ~~3.230~~, 3.250, 8.000, 8.200, 8.500 and 8.600 the Board shall consider these uses allowed in the M-1 zoning district with a conditional use permit subject to the following conditions relating to the provision of site and building elements that will create a more vibrant and successful community and provide essential public infrastructure.

Site and building elements are intended to be selected from the following five areas: stormwater management and water conservation; substantial transportation improvement and alternative transportation enhancement; on-site energy production and energy conservation , creation of new and innovative light manufacturing operations; and the provision of public art and/or provision of outdoor amenities for public use.

The Board shall consider a combined area of uses 3.250, 8.000, 8.200, 8.500 and 8.600 that shall not exceed 15 percent of the developable portion of the property for those developments providing site and building elements from at least one of the five areas. The Board shall consider a combined area of uses 3.250, 8.000, 8.200, 8.500 and 8.600 that shall not exceed 30 percent of the developable portion of the property for those developments providing site and building

elements from at least two of the five areas; and a combined area not to exceed 45 percent of the developable portion of the property for those developments providing site and building elements from at least four of the five areas.

Examples of conditions of site and building elements are intended to create a more vibrant and successful community and provide essential public infrastructure for the purposes of this provision includes but are not limited to the following:

Site and Building Element Categories	Examples of Performance Measures
Stormwater management and Water conservation	<ul style="list-style-type: none"> ○ Substantial stormwater retrofits ○ Reduction in nitrogen loading from the site by at least 8% from the existing condition, as determined by the Jordan Lake Accounting Tool
Substantial transportation improvement and Alternative transportation enhancement	<ul style="list-style-type: none"> ○ Provision of a safe, convenient, and connected internal street system or vehicle accommodation area designed to meet the needs of the expected number of motor vehicle, bicycle, pedestrian, and transit trips, or substantial improvement to public infrastructure related to transportation or access to transit. ○ Construction of substantially improved site entrance, intersection
On-site energy production and energy conservation,	<ul style="list-style-type: none"> ○ LEED Silver or Gold certification ○ Architecture 2030 goal of a 50 percent fossil fuel and greenhouse gas emission reduction standard, measured from the regional (or country) average for that building type. ○ US Conference of Mayors fossil fuel reduction standard for all new buildings to carbon neutral by 2030. ○ Installation of active and passive solar features solar arrays ○ Use of harvested rainwater for toilet flushing. ○ Use of devices that shade at least 30% of south-facing and west-facing building facades
Creation of new and innovative light manufacturing operations,	<ul style="list-style-type: none"> ○ The development of clean, innovative light manufacturing operation(s) that creates employment for a more than ten workers
The provision of public art and/or provision of outdoor amenities for public use.	<ul style="list-style-type: none"> ○ Outdoor amenities such as major public art, amphitheatre, congregating area, outdoor theatre, outdoor tables with game surfaces, etc.

Section 3. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 4. This ordinance shall become effective upon adoption.

ARTICLE IX

ZONING DISTRICTS AND ZONING MAP

PART I. ZONING DISTRICTS

Section 15-137 Manufacturing Districts Established (AMENDED 6/22/82; 2/4/86).

(a) The M-1 and M-2 districts are hereby created to accomplish the purposes and serve the objectives set forth in this subsection. Part of Article XI contains performance standards that place limitations on the characteristics of uses located in the districts created by this section.

- (1) **M-1 LIGHT MANUFACTURING.** This zone is designed to accommodate a limited range of industrial activities and a wide range of commercial uses including wholesaling, storage, mail-order, auto related, and office and retail in conjunction with industrial or wholesaling uses. Permitted industrial uses include enterprises engaged in manufacturing, processing, creating, repairing, renovating, painting, cleaning and assembly where all operations are contained inside a fully enclosed building. The performance standards for the M-1 zone located in Part I of Article XI are more restrictive than those in the M-2 district.
- (2) **M-2 GENERAL MANUFACTURING.** This district is designed to accommodate the widest range of industrial uses. Business operations may be conducted within and outside a fully enclosed building. The performance standards for this zone are less restrictive than those in the M-1 district.

(b) There is also established a watershed light industrial (WM-3) zoning district. The purpose of this district is to allow areas within the University Lake Watershed that have been zoned M-1 prior to the effective date of this subdivision to continue to be used and developed for light industrial and related purposes, subject to certain restrictions designed to protect the watershed. Consistent with the purpose of this zone, this district shall be confined to that area zoned M-1 on the effective date of this subsection; this area shall not be expanded and no new WM-3 areas shall be designated. **(AMENDED 12/7/83)**

(c) There is also established a Planned Industrial Development (PID) zoning district. The purpose of this district is to provide for the possibility of well planned and tightly controlled industrial development in areas that are suitable for such development but that are not deemed appropriate for M-1 or M-2 zoning because of the less restricted types of development that may occur in such zones. **(AMENDED 6/22/82; 12/7/83)**

- (1) No area less than twenty contiguous acres may be zoned as a Planned Industrial Development district, and then only upon a request submitted by

or on behalf of the owner or owners of all the property intended to be covered by such zone.

- (2) As indicated in the Table of Permissible Uses (Section 15-146) a planned industrial development (use classification 30.000) is the only permissible use in a PID zone.
- (3) Subject to subdivision (2) of this subsection, and consistent with the restrictions contained in the definition of a planned industrial development [see Subdivision 15-15(60)], land within a PID zone may be used in a manner that would be permissible if the land were zoned M-1, except that (i) the only permissible uses are those described in the 2.130 and 4.100 classifications and (ii) the performance standards (Article XI, Part I) applicable to 4.100 uses in business zones shall govern uses in a planned industrial development.



Town of Carrboro

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

Legislation Text

File #: 14-0049, **Version:** 1

TITLE:

Consider adopting branding guidelines for the Town's new logo and slogan

PURPOSE: The purpose of this agenda item is for the Board to consider adoption of the guidelines for the use of the new logo and slogan.

DEPARTMENT: Economic and Community Development

CONTACT INFORMATION: Annette D. Stone, AICP ECD Director 919-918-7319

INFORMATION: Town staff along with the Town's marketing firm, Splinter, has developed a set of guidelines to help with implementation of the new town logo and slogan. The logo and slogan are intended to be open-sourced and available for use by the public including marketing pieces that might be for sale. The Town will reserve the right to approve the logo if it is changed within the allowable guidelines. Attached are the proposed guidelines that were discussed at the Board of Aldermen's retreat.

FISCAL & STAFF IMPACT: Fiscal impact will vary with the project, but have been budgeted for through the regular budgeting process.

RECOMMENDATION: Staff recommends the Board consider adopting the guidelines.



BRAND GUIDELINES

LOGO | *Mark and Tagline*

The Town of Carrboro has developed this brand to be used for promoting the Town of Carrboro for business development, travel and tourism and community events. The logo maybe be used with or without the slogan.



The Carrboro logo should be used in PMS 376 when possible. Since there will be instances when this green color will clash with its surrounding, the following additional color versions may also be used:



PMS = 376
C=50 M=0 Y=100 K=0



PMS = 1685
C=0 M=68 Y=100 K=44



PMS = 158
C=0 M=61 Y=97 K=0



PMS = 2607
C=81 M=100 Y=0 K=7



BLACK
C=0 M=0 Y=0 K=0



70% GRAY
C=0 M=0 Y=0 K=70



LOGO | *Interpretation*

In the “feel free” spirit, the logo may be customized to promote different events and organizations. As shown in the images here, the logo may be adorned with additional elements, texture and color, provided the legibility and proportions and dimensions are kept within the standards. These interpretations must receive Town approval prior to use.

Additionally, the logo can be fabricated out of materials such as wood or metal for signage and public art.



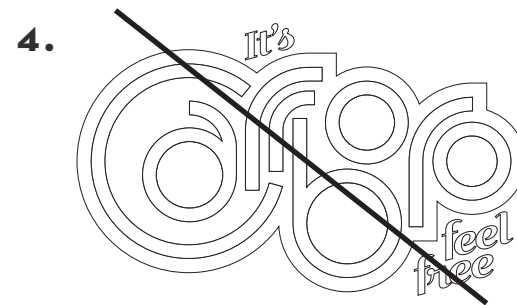
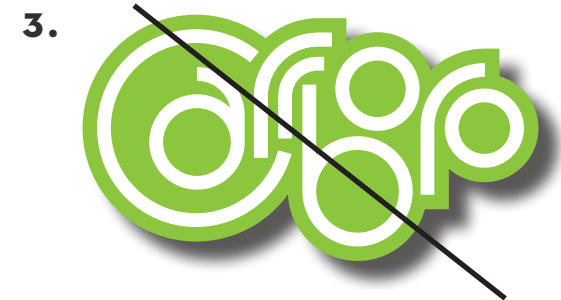
LOGO | *Layout Use*

As shown on the attached examples, the logo can be used in color and may also be used in white against a color background.



The logo should always be used in accordance with the guidelines set out for brand colors and appearance.

1. These are the approved formats of the logo. Always use the official, even when customizing as on previous page.
2. Do not stretch, distort or rotate the logo.
3. Do not modify the logo with effects such as 3D rendering or drop shadows.
4. Do not create or use an outline version of the logo.



TYPOGRAPHY

We suggest using the fonts specified below for all supporting materials. You can see how the brand typography is used in context in the ad to the right.

HEADLINE:

Semilla - 26pt

Here is a main headline, set in Semilla

SUBHEAD:

Neutra Text - Bold Small Caps, 16pt, tracking value of 75

HERE IS A SUBHEAD, SET IN NEUTRA TEXT BOLD SC

PARAGRAPH TEXT:

Sentinel - Semibold, 11pt, tracking value of 10

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The logo will be used for promoting the Town of Carrboro for business development, travel and tourism, and community events. The logo will appear on the Town website, banners, print ads, internet ads, social media, and town signage. The logo and/or the Town Seal maybe used by the Town for letterhead, business cards, official Town communications and uniforms. The logo may be used for marketing and promotion of town events and merchandise. The Town Seals trademarked for use by the Police Department, Fire Department and General Government will appear on all town vehicles as appropriate.





Town of Carrboro

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

Legislation Text

File #: 14-0050, **Version:** 1

TITLE:

Request-to-set a public hearing on Land Use Ordinance Amendments Relating to Design Standards for Bike and Pedestrian Paths

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to consider setting a public hearing on potential text amendments clarifying design standards for bike and pedestrian paths. A draft ordinance has been prepared for the Board's consideration. A resolution setting a hearing date for March 25, 2014 and requesting and advisory board review prior to the public hearing has been prepared.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon - 918-7325; Jeff Brubaker - 918-7329; Patricia McGuire - 918-7327; Mike Brough - 929-3905

INFORMATION: The table in Section 15-196 of the Land Use Ordinance, Active Recreational Areas and Facilities Required, lists hiking/biking trail as a potential facility for satisfying recreational point requirements. Two subsequent subsections 15-196(h)(2) and 15-196(e) reference the construction of bike and pedestrian paths, but neither provision specifies design or construction standards.

Section 15-321(c)(1) of the Land Use Ordinance provides for staff to proceed with the preparation of an ordinance to change the LUO if it believes the change to have significant merit and would benefit the general public. A draft ordinance has been prepared that establishes design and construction standards based on the 2012 AASHTO guide for bicycle facilities, the current standard for these types of facilities.

The Board of Aldermen must receive public comment before adopting amendments to the LUO. Planning Board and Orange County review is also needed.

FISCAL & STAFF IMPACT: Public hearings involve staff and public notice costs associated with advisory board and Board of Aldermen review.

RECOMMENDATION: Staff recommends that the Board of Aldermen consider the attached resolution, setting a public hearing for March 25, 2014 and referring the proposed amendments to Orange County, the Planning Board and the Transportation Advisory Board.

A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE
CARRBORO LAND USE ORDINANCE TO CLARIFY THE DESIGN STANDARDS FOR
BIKE AND PEDESTRIAN PATHS INTENDED FOR RECREATIONAL FACILITIES

WHEREAS, the Board of Aldermen seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance;

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on March 25, 2014, to consider adopting “An Ordinance Amending the Carrboro Land Use Ordinance to Clarify the Design Standards for Bike and Pedestrian Paths Intended for Recreational Facilities.”

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County, the Town of Carrboro Planning Board and the following Town of Carrboro advisory boards and commissions for consideration and recommendation prior to the specified public hearing date:

☐ Appearance Commission

☐ Recreation and Parks Commission

☒ Transportation Advisory Board

☐ Northern Transition Area Advisory Committee

☐ Environmental Advisory Board

☐ _____

☐ Economic Sustainability Commission

☐ _____

This is the 18th day of February in the year 2014.

ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO CLARIFY
THE DESIGN STANDARDS FOR BIKE AND PEDESTRIAN PATHS INTENDED FOR
RECREATIONAL FACILITIES

DRAFT 2-12-2014

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Subsection 15-196(h)(2) of the Carrboro Land Use Ordinance shall amended to read as follows:

- (2) Bike and pedestrian paths constructed pursuant to subsection (e) of this section shall be designed and constructed in accordance with the AASHTO 2012 Guide for the Development of Bicycle Facilities, 4th Edition. (Only the area that is within the width of the dedicated easement for the bike and pedestrian areas is subject to the double counting provision.)

Section 2. Section 15-216(i) of the Carrboro Land Use Ordinance shall be amended to read as follows: In subdivision 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 or subsequent officially adopted transportation plan, (e.g. Safe Routes to School Strategic Action Plan, Comprehensive Bicycle Transportation Plan, Greenways Plan). Where such plans establish conflicting requirements, the most recently adopted plan shall be binding. Whenever possible, such sidewalk shall be constructed within the public right-of-way.

Section 3. Section 15-221(e) of the Carrboro Land Use Ordinance shall be amended to read: In unsubdivided nonresidential developments that abut a public street, sidewalks shall be constructed adjacent to such if a street if a sidewalk in that location is required by the officially adopted town sidewalk master plan or subsequent officially adopted transportation plan, (e.g. Safe Routes to School Strategic Action Plan, Comprehensive Bicycle Transportation Plan, Greenways Plan). Where such plans establish conflicting requirements, the most recently adopted plan shall be binding. Whenever possible, such sidewalk shall be constructed within the public right-of-way.

Section 4. Appendix C, Specifications for Design and Construction, of the Carrboro Land Use Ordinance shall be amended with a new subsection C-16 to read as follows:

C-16. Bike and Pedestrian Paths. All bike and pedestrian paths shall be designed and constructed in accordance with the AASHTO 2012 Guide for the Development of Bicycle Facilities, 4th Edition.

Section 5. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 6. This ordinance shall become effective upon adoption, and its provisions shall be applicable to projects for which permits are issued after the effective date.

ARTICLE XIII

RECREATIONAL FACILITIES AND OPEN SPACE

Section 15-196 Active Recreational Areas and Facilities Required (AMENDED 5/10/83; 4/24/84; 12/10/85; 10/22/13)

(a) Subject to subsection (d) and Sections 15-197 and 15-203, all residential developments shall provide active recreational areas and facilities to such an extent that the sum total of recreation points assigned to each recreational area and facility [under subsection (b)] equals or exceeds the number of recreation points required of that development in accordance with the remaining provisions of this section.

(b) For purposes of this section, a recreation point is a unit of measurement that allows various types of recreational areas and facilities to be compared to one another. As set forth more fully in Appendix G to this chapter, the principal criterion upon which recreation points are assigned to various facilities is the cost associated with the development of such facilities. The following table establishes the recreation points assignable to the facilities listed. Points for facilities not included in the table below shall be determined by the permit issuing authority by applying the methodology set forth in Appendix G.

TYPE FACILITY	POINTS/SQUARE FOOT	TYPICAL POINTS	SQUARE FEET
Swimming Pool	.463	356	(768)
Swimming Pool Patio	.020	6	(2820)
Tennis Court (1)	.034	245	(7200)
Tennis Court (2)	.028	403	(14400)
Tennis Court (4)	.025	720	(28800)
Basketball Court	.058	139	(2400)
Volleyball Court	.014	25	(1800)
Hiking/Biking Trail	.016	64	(4000)
Fitness Station	.022	9	(400)
Picnic Shelter	.148	37	(250)
Gazebo	.326	102	(314)
Clubhouse	.508	609	(1200)
Play Equipment	.107	136	(1275)
Slide	.514	8	(16)
Swing	.176	8	(48)
Climber	.160	8	(50)
Ladder	.108	5	(48)
Balance Beams	.075	3	(40)
Pullup Bars	.330	3	(8)
Seesaw	.076	6	(80)
Whirl	.333	9	(28)
Sandbox	.097	6	(64)
Baseball Field	.010	675	(67500)
Football/Soccer Field	.011	396	(36000)
Indoor Fitness Center	.81	810	(1000)

Art. XIII RECREATIONAL FACILITIES AND OPEN SPACE

(c) The minimum total of recreation points required of any development shall equal the sum of the recreation points assigned to each type of dwelling unit or lot proposed for that development in accordance with the following (The methodology for determining the assignment of recreation points to residential type is set forth in Appendix G.):

TYPE OF RESIDENCE (By Use Classification)	POINTS PER DWELLING UNIT
1.100 Single Family detached	10.39
1.120 Includes mobile home parks	11.25
1.200 Two-family residences	10.39
1.300 Multi-family residences	
One Bedroom	5.94
Two Bedroom	9.47
Three or more Bedroom	11.81
1.34 Single-Room Occupancy	2.97

With respect to residential subdivisions other than architecturally integrated subdivisions, each lot that is large enough for only a single dwelling unit or that is limited by restrictive covenants to development only with a single dwelling unit shall be deemed to house one single-family detached dwelling unit. Subject to Section 15-197, lots that are large enough to accommodate more than one dwelling unit and are not so limited by restrictive covenants shall be deemed to house the largest number of two-bedroom multi-family units that could be approved under this chapter. **(AMENDED 10/10/00)**

(d) The Board recognizes that some developments will contain such a small number of dwelling units that the active recreational areas and facilities required pursuant to this section would be of minimal practical value and that maintenance of such areas for so small a development would likely prove problematic. Therefore, the following types of residential developments shall not be required to provide active recreational areas and facilities under this section but shall be required to pay to the town's open space and recreational facilities fund a fee in lieu thereof in accordance with Section 15-203 if the town determines that it will be feasible to provide active recreational areas and facilities on land that can reasonably be expected to serve the residents of such developments:

- (1) Unsubdivided developments that are small enough so that the minimum amount of recreation points required of such developments is not more than 80. **(AMENDED 2/24/87)**
- (2) Subdivided residential developments of less than fifteen dwelling units. **(AMENDED 06/27/95)**
- (3) For purposes of this subsection, the term "development" refers to the entire project developed on a single tract or contiguous multiple tracts under common ownership or control, regardless of whether the development is constructed in phases or stages. **(AMENDED 2/24/87)**

Art. XIII RECREATIONAL FACILITIES AND OPEN SPACE

(e) If the proposed development contains land subject to the provisions of 15-198(e), then a bike and pedestrian path that has the potential of connecting with similar type facilities on adjoining tracts that also have lands subject to the provisions of 15-198(e) shall be provided within this area, unless the permit issuing authority concludes that such a bike and pedestrian path would be environmentally undesirable or economically unfeasible. **(AMENDED 06/27/95)**

(f) Play equipment suitable for children under 12 should comprise at least 10% of the total required recreation points of single-family units and 5% of the points required of multi-family units in a development. Residential developments consisting of solely single-room occupancy units shall be exempt from the requirement to provide play equipment suitable for children. **(AMENDED ON 10/10/00)**

(g) Active recreational facilities and areas should be located throughout the development so that they can be reached safely and easily by their anticipated users. Such facilities and areas should be on land that is suitable for the intended use, have a minimum of 1200 square feet per area, and be sufficiently screened to minimize the impacts on adjacent residences.

(h) When the cost of the land associated with recreational facilities is included in calculating the recreational points for such facilities under this section, then such land may generally not also be credited toward the fulfillment of the mandatory open space requirements set forth under Section 15-198. Exceptions to this policy are as follows:

- (1) Play fields, including without limitation baseball fields, soccer fields, and football fields;
- (2) Bike and pedestrian paths constructed pursuant to subsection (e) of this section. (Only the area that is within the width of the dedicated easement for the bike and pedestrian area is subject to the double counting provision.)
(AMENDED 06/27/95)

(i) **(AMENDED 4/8/03; REPEALED 6/12/07)**

ARTICLE XIV

STREETS AND SIDEWALKS

Section 15-216 Street Width, Sidewalk, and Drainage Requirements in Subdivisions (AMENDED 08/27/96)

(a) Minor and local streets where the grade does not exceed 8% may be constructed without curb and gutter in accordance with the standards set forth in subsection (b). All other streets shall be constructed in accordance with the standards set forth in subsection (c).
(AMENDED 05/12/98)

(b) Subject to subsections (d), (e), and (f), streets constructed without curb and gutter shall conform to the following standards as well as the specifications referenced in Section 15-219. To the extent practicable, the side slope of the drainage swale shall not exceed 4:1 on the street side and on the back side shall not exceed 3:1. When necessary, the minimum right-of-way shall be expanded to accommodate the proper construction of the travel lane, shoulders, swales, and (if applicable) a sidewalk within the right-of-way.

TYPE STREET with Swales	MINIMUM ROW WIDTH	MINIMUM PAVEMENT WIDTH	BIKE LANES	MINIMUM SHOULDER 1 2 WIDTH	SIDEWALK REQUIREMENT
MINOR	47'	18'	NONE	6' 8'	NONE
LOCAL	47'	20'	NONE	6' 8'	ONE SIDE

(AMENDED 11/19/96; 05/12/98)

(c) Subject to subsections (d), (e), and (f), collector streets and other streets not constructed according to the requirement of subsection (b) shall conform to the requirements of this subsection and the specifications referenced in Section 15-219. Only standard 90° curb may be constructed, except that roll-type curb may be authorized by the permit issuing authority. Street pavement width shall be measured from curb face to curb face where 90° curb is used, and from the back of one curb to the back of the opposite curb where roll-type curb is used.

TYPE STREET with Curb & Gutter	MINIMUM ROW WIDTH	MINIMUM PAVE- MENT WIDTH	BIKE LANES	SIDEWALK REQUIREMENT
ALLEY (One-way)	20'	12'	NONE	NONE
Minor	37'	18'	NONE	NONE
Local	43'	20'	NONE	ONE SIDE
Subcollector	50'	26'	NONE	BOTH SIDES
Collector	60'	34'	BOTH SIDES	BOTH SIDES
Arterial	NCDOT Standards	NCDOT Standards	BOTH SIDES	BOTH SIDES

(AMENDED 11/19/96; 05/12/98)

Art. XIV STREET AND SIDEWALKS (con't)

(d) The Board may allow a deviation from the standards set forth in subsections (b) and (c) to allow the construction of a street divided by a landscaped median with one-way traffic proceeding in opposite directions on either side of the median. The Board may allow such a street if it finds that, if completed as proposed, such a street will (i) adequately and safely serve the functions streets are designed to serve, and (ii) will not impose on the town any undue or unreasonable costs or burdens relating to repair and maintenance.

(e) The Board may allow a deviation from the right-of-way minimums set forth in subsections (b) and (c) if it finds that (i) the deviation is needed because in order for a development to be served by a public street the street must be constructed within an area that is not of sufficient width to comply with the right-of-way criteria set forth above, (ii) a street that meets the pavement width criteria and substantially complies with the other criteria set forth above can be constructed within the right-of-way that can be made available; and (iii) that the applicant show that he has made a reasonable effort and attempted to purchase the necessary right-of-way.

(f) The Board may allow a deviation from the standard right-of-way minimums set forth in subsections (b) and (c) if it finds that the developer has obtained an agreement from the utility companies whose lines will need to be located within a street right-of-way to install such lines in a single trench or in some other fashion that allows the street right-of-way to serve all of its intended purposes with a lesser width than that specified in subsections (b) and (c).

(g) The sidewalks required by this section shall be at least five feet wide and constructed with concrete according to the specification set forth in Appendix C, except that the permit issuing authority may permit the installation of walkways constructed with mortarless laid brick pavement according to specifications set forth in Appendix C when it concludes that: **(AMENDED 12/08/98)**

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

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

(i) In subdivision 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.

Art. XIV STREET AND SIDEWALKS (con't)

(j) The sidewalks required by this section along streets with curb and gutter shall be constructed with a planting strip at least three feet in width, unless the permit-issuing authority allows the strip to be omitted or constructed at a lesser width upon a finding that such deviation from the presumptive standard is warranted to avoid environmental damage or to promote public safety. For purposes of this subsection, a planting strip shall mean a strip of land located between the back of the curb and the walkway. Such planting strips shall be planted with grass or otherwise landscaped. (AMENDED 11/19/96; 12/08/98)

Section 15-216.1 Street Widths, Sidewalk and Drainage Requirements in Certain Developments (AMENDED 05/06/03)

(a) When any tract of land is developed under circumstances requiring the issuance of a special or conditional use permit, the street and road design requirements for streets other than collector streets that would otherwise be determined in accordance with the provisions of Sections 15-216 and 15-221 may be modified, by approval of the permit-issuing authority, to alternative street width and construction specifications, sidewalk and drainage requirements, as illustrated in Appendix C, for developments that

- 1) involve the extension of, or connection to, existing Town streets, the construction specifications of which do not meet the minimum standards established in Section 15-216 in association with Section 15-210 Street Classification;
- 2) meet the following low-impact development criteria:
 - a) preserves open space and minimizes land disturbance;
 - b) protects natural systems and preserves natural processes (including, but not limited to, drainage ways, vegetation, soils, and other sensitive areas);
 - c) maximizes the incorporation of natural site elements (including, but not limited to, wetlands, stream corridors, and mature forests), and;
 - d) decentralizes and micromanages stormwater at its source to the maximum extent practicable.
- 3) include a minimum of 15 percent affordable housing units (as defined in Section 15-182.4(a).

(b) Streets constructed in accordance with this Section shall conform to the following standards as well as specifications presented in Appendix C.

Type Street Alternative	Minimum ROW Width	Minimum Pavement Width	Bike Lanes	Minimum Shoulder Width 1 2	Sidewalk Requirement	Re-
Local	59'	20'	NONE	9 (2)	ONE SIDE	
Subcollector	73'	26'(1)	NONE	9 (2)	BOTH SIDES (3)	

Art. XIV STREET AND SIDEWALKS (con't)

- (1) Minimum pavement width may include the concrete grade beam illustrated in Standard Drawing No. 27, or structural equivalent as approved by the Town Engineer.
 - (2) Nine feet of width may include a 3-foot planting strip, 5-foot sidewalk, and 1-foot separation between sidewalk and drainage/water quality structure.
 - (3) May be modified by the permit-issuing authority.
 - (4) Construction requirements as required in Appendix C and D of the Land Use Ordinance, unless otherwise specifically modified by these provisions or the notes included on standards in Appendix C and D.
- (c) The permit-issuing authority may reduce the sidewalk requirement for subcollector streets meeting the alternative street standard from both sides to one side of the road if
- a. The development contains a parallel system that is integrally designed and provides pedestrian access to the interior of the site;
 - b. Any new public street passing through the development and the bulk of the facilities and activities are to occur on one side of the road;
 - c. Any new public street connects to an existing street that does not meet public street standards and where the site conditions indicate that the full upgrade of the street to the town standards would not be practicable; and
 - d. The developer is participating in off-site construction of, or improvements to public sidewalks that will connect the new development with the town's sidewalk system.

Section 15-217 General Layout of Streets.

(a) To the extent practicable, all streets shall be interconnected. Cul-de-sacs shall not be used unless the topography of the land does not allow a design that would make an interconnecting street practicable. **(AMENDED 09/16/97; 09/28/99)**

(b) All permanent dead-end streets [as opposed to temporary dead-end streets, see subsection 15-214(d)] shall be developed as cul-de-sacs in accordance with the standards set forth in subsection (c), unless construction of such cul-de-sacs is not reasonably possible given such factors as steep slopes or right-of-way limitations. Under such circumstances, the town may approve alternative designs that will provide a safe and convenient means for vehicular traffic to turn around (alternatives are suggested in Appendix C, Standard Drawing No. 19). Except where no other practicable alternative is available, such streets may not extend more than 550 feet (measured to the center of the turn-around). **(AMENDED 09/27/94, 09/16/97)**

(c) The right-of-way of a cul-de-sac shall have a radius of 60 feet if constructed without curb and gutter or a radius of 52 feet if constructed with curb and gutter. The radius of the paved portion of the turn-around for streets constructed without curb and gutter shall be 42' (measured to the outer edge of pavement) and for streets constructed with curb and gutter shall be 44.5' (measured to the back of the outer curb). If a developer chooses to provide an unpaved center island in the cul-de-sac, the island shall be landscaped and shall not be dedicated to the public; it shall remain under the ownership and control of the developer (or his successor) or a homeowners

Art. XIV STREET AND SIDEWALKS (con't)

association or similar organization that satisfies the criteria established in Section 15-201. Cul-de-sacs containing center islands shall have a minimum pavement width of 18 feet if constructed without curb and gutter or 20 feet if constructed with curb and gutter (measured from inner edge of pavement to face of curb). Mountable 45° curbing shall be installed around the island in accordance with Town of Carrboro design specifications. Minimum design and construction specifications for cul-de-sacs are set forth in Appendix C.

Asymmetrical cul-de-sacs may be allowed with the approval of the public works director, town engineer, fire chief, and the applicable permit issuing authorities. **(AMENDED 2/20/90; 08/08/95; 09/16/97)**

(d) Half streets (i.e., streets of less than the full required right-of-way and payment width) shall not be permitted except where such streets, when combined with a similar street (developed previously or simultaneously) on property adjacent to the subdivision, creates or comprises a street that meets the right-of-way and pavement requirements of this chapter. **(AMENDED 09/16/97)**

(e) Streets shall be laid out so that residential blocks do not exceed 1,000 feet, unless no other practicable alternative is available. **(AMENDED 09/16/97)**

(f) Alleys shall not intersect with any arterials and shall meet the “Entrances to Streets” standards of Section 15-213. Alley radii at street intersections shall not be less than 15 feet. Alleys may run adjacent to lot line boundaries only and not parallel and adjacent to street right-of-way or front property boundaries. In determining conformance with Section 15-184(a), Setback Requirements, the right-of-way lines associated with alleys shall be regarded as lot boundary lines and not street right-of-way lines. **(AMENDED 09/27/94; 09/16/97)**

(g) To the extent practicable, portions of subcollector and collector streets that consist of stretches of 800 feet or more uninterrupted by intersections suitable for stop signs shall contain design features intended to discourage speeding and cut-through traffic, including but not limited to one or more of the following:

- (1) Curves with radius of 800 feet or less; or
- (2) Design features described in the town’s Residential Traffic Management Plan.

(AMENDED 09/16/97)

Section 15-218 Street Intersections.

(a) Streets shall intersect as nearly as possible at right angles, and no two streets may intersect at less than 60°. Not more than two streets shall intersect at any one point, unless the public works director certifies to the permit issuing authority that such an intersection can be constructed with no extraordinary danger to public safety.

Art. XIV STREET AND SIDEWALKS (con't)

(b) Whenever possible, proposed intersections along one side of a street shall coincide with existing or proposed intersections on the opposite side of such street. In any event, where a center line offset (jog) occurs at an intersection, the distance between centerlines of the intersecting streets shall be not less than 150 feet except as provided in subsection (d). **(AMENDED 4/26/88)**

(c) Except as otherwise provided in subsection (d) and (e): **(AMENDED 4/26/88; REWRITTEN 1/26/10)**

- (1) No two streets may intersect with any other street on the same side at a distance of less than 400 feet measured from centerline to centerline of the intersecting street.
- (2) When the intersected street is an arterial, the distance between intersecting streets shall be at least 1,000 feet.

(d) The provisions of this section shall not operate to prohibit any property from having direct access onto an adjacent public street, and when a literal application of the provisions of this section would otherwise prohibit all such access, the permit-issuing authority may allow the minimum deviation from the requirements of this section that is necessary to provide reasonable access. **(AMENDED 4/26/88)**

(e) Notwithstanding the foregoing, two streets may intersect with another street on the same side at a distance of less than 400 feet, measured from centerline to centerline of the intersecting streets, if the street with which the two streets intersect is connected to a street within a village mixed use development and a development itself is adjacent to a village mixed use development. However, in no event, may the two streets intersect at a distance of less than 125 feet. **(AMENDED 1/26/10).**

Section 15-219 Construction Standards and Specifications.

Construction and design standards and specifications for streets, sidewalks, and curbs and gutters are contained in Appendix C, and all such facilities shall be completed in accordance with these standards.

Section 15-220 Public Streets and Private Roads in Subdivisions.

(a) Except as otherwise provided in this section, all lots created after the effective date of this section shall abut a public street at least to the extent necessary to comply with the access requirement set forth in Section 15-211. For purposes of this subsection, the term “public street” includes a pre-existing public street as well as a street created by the subdivider that meets the public street standards of this chapter and is dedicated for public use. Unless the recorded plat of a subdivision clearly shows a street to be private, the recording of such a plat shall constitute an offer of dedication of such street. **(AMENDED 2/14/84)**

Art. XIV STREET AND SIDEWALKS (con't)

(b) Architecturally integrated residential subdivisions containing either twenty-five or more units, or consisting of four or more multi-family townhomes, may be developed with private roads that do not meet the public street and sidewalk standards of this chapter as long as: **(AMENDED 11/26/85; 6/25/02)**

- (1) The proposed development will have direct access onto a public street or, if the tract has access to a public street only via a private road, such private road is improved to public street standards;
- (2) No road intended to be private is planned to be extended to serve property outside that development; and
- (3) The standards applicable to unsubdivided developments set forth in Section 15-221 and 15-222 are complied with.

(c) Subdivisions containing any number of lots may be developed with private roads that do meet the public street and sidewalk standards of this chapter but that are not intended for dedication to the public so long as:

- (1) The proposed development will have direct access onto a public street or, if the tract has access to a public street only via a private road, such private road is improved to public street standards;
- (2) No road intended to be private is planned or expected to be extended to serve property outside the development; and
- (3) The subdivider demonstrates to the reasonable satisfaction of the Board that the private roads will be properly maintained.

(d) A subdivision in which the access requirement of Section 15-211 is satisfied by a private road that meets neither the public street standards nor the standards set forth in Section 15-221 may be developed so long as, since the effective date of this chapter, not more than three lots have been created out of that same tract.

- (1) The intent of this subsection is primarily to allow the creation of not more than three lots developed for single-family residential purposes. Therefore, the permit-issuing authority may not approve any subdivision served by a private road authorized under this subsection in which one or more of the lots thereby created is intended for (i) two-family or multi-family residential user or (ii) any non- residential use that would tend to generate more traffic than that customarily generated by three single-family residences.
- (2) To ensure that the intent of this subsection is not subverted, the permit-issuing authority may, among other possible options, require that the approved plans show the types and locations of buildings on each lot or that

Art. XIV STREET AND SIDEWALKS (con't)

the lots in a residential subdivision served by a private road authorized under this subsection be smaller than the permissible size lots on which two-family or multi-family developments could be located or that restrictive covenants limiting the use of the subdivided property in accordance with this subsection be recorded before final plat approval.

(e) No final plat that shows lots served by private roads may be recorded unless the final plat contains the following notations:

- (1) “Further subdivision of any lot shown on this plat as served by a private road may be prohibited by the Carrboro Land Use Ordinance.”
- (2) “The policy of the Town of Carrboro is that, if the town improves streets (i) that were never constructed to the standards required in the Carrboro Land Use Ordinance for dedicated streets, and (ii) on which 75% of the dwelling units were constructed after July 1, 1979, 100% of the costs of such improvements shall be assessed to abutting landowners.”

(f) The recorded plat of any subdivision that includes a private road shall clearly state that such road is a private road. Further, the initial purchaser of a newly created lot served by a private road shall be furnished by the seller with a disclosure statement outlining the maintenance responsibilities for the road, in accordance with the requirements set forth in G.S. 136-102.6. The intention of this subsection is to afford the same protection to purchasers of lots on private roads within the town as is provided to purchasers of lots outside the town by G.S. 136-102.6.

(g) For purposes of this section, a private road meets the public street and sidewalk standards of this chapter if it is designed and constructed and sufficient setbacks are provided so that, if intended for dedication, it could be accepted as a public street in conformity with the requirements of this chapter. **(AMENDED 11/26/85)**

(h) Notwithstanding the other provisions of this section, the town may prohibit the creation of a private road if the creation of such a road would avoid the public street interconnection requirements set forth in Sections 15-214 and 15-217(a). **(AMENDED 6/25/02)**

Section 15-220.1 Design Standards for Village Mixed Use Developments (AMENDED 5/28/02)

- (a) Village mixed use developments may be designed in accordance with the North Carolina Department of Transportation Traditional Neighborhood Development (TND) Guidelines, August 2000. Where specific NCDOT TND design guidelines have been established, these may supercede any related street design standards contained in this Ordinance, as well as standards and guidelines for utilities, landscaping and similar considerations. In the absence of TND specific design guidelines, the existing standards, criteria, guidelines or policies shall be applied.

Art. XIV STREET AND SIDEWALKS (con't)

- (b) For purposes of implementing the NCDOT TND Guidelines, a village mixed use development shall be deemed to be a “classic” TND.

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-l(c), B-l(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 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)**

Art. XIV STREET AND SIDEWALKS (con't)

- (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.

Appendix C

SPECIFICATIONS FOR DESIGN AND CONSTRUCTION (AMENDED 04/03/90)

C-1. Design Speed, Sight Distance, Centerline Radius

	MINOR	LOCAL	SUBCOLLECTOR	COLLECTOR	ALLEY
DESIGN SPEED	25 MPH	25 MPH	30 MPH	30 MPH	15 MPH
MINIMUM SIGHT DISTANCE ON VERTICAL CURVE	150'	150'	200'	200'	110'
MINIMUM CENTER-LINE RADIUS	150'	150'	200'	230'	90'

(AMENDED 09/27/94; 11/28/06; 11/27/07)

(a) The design speed, sight distance and centerline radii shall be constructed according to the table above. For stop conditions, sight distance may be designed per the criteria listed in the NCDOT Subdivision Roads Minimum Construction Standards manual (2000) or the most recent version of that document, so long as such standards will result in a street layout with a demonstrable environmental benefit. (AMENDED 11/27/07)

C-2. Cut and Fill Slopes

Cut and fill slopes on any street right-of-way may not exceed 2:1.

C-3. Sight Distances at Intersections

- (a) At non-stop intersections, the intersection shall be constructed so that a person standing at a location on the centerline of any street 90 feet from the intersection of the street centerlines has an unobstructed view to a point located on the centerline of the intersecting street 90 feet (in either direction) from the intersection of the street centerlines. See Standard Diagram No. 1.
- (b) Subject to subsection (c), at stop intersections, the intersection shall be constructed so that a person standing 10 feet back of the intersection of right-of-way lines on the stop street has an unobstructed view to a point on the right-of-way line of the intersecting through street located 70 feet from the intersection of the right-of-way lines. See Standard Diagram No. 2.
- (c) At stop intersections where a residential street intersects with a state-maintained primary road (U.S. or N.C.), the intersection shall be constructed so that a person standing 30 feet back of the intersection of right-of-way lines on the stop street has an unobstructed view to a point on the centerline of the through street located 150 feet from the intersection of the street right-of-way lines. See Standard Diagram No. 3.

APPENDIX C SPECIFICATIONS FOR DESIGN AND CONSTRUCTION**C-4. Radius at Street Intersections**

At street intersections, the intersections of the paved surfaces shall be rounded with a minimum radius as shown in Standard Diagram No. 4 and No. 5. Where streets intersect at less than right angles, a greater radius may be required.

C-5. Clearing and Grubbing

Clearing and grubbing shall be performed within the limits shown on the plans. All timber, brush, roots, stumps, trees, or other vegetation cut during the clearing operations shall become the contractor's responsibility to dispose of, and shall be either removed from the project by him, or satisfactorily disposed of on-site (See Carrboro Fire Department for burning permit).

C-6. Grading and Compaction

Streets shall be graded in accordance with the lines and grade set by the engineer. Before placing curb and gutter or base on the graded subgrade, the subgrade shall be compacted to 100% ASSHO T99 for a depth of 6 inches and then shall be proof rolled in the presence of the engineer. Places that are found to be loose, or soft, or composed of unsuitable materials, whether in the subgrade or below it, must be dug out and refilled with suitable material. All embankments or fills shall be made in one-foot horizontal lifts of suitable material. The fill shall be rolled with a sheepsfoot roller after each lift, followed by a wheel roller, each weighing not less than eight tons.

C-7. Street Base

Base course for streets shall generally be 8 inches thick, unless otherwise directed by the public works director, and shall be crushed stone conforming to N.C. DOT Type ABC stone. The stone base course shall be placed in 4 inch layers watered as necessary, and compacted to 100% AASHO T99. The contractor shall be responsible for keeping the stone base free of contamination from clay or other foreign materials. Handling and placement of stone base shall all be in accordance with N.C. DOT specifications.

C-8. Street Surfaces.

The asphalt surface course shall meet N.C. DOT specs for Type I-2 asphalt. The asphalt shall be placed in one 2-inch layer, and shall be handled and placed in accordance with N.C. DOT specifications.

C-9. Pavement Section Variations

Sections C-6, C-7, and C-8 set the standards that shall apply under normal soils conditions. However, where soils are unusually good or unusually unstable, the public works director may allow or require the developer to have soil tests run and a pavement design made by a qualified soils engineer. Under these circumstances, the public works director may allow

APPENDIX C SPECIFICATIONS FOR DESIGN AND CONSTRUCTION

pavement sections constructed to lesser standards than those set forth above (for good soils) or require pavement sections constructed to greater standards than those set forth above (for unstable soils).

C-10. Street Cross Sections

Streets shall be constructed and utilities located in accordance with Standard Drawing No. 6 or No. 7.

C-11. Curb and Gutter

- (a) The concrete curb and gutter shall be constructed according to the lines and grades established by the engineer. The concrete shall meet the N.C. State Highway requirements, Section 900. The curb and gutter shall be 30 inches wide, and shall have a vertical curb face. The forms shall be of metal, free of marks or kinks, and shall be rigidly held in position. The engineer shall approve the positioning of the forms before concrete is poured. The concrete shall be placed in the forms in a manner to prevent segregation, and tamped or vibrated sufficiently to prevent honeycombs. The concrete shall be finished smooth and even by means of rollers or floats. Expansion joints shall be provided every 300 feet, and false joints every 10 feet.

- (b) Curb and gutter shall be constructed in accordance with Standard Drawing No. 8.

C-12. Sidewalks (AMENDED 08/27/96)

CONCRETE

Concrete sidewalk construction standards shall be similar to street construction standards, with subgrade compacted to 100% AASHTO T99. Concrete sidewalks shall be 4 inches thick (increasing to 6 inches thick at driveway entrances), with alternative paving surfaces constructed to withstand 3000 to 5000 psi. The minimum width of sidewalk shall be constructed to standards as addressed in Article XIV. Expansion joints shall be provided every 30 feet, either side of driveway connections and permanent structures with false joints at 5 foot intervals. **(AMENDED 12/08/98)**

BRICK

Requirements for mortarless laid brick pavement construction, when deemed necessary by the Director of Public Works, shall be modified to accommodate the anticipated usage of the facility. All driveway connections shall be a minimum of 6 inches thick - 3000 psi concrete to the required driveway dimensions from the pavement edge to the extent of the right-of-way and/or property line. A minimum 24 inch flare shall be required at the driveway intersection with the roadway pavement edge, where there is no curb.

The sidewalk sub-grade shall be shaped to conform to the lines, grades and typical sections shown on approved plans. All existing vegetation shall be stripped from the ground surface wherever shaping of the sidewalk sub-grade is required. All unsuitable materials,

APPENDIX C SPECIFICATIONS FOR DESIGN AND CONSTRUCTION

boulders, and all vegetative matter shall be removed and replaced with suitable materials. "Soft spots", such as utility trenches or other detected unsuitable load supporting soils shall be removed and refilled with suitable compacted material. The entire sub-grade shall be compacted to a density equal to at least 100 percent of that obtained by compacting a sample of the material in accordance with AASHTO - T99 as modified by the North Carolina Department of Transportation.

Wherever sub-surface drainage problems are anticipated or discovered during construction, the developer/contractor shall provide adequate sub-surface drainage. The trench shall be excavated to the dimensions, depth, line and grade established by the engineer or as directed by the Director of Public Works. Perforated piping shall be laid, coupled securely and backfilled cover and around the pipe with #67 stone or other approved fine aggregate.

Where drainage is to be piped away from the sub-surface drainage system, then a solid pipe without perforations shall be used to the outlet. At locations shown on the plans or as directed by the engineer or the Director of Public Works, the sub-drain system shall be connected to the existing drainage structures or the concrete pads at the outlet end of the sub-drain. Where corrugated plastic pipe is to be used and the outlet is to the through the curb face or to a concrete pad, a minimum 3 feet length of equal diameter PVC piping shall be connected to the corrugated plastic pipe with a suitable fitting. Care shall be taken when backfilling so as to not disturb the installing piping. All earthen backfill shall be firmly tamped.

A minimum 4 inches thick aggregate base course (ABC) shall be applied to all sidewalk paver sub-grade placement areas. The aggregate material shall be placed carefully to minimize segregation of stone and fines. The aggregate base course shall be either watered or dried to obtain optimum moisture content and compacted to at least 100 percent of that obtained by compacting a sample of material in accordance with AASHTO - T180 as modified by the North Carolina Department of Transportation. The aggregate base course surface shall be shaped with a minimum ¼ inch to ½ inch per foot cross slope from the back edge of the sidewalk to the curb edge or if a shoulder/swale constructed roadway, the slope would then be directed to the drainage swale.

The use of edge restraints are necessary with mortarless brick pavements as they hold the pavers together, prevent spreading and movement of pavers due to horizontal surface loading. Only brick or stone embedded in concrete or cast-in-place concrete shall be used for edge restraints conforming to the finished sidewalk surface elevation. All edge restraints shall be installed perpendicular to the brick paver surface. Intermediate restraints shall be used at all interruptions of the brick paver surface and where there are sloped or curved locations. Where mortared brick pavers are required, expansion joints shall be provided every 20 linear feet and along fixed objects such as walls or where directed.

Brick pavers are to be set in a 1 to 1.5 inch compacted sand setting bed over the compacted aggregate base course. The finished brick surface shall have a minimum ¼ inch to ½ inch per foot cross slope from the back edge of the sidewalk to the curb edge. If it is a

APPENDIX C SPECIFICATIONS FOR DESIGN AND CONSTRUCTION

shoulder/swale constructed roadway, the slope shall then be directed to the drainage swale. The brick paver surface pattern shall be of the running bond type and perpendicular to the edge restraints. After brick pavers have been laid between the edge restraints, sand shall be broadcast over the paver surface. The loose sand and brick pavers shall be compacted with a vibratory plate tamp to lock-in paver joints with sand and to set the brick pavers in the underlying sand sitting bed. The remaining sand on the paver surface should be broomed into any other remaining open joints or voids and excess removed.

All brick pavers shall be solid red common wire cut units with a dimension of 2.25 inches x 3.75 inches x 7.5. Reference: Brick Sidewalk Standard Drawings No. 24 and No. 25.

C-13. Wheel Chair Ramps

Where required, wheel chair ramps shall be constructed in accordance with Standard Drawing No. 9.

C-14. Storm Water Runoff Control

(a) All stormwater drainage facilities other than building foundation and roof drain pipes shall be constructed of materials that meet minimum standards contained in the current version of the N.C. Department of Transportation's Standard Specifications for Roads and Structures, except that culverts described in subsections 1032-1(A) (Plain Concrete Culvert Pipe) and 1033-7 (Vitrified Clay Culvert Pipe) shall not be permitted. (AMENDED 04/03/90)

(b) All stormwater drainage facilities shall be designed and installed in accordance with the N.C. Department of Transportation's specifications and the standard specifications and drawings contained herein. In case of conflict, the more stringent specifications shall prevail. (AMENDED 04/03/90)

(c) With the exception of building foundation and roof drain pipes, all stormwater drainage culverts, when installed, shall have a minimum cover of 12 inches, unless the town engineer and public works director allow less extensive cover. (AMENDED 04/03/90)

C-15 Sedimentation Control

Road shoulders, swales, back-of-curbs, and cut and fill banks shall be completely dressed up by the contractor and seeded as soon as possible. The seeding mixture and application rate shall be approved by the Orange County Erosion Control Officer.



Town of Carrboro

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

Legislation Text

File #: 14-0051, **Version:** 1

TITLE:

An Ordinance Amending Town Code Section 6-19(b)

PURPOSE: The purpose of this item is to delete Town Code Section 6-19(b) as it pertains to the prohibition of parking between the hours of 3:00 a.m. and 5:00 a.m.

DEPARTMENT: Town Attorney

CONTACT INFORMATION: Enter the contact here

INFORMATION: During the February 11, 2014 Board Meeting a motion was passed deleting Section 6-19 (b) of the Town Code. This ordinance was drafted as a procedural follow-up of the motion.

FISCAL & STAFF IMPACT: Staff time will no longer be allocated to monitoring and enforcing parking between the hours of 3:00 a.m. and 5:00 a.m. in public lots. Staff time will be necessary for removing signage that currently prohibits parking from 3:00 a.m. to 5:00 a.m.

RECOMMENDATION: Staff recommends that the Board of Aldermen adopt the attached ordinance.

AN ORDINANCE AMENDING TOWN CODE SECTION 6-19(b)

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Town Code Section 6-19(b) is amended to delete subparagraph (11) which prohibited parking between the hours of 3:00 a.m. and 5:00 a.m. in all Town parking lots.

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

Section 3. This Ordinance shall become effective upon adoption.

The foregoing Ordinance, having been submitted to a vote, received the following vote and was duly adopted this 18th day of February, 2014.

Ayes:

Noes:

Absent or Excused:



Town of Carrboro

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

Legislation Text

File #: 14-0052, **Version:** 1

TITLE:

An Ordinance Amending Town Code Section 6-36 Regarding Bicyclists on Town Roadways

PURPOSE: The purpose of this item is to delete Section 6-36 (3) and (4) from the Town Code.

DEPARTMENT: Town Attorney

CONTACT INFORMATION: Enter the contact here

INFORMATION: During the February 4, 2014 Board of Aldermen meeting a motion was passed to delete Section 6-36 (3) and (4) from the Town Code. An ordinance has been drafted to remove the sections from the Town Code.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: Staff recommends that the Board of Aldermen adopt the attached ordinance.

**AN ORDINANCE AMENDING TOWN CODE SECTION 6-36
REGARDING BICYCLISTS ON TOWN ROADWAYS**

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Subparagraphs 3 and 4 of Town Code Section 6-36 are hereby deleted in their entirety, and current Section 6-36 subparagraph (5) is re-designated as Section 6-36 subparagraph (3).

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

Section 3. This Ordinance shall become effective upon adoption.

The foregoing Ordinance, having been submitted to a vote, received the following vote and was duly adopted this 18th day of February, 2014.

Ayes:

Noes:

Absent or Excused:



Town of Carrboro

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

Legislation Text

File #: 14-0060, **Version:** 1

TITLE:

Request to Approve Capital Project Ordinance for the Homestead-Chapel Hill High School Multi-Use Path

PURPOSE: The purpose of this item is to consider approval of an amendment to the capital project ordinance for the Homestead-Chapel Hill High School Multi-use Path . The amendment recognizes additional funding for the project.

DEPARTMENT: Management Services and Planning

CONTACT INFORMATION: Arche McAdoo - 919-918-7439; Patricia McGuire -919-918-7327

INFORMATION: On February 2, 2014, the Board of Aldermen considered a supplemental agreement with NCDOT for this project. The supplemental agreement extends milestone dates established in a April 2011 municipal agreement, incorporates additional STP-DA funding, and adds a standard statement regarding Title VI (i.e. Civil Rights Act of 1964) compliance. The Board of Aldermen approved the supplemental agreement and authorized the Town Manager to sign on behalf of the town. The one remaining step that must occur in order for the agreement to be executed is for the Town to recognize the funds from a budgetary perspective by adopting the attached Capital Project Ordinance.

FISCAL & STAFF IMPACT: Based upon the current estimate of probable construction costs, the total additional STP-DA allocation of \$192,184 provides funding sufficient funding for construction, construction engineering, and contingency. The local match of \$ 48,046 is to be covered by the payment in lieu funds from the Claremont South project, as agreed to by the property owners in the conditional use permit approval.

RECOMMENDATION: Staff recommends that the Board of Aldermen approve the Capital Project Ordinance (Attachment A).

**AMENDMENT TO BOLIN CREEK GREENWAY PHASE 1-B CAPITAL
IMPROVEMENT PROJECT ORDINANCE NO. 14/2010-2011**

WHEREAS, the Board of Aldermen adopted Capital Improvement Project Ordinance No. 14/2010-2011 for the Bolin Creek Greenway Phase 1-B (referred to as the Homestead-Chapel Hill HS Multi-Use Path) on March 1, 2011; and,

WHEREAS, additional funding in the amount of \$192,184 has been made available for this project by the North Carolina Department of Transportation (NCDOT) under the Surface Transportation Program-Direct Attributable (STP-DA) program; and,

WHEREAS, local funds in the amount of \$48,046 are available from payment-in-lieu funds from the Claremont South development; and,

WHEREAS, the Town Manager has been authorized to execute a Supplemental Municipal Agreement with NCDOT for this project;

NOW, THEREFORE PURSUANT TO N.C.G.S 159-13.2, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO THAT:

1. The Bolin Creek Greenway Phase 1-B (referred to as the Homestead-Chapel Hill HS Multi-Use Path) Capital Improvement Project is hereby authorized to be undertaken until all project activity is completed.
2. The following revenues are anticipated to be available to the Town of Carrboro to complete the project:

Federal STP-DA Funds	\$	782,184.00
Town Bond Funds	\$	147,500.00
Payment-in-Lieu Claremont South Development	\$	48,046.00
Total	\$	977,730.00

3. The following amount is appropriated for design, environmental documentation and construction costs:

PE, Environmental Documentation	\$	153,260.00
R/W Acquisition	\$	6,354.00
Construction	\$	636,200.00
Construction Engineering	\$	95,430.00
Construction Contingency	\$	86,486.00
Total	\$	977,730.00

4. Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director and Planning Director.



Town of Carrboro

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

Legislation Text

File #: 14-0061, **Version:** 1

TITLE:

Update on Traffic Calming on Oak Avenue

PURPOSE: The Board of Aldermen is asked to consider an update on traffic calming efforts on Oak Avenue.

DEPARTMENT: Planning

CONTACT INFORMATION: Jeff Brubaker - 918-7329

INFORMATION: More information is provided in Attachment B.

FISCAL & STAFF IMPACT: No fiscal or staff impacts accrue to receiving the update. A 2014-15 budget request will be forthcoming to install permanent traffic calming measures. Installing a permanent chicane on the 400 block of Oak Ave. and the pedestrian refuge island at the Greensboro-Oak intersection would cost in the range of \$20,000 to \$30,000 each. Speed cushions for the 500 block are being purchased at the time of writing and will not have a budget impact on 2014-15. However, if a permanent measure such as a chicane is also pursued for the 500 block, then this will have an additional budgetary impact of \$20,000 to \$30,000.

RECOMMENDATION: That the Board of Aldermen approved the resolution in Attachment A accepting the staff report.

ATTACHMENT A

A RESOLUTION RECEIVING AN UPDATE ON TRAFFIC CALMING ON OAK AVENUE

WHEREAS, in 2011 and 2012, the Oak-Poplar Neighborhood Traffic Study was developed, providing recommendations for improved traffic safety and traffic management; and,

WHEREAS, the Board of Aldermen heard comments from the public on the studies on March 27, 2012, and received a follow-up report on October 16, 2012; and,

WHEREAS, per Board direction, input was gathered from the neighborhood on various traffic calming strategies, with a focus on Oak Ave; and,

WHEREAS, on May 21, 2013, the Board of Aldermen adopted a resolution authorizing staff to proceed with temporary traffic calming measures, generally guided by a Trial Traffic Calming Plan, allowing for flexibility in the design of the temporary measures to test the effectiveness of variations, and associated traffic data collection; and,

WHEREAS, temporary measures have been deployed since September 2013;

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the Board accepts the staff report on traffic calming on Oak Ave.

This is the 18th day of February in the year 2014.

Oak Avenue Traffic Calming Concept

Stage 2 – 400 and 500 Blocks

DRAFT: February 14, 2014

This paper seeks to provide a preliminary strategy for transitioning from temporary to permanent traffic calming measures on the 400 and 500 blocks of Oak Ave.

Various permanent measures have been recommended in documents such as the Oak-Poplar Neighborhood Traffic Study and the Safe Routes to School Action Plan, which was adopted by the Board of Aldermen and endorsed by the CHCCS Board of Education.

Based on a Board of Aldermen resolution on May 21, Town staff have implemented temporary traffic calming measures on these blocks since September 2013.

1 Pedestrian refuge island: Oak-Greensboro intersection

Permanent measure

- Contract for the design of:
 - A permanent refuge island
 - Improvements to the curb ramps at the intersection to accord with ADA PROWAG draft guidelines
 - If feasible, potential improvements to slow down southbound right turns onto Oak Ave.

Oak-Poplar Neighborhood Traffic Study

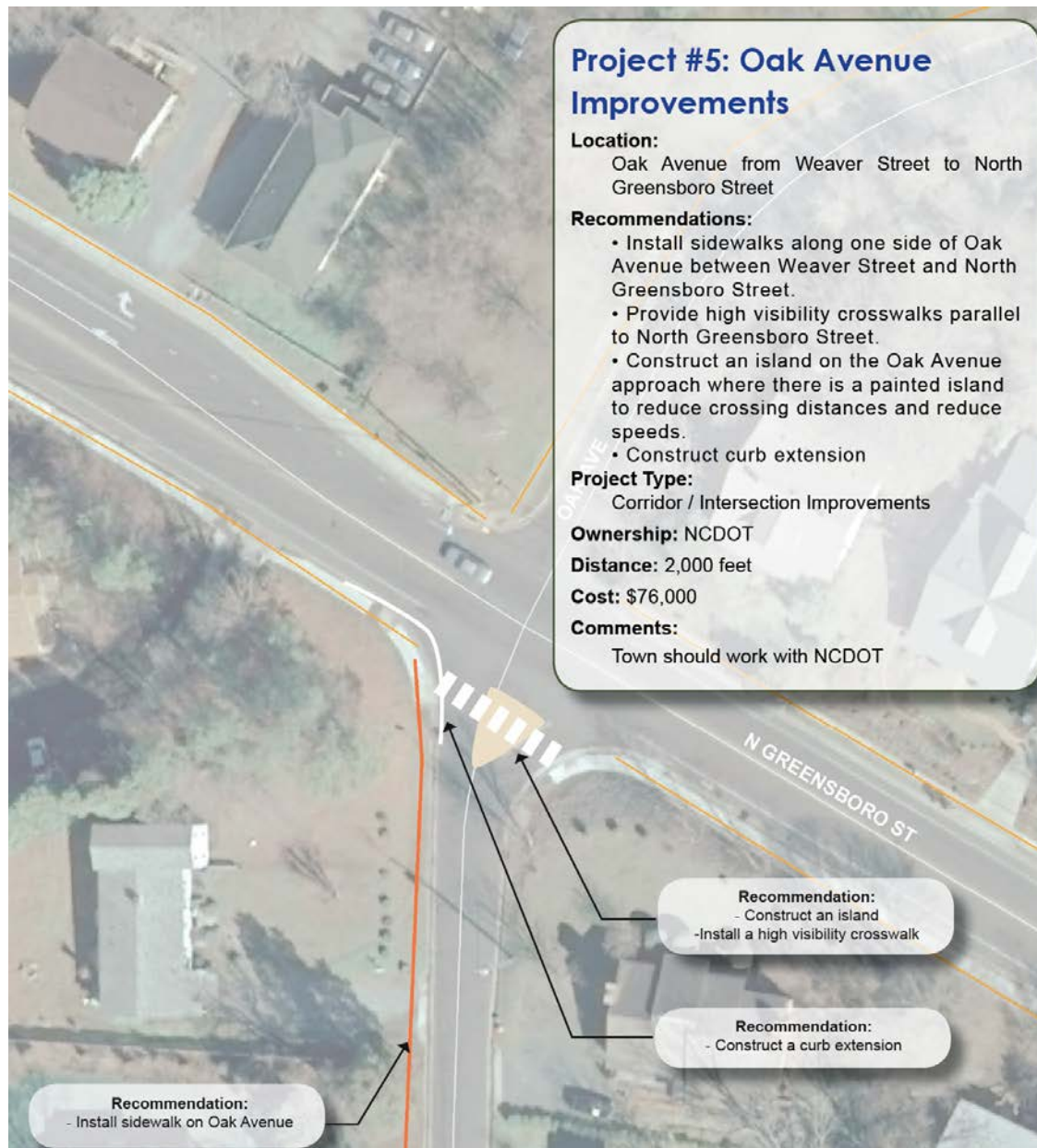
N. Greensboro St. and Oak Ave.

- “...there were concerns raised about the intersection of Oak Avenue and North Greensboro Street. There is no marked pedestrian crossing here, either for pedestrians trying to cross Oak Avenue while traveling along North Greensboro Street or for pedestrians seeking to cross North Greensboro Street.” (p. 14)
- “Cars can turn from North Greensboro Street into Oak Avenue at a high speed and pedestrians walking along North Greensboro Street do not have a raised pedestrian refuge while crossing Oak Avenue.” (p. 15)

Recommended in adopted Safe Routes to School Action Plan – Project #5 – Carrboro Elementary

“Oak Avenue currently has a very large turning radius onto N Greensboro Street, making the roadway an abnormally wide distance for pedestrian to cross.” (p. 3-37)

“Construct an island on the Oak Avenue approach where there is a painted island to reduce crossing distances and reduce speeds. Also, construct a curb extension to tighten curb radius.” (p. 3-37)



Stage 1 – Trial cone configuration – Aug. 2013



Trial cones placed – Aug. 2013



Cones replaced with flexible delineators – Nov. 2013

In November 2013, the cones were replaced with flexible delineators epoxied to the pavement in the same configuration.

2 Speed cushions: 500 block

Stage 2 measure: rubber speed cushions

- Install two speed cushions (also known as “speed lumps”) side-by-side near the midpoint of the 500 block of Oak Ave.
 - Approx. 6 ft. in width
 - Leave space in center for bikes
 - Spacing to accommodate emergency vehicle movement
- Timeline for installation: *Town staff are in the process of purchasing the speed cushions at the time of writing*

Description

“Speed lumps are rounded or flat-topped raised areas placed across the road with wheel cutouts designed to allow large vehicles, such as fire trucks and buses, to pass with minimal slowing or rocking.” (*U.S. Traffic Calming Manual*, p. 44)

Speed cushions:

- Reduce delay for larger vehicles, while ensuring passenger cars slow down because their wheelbases cannot straddle the lumps
- Speed cushions have been installed in Europe for over 20 years
- First installations in the U.S. were late 1990s
- Reduce 85th percentile speed by 25%, or 9 MPH, comparable to speed humps
- May not reduce volumes as much as speed humps
- Width typically 5.5 to 7 ft. (6 ft. lump is ideal, generally allows large vehicles to straddle)
- Shorter speed cushion length: ~12 ft. – should be shorter for lower-speed roads.
- Asphalt cushions require skilled construction crews. Rubber cushions can be installed by street maintenance crews.

Source: *U.S. Traffic Calming Manual*, Appendix D

Installation notes

- Installation of rubber cushions would allow for simple adjustment compared with asphalt ones, and would be substantially less expensive.
- Coordinate with PW Solid Waste on best location to install in order to accommodate solid waste pickup.
- Install in location not across from driveways to avoid inconvenience of access
- Aim to reduce 85th percentile speed on block to below 25 MPH

Speed cushion example – Badin, NC



Trial chicane configuration – Aug. 2013

*Note: Many chicanes feature three curb extensions to force an additional curve in the motor vehicle path. However, a full chicane would be challenging without installing at least one curb extension across from a driveway, which may impair vehicles backing out or turning in to the driveway. The measure is more akin to a simple lateral shift, but the term chicane is used here for practicality.

Trial chicane configuration – overview



Trial cones installed – Aug. 2013



Cones replaced with flexible delineators – Nov. 2013

In November 2013, the cones were replaced with flexible delineators epoxied to the pavement in the same configuration.

In December 2013/January 2014, several cones were damaged and dislocated from their adhesive pads and the asphalt. Typically these posts are bolted to the asphalt, but given the

trial nature of this installation, they were only epoxied at this time. Also, the asphalt has deteriorated enough such that it may not be ideal for adhesiveness.

Flexible delineator damage – January 2014



A measure such as speed cushions could be tested to compare its traffic calming effect, effect on emergency vehicles, aesthetics, and durability with the trial chicane. If the speed cushions are effective, they could be retained as a permanent measure. Otherwise, another permanent measure, or taking no action on a permanent measure, could be discussed further.

3 Permanent chicane: 400 block

- Install a permanent chicane on the 400 block of Oak Ave. with two curb extensions

Chicane design considerations

- Neighbor input
- Taper length
 - 8:1 shown in the typical design below. However, this is for a wider street (30 ft.) than Oak Ave., which is 21 ft.
 - The design speed of the chicane is a function of the sharpness of the curve of the motor vehicle path. Of course, sharper curves could have more of an impact on large vehicles traversing the measure.
- Length from curb
 - Should be at least 6 to 8 ft.
- Curb extension placement
 - Staggered on opposite sides of the street
- Curb extension curb design

- A mountable curb could allow for a fire truck to more easily traverse it in the event two fire trucks need to pass.
- Separation from curb
 - In order to leave open drainage channel in gutter pan
- Landscaping in the bulbs, designed to be traversable by fire trucks
- In-pavement markers to increase visibility, associated signs

DRAFT

Excerpt from U.S. Traffic Calming Manual (Reid Ewing, Steven J. Brown) – Typical lateral shift (with center island) and chicane designs

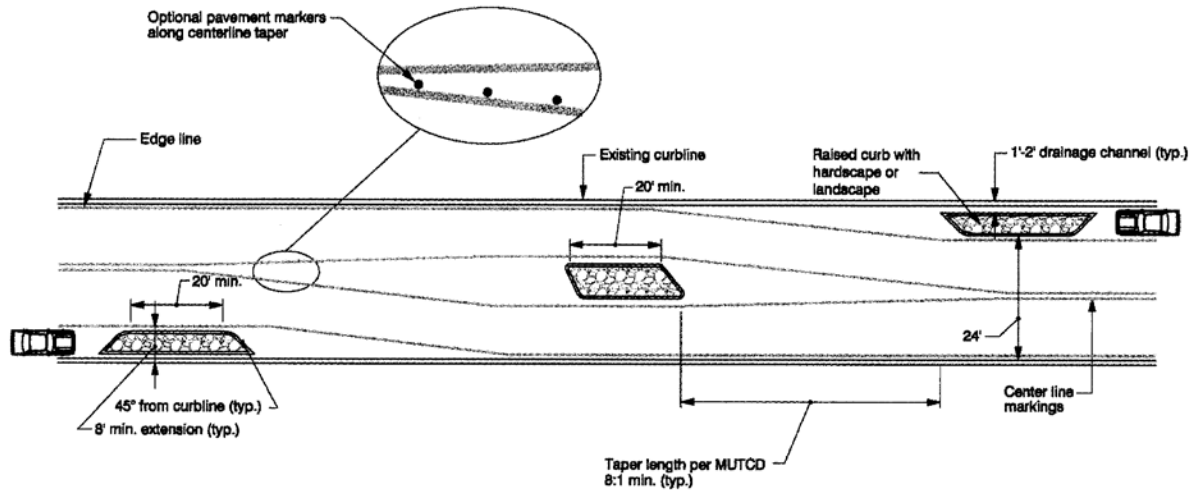


Figure 4-61. Typical Lateral Shift

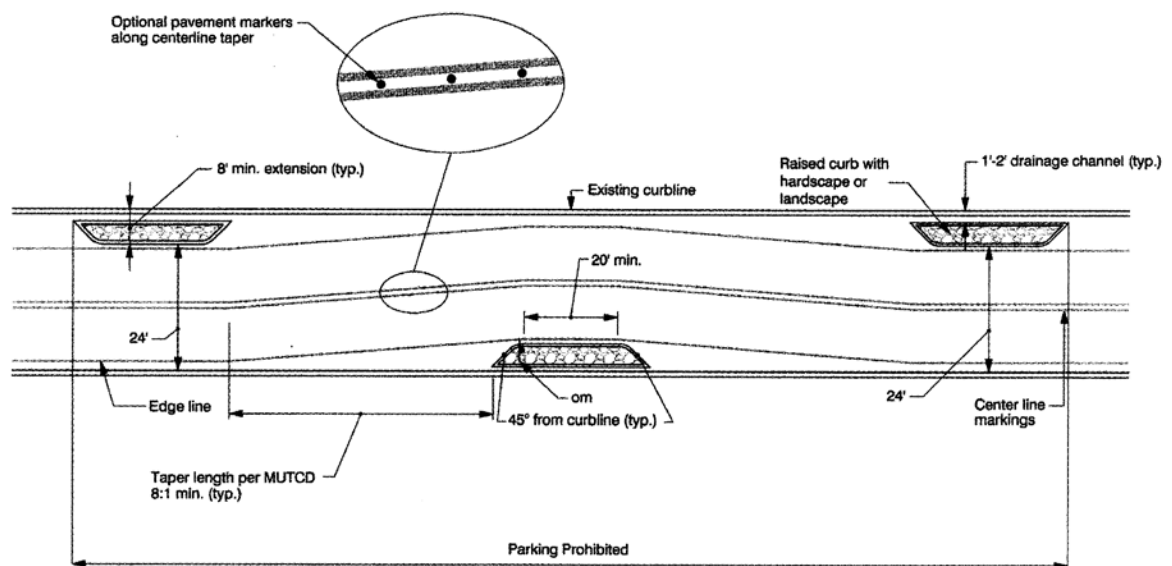


Figure 4-62. Typical Chicane

Appendix

West Main Street Road Diet and Pavement Marking Study and Oak-Poplar Neighborhood Traffic Circulation Study: Oak Avenue Recommendations

From the comments summary section:

- “The Oak Avenue and North Greensboro Street intersection was described by a couple of participants as difficult both for drivers and pedestrians.” (25)

From the potential solutions matrix:

Potential Solution	Problem(s) Addressed	Expected Outcomes and Impacts	Affordability [1]	Feasibility [1]	Effectiveness [1]	Next Steps
[...]						
Raised Pedestrian Islands at the North Greensboro Street and Oak Avenue intersection and the West Main Street and Weaver Street intersection	▪ Pedestrian discomfort at crossings	▪ Slower traffic ▪ Safer pedestrian crossings	++	+++	++	Town and NCDOT approval

Oak Ave.

From the potential solutions matrix:

Potential Solution	Problem(s) Addressed	Expected Outcomes and Impacts	Affordability [1]	Feasibility [1]	Effectiveness [1]	Next Steps
[...]						
Traffic calming: traffic humps or speed tables on Oak Avenue	▪ Speeding ▪ Cut through traffic	▪ Slower traffic	++	++	++	Detailed engineering study on possible locations

From the comments summary section:

- “Several participants expressed a desire for speed humps on Oak Avenue...”(25)
- “Cut-through traffic was cited by a couple participants as a problem, particularly on Oak Avenue and Shelton Street.” (25)

Oak-Poplar Neighborhood Survey Results

Additional traffic calming on Oak Ave. is seen as the most effective alternative (average rating = 3.97)

The Board of Aldermen has discussed potential strategies for improving safety for people traveling on Oak Avenue. Please rate the following general strategies by how effective you think they would be in improving traffic safety. (For this question, focus on traffic safety benefits, even if you believe there are other benefits or drawbacks associated with one or more of the strategies.)

Strategy	Ineffective	(mid pt.)	Somewhat effective	(mid pt.)	Very effective	Average Rating
Convert Oak Avenue to a one-way street	16.13%	9.68%	16.13%	12.90%	45.16%	3.61
Install additional traffic calming measures on each block of Oak Avenue	6.06%	3.03%	21.21%	27.27%	42.42%	3.97
Install a sidewalk on one side of Oak Avenue	25%	6.25%	21.88%	18.75%	28.13%	3.19
Increase enforcement of speeding	9.09%	12.12%	36.36%	18.18%	24.24%	3.36
Install bicycle "shared lane" pavement markings (like on E. Weaver St.) to increase awareness of bicyclists	9.09%	27.27%	18.18%	27.27%	18.18%	3.18
Educate drivers on the importance of slower speeds and driving alertly	43.75%	31.25%	12.50%	0%	12.50%	2.06

A number of commenters also supported the one-way idea on Oak Ave.; however, there was a much larger proportion of respondents who viewed that as an ineffective strategy for lowering speeds compared to those who believed it would be effective. Also, 60% agreed that a one-way conversion will increase traffic on neighboring streets.

Speed data – Sept. 2013 – Trial Chicane – 500 block

Block	Segment	Day	% 25+ MPH	85pct
500	Greensboro to Chicane	Tues 9/10	10%	22.44
500	Greensboro to Chicane	Wed 9/11	9%	
500	Chicane to Merritt	Tues 9/10	23%	26.78
500	Chicane to Merritt	Wed 9/11	15%	
400	400 block (no treatment)	Tues 9/10	42%	29.33
400	400 block (no treatment)	Wed 9/11	33%	
300	300 block	Tues 9/10	20%	26.89
300	300 block	Wed 9/11	17%	
200	204 Oak Ave	Tues 9/10	15%	24.12
200	204 Oak Ave	Wed 9/11	11%	
200	200 Oak Ave	Tues 9/10	14%	24.31
200	201 Oak Ave	Wed 9/11	12%	
100	100 Oak Ave	Tues 9/10	17%	27.57
100	100 Oak Ave	Wed 9/11	18%	

* Speed data are planned to be collected in February for the 400 block temporary chicane. Inclement weather has twice delayed data collection efforts.



Town of Carrboro

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

Legislation Text

File #: 14-0053, **Version:** 1

TITLE:

Establishment of Stop Controls and Speed Limit on Bike Alley

PURPOSE: The Board of Aldermen is asked to approve a resolution establishing stop conditions on Bike Alley, per Sec. 6-4 of the Town Code, and a speed limit, per Sec. 6-16 of the Town Code. Based on Board comments, changes to the ordinance have been made to reduce the speed limit to 10 MPH.

DEPARTMENT: Planning

CONTACT INFORMATION: Jeff Brubaker

INFORMATION: This item was considered by the Board of Aldermen at its annual retreat on February 2, 2014. The Board asked that the item be brought back at a future meeting with a revised speed limit of 10 MPH established for Bike Alley.

The Town Attorney has prepared a revised ordinance that retains the same stop control provisions but revises the speed limit to 10 MPH.

A question was subsequently asked by a Board member if the speed limit could be further lowered to 7 MPH. This is prohibited on public streets by the Manual on Uniform Traffic Control Devices (MUTCD), Sec. 2B-13.02:

“The Speed Limit (R2-1) sign (see Figure 2B-3) shall display the limit established by law, ordinance, regulation, or as adopted by the authorized agency based on the engineering study. **The speed limits displayed shall be in multiples of 5 mph.**” [emphasis added]

FISCAL & STAFF IMPACT: Cost items include any additional stop signs and posts not already installed, or not already being installed as part of the completion of the (east-west) Boyd St. improvements. Public Works staff time will be necessary to install any of these signs.

RECOMMENDATION: Staff recommend that the Board of Aldermen approve the resolution amending the Town Code in Attachment A.

AN ORDINANCE AMENDING CHAPTER 6 OF THE CARRBORO TOWN CODE TO ESTABLISH STOP CONDITIONS AND A SPEED LIMIT ON BIKE ALLEY

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Article II of Chapter 6, Section 6-4(a), of the Carrboro Town Code is amended by inserting the following new rows to the table of stop streets and through streets, in appropriate alphabetical order:

Stop Street	Through Street
Bike Alley	Boyd Street
Bike Alley	East Main Street

Section 2. Article III of Chapter 6, Subsection 6-16(b) of the Carrboro Town Cod, is amended by renumbering subdivisions (1) through (8) of that subsection as subdivisions (2) through (9), respectively, and by adding thereto a new subdivision (1) as follows:

(1) Ten (10) miles per hour :

Bike Alley

Section 3. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 4. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of February, 2014.

Ayes:

Noes:

Absent or Excused:

Estes Drive* at railroad crossing (Amend. 3/2/04)
 Seawell School Road* at railroad crossing (Amend. 3/2/04)
 Jones Ferry Road* east of Davie Road (Amend. 2/14/06)
 Jones Ferry Road* west of Davie Road (Amend. 2/14/06)

Section 6-4. Stop Signs Required at Certain Intersections

(a) The second named street in the following list of intersections is hereby designated as a main traveled or through street, and the administrator shall erect stop signs on the first named street at the entrance to the main traveled or through street. The effect of such stop signs on vehicles and pedestrians shall be as provided in G.S. 20-158 and 20-172. (Amend. 1/7/92, 9/26/2000, 5/20/03, 11/01/11)

Stop Street

Abbey Ln
 Aberdeen Court
 Alabama Avenue
 Amber Ct
 Anderson Park Rd
 Arbor Creek Court
 Ashe Street
 Ashe Street
 Autumn Drive (Amend. 2/12/80)
~~Barrington Hills Drive (Amend. 2/12/80)~~
 Balmoral Place
 Barrington Hills Road
 Barnes Street
 Bay View Drive
 Bel Arbor Ln
 Bert Street
 Bim St
 Bim Street
 Blackwood Drive
 Blackwood Drive
 Blocker Road
 Blueridge Rd
 Blueridge Road
 Bolin Creek Dr
 Bolin Forest Dr
 Bolin Forest Dr.
 Boyd St
 BPW Club Rd.
 Brace Lane
 Brendan Court
 Bruton Dr
 Buck Taylor Trl
 Buckeye Ln
 Bugle Court

Through Street

Hwy 54
 Blueridge Road
 Jones Ferry Road*
 Bolin Creek Dr
 Hwy 54
 Hogan Woods Circle (Amend. 3/2/04)
 Shelton Street
 W. Main Street*
 Barrington Hills Road
~~Old 86*~~ (Deleted 3/2/04)
 Skye Drive (Amend. 2/14/06)
 Hillsborough Rd.* (Amend. 3/2/04)
 Jones Ferry Road*
 Long Meadows Road
 Hillsborough Rd
 Davie Road
 Fidelity St
 Jones Ferry Road*
 W. Main Street*
 W. Poplar Avenue
 Shadow Ridge Place (Amend. 3/2/04)
 Spring Valley Rd
 Hillsborough Road*
 Wild Oak Ln
 Bolin Creek Dr
 N. Greensboro St.* (Amend. 3/2/04)
 E Main St
 Tar Hill Drive (Amend. 3/2/04)
 Reynard Road (Amend. 2/14/06)
 Stafffield Lane (Amend. 2/14/06)
 Hillsborough Rd
 Pathway Dr
 Farm House Dr
 Tallyho Trail (Amend. 2/14/06)

Burns Place

Claymore Road (Amend. 2/14/06)

Calumet Court

Morningside Drive

Camden Lane

Homestead Road * Amend.2/14/06)

Canton Court (Amend. 2/12/80)

Barington Hills Road

Carol Street

Lorraine Street

Carol Street

Old Fayetteville Road*

Cates Farm Rd

Hillsborough Rd

Cathy Road

Gary Road

Cathy Road

Lynn Drive

Center Street

Weaver Street

Cheek Street

N. Greensboro Street*

Cheek Street

Hillsborough Road*

Cheswick Ct

High St

Claymore Road

Rogers Road* (Amend. 2/14/06)

~~Coaston Avenue~~

~~Davie Road~~ (Amend. 6/22/2004)

Cobb Street

Lloyd Street

Cobb Street

Broad Street

Colson Avenue

Davie Road (Amend. 6/22/2004)

Creek View Circle (Amend. 2/22/94)

Waterside Drive

Creekview Cir

Waterside Dr

Crest Street

Pleasant Drive

Daffodil Ln

Old Pittsboro Rd

Dairy Court

Long Meadows Road (Amend. 3/2/04)

Dairy Glen Rd.

Hogan Hills Rd. (Amend. 3/2/04)

Davie Rd (from the North)

W Poplar Ave

Davie Rd (from the South)

W Poplar Ave

Davie Road

Jones Ferry Road*

Davie Road

W. Main Street*

Deer St

Quail Roost Dr

Deer St

Lisa Dr

Dillard St

Hillsborough Rd

Dove St

Hillsborough Rd

Dove St

Rainbow Dr

Downing Court (Amend. 2/12/80)

Autumn Drive

Drayton Ct

Pathway Dr

East Carr Street

S. Greensboro Street*

Ellsworth Pl

Tramore Dr

Elm Street

Weaver Street

Elm Street

Shelton Street

Eugene St

Hargraves St

Fairfield Ct

Hanford Rd

Farm House Dr

Old NC 86

Fidelity Street

W. Main Street*

Fidelity Street

Davie Road

Fowler Street

Broad Street

Fowler Street

Lloyd Street

Fowler Street

Starlite Drive (Amend. 3/2/04)

Frances Shetley Bikeway
 Frances Shetley Bikeway
 Gary Road
 Gateridge Pl
 Glenview Pl
 Glosson Circle
 Gloucester Court
 Goldston Avenue
 Gracewood Pl
 Hanford Rd
 Hanna Street
 High St
 High Street
 Highway 54
 Hill St
 Hill Street
 Hillcrest Avenue
 Hillsborough Road*
 Hillsborough Road
 Hillview Drive
 Hogan Glen Court
 Hogan Hills Road
 Hogan Ridge Court
 Hogan Woods Circle
 Hosierey St
 Hunter Place
 Huntsman Court
 Inverness Way
 James Street
 James Street
 Juniper Court
 Kay Street
 Keith Road
 Keith Road
 King Street
 Kit Lane
 Laurel Ave
 Lair Court
 Lake Hogan Farm Road
 Lake Manor Road
 Lake Ridge Place
 Laurel Ave (from the South)
 Laurel Avenue
 Laurel Avenue (from the North)
 Libba Cotton Bikeway
 Libba Cotton Bikeway
 Libba Cotton Bikeway
 Lilac Drive

N Greensboro St
 Shelton St
 Poplar Avenue
 Manor Ridge Rd
 Waverly Forest Ln
 Davie Road
 Camden Lane (Amend. 2/14/06)
 High Street
 Pathway Dr
 Pathway Dr
 N. Greensboro Street
 W Main St
 Hillsborough Road*
 Jones Ferry Road*
 Lloyd St
 Broad Street
 Estes Drive
 N. Greensboro St*
 W. Main Street*
 Pleasant Drive
 Long Meadows Road (Amend. 3/2/04)
 Old 86*
 Long Meadows Road (Amend. 3/2/04)
 Commons Way Drive
 Lloyd St
 N. Greensboro Street*
 Tallyho Trail (Amend. 2/14/06)
 Claymore Road (Amend. 2/14/06)
 Hillsborough Road*
 W. Main Street*
 Manor Ridge (Amend. 12/8/92)
 Davie Road
 Gary Road
 Lynn Drive
 Barnes Street
 Tallyho Trail (Amend. 2/14/06)
 Weaver St
 Tallyho Trail (Amend. 2/14/06)
 Homestead Road*
 Lake Hogan Farm Rd (Amend. 3/2/04)
 Lake Manor Road (Amend. 3/2/04)
 Jones Ferry Rd
 W Main Street*
 Jones Ferry Road*
 Brewer Ln
 Brewer Ln
 Roberson St
 Oleander Road

Lilac Drive	W Poplar Avenue
Lindsay Street	Weaver Street
Lisa Dr	Quail Roost Dr
Lloyd St	Hill St
Lloyd Street	E. Main Street* (Deleted 3/2/04)
Lock Laven Lane	Claymore Road (Amend. 2/14/06)
Long Meadows Road	Hogan Hills Road (Amend. 3/2/04)
Lorraine Street	Hillsborough Road*
Lynn Drive	Oleander Road (Amend. 3/2/04)
Manor Ridge Drive	Willow Oak Lane (Amend. 12/8/92)
Maple Ave	E Carr St
Maple Ave Ext	Roberson St
Maple Ave Ext	E Carr St
Mary Street	Simpson Street
Mary Street	Lorraine Street
Melba Circle	Lindsay Street (Deleted 3/2/04)
Meadow Run Court	Rogers Road* (Amend. 2/14/06)
Melba Circle	Lorraine Street (Amend. 3/2/04)
Merritt St	Lindsay St
Michael's Way	Sunset Creek Cir
Millrock Ct	Bolin Creek Dr
Milton Dr	Cheek St
Milton Drive	N. Greensboro Street*
Misty Pines Pl	Manor Ridge Rd
Morgan Hill Court	Manor Ridge Road (Amend. 3/2/04)
Morningside Drive	N. Greensboro Street*
Morningside Drive	Blueridge Road
Neville Street	Davie Road
Neville Street	Alabama Avenue
North Fields Circle	Long Meadows Road (Amend. 2/14/06)
North Fields Circle	Long Meadows Road (Amend. 2/14/06)
N. Hawick Court	Claymore Road (Amend. 2/14/06)
N. Hound Court	Reynard Road (Amend. 2/14/06)
Oak Avenue	N Greensboro St
Oak Avenue	Weaver Street
Oak Avenue Ext	N Greensboro St
Oak Glen Place	Waverly Forest Lane (Amend. 3/2/04)
Oak Spring Court	Orchard Lane (Amend. 12/8/92)
Oak St	Greensboro St
Oak St	Hillsborough Road*
Old Fayetteville Road (from University Lake)	Old Fayetteville Rd
Old Fayetteville Road* (Amend. 2/12/80)	Old 86* (Deleted 3/2/04)
Old Pittsboro Road	S. Greensboro Street*
Old Pittsboro Road	S. Greensboro Street*

~~Oleander Rd~~
Oleander Rd
Oleander Road
Orchard Lane
Painted Turtle Lane

~~Palomar Point~~
Parker Street
Parkview Ave
Parkview Ave
Pine Hill Dr
Pine Street
Pine Street
Pleasant Drive
Poplar Avenue
Poplar Avenue
Poplar Avenue (Amend. 2/12/80)
Prince Street
PTA Bikeway
PTA Bikeway
Quail Roost Road
Queen Street
Queen Street
Rainbow Drive
Rand Road
Randolph Court
Raven Ln
Red Sunset Pl
Redfoot Run Road
Renee Lynn Court
Reynard Road
Richard Dixon Ct
Richland Ct
River Creek Pl
Roberson Street
Robert Hunt Dr
Roberts Street
Rock Haven Rd
Rock Spring Court
Rockgarden Rd
Rockgarden Rd
Rocky Point
Rossburn Way
Shadow Ridge Place
Shelton Street

Shelton Street
Shelton Street

~~Lynn Dr~~ (Deleted 3/2/04)
Hwy 54
Gary Road
BPW Club Road (Amend. 12/8/92)
Turtleback Crossing Dr. (Amend. 3/2/04)
~~Rossburn Way~~ (Deleted 11/1/11)
N. Greensboro Street
Pathway Dr
Hillsborough Rd
W Main St
N. Greensboro Street*
Hillsborough Road*
N. Greensboro Street*
W. Main Street*
N. Greensboro Street*
Old Fayetteville Road
King Street*
W. Carr Street (Amend. 3/2/04)
Main Street (Amend. 3/2/04)
James Street
Prince Street
Barnes Street
Hillsborough Road*
S. Greensboro Street*
Hogan Woods Circle (Amend. 3/2/04)
W Poplar Ave
Purple Leaf Pl
Hogan Woods Circle (Amend. 3/2/04)
Rock Haven Road (Amend. 3/2/04)
Tallyho Trail (Amend. 2/14/06)
Robert Hunt Dr
Pathway Dr
Morgan Hill Ct
S. Greensboro Street*
Greensboro St
Merritt Mill Road*
Smith Level Rd
Spring Valley Rd
Cobblestone Dr
Cobblestone Dr
Bel Arbor Ln
Culbreth Rd
Long Meadows Road (Amend. 3/2/04)
Shelton Street at Carrboro
Elementary
Hillsborough Road*
N Greensboro Street*

Short Street	N. Greensboro Street*
Short Street	Center Avenue
Simpson Street	W. Main Street*
Simpson Street	Hillsborough Road
Skye Drive	Sterling Bridge Road (Amend. 2/14/06)
South Fields Circle	Long Meadows Road
South Fields Circle	Long Meadows Road
S. Hawick Court	Claymore Road (Amend. 2/14/06)
S. Hound Court	Reynard Road (Amend. 2/14/06)
Spring Valley Road	Morningside Drive
Stable Rd	Bolin Forest Dr
Stafffield Lane	Tallyho Trail (Amend. 2/14/06)
Starlite Dr	Starlite Dr
Starlite Dr	Sunset Dr
Starlite Dr	Broad St
Sterling Bridge Road	Claymore Road-(Amend. 2/14/06)
Sterling Bridge Road	Homestead Road*(Amend. 2/14/06)
Stratford Dr	Autumn Dr -(Amend. 1/11/05)
Stratford Dr	Homestead Rd
Strowd Ln	Old Fayetteville Rd
Sudbury Ln	Pathway Dr
Sue Ann Court	N. Greensboro Street*
Suffolk Pl	Tramore Dr
Sunset Creek Cir	Farm House Dr
Sunset Creek Cir	Farm House Dr
Sunset Drive	E. Rosemary Street
Sunset Ridge Ln	Sunset Creek Cir
Sweetbay Pl	Roberson St
Tallyho Trail	Rogers Road* (Amend. 2/14/06)
Tanglewood Lane (Amend. 3/11/86)	Westbrook Drive
Todd Street	N. Greensboro Street
Town Hall Parking	Bim St
Town of Carrboro Parking	Laurel Ave
Town of Carrboro Parking	Town of Carrboro Parking
Town of Carrboro Parking	Bim St
Towne Ridge Lane	Lake Hogan Farms Rd (Amend. 3/2/04)
Tramore Drive	Colfax Drive (Amend. 3/2/04)
Turtleback Crossing Dr.	Lake Hogan Frm Rd. (Amend. 3/2/04)
W Poplar Ave Ext	W Poplar Ave
W Poplar Avenue	W. Main Street*
W Poplar Avenue (from the East) -(Amend. 2/12/80) (Deleted 2/14/06)	Highway 54 Bypass*
W Poplar Avenue (from the West) (Amend. 2/12/80) (Deleted 2/14/06)	Highway 54 Bypass
Wannamaker Pl	Sweetbay Pl
Waterside Drive (Amend. 2/22/94)	Spring Valley Dr

Watters Road (Amend. 2/2/93)
Waverly Forest Ln
Weathervane Drive
Weathervane Drive
Weaver St
Webb Court
West Carr Street
Wesley Street
Westbrook Dr
Westview Drive
Westview Drive
Whitmore Circle
Wild Oak Ln
Williams St
Williams Street
Willow Oak Lane

Winsome Ln
Woods Walk Ct
Wrenn Pl
Wyndham Dr
~~Wyndham Dr (from N)~~
~~Wyndham Dr (from S)~~
Yeagen Pl

N. Greensboro Street*
Hanford Rd
N. Greensboro St. (Amend. 3/2/04)
Stable Road (Amend. 3/2/04)
Laurel Ave
Blueridge Road
S. Greensboro Street*
Hargraves Street (Amend. 3/2/04)
Hwy 54
W. Main Street*
W. Main Street*
Staffield Lane (Amend. 2/14/06)
Pathway Dr
At Wilson Park
N. Greensboro Street*
Smith Level Road* (Amend.
12/8/92)
Old Fayetteville Rd
Bel Arbor Ln
Pathway Dr
Rockgarden Rd
~~Tramore Dr (Deleted 3/2/04)~~
~~Tramore Dr (Deleted 3/2/04)~~
Tripp Farm Rd

(b) The intersection of the following streets are declared to be 4-way intersections, and the administrator shall erect stop signs on each street at the entrance to the intersection. The effect of such stop sign on vehicles and pedestrians shall be as provided in G.S. 20-158 and 20-172. (Amend. 7/2/80, 9/26/2000, 11/01/11)

Shelton Street
Spring Valley Drive (Amend.2/22/94)
Westbrook Drive
Autumn Drive
Beechwood Drive
Carol Street
Cates Farm Road
James Street
James Street
Orchard Lane
Pathway Drive
Pathway Drive
Pathway Drive
Pathway Drive
Pathway Drive
Poplar Avenue

Oak Avenue
Pathway Drive
Berryhill Drive (Amend. 5/26/87)
Cates Farm Road
Westbrook Drive
James Street
RockGarden Drive
Lorraine Street
Rainbow Drive
Manor Ridge Drive
Cates Farm Road
Cobblestone Drive
Spring Valley Drive
Tripp Farm Road
Robert Hunt Drive
Ashe Street

Article III

SPEED LIMITS

Section 6-15. General Speed Limit

As provided in G.S. 20-141(b)(1), no person may drive a vehicle on a street or in a public vehicular area in excess of thirty-five (35) miles per hour unless a different speed is established by this article.

Section 6-16. Speed Limits

(a) Whenever a speed limit has been established and appropriate traffic control devices have been installed in accordance with subsections (b) and (c) of this section, no person may operate a vehicle on any street in excess of the posted speed. (Amend. 11/20/07)

(b) The following speed limits shall be applicable to the following street as indicated, and the administrator shall install appropriate traffic control devices clearly indicating the established speed limit.

- (1) Twenty (20) miles per hour:

Main Street* (SR 1010) from Greensboro Street* (SR 1919) to the corporate limits of Chapel Hill at Merritt Mill Road* (SR 1927) (Amend. 8/17/04)
Oak Avenue (Amend. 3/13/79)
Poplar Avenue (Amend. 3/13/79)
South Greensboro Street* from a point 700 feet south of Main St. northward to Main Street (Amend. 6/29/90)
~~North Greensboro Street* (SR 1772) from Main Street* (SR 1010) to Shelton Street (Amend. 8/17/04)~~
North Greensboro Street * (SR 1772) from Main Street* (SR 1010) to a point 0.07 mile north of Shelton Street (Amend. 10/16/07)
Purple Leaf Place (Amend. 3/4/03)
Red Sunset Place (Amend. 3/4/03)
Roberson Street (Amend. 4/15/03)
Sweet Bay Place (Amend. 3/4/03)
Wannamaker Place (Amend. 3/4/03)

- (2) Twenty-five (25) miles per hour: (Amend. 5/20/03)

Abbey Lane (Amend. 3/4/03)
Aberdeen Court (Amend. 3/4/03)
Alabama Avenue
Amber Court (Amend. 3/4/03)
Arbor Creek Court (Amend. 4/5/05)



Town of Carrboro

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

Legislation Text

File #: 14-0047, **Version:** 1

TITLE:

Presentation of Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ending June 30, 2013

PURPOSE: The purpose of this agenda item is for the Town's independent auditor, Dixon Hughes Goodman LLC, to present the Board of Aldermen with the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2013.

DEPARTMENT: Management Services

CONTACT INFORMATION: Arche McAdoo, 918-7439

INFORMATION: The Town is required to produce annually a Comprehensive Annual Financial Report that includes financial statements that have been audited by an independent certified public accounting firm. This report is submitted to the North Carolina Local Government Commission (LGC) and presented to the Board of Aldermen each year. The final audit report has been reviewed and accepted by the LGC. The CAFR is available in the online agenda but will not be printed in hard copies to conserve paper.

The Town receives a SAS 114 Report from Dixon Hughes Goodman, which is a normal means of communicating with the Board each year regarding the audit. The opinion of the independent auditors is that they find the financial statements present fairly, in all respects, the financial position of the Town as of June 30, 2013 and have issued an "unmodified" or clean audit opinion. No material weaknesses in internal controls were identified by the independent auditors for this audit period. The management letter included one comment regarding timely reconciliation of certain monthly accounting activities. Steps have been taken by management to correct this matter.

FISCAL & STAFF IMPACT: None.

RECOMMENDATION: That the Board approve the attached resolution accepting the CAFR and SAS 114 Report for fiscal year ending June 30, 2013.

**A RESOLUTION ACCEPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT
AND INDEPENDENT AUDITOR'S SAS 114 LETTER FOR THE FISCAL YEAR ENDING
JUNE 30, 2013**

WHEREAS, the Carrboro Board of Aldermen have received the Comprehensive Annual Financial Report including independent auditor's opinion and SAS 114 Letter for fiscal year ending June 30, 2013; and

WHEREAS, the Aldermen were informed by the Town's independent auditors, Dixon Hughes Goodman LLP, that the Town's financial statements are free of material misstatement and that the audit tests conducted by the firm did not uncover any material weaknesses;

NOW THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO;

Section 1: Accept the Comprehensive Annual Financial Report with independent auditor's opinion and SAS 114 Letter for fiscal year ending June 30, 2013.

Report to the Board of Aldermen of

The Town of Carrboro, North Carolina



DIXON HUGHES GOODMAN^{LLP}
Certified Public Accountants and Advisors

Contacts	1
Required Auditor Communications	2
Appendix - Management Representation Letter	





John Frank, CPA

Partner

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January 14, 2014

To the Board of Aldermen
Town of Carrboro, North Carolina

We have audited the financial statements of the Town of Carrboro, North Carolina (the "Town") for the year ended June 30, 2013, and have issued our report thereon dated January 14, 2014. Professional standards require that we provide you with information about our responsibilities in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 29, 2013. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note 1 to the financial statements. The Town adopted Statement of Governmental Accounting Standards (GASB Statement) No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position* and GASB Statement 65, *Items Previously Reported as Assets and Liabilities* during 2013. The implementation of these standards had no impact on fund balance or net position that was previously reported. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management, and are based on management's knowledge and experience about past and current events, and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the allowance for doubtful accounts is based on historical collection experience and collateral. We evaluated the key factors and assumptions used to develop the allowance for doubtful accounts in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of depreciable lives is based on the expected useful lives of individual capital assets. We evaluated the key factors and assumptions used to develop the depreciable lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of postretirement benefits is based on actuarial assumptions and projections that are provided by a third party based on information provided by management. We evaluated the key factors and assumptions used to develop the postretirement benefits in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of other postemployment benefits is based on actuarial assumptions and projections that are provided by a third party based on information provided by management. We evaluated the key factors and assumptions used to develop the other postemployment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We did not detect any material misstatements as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 14, 2014 which is included in the Appendix.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Town’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Aldermen and management of the Town, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Dixon Hughes Goodman LLP

High Point, North Carolina





DIXON HUGHES GOODMAN LLP

Appendix - Management Representation Letter





TOWN OF CARRBORO

NORTH CAROLINA

WWW.TOWNOFCARRBORO.ORG

January 14, 2014

Dixon Hughes Goodman LLP
1829 Eastchester Drive
High Point, North Carolina 27265

We are providing this letter in connection with your audit of the financial statements of the Town of Carrboro (the "Town"), which comprise the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2013, and the respective changes in financial position for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of January 14, 2014, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 29, 2013 for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates are reasonable.

6. Related-party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP
7. We have evaluated subsequent events through the date of this letter, which is the date the financial statements were available to be issued. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements, except as made known to you and disclosed in the notes to the financial statements.
8. You have recommended adjusting journal entries for the current year that have been posted to the Town's accounts. We are in agreement with and approve of those adjustments. We are not aware of any uncorrected misstatements and omitted disclosures noted by you during your audit.
9. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the Town is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the Town or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud affecting the Town involving:
 - a. Management.
 - b. Employees who have significant roles in internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements received in communications from employees, former employees, analysts, regulators, or others.

16. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
17. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
18. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Government-Specific

19. We have made available to you all financial records and related data and all audit or relevant monitoring reports, if any, received from funding sources.
20. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
21. We have taken timely and appropriate steps to remedy fraud, violations of laws, regulations, contracts, or grant agreements, or abuse that you have reported to us.
22. We have a process to track the status of audit findings and recommendations.
23. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
24. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
25. The Town has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
26. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
27. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance, except as made known to you and disclosed in the notes to the financial statements.
28. As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal and state awards. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal and state awards.

29. The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except as made known to you and disclosed in the notes to the financial statements.
30. The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
31. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
32. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
33. The financial statements properly classify all funds and activities.
34. All funds that meet the quantitative criteria in GASBS No. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
35. Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
36. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
37. Provisions for uncollectible receivables have been properly identified and recorded.
38. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
39. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
40. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
41. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
42. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
43. We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

44. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
45. With respect to the individual fund statements, budgetary schedules and other schedules:
- a. We acknowledge our responsibility for presenting the individual fund statements, budgetary schedules and other schedules in accordance with accounting principles generally accepted in the United States of America, and we believe the individual fund statements, budgetary schedules and other schedules, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the individual fund statements, budgetary schedules and other schedules have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b. If the individual fund statements, budgetary schedules and other schedules are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
46. We have evaluated the Town's ability to continue as a going concern and have included appropriate disclosures, as necessary, in the financial statements.
47. With respect to federal and state award programs:
- a. We are responsible for understanding and complying with and have complied with the requirements of the applicable requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the State Single Audit Implementation Act, including requirements relating to preparation of the schedule of expenditures of federal and state awards.
 - b. We acknowledge our responsibility for presenting the schedule of expenditures of federal and state awards in accordance with the requirements of OMB Circular A-133 §310.b, and we believe the schedule of expenditures of federal and state awards, including its form and content, is fairly presented in accordance with the Circular. The methods of measurement and presentation of the schedule of expenditures of federal and state awards have not changed from those used in the prior period, and we have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the schedule of expenditures of federal and state awards.
 - c. If the schedule of expenditures of federal and state awards is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

- d. We have identified and disclosed to you all of our government programs and related activities subject to OMB Circular A-133 and the State Single Audit Implementation Act and included in the schedule of expenditures of federal and state awards made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with in all material respects, the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal and state programs and have identified and disclosed to you the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major federal and state program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal and state programs that provides reasonable assurance that we are managing our federal and state awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended. Also, no changes have been made in internal control over compliance or other factors to the date of this letter that might significantly affect internal control, including any corrective action taken with regard to control deficiencies reported in the schedule of findings and questioned costs.
- g. We have made available to you all contracts and grant agreements (including amendments, if any), and any other correspondence with federal and state agencies or pass-through entities relating to each major federal and state program, and related activities.
- h. We have received no requests from a federal or state agency to audit one or more specific programs as a major program.
- i. We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the applicable compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- j. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken up to the date of the auditor's report.
- k. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*, and the OMB's *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.
- l. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- m. We have made available to you all documentation related to the compliance requirements with the direct and material compliance requirements, including information related to federal and state program financial reports, and claims for advances and reimbursements.

- n. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- o. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- p. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies in internal control over compliance, have occurred subsequent to the date as of which compliance was audited.
- q. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- r. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the respective federal or state agency or pass-through entity, as applicable.
- s. We have monitored subrecipients to determine that they have expended pass-through assistance in accordance with the applicable laws and regulations, and have met the requirements of OMB Circular A-133 and the State Single Audit Implementation Act, except as disclosed by you.
- t. We have taken appropriate action, including issuing management decisions, on a timely basis after receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements, and have ensured that subrecipients have taken the appropriate and timely corrective action on findings.
- u. We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records.
- v. We have charged costs to federal and state awards in accordance with applicable cost principles.
- w. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by OMB Circular A-133, and we have provided you with all information on the status of the follow-up on prior audit findings by federal and state awarding agencies and pass-through entities, including all management decisions.
- x. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by OMB Circular A-133.
- y. We are responsible for preparing and implementing a corrective action plan for each audit finding.

We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.

TOWN OF CARRBORO, NORTH CAROLINA

A handwritten signature in black ink, appearing to read "David L. Andrews", written over a horizontal line.

David L. Andrews
Town Manager

A handwritten signature in black ink, appearing to read "Arche L. McAdoo", written over a horizontal line.

Arche L. McAdoo
Finance Director

January 14, 2014

To the Board of Aldermen
Town of Carrboro, North Carolina

In planning and performing our audit of the financial statements of the Town of Carrboro for the year ended June 30, 2013, we noted an issue of which the Board should be made aware. This letter does not affect our report dated January 14, 2014 on the financial statements of the Town of Carrboro.

Accounting Matters

During the year, the Town's Finance Department encountered staff turnover at the Staff Accountant and Accounting Payroll Specialist positions. These positions were filled by temporary staffing agencies until a full-time candidate was identified and hired. The Staff Accountant position was not filled until the fall of 2014. As a result of this turnover, certain monthly reconciliations were not performed timely, which delayed the audit process.

Management's Response

We concur with the above comment and have taken steps to ensure that monthly reconciliations are performed timely. We have now hired a permanent full-time Staff Accountant and Accounting Payroll Specialist. We have also modified our process to now include a monthly review of all reconciliations with the Finance Director prior to closing the month. We do not anticipate this matter occurring again as we go forward.

We appreciate the opportunity to present these comments for your consideration. We are prepared to discuss them at your convenience as you may desire. This report is intended solely for the information and use of the Town Board and management, and is not intended to be and should not be used by anyone other than these specified parties.

Dixon Hughes Goodman LLP

High Point, North Carolina



Legislation Text

File #: 14-0042, **Version:** 1

TITLE:

Permit Extension Request for Previously Issued Conditional Use Permit for The Shoppes at Jones Ferry at 405 Jones Ferry Road

PURPOSE: The Board is asked to review a request for an extension of the date when a Conditional Use Permit would otherwise expire for The Shoppes at Jones Ferry at 405 Jones Ferry Road.

DEPARTMENT: Planning Department

CONTACT INFORMATION: Marty Roupe, 918-7333

INFORMATION: The property owner of 405 Jones Ferry Road, Mr. Calvin Mellott, has requested the extension of the date on which a previously issued Conditional Use Permit (CUP) would otherwise expire. The Board of Aldermen originally granted the CUP on September 25th, 2007. Thereafter, based on court proceedings resulting from the developer filing a lawsuit regarding the appropriateness of one or more CUP conditions, a permit extension granted by State Bill 831, and previous extensions granted by the Board of Aldermen, the current resulting expiration date for the CUP was November 21, 2013.

Staff contacted the property owner and developer in advance of November 21 regarding the matter. Mr. Calvin Mellott, property owner, then came to Town Hall on that date and made payment for the extension of the permit. Staff received and processed the check. Afterwards, staff contacted Mr. Mellott's attorney, Mr. David Rooks, and discussed what the payment did and did not mean regarding whether the permit can be extended.

In short, staff determined that Mr. Mellott has standing to continue forward with making a request for extension of the permit since he did make payment on the date the permit otherwise would have expired. But since the applicable LUO section (**see Staff Report**) requires action by the permit-issuing authority, the Board of Aldermen in this case, payment alone does not automatically extend the life of the permit. Staff discussed the matter with Mr. Rooks and he subsequently submitted a written statement (**see Attachment**) requesting that the Board extend the permit expiration date to November 21, 2014.

Historically, permit extension requests have been submitted, reviewed, and granted by the permit-issuing authority in advance of the expiration date. Again, though, staff has determined that Mr. Mellott has standing to make the request based on submitting payment on November 21, 2013. As a result, the Board may proceed on one of the following three ways:

- 1) Extend the CUP for an additional year, with a resulting new expiration date of November 21st, 2014;
or
- 2) Choose to deny the extension of the CUP for an additional year by determining that Mr. Mellott did not submit payment and associated information in a timely enough manner for the Board of Aldermen to

reasonably consider the application prior to the date on which the permit otherwise would expire;
or

- 3) Deny the extension of the CUP for an additional year due for some other reason.

A resolution (**Attachment A**) is provided approving the extension if the Board chooses to adopt it.

FISCAL & STAFF IMPACT: None

RECOMMENDATION: Town Staff requests that the Board of Aldermen review the information, consider the request, and decide whether to extend the date on which the CUP otherwise would or did expire to November 21, 2014.

**A RESOLUTION APPROVING THE EXTENSION OF THE DATE ON WHICH
A CUP WOULD OTHERWISE EXPIRE FOR THE SHOPPES AT JONES
FERRY AT 405 JONES FERRY ROAD**

WHEREAS, the Carrboro Board of Aldermen approved a Conditional Use Permit for The Shoppes at Jones Ferry at 405 Jones Ferry Road on September 25, 2007; and

WHEREAS, the current expiration date for the permit was November 21, 2013, and

WHEREAS, Section 15-62(a) of the Town of Carrboro Land Use Ordinance states that a CUP will expire automatically within two years of the issuance date if less than ten percent (10%) of the total cost of the project has been completed on site, unless the permit-issuing authority extends the expiration date pursuant to the findings found in Section 15-62(c) of the Land Use Ordinance;

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

NOW, THEREFORE BE IT RESOLVED that the Carrboro Board of Aldermen hereby extend the date on which the CUP for the Shoppes at Jones Ferry project otherwise would expire. The new expiration date is November 21, 2014.

This the 18th day of February 2014.

STAFF REPORT

TO: Board of Aldermen

DATE: February 18th, 2014

PROJECT: Conditional Use Permit Extension Request for The Shoppes at Jones Ferry at 405 Jones Ferry Road

APPLICANT/OWNERS: Calvin & Nora Mellot
PO Box 537
Carrboro, NC 27510

PURPOSE: Request for an extension of date when Conditional Use Permit would otherwise expire for The Shoppes at Jones Ferry project.

EXISTING ZONING: M1- Light Manufacturing

PIN: 9778-64-1957 & 9778-54-9917

LOCATION: 405 Jones Ferry Road

TRACT SIZE: 7.771 acres/335,858 square feet

EXISTING LAND USE: Construction Yard- Permissible Use # 3.220

PROPOSED LAND USE: Use 2.110- High-Volume Traffic Generation Sales

SURROUNDING LAND USES: North: M1- OWASA/Jones Ferry Road
South: R-7.5- University Lake Apartments
East: R-7.5- Single-family residence/Barnes Street
West: R-7.5- Collins Crossings Apartments

ZONING HISTORY: M1, since 1980

RELEVANT ORDINANCE SECTIONS: Section 15-62 Expiration of Permits

BACKGROUND

The property owner, Calvin Mellot, has requested an extension of the date on which a previously issued Conditional Use Permit (CUP) would otherwise expire. The Board of Aldermen originally granted the Conditional Use Permit on September 25th, 2007.

The original developer objected to one or more conditions placed on the CUP by the Board of Aldermen and appealed those impositions to Superior Court, which ruled in favor of the Board of Aldermen. The developer appealed this decision to the Court of Appeals which determined that the Board of Aldermen had failed to include adequate findings of fact in its order approving the permit with the conditions in question and remanded that case back to the Superior Court with the instructions to the Superior Court to remand the case to the Board of Aldermen to make findings of fact to support its decision to impose the conditions. Afterwards, the permit remained inactive but still valid until at least November 21, 2013, as described in the Abstract for this agenda item.

Subsequently, Mr. Calvin Mellott made payment for the extension of the permit on November 21st. 2013. In a letter submitted to staff regarding this matter, David Rooks, representing Mr. Mellott, cited market conditions and economic factors as reasons why he has not moved forward expeditiously with construction of the project.

Choices regarding options the Board has regarding making a decision are contained in this agenda item's abstract and are repeated below in the recommendation section. Should the Board choose to grant the permit extension request, please note that construction plans must still be reviewed and approved, and a pre-construction meeting must be held before construction may begin. Following is a description of the applicable LUO sections regarding this application, along with staff's determinations with compliance for each one.

APPLICABLE LUO PROVISIONS

Extensions to the date on which a permit would otherwise expire must be granted in accordance with Section 15-62 (Expiration of Permits) of the LUO, which is included below, section-by-section. As previously mentioned, Mr. Mellott has been trying to obtain interest from potential grocery stores, but no work (0%) has been completed on the site to date.

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

“(c) The permit-issuing authority may extend for a period up to one year the date when a permit would otherwise expire pursuant to subsections (a) and (b) if it concludes that (i) the permit has not yet expired, (ii) the permit recipient has proceeded with due diligence and in good faith, and (iii) conditions have not changed so substantially as to warrant a new

application. Successive extensions may be granted for periods up to one year upon the same findings. All such extensions may be granted without resort to the formal processes and fees required for a new permit.”

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

1. The permit has not yet expired.

COMPLIANCE: *In this case, the permit-issuing authority must determine whether the permit has expired. As previously mentioned, Mr. Mellott provided payment for the extension of this permit on its expiration date of November 21st, 2013. Staff determined that payment gave Mr. Mellott standing to bring this matter forward to the Board of Aldermen. The Board therefore may agree to extend the expiration date, or may determine that payment alone on the date which the permit was set to expire is not sufficient grounds on which to determine that the permit has not yet expired.*

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

COMPLIANCE: *Yes, according to a letter provided by David Rooks, Mr. Mellott has proceeded with due diligence and in good faith and has received inquiries from two different grocery chains that may be interested in the project.*

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

COMPLIANCE: *Yes, it is true that conditions have not changed so substantially as to warrant a new application. No changes to the property have taken place since the permit was originally approved.*

RECOMMENDATION

Town Staff requests that the Board of Aldermen review the information, consider the request, and decide whether to extend the date on which the CUP otherwise would or did expire to November 21, 2014. The Board may choose one of the three following options:

- 1) Extend the CUP for an additional year, with a resulting new expiration date of November 21st, 2014;
or
- 2) Choose to deny the extension of the CUP for an additional year by determining that Mr. Mellott did not submit payment and associated information in a timely enough manner for the Board of Aldermen to reasonably consider the application prior to the date on which the permit otherwise would expire;
- 3) Deny the extension of the CUP for an additional year due for some other reason.

NORTHEN BLUE, L.L.P.
A LIMITED LIABILITY PARTNERSHIP
ATTORNEYS AT LAW
THE EXCHANGE AT MEADOWMONT
1414 RALEIGH ROAD
SUITE 435
CHAPEL HILL, NORTH CAROLINA 27517

JOHN A. NORTHEN
J. WILLIAM BLUE, JR.
DAVID M. ROOKS
VICKI L. PARROTT
STEPHANIE OSBORNE-RODGERS
JOHN PAUL H. COURNOYER

MAILING ADDRESS:
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January 3, 2014

Hon. Lydia Lavelle
Mayor
Town of Carrboro
301 W. Main Street
Carrboro, NC 27510

Re: Special use permit issued to Calvin and Nora Mellott and Mellott Trucking and Supply, Co. on property at 407 Jones Ferry Road, PIN: 9778549917 & 9778641957

Dear Mayor Lavelle:

I represent Mr. & Mrs. Mellott and Mellott Trucking and Supply Company who own two parcels on Jones Ferry Road where Mr. Mellott's grading contracting business is now headquartered. I write to request that the Board of Alderman extend the special use permit it granted to Mr. & Mrs. Mellott, Mellott Trucking and Supply Co. and Northwest Property Group, LLC as developer for the two tracts for one year pursuant to Section 15-62(c) of the Land Use Ordinance.

Some background might be helpful. The Board initially granted the special use permit on September 25, 2007 for the redevelopment of the property as a grocery store based shopping center. The developer objected to two conditions imposed by the Board and appealed the imposition of those conditions to Superior Court. The Superior Court ruled in favor of the Town. The developer appealed this decision to the Court of Appeals which determined that the Board had failed to include adequate findings of fact in its order approving the permit with the conditions in question and remanded the case back to the Superior Court with instructions to the Superior Court to remand the case to the Board of Alderman to make findings of fact to support its decision to impose the conditions. All of this took time so the final special use permit was not issued until November 21, 2011.

As we know all too well, economic conditions changed dramatically after September 2007. The developer was not in a position to go forward with the project when the final permit was issued and no grocery store, the logical anchor tenant, expressed interest in the project until very recently. Mr. Mellott filed a request to extend the permit and paid the requisite fee before

NORTHEN BLUE, L.L.P.

Hon. Lydia Lavelle

January 3, 2014

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the permit expired in November on the strength of inquiries he received from two different grocery store chains who might now be interested in the project. Mr. Mellott has no firm offers in hand and is not a position to discuss who might be interested in the property, but the level of interest was high enough to warrant paying the extension fee and asking the Board to extend the permit for a year.

Under Section 15-62(c) of the Land Use Ordinance, the Board may extend a permit for up to a year if it concludes that

- i. the permit has not yet expired,
- ii. the permit recipient has proceeded with due diligence and in good faith, and
- iii. conditions have not changed so substantially as to warrant a new application.

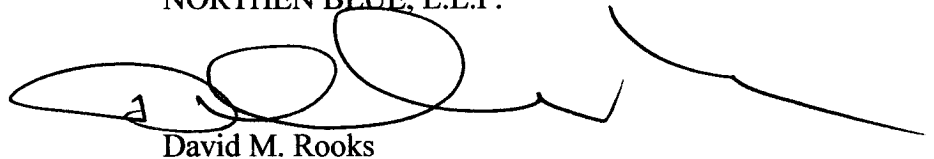
Technically, the permit expired on November 21, 2013 but Mr. Mellott made timely application before the permit had expired. There have been two Board meetings since Mr. Mellott made his application but there has not been time to get the request on the agenda.

The Mellotts have proceeded with all the diligence a weak economy would allow them to muster and they have acted in good faith. There have no changes in the surrounding property or in the use of the applicants' property that would warrant a new application. Mr. Mellott anticipates that if the project were to go forward, it would be as a grocery store just as was the case when the project was originally considered.

Please let me know if you need any additional information.

Sincerely,

NORTHEN BLUE, L.L.P.

A handwritten signature in black ink, appearing to read 'David M. Rooks', with a long horizontal line extending to the right.

David M. Rooks

DMR

cc: Calvin Mellott
Marty Roupe



Legislation Text

File #: 13-0512, **Version:** 1

TITLE:

Discussion of Possible Changes to Towing Regulations

PURPOSE: The purpose of this agenda item is to provide the Board of Aldermen information on the concerns of the Tow Operators about the current and proposed towing regulations.

DEPARTMENT: Police

CONTACT INFORMATION: Chief Walter Horton 919-918-7408

INFORMATION: At a past Board of Aldermen meeting, the Board asked Town staff to meet with the Towing Companies about their concerns with the current and proposed towing ordinance concerning towing from private property. Police Department staff met with the companies to discuss their issues and concerns. The towing companies provided a letter listing the following concerns:

Signage

The towing companies feel the current signage requirement is adequate. The additional requirements, in the proposed ordinance, would be costly to the property owners and towing companies. It would also increase the number and size of signs on the property, causing "sign pollution".

Limitation on Fees

The towing companies would like the proposed fees raised to assist with operational expenses. They would like to see the minimum fee charged for towing raised to \$150 for customers who wish to pay with credit cards and \$125 for cash paying customers. In addition, they suggested that the daily storage fee should be increased to \$40 per day. The majority of owners retrieve their car within 24 hours. They would also like an annual review of the fee process to see if they need to be adjusted based on yearly operating costs.

15 Minute "Grace Period"

The concern with this restriction is how, and in what venue, this time limit will be proven. Additional concerns with this section include its apparent contradiction with state law. GS 20-219.2 covers the removal of unauthorized vehicles from private lots and requires no such "grace period" before a tow is authorized. Tow companies are further concerned that this requirement undermines the ability of property owners to control their property and legal action against the requirement is mentioned as one possible course of action.

FISCAL & STAFF IMPACT: At this time, there are no fiscal or staff impacts associated with the Board

receiving the report.

RECOMMENDATION: Staff recommends that the Board of Aldermen consider the information provided and advise how to proceed.

GLENN BALLARD LASSITER, JR.
ATTORNEY AT LAW
POST OFFICE BOX 1460
PITTSBORO, NORTH CAROLINA 27312

(919) 929-7603
July 31, 2013

glenn@glennlassiter.com

To Town of Carrboro

By and through: Sergeant W. F. Austin
Carrboro Police Department

Re: Proposed Towing Regulation

To Whom It May Concern:

I represent Barnes' Towing, Inc. and the purpose of this letter is to provide information concerning the situation with the towing of illegally parked vehicles.

While we felt we had to go along with what was imposed last year when we signed the contract, after review of the results we have several concerns. Our primary concern is that the attempts to regulate the towing of illegally parked vehicles benefits persons almost exclusively engaged in intentional trespassing by shifting the costs associated with such illegal activities instead to be borne by those more unfortunate customers that have been involved in an accident or have mechanical problems that have disabled their vehicles.

Towing has a business model like any other business and total revenues are derived from many sources. Our costs are ever increasing. A tow vehicle sells for upwards of \$100,000.00. Fuel, maintenance, insurance, worker's compensation taxes, storage lot rental and property taxes are all increasing. With these costs, if the revenues derived from regulatory towing are limited unreasonably, towing companies will have no choice but to increase prices for other items. Towing is a convenient and timely way to relocate a vehicle these days but it hasn't always been that way. It was not so many years ago when it may take half a day or even be tomorrow before you could be towed in around this area. These days, with the convenience of many companies available, vehicles are routinely towed within an hour of dispatch.

We have several specific concerns with the proposal. With regard to the signage, our research shows that there is not a signage problem but that there is an illegal parking problem. Virtually all of the persons towed for illegal parking have ACTUAL knowledge that they are parked illegally (we have never had a tow appealed even though the right to appeal an improper is clearly defined under State law. See N.C.G.S. 20-219.11.) The new proposed signage requirements will mostly cause clutter and sign pollution, without appreciably changing the level of awareness of parkers in the Town of Carrboro.

While we believe the more appropriate course of action for the Town would be to regulate those service providers that are overcharging, if the town is going to set an arbitrary fee for towing, we believe that the minimum should be \$150, but are willing to accept a fee of \$125. Standard towing for disabled vehicles is \$75 to \$85 dollars with the key available. If a dolly is required, the fee is increased to \$125 to \$135. Shouldn't the fee for an intentionally illegally parked vehicle be AT LEAST as much as the fee for roadside service?

If we are forced to accept credit cards, the fee should be \$150 at a minimum. We generally do not accept credit cards. Persons that park illegally with full knowledge of it, and then complain when their vehicle is towed are generally far more likely to contest the credit card charges, resulting in additional collection costs and further lost revenues that usually exceed \$25 per tow in expected value. Again, this can shift costs from culpable parties to innocent parties.

We strongly assert that any minimum fee established be subject to an automatic annual increase or at least annual review. While they say inflation is under control, our basic fuel costs and maintenance costs for things like oil changes have more than doubled in the last few years. Should this trend on costs continue, the above figures would become untenable shortly.

The proposed storage fee of \$20 is very low. We are not in the storage business and rental space is very expensive. The storage fee needs to be punitive in nature so that the cars will be picked up as soon as possible, rather than low so as to encourage non-pick up, \$40 at a minimum. At current rates, almost all cars towed for illegal parking are picked up in short order, and have very little in storage fees if any.

The proposed 15-minute limit raises several concerns. If passed, this will quickly become common knowledge and illegal parkers will then treat EVERY space as free parking for 15 minutes. Our concern is how this will be policed. Is the business (ultimately the towing company) going to be forced to PROVE that the car was there for 15 minutes? How do you suggest this be proven? In what venue? This in addition to the fact that such requirement would contradict current State law. Add in that this appears to be a type of inverse condemnation of private property and the Town could be in for a bevy of lawsuits should it attempt to implement this restriction on towing.

Our last concern with the proposal is that it only regulates towing businesses because of their business license or position on the towing rotation list, but makes no provision for those not licensed or on the list. It is our understanding that some of these non-rotation businesses are the source of complaint, while there have been no complaints against the rotation businesses.

Town of Carrboro, July 31, 2013.

Page three.

Barnes Towing is a lawfully run and licensed business. We do not view ourselves as some predatory animal preying on innocent victims, but instead see ourselves as an asset to the community including the Town of Carrboro. In addition to towing disabled vehicles, we assist a business community starved for parking for its customers in controlling illegal parking on its property that often results in a lack of parking for the business' customers.

We are glad to provide input and ideas to the Town in dealing with what it senses as a problem. However, we believe the over simplistic and broad brush regulatory approach being advanced neither provides relief to innocent parties, nor addresses the real issues with illegal parking in Carrboro.

We have done business in Carrboro for a long time, and hope to continue to do so. In reality, Carrboro represents a small part of our service area, and towing of illegally parked vehicles is a relatively small part of what we do in Carrboro. As we stated before though, it is part of our business model and we wish to continue to do business in the Town.

Please contact Mr. Barnes or myself if you have any questions. Thanks in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Glenn B. Lassiter, Jr.", written in a cursive style.

Glenn B. Lassiter, Jr.

AN ORDINANCE AMENDING THE CARRBORO TOWN CODE PROVISIONS DEALING
WITH THE TOWING OF VEHICLES FROM PRIVATE PROPERTY

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Article IX of Chapter 8 of the Carrboro Town Code (“Towing of Motor Vehicles from Private Property”) is rewritten as follows:

Article IX

TOWING OF MOTOR VEHICLES FROM PRIVATE PROPERTY

Section 8-78 Applicability

(a) The provisions of this article shall apply only to:

- (1) Persons who are engaged in the business of towing motor vehicles, but only when such persons tow a motor vehicle from private property at the request of a person who is not the owner or operator of the motor vehicle that is towed; and
- (2) Persons who are the owners of property from which a motor vehicle is removed by or at the request of a such property owners or their agents; and
- (3) Persons who are the agents of property owners that have authorized such agents to have vehicles removed from the owners’ property if such vehicles are parked on that property without the owners’ permission.

(d) The provisions of this article shall not apply to the towing of motor vehicles from (i) a driveway or parking area that is manifestly designed to serve up to four dwelling units on a single lot, or (ii) any other area on private property that is manifestly not designed or intended for the parking of motor vehicles.

Section 8-78.1 No Towing In the Absence of Proper Signage

(a) No person to which the provisions of this article are applicable may tow or cause to be towed from a privately owned parking lot any motor vehicle unless the lot from which the vehicle is towed contains signage reasonably designed to inform any motorist entering the lot that:

- (1) Parking within such lot is restricted in a manner indicated in such signage. If only some spaces are restricted, the signage shall indicate which spaces are affected and what the restrictions are. If parking is not restricted on a twenty-four hour continuous basis, the signage shall indicate the days of the week and hours of the day during

which parking is restricted. If the parking lot is monitored by video surveillance, the signage shall so indicate.

- (2) Vehicles parked in the lot in violation of the restrictions are subject to being towed at the owner's expense. If vehicles are subject to being towed on a twenty-four hour basis, the signage shall so indicate (e.g., "Towing enforced 24 hours").
- (3) Information as to the location of the towed vehicle may be obtained by calling a specified telephone number.
- (4) The towing operator is required by ordinance to accept payment by major credit and debit cards as well as cash;

(b) No person to which the provisions of this article are applicable may tow or cause to be towed from a privately owned parking lot any motor vehicle that has been parked for less than fifteen minutes on such lot in violation of the restrictions specified in the signage required under subsection (a) unless such signage also contains the phrase "if you walk off this property, you are subject to being towed."

(c) Signage erected to comply with the provisions of this article shall consist of one or more signs, each of which may contain not more than sixteen square feet in surface area, located at each entrance to the parking lot or at such other locations that the information communicated therein is plainly visible to any reasonable observer using such parking lot.

- (1) The lettering on such signs shall be placed on a contrasting background. Lettering informing users of the parking lot what the basic restrictions are (e.g., "parking for customers only," "parking for residents only" etc.) and that violators are subject to towing shall be at least two inches in height. Lettering providing other information shall be at least one and one-half inches in height.
- (2) If vehicles are subject to being towed after sunset and before sunrise, the signage must be located in a lighted area or otherwise illuminated in such a manner that it remains plainly visible to users of the parking lot.
- (3) A property owner may submit a signage plan to the administrative official designated by the manager to review such plans. Approval by such administrative official of such plan shall conclusively establish that the signage erected in conformity with such plan satisfies the requirements of this article. In approving such a plan, the administrative official may allow minor deviations from the specifications of this subsection if the administrative official concludes that the sign plan achieves the objectives of this article.

Section 8-78.2 Limitation on Fees for Towing from Private Property

(a) No person who tows or removes a motor vehicle from private property may charge the owner or operator of the vehicle removed an amount in excess of one hundred dollars

(\$100.00) for the towing or removal. No person who stores a motor vehicle so removed may charge the owner or operator of the vehicle a storage fee in excess of twenty dollars (\$20.00) per day. No storage fees shall be charged for the first twenty-four (24) hour time period from the time the vehicle is initially removed from the private property. The fees referred to herein shall be all inclusive; no additional fees may be charged for the use of particular equipment or services.

(b) The towing or storage firm must accept payment by major credit and debit cards in addition to cash for all fees charged in connection with the towing and storage of a vehicle under circumstances regulated by this article (including fees charged under Section 8-78.3). A refusal by a towing operator to accept payment by a major credit or debit card shall constitute a violation of the provisions of this article.

(c) The towing or storage firm must provide a receipt for each payment at the time the payment is made.

Section 8-78.3 Report to Police Department

Within thirty (30) minutes after a vehicle has been placed at a storage site pursuant to this article, the tow truck operator who removed the vehicle shall report by telephone to the Carrboro Police Department that the vehicle has been removed and shall provide a license tag number and a description of the vehicle and its present location.

Section 8-78.4 Release Prior to Tow

If the owner or operator or other person able to move a vehicle that was parked in violation of the restrictions specified in Section 8-78.1 returns to that vehicle before the vehicle has been attached to a tow truck, the towing operator shall release the vehicle to that person without charging any fee. If the vehicle has been attached to the tow truck prior to the arrival of the person, a fee not in excess of fifty dollars (\$50) may be charged.

Section 2. Subsection 6-19(b)(4) of the Carrboro Town Code (parking for not more than two hours between 7:00 p.m. and 5:30 a.m.) is amended by adding a new subdivision (f) as follows:

(f) Within the municipal parking lot located on Laurel Avenue.

Section 3. Subsection 6-19(b) of the Carrboro Town Code (parking prohibited in certain locations at certain times) is amended by adding a new subsection (10) as follows:

(10) No Parking from 3:00 a.m. to 5:00 a.m.

All town parking lots

Section 4. Subsection 6-41(c) of the Carrboro Town Code is amended by raising the \$25.00 civil penalty for the indicated sections to \$35.00.

Section 5. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 6. This ordinance shall become effective upon adoption.



Town of Carrboro

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

Legislation Text

File #: 14-0053, **Version:** 1

TITLE:

Establishment of Stop Controls and Speed Limit on Bike Alley

PURPOSE: The Board of Aldermen is asked to approve a resolution establishing stop conditions on Bike Alley, per Sec. 6-4 of the Town Code, and a speed limit, per Sec. 6-16 of the Town Code. Based on Board comments, changes to the ordinance have been made to reduce the speed limit to 10 MPH.

DEPARTMENT: Planning

CONTACT INFORMATION: Jeff Brubaker

INFORMATION: This item was considered by the Board of Aldermen at its annual retreat on February 2, 2014. The Board asked that the item be brought back at a future meeting with a revised speed limit of 10 MPH established for Bike Alley.

The Town Attorney has prepared a revised ordinance that retains the same stop control provisions but revises the speed limit to 10 MPH.

A question was subsequently asked by a Board member if the speed limit could be further lowered to 7 MPH. This is prohibited on public streets by the Manual on Uniform Traffic Control Devices (MUTCD), Sec. 2B-13.02:

“The Speed Limit (R2-1) sign (see Figure 2B-3) shall display the limit established by law, ordinance, regulation, or as adopted by the authorized agency based on the engineering study. **The speed limits displayed shall be in multiples of 5 mph.**” [emphasis added]

FISCAL & STAFF IMPACT: Cost items include any additional stop signs and posts not already installed, or not already being installed as part of the completion of the (east-west) Boyd St. improvements. Public Works staff time will be necessary to install any of these signs.

RECOMMENDATION: Staff recommend that the Board of Aldermen approve the resolution amending the Town Code in Attachment A.

AN ORDINANCE AMENDING CHAPTER 6 OF THE CARRBORO TOWN CODE TO ESTABLISH STOP CONDITIONS AND A SPEED LIMIT ON BIKE ALLEY

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Article II of Chapter 6, Section 6-4(a), of the Carrboro Town Code is amended by inserting the following new rows to the table of stop streets and through streets, in appropriate alphabetical order:

Stop Street	Through Street
Bike Alley	Boyd Street
Bike Alley	East Main Street

Section 2. Article III of Chapter 6, Subsection 6-16(b) of the Carrboro Town Cod, is amended by renumbering subdivisions (1) through (8) of that subsection as subdivisions (2) through (9), respectively, and by adding thereto a new subdivision (1) as follows:

(1) Ten (10) miles per hour :

Bike Alley

Section 3. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 4. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of February, 2014.

Ayes:

Noes:

Absent or Excused:

Estes Drive* at railroad crossing (Amend. 3/2/04)
 Seawell School Road* at railroad crossing (Amend. 3/2/04)
 Jones Ferry Road* east of Davie Road (Amend. 2/14/06)
 Jones Ferry Road* west of Davie Road (Amend. 2/14/06)

Section 6-4. Stop Signs Required at Certain Intersections

(a) The second named street in the following list of intersections is hereby designated as a main traveled or through street, and the administrator shall erect stop signs on the first named street at the entrance to the main traveled or through street. The effect of such stop signs on vehicles and pedestrians shall be as provided in G.S. 20-158 and 20-172. (Amend. 1/7/92, 9/26/2000, 5/20/03, 11/01/11)

Stop Street

Abbey Ln
 Aberdeen Court
 Alabama Avenue
 Amber Ct
 Anderson Park Rd
 Arbor Creek Court
 Ashe Street
 Ashe Street
 Autumn Drive (Amend. 2/12/80)
~~Barrington Hills Drive (Amend. 2/12/80)~~
 Balmoral Place
 Barrington Hills Road
 Barnes Street
 Bay View Drive
 Bel Arbor Ln
 Bert Street
 Bim St
 Bim Street
 Blackwood Drive
 Blackwood Drive
 Blocker Road
 Blueridge Rd
 Blueridge Road
 Bolin Creek Dr
 Bolin Forest Dr
 Bolin Forest Dr.
 Boyd St
 BPW Club Rd.
 Brace Lane
 Brendan Court
 Bruton Dr
 Buck Taylor Trl
 Buckeye Ln
 Bugle Court

Through Street

Hwy 54
 Blueridge Road
 Jones Ferry Road*
 Bolin Creek Dr
 Hwy 54
 Hogan Woods Circle (Amend. 3/2/04)
 Shelton Street
 W. Main Street*
 Barrington Hills Road
~~Old 86*~~ (Deleted 3/2/04)
 Skye Drive (Amend. 2/14/06)
 Hillsborough Rd.* (Amend. 3/2/04)
 Jones Ferry Road*
 Long Meadows Road
 Hillsborough Rd
 Davie Road
 Fidelity St
 Jones Ferry Road*
 W. Main Street*
 W. Poplar Avenue
 Shadow Ridge Place (Amend. 3/2/04)
 Spring Valley Rd
 Hillsborough Road*
 Wild Oak Ln
 Bolin Creek Dr
 N. Greensboro St.* (Amend. 3/2/04)
 E Main St
 Tar Hill Drive (Amend. 3/2/04)
 Reynard Road (Amend. 2/14/06)
 Stafffield Lane (Amend. 2/14/06)
 Hillsborough Rd
 Pathway Dr
 Farm House Dr
 Tallyho Trail (Amend. 2/14/06)

Burns Place

Claymore Road (Amend. 2/14/06)

Calumet Court

Morningside Drive

Camden Lane

Homestead Road * Amend.2/14/06)

Canton Court (Amend. 2/12/80)

Barington Hills Road

Carol Street

Lorraine Street

Carol Street

Old Fayetteville Road*

Cates Farm Rd

Hillsborough Rd

Cathy Road

Gary Road

Cathy Road

Lynn Drive

Center Street

Weaver Street

Cheek Street

N. Greensboro Street*

Cheek Street

Hillsborough Road*

Cheswick Ct

High St

Claymore Road

Rogers Road* (Amend. 2/14/06)

~~Coaston Avenue~~

~~Davie Road~~ (Amend. 6/22/2004)

Cobb Street

Lloyd Street

Cobb Street

Broad Street

Colson Avenue

Davie Road (Amend. 6/22/2004)

Creek View Circle (Amend. 2/22/94)

Waterside Drive

Creekview Cir

Waterside Dr

Crest Street

Pleasant Drive

Daffodil Ln

Old Pittsboro Rd

Dairy Court

Long Meadows Road (Amend. 3/2/04)

Dairy Glen Rd.

Hogan Hills Rd. (Amend. 3/2/04)

Davie Rd (from the North)

W Poplar Ave

Davie Rd (from the South)

W Poplar Ave

Davie Road

Jones Ferry Road*

Davie Road

W. Main Street*

Deer St

Quail Roost Dr

Deer St

Lisa Dr

Dillard St

Hillsborough Rd

Dove St

Hillsborough Rd

Dove St

Rainbow Dr

Downing Court (Amend. 2/12/80)

Autumn Drive

Drayton Ct

Pathway Dr

East Carr Street

S. Greensboro Street*

Ellsworth Pl

Tramore Dr

Elm Street

Weaver Street

Elm Street

Shelton Street

Eugene St

Hargraves St

Fairfield Ct

Hanford Rd

Farm House Dr

Old NC 86

Fidelity Street

W. Main Street*

Fidelity Street

Davie Road

Fowler Street

Broad Street

Fowler Street

Lloyd Street

Fowler Street

Starlite Drive (Amend. 3/2/04)

Frances Shetley Bikeway
 Frances Shetley Bikeway
 Gary Road
 Gateridge Pl
 Glenview Pl
 Glosson Circle
 Gloucester Court
 Goldston Avenue
 Gracewood Pl
 Hanford Rd
 Hanna Street
 High St
 High Street
 Highway 54
 Hill St
 Hill Street
 Hillcrest Avenue
 Hillsborough Road*
 Hillsborough Road
 Hillview Drive
 Hogan Glen Court
 Hogan Hills Road
 Hogan Ridge Court
 Hogan Woods Circle
 Hosierey St
 Hunter Place
 Huntsman Court
 Inverness Way
 James Street
 James Street
 Juniper Court
 Kay Street
 Keith Road
 Keith Road
 King Street
 Kit Lane
 Laurel Ave
 Lair Court
 Lake Hogan Farm Road
 Lake Manor Road
 Lake Ridge Place
 Laurel Ave (from the South)
 Laurel Avenue
 Laurel Avenue (from the North)
 Libba Cotton Bikeway
 Libba Cotton Bikeway
 Libba Cotton Bikeway
 Lilac Drive

N Greensboro St
 Shelton St
 Poplar Avenue
 Manor Ridge Rd
 Waverly Forest Ln
 Davie Road
 Camden Lane (Amend. 2/14/06)
 High Street
 Pathway Dr
 Pathway Dr
 N. Greensboro Street
 W Main St
 Hillsborough Road*
 Jones Ferry Road*
 Lloyd St
 Broad Street
 Estes Drive
 N. Greensboro St*
 W. Main Street*
 Pleasant Drive
 Long Meadows Road (Amend. 3/2/04)
 Old 86*
 Long Meadows Road (Amend. 3/2/04)
 Commons Way Drive
 Lloyd St
 N. Greensboro Street*
 Tallyho Trail (Amend. 2/14/06)
 Claymore Road (Amend. 2/14/06)
 Hillsborough Road*
 W. Main Street*
 Manor Ridge (Amend. 12/8/92)
 Davie Road
 Gary Road
 Lynn Drive
 Barnes Street
 Tallyho Trail (Amend. 2/14/06)
 Weaver St
 Tallyho Trail (Amend. 2/14/06)
 Homestead Road*
 Lake Hogan Farm Rd (Amend. 3/2/04)
 Lake Manor Road (Amend. 3/2/04)
 Jones Ferry Rd
 W Main Street*
 Jones Ferry Road*
 Brewer Ln
 Brewer Ln
 Roberson St
 Oleander Road

Lilac Drive	W Poplar Avenue
Lindsay Street	Weaver Street
Lisa Dr	Quail Roost Dr
Lloyd St	Hill St
Lloyd Street	E. Main Street* (Deleted 3/2/04)
Lock Laven Lane	Claymore Road (Amend. 2/14/06)
Long Meadows Road	Hogan Hills Road (Amend. 3/2/04)
Lorraine Street	Hillsborough Road*
Lynn Drive	Oleander Road (Amend. 3/2/04)
Manor Ridge Drive	Willow Oak Lane (Amend. 12/8/92)
Maple Ave	E Carr St
Maple Ave Ext	Roberson St
Maple Ave Ext	E Carr St
Mary Street	Simpson Street
Mary Street	Lorraine Street
Melba Circle	Lindsay Street (Deleted 3/2/04)
Meadow Run Court	Rogers Road* (Amend. 2/14/06)
Melba Circle	Lorraine Street (Amend. 3/2/04)
Merritt St	Lindsay St
Michael's Way	Sunset Creek Cir
Millrock Ct	Bolin Creek Dr
Milton Dr	Cheek St
Milton Drive	N. Greensboro Street*
Misty Pines Pl	Manor Ridge Rd
Morgan Hill Court	Manor Ridge Road (Amend. 3/2/04)
Morningside Drive	N. Greensboro Street*
Morningside Drive	Blueridge Road
Neville Street	Davie Road
Neville Street	Alabama Avenue
North Fields Circle	Long Meadows Road (Amend. 2/14/06)
North Fields Circle	Long Meadows Road (Amend. 2/14/06)
N. Hawick Court	Claymore Road (Amend. 2/14/06)
N. Hound Court	Reynard Road (Amend. 2/14/06)
Oak Avenue	N Greensboro St
Oak Avenue	Weaver Street
Oak Avenue Ext	N Greensboro St
Oak Glen Place	Waverly Forest Lane (Amend. 3/2/04)
Oak Spring Court	Orchard Lane (Amend. 12/8/92)
Oak St	Greensboro St
Oak St	Hillsborough Road*
Old Fayetteville Road (from University Lake)	Old Fayetteville Rd
Old Fayetteville Road* (Amend. 2/12/80)	Old 86* (Deleted 3/2/04)
Old Pittsboro Road	S. Greensboro Street*
Old Pittsboro Road	S. Greensboro Street*

~~Oleander Rd~~
Oleander Rd
Oleander Road
Orchard Lane
Painted Turtle Lane

~~Palomar Point~~
Parker Street
Parkview Ave
Parkview Ave
Pine Hill Dr
Pine Street
Pine Street
Pleasant Drive
Poplar Avenue
Poplar Avenue
Poplar Avenue (Amend. 2/12/80)
Prince Street
PTA Bikeway
PTA Bikeway
Quail Roost Road
Queen Street
Queen Street
Rainbow Drive
Rand Road
Randolph Court
Raven Ln
Red Sunset Pl
Redfoot Run Road
Renee Lynn Court
Reynard Road
Richard Dixon Ct
Richland Ct
River Creek Pl
Roberson Street
Robert Hunt Dr
Roberts Street
Rock Haven Rd
Rock Spring Court
Rockgarden Rd
Rockgarden Rd
Rocky Point
Rossburn Way
Shadow Ridge Place
Shelton Street

Shelton Street
Shelton Street

~~Lynn Dr~~ (Deleted 3/2/04)
Hwy 54
Gary Road
BPW Club Road (Amend. 12/8/92)
Turtleback Crossing Dr. (Amend. 3/2/04)
~~Rossburn Way~~ (Deleted 11/1/11)
N. Greensboro Street
Pathway Dr
Hillsborough Rd
W Main St
N. Greensboro Street*
Hillsborough Road*
N. Greensboro Street*
W. Main Street*
N. Greensboro Street*
Old Fayetteville Road
King Street*
W. Carr Street (Amend. 3/2/04)
Main Street (Amend. 3/2/04)
James Street
Prince Street
Barnes Street
Hillsborough Road*
S. Greensboro Street*
Hogan Woods Circle (Amend. 3/2/04)
W Poplar Ave
Purple Leaf Pl
Hogan Woods Circle (Amend. 3/2/04)
Rock Haven Road (Amend. 3/2/04)
Tallyho Trail (Amend. 2/14/06)
Robert Hunt Dr
Pathway Dr
Morgan Hill Ct
S. Greensboro Street*
Greensboro St
Merritt Mill Road*
Smith Level Rd
Spring Valley Rd
Cobblestone Dr
Cobblestone Dr
Bel Arbor Ln
Culbreth Rd
Long Meadows Road (Amend. 3/2/04)
Shelton Street at Carrboro
Elementary
Hillsborough Road*
N Greensboro Street*

Short Street	N. Greensboro Street*
Short Street	Center Avenue
Simpson Street	W. Main Street*
Simpson Street	Hillsborough Road
Skye Drive	Sterling Bridge Road (Amend. 2/14/06)
South Fields Circle	Long Meadows Road
South Fields Circle	Long Meadows Road
S. Hawick Court	Claymore Road (Amend. 2/14/06)
S. Hound Court	Reynard Road (Amend. 2/14/06)
Spring Valley Road	Morningside Drive
Stable Rd	Bolin Forest Dr
Stafffield Lane	Tallyho Trail (Amend. 2/14/06)
Starlite Dr	Starlite Dr
Starlite Dr	Sunset Dr
Starlite Dr	Broad St
Sterling Bridge Road	Claymore Road-(Amend. 2/14/06)
Sterling Bridge Road	Homestead Road*(Amend. 2/14/06)
Stratford Dr	Autumn Dr -(Amend. 1/11/05)
Stratford Dr	Homestead Rd
Strowd Ln	Old Fayetteville Rd
Sudbury Ln	Pathway Dr
Sue Ann Court	N. Greensboro Street*
Suffolk Pl	Tramore Dr
Sunset Creek Cir	Farm House Dr
Sunset Creek Cir	Farm House Dr
Sunset Drive	E. Rosemary Street
Sunset Ridge Ln	Sunset Creek Cir
Sweetbay Pl	Roberson St
Tallyho Trail	Rogers Road* (Amend. 2/14/06)
Tanglewood Lane (Amend. 3/11/86)	Westbrook Drive
Todd Street	N. Greensboro Street
Town Hall Parking	Bim St
Town of Carrboro Parking	Laurel Ave
Town of Carrboro Parking	Town of Carrboro Parking
Town of Carrboro Parking	Bim St
Towne Ridge Lane	Lake Hogan Farms Rd (Amend. 3/2/04)
Tramore Drive	Colfax Drive (Amend. 3/2/04)
Turtleback Crossing Dr.	Lake Hogan Frm Rd. (Amend. 3/2/04)
W Poplar Ave Ext	W Poplar Ave
W Poplar Avenue	W. Main Street*
W Poplar Avenue (from the East) -(Amend. 2/12/80) (Deleted 2/14/06)	Highway 54 Bypass*
W Poplar Avenue (from the West) (Amend. 2/12/80) (Deleted 2/14/06)	Highway 54 Bypass
Wannamaker Pl	Sweetbay Pl
Waterside Drive (Amend. 2/22/94)	Spring Valley Dr

Watters Road (Amend. 2/2/93)
Waverly Forest Ln
Weathervane Drive
Weathervane Drive
Weaver St
Webb Court
West Carr Street
Wesley Street
Westbrook Dr
Westview Drive
Westview Drive
Whitmore Circle
Wild Oak Ln
Williams St
Williams Street
Willow Oak Lane

Winsome Ln
Woods Walk Ct
Wrenn Pl
Wyndham Dr
~~Wyndham Dr (from N)~~
~~Wyndham Dr (from S)~~
Yeargen Pl

N. Greensboro Street*
Hanford Rd
N. Greensboro St. (Amend. 3/2/04)
Stable Road (Amend. 3/2/04)
Laurel Ave
Blueridge Road
S. Greensboro Street*
Hargraves Street (Amend. 3/2/04)
Hwy 54
W. Main Street*
W. Main Street*
Staffield Lane (Amend. 2/14/06)
Pathway Dr
At Wilson Park
N. Greensboro Street*
Smith Level Road* (Amend.
12/8/92)
Old Fayetteville Rd
Bel Arbor Ln
Pathway Dr
Rockgarden Rd
~~Tramore Dr (Deleted 3/2/04)~~
~~Tramore Dr (Deleted 3/2/04)~~
Tripp Farm Rd

(b) The intersection of the following streets are declared to be 4-way intersections, and the administrator shall erect stop signs on each street at the entrance to the intersection. The effect of such stop sign on vehicles and pedestrians shall be as provided in G.S. 20-158 and 20-172. (Amend. 7/2/80, 9/26/2000, 11/01/11)

Shelton Street
Spring Valley Drive (Amend.2/22/94)
Westbrook Drive
Autumn Drive
Beechwood Drive
Carol Street
Cates Farm Road
James Street
James Street
Orchard Lane
Pathway Drive
Pathway Drive
Pathway Drive
Pathway Drive
Pathway Drive
Poplar Avenue

Oak Avenue
Pathway Drive
Berryhill Drive (Amend. 5/26/87)
Cates Farm Road
Westbrook Drive
James Street
RockGarden Drive
Lorraine Street
Rainbow Drive
Manor Ridge Drive
Cates Farm Road
Cobblestone Drive
Spring Valley Drive
Tripp Farm Road
Robert Hunt Drive
Ashe Street

Article III

SPEED LIMITS

Section 6-15. General Speed Limit

As provided in G.S. 20-141(b)(1), no person may drive a vehicle on a street or in a public vehicular area in excess of thirty-five (35) miles per hour unless a different speed is established by this article.

Section 6-16. Speed Limits

(a) Whenever a speed limit has been established and appropriate traffic control devices have been installed in accordance with subsections (b) and (c) of this section, no person may operate a vehicle on any street in excess of the posted speed. (Amend. 11/20/07)

(b) The following speed limits shall be applicable to the following street as indicated, and the administrator shall install appropriate traffic control devices clearly indicating the established speed limit.

- (1) Twenty (20) miles per hour:

Main Street* (SR 1010) from Greensboro Street* (SR 1919) to the corporate limits of Chapel Hill at Merritt Mill Road* (SR 1927) (Amend. 8/17/04)
Oak Avenue (Amend. 3/13/79)
Poplar Avenue (Amend. 3/13/79)
South Greensboro Street* from a point 700 feet south of Main St. northward to Main Street (Amend. 6/29/90)
~~North Greensboro Street* (SR 1772) from Main Street* (SR 1010) to Shelton Street (Amend. 8/17/04)~~
North Greensboro Street * (SR 1772) from Main Street* (SR 1010) to a point 0.07 mile north of Shelton Street (Amend. 10/16/07)
Purple Leaf Place (Amend. 3/4/03)
Red Sunset Place (Amend. 3/4/03)
Roberson Street (Amend. 4/15/03)
Sweet Bay Place (Amend. 3/4/03)
Wannamaker Place (Amend. 3/4/03)

- (2) Twenty-five (25) miles per hour: (Amend. 5/20/03)

Abbey Lane (Amend. 3/4/03)
Aberdeen Court (Amend. 3/4/03)
Alabama Avenue
Amber Court (Amend. 3/4/03)
Arbor Creek Court (Amend. 4/5/05)



Town of Carrboro

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

Legislation Text

File #: 14-0048, **Version:** 1

TITLE:

Discussion of Advisory Board Appointments

PURPOSE: The Mayor and Board of Aldermen will discuss appointments to the Town's advisory boards.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Cathy Wilson, 918-7309

INFORMATION: In February of each year some terms on all the Town's advisory boards expire. Those persons whose terms expire in February 2014 were notified that their terms were expiring and told that if they wished to be considered for re-appointment, that they should re-apply for service. In addition, all positions were advertised. Advisory board chairs provided recommendations for the Board's consideration (attached). The Mayor and Board of Aldermen are provided with copies of all applications.

The following is a list of current advisory board vacancies:

Board of Adjustment - 2 In Town Seats

Board of Adjustment - 1 ETJ Seat (Orange County Appointee)

Board of Adjustment - 1 Joint Planning Transition Area Seat (Orange County Appointee)

Planning Board - 5 In-Town Seats

Planning Board - 1 Transition Area Seat

Appearance Commission - 4 Seats

Transportation Advisory Board - 3 Seats

Recreation and Parks - 3 In Town Seats

Recreation and Parks - 1 Out of Town Seat

Human Services Commission - 3 Seats

Economic Sustainability Commission - 2 At-Large Seat

Economic Sustainability Commission - 1 Resident Seat

Environmental Advisory Board - 4 Seats

Northern Transition Area Advisory Committee - 1 Carrboro Rep.

Northern Transition Area Advisory Committee - 2 Orange County Rep.

Arts Committee - 3 Seats

FISCAL IMPACT: None

RECOMMENDATION: Town staff recommends that the Board of Aldermen consider the applications for appointment and take action on the resolution.

APPOINTMENTS TO ADVISORY BOARD

NOW, THEREFORE, BE IT RESOLVED BY THE CARRBORO BOARD OF ALDERMEN
THAT THE FOLLOWING APPOINTMENTS ARE MADE:

Board of Adjustment – 2 In Town Seats

- 1.
- 2.

Board of Adjustment – 1 ETJ Seat (Orange County Appointee)

- 1.

Board of Adjustment – 1 Joint Planning Transition Area Seat (Orange County Appointee)

- 1.

Planning Board – 5 In-Town Seats

- 1.
- 2.
- 3.
- 4.
- 5.

Planning Board – 1 Transition Area Seat

- 1.

Appearance Commission – 4 Seats

- 1.
- 2.
- 3.
- 4.

Transportation Advisory Board – 3 Seats

- 1.
- 2.
- 3.

Recreation and Parks – 3 In Town Seats

ATTACHMENT A

1.

2.

3.

Recreation and Parks – 1 Out of Town Seat

1.

Human Services Commission – 3 Seats

1.

2.

3.

Economic Sustainability Commission – 2 At-Large Seat

1.

2.

Economic Sustainability Commission – 1 Resident Seat

1.

Environmental Advisory Board – 4 Seats

1.

2.

3.

4.

Northern Transition Area Advisory Committee – 1 Carrboro Rep.

1.

Northern Transition Area Advisory Committee – 2 Orange County Rep.

1.

2.

Arts Committee – 3 Seats

1.

2.

3.

Arts Committee - Chapel Hill Designee

1.

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Till Johnston

Date of application/last contact: 12/12/13

Summary of qualifications:

Till has moved out of Carrboro's jurisdiction area.
- Matthew

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☐ Yes ☒ No (Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☐ No (Briefly explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☐ Yes ☐ No
Briefly explain: _____

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

☐ Gender diversity

☐ Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Errol T. McCawley Sr.
Date of application/last contact: 2/10/2012

Summary of qualifications:

Unable to contact Mr. McCawley by either phone # listed on application. Name was not found in phone book. No email address. - Matthew

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☐ Yes ☒ No (Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☐ No (Briefly explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☐ Yes ☐ No
Briefly explain: _____

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

☐ Gender diversity

☐ Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: <u>Mikey Goratnik</u>
Date of application/last contact: <u>applic. 10/11/11</u>
Summary of qualifications:
Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Briefly explain: <u>Moved to Raleigh</u>)
Applicant attended Advisory Board meeting prior to BOA review. <input type="checkbox"/> Yes (Date: _____) <input type="checkbox"/> No (Briefly explain: _____)
Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board. <input type="checkbox"/> Yes <input type="checkbox"/> No Briefly explain: _____
In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. <i>Please note that candidates who do not meet any of these qualities are still eligible for appointment.</i> Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison. <input type="checkbox"/> Gender diversity <input type="checkbox"/> Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Jae Furman

Date of application/last contact: 1/27/13

Summary of qualifications: Spoke with Jae on 12/12/13 with follow contact afterwards. Jae has shown serious interest in position with requests for notes on current EAB projects. He is the former ~~Chair~~ Conservation Chair for New Hope Audubon Society and familiar with numerous environmental issues. He is employed with the

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail. Nicholas Institute for the Environment at Duke University.
☒ Yes ☐ No (Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA review. Attended (1) EAB mtg. informally in 2013.
☒ Yes (Date: _____) ☐ No (Briefly explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain: _____

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

____ Gender diversity

____ Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

___ Age range diversity

___ Neighborhood/geographic diversity

Bellentine / Lake Hogan /
Legends Neighborhood

X Occupation, experience or special skills

X Previous public service or community involvement

___ Other: _____

Jae would be an excellent addition to EAB with regard to Cambaro's New Strategic Energy and Climate Action Plan, and other EAB mandates.

Jae brings professional experience in analyzing and marketing energy conservation strategies to general public.

- Matthew

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: <u>Kendra Van Pelt</u>
Date of application/last contact: <u>Aug 1, 2013 / 12/12/13</u>
Summary of qualifications: <u>Durham Tech School of Health and Safety.</u>
Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Briefly explain: _____)
Applicant attended Advisory Board meeting prior to BOA review. <input type="checkbox"/> Yes (Date: _____) <input checked="" type="checkbox"/> No (Briefly explain: _____)
Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board. <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Role, responsibilities and commitment was verbally conveyed to Kendra on 12/12/13.</u>
In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison. <input checked="" type="checkbox"/> Gender diversity <input type="checkbox"/> Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

___ Age range diversity

___ Neighborhood/geographic diversity *Barnes Street*

___ Occupation, experience or special skills

___ Previous public service or community involvement

___ Other: _____

*Unable to say what special skills
Kendra can bring to EAB based upon
application and phone conversation
to date. 12/12*

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Bruce Sinclair
Date of application/last contact: 11/26/13

Summary of qualifications:

Bruce is an active EAB appointee
and provides excellent contributions
to the EAB.

He should be re-appointed. - Matthew

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☐ Yes ☐ No (Briefly
explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☐ No (Briefly
explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☐ Yes ☐ No
Briefly explain:

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

☐ Gender diversity

☐ Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Gabriel Rivin
Date of application/last contact: 11/1/13

Summary of qualifications:

Gabriel is an active EAB appointee and provides excellent contributions to the EAB. He should be reappointed. - Matthew

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☐ Yes ☐ No (Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☐ No (Briefly explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☐ Yes ☐ No
Briefly explain:

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

☐ Gender diversity

☐ Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Jay Bryson

Date of application/last contact: 10/7/13 but not received until

Summary of qualifications:

12/10/13: Last contact 1/4/2014. As per application, Jay has been a member of the NTAC for several years & has served the Town of Cambridge in other positions

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly 1/4/2014

explain: applicant confirms desire to remain serving as a member of NTAC

Applicant attended Advisory Board meeting prior to BOA review.

☒ Yes (Date: 9/4/2013) ☐ No

Briefly explain: The NTAC has not had a regular meeting since the application was received on 12/10/13

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No

Briefly explain: As previously stated, applicant has served before & is a current member of NTAC.

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.



Neighborhood/geographic diversity

Occupation, experience or special skills



Previous public service or community involvement

Other: _____

As chair of the NTAAC I recommend
that Jay Bryan's application be
accepted. His experience with this
Committee & other land use matters
makes him a valued member.

— Amy Johnson 1/5/2014

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Suzan Poulton

Date of application/last contact: 10/5/13 / last contact 1/4/2014

Summary of qualifications:

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly 1/4/2014
explain: applicant states she would prefer to serve on the Planning Board where she is currently a member.

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date:) ☒ No (Briefly
explain: there have not been any regular NZAAC meetings since receiving this application on 12/10/13.

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No (Briefly
explain: But prefers to stay on the Planning Board.

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☒ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

<input checked="checked" type="checkbox"/> Previous public service or community involvement
<input type="checkbox"/> Other: _____

As chair of the NTAA C, we would welcome
Susan as a member but understand
that she is currently serving on the Planning
Board's prefer to remain there.
_____ Amy Juelman 1/5/2014

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Eva Weber_____

Date of application/last contact:___1/16/2014 (application) / 2/10/2014 (last contact)___

Summary of qualifications:

Work experience at an art museum, an art gallery, and as a substitute teacher.

MA in Art History.

Published 7 books about art history.

Freelance writer.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒X___Yes ☐___No (Briefly explain: Talked with Eva by email and in person about joining the committee.)

Applicant attended Advisory Board meeting prior to BOA review.

☒X___Yes (Date: 2/10/14_____) ☐___No (Briefly explain: Eva attended out February meeting and actively participated.
_____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒X___Yes ☐___No

Briefly explain: Eva is aware of our meeting times and the commitment necessary to be on the committee.

In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. *Please note that candidates who do not meet any of these qualities are*

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.

☒ Gender diversity

☐ Racial or ethnic diversity

☒ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: _Eva Weber

Outstanding qualifications: _____
_Eva has extensive experience in the art history. She brings a track record of work, service, and passion to the arts.

How applicant compliments current board composition: _Eva would be a good fit for our current board composition.

Other comments: _The only concern expressed by some committee members was that Eva is very new to our community (7 months). While she is very qualified to discuss, support, and engage the arts, she lacks an in-depth understanding of our specific community.

Applicant 2: _____
Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

Applicant 3: _____
Outstanding qualifications: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

How applicant compliments current board composition:

Other comments:

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: James Baker
Outstanding qualifications: _____

How applicant compliments current board composition: Mr. Baker's age adds diversity of age. This is, in my opinion, a complement to the current Board—not a conflict. Additionally, Mr. Baker's education and training in law will compliment the Board's current skill sets.

Other comments: _____

Applicant 2: _____
Outstanding qualifications: _____

How applicant compliments current board composition: _____

Other comments: _____

Applicant 3: _____
Outstanding qualifications: _____

How applicant compliments current board composition: _____

Other comments: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Rafael Da Costa Melo Baptista

Date of application/last contact: 10/18/2013

Summary of qualifications: Mr. Baptista hails from Portland, OR, where he was active in local issues and became interested in public administration. He is currently an MPA student at UNC-CH and aims to enter local government administration as a career path. He is an Advisory Board member of the Oregon Emerging Local Government Leaders Association. (According to their website, "The overarching goal of the group is to address the issue of mentoring the next generation of local government leaders.") He is also a member of the International City/County Management Association. While he has not lived in Carrboro very long, he already is active as a soccer coach and in his church (Newman Center).

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly explain: Emailed him on 12/18/2013; received an immediate response and a commitment to attend a January planning board meeting.)

Applicant attended Advisory Board meeting prior to BOA review.

☒ Yes (Date: 1/16/2014) ☐ No (Briefly explain: All but one PB member was present. Spent 15 minutes discussing planning board operations, expectations, and the rewards of serving. Mr. Baptista was clearly engaged and made a positive impression on board members.)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain: Mr. Baptista was informed of the meeting schedule; average duration of meetings; and the particular rigors of joint review. He expressed his intent to remain on the board throughout his degree program.

In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.

☐ Gender diversity

☒ Racial or ethnic diversity

☒ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Jae Furman

Date of application/last contact: January 27, 2013

Summary of qualifications: Mr. Furman has past experience serving on non-profit boards and is particularly interested in environmental issues. In a conversation and a subsequent e-mail, Mr. Furman expressed his primary interest would be to serve on the EAB, where his background and interests would be better applied.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly explain: first e-mailed on 12/18/2013; had brief conversation before the holidays, during which he expressed a preference for serving on the EAB. He had already spoken at length with the EAB chair and was scheduled to attend a meeting in January.)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☒ No (Briefly explain: Mr. Furman was invited to attend the planning Board's January meeting but did not attend.)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☐ Yes ☒ No
Briefly explain: Did not discuss at length.

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

☐ Gender diversity

☐ Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____Age range diversity

____Neighborhood/geographic diversity

____Occupation, experience or special skills

____Previous public service or community involvement

____Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Susan Poulton

Date of application/last contact: 10/18/2013

Summary of qualifications: Ms. Poulton is the Planning Board's long-standing representative from the Northern Transition Area. She has served multiple terms and is well-apprieved of Carrboro's planning policies and issues. There have been no alternative applications from the NTA, and she is happy to serve. Plus, we couldn't do without her annual holiday party. She keeps us going!

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly explain: Confirmed in person at the holiday party.)

Applicant attended Advisory Board meeting prior to BOA review.

☒ Yes (Date: _____) ☐ No
Briefly explain: Currently serves with excellent attendance.

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain: Ms. Poulton demonstrates this through her attendance and full participation.

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

☒ Gender diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

_____ Racial or ethnic diversity

_____Age range diversity

X Neighborhood/geographic diversity

____Occupation, experience or special skills

 X Previous public service or community involvement

Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Bethany Chaney

Date of application/last contact: 10/31/2013

Summary of qualifications: Ms. Chaney has served one term on the planning board and one and one-half terms as Chair. She is a member of the BOA's Affordable Housing Task Force and active the Orange County Affordable Housing Coalition. She is a long-time Orange County resident and has lived in Carrboro for nearly ten years.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly explain: Ms. Chaney talks to herself about stuff like this all the time.)

Applicant attended Advisory Board meeting prior to BOA review.

☒ Yes (Date: Last meeting was 1/16/2014) ☐ No (Briefly explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No (Briefly explain: _Has demonstrated through service to date.)

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

☒ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

Name: Catherine Adamson

Date of application/last contact: 11/11/2013

Summary of qualifications: Ms. Adamson is completing her first term on the planning board, during which she has contributed consistently and thoughtfully. She joined the planning board after spending many months of her volunteer time organizing members of the Alabama Avenue community who were opposed to a commercial project that would have significantly infringed on this historically African-American and modest-income community. She contributed significantly to the recent Zoning Conversations sponsored by the planning board.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

 X Yes No (Briefly explain: confirmed via e-mail and during past planning board meeting.)

Applicant attended Advisory Board meeting prior to BOA review.

 X Yes (Date: Last meeting she attended was in December, 2013.) No (Briefly explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

 X Yes No (Briefly explain: Has demonstrated through

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

service to date.)

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

☒ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☒ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: Rafael Da Costa Melo Baptista

Outstanding qualifications: Demonstrated interest in planning and governance issues from his leadership activities and graduate studies.

How applicant compliments current board composition: Mr. Baptista brings both youth and important ethnic diversity to the Board. In addition, he has excellent knowledge and perspective on leadership development and engagement.

Other comments: _____

Applicant 2: Susan Poulton

Outstanding qualifications: Fifteen years of service to date. Ms. Poulton continues to serve the NTA and all of Carrboro through her service on the Board.

How applicant compliments current board composition: Ms. Poulton offers continuity given her length of service, and important representation for the NTA. In addition, her presence helps maintain gender balance on the board.

Other comments: She makes a mighty fine Mint Julep.

Applicant 3: Catherine Adamson

Outstanding qualifications: Ms. Adamson has demonstrated a facility for the issues and strong leadership capacity through her community organizing and activism, as an active participant on the planning board to date, and assisting with the recent Zoning Conversations.

How applicant compliments current board composition: She offers neighborhood diversity (Alabama Avenue) and gender balance, as well as continuity given her past term.

Other comments: _____

Applicant 4: Bethany Chaney

Outstanding qualifications: Knowledge of affordable housing issues; ability to lead and participate in constructive discussion; commitment to using planning

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

issues as a community engagement tool.

How applicant compliments current board composition: Offers continuity having completed one term and served as Chair for almost two; and also gender balance.

Other comments: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Wendy M. Dale
Date of application/last contact: 2/8/14
Summary of qualifications:

See application

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☒ No
Briefly explain:

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain:

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

☐ Gender diversity

☐ Racial or ethnic diversity

☒ Age range diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

☒ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: _____

Wendy demonstrated a passion for maintaining Carrboro's aesthetic + character. She also expressed a strong sense of wanting to contribute in a civic capacity.

Recommend appointment
to Appearance Comm.



Chair,

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Emily Scarborough - Krutzer
Date of application/last contact: 12/2013

Summary of qualifications:

Already on board - reappointment

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

☒ Yes (Date: _____) ☐ No (Briefly explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain: _____

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

☐ Gender diversity

☐ Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

Recommend re-appointment
to Appearance Comm.
Tom Wiltberg
Chair

From: Kurt Štolka [mailto:kurt.stolka@gmail.com]
Sent: Tuesday, February 11, 2014 10:16 AM
To: Catherine Wilson
Subject: Re: Transportation Advisory Board Application

Catherine,

The top two candidates are Jesse Cohn and A. Anthony Burton. Apologies again for the tardy submission.

Sincerely,

Kurt Štolka

On Fri, Feb 7, 2014 at 4:29 PM, Catherine Wilson <CWilson@townofcarrboro.org> wrote:

Congratulations! I need them by Thursday at the very latest. Will that work?

Cathy

From: Kurt Štolka [mailto:kurt.stolka@gmail.com]
Sent: Thursday, February 06, 2014 10:41 AM
To: Catherine Wilson
Subject: Re: Transportation Advisory Board Application

Hi Catherine,

Apologies for the delay, our daughter was born two weeks ago and I haven't given the proper attention to the TAB. I can invite the applicants to this evenings meeting, but I will recommend two applicants based on their applications if you need them immediately.

Sincerely,

Kurt Štolka

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: __Rafael Da Costa Melo Baptista_____

Date of application/last contact: _10/18/2013/_/12/20/2013_____

Summary of qualifications:

Rafael has refereed at Carrboro Rec and Parks soccer games, is involved in local organizations such as his church, the International City/County Management Association and the Emerging Local Government Leaders Association. He is also studying public administration at the master's level at UNC and would like to give back to the community. He thinks Parks and Rec fits him best given his interests in physical activities and passion for public service and local government.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒_x_Yes ☐_No (Briefly explain: I emailed and spoke on the phone about Rafael's goals for serving his community, the Rec and Parks Commission time commitments, his ideas about what could be done on Rec and Parks and answered his questions about our current past projects and monthly routine.)

Applicant attended Advisory Board meeting prior to BOA review.

☐_Yes (Date: _____) ☒_x_ No (Briefly explain: _No board meeting was possible as I received applications after the Dec. meeting and had to speak to applicants and have recommendations in prior to the new year. I invited Rafael to come to the Jan. meeting and gave him the time, date and place._)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒_x_Yes ☐_No

Briefly explain: We discussed monthly meetings, other volunteer opportunities such as town events and educational opportunities and advocacy events at the state and national levels for rec and parks. Rafael felt comfortable with this time commitment.

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

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

☐ Gender diversity

☒ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☐ Previous public service or community involvement

☒ Other: ☐ Rec and Parks referee _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Jae Furman

Date of application/last contact: Jan 27th, 2013- Contact=Dec 17, 2013

Summary of qualifications:

Avid hiker, cyclists with environmental background.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

 Yes x No (Briefly explain: Jae stated that he was most interested in the EAB and that he had conversations with Matthew A., chair of EAB, and feels that he will best be suited for this board.)

Applicant attended Advisory Board meeting prior to BOA review.

 Yes (Date:) x No (Briefly explain: Jae was invited to attend the Jan 2014 RPC meeting.)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

 Yes x No

Briefly explain: Jae stated that he feels EAB is best choice for him.

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

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Kendra Van Pelt

Date of application/last contact: 8/1/13.contact =12/17/2013__

Summary of qualifications:

States that she is most interested in Arts commission and has some ideas about different things the Rec and Parks Department might include for different programs. She wants to get involved.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒_x_Yes ☐_No (Briefly explain: I spoke with Kendra on the phone about her ideas for rec and parks programming and she said she would be happy to be a part of the rec and parks commission.)

Applicant attended Advisory Board meeting prior to BOA review.

☐_Yes (Date: _____) ☒_x_No

Briefly explain: No meeting date between the time I received applications and the due date for summary of applications. I invited her to Jan 2014 meeting.

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

☒ Yes ☐ No

Briefly explain: We discussed meeting times and other volunteer opportunities. She thought that she could manage this in her schedule.

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☐ Previous public service or community involvement

☒ Other: ☐ none _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Erin Jobe

Date of application/last contact: 11/18/13-contact=12/17/13

Summary of qualifications: Erin is Carrboro Farmers Market manager, works with local officials, and works to promote Carrboro regularly. She would like to be involved in present and future events that Carrboro has to offer and has worked as part of the Rec and Parks department in other cities in the past.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly explain: I meet with Erin and discussed the rec and parks commission details. She has a strong interest in serving Carrboro in some manner and is interested in the Economic Dev. And Rec and Parks Commissions.)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date:) ☒ No (Briefly explain: there was not a meeting time available as I received the applications after the rec and parks meeting in december and needed to have applications in prior to the Jan 2014 meeting. I invited Erin to the Jan meeting.)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No (Briefly explain: Erin understands the)

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

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

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

____ Other: _____

Name: Daniel Siler

Date of application/last contact: 11/27/13- Contact=12/17/2013__

Summary of qualifications: Daniel is a Chapel Hill resident who has lived in Orange Co. for 14 yrs and has been involved for many years with town politics due to his role as former news director at WCHL 1360. He feels that now he is in a place to help give back to Carrboro and is active with outdoor physical activity.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly explain: I spoke to Daniel at length over the telephone about his interest in local government and past knowledge of Carrboro. He would like to be involved with Rec and Parks and listed this commission as his one and only area of interest. He has specific ideas about new facilities/programs, but is interested in the larger aspect that parks and rec plays in Carrboro.)

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☒ No (Briefly explain: The December meeting had passed prior to applications being received and the Jan meeting will take place after applications need to be submitted. I invited Daniel to the next meeting. _)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain: I described monthly meetings, volunteer opportunities, and other annual state and national meetings. Daniel was very eager to help and thought that he would be able to commit his time appropriately.

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☒ Previous public service or community involvement

☒ Other: ☐ Volunteer work with UNC Athletics in the past _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

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To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: _Rafael Da Costa Melo Baptista for Carrboro open seat for rec and parks commission_____

Outstanding qualifications: _____Rafael has volunteered for Rec and Parks in Carroro as a referee and has a feel for how important rec and parks is to this community. He is interested in local government and public administration with educational background in this area. He was involved in Parks when he lived in Portland, OR and seems very eager to give time and energy to the Carrboro Rec and Parks Commission_____

How applicant compliments current board composition: __Rafael would likely bring fresh, new ideas given his background and may better represent the Hispanic minority. He is a UNC student with lots of energy and passion for Recreation and Parks and feels it is a means to help strengthen community.

Other comments: _____

Applicant 2: _____Erin Jobe for Carrboro open seat for Rec and parks_____

Outstanding qualifications: _____Erin is an integral member of the Carrboro community given her involvement with the Farmer Market. She has a desire to serve and has been involved with Rec and Parks with past positions in other communities. _____

How applicant compliments current board composition: _____Erin would help bring more guidance with gardening topics, can incorporate the importance of coordination with other boards for better use of rec and parks space, and can bring the perspective of what other rec and parks departments are doing.

Other comments: _____Erin would be a great addition to either the rec and parks , Tourism Development Authority, or Economic Sustainability

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Commission _____

Applicant 3: ____Daniel Siler for Open Chapel Hill Seat for Rec and Parks_____

Outstanding qualifications: ____Long involvement in local politics as news director for WCHL 1360 with a good knowledge base about Carrboro history and local politics. Has volunteer with UNC Athletics in the past and a strong desire to give back to the community. He only listed Rec and Parks as committee he considers for appointment.

How applicant compliments current board composition: _Daniel would bring new energy and ideas to the rec and Parks commission and could help with his knowledge base of local politics. He is a Chapel Hill resident and and been a resident of Orange Co. for 14 yrs with a good understanding of what local and regional residents find important in regards to rec and parks and also understands how important rec and parks is to Carrboro. He is interested in specific ideas, but also has a desire to help the overall goals and missions of the Rec and Parks Commission and department.

Other comments: _____

Applicant 4: __Kendra Van Pelt_____

Outstanding qualifications: ____Interested in helping town of Carrboro____

How applicant compliments current board composition: __If Kendra does not fit into one of her 3 top choices (Arts, EAB, Human Services), then she would be a great addition to Rec and Parks to help bring more energy and ideas.

Other comments: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _Kendra Van Pelt_____

Date of application/last contact: _2/10/2014_____

Summary of qualifications:

I have been unable to meet with Kendra Van Pelt. We had plans to meet on 2/5/14, which she canceled. She asked if we could meet on Saturday, 2/8/14, and she would contact me with a time. She did not contact me. I called her on Monday, 2/10/14 and asked her if she was still interested in meeting. She said she was. We set the date of 2/12/14. Again, she was to contact me as to a time that worked for her. I did not hear from her again.

In all fairness, given the weather and the road conditions, perhaps she just assumed I would know that getting together was untenable, but I think a call or text would have been appropriate.

I hesitate to write her off, given this freak snowstorm, so would await guidance as to whether I should still interview her if she contacts me.

Also, I think it is important to note that when people read that there is an opening on the Board of Human Services, people have no idea what that means, and in fact have a very different concept of what the work entails. I know I did, and I also know of other board members who were surprised by the demands of the job. People think they are going to meet with people in the community that are down on their luck, and they are going to do some sort of social work. I think a brief description of what the board does would be helpful for people signing up to work on the board. I know that when I explained to Kendra what the job entailed, she sounded surprised and I could hear her enthusiasm waning.

Thank you!

Mari Weiss, Chair

Board of Human Services

Name: _Kendra Van Pelt_____

Date of application/last contact: _2/10/2014_____

Summary of qualifications:

I have been unable to meet with Kendra Van Pelt. We had plans to meet on 2/5/14, which she canceled. She asked if we could meet on Saturday, 2/8/14, and she would contact me with a time. She did not contact me. I called her on Monday, 2/10/14 and asked her if she was still interested in meeting. She said she was. We set the date of 2/12/14. Again, she was to contact me as to a time that worked for her. I did not hear from her again.

In all fairness, given the weather and the road conditions, perhaps she just assumed I would know that getting together was untenable, but I think a call or text would have been appropriate.

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

I hesitate to write her off, given this freak snowstorm, so would await guidance as to whether I should still interview her if she contacts me.

Also, I think it is important to note that when people read that there is an opening on the Board of Human Services, people have no idea what that means, and in fact have a very different concept of what the work entails. I know I did, and I also know of other board members who were surprised by the demands of the job. People think they are going to meet with people in the community that are down on their luck, and they are going to do some sort of social work. I think a brief description of what the board does would be helpful for people signing up to work on the board. I know that when I explained to Kendra what the job entailed, she sounded surprised and I could hear her enthusiasm waning.

**Thank you!
Mari Weiss, Chair
Board of Human Services**

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____Yes ____No (Briefly
explain:_____)

Applicant attended Advisory Board meeting prior to BOA review.

____Yes (Date: _____) ____No (Briefly
explain:_____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

____Yes ____No
Briefly explain:

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

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

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _____

Date of application/last contact: _____

Summary of qualifications:

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____ Yes ____ No (Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

____ Yes (Date: _____) ____ No (Briefly explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

____ Yes ____ No
Briefly explain:

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

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____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _____
Date of application/last contact: _____
Summary of qualifications:

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____ Yes ____ No (Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

____ Yes (Date: _____) ____ No
Briefly explain:

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

____ Yes ____ No
Briefly explain:

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

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

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _____

Date of application/last contact: _____

Summary of qualifications:

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____ Yes ____ No (Briefly
explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

____ Yes (Date: _____) ____ No (Briefly
explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

____ Yes ____ No (Briefly
explain: _____)

In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. *Please*

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: _____

Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

Applicant 2: _____

Outstanding qualifications: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

How applicant compliments current board composition:

Other comments: _____

Applicant 3: _____

Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____ Yes ____ No (Briefly
explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

____ Yes (Date: _____) ____ No (Briefly
explain: _____)

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

____ Yes ____ No

Briefly explain:

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

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _____
Date of application/last contact: _____
Summary of qualifications:

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____ Yes ____ No (Briefly
explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

____ Yes (Date: _____) ____ No (Briefly
explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Yes ____ No

Briefly explain:

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

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _____
Date of application/last contact: _____
Summary of qualifications:

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____ Yes ____ No (Briefly
explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

____ Yes (Date: _____) ____ No
Briefly explain:

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Yes ____ No

Briefly explain:

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

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _____

Date of application/last contact:_____

Summary of qualifications:

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____Yes ____No (Briefly
explain:_____)

Applicant attended Advisory Board meeting prior to BOA review.

____Yes (Date: _____) ____No (Briefly
explain:_____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

____Yes ____No (Briefly
explain:_____)

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

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

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: _____
Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

Applicant 2: _____
Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

Applicant 3: _____
Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Seth Maid

Date of application/last contact: 2013

Summary of qualifications:

Seth Maid is a diligent, intelligent, insightful asset to the Humans Services Advisory Board. In many instances, he is our go to person when one of the other commissioners has a question about an application. He has 9 years serving in the non-profit arena, and has already served one term on the Board.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No (Briefly explain: He Reapplied for the position.)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date:) ☐ No (Briefly explain: SEE ABOVE)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain: See Above

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

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

☒ Gender diversity

☐ Racial or ethnic diversity

☒ Age range diversity

☒ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _____
Date of application/last contact: _____
Summary of qualifications:

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____ Yes ____ No (Briefly
explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

____ Yes (Date: _____) ____ No (Briefly
explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

____ Yes ____ No
Briefly explain:

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

____ Gender diversity

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____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _____
Date of application/last contact: _____
Summary of qualifications:

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____ Yes ____ No (Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

____ Yes (Date: _____) ____ No
Briefly explain:

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

____ Yes ____ No
Briefly explain:

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

____ Gender diversity

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____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: _____

Date of application/last contact:_____

Summary of qualifications:

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

____Yes ____No (Briefly
explain:_____)

Applicant attended Advisory Board meeting prior to BOA review.

____Yes (Date: _____) ____No (Briefly
explain:_____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

____Yes ____No (Briefly
explain:_____)

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

____Gender diversity

____Racial or ethnic diversity

____Age range diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

<p>____ Neighborhood/geographic diversity</p> <p>____ Occupation, experience or special skills</p> <p>____ Previous public service or community involvement</p> <p>____ Other: _____</p>
--

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: _____
Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

Applicant 2: _____
Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

Applicant 3: _____
Outstanding qualifications: _____

How applicant compliments current board composition:

Other comments: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Betsy Bertram

Date of application/last contact: 2-10-14

Summary of qualifications:

Manager (and family member of owners) of Townsend Bertram & Company; a family owned business in downtown Carrboro.

Event planner, coordinating events with other local businesses as well as the public. As a member of the management team, Betsy brings knowledge of financial oversight, business processes and a strong desire to promote localism in Carrboro.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No
(Briefly explain:_____)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☒ No
(Briefly explain:_____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain:

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

☐ Gender diversity

☐ Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Age range diversity

____ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

Name: Margot Carmichael Lester

Date of application/last contact: 11-15-13 / 2-3-14

Summary of qualifications:

Ms. Lester has withdrawn her application. She has other time commitments that did not exist when she submitted her application.

Name: Erin Jobe

Date of application/last contact: 11-28-13 / 2-3-14

Summary of qualifications:

Current Manager of the Carrboro Farmer's Market. Prior to that, she worked with the Downtown Raleigh Alliance promoting use of public spaces, community events and coordinating an artwalk, parades and festivals.

Carrboro resident for the past 3 years.

She is applying to be on the TDA and Recs & Parks commission as well. The ESC is her first choice, however.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ____ No

(Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

review.

___Yes (Date: _____) **X** No
(Briefly explain:_____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

X Yes ___No
Briefly explain:

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

___Gender diversity

___Racial or ethnic diversity

___Age range diversity

___Neighborhood/geographic diversity

___X___Occupation, experience or special skills

___X___Previous public service or community involvement

___Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Marty Mondell

Date of application/last contact: 11-15-2013 / 2-3-14

Summary of qualifications:

Ms. Mondell has been a long time resident of both Chapel Hill and Carrboro and currently resides in Carrboro. She participated in the redevelopment of the Century Center, funding of the Adams Tract, and participated in the Library location discussion. She supports Carrboro's focus on the environment and sustainability and would like to add her voice to the conversation.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No
(Briefly explain: _____)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☒ No
(Briefly explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain:

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

☐ Gender diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

_____ Racial or ethnic diversity

_____ Age range diversity (ESC chair did not ask her age, but she indicates that she has lived here a long time)

_____ Neighborhood/geographic diversity

_____ Occupation, experience or special skills

_____ Previous public service or community involvement

_____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Wendy Dale

Date of application/last contact: 6/7/13

Summary of qualifications:

Currently not a resident of Carrboro or Orange County, however Ms. Dale owns a condominium in the Collins Crossing complex and rents to tenants through the Section 8 program.

Her interest in the ESC comes from her experience with the Town and Police regarding the poor in our community. She also is interested in creating space and activities for the youth in our community. She believes many if the problematic issues in our town are economically driven and wants to participate in the conversation.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No
(Briefly explain:_____)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☒ No
Briefly explain:

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain:

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

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

____ Occupation, experience or special skills

____ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Name: Leo Gaev

Date of application/last contact: 6/7/13

Summary of qualifications:

Resident of downtown Carrboro as well as a business owner in downtown Carrboro.

Brings a perspective from an art/service/trade type business.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No
(Briefly explain:_____)

Applicant attended Advisory Board meeting prior to BOA review.

☒ Yes (Date: November or December 2013) ☐ No
Briefly explain:

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes ☐ No
Briefly explain:

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

☐ Gender diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

☐ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: _____

Name: Hannah Popish

Date of application/last contact: 1-15-14

Summary of qualifications:

Previous board member of Chatham Habitat for Humanity

Carrboro resident for the last 3.5 years

Orange County resident for 19 years

Trained mediator through the Dispute Settlement Center

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☐ Yes ☒ No

(Briefly explain: Hannah is currently out of the country but given the date of her application, I assume that she is still interested.)

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: _____) ☒ No

(Briefly explain: _____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

☐ Yes ☒ No

(Briefly explain: I answer no because I have not had an opportunity to discuss this with her.)

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: _____

Name: Terri Turner

Date of application/last contact: 11-21-13

Summary of qualifications:

Current Chair of the ESC. Long term downtown resident. Business Manager at Weaver Street Realty for past 13 years.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes ☐ No

(Briefly explain: _____)

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant attended Advisory Board meeting prior to BOA review.

☒ Yes (Date: _____) No
(Briefly explain:_____)

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes _____No
Briefly explain:

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

____ Gender diversity

____ Racial or ethnic diversity

____ Age range diversity

____ Neighborhood/geographic diversity

__X__ Occupation, experience or special skills

__X__ Previous public service or community involvement

____ Other: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Applicant(s) recommended at this time (1 per open seat)

Applicant 1: Leo Gaev

Outstanding qualifications: Downtown resident and small business owner.

How applicant compliments current board composition:

As both a resident and owner of a trade/light industrial business in downtown Carrboro, Leo will bring a wholly new perspective on how zoning & redevelopment projects impact his type of small business.

Other comments: _____

Applicant 2: Betsy Bertram

Outstanding qualifications: Currently one of the managers (and family member) of Townsend Bertram & Company.

How applicant compliments current board composition:

Townsend & Bertram is a one Carrboro's most successful small businesses and Betsy is set to take over the reins from her parents who started the business 25 years ago. Her membership will bring another perspective on business ownership.

Other comments: _____

Applicant 3: Hannah Popish

Outstanding qualifications: Trained mediator

How applicant compliments current board composition:

Hannah is a social worker and trained mediator through the Dispute Settlement Center in Carrboro. These observation and problem solving skills will be useful in reviewing loan applications and development plans brought before the ESC. She can also help facilitate challenging conversations when they arise.

Other comments: _____

