



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



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Tuesday, June 17, 2014

7:30 PM

Board Chambers - Room 110

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### 7:30-7:50

#### A. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

1. **14-0208** Presentation of Historic Plaque for the Ben Williams House at 307 Oak Avenue & Update on Historic Plaque Program

PURPOSE: The Board of Aldermen is asked to view the awarding of the latest historic plaque and receive an update on the program

2. **14-0211** Carrboro Bicycle Coalition Diversity Award from UNC - Heidy Perry

#### B. RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

### 7:50-8:00

#### C. CONSENT AGENDA

1. **14-0210** Approval of Previous Meeting Minutes

2. **14-0172** Greenhouse Gas Emissions Update

PURPOSE: The purpose of this agenda item is to provide the Board of Aldermen with the 2013 Greenhouse Gas Inventory Report.

Attachments: ResolutionGGIUpdate061714  
GHG Memo 2014 Final

3. **14-0164** Request to Approve Equipment and Vehicle Financing

PURPOSE: The Board of Aldermen is requested to approve a contract for installment financing of vehicles and equipment budgeted for FY 2013-14.

Attachments: ATTACHMENT A- Resolution to Approve Financing  
ATTACHMENT B - Vehicles for Financing  
ATTACHMENT C - Summary of Financing Proposals

4. **14-0207** Designation of Fund Balance for FY 2013-14 Budget Items Not Yet Spent or Encumbered

PURPOSE: The Board of Aldermen is requested to designate fund balance in the General Fund for certain budget items where funds have not been spent or encumbered.

**Attachments:** Resolution - Designated Fund Balance 2013-14

5. 14-0206

Authorization of Fund Balance for Designated Capital Projects and Related Costs

PURPOSE: The purpose of this agenda item is to consider authorizing the use of fund balance for designated current or future capital projects.

**Attachments:** CP Ordinance for LED Lights and Wilson Park Tennis Court

6. 14-0209

A Request for a Minor Modification to the Winmore VMU Conditional Use Permit

PURPOSE: The Board is asked to consider approving a Minor Modification to the Winmore Conditional Use Permit to allow construction of three single-family homes in lieu of five townhome units

**Attachments:** Resolution Approving Request  
Winmore CUP Document  
Winmore Recombination Letter and Plans

7. [14-0212](#)

Fiscal Year 2014-15 Human Service Agency Funding

PURPOSE: The purpose of this item is for the Board of Aldermen to consider the funding allocation recommendations for the Fiscal Year 2014-2015 Human Services funding.

**Attachments:** [A RESOLUTION ACCEPTING THE RECOMMENDATIONS 2014-15](#)  
[Funding recommendations 2014-2015](#)

8. 14-0214

Consider authorizing the Town Manager to enter into an agreement for a loan modification with Brian Russell and Ruby Sinreich.

PURPOSE: The purpose of this item is to authorize the Town Manager to enter into an agreement with Brian Russell and Ruby Sinreich to allow them to accept an offer to purchase for their townhome for less than the outstanding debt against property held as collateral.

**Attachments:** A RESOLUTION GIVING THE TOWN MANAGER THE AUTHORITY TO ENTER INTO AN AGREEMENT FOR A LOAN MODIFICATION WITH BRIAN RUSSELL AND RUBY SINREICH

**D. PUBLIC HEARING**

**8:00-8:30**

1. [14-0202](#)

Public Hearing on Affordable Housing Goals and Strategies

PURPOSE: The purpose of this item is for the Board of Aldermen to

receive public comment on the Affordable Housing Goals and Strategies that have been developed by the Affordable Housing Task Force.

**Attachments:** [Attachment 1 - Resolution Adopting the affordable housing goals and strategies](#)  
[Attachment 2 - Affordable Housing Goals and Strategies Draft for Public Hearing](#)

## E. OTHER MATTERS

### 8:30-8:40

#### 1. 14-0205 Adoption of FY 2014-15 Budget

PURPOSE: By state law, the Board must approve a balanced budget for the Town by July 1st of every year. The purpose of this agenda item is to complete budget discussions and adopt the budget ordinance for fiscal year 2014-15.

**Attachments:** ATTACHMENT A - Budget Ordinance 2014-15  
ATTACHMENT B - Resolution Approving Changes to Position and Pay Plan FY 2014-15  
ATTACHMENT C - COLA Pay Resolution FY 2014-15  
ATTACHMENT D - Reimbursement Resolution Capital Purchases 2014-15  
ATTACHMENT E - Contract for Town Attorney Resolution 2014-15  
ATTACHMENT F -Miscellaneous Fees and Charges Resolution 7-01-2014  
ATTACHMENT G: Miscellaneous Fee Schedule

### 8:40-9:20

#### 2. 14-0193 Discussion of Possible Community Conversation on Options for Downtown Development

PURPOSE: The purpose of this item is for the Board of Aldermen to consider a possible strategy for engaging property owners and the community on development options for the area bounded by Center, Short, W. Weaver and N. Greensboro Streets.

**Attachments:** A RESOLUTION DIRECTING STAFF FOLLOW-UP REGARDING A POSSIBLE COMMUNITY CONVERSATION ON DEVELOPMENT OPTIONS.docx

### 9:20-9:30

#### 4. [14-0213](#) A Request to Make an Appointment to the Greenways Commission

PURPOSE: The Mayor and Board of Aldermen are requested to consider applications for appointment to the Greenways Commission.

**Attachments:** [A RESOLUTION MAKING APPOINTMENTS TO THE GREENWAYS COMMISSION](#)  
[Greenways Candidate Recommendation Form - 2014.pdf](#)

**F. BRIEF UPDATE BY BOARD MEMBERS**

**G. MATTERS BY TOWN CLERK**

**H. MATTERS BY TOWN MANAGER**

**I. MATTERS BY TOWN ATTORNEY**



# Town of Carrboro

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## Agenda Item Abstract

**File Number:** 14-0208

**Agenda Date: Version: 1**  
6/17/2014

**Status:**  
Agenda

Ready ☐

**n Control:**  
Board of Ald

**nFile Type:**  
Abstra

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### TITLE:

Presentation of Historic Plaque for the Ben Williams House at 307 Oak Avenue & Update on Historic Plaque Program

**PURPOSE:** The Board of Aldermen is asked to view the awarding of the latest historic plaque and receive an update on the program

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** James Thomas, 918-7335 & Tom Wiltberger, Chair of Historic Plaque Program 451-0740

**INFORMATION:** Tom Wiltberger requested an opportunity to appear before the Board to present the awarding of a historic plaque to Celia Pierce of 307 Oak Avenue. The historic home is known as the Ben Williams House. Mrs. Pierce will briefly speak about the history of the house. Mr. Wiltberger will also update the Board on the program in general, including the recently received Preservation Chapel Hill's Advocacy Award for preservation in the area. The award will displayed at Town Hall.

**FISCAL & STAFF IMPACT:** No fiscal impacts are associated with this item.

**RECOMMENDATION:** Staff recommends that the Board view the presentation and receive an update regarding the historic plaque program.





# Town of Carrboro

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## Agenda Item Abstract

**File Number:** 14-0172

**Agenda Date: Version: 1**  
6/17/2014

**n Control:**  
Board of Ald

**Status:**  
Agenda  
Ready ☐  
**nFile Type:**  
Abstra

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### **TITLE:**

Greenhouse Gas Emissions Update

**PURPOSE:** The purpose of this agenda item is to provide the Board of Aldermen with the 2013 Greenhouse Gas Inventory Report.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Randy Dodd, (919) 918-7326

**INFORMATION:** Pursuant to the Town of Carrboro's membership in ICLEI - Local Governments for Sustainability, the Cities for Climate Protection (CCP) initiative, and the passage of a resolution in 2009 committing the Town to reduce its greenhouse gas (GHG) emissions, information has been pulled together with the assistance of a consultant, Chris Lazinski, to update the baseline GHG emissions inventory for the Town's municipal operations. The information contained in this report is provided as part of the continued monitoring of the Town's emissions. This report includes an analysis of emissions resulting from Town electricity, natural gas, and vehicle fuel use, and also places the analysis in context to support ongoing management of Town operations and policy development.

**FISCAL & STAFF IMPACT:** There is no fiscal impact associated with accepting the annual greenhouse gas inventory report.

**RECOMMENDATION:** Staff recommends that the Board adopt the resolution provided, as Attachment A, accepting this report.

**A RESOLUTION ACCEPTING THE ANNUAL GREENHOUSE GAS INVENTORY REPORT**

WHEREAS, the Town has signed on to the Mayors Climate Protection Agreement, adopted a Climate Protection Resolution in 2009, participated in the Orange County Greenhouse Gas Inventory, and updated the inventory in 2011 and 2012; and

WHEREAS, the Town has studied and pursued energy efficiency, greenhouse gas emissions reductions, and renewable energy through a variety of additional means, and has drafted and Energy and Climate Protection Plan; and

WHEREAS, the annual 2013 update of greenhouse gas emissions has been prepared and provided to the Board of Aldermen;

NOW THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Aldermen accept the greenhouse gas inventory report for calendar year 2013.

This is the 17th day of June in the year 2014.





TOWN OF CARRBORO  
NORTH CAROLINA

**TRANSMITTAL**

**PLANNING DEPARTMENT**

**DELIVERED VIA:** ☐ *HAND* ☐ *MAIL* ☐ *FAX* ☒ *EMAIL*

**To:**            **Board of Aldermen**  
                 **David Andrews, Town Manager**  
                 **Department Directors**

**From:**        **Chris Lazinski, Consultant**  
                 **Randy Dodd, Environmental Planner**

**Date:**        **June 13, 2014**

**Subject:**     **Town of Carrboro 2013 Greenhouse Gas Inventory**

**Background and Summary**

Pursuant to the Town of Carrboro's membership in ICLEI – Local Governments for Sustainability, the Cities for Climate Protection (CCP) initiative, the passage of a resolution in 2009 committing the Town to reduce its greenhouse gas (GHG) emissions, and the completion of previous GHG emissions inventories, an updated inventory has been completed to track the Town's progress in reducing GHG emissions in municipal operations. In accordance with the Town's membership in the CCP initiative, this updated inventory is provided to fulfill CCP Milestone 5 for monitoring and verifying results of actions pursued (see Table 1).

**Information**

**Data Collection**

In putting together previous GHG emissions reports, an emphasis was placed on clarity of scope, accessibility and transparency of both energy consumption and GHG emissions data, and repeatability of the methodology. That emphasis has allowed this update to be completed with the exact same methodology as the original baseline, which allows for the most accurate comparison of data and tracking of emissions over time.

**Table 1. Cities for Climate Protection Five Milestone Process**

<b>Milestone</b>	<b>Description</b>	<b>Notes</b>
1	Conduct a baseline emissions inventory and forecast.	A summary of the inventory completed last year can be found at <a href="https://carrboro.legistar.com/Calendar.aspx">https://carrboro.legistar.com/Calendar.aspx</a> (see June 18th, 2013 agenda). The information contained in this memo serves as an update to that report.
2	Adopt an emissions reduction target.	Carrboro adopted a climate protection resolution in 2009; this and previous annual reports suggest an approach for further articulation as a measurable emissions reduction target for Carrboro municipal emissions.
3	Develop a Local Action Plan	A countywide inventory that included elements of a plan was previously developed. Carrboro has just drafted an Energy and Climate Protection Plan and will be pursuing additional community planning in 2014/15.
4	Implement policies and measures	Carrboro has adopted the climate protection resolution, and has pursued various measures, such as establishment of the WISE program, policies and initiatives that encourage alternative transportation, support of alternative fuels, and energy assessments of Town buildings
5	Monitor and verify results	This memo is the Town's third annual effort to monitor and verify the results of policies and procedures implemented to reduce GHG emissions from municipal operations.

### *Scope*

For consistency with previous inventories and per standard GHG inventory reporting protocols, this inventory focuses only on the Scope 1 and Scope 2 GHG emissions attributable to Town operations. Scope 1 emissions are direct emissions resulting from the combustion of fuel on-site. Examples of Scope 1 emissions include vehicular tailpipe emissions from Town vehicles and emissions from burning natural gas to heat Town facilities. Scope 2 emissions are indirect emissions associated with the consumption of purchased or acquired energy. Scope 2 emissions primarily result from the Town's electricity consumption. As a general rule, emissions are attributable to the Town if they are emitted by an entity that the Town has full operational control over. By this definition, the scope of this inventory includes all electricity use billed to the Town for its facilities, street lighting, and other outdoor lighting, as well as the fuel usage of the Town's vehicle fleet and natural gas use in its facilities. This scope excludes any emissions from operations of the Orange Water and Sewer Authority (OWASA), Orange County Solid Waste (OCSW), and Chapel Hill Transit (CHT), electricity usage attributable to traffic signals within Town limits, and other non-municipal activities. While the services of water treatment and delivery, waste processing, public transit, and traffic management are in the public sector and occur within Town limits, the emissions attributable to these services cannot be directly controlled by only the Town and are therefore outside the scope of this inventory. It is worth noting that the total community emissions for Carrboro was estimated in 2011 at 115,000 metric tonnes of carbon dioxide equivalent (MTCDE) (2009 values), while emissions related to municipal operations are currently less than 2,000 MTCDE. This means that municipal emissions make up less than 2% of the total emissions coming from Carrboro. Therefore, the Town's effort in cooperating with other private and public entities is paramount to appreciable local reductions.

In order to obtain a more complete understanding of the comprehensive local carbon footprint, it is recommended that the Town continue to work with other public service providers and the private sector in coordinating future GHG inventories.

### *GHG Accounting Methodology*

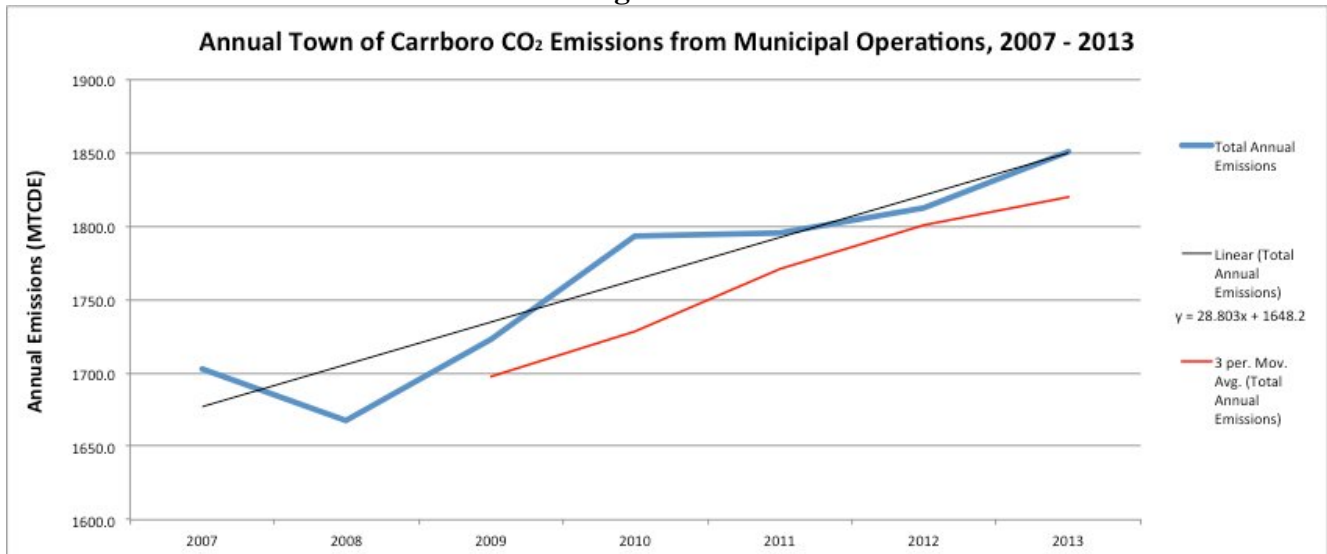
While electricity, natural gas, and vehicle fuel are all different forms of energy, they all produce GHG emissions at some point in the consumption process. In order to combine different sources of energy into one emissions profile, all usage figures must be converted into one “common denominator” unit, which in this case is metric tons of carbon dioxide equivalent, or MTCDE. Conversion factors used in converting kilowatt-hours (kWh) to GHGs were obtained from the EPA. The EPA released new conversion factors for converting kWh to GHG emissions in February 2014, which lowered the amount of CO<sub>2</sub> emitted per kWh for North Carolina. This new conversion factor was applied to all kWh consumption data from 2003 to present for consistency, which slightly lowered emission levels from previous inventories due to the decrease in lbs. CO<sub>2</sub> emitted per kWh. Many of the conversion factors convert the base unit of energy into pounds of CO<sub>2</sub>, so to get the units into MTCDE, a factor of 2204.62 lbs. per metric ton was applied. A table of obtained and derived conversion factors is presented below in Table 2.

**Table 2. Conversion Factors for GHG Emissions Calculations**

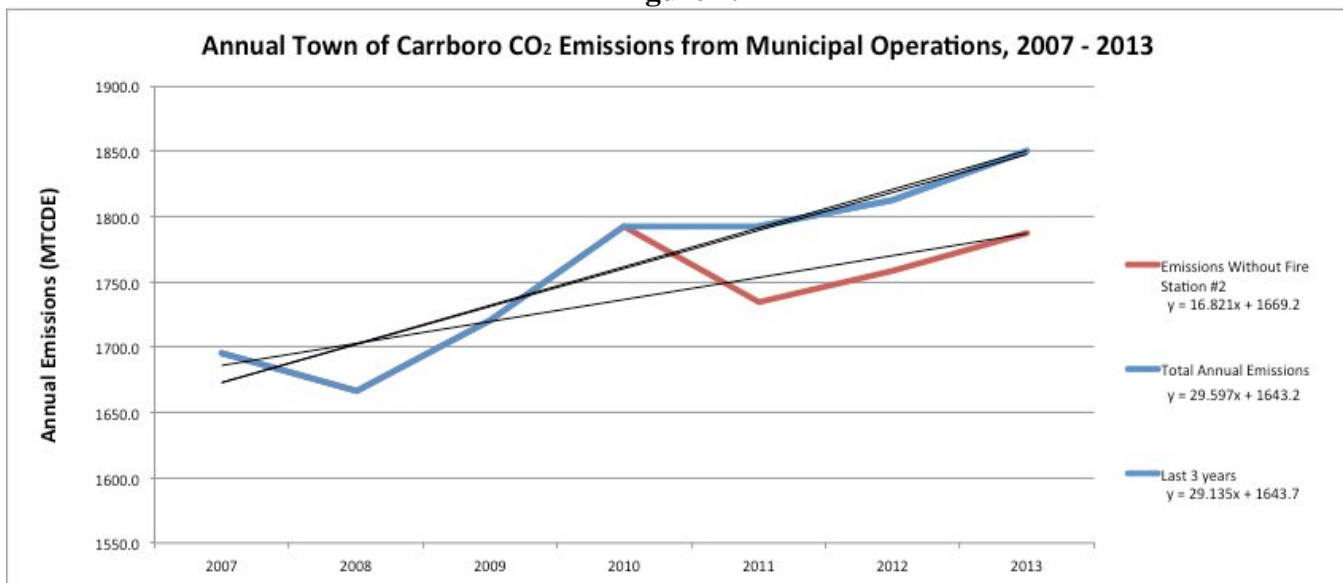
<b>Energy Type</b>	<b>Unit</b>	<b>Lbs. CO<sub>2</sub></b>	<b>MTCDE</b>
<b>Electricity</b>	1 Kilowatt-hour	1.07365	0.000487
<b>Natural Gas</b>	1 Therm	11.0231	0.00500
<b>Gasoline</b>	1 Gallon	19.54	0.00886
<b>B20 Bio-diesel</b>	1 Gallon	17.89	0.00811

### **Results**

The conversion factors in the table above were applied to all Town electricity, natural gas, and vehicle fuel use as defined by the project scope from May 2013 to April 2014 and combined with data from previous inventories. Figure 1 shows the Town’s overall annual emissions from 2007 to 2013. A linear trend line applied to the “Total Annual Emissions” data set in Figure 1 reveals that the total emissions attributable to Town operations have been growing at an average rate of 29.6 MTCDE per year between 2007 and 2013, or at a rate of 1.7% of 2007 emissions per year. In an effort to reduce the impact of inter-annual climate variability on emissions, a three-year moving average of emissions was also constructed and is shown in red on Figure 1. Even with the three-year average, it is clear that there is an upward trend to the Town’s emissions.

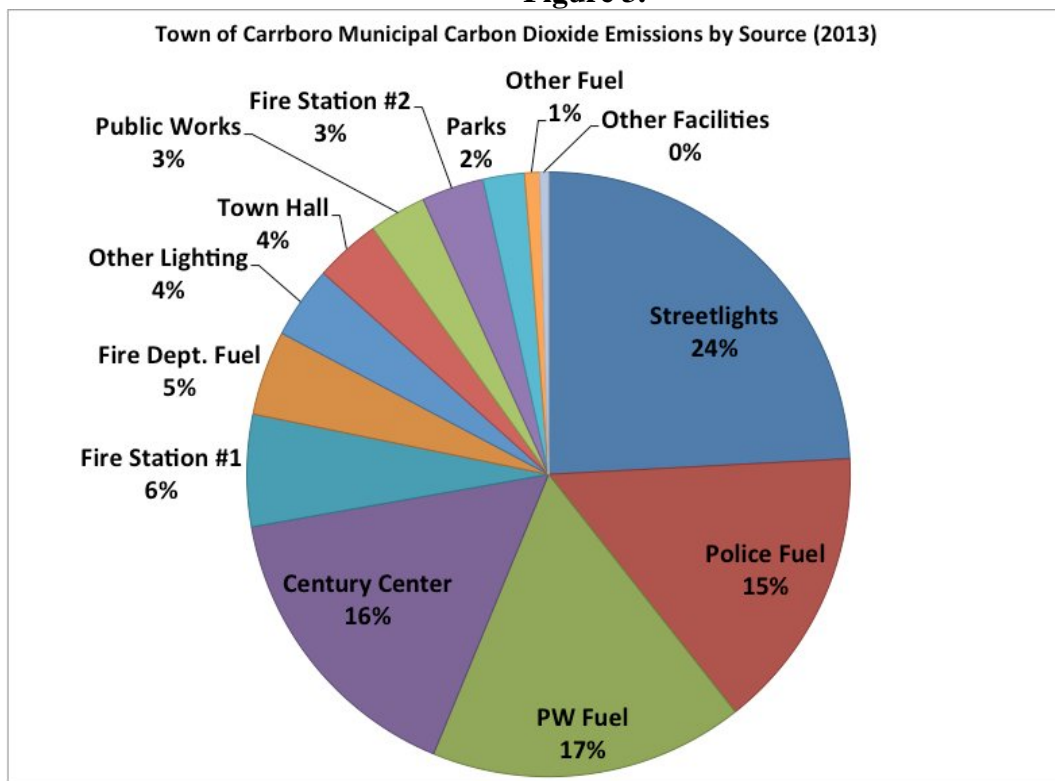
**Figure 1**

However, with the opening of Fire Station #2 in August 2010, a significant contributor to emissions was added to the Town's operations, thereby inflating the actual rate of emissions growth. Figure 2 was constructed in order to determine how the emissions from the Town's facilities other than Fire Station #2 were changing from 2007 to 2012. The trend line applied to this data set reveals that the Town's emissions excluding the new fire station were growing at a rate of 16.8 MTCDE per year between 2007 and 2013, or 1.0% of 2007 emissions per year. This means that even among existing facilities, emissions were growing. A third trend line was applied to the most recent 3 years of total emissions data and showed that despite the introduction of Fire Station #2, the rate of emissions growth has remained unchanged.

**Figure 2.**

In order to help focus the Town's efforts in emission reduction, Figure 3 was constructed to show the percentage contribution to the Town's emissions from all sources during the 2013 calendar year. All vehicle fuel usage combined accounted for 38% of emissions, while all facilities combined to contribute 34%, with the remaining 28% attributable to streetlights and other public outdoor lighting. The single largest source of emissions is street lighting at 24% of the total, but it is worth noting that the Town does not own its street lighting infrastructure and instead has a lease arrangement with electric utility providers. Emissions from streetlights were followed by Public Works fuel usage at 17% of the total, which is an increase from last year. The Century Center is the third-largest contributor to emissions at 16% of total emissions, but it is the largest single facility emitter under the Town's control. The fourth and fifth largest contributors to emissions were Police Department fuel usage at 15% of the total, and Fire Station #1 at 6% of the total.

**Figure 3.**



In order to track how these five largest contributors to Town emissions have performed since 2007, Figure 4 was constructed.

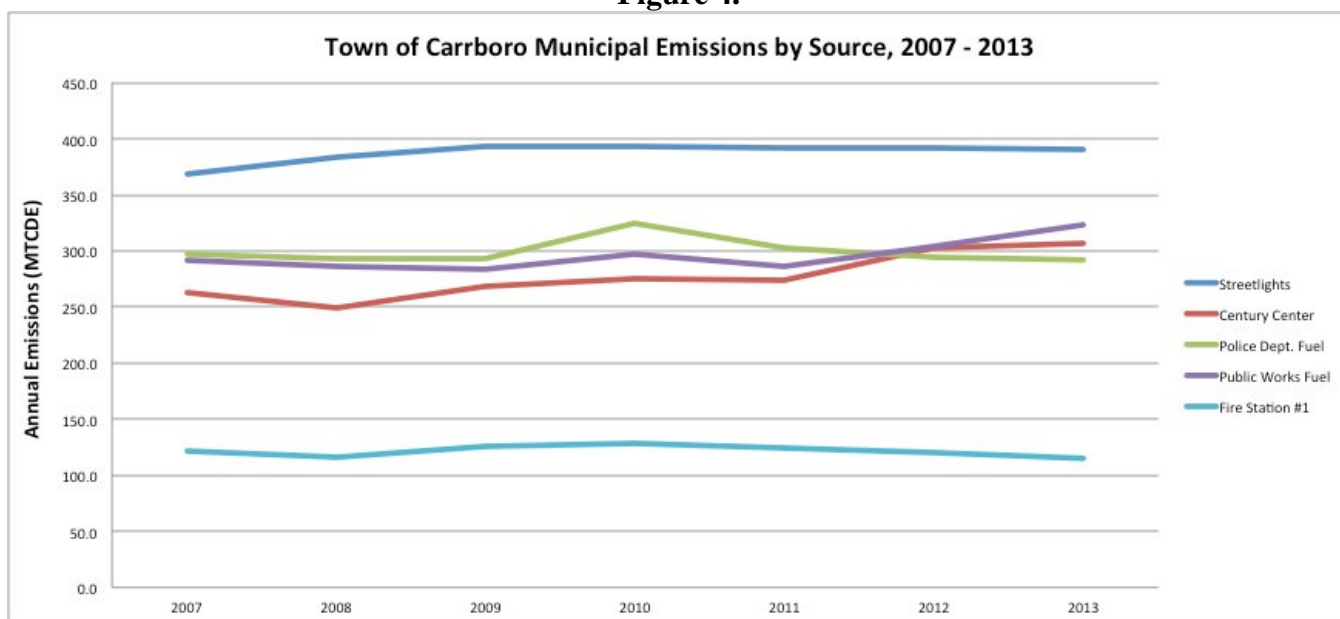
**Figure 4.**

Table 2 makes clear that there were notable reductions in emissions compared to 2011 levels at Fire Station #1 and through reduced Police Department fuel usage. These reductions were negated by significant increases in emissions over that same time period at the Century Center and from increased Public Works and Fire Department fuel usage.

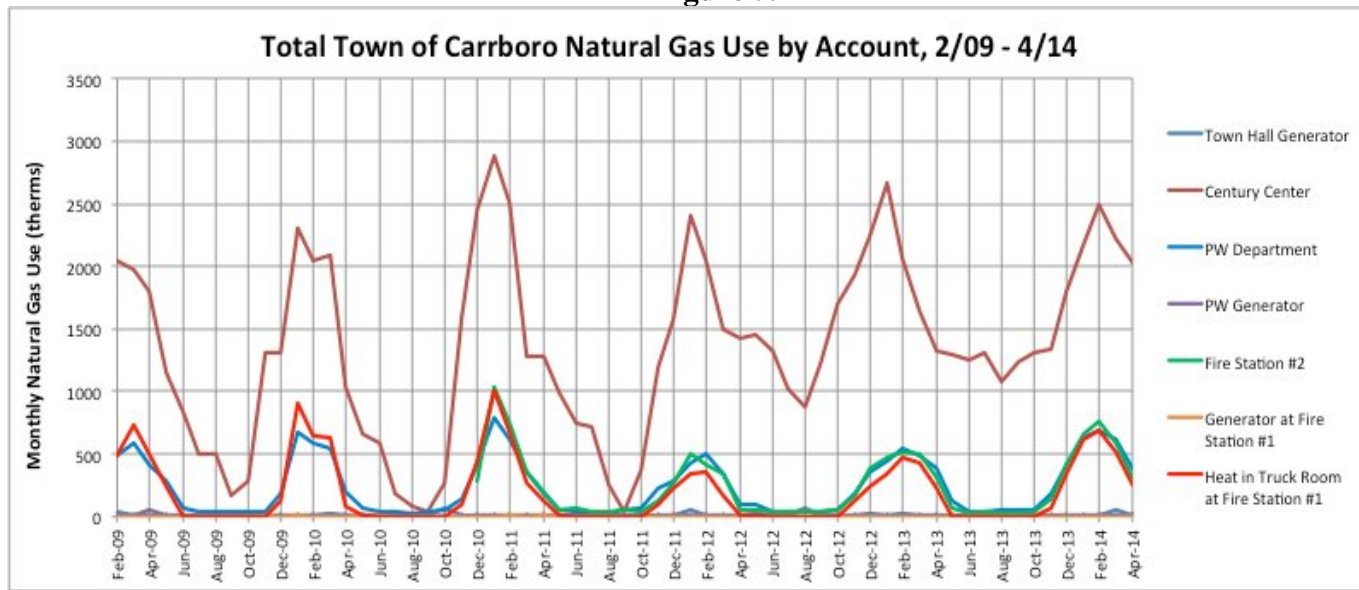
**Table 2. Municipal Operations Emissions Sorted in Decreasing Order**

Facility Name	2011 Emissions (MTCDE)	2012 Emissions (MTCDE)	2013 Emissions (MTCDE)	Change in MTCDE from 2011	% Change from 2011
Streetlights	392.3	391.3	390.2	-2.1	-0.5
Police Fuel	303.0	294.2	292.0	-11.0	-3.6
Public Works Fuel	286.8	304.0	323.8	37.0	12.9
Century Center	274.1	303.1	307.2	33.1	12.1
Fire Station #1	124.7	119.9	115.1	-9.6	-7.7
Fire Dept. Fuel	79.0	80.9	86.9	7.9	10.0
Other Lighting	73.1	74.2	74.2	1.1	1.5
Town Hall	71.6	68.6	71.4	-0.2	-0.3
Public Works	60.2	55.3	58.9	-1.3	-2.2
Fire Station #2	58.5	54.0	63.8	5.3	9.1
Parks	42.3	42.9	42.8	0.5	1.2
Other Fuel	16.9	15.6	15.7	-1.2	-7.1
Other Facilities	12.4	7.9	8.8	-3.6	-29.0
Annual Totals	1794.9	1811.9	1850.8	55.9	3.1

Overall, municipal emissions increased by 2.1% between 2012 and 2013. The largest single change in emissions between 2012 and 2013 was the increase in fuel use (19.8 MTCDE) from Public Works vehicles. Further analysis (not presented) indicates that this increase was primarily due to increased solid waste fuel use from hauling to the transfer station beginning in the summer of 2013. (Replacing one of the solid waste trucks with more efficient truck to be obtained in 2014-15 with grant support should mitigate this increase). The second largest change was an increase in emissions (9.8 MTCDE) from Fire Station #2. This increase can be attributed to an operational issue with the HVAC system during the summer, which hopefully represents an aberration and not an ongoing increase in emissions. The third largest change was an increase in emissions (6.0 MTCDE) from Fire Department fuel use that resulted from an increase of 200 service calls. These three changes make up a total of 35.6 MTCDE, and when subtracted from total 2013 emissions, the remainder of 1815.2 MTCDE is roughly the same as total 2012 emissions of 1811.9 MTCDE.

At the Century Center, the primary driver of the increase in emissions from 2011 to 2013 was an increase in natural gas usage, especially during the summer months. As is evident from Figure 5, natural gas usage at the Century Center would drop down to under 200 therms per month during the summers of 2010 and 2011, but in 2012 and 2013 natural gas usage at the facility never dropped below 1000 therms per month during the summer. This significant change in the usage pattern resulted in much higher emissions attributable to the facility. To address this issue, the Town has programmed a study of the Century Center system in the 2014-15 operating budget and funds for improvements in the Capital Improvements Program.

**Figure 5.**



### **Emissions Reduction**

While Town emissions are not increasing at a particularly high rate, they did increase during this 7-year window, which is potentially contrary to the direction desired based on participation in Cities for Climate Protection and the Town's 2009 pledge to reduce its emissions. For future

updates, it is recommended that additional analyses be pursued to further study changes and include a component that “normalizes” emissions to factors such as population and service area growth/change, provision of services, and annual climate variability. Based on this 2013 update, should the Town’s commitment to emissions reductions continue, it is clear that action is needed to prevent future emissions growth and begin to reduce overall emissions. The completion of an Energy and Climate Protection Plan in May 2014 along with operating budget and CIP programming are positive recent steps towards pursuing reductions.

According to a 2009 resolution passed by the Board, the Town’s goal is to “cut CO<sub>2</sub> emissions by [the Town’s] proportion of the amount which is required to stabilize the climate back to less than 350ppm of CO<sub>2</sub> in the atmosphere in time for a 90% probability for success” in averting the worst impacts of climate change. While this resolution applies to the emissions of the whole community, the most easily quantifiable and manageable emissions of the community from a governmental perspective are those attributable the Town’s municipal operations, which make sense as the starting point for any emissions reduction initiative. In an effort to understand what the corresponding emissions reductions must be to bring the emissions from the Town’s municipal operations in line with the 350ppm goal, a “back-cast” was performed using current emissions trends in the GHG emissions inventory provided in June 2013. While there is considerable difficulty in quantifying an emissions reduction target in line with the Town’s 2009 resolution for reasons of atmospheric physics and scientific uncertainty, the current trends were projected linearly back to 1988, which is the year where global annual average atmospheric CO<sub>2</sub> crossed the 350ppm threshold.



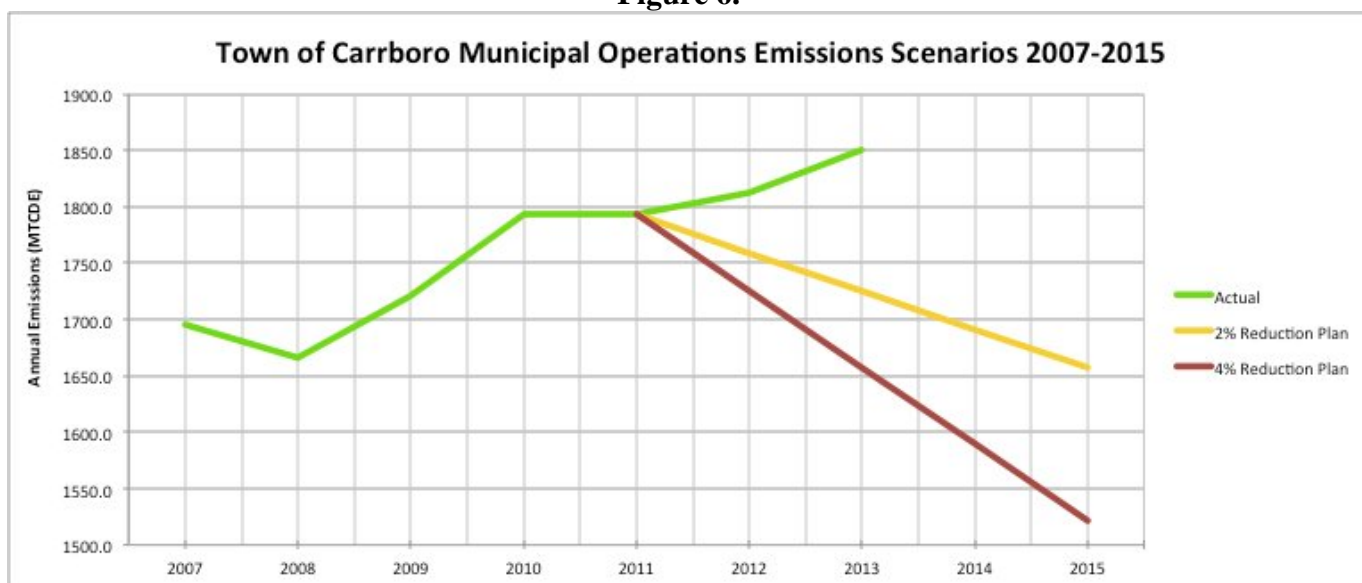
## Policy Options

As was stated in the 2011 and 2012 baseline reports, two cities that have adopted policies that may be helpful for Carrboro are Asheville and Chapel Hill. In 2007, Asheville committed to reducing its municipal operations carbon footprint by an amount equal to 2% of its total emissions every year beginning in 2007 with the goal of reducing emissions 80% by the year 2050. In 2011, the City Council updated this policy to reductions of 4% of annual emissions levels with a goal of reducing emissions 80% by 2030. Since implementing this policy, the City has managed to outperform their goal with GHG emissions reductions totaling 17.59% over 5 years. The scale of their effort is much greater than Carrboro's, however, as their total reductions achieved during FY2012 alone are roughly equivalent to all of the emissions of the municipal operations of Carrboro combined. The Town of Chapel Hill adopted a goal of a 35% reduction by 2025 of emissions attributable to Town operations on their way to a goal of a 60% reduction by 2050. Their 2025 target works out to be reducing emissions by 1.8% of baseline emissions per year, assuming that 2006 is their baseline year. Given the policies in place in these two model cities, it is recommended that Carrboro explore the feasibility and fiscal impact of implementing a GHG reduction policy that sets an annual reduction goal of 2% of 2007 levels per year.

An annual percent reduction strategy is also recommended because it provides the most easily measurable goal for the Town to pursue. Implicit in future efforts would be exploration of the best financing mechanisms for pursuing efforts, whether it is through performance contracting, an internal revolving fund or "energy bank", community investing in renewable energy, or other ways to finance projects through energy savings, as well as possibly through debt servicing such as Qualified Energy Conservation Bonds.

Figure 6 shows the difference between actual emission levels and what emission levels would be had the Town followed either a 2% or 4% of 2007 levels annual emissions reduction plan starting in 2011. As is evident from the figure, the Town's emissions in 2013 went up slightly compared to those in 2012, which leaves Town emissions 126.1 MTCDE above the levels they would have to be at to meet a 2% reduction goal set in 2011 and 193.9 MTCDE above a 4% reduction goal set in 2011.

Figure 6.



To put a 2% of 2007 levels annual emissions reduction goal into more concrete terms, 2% of 2007 emissions levels is 33.9 MTCDE. In 2013, Town Hall contributed 71.4 MTCDE of emissions to the Town total through its electricity and natural gas use at the facility. If a 2% annual reduction target were implemented, the target would be met by reducing emissions equivalent to approximately half of Town Hall's 2013 emissions contribution every year until 2025.

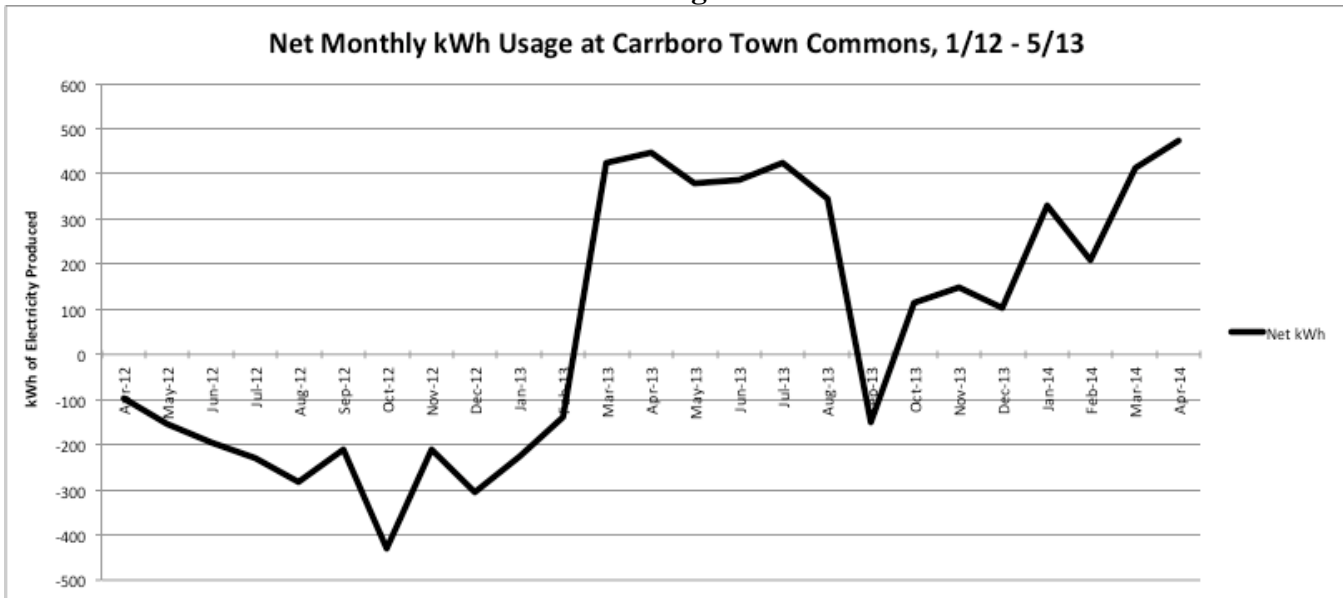
In order to help achieve any proposed emission reduction goal, energy efficiency projects in Town facilities have already been preliminarily investigated as part of a study by Waste Reduction Partners in 2008 and the Town's applications to obtain Energy Efficiency Conservation Block Grant (EECBG) money in 2010. Furthermore, the Town's draft Energy and Climate Protection Plan, as supported by the FY 14/15 operating budget and 2014 Capital Improvement Program update, outlines strategies the Town is planning to pursue involving Town facilities, lighting, and the fleet with a goal of reducing municipal energy use by 5-10% by FY 15/16. Achieving this level of reduction is heavily dependent on successful cooperation with electric utility providers and NCDOT to replace streetlights and other outdoor lights.

### Carrboro Town Commons Solar PV

The 5kW solar photovoltaic (PV) system that was installed on the south-facing roof of the market stalls at the Carrboro Town Commons has now been producing electricity for over a year. As of the end of April 2014, the system had cumulatively produced 7,506 kWh, which means that 3.7 MTCDE of emissions or 0.2% of the Town's 2013 total has been offset by the project. The system has been successful in making the Town Commons a net producer of electricity for each month since beginning its operation except for September 2013, when the system produced

only 213kWh. Figure 7 shows net usage of electricity at the Town Commons site between April 2012 and April 2014.

**Figure 7.**



Given the trends in Figure 7, it is clear that once the system came online in February 2013, it produced at or near maximum capacity during the spring and summer, with fall and winter weather patterns limiting the production of the system.

If the goal of Solarize Carrboro to install 200kW of residential solar PV capacity in 2014 is met, and assuming that those systems produce electricity at the same rate that the Town Commons system does, their efforts will produce approximately 300,000 kWh annually, or offset approximately 146 MTCDE, which is 7.9% of municipal 2013 emissions, but only 0.3% of total residential buildings emissions and 0.1% of estimated 2009 total community emissions.

### **Conclusion and Recommendation**

Based on the information contained in this and previous inventories, it is clear that strong and coordinated action is needed to reduce emissions from Town operations. The Town has developed a plan and committed resources to reduce emissions in the first half of 2014. It is recommended that the Town use the information provided in this report and supporting data and analysis to continue to identify emissions reductions opportunities, and to update the inventory in the spring of 2015. As with previous reports, it is again recommended that the Town investigate the fiscal implications and alternative strategies for implementing a GHG reduction policy across all Town operations with a goal of reducing emissions by at least 2% of 2007 levels annually through at least 2025. This approach will allow the Town to determine the best fit for Carrboro to implement the policy in order to further the Town's goals of environmental stewardship, economic sustainability, and "leading by example".





# Town of Carrboro

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Carrboro, NC 27510

## Agenda Item Abstract

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**nFile Type:**  
Abstra

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### TITLE:

Request to Approve Equipment and Vehicle Financing

**PURPOSE:** The Board of Aldermen is requested to approve a contract for installment financing of vehicles and equipment budgeted for FY 2013-14.

**DEPARTMENT:** Management Services

**CONTACT INFORMATION:** Arche McAdoo, Finance Director 918-7439

**INFORMATION:** Annually, the Board of Aldermen approves the financing contract for the purchase of vehicles and equipment through lease purchase financing. On May 16, 2014 the Town issued a request for proposal for installment financing of \$498,822 for the acquisition of vehicles and equipment. The Town is not required by law to request proposals but does so to ensure competitive financing. The request for proposal was sent to 22 financial institutions and the Town received six proposals from four financial institutions. Attachment B contains a list of the vehicles and equipment to be financed and Attachment C provides a summary of the proposals submitted.

Of the six proposals presented, US Bancorp Government Leasing and Finance, Inc. offered the most competitive interest rate of 1.264% for 5 year financing.

**FISCAL & STAFF IMPACT:** The total interest cost of financing for five years will be \$12,609. Annual interest and principal payments of \$102,283 will be included in the general fund annual budget. Lender will be given a security interest in the vehicle and equipment being purchased and financed. This financing does not pledge of any other assets and/or taxing authority of the Town.

**RECOMMENDATION:** The Board of Aldermen is requested to adopt the attached resolution designating the installment purchase contract as tax-exempt obligations of the Town,

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**Agenda Date: Version: 1**  
6/17/2014

**Status:**  
Agenda  
Ready ☐  
**File Type:**  
Abstra

**n Control:**  
Board of Ald

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award the financing contract to US Bancorp Government Leasing and Finance, and authorize the Town Manager and Finance Director to execute the necessary financing document and agreements.

**RESOLUTION APPROVING FINANCING TERMS**

**WHEREAS:** The Town of Carrboro (“Town”) has previously determined to undertake a project for various vehicles and equipment (the “Project”), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Town hereby determines to finance the Project through US Bankcorp Government Leasing and Finance, Inc., in accordance with the proposal dated May 16, 2014. The amount financed shall not exceed \$498,822.00, the annual interest rate (in the absence of default in tax status) shall not exceed 1.264%, and the financing term shall not exceed five (5) years from date of closing.
2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and Project Fund Agreement as US Bankcorp Government Leasing and Finance, Inc. may request.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer’s satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the terms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer’s release of any Financing Document for delivery constituting conclusive evidence of such officer’s final approval on the Documents final form.
4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations.

The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as “qualified tax-exempt obligations” for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town’s official intent to reimburse expenditures for the project that is to be financed from the proceeds of the US Bankcorp Government Leasing and Finance, Inc. financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town’s general fund, or any other Town fund related to the project, for the project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_th day of June, 2014.

By:\_\_\_\_\_

(Clerk)

By:\_\_\_\_\_

(Mayor)

[SEAL]



**ATTACHMENT B****FY 2013-14 VEHICLES AND EQUIPMENT PURCHASED**

<b>Department</b>	<b>Vehicle</b>	<b>Cost</b>
Police	Patrol Vehicles-Replace vehicle #228	\$33,426
Police	Patrol Vehicles-Replace vehicle #230	\$33,426
Police	Patrol Vehicles-Replace vehicle #230	\$33,426
Police	Patrol Vehicles-Replace vehicle #231	\$33,426
Police	Patrol Vehicles-Replace vehicle #232	\$33,426
Police4	Patrol Vehicles-Replace vehicle #235 K-9	\$33,989
Public Works	Solid Waste - Autocar E3 Refuse Truck with Parker Hannifin Run Wise Advanced Series Hybrid Drive-Replace #54	\$297,703
	<b>TOTAL FINANCING</b>	<b>\$498,822</b>

**ATTACHMENT C**

**SUMMARY OF VEHICLE AND EQUIPMENT FINANCING PROPOSALS, FY 2013-14**

	<b>BB &amp; T</b>	<b>SUNTRUST</b>	<b>SUNTRUST</b>	<b>US BANCORP</b>	<b>US BANCORP</b>	<b>BANK OF NC</b>
		<b>Option 1</b>	<b>Option 2</b>	<b>Option 1</b>	<b>Option 2</b>	<i>4 Year Term</i>
Interest Rate	1.310%	1.485%	1.685%	1.264%	1.310%	1.80%
Interest Cost	\$ 13,068	\$ 14,813	\$ 16,808	\$ 12,609	\$ 13,068	\$ 18,108
<b>Total Principal and Interest</b>	<b>\$ 511,890</b>	<b>\$ 513,635</b>	<b>\$ 515,630</b>	<b>\$ 511,431</b>	<b>\$ 511,890</b>	<b>\$ 516,930</b>
<b>Annual Payment</b>	<b>\$ 102,378</b>	<b>\$ 102,727</b>	<b>\$ 103,126</b>	<b>\$ 102,283</b>	<b>\$ 102,378</b>	<b>\$ 104,239</b>
Other Fees						
Escrow Set-up Fee		\$ 250	\$ 250	\$ -		
Document Fee		\$ 100	\$ 100	\$ -		
Legal Fees						\$ 5,000
UCC Fee						
<b>Total Fees</b>	<b>\$ -</b>	<b>\$ 350</b>	<b>\$ 350</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b>Total Interest and Fees</b>	<b>\$ 13,068</b>	<b>\$ 15,163</b>	<b>\$ 17,158</b>	<b>\$ 12,609</b>	<b>\$ 13,068</b>	<b>\$ 23,108</b>



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 14-0207

**Agenda Date: Version:** 1  
6/17/2014

**In Control:**  
Board of A

**Status:**  
Consent  
Agend  
menFile  
**Type:** Abst

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### TITLE:

Designation of Fund Balance for FY 2013-14 Budget Items Not Yet Spent or Encumbered

**PURPOSE:** The Board of Aldermen is requested to designate fund balance in the General Fund for certain budget items where funds have not been spent or encumbered.

**DEPARTMENT:** Management Services

**CONTACT INFORMATION:** Arche McAdoo, 918-7439

**INFORMATION:** The Town Manager has identified several projects totaling \$332,475 in the FY 2013-14 adopted general fund budget where funds appropriated by the Board have not been spent or encumbered. These funds will be needed when projects are developed or designed and a vendor identified to purchase the service or item. Funds for budgeted projects or commitments made by the Board, if not spent, will accrue to unrestricted fund balance within the General Fund at June 30, 2014.

As part of the transition from one fiscal year to the next, Management Services requests all departments to identify budgeted projects that are not completed so that the funding for these unspent budgeted items may be set aside at year-end and available at a future date when needed. This avoids possible interruption of the project planning or implementation. By designating fund balance for the use of these budgeted, but unspent or encumbered funds, allows for a more accurate presentation of the undesignated fund balance portion of the General Fund in the annual audit report.

The resolutions to designate funds balance (Attachment A) authorizes the carryover to next fiscal year of unexpended budget balance for specified item(s) contingent upon confirmation of the actual amount by the independent audit for the year. The Town Manager is also authorized to transfer these funds to the appropriate department.

**FISCAL & STAFF IMPACT:** The budget items identified total \$332,475 to be carried over from FY 2013-14 to FY 2014-15. If not carried over, an appropriation in the FY 2014-15 budget would be necessary to continue these projects.

**RECOMMENDATION:** The Board is requested to consider for adoption the attached resolution designating fund balance for the items identified.

## ATTACHMENT A

### A RESOLUTION APPROVING DESIGNATION OF FUND BALANCE FOR FY 2013-14 BUDGET ITEMS NOT YET SPENT OR ENCUMBERED

WHEREAS, the Town Manager has described to the Board the desirability of adopting a resolution to designate fund balance for certain projects:

BE IT RESOLVED by the Board of Aldermen that fund balance is designated to fund the following items:

<b>Designated Fund Balance FY 2013-14</b>	<b>Amount</b>
Adams Tract Pedestrian Bridge	\$ 30,000
Affordable Housing Fund	\$ 10,000
Arts Committee	\$ 7,615
C&D Memorabilia	\$ 204
Solid Waste Pay As You Throw Study	\$ 30,000
OWASA Subsidy	\$ 88,502
Seizure Funds - Federal	\$ 156,390
Seizure Funds - State	\$ 7,572
Narcotics Fund	\$ 2,192
<b>TOTAL</b>	<b>\$ 332,475</b>

#### Summary of Designated Fund Balance Budget Items

**Adams Tract Pedestrian Bridge** – These funds are reserved for construction of a pedestrian bridge in Adams Tract.

**Affordable Housing Fund** – These funds were initially appropriated for the Business Loan Program. It has been determined these funds will not be needed for this program and are being redirected to the Affordable Housing Fund.

**Arts Committee** – The Arts Committee has unexpended budget funds remaining and requests they be reserved for use in the upcoming year.

**CD & Memorabilia** - The CD & Memorabilia Show is held twice a year and is self-supporting. Funds remaining after expenses each year are carried over.

**Solid Was Pay As You Throw Study** – The Public Works Department is preparing an RFP to undertake this study. Once a firm is selected via the RFP process these funds will be used to cover the cost of the study.

**OWASA Subsidy** – The unspent portion of the OWASA sewer subsidy budget is reserved annually until spent entirely.

**Seizure Funds** – The Carrboro Police Department uses these restricted revenues to supplement ongoing investigations. Unexpended funds in any given year are carried over to the next year.

**Narcotics Funds** - The Police Departments requests that unexpended narcotic funds for undercover investigations be carried over to the next fiscal year.

BE IT FURTHER RESOLVED, that upon confirmation of the actual amount for the above projects by the independent audit for the year ending June 30, 2014, the Town Manager may transfer fund balance up to the amount confirmed by the independent audit to the appropriate department(s) without further action by the Board.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 14-0206

**Agenda Date: Version:** 1  
6/17/2014

**Status:**  
Agenda

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Board of Ald

**nFile Type:**  
Abstra

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### TITLE:

Authorization of Fund Balance for Designated Capital Projects and Related Costs

**PURPOSE:** The purpose of this agenda item is to consider authorizing the use of fund balance for designated current or future capital projects.

**DEPARTMENT:** Town Manager and Finance

**CONTACT INFORMATION:** David Andrews, 918-7315; Arche McAdoo, 918-7439

**INFORMATION:** The fund balance policy adopted by the Board requires the Town to maintain an unassigned fund balance in the general fund between 22.5% and 35% of the General Fund budget. The fund balance must be confirmed at the end of each year by the annual independent audit. When the unassigned fund balance falls below 20%, the Town Manager must develop and implement a plan to rebuild the balance to 22.5% within one year. When unassigned fund balance exceeds 35%, the Town Manager may set aside an amount in assigned fund balance for transfer to the capital projects fund. The Board is required to take formal action to commit the use of fund balance for projects or purposes in the current year or future year's budget.

For the fiscal year ending June 30, 2013, the Town's general fund balance total was \$12.8 million. After adjusting for restricted funds and state requirements, the unassigned fund balance was \$9.2 million or 51% of actual expenditures. Based on the Town's fund balance policy, fund balance should be between \$4.0 and \$6.3 million. The amount above the \$6.3 million (i.e., \$2.9 million) is available for set aside by the manager for capital projects.

To provide financing for LED Street Lights Project and Wilson Park Tennis Court Replacement, unassigned fund balance in the General Fund is recommended to be transferred to the Capital Projects Fund for the following projects and/or purposes.

### **LED Street Lights - \$100,000**

This project will replace existing streetlights on Town maintained streets with LED fixtures.

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**Agenda Date: Version: 1**  
6/17/2014

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**File Type:**  
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**n Control:**  
Board of Ald

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LED lights typically last over 100,000 hours (or 20+ years) and allow for reduced energy usage and costs. This project is dependent upon a utility rate option and structure that allows the Town to own street light fixtures and a fee schedule that is fiscally beneficial for the Town.

**Wilson Park Tennis Court Replacement - \$168,087**

The settling of the subsurface beneath the Wilson Park Tennis Court has led to irregularities and cracking throughout the playing area. These cracks cannot be patched or repaired with a typical resurfacing of the court. Rather the court has to be replaced. If the cracking is allowed to continue, the court will continue to deteriorate and become hazardous to the safety of those using the courts.

**FISCAL & STAFF IMPACT:** The transfer of \$268,087 from unassigned fund balance in the General Fund would reduce the unassigned fund balance from \$9.2 million to \$7.9 million or 43.4% of expenditures, which is a more than an adequate reserve level. Enter the fiscal and staff here

**RECOMMENDATION:** That the Board consider adoption of the attached capital project ordinance that commits unassigned fund balance above the 35% threshold to the Capital Projects Fund for the LED Street Lights project and the replacement of the Wilson Park Tennis Court.



**CAPITAL PROJECT ORDINANCE AUTHORIZING THE USE OF FUND BALANCE  
FOR LED STREET LIGHTS AND WILSON PARK TENNIS COURT REPLACEMENT**

WHEREAS, the Board of Aldermen for the Town of Carrboro has adopted a Fund Balance Policy; and,

WHEREAS, the adopted Fund Balance Policy provides that when the unassigned fund balance exceeds 35% the Town Manager may set aside an amount in assigned fund balance for transfer to the Capital Projects Fund for future projects; and,

WHEREAS, the adopted Fund Balance Policy requires formal action by the Board of Aldermen to commit the use of fund balance for projects or purposes in any current year or future year's budget; and,

WHEREAS, the Town's annual audit at June 30, 2013 confirmed that the fund balance exceeds 35% and the amount above 35% may be committed for capital projects;

NOW THEREFORE, BE IT ORDAINED THE BORD OF ALDERMEN OF THE TOWN OF CARRBORO:

1. The following projects are authorized to be undertaken until all project activity is completed:

<u>Project</u>	<u>Amount</u>
LED Street Lights	\$100,000
Wilson Park Tennis Court Replacement	\$168,087
Total	<u>\$268,087</u>

2. Funds are appropriated from fund balance in the General Fund to the Capital Projects Fund for design, engineering, construction expenses and/or debt service to carry out the projects identified in Section 1.
3. Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

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





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 14-0209

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**Agenda Date: Version:** 1  
6/17/2014

**n Control:**  
Board of Ald

**Status:**  
Agenda  
Ready ☐  
**nFile Type:**  
Abstra

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### **TITLE:**

A Request for a Minor Modification to the Winmore VMU Conditional Use Permit

**PURPOSE:** The Board is asked to consider approving a Minor Modification to the Winmore Conditional Use Permit to allow construction of three single-family homes in lieu of five townhome units

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** Marty Roupe, 918-7333

**INFORMATION:** Mr. Eric Chupp is requesting permission to modify the CUP (see Attachment) for the Winmore VMU development to allow for construction of three single-family homes in lieu of five single-family homes. The location of the subject lots is at the corner of Della Street and Sharp Street (see Attachment). A letter from Mr. Chupp is attached explaining his request.

The request nominally reduces the currently approved number of units by two (2), and will allow for construction of single-family home construction instead of townhomes. The Winmore VMU CUP, however, allows for potential construction of an accessory dwelling unit on every single-family lot. Therefore, there is a potential net gain of one dwelling unit as a result of the request if each of the three single-family homes builds an accessory dwelling unit.

Of note and per LUO Section 15-141.2(g)(4)(b), approval of this request also amends the Winmore VMU Master Plan so that the CUP and Master Plan conform to one another.

**FISCAL & STAFF IMPACT:** No fiscal or staff impacts are associated with approval of this request.

**RECOMMENDATION:** Town staff recommends that the Board adopt the attached resolution approving this request.

The following resolution was introduced by Aldermen \_\_\_\_\_ and duly seconded by Aldermen \_\_\_\_\_.

**A RESOLUTION APPROVING A MINOR MODIFICATION TO THE WINMORE VILLAGE MIXED USE CONDITIONAL USE PERMIT PROJECT AT 1400 HOMESTEAD ROAD FOR THE RECOMBINATION OF FIVE TOWNHOME LOTS INTO THREE SINGLE-FAMILY HOME LOTS.**

**WHEREAS**, the Carrboro Board of Aldermen approved a Conditional Use Permit for the Winmore Village Mixed Use Project at 1400 Homestead Road on June 10, 2003; and

**WHEREAS**, the Town of Carrboro desires to see developments constructed in the Town's jurisdiction in a responsible and marketable manner; and

**WHEREAS**, Town Staff has determined that this request constitutes a Minor Modification to the Conditional Use Permit; and

**WHEREAS**, the applicant has met the criteria in the Town's Land Use Ordinance related to Minor Modifications.

**NOW, THEREFORE BE IT RESOLVED** by the Carrboro Board of Aldermen that the Minor Modification to the Winmore Village Mixed Use Conditional Use Permit is hereby approved.

This the 17<sup>th</sup> day of June 2014.

PREPARED BY AND RETURN TO:

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



ORANGE COUNTY  
NORTH CAROLINA

TOWN OF CARRBORO  
CONDITIONAL USE PERMIT GRANTED

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

APPLICANT: Winmore Land Management, Inc.
OWNERS: Annie H. Collier, Bryan and Helen Yates, Fay H. Daniel
PROPERTY LOCATION (Street Address): 1318 Homestead Road, 1400 Homestead Road, 1410 Homestead Road, and 700 Lake Hogan Farm Road
TAX MAP, BLOCK, LOT(S): 7.109..11, 7.109..11C, 7.109..11D and 7.109..15
PROPOSED USE OF PROPERTY: Village Mixed Use Development - Village Mixed Use Architecturally Integrated Subdivision of 98 Single-Family Lots, 66 Multi-Family Townhome Lots, 68 Multi-Family Apartments, and 20 Commercial Lots
CARRBORO LAND USE ORDINANCE USE CATEGORY: 32.000 (VMU). For the residential areas (1.111, 1.321, 1.331), all uses listed under 15-176.2(b)(2)(a and b) (as of 11-26-02) are allowed. For the commercial areas, all uses listed under B-3-T and O/A in the Table of Permissible Uses ( as of 11-11-02) are allowed.
MEETING DATES: May 27, May 28, June 3, June 10, 2003

Having heard all the evidence and arguments presented at the hearing, the Board finds that the application is complete, that the application complies with all of the applicable requirements of the

Carrboro Land Use Ordinance for the development proposed, and that therefore the application to make use of the above described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Land Use Ordinance and the following conditions:

1. The applicant shall complete the development strictly in accordance with the plans submitted to and approved by this Board, a copy of which is filed in the Carrboro Town Hall. Any deviations from or changes in these plans must be pointed out specifically to the administrator in writing and specific written approval obtained as provided in Section 15-64 of the Land Use Ordinance.

2. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.

3. That the development is approved as presented, per Section 15-176.2(a)(1) and 15-176.2(b) of the Carrboro Land Use Ordinance.

4. That a proposed civic use is hereby permissible on the 'proposed future civic use' lot as a part of this development, but any project proposed to be constructed on the 'proposed future civic use' lot shall be subject to a separate CUP review and approval process. Further, that the following use categories shall be permissible on the civic use lot: 5.200, 5.300, 6.110, 6.121, 6.140, 13.000, 15.100, 15.800, 22.200, 22.300, as well as meeting halls and schools.

5. That arrangements be made to assure the continued affordability of 48 units within the development. Specifically, the 24 units proposed in the affordable apartment complex and the 24 units that may be proposed at a later date on the 'co-op' lot (lot #99) shall be restricted in a manner that is consistent with the language found in Section 15-182.4 of the Carrboro Land Use Ordinance. The restrictions must be reviewed and approved by the Town Attorney, and must be in place prior to final plat approval.

6. That 24 apartment units (Use. 1.331) are permissible on the "co-op" lot (Lot #99) as part of this development, but that any project proposed to be constructed on the "co-op" lot will be subject to a separate CUP review and approval process.

7. That no additions or interior renovations designed to increase the heated square footage of the size-limited units can be approved/completed within the first year following the issuance of the Certificate of Occupancy per Section 15-188(e) of the Carrboro Land Use Ordinance. This statement must also be included on the recorded final plat and reference the applicable 'size-limited unit' lots.

8. That 'Homeowner's Association (HOA) Documents' (for both the residential and commercial portions of the project) be reviewed and approved by the Town Attorney prior to final plat approval, and that the HOA documents include the language found in a letter from Winmore Land Management dated February 18, 2003 regarding permissible uses in residential districts.

9. That all cross-sections shown on the construction plans shall show utility line locations for all proposed utilities, that all proposed roads and bridges shall comply with Town of Carrboro and/or NCDOT TND road and bridge standards, and that full compliance shall be demonstrated on the construction plans for the project, except where specific deviations to those standards are permitted by the granting of this CUP for Olmsted Drive, which represents a hybrid of Town standards and NCDOT standards.

10. That the applicant realign the proposed sidewalk on the construction plans so that it will fall completely within the existing NCDOT right-of-way, and that the 'end-point' for the sidewalk construction shall be where it ties in with the existing sidewalk on the south side of Camden Lane. Further, that the applicant agrees to construct intersection improvements at the Homestead Road/High School Road intersection shown in Exhibit A, subject to approval by NCDOT (and acquisition by NCDOT of any necessary additional right-of-way), or reasonable, alternative intersection improvements as required by NCDOT. The Homestead/High School

Road intersection improvements must be completed prior to the issuance of a Certificate of Occupancy for the 117<sup>th</sup> primary residential dwelling unit.

11. That the applicant must obtain a driveway permit from NCDOT prior to construction plan approval.

12. That the Board of Aldermen chooses the parkway design presented on Sheet 3a of the plans, and that the parkway design, including the 12-foot wide pedestrian/bicycle path be included on the construction plans.

13. That a 'speed-table' or other traffic calming feature from the Town's Residential Traffic Management Plan be added to the plans at the construction plan stage, on Winmore Avenue, immediately to the west of the Bolin Creek bridge crossing.

14. That the Board of Aldermen chooses the originally proposed alignment of Kiley Street and Atterbury Street, allowing an offset between the intersections where they intersect with Winmore Avenue.

15. That all sight triangle easements be free of street trees and other obstructions and be shown as such on the construction plans.

16. That the construction plans and final plat for the project include a 'private' label for the proposed 8-foot pedestrian way easements between Lots 4 and 5 and Lots 8 and 9.

17. That the construction plans for the project shall include design configurations for the two proposed bus stop locations and that the developer shall build the bus stops during road construction for the project. Further, the Board finds acceptable the use of the future bus stop locations as on-street parking areas until such time as Chapel Hill Transit provides service to the development.

18. That the applicant provide a diagonal parking plan for Lot H on the construction plans, consistent with the one-way traffic flow pattern presented for Burroughs Lane.

19. That the applicant must receive approval of a minor modification to the CUP before making use of the proposed 'overflow parking area' identified on the project plans, and that the applicant must obtain formal permission from Duke Power to make such use of the area before obtaining modification approval.

20. That the 'multi-use field' note be removed from the proposed 'overflow parking' area on the construction plans.

21. That the Homeowner's Association documents for the project shall include language specifically providing that on residential lots the required number of off-street parking spaces, including spaces in enclosed or partially enclosed garages, will be maintained for use as parking spaces.

22. That, if NCDOT deems it necessary, the proposed 17 willow oak trees alongside Homestead Road not be included on the construction plans.

23. That the applicant modify the lighting plan to the satisfaction of the Public Works Department with regard to the developer and homeowner's association being responsible for the additional costs associated with the placement of decorative lights around the main roundabout traffic circle prior to construction plan approval.

24. That the developer provide a written statement from the electrical utility stating that electric service can be provided to all locations shown on the construction plans prior to the approval of the construction plans.

25. That the applicant further explore the possibility of including a 'linear stormwater infiltrator system' in the project, and that the stormwater feature may be included on the

construction plans if the Town Engineer and Town's Environmental Planner are satisfied with evidence presented by the applicant with regard to the workability and potential success of such a system on the site. If the feature is approved, then the applicant shall be allowed to modify the other stormwater features on the site at the construction plan level, so long as the Town Engineer confirms that the final stormwater-related aspects of the plan do comply with the requirements of the Carrboro Land Use Ordinance.

26. That if the 'linear stormwater infiltrator system' is approved, then the applicant shall include notations on the construction plans for the project establishing that the Winmore Homeowner's Association will be responsible for the maintenance of the feature, even though it is contained within a Town of Carrboro Public Access Easement.

27. That the applicant reconfigure the proposed locations of stormwater pipes wherever possible, so that pipes are contained within the public right-of-way, or that the applicant include stormwater easements on the construction plans and on the final plat on any lots that still contain any portion of the public stormwater piping system.

28. That the applicant provide to the Carrboro Zoning Division, prior to the recordation of the final plat for the project or before the release of a bond if some features are not yet in place at the time of the recording of the final plat, Mylar and digital as-builts for the project. Digital as-builts should be in DXF format and shall include a base map of the whole project and all separate plan sheets. As-built DXF files should include all layers or tables containing storm drainage features. Storm drainage features should be clearly delineated in a data table. The data should be tied to horizontal controls.

29. That an application for a "No Impact Certification" or Conditional Letter of Map Revision (CLOMR) must be submitted to FEMA by the developer for the Bolin Creek crossing prior to the construction plans being approved. No construction governed by the issuance of a CLOMR or No Impact Certification may take place until certifications are issued.

30. That if a Letter of Map Revision (LOMR) must be obtained from FEMA, that such letter must be obtained prior to final plat approval.

31. That a 404 National Wetlands Permit from the US Army Corp of Engineers and a 401 Water Quality Certification from NCDENR's Division of Water Quality be obtained by the developer prior to the constructions plans being approved.

32. That the applicant must obtain all necessary temporary construction easements and permanent easements related to the project before construction plan approval, and that all easements shall be labeled appropriately on the construction plans and, for permanent easements, on the final plat.

33. That the 30-foot Town of Carrboro Public Access Easement be extended the entire length of the existing driveway so as to provide a possible public access point to the greenway from Homestead Road, and that this extension be shown on the final plat for the project.

34. That the applicant must receive approval of a detailed striping plan for the proposed pedestrian/bicycle trail prior to construction plan approval, and that the cross-section and striping plan must be shown on the construction plans. Additionally, the construction plans must show separation devices where roads and trails come together at bridge crossings to ensure pedestrian and bicycle safety.

35. That the Winmore Homeowner's Association documents shall stipulate that the playfields included in the development shall be cared for or otherwise maintained without the use of chemical fertilizers or pesticides.

36. That when building permit plans for each storefront and townhouse use building are submitted, the plans shall be forwarded to the Carrboro Appearance Commission for review prior to the issuance of the building permit.



37. That prior to construction plan approval, the applicant shall submit to the Town staff copies of contractual agreements with third-party builders for the construction of the 24-unit affordable housing apartment building and the construction of the 24-unit cooperative housing area identified on the plans as Lot 99, as well as a complete conditional use permit application for the 24-unit cooperative housing area on Lot 99. The contractual agreements shall include language referencing an anticipated review and construction schedule, and shall state that upon receiving the land, the third-party builders agree to construct the affordable housing within a specified timeframe. The contractual agreements shall be reviewed and approved by the Town Attorney.

38. That the applicant shall offer 7 townhome units to Orange Community Housing and Land Trust at a price consistent with the language found in Section 15-182.4 of the Carrboro Land Use Ordinance.

39. That the final plat for the project include an offer of dedication to the Town of Carrboro for the land along and near Bolin Creek totaling approximately 27 acres as shown on Exhibit B. Also, prior to final plat approval, the applicant shall submit for review and approval by the Town Attorney an encroachment agreement or easement document that provides to the Winmore Homeowner's Association a right of access to and maintenance responsibilities for all recreation facilities and stormwater features located within the open space. The encroachment agreement or easement document must be recorded with the final plat for the project.

40. That the design of the stormwater wetland be modified to soften the edges and give it more of an appearance of a natural wetland.

41. That the developers consider changing some of the specific plants scheduled for the wetland unit.

42. That fully shielded lighting fixtures (as defined by International Dark Sky Association's Lighting Fixtures Guidelines) be installed along public streets, rather than cobra heads, to reduce light pollution and that the lights be similar in look and function to the lights being used along the private streets within the development. And, that the applicant modify the lighting plan to the satisfaction of the Public Works Department with regard to the developer and homeowner's association being responsible for the additional costs associated with the placement of such lights.

This permit shall automatically expire within two years of the date of issuance if the use has not commenced or less than 10 percent (10%) of total cost of construction has been completed or there has been non-compliance with any other requirements of Section 15-62 of the Carrboro Land Use Ordinance.

All street construction on those streets proposed for acceptance by the Town of Carrboro shall be certified by an engineer. Engineering certification is the inspection by the developer's engineer of the street's subgrade, base material, asphalt paving, sidewalks and curb and gutter, when used. The developer's engineer shall be responsible for reviewing all compaction tests that are required for streets to be dedicated to the town. The developer's engineer shall certify that all work has been constructed to the town's construction specifications.

If this permit authorizes development on a tract of land in excess of one acre, nothing authorized by the permit may be done until the property owner properly executes and returns to the Town of Carrboro the attached acknowledgment of the issuance of this permit so that the town may have it recorded in the Orange County Registry.

NORTH CAROLINA

ORANGE COUNTY

IN WITNESS WHEREOF, the Town of Carrboro has caused this permit to be issued in its name, and the undersigned being all of the property above described, do hereby accept this

Conditional Use Permit, together with all its conditions, as binding upon them and their successors in interest.

THE TOWN OF CARRBORO

ATTEST:

\_\_\_\_\_(SEAL) BY \_\_\_\_\_  
Town Clerk Interim Town Manager

I, \_\_\_\_\_, a Notary Public in and for said County and State, do hereby certify that Sarah C. Williamson, Town Clerk for the Town of Carrboro, personally came before me this day and being by me duly sworn says each for himself that she knows the corporate seal of the Town of Carrboro and that the seal affixed to the foregoing instrument is the corporate seal of the Town of Carrboro, that Michael B. Brough, Interim Town Manager of said Town of Carrboro and Sarah C. Williamson, Town Clerk for the Town of Carrboro subscribed their names thereto; that the corporate seal of the Town of Carrboro was affixed thereto, all by virtue of a resolution of the Board of Aldermen, and that said instrument is the act and deed of the Town of Carrboro.

IN WITNESS THEREOF, I have hereunto set by hand and notarial seal this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_(SEAL)  
Notary Public

My Commission Expires:\_\_\_\_\_

I, Annie H. Collier, owner, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned owner does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding upon them and their successors in interest.

\_\_\_\_\_  
Owner

NORTH CAROLINA  
ORANGE COUNTY

I, \_\_\_\_\_, a Notary Public in and for said County and State, do hereby certify that Annie H. Collier appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notarial seal this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:\_\_\_\_\_

We, Bryan and Helen Yates, owners, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned owners do further acknowledges that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding upon them and their successors in interest.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

NORTH CAROLINA  
ORANGE COUNTY

I, \_\_\_\_\_, a Notary Public in and for said County and State, do hereby certify that Bryan and Helen Yates appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notarial seal this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:\_\_\_\_\_

I, Fay H. Daniel, owner, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned owner does further acknowledges that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding upon them and their successors in interest.

\_\_\_\_\_  
Owner

NORTH CAROLINA  
ORANGE COUNTY

I, \_\_\_\_\_, a Notary Public in and for said County and State, do hereby certify that Fay H. Daniel appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notarial seal this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:\_\_\_\_\_

(Not valid until fully executed and recorded)

STATE OF NORTH CAROLINA  
COUNTY OR ORANGE

The foregoing certificate(s) of \_\_\_\_\_Notary/Notaries  
Public of the designated governmental units (is) (are) certified to be correct.

This the \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

\_\_\_\_\_  
**Register of Deeds**

By:\_\_\_\_\_  
**Assistant/Deputy Register of Deeds**

<p><b>PREPARED BY AND RETURN TO:</b></p> <p>TOWN CLERK TOWN OF CARRBORO 301 West Main Street CARRBORO, NORTH CAROLINA 27510</p>
---



May 1, 2014

Marty Roupe  
Development Review Administrator  
Town of Carrboro  
301 W. Main Street  
Carrboro, NC 27510

Dear Mr. Roupe,

As you are aware I have submitted to the Carrboro Planning Department a recombination plat to convert (5) existing town home lots within the Winmore community into (3) single family lots. While not a requirement of the Land Use Ordinance or the Board of Alderman I have sent all of the home owners and lot owners within 150' of the proposed recombination notice of the proposed plan. Please find attached the letter and associated exhibits that was sent out. As of the writing of this letter we have only received responses in support of the recombination. Thank you for your consideration, and as always feel free to contact me with any questions or concerns.

Thank you,

Eric Chupp  
Director of Development  
Capkov Ventures Inc.  
(919) 260-7262  
[ericbchupp@bellsouth.net](mailto:ericbchupp@bellsouth.net)



Dear Neighbors,

As most of you know Capkov Ventures is the developer of the Winmore Community which we started back in 2005. As designed, the community has a mixture of single family homes, townhomes, apartments, condominiums, with some retail fronting on E. Winmore Avenue and Phillips Square. Throughout the development process we have made slight adjustments to the type of housing built to meet the demand of builders and future homeowners without changing the overall mix of housing types significantly.

We are now proposing such a change that involves five (5) townhome lots that front on Della Street running from the corner of Della Street and Sharp Street westward along Della Street. A map labeled exhibit "A" has been attached illustrating the location. Our proposal is to convert these five (5) townhome lots into three (3) single family lots, reducing the overall number of units by two (2). Two additional maps, labeled exhibit "B" and "C," have been attached, illustrating the five (5) townhome lots and the three (3) proposed single family lots.

We would like to keep everyone who is in close proximity to the proposed change informed and as such are sending this letter to all lot owners and home owners within a 150 foot radius of the lots where we are proposing the change. Please indicate below that you support our proposed change from five (5) town home lots to three (3) single family lots, or your disagreement with the proposed change. Thank you for your consideration, and feel free to call me with any questions or concerns.

☐ I support Capkov Ventures proposed change from five (5) town home lots to three (3) single family lots as illustrated on the attached exhibits.

☐ I do not support Capkov Ventures proposed change from five (5) town home lots to three (3) single family lots as illustrated on the attached exhibits.

Signature \_\_\_\_\_  
\_\_\_\_\_

Best Regards,

Eric Chupp  
Director of Development  
Capkov Ventures Inc.  
(919) 260-7262  
[ericbchupp@bellsouth.net](mailto:ericbchupp@bellsouth.net)

**PO Box 16815 • Chapel Hill, NC 27516 • (919) 942-8005**



THE JOHN R. McADAMS  
COMPANY, INC.  
ENGINEERS/PLANNERS/SURVEYORS  
P.O. BOX 14006 ZIP 27708-4006  
(919) 361-5000

JOSEPH N. GRADY, JR., CERTIFY THAT THIS PLAN WAS DRAWN UNDER MY  
SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL SURVEYOR IN THE STATE OF  
NORTH CAROLINA. I HAVE REVIEWED THE RECORDING INFORMATION FORMED BY  
THE SURVEYOR AND HAVE FOUND IT TO BE CORRECT AND ACCURATE. I HAVE  
ALSO REVIEWED THE RECORDING INFORMATION FORMED BY THE SURVEYOR  
AND HAVE FOUND IT TO BE CORRECT AND ACCURATE. I HAVE ALSO REVIEWED  
THE RECORDING INFORMATION FORMED BY THE SURVEYOR AND HAVE FOUND IT  
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AND ACCURATE. I HAVE ALSO REVIEWED THE RECORDING INFORMATION  
FORMED BY THE SURVEYOR AND HAVE FOUND IT TO BE CORRECT AND  
ACCURATE. I HAVE ALSO REVIEWED THE RECORDING INFORMATION FORMED  
BY THE SURVEYOR AND HAVE FOUND IT TO BE CORRECT AND ACCURATE.  
JOSEPH N. GRADY, JR. MAY 14 2007  
AD 2007

1. HEREBY CERTIFY THAT THIS PLAN IS OF THE FOLLOWING TYPE:  
C.S. 47-20 (01/10/07). THIS SURVEY IS OF AN EXISTING PARCEL  
AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.  
JOSEPH N. GRADY, JR. MAY 14 2007  
AD 2007

SUMMARY OF THE ORANGE COUNTY RECORDS: THIS SURVEY IS OF THE FOLLOWING TYPE:  
C.S. 47-20 (01/10/07). THIS SURVEY IS OF AN EXISTING PARCEL  
AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.  
JOSEPH N. GRADY, JR. MAY 14 2007  
AD 2007

GENERAL NOTES:  
1) THIS IS A SUBDIVISION OF AN EXISTING PARCEL OF LAND, PAGES 178-180  
OF THE ORANGE COUNTY RECORDS. THIS SURVEY IS OF THE FOLLOWING TYPE:  
C.S. 47-20 (01/10/07). THIS SURVEY IS OF AN EXISTING PARCEL  
AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.  
JOSEPH N. GRADY, JR. MAY 14 2007  
AD 2007

REVISIONS:

FILED  
JULY 10 2007  
NORTH CAROLINA  
SEAL  
L-4163

JOYCE H. PEARSON  
REGISTERED PROFESSIONAL  
ENGINEER, E.C. INC.  
2801 MAY 15 P 2 24:25  
JULY 10 2007  
NORTH CAROLINA  
SEAL  
L-4163

JOYCE H. PEARSON  
REGISTERED PROFESSIONAL  
ENGINEER, E.C. INC.  
2801 MAY 15 P 2 24:25  
JULY 10 2007  
NORTH CAROLINA  
SEAL  
L-4163

JOYCE H. PEARSON  
REGISTERED PROFESSIONAL  
ENGINEER, E.C. INC.  
2801 MAY 15 P 2 24:25  
JULY 10 2007  
NORTH CAROLINA  
SEAL  
L-4163

JOSEPH N. GRADY, JR.  
L-4163  
CHAPL HILL TOWNSHIP, ORANGE COUNTY, NORTH CAROLINA  
CAPLOR VENTURES, INC.  
211 OLD FRANKLIN DRIVE  
CHAPL HILL, NC 27516

WINMORE  
ARCHITECTURALLY INTEGRATED SUBDIVISION PLAN  
TOWN OF CARBORO  
CHAPL HILL TOWNSHIP, ORANGE COUNTY, NORTH CAROLINA  
CAPLOR VENTURES, INC.  
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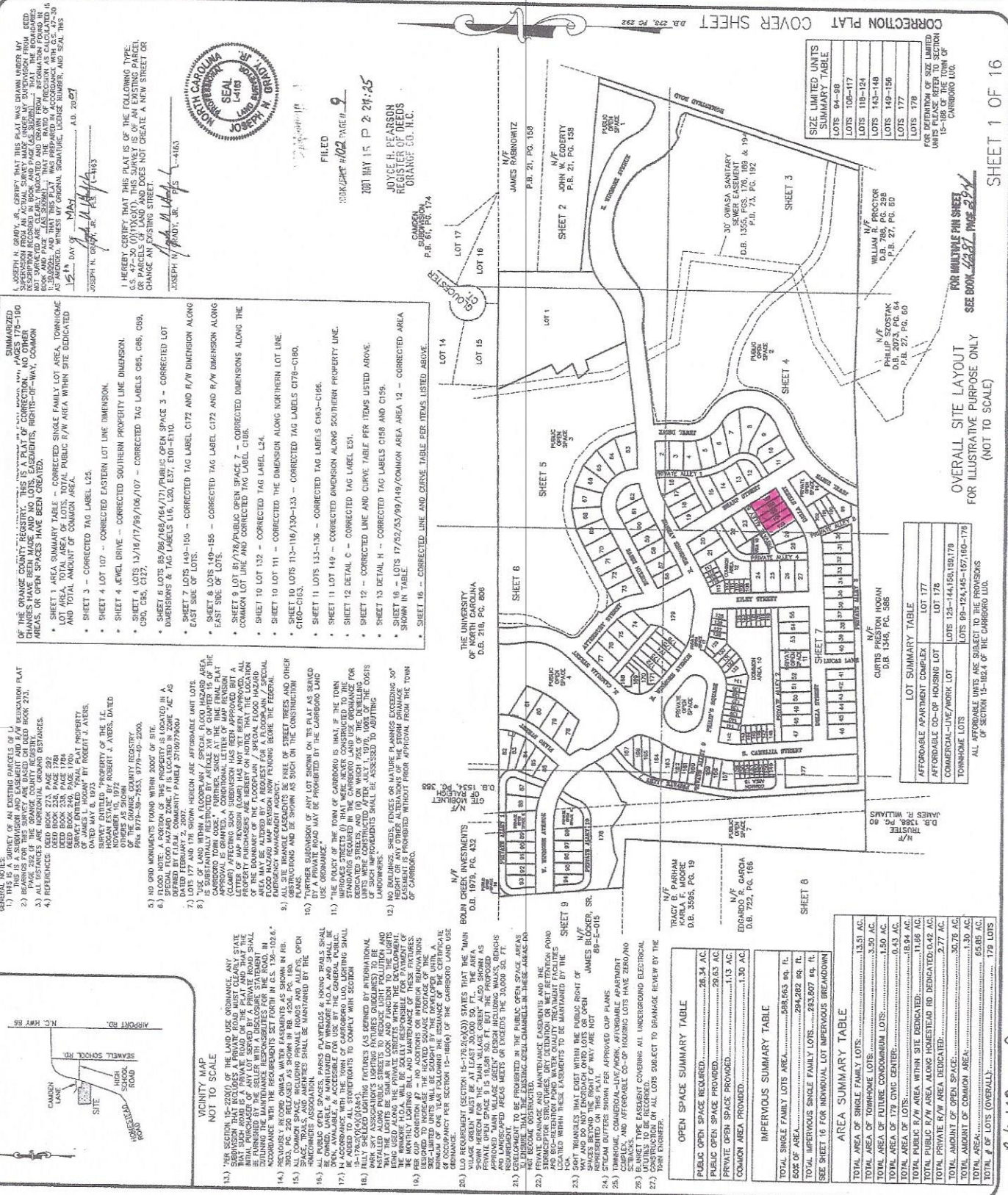
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SIZE LIMITED UNITS SUMMARY TABLE	
LOTS 94-99	178
LOTS 100-117	179
LOTS 118-124	180
LOTS 125-149	181
LOTS 150-156	182
LOTS 157	183
LOTS 177	184
FOR REFERENCE OF SIZE LIMITED UNITS PLEASE REFER TO SECTION 15-180 OF THE TOWN OF CARBORO L.U.	

LOT SUMMARY TABLE	
AFORDABLE APARTMENT COMPLEX	LOT 177
AFORDABLE CO-OP HOUSING LOT	LOT 178
COMMERCIAL-LIVE/WORK LOT	LOTS 125-144/150/151/179
TOWNHOME LOTS	LOTS 99-124, 145-157/160-178
ALL APPLICABLE UNITS ARE SUBJECT TO THE PROVISIONS OF SECTION 15-180 OF THE CARBORO L.U.	

OPEN SPACE SUMMARY TABLE	
PUBLIC OPEN SPACE REQUIRED	28.34 AC.
PUBLIC OPEN SPACE PROVIDED	29.43 AC.
PRIVATE OPEN SPACE PROVIDED	1.13 AC.
COMMON AREA PROVIDED	1.30 AC.

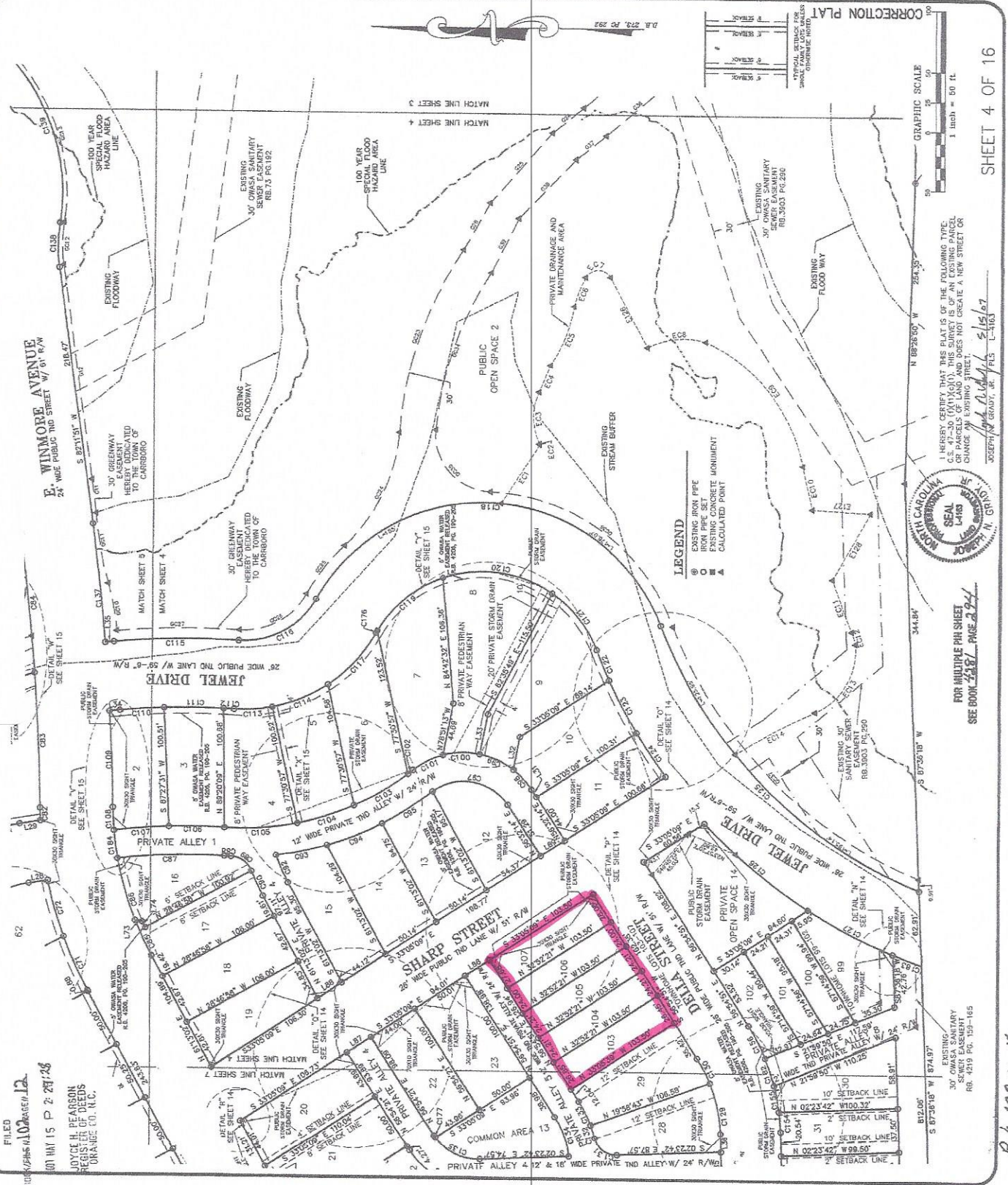
  

INFERRUOUS SUMMARY TABLE	
TOTAL SINGLE FAMILY LOTS AREA	508,653 SQ. FT.
SIZE OF AREA	294,282 SQ. FT.
TOTAL INFERRUOUS SINGLE FAMILY LOTS	293,907 SQ. FT.

AREA SUMMARY TABLE	
TOTAL AREA OF SINGLE FAMILY LOTS	1,331 AC.
TOTAL AREA OF FUTURE CONDOMINIUM LOTS	3.50 AC.
TOTAL AREA OF FUTURE CONDOMINIUM LOTS	1.50 AC.
TOTAL AREA OF 178 CMC CENTER	0.43 AC.
TOTAL AREA OF LOTS	0.43 AC.
TOTAL PUBLIC R/W AREA WITHIN SITE DEDICATED	11.84 AC.
TOTAL PUBLIC R/W AREA ALONG HOMETEAD RD DEDICATED	0.42 AC.
TOTAL PRIVATE R/W AREA DEDICATED	2.77 AC.
TOTAL AMOUNT OF OPEN SPACE	30.76 AC.
TOTAL AMOUNT OF COMMON AREA	1.30 AC.
TOTAL AREA	65.85 AC.
TOTAL # OF LOTS (OVERALL)	179 LOTS







THE JOHN R. MCADAMS  
COMPANY, INC.  
2905 Meridian Parkway  
Durham, North Carolina 27718  
License No.: C-0293  
(800) 733-5646 • McAdamsCo.com



REVISIONS:

**WINMORE  
RECOMBINATION PLAT - LOTS 103-107  
TOWN OF CARRBORO  
CHAPEL HILL TOWNSHIP, ORANGE COUNTY, NORTH CAROLINA  
RECOMBINATION PLAT**

PROJECT NO. KOV-14000  
PLATNAME KOV-14000.F1  
SURVEYED BY: EMM  
DRAFT BY: KS  
SCALE: 1"=20'  
DATE: 4/24/2014



I HEREBY CERTIFY THAT THIS PLAT IS OF THE FOLLOWING TYPE:  
G.S. 47-30 (1)(1)(G). THIS SURVEY IS OF ANOTHER CATEGORY,  
SPECIFICALLY, A RECOMBINATION PLAT. THE SURVEY WAS  
ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF  
SUBDIVISION.

ERIC M. MANTURUK PLS L-5019



**SHARP STREET**  
26' WIDE PUBLIC  
TWO LANE W/ 51' R/W  
(PB 102 PG 12)

N/F  
PROCTOR, JOHN A.  
PROCTOR, JERRY K.  
PIN 9779-38-7946

N/F  
PICKETT, STEVEN D.  
LOT 23  
PIN 9779-38-7862

N/F  
WINMORE COMMUNITY  
ASSOCIATION, INC.  
COMMON AREA 13  
PIN 9779-38-7809

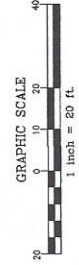
**PRIVATE ALLEY 4**  
12' & 18' WIDE PRIVATE  
TWO ALLEY W/ 24' R/W  
(PB 102 PG 12)

N/F  
PIEDMONT SUBSIDIARIES  
LOT 28  
PIN 9779-38-7748  
(PB 102 PG 12)

N/F  
OWENS, KETTER  
OWENS, ANDREA  
LOT 28  
PIN 9779-38-7708

**LEGEND**

- EXISTING IRON PIPE
- IRON PIPE SET



SHEET 2 OF 2

**GENERAL NOTES**

- 1.) SEE SHEET 1 OF 2 FOR GENERAL NOTES.

X:\Projects\KOV\KOV-14000\Survey\Drawings\Plats\103-107\KOV-14000.F1.dwg, 4/28/2014 2:06:48 PM, PLS, Eric M. Manturuk





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 14-0212

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**Agenda Date: Version:** 1  
6/17/2014

**Status:**  
Agenda  
Ready ☐  
**nFile Type:**  
Abstra

**n Control:**  
Board of Ald

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### **TITLE:**

Fiscal Year 2014-15 Human Service Agency Funding

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider the funding allocation recommendations for the Fiscal Year 2014-2015 Human Services funding.

**DEPARTMENT:** Economic & Community Development

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

**INFORMATION:** The Town Manager's recommended budget includes an allocation of \$200,000 to be distributed to local non-profit agencies providing services to the citizens of Carrboro. Over a period of several months, the applications for funding were reviewed by the Human Services Advisory Board. There were a total of 51 applications received, and requests for funding exceeded \$286,000. The Human Services Advisory Board recommended funding for the applicants is included with this item as Attachment 2.

**FISCAL & STAFF IMPACT:** The staff impact of this item is related to the processing and distribution of grants to non-profit agencies. The Fiscal Impact is the use of funds included in the FY2014-2015 budget for the purpose of supporting Human Service Advisory Board.

**RECOMMENDATION:** Staff recommends that the Board of Aldermen consider the recommendations of Human Service Advisory Board.

**A RESOLUTION ACCEPTING THE RECOMMENDATIONS  
FROM THE HUMAN SERVICES ADVISORY BOARD FOR 2014-15 HUMAN SERVICE FUNDING**

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

WHEREAS, Fifty-one (51) agencies applied for funding through the established Human Services funding process; and

WHEREAS, the Human Service Advisory Commission has met with all applicants that applied for funding in the 2014-15 funding cycle; and

WHEREAS, the town staff indicated that the human services funding level for the year 2014-15 is \$200,000.00 which represents approximately a 14% increase over last year's funding of \$175,000; and

WHEREAS, the total amount of funding requests for 2014-15 was \$286,943.00, including such vital services such as Housing for New Hope, Empowerment, Chapel Hill Carrboro Meals on Wheels, Club Nova, and other important Carrboro/Orange County service providers.

NOW THEREFORE, THE CARRBORO MAYOR AND BOARD OF ALDERMEN RESOLVES THAT:

Section 1. Subject to approval of the FY 2014-2015 Budget, \$200,000 will be allocated to Human Services.

Section 2. That the Human Services Advisory Commission and the Board of Aldermen liaison have heard the requests from the applicants and are making a final recommendation for allocation of the available amount funds to agencies.

NOW THEREFORE BE IT RESOLVED: That the Carrboro Board of Aldermen approves the recommendation for funding by the Human Services Advisory Commission in the amount of \$200,000.00 for budget year 2014-15.

Agency	Received 2013	Requested 2014	Recommended
A Helping Hand	\$ 2,000.00	\$3,100.00	\$ 2,000.00
Alliance of Aids	\$ 1,366.00	\$0.00	
Art Therapy Institute	\$ 2,000.00	\$5,000.00	\$ 3,000.00
Big Brothers Big Sisters of the Triangle, Inc.	\$ 500.00	\$2,000.00	\$ 1,350.00
Blue Ribbon Mentor-Advocate/CH Carrboro Public SCH	\$ 1,500.00	\$0.00	
BUMP NEW	\$ -	\$1,000.00	\$ 500.00
Boys & Girls Club of Eastern Piedmont-Orange Unit	\$ 1,250.00	\$10,000.00	\$ -
Bridge II Sports	\$ 5,000.00	\$6,000.00	\$ 5,000.00
Carrboro Bicycle Coalition	\$ 700.00	\$0.00	
Chapel Hill - Carrboro Meals on Wheels	\$ 5,000.00	\$10,000.00	\$ 10,000.00
Chapel Hill Police Dept.	\$ 4,400.00	\$10,500.00	\$ 7,164.00
Chapel Hill-Carrboro YMCA	\$ 800.00	\$3,000.00	\$ 1,500.00
Chapel Hill Training & Outreach-Kidscope	\$ 2,000.00	\$2,000.00	\$ 2,000.00
Charles House Assoc.	\$ 3,500.00	\$4,000.00	\$ 4,000.00
Child Care Services Assoc.	\$ 4,000.00	\$7,500.00	\$ 4,500.00
Club Nova Community Inc.	\$ 10,000.00	\$10,000.00	\$ 10,000.00
Communities in Schools of Orange Inc.	\$ 7,000.00	\$11,000.00	\$ 7,000.00
Community Empowerment Fund	\$ 1,500.00	\$5,000.00	\$ 2,000.00
Community School for People under Six	\$ 3,000.00	\$3,000.00	\$ 3,000.00
Compass Center	\$ 8,284.00	\$8,400.00	\$ 8,400.00
Diaper Bank of NC NEW	\$ -	\$6,343.00	\$ 3,036.00
Dispute Settlement Center of Orange County	\$ 7,500.00	\$7,800.00	\$ 7,800.00
Duke Home Care and Hospice	\$ 3,500.00	\$3,600.00	\$ 3,600.00
El Centro Hispano	\$ 8,500.00	\$9,000.00	\$ 9,000.00
El Futuro, Inc	\$ 4,000.00	\$5,000.00	\$ 5,000.00
EmPOWERment Inc.	\$ 6,000.00	\$8,000.00	\$ 8,000.00

Farmer Foodshare NEW	\$ -	\$5,000.00	\$ 1,000.00
Florence Gray Soltys Adult Day Care Health Program	\$ -	\$1,500.00	\$ 1,000.00
Freedom House Recovery Center	\$ 8,000.00	\$9,000.00	\$ 8,000.00
Friends of the Robert and Pearl Seymour Center, Inc	\$ 3,300.00	\$3,800.00	\$ 1,500.00
Habitat for Humanity of Orange County NEW	\$ -	\$5,000.00	\$ 2,000.00
Housing for New Hope	\$ 3,000.00	\$3,300.00	\$ 3,300.00
Human Rights Center of Chapel Hill & Carrboro	\$ 1,000.00	\$3,500.00	\$ 2,000.00
IFC for Social Service	\$ 10,000.00	\$10,000.00	\$ 10,000.00
Ligo Dojo of Budo Karate	\$ 1,800.00	\$6,000.00	\$ 3,000.00
Josh's Hope Foundation, Inc. NEW	\$ -	\$5,000.00	\$ 2,500.00
Marion Jackson Cheek Jackson Ctr for Saving/Making HX	\$ 750.00	\$2,500.00	\$ 750.00
Mental Health America of the Triangle	\$ 5,000.00	\$6,000.00	\$ 5,500.00
OE Enterprise, INC	\$ 3,000.00	\$10,000.00	\$ 3,500.00
Orange Co Dept of Aging Senior Lunch Program	\$ 5,000.00	\$5,000.00	\$ 5,000.00
Orange Co Disability Awareness Council	\$ 1,750.00	\$4,500.00	\$ 2,500.00
Orange Co Literacy Council	\$ 3,000.00	\$4,000.00	\$ 3,500.00
Orange Co Partnership for Young Children	\$ 2,500.00	\$2,500.00	\$ 2,500.00
Orange Co Rape Crisis Center	\$ 5,000.00	\$9,000.00	\$ 9,000.00
Orange County RSVP 55+Volunteer Program	\$ 1,400.00	\$1,400.00	\$ 1,400.00
Piedmont Health Services	\$ 2,000.00	\$3,000.00	\$ 2,500.00
Piedmont Wildlife Center	\$ 1,500.00	\$2,000.00	\$ 2,000.00
Planned Parenthood of Central NC Inc.	\$ 1,000.00	\$1,000.00	\$ 1,000.00
Pre-Trail Services for Chatham & Orange Counties	\$ 5,000.00	\$6,500.00	\$ 5,500.00
Rebuilding Together of the Triangle, Inc.	\$ 5,000.00	\$15,000.00	\$ 6,500.00
RENA-Rogers Eubanks Neighborhood Assoc.	\$ 4,000.00	\$0.00	
The Hill Center	\$ 1,000.00	\$5,000.00	\$ 500.00
The ARC of Orange County	\$ 3,000.00	\$4,000.00	\$ 4,000.00
Triangle Bikeworks, Inc	\$ -	\$10,000.00	\$ -

Volunteers for Youth, Inc.	\$ 2,200.00	\$2,200.00	\$ 2,200.00
Young People Institute, Inc	\$ 2,500.00	\$0.00	
TOTALS	\$ 175,000.00	\$286,943.00	\$ 200,000.00







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 14-0214

**Agenda Date: Version: 1**  
6/17/2014

**n Control:**  
Board of Ald

**Status:**  
Agenda  
Ready ☐  
**nFile Type:**  
Abstra

### **TITLE:**

Consider authorizing the Town Manager to enter into an agreement for a loan modification with Brian Russell and Ruby Sinreich.

**PURPOSE:** The purpose of this item is to authorize the Town Manager to enter into an agreement with Brian Russell and Ruby Sinreich to allow them to accept an offer to purchase for their townhome for less than the outstanding debt against property held as collateral.

**DEPARTMENT:** Economic and Community Development

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

**INFORMATION:** Brian Russell and Ruby Sinreich are requesting the town provide them with a written agreement that the Town will not exercise its right as a lien holder against their property located at 138 Ridge Trail, Carrboro, NC in the event of a sale that is less than the total liens against the property up to an amount not to exceed \$12,000. Mr. Russell and Ms. Sinreich need to sell the property. The outstanding balance on the loan is approximately \$51,000. The agreement will stipulate that Mr. Russell will in the event of a sale of the property enter into a separate loan agreement with the Town for an amount, not to exceed \$12,000. In addition, the agreement will allow for a negotiated payment plan with annual re-evaluation of the loan, also any future purchases of real property by Mr. Russell will be required to become collateral for any outstanding balance. The ESC has reviewed this request and recommended approval by the Board of Aldermen.

**FISCAL & STAFF IMPACT:** There is no direct fiscal impact to the general fund as these funds are included within the Town's Revolving Loan funding.

**RECOMMENDATION:** Staff recommends the Board consider authorizing the Manager to enter into an agreement with Brian Russell and Ruby Sinreich.

A RESOLUTION GIVING THE TOWN MANAGER THE AUTHORITY TO  
ENTER INTO AN AGREEMENT WITH BRIAN RUSSELL AND RUBY SINREICH  
REGARDING THE SALE OF PROPERTY AT 138 RIDGE TRAIL, CARRBORO, NC.

Resolution#\_\_\_\_\_

June 17, 2014

WHEREAS, Brian Russell dba Carrboro Creative Co-working entered into a loan agreement in August 2008 with Town of Carrboro for \$90,000, and;

WHEREAS, the loan was secured with a property located at 138 Ridge Trail, Chapel Hill, owned by Brian Russell and Ruby Sinreich, and;

WHEREAS, the loan was modified on August 23, 2011, and;

WHEREAS, the current outstanding balance of the loan is \$51,815.89, and;

WHEREAS, Brian Russell and Ruby Sinreich are attempting to sell the property located at 138 Ridge Trail, and;

NOW THEREFORE BE IT RESOLVED, the Board of Aldermen authorize the Town Manager to enter into an agreement with Brian Russell and Ruby Sinreich allowing them to offer the property for sale and entertain offers that may not satisfy all outstanding liens without interference from the Town;

FURTHER, such an agreement shall include the following conditions;

1. The loan balance will be paid down to no more than \$12,000 out of the sale proceeds.
2. At the sale of the property that Brain Russell will enter into a new loan agreement for any outstanding balance, not to exceed \$12,000.
3. The terms of the new loan agreement shall include a negotiated payment plan and re-evaluated annually.
4. In the case that Mr. Russell acquires any new real property, the property shall be offered as collateral for any outstanding balance.

This 17<sup>th</sup> day of June, 2014.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 14-0202

**Agenda Date: Version: 1**  
6/17/2014

**n Control:**  
Board of Ald

**Status:**  
Agenda  
Ready ☐  
**nFile Type:**  
Abstra

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### TITLE:

Public Hearing on Affordable Housing Goals and Strategies

**PURPOSE:** The purpose of this item is for the Board of Aldermen to receive public comment on the Affordable Housing Goals and Strategies that have been developed by the Affordable Housing Task Force.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Trish McGuire - 919-918-7327; [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)  
<<mailto:pmcguire@townofcarrboro.org>>, Alderman Michelle Johnson - [michelleforcarrboro@gmail.com](mailto:michelleforcarrboro@gmail.com)

**INFORMATION:** The Affordable Housing Task Force began its work in the summer of 2012. After considering existing policies and regulations and collecting input from affordable housing providers the development community, and the whole of the Board of Aldermen, the Task Force determined that the Town's efforts to sustain and expand affordable housing opportunities would be better informed and more strategic if a set of goals and strategies were put in place. The Task Force has prepared such a framework and the goals and strategies have been discussed and refined at Board of Aldermen worksessions on April 8<sup>th</sup> and May 27<sup>th</sup>.

The Goals and Strategies have been reformatted slightly from the version provided at worksessions. Per discussion and comments, an overview of the work of the Task Force has been included. A summary of the manner in which the document is expected to guide actions related to affordable housing over the next few years has also been included. See Attachment 2 for the updated document.

The minutes of the May 27, 2014 Board discussion are located here:  
<<https://carrboro.legistar.com/View.ashx?M=M&ID=318605&GUID=F9D0A076-550F-40EC-892E-2E6DFDC7B2CF>>

The minutes of the April 8, 20-14 Board discussion are located here: <https://carrboro.legistar.com/View.ashx?M=M&ID=301298&GUID=0DFEA55D-2952-4F00-9F9F-2314EAE5B891>

**FISCAL & STAFF IMPACT:** Notice costs associated with publicizing this hearing have not been significant. Fiscal and staff impacts, as yet undetermined in extent, can be anticipated from implementation of the goals and strategies.

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**Agenda Date: Version: 1**  
6/17/2014

**n Control:**  
Board of Ald

**Status:**  
Agenda  
Ready ☐  
**nFile Type:**  
Abstra

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**RECOMMENDATION:** It is recommended that the Board of Aldermen receive public comment and consider taking action on the goals and strategies document. A resolution that provides an opportunity for the Board of Aldermen to do so has been prepared (Attachment 1).

## A RESOLUTION ADOPTING THE AFFORDABLE HOUSING GOALS AND STRATEGIES

WHEREAS, at its June 26, 2012 meeting, the Board of Aldermen created an affordable housing taskforce made up of three Aldermen who provided recommendations to the Board on December 4, 2012; and

WHEREAS, at its February 19, 2013 meeting, the Board received a report from the Planning Board Chair presenting the findings from a series of dialogue sessions on affordable housing held in October of 2012; and

WHEREAS, the taskforce has continued to meet, to develop affordable housing goals and strategies for both homeownership and rental units, and to share its progress with the full Board of Aldermen at key intervals;

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen adopts the Affordable Housing Goals and Strategies dated June 17, 2014.

BE IT FURTHER RESOLVED that the Board of Aldermen:

1. \_\_\_\_\_
2. \_\_\_\_\_

This is the 17<sup>th</sup> day of June in the year 2014.

# Affordable Housing Goals and Strategies

Town of Carrboro

Since mid-2012, the Affordable Housing Task Force has been evaluating existing policies and regulations that have been in place to support and increase affordable housing opportunities in Town. Since the summer of 2013, the Task Force focused its efforts on identifying short-term and long-term goals to include in a comprehensive affordable housing strategy. This policy document is the result of that work and also includes target completion dates for a number of initiatives. This document is intended to support the Board of Aldermen's efforts, to guide its next steps, and to help establish a base line against which ongoing and future efforts will be measured. Rather than fixing, absolutely, a course of action, the documents is intended to position the Town so it is able to allow/respond to opportunities as they arise.

**Draft for Public Hearing  
6/17/2014**



# Acknowledgments

## TOWN OF CARRBORO BOARD OF ALDERMEN

Lydia Lavelle, *Mayor*

Bethany Chaney  
Jacquelyn Gist  
Randee Haven-O'Donnell

Michelle Johnson  
Damon Seils  
Sammy Slade

## AFFORDABLE HOUSING TASK FORCE

Bethany Chaney (Planning Board/Board of Aldermen)  
Dan Coleman (Board of Aldermen)  
Michelle Johnson (Board of Aldermen)

Seth La Jeunesse (Transportation Advisory Board)  
Lydia Lavelle (Board of Aldermen)  
Sammy Slade (Board of Aldermen)

## Affordable Housing and Development Community Participants

Robert Dowling  
Dan Jewell

Jeremy Medlin  
Ken Reiter

Omar Zinn

Anne Stoddard  
Ron Strom

Mark Zimmerman  
Adam Zinn

## Planning Department Staff Support

Patricia McGuire

Christina Moon

*Thanks to the Community Home Trust and Town of Carrboro Planning for the photos included on the cover sheet.*

Goal	Strategies	Target Completion Date	Partners/Resources Needed
<b>1.0 Affordable Homeownership (Target income range is 60%-115% AMI)</b>			
<b>1.1</b> Increase number of homeownership units that are permanently affordable in Carrboro. 2014 goal is ###, increasing annually. (This is a goal for the Board of Aldermen to discuss.) Three options for determining the goal have been identified: 1. Establish the baseline based on monthly Active Projects Report; 2. Baseline tied to developments actually built with affordable units or 3. Baseline of average number of affordable units developed (annualized) since affordable housing policy has been in place.	Decide whether or not to modify the ordinance to reflect a model that will both incentivize developers and respond to market conditions.	Q4 FY 2015	Community HomeTrust (CHT) and other non-profit housing providers, Developers
	Gather more data from the developers about what percentages will work to both incentivize them and respond to the market condition	Q1- Q2 FY 2015	Developers, non-profit housing developers, staff
	Request that the Board of County Commissioners continue to fund impact, permitting fees for non-profits.	Q4 FY 2014	
	Identify/build dedicated subsidy source to assist with land trust transactions	Ongoing	Consolidated plan partners; CHT and other AH Coalition participants
<b>1.2</b> Fully evaluate and reduce housing density restrictions to slow the climb of housing prices and diversify housing stock, particularly in high transit areas.	Schedule a community discussion to examine open space requirements and their implications on housing prices and the feasibility for inclusion of affordable units	Q2 - Q3 FY 2015	For- and non-profit housing providers, citizens, environmental advocates, recreation advocates
	Explore opportunities to modify zoning and land-use ordinances related to in-fill residential, connected housing, zero lot-line	Q1 FY 2016	Staff, intern Graduate planning workshop students? development



Goal		Strategies	Target Completion Date	Partners/Resources Needed
		housing, and mixed-use developments.		community
		As a component of the parking plan, determine whether modifications to parking requirements could materially affect homeownership prices, development opportunities, and density. Unbundled parking for condominiums and townhouses should be included in this analysis.	FY 2015	Staff, Parking plan consultant
<b>1.3</b>	Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors	Develop and implement a clear set of priorities and policies for the use of payment-in-lieu and/or other dedicated funding that includes opportunities to support this goal. Potential priorities could include:	Q2 FY 2015	Affordable Housing Task Force, Board of Aldermen, Consolidated Plan partners
				Federal and state funding for down payment assistance, energy upfits, repairs, et cetera. Durham staff - Southside program as model?
<b>1.4</b>	Continuously improve public transit access, with a particular eye to moderate-income homeownership communities and developments with an affordability component-Damon's feedback about bringing affordable housing to transit instead of transit to affordable housing.	Partner with CHT, and homeowners associations to identify and pursue opportunities to fund or otherwise make practical greater transit service to growing areas, including feeder systems to main routes.	Ongoing	Chapel Hill Transit, developers, Homeowner Associations, Transit alliance
		Determine whether subsidizing transit access should be an approved use for payment-in-lieu or other dedicated housing funds.	With 1.3 above	Affordable Housing Task Force, Board of Aldermen, Consolidated Plan partners

Goal	Strategies	Target Completion Date	Partners/Resources Needed
	Play a leadership role at local and regional transit 'tables' to ensure future transit priorities and policies support affordable housing goals	Ongoing	Transit Partners, Durham-Chapel Hill-Carrboro Metropolitan Planning Organization
<b>2.0 Affordable Rentals (Target income is 60% or less of AMI)</b>			
<b>2.1</b>	Better position the town for future affordable rental development /redevelopment opportunities by cultivating relationships with experienced non-profit affordable rental housing developers.	Ongoing	Orange County Housing Coalition, North Carolina Housing Coalition, DHIC
Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI. 2014 goal: ###, increasing annually.	Modify ordinance to reflect a model that will both incentivize developers to include affordable units in their rental developments while also responding to market conditions.	Q4 FY 2015	Developers/Property Owners, Orange County Housing Coalition
	Work with Orange County, the University, and other landowners to examine, identify and reserve one or more tracts for future LIHTC and/or HUD-restricted rental communities.	Ongoing	Local governments, property owners, University
<b>2.2</b>	Fully examine research and data regarding parking density and "bundling" to determine best approaches to achieve this goal.	Q4 FY 2016	Expect consultant to parking plan will provide some assistance. Possible UNC Planning Workshop.
Reduce negative effects of parking requirements on rental prices.	Utilize Town's parking management policy to support this goal.	Q4 FY 2016	
<b>2.3</b>	Examine and consider reducing restrictions on accessory dwelling units. This strategy has the potential to support	With 1.1 above	
Slow the pressure on rental prices by increasing rental housing stock, particularly in high-transit areas.			

Goal		Strategies	Target Completion Date	Partners/Resources Needed
2.4	Reduce erosion of rental housing quality and affordability	homeownership affordability by enabling homeowners to generate income to support their homeownership costs.		
		Research effective voluntary rental registry models and determine the efficacy of a similar program in Carrboro. If feasible, determine opportunities to implement a registry or rating system through a non-profit or other civic organization, with Town support.	With 1.1 above	
		Require all landlords with more than one unit of rental property to register for a business privilege license, and examine use of business regulations to enforce better stewardship of housing and neighborhoods.		
		Gather and examine rental housing data to better anticipate and monitor opportunities/conditions for redevelopment/rehabilitation.		
		Convene landlords and property managers on an annual (regular) basis to build positive relationships, educate about Carrboro's housing expectations and policies, and encourage transparency about redevelopment/rehab/sale plans.	Following 1.1 above and ongoing	Orange County Housing Coalition, Orange County HHRCD/Chapel Hill (Consolidated Plan partners)
2.5	Examine the current marketplace for mobile and modular homes.	Educate the Board of Aldermen about the difference between the housing styles and regulations that apply.	Q3 FY 2015	
<b>3.0 Overarching Priorities</b>				
3.1	Concerted Land Use Planning/small land use plan	1) Identify the three high priority/potential		

Goal	Strategies	Target Completion Date	Partners/Resources Needed
for three high priority/high potential areas.	areas that are ripe for development or re-development. Could include: downtown, Jones Ferry Corridor, and/or Estes Drive. 2) Consider the current planning processes that are underway and share coordination and overlap Example: the arts and creativity district.		
<b>3.2</b>  Improve opportunities for developers and potential partners to identify affordability in a project.	1) Include members of OCAHC in initial development review to encourage creative solutions/opportunities for affordable housing to be integrated into projects, and/or identify best opportunities to secure payment-in-lieu.		
<b>3.3</b>  Develop dedicated funding source--in partnership with county and peer municipalities	1) Explore the parameters of an AH Bond 2) Explore a public private fund for example TCF 3) Find out about tax deduction 4) Look to identify complimentary external funding that could be better leveraged with municipal participation. 5) Assessment of the most cost effective strategies-if we had a pot of money what is the best way to use it. 2) Information to include - changes in US Housing and Urban Development/Community Development Block Grant (CDBG) priorities for funding - e.g. support for Economic Development/Utility infrastructure rather than home repair.		1) Potential Partners for complimentary funding sources-HOME Consortium, Con Planning Partners, OC Housing Coalition, and Downtown Housing Improvement Corporation (DHIC). 2) Staff will expand on why Town would want to dedicate a funding source

Goal	Strategies	Target Completion Date	Partners/Resources Needed
<b>3.4</b>          Ensure implementation of the Affordable Housing Strategy	1) Affordable Housing Task Force continues to meet on a quarterly basis. 2) Ensure operationalization and monitor progress of affordable housing plan by staffing at least 1/2 time 3. Continuing to look at data and continuing to understand it-existing stock-number of affordable units and distribution-including transit access, non-motorized travel, overlaid with the distribution of housing		
<b>3.5</b>          Provide greater incentives for developers to include affordable housing in their projects.	1. Expedited review for projects that include affordable housing component 2. Ask 3-5 developers to do an assessment of the costs for all of the LUO requirements-how much does this increase the cost per unit, or the rent per unit. 3. Evaluate the provision of public sector assistance for infrastructure in exchange for the provision of some percentage of affordable units (scaled).		
<b>3.6</b> Reduce utility costs	Work with OWASA. Explore grants for energy efficiency	Ongoing	
<b>3.7</b>          Acquisition of land/property-be proactive with OWASA in the land or parcels they are saying they will offer to municipality's first-Start to engage with them.	1. OWASA-example but there are other options 2. Consider condemned properties -provide an incentive for homeowner to sell loan fund for Habitat, Empowerment to allow for the property to be renovated and fixed up	Need to determine how and when to engage and evaluate potential sites.	





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 14-0205

**Agenda Date:** Version: 1  
6/17/2014  
**In Control:**  
Board of Al

**Status:** Other  
Matters  
**File Type:**  
Abstr

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### TITLE:

Adoption of FY 2014-15 Budget

**PURPOSE:** By state law, the Board must approve a balanced budget for the Town by July 1st of every year. The purpose of this agenda item is to complete budget discussions and adopt the budget ordinance for fiscal year 2014-15.

**DEPARTMENT:** Town Manager

**CONTACT INFORMATION:** David Andrews, 918-7315; Arche McAdoo, 918-7439

**INFORMATION:** The Board of Aldermen held a public hearing on February 11, 2014 to receive community input prior to development of the FY 2014-15 budget. On May 13, 2014 the Town Manager presented to the Board a recommended budget for FY 2014-15 and filed it with the Town Clerk. The recommended budget has remained available on the Town's website, and in the Town Clerk's Office for public inspection; notice of its availability was published in local media.

On May 20, 2014 the Board held a public hearing on the Town Manager's recommended budget. The Town Manager was directed to proceed with preparation of a final budget for adoption and to include funding in the General Fund for the unexpected increased transportation costs. Thus, transportation expenditures have been increased by \$76,097 from \$1,396,423 to \$1,472,520. On the revenue side, a corresponding increase in fund balance appropriation has been made.

With the recent enactment of the state law governing privilege licenses issued by North Carolina municipalities, the Town will no longer be able to charge a fee to businesses that are not physically located in the Town, and cannot charge a fee at a rate higher than that for fiscal 2013-14. The impact of these changes will result in an estimated loss of \$22,708 in privilege license revenue for fiscal year 2014-15. Accordingly, the revenue for privileges in the final budget has been reduced from \$80,141 to \$57,433. Fund balance appropriation has been increased by \$22,708 to offset this revenue loss. For the increased transportation costs and

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privilege license projected revenue short fall, fund balance appropriation has been increased by \$98,805 from \$985,270 to \$1,084,075 which represents 5% of the total general fund budget. The Town policy is to keep use of fund balance appropriation below 10%.

The total 2014-15 General Fund budget presented for adoption is \$21,313,803 or \$76,097 more than the recommended budget of \$21,237,706.

### **Budget Ordinance**

The attached Budget Ordinance (Attachment A) totals \$21,313,803 and appropriates general funds for the operation of the Town and its activities for the fiscal year beginning July 1, 2014. The Ordinance also includes the estimated revenues from major sources that are expected to be available during the fiscal year and establishes the property tax rate at the current rate of 58.94 cents on each \$100 valuation of taxable property.

Along with the Budget Ordinance, the Board needs to formally adopt a number of other resolutions, including adoption of the Town's Position Classification and Pay Plan, resolution establishing pay increase for employees, resolution addressing compensation for appointed and elected officials, reimbursement resolution related to financing capital equipment and vehicles, resolution for Town Attorney contract, and the Miscellaneous Fees and Charges Schedule.

### **Position Classification and Pay Plan**

The Manager's recommended budget for FY 2014-15 includes changes that need to be incorporated into the adopted Position Classification and Pay Plan. These changes are:

- a. Program Support Assistant II in the Fire and Rescue Department, Salary Grade 4, is increased from .5 to 1.0 FTE;
- b. Program Support Assistant II in the Police Department, Salary Grade 4, is increased from .5 to 1.0 FTE and re-classified to a Program Support Assistant II position;
- c. Assistant to the Town Manager, Salary Grade 14, is increased from 1 to 2 FTEs;

Merit Pay has been structured in a manner to move all employees over the next five years to a salary that is above the Minimum Housing Wage. For FY 2014-15 merit pay will be provided to full-time employees in the form of a fixed dollar amount based on the employee's Annual Performance Review rating and whether the employee is earning below or above the Minimum Housing Wage annual salary of \$31,158. This fixed dollar amount will be added to the employee base salary and awarded to employees using the following performance rating criteria:



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**Agenda Date: Version: 1**  
6/17/2014  
**In Control:**  
Board of Al

**Status:** Other  
Matters  
**enFile Type:**  
Abstr

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	<b>Outstanding</b>	<b>Proficient</b>
<b>Employee with Annual Salary Below \$31,158</b>	<b>\$1,500</b>	<b>\$1,000</b>
<b>Employee with Annual Salary at or Above \$31,158</b>	<b>\$1,000</b>	<b>\$ 500</b>

New employees hired on or after July 1, 2014 shall be hired at an annual salary that is not less than the lowest paid person in the same position at the time of hiring. Permanent part-time employees will be awarded merit pay on a pro rata basis using the criteria as noted above.

#### **Across the Board Pay Increase**

A 2.0% cost-of-living salary increase effective July 1, 2014 is included for all current permanent full-time, part-time, and temporary employees. This salary adjustment is also recommended for elected and appointed officials (Attachment C).

#### **Reimbursement Resolution**

A reimbursement resolution approving a list of equipment and vehicles to be financed with installment proceeds is provided in Attachment D. This resolution is required to enable the Town to restore general funds that may be used before the financing is in place.

#### **Town Attorney**

Attachment E is a resolution to contract for the Town Attorney.

#### **Fee Schedule**

The proposed fee schedule in Attachment F includes minor changes.

**FISCAL & STAFF IMPACT:** The total 2014-15 General Fund budget presented for adoption is \$21,313,806.

**RECOMMENDATION:** The Board is requested to take the following actions:

1. Adopt Annual Budget Ordinance for FY 2014-15,
2. Adopt Resolution Adopting Changes to Position Classification and Pay Plan,
3. Adopt Resolution Approving 2.0% across the board salary increase
4. Adopt Reimbursement Resolution for capital purchases,
5. Adopt Resolution for Town Attorney Contract, and.
6. Adopt Resolution Approving Miscellaneous Fees and Charges Schedule.

## ATTACHMENT A

### ANNUAL BUDGET ORDINANCE Town of Carrboro, North Carolina FY 2014-15

WHEREAS, the recommended budget for FY 2014-15 was submitted to the Board of Aldermen on May 13, 2014 by the Town Manager pursuant to G.S. 159-11 and filed with the Town Clerk pursuant to G.S. 159-12;

WHEREAS, on May 20, 2014, the Board of Aldermen held a public hearing on the budget pursuant to G.S. 159-12;

WHEREAS, on June 17, 2014, the Board of Aldermen adopted a budget ordinance making appropriations and levying taxes in such sums as the Board of Aldermen considers sufficient and proper in accordance with G.S. 159-13;

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO, NORTH CAROLINA:

**Section 1.** The following amounts are hereby appropriated for the operation of the Town of Carrboro and its activities for the fiscal year beginning July 1, 2014 and ending June 30, 2015, according to the following schedules.

#### SCHEDULE A - GENERAL FUND

<b>GENERAL GOVERNMENT</b>		\$ 4,388,222
Mayor & Board of Alderman	\$ 265,062	
Advisory Boards	\$ 17,200	
Governance Support	\$ 495,867	
Town Manager	\$ 340,300	
Economic & Community Development	\$ 214,598	
Town Clerk	\$ 126,753	
Management Services	\$ 1,097,460	
Human Resources	\$ 529,755	
Information Technology	\$ 1,301,227	
<b>PUBLIC SAFETY</b>		\$ 6,248,220
Police	\$ 3,577,069	
Fire	\$ 2,671,151	
<b>PLANNING</b>		\$ 1,327,570
<b>TRANSPORTATION</b>		\$ 1,472,520
<b>PUBLIC WORKS</b>		\$ 4,281,031
<b>PARKS &amp; RECREATION</b>		\$ 1,669,102
<b>NONDEPARTMENTAL</b>		\$ 712,246
<b>DEBT SERVICE</b>		\$ 1,214,891
<b>TOTAL GENERAL FUND</b>		<b>\$ 21,313,803</b>

**SCHEDULE B – CAPITAL RESERVE FUND**  
**CAPITAL RESERVE FUND**

Transfer to General Fund \$ 176,945

**Section 2.** It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2014 and ending June 30, 2015 to meet the foregoing schedules:

**SCHEDULE A - GENERAL FUND**

Ad Valorem Tax	\$ 12,166,764
Local Sales Tax	\$ 3,371,537
Other Taxes/Licenses	\$ 519,728
Unrestricted Intergovernmental	\$ 900,554
Restricted Intergovernmental	\$ 596,959
Fees and Permits	\$ 1,336,731
Sales and Services	\$ 233,145
Investment Earnings	\$ 7,036
Other Revenues	\$ 175,153
Other Financing Sources	\$ 922,121
Fund Balance Appropriated	\$ 1,084,075
<b>TOTAL GENERAL FUND</b>	<b>\$ 21,313,803</b>

**SCHEDULE B – CAPITAL RESERVE FUND**

Fund Balance Appropriated .....\$176,945

**Section 3.** Pursuant to GS 159-13.2, the Board of Aldermen may authorize and budget for capital projects and multi-year special revenue funds in its annual budget or project ordinance. The project ordinance authorizes all appropriations necessary for the completion of the projects.

**Section 4.** Charges for services and fees by Town Departments are levied in the amounts set forth in the Miscellaneous Fees and Charges Schedule.

**Section 5.** The following authorities shall apply:

- a. The Town Manager can transfer funds between departments and functions within the General Fund for pay plan adjustments, service level benefits, law enforcement separation allowance, unemployment insurance, and retiree, dependent, and permanent part-time health benefits without further action by the Board.
- b. The Town Manager can transfer funds within functions.
- c. When unassigned fund balance exceeds 35% in the General Fund, the Town Manager, in accordance with the Town fiscal policy, may set aside an amount in assigned fund balance for transfer to the capital projects fund for future projects.
- d. All operating funds encumbered or designated within fund balance for project expenditures as confirmed in the annual June 30, 2014 audit shall be re-appropriated to Fiscal Year 2014-15 without further action by the Board.

- e. The Finance Officer may approve intradepartmental transfer requests between appropriation units and between programs (formally called “organizational units”) within the departmental budget.
- f. Transfers between funds and transfers from the non-fuel contingency account may be authorized only by the Board of Aldermen. The Board of Aldermen will appropriate funds from the non-fuel contingency account exclusively for government operations.
- g. The Orange County Tax Collector, is authorized, empowered, and commanded to collect the 2014 taxes set forth in the tax records filed in the office of the Orange County Tax Assessor, and in the tax receipts herewith delivered to the Tax Collector, in the amounts and from the taxpayers likewise set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Orange. This section of the ordinance shall be a full and sufficient authority to direct, require, and enable the Orange County Tax Collector to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.
- h. Under GS143-64.32, architectural, engineering, and surveying services with fees less than thirty thousand dollars (\$30,000) may be exempt from the RFQ (Request for Qualification) process.

**Section 6.** There is hereby levied the following rates of tax on each one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2014 for the purpose of raising the revenue constituting the general property taxes as set forth in the foregoing estimates of revenue and in order to finance the foregoing appropriations.

General Fund .....\$ .5894

**Section 7.** In accordance with G.S. 159-13, a copy of this ordinance shall be filed with the Town Manager, the Finance Officer, and the Town Clerk.

The foregoing ordinance having been submitted to a vote received the following vote and was duly adopted this 17<sup>th</sup> day of June 2014:

Ayes:

Noes:

Absent or Excused:

## ATTACHMENT B

### RESOLUTION ADOPTING CHANGES TO TOWN OF CARRBORO POSITION CLASSIFICATION AND PAY PLAN

WHEREAS, the Board of Aldermen has adopted a comprehensive position classification and pay plan for the Town of Carrboro;

WHEREAS, the Board of Aldermen desires to provide all Town employees an annual salary at or above the local Minimum Housing Wage; and

WHEREAS, the Town Manager has submitted a budget for FY 2014-15 with proposed changes to the Position Classification and Pay Plan;

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

- Section 1. The Position Classification and Pay Plan is hereby modified as follows:
- The position of Program Support Assistant II in the Fire and Rescue Department, Salary Grade 4, is increased from .5 to 1.0 FTE;
  - The Part-Time Temporary support position in Police Department is eliminated and a 1.0 FTE Program Support Assistant I, Salary Grade 2, is established in the Police Department; and,
  - The position of Assistant to the Town Manager, Salary Grade 14, is increased from 1 to 2 FTEs;

Section 2. Merit Pay will be provided to full-time employees in the form of a fixed dollar amount based on the employee's Annual Performance Review rating and whether the employee is earning below or above the Minimum Housing Wage annual salary of \$31,158. This fixed dollar amount will be added to the employee's base salary and awarded to employees using the following criteria:

	<b>Outstanding Performance Rating</b>	<b>Proficient Performance Rating</b>
Employee with Annual Salary Below \$31,158	\$ 1,500	\$ 1,000
Employee with Annual Salary at or Above \$31,158	\$ 1,000	\$ 500

Permanent part-time employees shall be awarded merit pay on a pro rata basis using the criteria as noted above.

Section 3. New employees hired on or after July 1, 2014 shall be hired at an annual salary that is not less than the lowest paid person in the same position at the time of hiring.

Section 4. All other provisions of the Position Classification and Pay Plan remain unchanged.

Section 5. The Human Resources Director shall revise the Position Classification and Pay Plan to reflect the changes in Section 1 through Section 3.

Section 6. This resolution shall become effective July 1, 2014.

**ATTACHMENT C**

**RESOLUTION APPROVING COST OF LIVING SALARY INCREASE FOR TOWN  
EMPLOYEES, APPOINTED AND ELECTED OFFICIALS**

**BE IT RESOLVED** that the Town of Carrboro Board of Aldermen hereby approves the following as a part of the Annual Budget for FY 2014-15:

Section 1. All Town permanent full-time and part-time employees shall receive a cost-of-living salary increase of 2.0% effective July 1, 2014.

Section 2. Appointed employees and elected officials shall receive a cost-of-living salary increase of 2.0% effective July 1, 2014.

Section 3. This resolution shall become effective July 1, 2014.

## ATTACHMENT D

### REIMBURSEMENT RESOLUTION FOR EQUIPMENT AND VEHICLES

WHEREAS, the Town Manager, has described to the Board the desirability of adopting a resolution, as provided under federal tax law, to facilitate the Town's use of financing proceeds to restore its funds when the Town makes capital expenditures prior to closing on a lease-purchase installment financing.

BE IT RESOLVED by the Board of Aldermen as follows:

Section 1. The equipment and vehicles to be purchased in FY 2014-15 include the following:

Department	Vehicle	Cost
Police	Patrol - 5 Replacement Vehicles @ \$45,635 each	\$ 228,176
Public Works	Solid Waste - Automated Leaf Loader	\$ 215,000
Public Works	Side Loaderer Solid Waste Truck	\$ 269,000
Public Works	V-Box Salt Spreader	\$ 33,000
	<b>TOTAL</b>	<b>\$ 745,176</b>

Section 2. The expected type of financing (which may be subject to change) for the above equipment and vehicles is installment purchase financing as allowed in North Carolina General Statutes Section 160A-20.

Section 3. Funds that have been advanced, or may be advanced, from the General Fund for the aforementioned items are intended to be reimbursed from the financing proceeds up to an amount of \$745,176.

Section 4. The adoption of this resolution is intended as a declaration of the Town's official intent to reimburse project expenditures from financing proceeds.

Section 5. This resolution shall become effective upon adoption.



**ATTACHMENT E**

**A RESOLUTION APPROVING CONTRACT FOR TOWN ATTORNEY**

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

Section 1: The Board hereby approves a contract for legal services with the Brough Law Firm for FY 2014-15 effective July 1, 2014.

Section 2: This resolution shall become effective upon adoption.

**ATTACHMENT F**

**A RESOLUTION APPROVING MISCELLANEOUS FEES AND CHARGES  
SCHEDULE**

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

Section 1: The Board hereby approves the attached Miscellaneous Fees and Charges  
Schedule for FY 2014-15 effective July 1, 2014.

Section 2: This resolution shall become effective upon adoption.

**TOWN OF CARRBORO**  
**HOUSING FEES AND CHARGES SCHEDULE**  
**EFFECTIVE JULY 1, 2014**

ITEM	CURRENT FEE
<b>Motor Vehicle Tax</b>	\$30.00 (Comprised of: General Municipal Vehicle Tax - \$25.00; Municipal Vehicle Tax for Public Transportation - \$5.00)
<b>Fingerprinting</b>	\$15.00 for each fingerprinting
<b>Commercial Solicitation – Permit Application Fee (effective 4/7/09)</b>	\$5.00
<b>Commercial Solicitation – Permit Renewal Fee (effective 4/7/09)</b>	\$2.00
<b>Commercial Solicitation – Deposit Fee for Permit Card – Fee Returned Upon Receipt of Permit Cards (effective 4/7/09)</b>	\$10.00
<b>Animal Fees</b>	
Dogs (unsterilized)	\$20.00
(sterilized)	\$ 3.00
Cats (unsterilized)	\$10.00
(Sterilized)	\$ 3.00
<b>Cemetery Fees</b>	
Resident or Property Owner	\$ 750.00 per space
Non-Resident	\$1,500.00 per space
Plot Staking	\$ 25.00
Monument/Marker Staking	\$ 15.00
<b><u>RECREATION FEES</u></b>	Insurance may be needed if the event includes major physical activity and moderate/severe exposure to participants; expected attendance of over 500; large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property; and food will be served, sold and/or given to the general public. If insurance is required, the event sponsor must sign the reservation

<b>Picnic Shelters</b>	<p>contract to hold harmless, defend and indemnify the Town of Carrboro, provide general liability insurance with a minimum limit of \$1 million general liability coverage endorsed to name the Town as an additional insured and provide a certificate for documentation</p> <p>\$35.00 per 0-4 hours \$45.00 above 4 hours</p>
<b><u>TOWN COMMONS FACILITY FEES</u></b>	<p><b>\$125</b> for 0 – 4 hours; or free if town staff does not work during the event, no public access to Town Hall bathrooms, no money is exchanged during the event, no electricity used, the event is open to the public, reservations limited to no more than once per month by any one group and subject to insurance guidelines.</p> <p><b>\$175</b> for 4 or more hours</p> <p>A fee of \$25 is charged if the event is approved to sell goods or services.</p> <p>Renters may be required to hire parking attendants when events are expected to draw more than 100 vehicles. Off Duty Police Officers can be provided at renter's request for an additional fee.</p>
<b>Concessionaires</b> (1) Long-Term (2) Special Event (3) Event Booths (Nonprofit Groups, etc.)	(1) \$125.00 Flat Fee or highest percentage of gross proceeds negotiated (2) Flat Fee to be determined by the nature and projected attendance of the event. Fee paid in advance upon acceptance of application. (3) Fee dependent upon the nature of the event \$15.00 - \$45.00 per booth
<b>Field and Court Rentals</b> <b>(which includes ball and multi-purpose fields, tennis and basketball courts)</b> Team/Group Rates (2-hour time block per field) (1) Use without lights (2) Use with lights (3) Field Preparation (baseball and softball (football, soccer and lacrosse)	\$10/30 minutes \$20/30 minutes \$22.00/time - 1st field, \$18.00 each additional field if prepared at same time \$45.00/time – 1 <sup>st</sup> field, \$40 each additional field if prepared at the same time

Multipurpose field #2 at Anderson Park (near tennis courts) allows set up of temporary tents, awnings, or similar structures. All tents must be removed at the end of the rental period.	
<b>Anderson Park Disc Golf Course (Tournament Rental)</b>	One Round Tournament: \$35/day Two Round Tournament: \$45/day
<b>Soccer Field</b> (1) Use without lights (2) Use with lights	\$10/30 minutes \$20/30 minutes
<b>Tournament Rates</b> (per ball field or multipurpose) (1) Use without lights (2) Use with lights (3) Field Preparation  (4) Maintenance Fee and Damage Deposit (5) Weekend tournament use will require a charge of \$40.00 for each day to reimburse the town for costs incurred in specific maintenance duties related to impact from the tournament rental. Tournament renters will still be required to perform all maintenance duties such as cleaning their fields and adjoining areas, parking lot(s), etc. in order to receive a return on the maintenance and damage deposit. (6) Police security will be required for all tournaments. Renter may retain sworn law officer(s) by submitting a written request, including names of officer(s) and times scheduled. Prior approval of Police and Recreation and Parks Departments are required. (Using any portion of minimum rate above constitutes the full charge.) (7) Organizations that book two or more tournaments in a calendar year may opt to be invoiced for rental balance due. Process follows current guidelines for Century Center rentals.	\$50 \$25/60 minutes, \$37.50/90 minutes \$22.00/time - 1st field, \$18.00 each additional field (if prepared at same time)  \$300.00 (may be increased by Recreation and Parks Director if circumstances warrant)  \$40.00 per day  Cost of available assigned officer (est. \$20-30/hr)
<b>Equipment Rental Fee</b> (non-perishable)	\$10.00/activity
<b>Bicycle Rental Fee</b>	\$5.00/hr \$20.00/day \$40.00/weekend

<b>Out-of-County Fee</b> *No Out-of-County Fee is assessed to programs that recover 100% or more of direct cost.	Annual Out-of-County Fee, Fiscal Year 2014-15: \$84.72  <u>Per Activity Fees:</u> PROGRAMS(leagues, classes, camps, workshops)= Annual Out-of-County Fee divided by three Fiscal Year 2014-15: \$28.24
<b>General Programs</b>	
Special Events and Workshops of a Specific Interest Nature (Road Run, Tennis Clinics, Special Interest Workshops,)	Recover 100% of direct costs
Program Souvenirs	Fees or charges to be determined by the nature of the program and type of product produced. Price determined by nature of event, direct cost to produce and anticipated demand. Price range \$3-\$50. To include but not limited to CD's, books and publications.
Special Activity Trips	100% of direct costs
Leisure Classes	100% of direct costs
Day Camp Program	100% of direct costs Payment is due at the time of registration or \$40 camp deposit per camp registration. Balance is due by designated date.
Special Populations (activities, workshops, events, sports activities, etc.	15%-50% of direct costs in overall program

<b>Athletics</b> Youth Sports	\$50 per participant (uniform used and returned) \$60 per participant (uniform item retained) <u>Non-Returned Town Issued Equipment</u> For activities where participants check out equipment from the Town for use during a particular program, the equipment must be returned to the Town within a specified time frame or within four weeks of the completion of the program, whichever is the shorter amount of time. Failure to do so may result in the following: <ol style="list-style-type: none"> <li>1. Participant will be issued an invoice for the replacement cost of the equipment.</li> <li>2. A fee in the amount of the replacement cost will be placed on the participant's CLASS registration account until the cost is paid to the Town or the equipment is returned in satisfactory condition.</li> <li>3. The CLASS account of the participant will be frozen and future</li> </ol>
	registrations will not be accepted until the cost is paid to the Town or the equipment is returned in satisfactory condition. <ol style="list-style-type: none"> <li>4. Participants in the Town's Financial Assistance Program (FAP), will forfeit their FAP privileges until the cost is paid to the Town or the equipment is returned in satisfactory condition.</li> </ol>
Athletic Instructional Camps	100% of direct costs
Adult Sports Leagues	90% or more of direct costs
<b>Admission Fees</b>	
Drop In Program	Drop in program fee determined by the nature of the event and direct cost. Participation fee ranging from \$3 per to \$10 participant.
Performance/Concert Tickets	Tickets for performance or concerts based on the nature of the event, direct programming costs of conducting event. Price range - \$5 - \$50.
Protest Fee	\$25.00 per protest (fee returned if protest ruled to be valid)

<b>Financial Assistance Program</b>	<p>An individual or family that meets specific criteria can receive an annual membership that entitles them to receive a full fee waiver for activities or pay 25% of the cost. A group that meets specific criteria can receive an annual membership that entitles them to pay 50% of the cost. Membership discounts begin after approval. Program registrations made prior to department approval will not be eligible for discounts. Seeking cancellations to use discounted membership will not apply. Each eligible participant can participate in up to 6 activities per fiscal year (July 1<sup>st</sup>-June 30<sup>th</sup>) at the approved discounted rate. Refunds or cancellations will be based on your discounted rate and the refund timeframe. Memberships can be suspended if participants don't show up for activities. Staff will follow up via phone or email for the first "no-show". A formal letter will be sent out for the second "no-show". On the third "no-show", the membership will be suspended for the remainder of the fiscal year unless written documentation is provided and accepted.</p>
<b>Special Fee Waiver(s)</b>	<p><b>Youth Athletic Head Coach Waiver</b> - The registration fee for one child of a youth athletic league head coach shall be waived. The volunteer needs to be recognized as the "head" coach and the parent, guardian, or grandparent of the youth participant.</p> <p><b>Town Employees Waiver</b> - Town employees receive a 25% discount off all</p>



	preregistered classes and activities.
<b>Volunteer Credit Certificate</b>	<p>Volunteers providing the following number of hours serving Carrboro Recreation and Parks sponsored programs during the fiscal year will be awarded the following:</p> <ul style="list-style-type: none"> <li>• 1 or more service hours = invitation to the volunteer recognition social.</li> <li>• 15 service hours = \$10 credit certificate to be applied toward a preregistered Carrboro Recreation and Parks Department sponsored program.</li> </ul> <p><u>Restrictions</u>  Each Credit Certificate may be used once.  Must be used during the fiscal year immediately following volunteer service.  Credit Certificates may not be applied toward co-sponsored programs where revenue sharing is used.  No refunds, exchanges, or redemptions toward cash.  Credit Certificates may only be applied toward a family account.  Credit Certificates will expire one year from the date of issue.  Accumulative maximum of \$60 credit for a fiscal year.</p>
<b>Co-Sponsored Programs</b>	Fees for programs co-sponsored with other agencies and organizations will be set at the most reasonable rate as mutually determined by all co-sponsors.

#### Special Event Requests

Promotional Display Ad (for web pages)- Fee or charges to be determined by the nature of the event coordinator, size of promotional ad, and length of time the promotion is posted on-line. Priced from \$1.00 per day to \$20.00 per week.

When a Community Event Pre-application form or a Special Event Request form is submitted, the date(s) and time(s) requested on the forms will be reserved during the time needed for the special event committee to review the request. If the event will be Town sponsored and all fees waived or the event sponsor has to pay the reservation fees, completion of the process, reservation forms, and all fees must be complete and received within seven days of notification of the special event committee decision.

<b>Equipment Bag Rental</b>	<p>Each bag rents for \$10.00 plus a separate deposit for the value of the equipment. Bags are rented for one night or weekend. All equipment needs to be returned by noon on the following business day.</p> <ul style="list-style-type: none"> <li>• Basic Adult Bags 1 &amp; 2-(1) volleyball net (1) volleyball (3) softball bats (1 set) horseshoes (1) Frisbee (1) basketball Deposit: \$263.00</li> <li>• Basic Child Bags 3 &amp; 4-(1) volleyball net (1) volleyball (1) playground ball (1) plastic bat (1) whiffle ball (1) Frisbee (1) basketball Deposit: \$87.00</li> <li>• Croquet Bag 5-(1) Croquet Set Deposit: \$90.00</li> <li>• Basic Volleyball Bag 6-(1) volleyball net (1) volleyball Deposit: \$52.00</li> <li>• Customized Bags-Must have staff approval; Volleyball Net: \$39.00 Volleyball: \$13.00 Softball Bat: \$40.00 Softball: \$4.00 Horseshoe Set: \$60.00 Frisbee: \$9.00 Basketball: \$10.00 Playground Ball: \$5.00 Wiffle Ball Bat: \$8.00 Wiffle Ball: \$2.00 Croquet Set: \$90.00</li> <li>• Wilson Park Gate Key-check will be deposited if key is lost or not returned Deposit: \$300.00</li> </ul>
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<b>CARRBORO CENTURY CENTER</b>			
<b>ITEM</b>	<b>CURRENT FEES</b>		
<b>Rooms</b> Hours of operation 9:00 a.m. to 11:00 p.m.  Rental requests outside of normal operating hours are subject to additional fees.	<b>STANDARD FEE</b> Covers: receptions, parties, dances, meetings, or any other private gathering	<b>SPECIAL EVENT FEE</b> Covers: All events that are free and open to the public.	<b>OTHER FEES</b>
<b>Century Hall (3 hr. minimum usage)</b> (Each additional half hour pro-rated at the set charge)			Nonrefundable prepayment Fee (all rooms and Hall – 10% of contract total) required to confirm rental.

Weekday Use: ( for Three Hours)	\$165.00	\$87.00	Use of Hall prior to or after normal operating hours – \$92 per hour
Weekend Use: (for Three Hours)	\$276.00	\$138.00	For Century Hall use on weekends; before or after normal operating hours – \$138 per hour
<b>Activity Rooms 1 – 4</b> (2 hr. min.) Rooms 2 and 3 charged at single use rate	\$47.00	\$29.00	Use of Activity Rooms prior to or after normal operating hours – \$35 per hour
<b>Kitchen (1 hr. minimum usage)</b>	\$32.00	\$19.00	Room Reset Fee (changes occurring the day of the event): Activity Rooms - \$15.00; Century Hall - \$25.00.
			Room Rental Cancellation Fees: Cancellations three weeks or more prior to event receive refund of rental payment minus 10% nonrefundable prepayment fee; Century Hall, kitchen and Activity Rooms 1-4 <u>not cancelled</u> three weeks (21 days) in advance forfeit all rental fees.
<b>Century Center Equipment Fees</b>			
AV equipment (example: TV, VCR, Laptop computer, portable screen) LCD Projector Kitchen Equipment (i.e., beverage	\$10.00 per use \$20.00 per use \$5.00 per use		

warmers, coffee pots, etc)			
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Patrons who maintain Century Hall rentals 10 times or more per calendar year may pay a flat rate deposit of \$50 per calendar year for their events instead of 10% of the contract total. These patrons may make one reservation per month per 12 month calendar year applying this flat rate deposit. .  
**Patrons who receive the flat rate but cancel two or more booked rentals thereafter during the calendar year will be required to pay the 10% booking fee minus \$50 after two or more cancellations.** Any additional bookings are subject to 10% of the contract. All bookings for the calendar year must be completed on one contract.

**For the purpose of clarification:**

1. Reservations are first come, first serve subject to availability of space.
2. The 2-hour and 3-hour time blocks are the minimum that each room area may be rented. Less time than the minimum will result in the full charge as listed above. Example: Activity room rented for one and one-half hour will still result in a \$45.00 fee. Times over the minimum block will be charged at half hour intervals pro-rated from the hourly rate in each category of use. Early arrivals or late departures charged at half hour intervals.
3. Groups renting the Century Hall for a single Standard Event with a rental length of 6 or more hours may schedule a rehearsal in the Century Hall on any date prior to their event if space is available. In the case of rehearsals the Town will charge a prorated hourly rate instead of the full 3 hour minimum.
4. Approved Chapel Hill-Carrboro School System rentals will be charged at \$16 per hour per space.
5. Rental payments not received 21 days prior to event will be assessed a \$25.00 late fee. Rentals will be cancelled if full balance of rental is not received seven (7) days prior to the event.
6. Fee waived events, Town Sponsored Events, Orange County local government boards and school boards' use and meetings of same are free. The Town manager or designee shall determine whether any event has rental fees waived or is a town sponsored event, considering all relevant factors related to the town's participation in or control over the event. However, the presence of one or more of the following factors shall generally lead to a determination that an event has rental fees waived or is town sponsored: a. The town expends town funds for the planning and/or staging of the event, or b. The town anticipates receiving revenue from the staging of the event, or c. The town makes a substantial in-kind contribution toward the planning and/or staging of the event, or d. The town exercises substantial managerial control over the planning and/or staging of the event, or e. The event substantially advances the Town's policies or goals of Vision 2020.
7. Community Art Groups may rent Century Hall on the First Sunday of the month from 2:00 p.m. to 5:00 p.m. for artistic events such as musicals, literary works, visual arts, including paintings, sculpture, etc: \$80. Each group is limited to one discounted rental per year. All other Century Center rental requirements apply. (If the hall is being used for a departmental event during a first Sunday request, staff will try to accommodate the request on another Sunday during that month)
8. Town of Carrboro retains all rights to sales and concessions taking place in the building. Event sponsors may sell only items that are associated with their activity with prior department approval. Event sponsors can sell items only within the room in which the activity is taking place.
9. Equipment fees are listed above.
10. Building supervisor costs are included in above fee.
11. Event sponsors must book dates and space needed for ongoing events.
12. Space will not be held for ongoing events/programs until a contract has been signed, deposit received and the reservation has been confirmed.

Catering/Meal Services	Fees
Fee for all refreshments and/or food service activity	5% of the room rental

(Century Hall Only)	
Clean-Up Fee Arrangements should be made to insure that all trash and food debris is removed from floor and tables at the conclusion of an event in order to avoid a clean-up fee. The number of man hours required for clean-up will be determined by a Professional Janitorial Service.	<b>\$35.00 (per person/per hour)</b>
<b>Century Center Services</b>	<b>Rate</b>
Labor Assistance	\$12.00 (per person/per hour)
Technical Assistance	\$20.00 (per person/per hour)
Overnight storage (only available when no events are scheduled after the event that requires storage)	\$50.00 per night – Century Hall \$25.00 per night – Activity Rooms, first floor
Pre-Program overnight storage (example for wedding receptions deliveries)	\$100.00 per day Activity Rooms, first floor \$175.00 per day – Century Hall
Piano Tuning beyond routine tuning (2x/yr)	At cost
Booth Rental at Century Center Events	\$25/no electricity or \$35/with electricity
Shuttle service	\$50/hour
Copies	\$.10 per copy
Fax (sending or receiving)	\$.50 per page
100 <sup>th</sup> Birthday party or 50 <sup>th</sup> Wedding Anniversary (Carrboro Residents only)	50% discount

Refunds	<ul style="list-style-type: none"> <li>• All refunds/withdrawals from programs should be requested in writing and sent to the Administrative Assistant of the Recreation and Parks department.</li> <li>• In the event there is a change in the nature of the program, activity or reservation or cancellation, participants will be contacted and a transfer, full credit or refund will be given.</li> <li>• Injury or injury or illness of a participant. Doctor's documentation is needed. (If the program is underway, the refund will be prorated)</li> </ul> <p><b><u>PROGRAMS/ACTIVITIES</u></b></p> <ul style="list-style-type: none"> <li>• When program/activity refund requests are received more than three (3) business days prior to the start of a recreation program, a refund less a \$5.00 administrative fee, or full credit or transfer will be given. Athletics program requests should be received three business days prior to the first practice/game.</li> </ul>
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	<ul style="list-style-type: none"> <li>•</li> <li>• \$40 for a withdrawal from a summer camp that is made after the designated date and prior to the start of the camp</li> <li>• After the camp has started, the \$40 administration fee is applied, along with the balance prorated (in accordance to how many days the camp has been held).</li> <li>• When a request is received in three business days or less a pro-rated credit will be placed on your account minus administrative fee. If a program is more than 50% complete it is left to discretion of the program coordinator.</li> </ul> <p><b>Note:</b> It is the discretion of the program supervisor whether a refund will be given on a commodity (supplies, tickets, apparel, etc.) that has already been purchased by the participant.</p> <p><b><u>FACILITIES</u></b></p> <ul style="list-style-type: none"> <li>• Century Center Room Rental Cancellation Fees: Cancellations three weeks or more prior to the event receive refund of rental payment minus 10% prepayment fee. Events <u>not cancelled</u> three weeks (21 days) in advance forfeit all rental fees. The Department may cancel a reservation in the case of severe weather conditions, a Town emergency, and if all of the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control.</li> <li>• Park Facility Cancellations: Cancellations made three days or more prior to the event receive refund minus \$5.00 administration fee. Any rental over \$20 not cancelled three business days prior to the rental will receive a refund of 75% of the rental fee minus the \$5.00 administrative fee. Any rental less than \$20 will be refunded less the \$5.00 administrative fee.</li> </ul>
<b>PUBLIC WORKS FEES</b>	
Additional Recycling Bin	\$7.00
Roll Out Containers	Actual cost to town - \$48.18per container
Yard Waste Containers	Actual cost to town - \$55.18per
Extra Roll Out Container Service	\$2.00/container

Extra Dumpster Collection for Multi-Family Dwellings	\$22.00 8 cubic yard \$17.00 6 cubic yard \$12.00 4 cubic yard \$ 7.00 2 cubic yard
<b>Non-Residential Dumpster Fees (effective 10/1/2002)</b>	<b>Cost Per Quarter (13 weeks service)</b>
<b>Dumpster Size (Cubic Yards)</b>	<b>Per Pickup (each time)</b>
2	\$13.69
4	\$16.46
6	\$19.23
8	\$21.92
Appliances	\$16.00 for up to three and \$4.00 for each additional after three
Televisions larger than 19 inch	\$6.00 for one and \$4.00 for each additional
Mattresses and Box Springs	\$7.00 for up to 2 pieces
Couch/Sofa	\$7.00 for one and \$5.00 for each additional
Other bulky, oversized waste	First 10 minutes free of charge. For collection requiring longer than 10 minutes, the fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. This fee must be paid in advance
Large amount of yard waste/brush	First 10 minutes free of charge. For collections requiring longer than 10 minutes, a fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. The fee must be paid in advance.
Driveway Pipe	100% of cost of materials (if available in inventory)
Street Cut Repairs	\$95.00 per sq. yd
Street Signs	Actual cost of materials and cost of labor, if installation required. Payment required in advance.
Driveway Permit Fee	\$110.00
Building Structure Moving Permit Fee	\$125.00
Encroachment Permit	\$100.00
Street Closings	\$85.00 plus the cost of advertising the public hearing, including mailings.
Processing Fee for Permanent Right-of-Way Closing	\$85.00, plus the cost of advertising, certified mailing and first-class mailings
Full or Partial Street Improvement Inspection Fee (including storm drains, sidewalk, curb and gutter, paving, grading and appurtenant work in or adjacent to public rights-of-way)	\$2.60 per linear foot (Amend. 7/1/2008)



Utility Service Improvement Inspection Fee (including excavation, backfill, and appurtenant work relating to the installation, repair, replacement, or removal of sewer, water, gas, telephone, electric, and/or similar utility facilities in or adjacent to public rights-of-way)	\$1.00 per linear foot
<b>POLICE FEES</b>	
<b>PRECIOUS METAL DEALER FEES</b>	
Annual Permit Application Fee	\$180.00
Fingerprinting Fee Per Person	\$ 38.00
Employee Initial Registration Fee	\$ 10.00
Employee Subsequent Renewal Fee	\$ 3.00
<b>PLANNING FEES</b>	
<b>CONSTRUCTION PERMIT FEES</b>	
<b>A. Building Permits</b>	
Minimum Permit Fee	\$50.00
Demolition permit	\$50.00
Relocation of Structures	\$50.00
Mobile home set up	\$50.00
Modular units (approved by NC Dept. of Ins)	\$120.00
Accessory Structures (less than 144 square feet)	No Charge
Manufactured, Assembled or Packaged	\$75.00
Re-inspection Fee	\$75.00
Homeowners Recovery Fund Fee	\$10.00
Replacement Permit Card Fee	\$50.00
Damaged or Missing Plans Fee	\$50.00
Technical Review	\$50.00
<b>Residential Construction</b>	
New Construction	.26/sq. ft.
Renovation or alteration	.21/sq. ft.
<b>Commercial Construction</b>	
New Construction	.26/sq. ft.
New Construction (Open Parking Structure)	30% of New Construction Fee

Renovation or Alteration	.21/sq. ft.
Replacement/Renovation not covered by minimum square footage (commercial), and renovations to existing commercial building located in the University Lake watershed	\$275.00
CO Certification (commercial)	\$100.00
Stocking Fee (Furniture/equipment/stock installation prior to issuance of CO)	.05/sq. ft.
<b>B. Plumbing</b>	
Minimum permit fee	\$50.00
Residential Additions	\$50.00
Commercial Fit up	\$50.00
Modular home (approved by NC Dept. of Ins.)	\$120.00
Sewer ejector pumps	\$20.00
Grease traps	\$20.00
Re-inspection Fee	\$75.00
Fixtures – <b>(Defined as any opening into the waste and/or vent system. Also items such as water heaters, disposals, water pumps and dishwashers are deemed as such.)</b>	.16/sq. ft.
Water/Sewer Only	\$50.00 minimum fee
Replacement/Renovation not covered by square footage (Commercial)	\$275.00
<b>C. Mechanical</b>	
Minimum Permit Fee	\$50.00
Replacement or system conversion	\$50.00
Installation of woodstove or factory built fireplace	\$50.00
Re-inspection Fee	\$75.00
Heating Equipment and Appliances (Gas or Oil)	.16/sq. ft.
Gas Lines	\$75.00
Modular Home (approved by NC Dept. of Insurance)	\$125.00
Replacement/Renovation not covered by square footage (Commercial)	\$275.00
<b>Commercial Hoods</b>	
0-25 sq. ft.	\$75.00
25.1-50 sq. ft.	\$85.00
Over 50 sq. ft.	\$95.00
<b>Gasoline and Oil Tanks</b>	
Per Tank	\$225.00

<b>D. Electrical</b>	
Minimum permit fee	\$50.00
Temporary electrical service	\$50.00
Residential Applications	Sq. Footage x .16
Residential & Commercial Additions (receptacles, switches, etc.)	\$45.00
Conditional Power	\$150.00
Commercial – Open Parking Structure	30% of Residential Application Fee
<b>Service changes:</b>	
100 AMP	\$75.00
150 AMP	\$100.00
200 AMP	\$125.00
400 AMP	\$150.00
800 AMP	\$250.00
1,000 AMP	\$300.00
Mobile home electrical connection	\$75.00
Modular Home (approved by NC Dept of Insurance)	\$125.00
Swimming pool	\$75.00
Sign Installation	\$75.00
Gas pump Installation	\$75.00/pump
Re-inspection fee	\$75.00
<b>Electric Motors and Generators</b>	
Minimum charge	\$50.00
Each Additional Motor transformer etc.	\$10.00
<b>Commercial – New Construction</b>	Sq. Ft. x .16
<b><u>Commercial electrical work not included in additions or not including a square footage component</u></b>	\$275.00
<b>E. Refunds:</b> Refunds approved at the discretion of the Chief Building Inspector or Designee	

<b>F. Recycled Materials Permit</b>	10% of the total assessed building permit fee
<b>G. Work initiated without required construction permits</b>	<b>Twice the original permit fee</b>
<b>H. Engineering Inspection Fee</b>	<b>\$75.00/ Certificate of Occupancy</b>
<b>I. Fire Prevention</b>	
Blasting Permit	\$100.00
Renewal Fee (Must be renewed every 30 days)	\$50.00
Burning Permit	\$75.00
Pyrotechnic Permit	\$100.00
Hazardous Materials Permit	\$150.00
Fire Alarm and Detection System Permit	\$100.00
- Initiating or supervisory device (automatic or manual - pull station, water-flow switch, tamper switch, heat and smoke detectors, etc.). Commercial projects	\$2.00 per initiating device
Fire Sprinkler/Standpipe/Fire Pump/Extinguishing System Permit	\$100.00
Sprinkler head, fusible links, frangible bulbs, water flow switch, supervisory device, etc.	\$2.00 per initiating device
All other Fire Code Permits not listed above	\$50.00
Re-inspection fee	\$75.00
Life Safety Violation	\$250.00
Non-compliance fee per code violation	\$25.00
False Burglar and Fire Alarms	\$75.00 for each false burglar or fire alarm sounded by a private alarm system. This fee would be billed only after two such alarms were sounded during a given month for a particular business.
Fire-Rescue Address Signs	\$15.00 (sign only) \$20.00 (sign and post)
Work initiated without required construction permits	Twice the original permit fee

## LAND USE PERMIT FEES

Applicants and/or landowners will be billed an additional engineering fee to cover 80% of the town's engineering costs associated with their land use permit and construction plan review.

*Note: The Town of Carrboro will levy an interest charge on engineering fees, which remain unpaid thirty (30) days from the date of billing. The interest charge will be assessed at a rate of one (1) percent of the principal amount outstanding per month or twelve (12) percent annually.*

### CONDITIONAL USE OR SPECIAL USE PERMITS (New Requests)

1. Residential	\$1,300 .00+ \$36.00 per unit
2. Commercial	\$1,200.00 + \$.06 per square foot of commercial building space
3. Mixed Use	\$1,200.00 + \$.06 per square foot of commercial building space + \$36.00 per residential unit
4. Miscellaneous, Less than 3 acres	\$750.00
5. Miscellaneous, 3 acres or more	\$1,500.00
6. Watershed Subdivision, 4 lots or less	\$300.00
7. Child Day Care Facility-S.U.P. (Large Child Day Care Homes - 12 pre-school or 15 school-aged children)	\$300.00

### ZONING PERMITS

1. Residential	\$75.00 per unit
2. Commercial	\$60.00 or \$0.06/ per sq. ft. of commercial area, whichever is greater
3. Home Occupation	\$75.00
4. Site Re-inspection	\$60.00

### SIGN PERMITS

Single Sign Permit	\$40.00 per sign
Unified Sign Plan Permit	\$150 per sign unified sign plan
Individual Sign in accordance with approved plan	\$30.00 per sign
Sign on Historic Building (SUP, per Section 15-174 of the LUO)	\$50.00

### VILLAGE MIXED USE OR OFFICE/ASSEMBLY CONDITIONAL USE DISTRICT

Rezoning	\$1,500 + \$40/acre
Master Plan	\$ 750 + \$20/acre
CUP attached to any VMU or O/A Rezoning Request	\$1,500 + \$25 per residential unit + \$0.05/square foot of commercial space

<b>CONDITIONAL USE REZONING</b>	
Rezone to RR-CU, R-20-CU, R-15-CU, R-10-CU, R-7.5-CU	\$700 + \$30.00/acre
Rezone to R-3-CU, R-2-CU, R-S.I.R-CU, R-S.I.R.-2-CU	\$850 + \$30.00/acre
Rezone to B-1(c)-CU, B-1(g)-CU, B-2-CU, B-3-CU, B-4-CU, CT-CU, B-3-T-CU, O-CU, M-1-CU, and M-2-CU	\$1200 + \$30.00/acre
Conditional Use Permit attached to any CU Rezoning Request	\$1000 +\$30.00/unit+\$.05/square foot of commercial building space
<b>YIELD PLAN</b>	
Walk-about/Concept Plan Review	\$150 + \$25/unit or lot
Yield Plan Review	\$150 + \$25/unit or lot

<b>CONDITIONAL OR SPECIAL USE PERMIT MODIFICATIONS</b>	
1. Minor Modification with hearing	\$600.00
2. Minor Modification without hearing	\$300.00
3. Insignificant Deviations	\$150
<b>CONDITIONAL, SPECIAL USE, OR ZONING PERMIT EXTENSIONS OR RENEWALS</b>	
Residential, Commercial, or Mixed Use	\$350
<b>PHASING CHANGES AND REVIEW (IF SEPARATE FROM INITIAL APPROVAL)</b>	
Residential, Commercial, or Mixed Use	\$300
<b>FINAL PLAT APPROVALS</b>	
1. Less than 5 acres	\$180 + \$30.00 per unit or lot
2. 5 to 10 acres	\$250 + \$30.00 per unit or lot
3. More than 10 acres	\$300 + \$30.00 per unit or lot
<b>VARIANCES</b>	\$350.00
<b>APPEALS</b>	\$300.00
<b>SPECIAL EXCEPTIONS</b>	\$250.00
<b>EXEMPT SUBDIVISIONS</b>	
1. Creation of additional lots	\$150.00
2. Combination or recombination of existing lots	\$60.00
3. Re-recording Existing Survey	No Fee
<b>ZONING/PROJECT COMPLIANCE LETTER</b>	\$120.00

<b>CONSTRUCTION PLAN REVIEW</b>	
1. Residential	
a. 25 or more units	\$950.00 + \$30 per unit
b. 5 to 25 units	\$500.00 per construction plan review + \$30 per unit
c. less than 5 units	\$250.00 per construction plan review + \$30 per unit
2. Commercial	\$750 per construction plan review + \$.18 per square foot of commercial building space
3. Mixed Use	\$600 per construction plan review + \$.15 per square foot of commercial building space + \$25 per residential unit
4. Construction Plan Revisions	(if separate from initial approval) = \$300.00

<b>PAYMENT-IN-LIEU</b>	
1. Payment-in-Lieu	\$210.30 (1.1% CPI) per point in accordance with Appendix G in the Land Use Ordinance
2. Open Space	Payment based on number of sq. ft. of open space not provided on-site multiplied by the unadjusted tax value per sq. ft. of land listed by Orange County multiplied by the increase in the Consumer Price Index since the date of evaluation.
3. Affordable Housing	\$32,167 (Determined by multiplying the average of median home sales prices, as obtained from MLS data, of the previous three years for the Chapel Hill Carrboro City School District, by 10%)

<b>ZONING MAP AMENDMENTS</b>	
To a Conditional Zone	\$1,200 + \$30/acre
To C, NPD, WR, RR, R-20, R-15, R-10, R-7.5, HD, JLWP	\$850.00 + \$35.00 per acre
To R-2, R-3, R-SIR, R-SIR-2, PUD	\$1000.00 + \$35.00 per acre
To B-1G, B-1C, B-2, B-3, B-3T, B-4, B-5, M-1, EAT, WM-3, O, OA, PID, RHDC Overlay, CT	\$1,450.00 + \$35.00 per acre
To PF	\$600.00+ \$35.00 per acre
<b>(NOTE: If a request for a rezoning to a commercial or industrial zone is denied, one-half of the initial fee will be refunded to the applicant)</b>	
<b>ZONING TEXT AMENDMENT</b>	<b>\$475.00</b>

<b>MAPS AND SERVICES</b>	
<b><i>Zoning Map</i></b>	
Large, wall map	\$ 20.00
E-size (34 x 44)	\$ 15.00
D-size (22 x 34)	\$ 12.00
11 x 17	\$ 10.00
<b><i>City Limits Map</i></b>	
E-size	\$ 15.00
11 x 17	\$ 10.00
<b><i>Natural Constraints Map</i></b>	
E-size	\$ 15.00
11 x 17	\$ 10.00
<b><i>Custom Maps</i> (15-minute production time limit)</b>	
E-size	\$ 40.00
D-size	\$ 30.00
C-size (17 x 22)	\$ 25.00
11 x 17	\$ 20.00
8 ½ x 11 (color)	\$ 10.00
8 ½ x 11 (black/white)	\$ 5.00
With Orthography	\$ 45.00
Other Custom Maps	Map charge (shown above) + \$40.00 per hour (\$50.00 minimum)
<b><i>Blueprint Maps</i></b>	
1979 and 1985 Topographic Maps ( (Print of Digital Data)	\$30.00
<b><i>Digital Data</i></b>	
Requests for Carrboro Digital Data	
Existing Data Layer	\$30.00
Customized Data Layer	\$30.00 + \$40.00 per hour (\$50.00 minimum)
Digital Published Map	\$30.00



Resident Notification Mailing	\$30.00 + \$.65/resident address
Residential Notification Mailing Labels (Labels Only)	\$30.00 + \$.03/label
<b>(Requests for Orange County digital data will be referred to Orange County)</b>	
<b>STREAM DETERMINATION AND WATER QUALITY BUFFER MITIGATION</b>	
Ephemeral Stream	\$60.00
Intermittent or Perennial Stream	\$120.00
<b>Mitigation Fees for Impacts to Ephemeral Stream Water Quality Buffers</b>	
Removal of Vegetation	\$.99 per sq. ft*1.5
Grading or Other Changes That Modify Natural Conditions of Diffuse Flow	\$12.50 per linear foot or stream disturbance for one or both sides of stream channel, depending on area of impact
Disturbance of Stream Channel	\$349 per linear foot of stream disturbance
<b>BMP Inspections (applicable to owners who have not provided adequate documentation of self-inspection and maintenance and who have not voluntarily entered into a maintenance agreement)</b>	
Sites with 1 or 2 BMPs	\$125.00
Sites with more than 2 BMPs	\$250.00
BMP Re-inspection	\$75.00
<b>PUBLICATIONS</b>	
Carrboro Architectural and Historical Inventory	\$ 7.50
Carrboro Bicycle Policy and Sidewalk Policy	\$ 1.00
Carrboro Downtown Guidelines for Design	\$10.00
Carrboro Connector Roads Policy	\$ 1.00
Downtown Carrboro New Vision	\$15.00
Carrboro Vision 2020 Report	\$ 7.50
Small Area Plan for Carrboro's Northern Study Area	\$20.00
Neighborhood Preservation District Guidelines	\$10.00
Carrboro Land Use Ordinance	\$25.00
Conceptual Master Plan Town of Carrboro, N.C. Bolin Creek Greenway	\$35.00
Comprehensive Bicycle Master Plan	\$25.00
Other Publications	10¢/page + 50¢/color page
<b>TOWN CODE</b>	\$20.00
<b>HOUSING CODE (Chapter 17)</b>	\$ 5.00

<b>XEROX COPIES OF MISCELLANEOUS DOCUMENTS</b>	10¢ per page
<b>HISTORIC CARRBORO PLAQUE</b>	\$135.00 per plaque
<b>BAD CHECKS</b>	\$35.00 per check
<b>PARKING FEE SCHEDULE FOR YAGGY PARKING LOT</b>	\$25.00 per space per month
<b>REGISTRATION OF DOMESTIC PARTNERS</b> Registration Affidavit of Termination Amendment to Statement Copies of Domestic Partner Registrations	\$40.00 \$40.00 \$40.00 \$2.00
<b>COPIES OF VIDEO OR AUDIO RECORDINGS</b>	\$5.00 per tape, CD or DVD
<b>NOTARY FEE</b>	\$5.00 per signature
<b>Translation Equipment Rental – Translators Not Provided with Equipment</b> <b>--Security Deposit - People or organizations checking out the translation equipment will be liable for any damage to equipment or missing equipment up to or beyond the \$150 security deposit. (The security deposit will be waived for any governmental entities, including UNC-CH.)</b> <b>--Rental Fee for use of equipment for up to 3 days – must be paid upfront</b> <b>--Late Fee (for any day beyond established rental time)</b>	\$150.00 (deposit will be returned when equipment is returned, with any late fees or equipment charges assessed against the deposit)  \$25.00 (nonrefundable) \$10.00 per day
<b>Index of Computer Databases</b>	
-Digital Copy of Index of Computer Databases - CD, DVD, USB Solis State Drive	\$5.00
-Digital Copy of Database Media and Costs - CD, DVD, USB Solis State Drive	\$15.00
-Report Reproduction Cost List	\$ .10 for each printed, plotted or photographic database output page  Special Note: These fees do not apply to GIS related report and mapping reproduction; those fees are covered elsewhere in the Miscellaneous Fees and Charges Schedule.
-Custom Services Costs – Custom Report Preparation	Starting at \$100.00 per hour billable in 15-minute increments, and listed cost of digital and printed reproduction media. The ability to process custom requests is based upon staff and resource availability, and requesters should note that all requests may not be filled due to such limitations.

<b>PRIVILEGE LICENSE FEES</b>	
<b>GROSS RECEIPTS</b>	<b>AMOUNT OF TAX</b>
0 – \$25,000	\$25.00
\$25,001-\$50,000	\$50.00
\$50,001 – \$500,000	\$100.00
\$500,001-\$1,000,000	\$200
Over 1,000,000	\$200.00 + \$200.00 per each million or portion thereof in excess of \$1,000,000
<p>Note: Statement of gross receipts. When the amount of the tax to be paid depends on gross receipts, persons renewing their license shall render to the Town Manager a sworn statement of the gross receipts of the business for work or services rendered and/or retail sales in the Town of Carrboro as reported in the previous year's state income tax return. For new businesses applying for their license, a sworn statement of their estimated gross receipts shall be rendered to the Town Manager. Upon an applicant's failure to render such a sworn statement, the amount of tax to be paid shall be \$200. Gross receipts fees apply to all businesses whose primary activities are not exempt from fees or that do not have fees fixed by state statutes.</p>	
<p>Any person who conducts business without payment of taxes when due shall be liable to pay a penalty, in addition to the tax, equal to 10 percent of the tax due or Five Dollars (\$5.00), whichever is greater.</p>	
<b>SCHEDULE OF FEES ESTABLISHED BY STATE STATUTE FOR BUSINESSES</b>	
<b>ADVERTISING/OUTDOOR</b> (Signs, billboards, sign hanger/erector) G.S. 105-86	\$35.00
<b>ALCOHOL/BEER &amp; WINE SALES</b> G.S. 105-113.77	
Beer (consumed on premises)	\$15.00
Beer (sold to be taken off premises)	\$ 5.00
Wine (consumed on premises)	\$15.00
Wine (sold to be taken off premises)	\$10.00
<b>AMUSEMENTS</b> G.S. 105-37.1	\$25.00 PER DAY PER LOCATION
Swimming pools, skating rink, beach bingo, penny arcade, Riding devices (permanent location) Merry go Rounds, Astro games, Shooting gallery, etc	
<b>AMUSEMENTS-GENERAL</b> G.S. 105-37.1	\$25.00 PER ROOM, HALL, TENT OR PLACE WHERE ADMISSION
Giving, offering, or managing any form of entertainment or amusement for which	

admission is charged	CHARGES ARE MADE
<b>AMUSEMENTS CIRCUSES/ANIMAL SHOWS</b> G.S. 105-38 (exhibiting performances) (\$500 CASHIERS BOND MAY BE APPLICABLE)	\$25.00 PER DAY PER LOCATION
<b>ATHLETIC CONTEST</b> G.S. 105-37.1 Exempt only when managed & conducted by school, civic or fraternal organization	\$25.00
<b>AUTOMOBILE DEALERS</b> , G.S. 105-89 New or used	\$25.00
<b>AUTOMOBILE: SERVICE STATION</b> G.S. 105-89 (a) Automobile upholsterer, body shop, repair garages, includes retail selling or delivery of accessories/commodities	\$12.50
<b>AUTOMOBILE: WHOLESALE SUPPLY DEALERS</b> G.S. 105-89 (b) Buying, selling, distributing, exchanging, or delivering automotive accessories	\$37.50 PER LOCATION
<b>AUTOMOBILE: WHOLESALE SUPPLY DEALERS SELLING TO RETAIL DEALERS BY USE OF SOME SORT OF VEHICLE</b> G.S 105-89 (b) (1)	\$25
<b>BARBER/BEAUTY SHOP</b> beautician, cosmetologist, manicurist G.S. 105-75.1	\$2.50 PER OPERATOR
<b>BICYCLES</b> Dealer, renting or repairing G.S. 102.5 (b) (2)	\$25.00
<b>BILLIARD &amp; POOL TABLES</b> G.S. 105-102.5 (b) (2) Renting, maintaining, or owning a building wherein there is a table or tables at which billiards or pool is played, whether operated by slot or otherwise	\$25.00 PER LOCATION
<b>BOWLING ALLEYS</b> G.S. 105-102.5 (b) (6)	\$10.00 EACH ALLEY
<b>CAMPGROUNDS, TRAILER PARKS OR TENT CAMPING</b> G.S. 102.5 5 (b) (4)	\$12.50
<b>CHAIN STORES</b> G.S. 105.98	\$50.00
<b>CHECK CASHING</b> NC GENERAL STATUTES, ARTICLE 22 OF CHAPTER 53	\$100.00
<b>COLLECTING AGENCY</b> G.S 105-45	\$50.00
<b>CONTRACTORS</b> – G.S. 105-54 General, construction, grading or building	\$10.00 (with State License) Gross receipts (without state license)
<b>CONTRACTORS</b> – G.S. 105-91 Electrical; Plumbing; Mechanical; Heating & Air Conditioning	\$50.00 (MUST HAVE STATE LICENSE)
<b>DANCES</b> G.S. 105-37.1 giving or managing any dance or athletic contest of any kind that charges an admission fee in excess of .50 per location	\$25.00
<b>DRY CLEANERS</b> – G.S. 105-74 (a)	\$50.00 PER LOCATION IF BUSINESS DOES NOT SOLICIT BUSINESS OUTSIDE THE COUNTY

	\$100 PER LOCATION IF IT SOLICITS BUSINESS OUTSIDE THE COUNTY
<b>ELECTRONIC GAMING OPERATIONS</b>	\$1,000.00 Plus \$500.00 per electronic gaming machine used or stored as part of the electronic gaming operation
<b>ELECTRONIC VIDEO GAMES</b> G.S. 105-66.1	\$5.00 PER MACHINE
<b>ELEVATORS &amp; AUTOMATIC SPRINKLER SYSTEMS</b> – G.S. 105-55 selling or installing	\$100.00
<b>EMPLOYMENT AGENCY</b> - G.S. 105.90	\$100.00
<b>EXPRESS COMPANIES</b> – G.S. 105.115	\$75.00
<b>FIREARM DEALERS, GUNS, PISTOLS, ETC)</b> – G.S. 105-80	\$50.00
<b>FLEA MARKET</b> – G.S. 105-53	\$200.00
<b>FORTUNE TELLERS, PALMISTS</b> – G.S. 105-58	\$100.00
<b>HOTELS, MOTELS</b> - G.S. 105-61	\$25.00 minimum, \$1.00 per room
<b>ICE CREAM</b> – Retailer/Counter Freezer – G.S. 105-102.5	\$2.50
<b>ICE CREAM MFG &amp; WHOLESALE</b> – G.S. 105-102.5	\$12.50 PER FREEZER
<b>ITINERANT MERCHANT</b> – G.S. 105-53 (b)	\$100.00
<b>LAUNDROMAT, LINEN, UNIFORM RENTAL</b> – G.S. 105-85 (a) PLEASE CONFIRM THIS CLARIFICATION	\$50.00 PER LOCATION IF BUSINESS DOES NOT SOLICIT BUSINESS OUTSIDE THE COUNTY \$100 PER LOCATION IF IT SOLICITS BUSINESS OUTSIDE THE COUNTY
<b>LOAN AGENCIES</b> – G.S. 105-88	\$275.00
<b>MASSAGISTS/MASSEUSE</b> - G.S. 105-41	\$25.00 each masseuse (WITHOUT STATE LICENSE)
<b>MERCHANDISING MACHINES</b> – G.S. 105-65.1	OVER 5 ARE EXEMPT LESS THAN 5see SUNDRIES
<b>MOTOR VEHICLE DEALERS</b> – G.S. 105-89, auto new and used	\$25.00
<b>MOTOR VEHICLE DEALERS</b> – G.S. 105-89 ( c) (5), auto-seasonal/itinerant	\$300.00
<b>MOTORCYCLE DEALERS</b> – G.S. 105-89.1 (e) – motorcycles and motorcycle parts	\$12.50
<b>MUSIC MACHINES/JUKE BOX</b> - G.S. 105-65	\$5.00 EACH MACHINE (\$50 MAX

operating, maintaining or placing on location any machine(s) that produces music	AT ANY ONE LOCATION) confirm fee
<b>PAWNBROKERS</b> G.S. 105-50	\$275.00
<b>PEDDLERS</b> G.S. 105-53 (certain peddlers are exempt – see Schedule A in Town Code, Chapter 8)	\$10.00 ON FOOT \$25.00 WITH VEHICLE/CART \$25.00 FARM PRODUCTS NOT PRODUCED BY VENDOR
<b>PIANOS, ORGANS, TUNERS, SALES &amp; REPAIRS, RADIO, STEREO, RECORDS, TV &amp; RECORDER REPAIRS</b> – G.S. 105-102.5 (b) (9)	\$5.00
<b>PINBALL MACHINES</b> and/or other amusement games & devices – G.S. 105-102.5 (b) (8)	\$25.00 EACH LOCATION
<b>PISTOL/FIREARM DEALER</b> – G.S. 105-80	\$50.00
<b>RADIO REPAIR/SALES</b> – G.S. 105-102.5 (b) (9)	\$5.00
<b>RESTAURANTS/CAFETERIAS</b> - G.S. 105-62	\$25.00 (SEATING CAPACITY UNDER 5) \$42.50 (SEATING CAPACITY 5 OR MORE)
<b>SPECIALTY MARKET OPERATOR</b> – G.S. 105-53	\$200.00
<b>SPRINKLER SYSTEMS – AUTOMATIC</b> – G.S. 105.55 Selling or installing	\$100.00
<b>SUNDRIES</b> For sale of sandwiches, soft drinks, tobacco, owned dispensers, retail or placing fewer than 5 dispensers or machines	\$4.00 FEWER THAN 5 DISPENSERS
<b>TAXI CABS</b> – G.S. 20-97	\$15.00 PER VEHICLE
<b>THEATERS (MOVIE)</b> - G.S. 105-37 (a) <b>OUTDOOR THEATRES</b> – G.S. 105-36.1 Operating an outdoor or drive-in movie theater for compensation	\$200.00 EACH SCREENING ROOM \$100.00
<b>THEATERS (MOVIE)</b> - G.S. 105-37 (b) operating 3 days or less each week	\$100.00
<b>TOBACCO WAREHOUSE</b> G.S. 105-77	\$50 PER WAREHOUSE
<b>UNDERTAKER/RETAIL SALE OF COFFINS</b> – G.S. 105-46	\$50.00
<b>VIDEO GAMES</b> - G.S. 105-66.1 Coin or token operated	\$5.00 PER MACHINE
<b>VIDEO RENTAL OR SALE</b> G.S. 105-102.5 (b) (1)	\$25.00
<b>WEAPONS, OTHER THAN FIREARMS</b> – G.S. 105-80 Bowie knives, dirk, daggers, leaded canes, iron or metallic knuckles	\$200.00
<b>OTHER APPLICABLE PRIVILEGE LICENSES</b>	

<b>OFFICE MACHINES &amp; HOME APPLIANCES - SERVICE &amp; REPAIR SVCS ONLY - G.S. 105-102.5 (b) (3)</b>	GROSS RECEIPTS
<b>COMPUTER SOFTWARE SALES – G.S. 105-102.5</b>	GROSS RECEIPTS
<b>MISCELLANEOUS</b>	GROSS RECEIPTS
<b>MOBILE FOOD VENDOR</b>	\$25
<b>MOTORCYCLE DEALERS – ACCESSORIES OTHER THAN MOTORCYCLES/MOTORCYCLE PARTS – G.S. 105-89.1 (e)</b>	<u>GROSS RECEIPTS</u>







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 14-0193

**Agenda Date:** Version: 1  
6/17/2014  
**In Control:**  
Board of Al

**Status:** Other  
Matters  
**File Type:**  
Abstr

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### TITLE:

Discussion of Possible Community Conversation on Options for Downtown Development

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider a possible strategy for engaging property owners and the community on development options for the area bounded by Center, Short, W. Weaver and N. Greensboro Streets.

**DEPARTMENT:** Mayor's Office; Planning

**CONTACT INFORMATION:** Mayor Lavelle - 919-918-7310; Patricia McGuire - 919-918-7327-  
[pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)

**INFORMATION:** Board members are aware that the presence of an active application for land use permits that involve quasi-judicial procedures limits their ability to communicate with parties interested in the applications. All land use permits are inherently sensitive since they involve personal matters - financial, aesthetic, historical, and aspirational. Some applications are particularly complex, making the need for a base of common knowledge and identification of the broad range of issues even greater. A recent land use development proposal and requested rezoning of a key, high-profile location in the downtown is especially emblematic. Since that project has not reached a conclusion, ongoing uncertainty about the future of this crucial location in downtown continues to generate questions amongst the community and of staff and members of the Board of Aldermen.

The quasi-judicial nature of the decision associated with this particular proposal has limited the conversation, the open sharing of information, and the opportunity to seek a satisfactory outcome for most. Following a recent meeting on this matter, an idea emerged. This idea is to test a community conversation process. In this process, the community, the property owners, and town officials would meet to evaluate and explore the area and try to develop a shared vision, if possible, or at a minimum, a set of clear ideas and values for how we might proceed. This idea has come to light recently and staff has not developed a full proposal. However, a couple of possible approaches have been identified and are listed below.

- 1) Facilitated outreach and education, evaluation of current plans and regulations, exploration of goals, values, and desired design considerations of all interested parties.
- 2) Form-based code development for this small area of downtown. Would involve development of a regulating plan, development standards for the streetscape as well as the properties, and administrative

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**Agenda Date:** Version: 1  
6/17/2014  
**In Control:**  
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**Status:** Other  
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implementation components.

Possible outcomes could be a modified or new zoning district, or changes in procedure (e.g. concept plan requirements or other). Staff recognizes that there may be similar situations elsewhere and is offering this topic for a discussion so the Board may gauge its interest in pursuing a process that would allow interested parties to exchange information. Should this approach sound appealing, staff is prepared to develop the proposal in more detail. If there is interest, the board may wish to designate a subcommittee of its membership to work on this effort with staff.

**FISCAL & STAFF IMPACT:** Fiscal and staff impact is to be determined based on the outcome of a discussion on this topic.

**RECOMMENDATION:** It is recommended that the Board discuss the concept and direct staff on any follow-up. A draft resolution (Attachment A) provides an opportunity to specify any desired next steps.

A RESOLUTION DIRECTING STAFF FOLLOW-UP REGARDING A POSSIBLE COMMUNITY  
CONVERSATION ON DEVELOPMENT OPTIONS

NOW THEREFORE, THE BOARD OF ALDERMEN DIRECT STAFF TO:

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





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 14-0213

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**Agenda Date:** Version: 1  
6/17/2014  
**In Control:**  
Board of Al

**Status:** Other  
Matters  
**File Type:**  
Abstr

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### **TITLE:**

A Request to Make an Appointment to the Greenways Commission

**PURPOSE:** The Mayor and Board of Aldermen are requested to consider applications for appointment to the Greenways Commission.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Wilson, 918-7309

**INFORMATION:** The Greenways Commission currently has one vacancy and one term set to expire on July 1, 2014. This leaves two seats available for appointment. Charlie Hileman, is currently the Chair of the Greenways Commission and provided the attached recommendation form. Applications were received from Mary Parker Sonis, Robert Crook, Carolina Green, and Kyle Reeves.

**FISCAL & STAFF IMPACT:** N/A

**RECOMMENDATION:** It is recommended that the Mayor and Board consider the applications and appoint two members to the Greenways Commission.

A RESOLUTION MAKING APPOINTMENTS TO THE GREENWAYS COMMISSION

WHEREAS, There are two vacant seats on the Greenways Commission.

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

Section 1: (INSERT NAME) and (INSERT NAME) are hereby appointed to the Greenways Commission for terms to expire on July 1, 2017.

Section 2: This resolution is effective immediately upon adoption.

# Greenways Commission

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: \_\_Mary Parker Sonis**

**Date of application/last contact: \_2/25/2014\_\_\_\_\_**

**Summary of qualifications:**

Past member on the Greenways Commission

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

\_\_\_\_Yes    \_\_X\_\_No (Briefly explain: left this to the BoA liason)

**Applicant attended Advisory Board meeting prior to BOA review.**

\_\_X\_\_Yes (Date: \_\_\_\_\_)    \_\_\_\_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.**

\_\_X\_\_Gender diversity

\_\_\_\_Racial or ethnic diversity

\_\_\_\_Age range diversity

# Greenways Commission

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: \_\_\_\_\_



# Greenways Commission

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:** Rob Crook

**Date of application/last contact:** May 2014

**Summary of qualifications:**

Past member of Greenways Commission, served on EAB (I believe) and works in environmental engineering

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

  X   Yes             No (Briefly explain: spoke to Rob in person last month)

**Applicant attended Advisory Board meeting prior to BOA review.**

☐ X Yes (Date: \_\_\_\_\_) ☐ 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

# Greenways Commission

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: \_\_\_\_\_

# Greenways Commission

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:** Caroline Green

**Date of application/last contact:** did not contact

**Summary of qualifications:**

**Lives near Adam Track, works with the animal shelter.**

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

       Yes      X   No (Briefly explain: we haven't had a meeting for several months)

**Applicant attended Advisory Board meeting prior to BOA 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.**

       Yes      X   No  
Briefly explain: need to contact

**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.**

  X   Gender diversity

       Racial or ethnic diversity

# Greenways Commission

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: \_\_\_\_\_

# Greenways Commission

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:** Kyle Reeves

**Date of application/last contact:** 1/14/2013

**Summary of qualifications:**

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

Yes      X      No (Briefly explain: still need to contact)

**Applicant attended Advisory Board meeting prior to BOA 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.**

\_\_\_\_Yes    XNo (Briefly explain:\_\_\_\_still must  
con )

**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

## Greenways Commission

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.

\_\_\_\_ Previous public service or community involvement

\_\_\_\_ Other: \_\_\_\_\_