



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Tuesday, November 17, 2015

7:30 PM

Board Chambers - Room 110

7:30-7:35

A. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

B. RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

7:35-7:40

1. [15-0378](#) Recognition of Chapel Hill High School Women's Cross Country Team - State Champions

7:40-7:45

2. [15-0377](#) Charges Issued to Recently Appointed Advisory Board Members

7:45-7:50

C. CONSENT AGENDA

1. [15-0379](#) Approval of Previous Meeting Minutes
PURPOSE: The purpose of this item is to adopt the previous meeting minutes.
2. [15-0376](#) A Resolution Setting the Date for the 2016 Board of Aldermen Retreat

PURPOSE: The purpose of this item is to schedule the Board of Aldermen retreat for February 28, 2016 at 10:00 am at the Hampton Inn and Suites in Carrboro.

Attachments: [A RESOLUTION SETTING THE DATE FOR THE 2016 BOARD OF ALDERMEN RETREAT.docx](#)

3. [15-0375](#) Re-financing of Fire Station Construction Loan

PURPOSE: To consider a proposal from BB&T to modify the interest rate for the Town's Fire Station Construction Loan

Attachments: [Resolution Approving Terms of Re-financing Fire Substation](#)
 [Fire Substation Refunding Proposal 11-2-2015](#)

4. [15-0370](#) Town Code Section 4-36 Adverse Weather/Hazardous Conditions Amendment

PURPOSE: The purpose of this item is to amend Section 4-36 of the Town Code.

Attachments: [Attachement A: CURRENT LANGUAGE 4-36 Adverse Weather](#)
 [Attachement B: PROPOSED Amendment Town Code 4-36 adverse weather](#)

5. [15-0371](#) Consideration of a Town Code Amendment Restricting Parking along the Jones Ferry Road Exit of NC Highway 54

PURPOSE: The purpose of this item is for the Board of Aldermen to consider an amendment to the Town Code restricting parking alongside the off-ramp extending from the NC Highway 54 West exit to Jones Ferry Road.

Attachments: [Attachment A - Town Code_Ordinance restricting parking on NC 54 Exit 11-02-15](#)
 [Attachment B - Excerpts from Town Code Chapter 6 - Motor Vehicles and Traffic \(PDF\) 201406051619196657 excerpts](#)

6. [15-0372](#) Consideration of a Town Code Amendment Restricting Parking along Old Pittsboro Road

PURPOSE: The purpose of this item is for the Board of Aldermen to consider an amendment to the Town Code restricting on-street parking along Old Pittsboro Road.

Attachments: [Attachment A - Town Code_Ordinance restricting parking on Old Pittsboro Rd](#)
 [Attachment B - Excerpts from Town Code Chapter 6 - Motor Vehicles and Traffic \(PDF\) 201406051619196657 excerpts](#)

D. GUEST PRESENTATIONS

7:50-8:20

1. [15-0374](#) Bike Share Feasibility in Carrboro Presentation

PURPOSE: The purpose of this item is for the Board of Aldermen to receive a presentation from UNC Department of City and Regional Planning students on their semester-long bike share feasibility study for the Town of Carrboro.

Attachments: [Attachment A - Class Syllabus](#)

8:20-8:30

2. [15-0373](#) Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2015

PURPOSE: The purpose of this presentation is for the Town's independent auditor, Dixon Hughes Goodman LLP, to present and the Board of Aldermen to receive the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2015.

Attachments: [Board Resolution of CAFR Acceptance 12-2014](#)
[Town of Carrboro 2015 Auditors Report to Board](#)

8:30-10:00

E. OTHER MATTERS

1. [15-0367](#) Discussion of Revised Draft Land Use Ordinance Text Amendments Establishing a New Use Classification with Associated Requirements for Facilities Providing Social Services with Dining

PURPOSE: The purpose of this item is for the Board of Aldermen to review a revised draft ordinance that would amend the Land Use Ordinance to establish a new use classification for facilities providing social services with dining as a permissible use in certain zoning districts and consider whether to set a public hearing for January 26, 2016.

Attachments: [Att A - Resolution-2](#)
[Att B - IFC Request for Text Amendment](#)
[Att C - Draft LUO amendment for Community Kitchen 11-06-15 \(MB+\)](#)

F. BRIEF UPDATE FROM BOARD MEMBERS

G. MATTERS BY TOWN MANAGER

H. MATTERS BY TOWN ATTORNEY

I. MATTERS BY TOWN CLERK

J. CLOSED SESSION PERSUANT TO NCGS 143-318.11 (A)(3)



Town of Carrboro

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Agenda Item Abstract

File Number: 15-0377

Agenda Date: 11/17/2015

File Type: Agendas

In Control: Board of Aldermen

Version: 1

Charges Issued to Recently Appointed Advisory Board Members

1. Gwen Barlow - Appearance Commission
2. Hathaway Pendergrass - Planning Board



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Agenda Item Abstract

File Number: 15-0376

Agenda Date: 11/17/2015

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

A Resolution Setting the Date for the 2016 Board of Aldermen Retreat

PURPOSE: The purpose of this item is to schedule the Board of Aldermen retreat for February 28, 2016 at 10:00 am at the Hampton Inn and Suites in Carrboro.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Cathy Dorando, 919-918-7309

INFORMATION: The adoption of the attached resolution will schedule the Board's 2016 retreat. The retreat will be held at the Hampton Inn and Suites in Carrboro on Sunday, February 28, 2016.

Andy Sachs, with the Dispute Settlement Center, will be available, along with a co-facilitator, to facilitate the Board's retreat.

The retreat subcommittee, consisting of Alderman Chaney and Alderman Johnson, will work with the Town Clerk to finalize additional retreat details.

The Town Clerk should publicize this meeting pursuant to the North Carolina Open Meetings Law.

FISCAL & STAFF IMPACT: Costs associated with the retreat will be paid for out of the Boards 2015-16 adopted budget.

RECOMMENDATION: The Board of Aldermen should adopt the attached resolution setting the date of the 2016 Board of Aldermen Retreat.

A RESOLUTION SETTING THE DATE FOR THE 2016 BOARD OF ALDERMEN
RETREAT

NOW, THEREFORE BE IT RESOLVED BY THE CARRBORO BOARD OF ALDERMEN
THAT:

1. The 2016 retreat is scheduled for Sunday, February 28, 2016 at 10:00 am at the Hampton Inn and Suites in Carrboro.
2. The Dispute Settlement Center will be engaged to facilitate the retreat.
3. The Retreat Subcommittee will work with the Town Clerk to finalize details of the retreat.
4. The Town Clerk will post and publicize the meeting pursuant to the North Carolina Open Meetings Law.



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Carrboro, NC 27510

Agenda Item Abstract

File Number: 15-0375

Agenda Date: 11/17/2015

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Re-financing of Fire Station Construction Loan

PURPOSE: To consider a proposal from BB&T to modify the interest rate for the Town's Fire Station Construction Loan

DEPARTMENT: Finance

CONTACT INFORMATION: Arche McAdoo, 918-7439

INFORMATION: On July 1, 2009 the Town entered into an installment financing agreement with Branch Banking and Trust (BB&T) to borrow \$3,250,000 for the construction of a new fire station in the northern area of Town. The term of this financing was 4.07% interest for 15 years with semi-annual payments. With assistance from First Tryon financial advisors, we have explored the market place to see if the Town could re-finance the balance of this loan at a rate lower than 4.07%. To do a formal RFP to refinance the balance of this loan would require additional upfront costs and time as well as the formal approval of the Local Government Commission. Based on contact with several financial institutions, the current market rate for this type of loan appears to be in the 1.75 - 2.75% range. However, there is no guarantee that the Town would receive a formal bid at the low end of this range if the Town were to issue a RFP for refinancing.

During this process we also requested a rate modification from BB&T. BB&T has offered the Town a rate modification of 2.59% (see Attachment B). This will save the Town approximately \$117,000 over the remaining life of the loan.

<u>FY Ending (6/30)</u>	<u>BB&T Existing Rate @</u>	<u>BB&T New Rate @</u>
	<u>4.07%</u>	<u>2.59%</u>
2017	289,418	262,963
2018	280,600	257,351
2019	271,781	251,740
2020	262,963	246,128
2021	254,145	240,516
2022	245,326	234,905

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2023	236,508	229,293
2024	227,690	223,681
2025	110,538	109,736
Total Debt Service	2,178,968	2,056,313
Upfront Cost	-	5,400
Total Cost	2,178,968	2,061,713
Savings over Existing	-	117,255

Because the only change to this financing agreement would be a lower rate, it would not require approval by the Local Government Commission. However, the LGC staff would need to approve this modification.

FISCAL & STAFF IMPACT: The refinancing of the fire station construction loan at the new rate of 2.59% would save the Town \$117,000 over the remaining term.

RECOMMENDATION: That the Board of Aldermen adopt the resolution in Attachment A to approve terms of re-financing the fire station construction loan.

Resolution Approving Terms of Re-financing

WHEREAS, Carrboro, North Carolina (the "Town") has determined to change the terms of the Payment Schedules to that Financing Agreements and Deed of Trusts (the "Original Agreement") granted to F. Louis Loyd, III (the "Deed of Trust Trustee") for the benefit of Branch Banking and Trust Company ("BB&T") for contract # 9933000653-00005; and

WHEREAS, the changes to the terms of the Payment Schedule include revising the interest rates from 4.07% to 2.59% for loan 00005 maturing on 7-15-2024; and

NOW, THEREFORE BE IT RESOLVED by the governing body of the Town of Carrboro, North Carolina that the proposed changes to the Payment Schedule of the Original Agreement are hereby approved and the officers designated to sign financing documents are hereby authorized and directed to take such action as may be necessary to effectuate such changes. All other terms and conditions of the Original Agreement and the Payment Schedule thereof remain in full force and effect.

Adopted this ____ day of _____ 2015

Attestation:

By: _____
Clerk

By: _____
Mayor

SEAL


BB&T Governmental Finance

5130 Parkway Plaza Blvd.
Charlotte, N.C. 28217
(704) 954-1700
Fax (704) 954-1799

November 2, 2015

Mr. Arche McAdoo
Finance Director
Town of Carrboro
301 West Main Street
Carrboro NC 27510

Dear Mr. McAdoo:

Branch Banking and Trust Company ("BB&T") is pleased to offer this proposal for the modification of the Town's Firestation loan, as requested by the Town of Carrboro, (the "Town").

- (1) **Project:** Modification of Loan Contract 9933000653-00005
- (2) **Amount to Be refinanced:** \$1,949,999.00
- (3) **Interest Rates, Financing Terms and Corresponding Payments:**

Contract #	Amount	Maturity	Rate
9933000653-00005	\$1,949,999.00	7-15-2024	2.59%

The amortization shall be amended to reflect the new interest rate and payments shall be adjusted accordingly. Interest accrued since the last payment date may need to be paid if required by the LGC or BB&T to effect the refunding.

The interest rate stated above is valid for a closing not later than 45 days from today.

All existing terms and conditions within the financing documents shall remain in full force and effect including a 1% premium on the new modified loan.

Renumeration for the modification shall be \$2,900 payable upon closing.

- (4) **Financing Documents:**

BB&T and its counsel shall prepare the modification documentation for the Town. Closing shall occur as soon as is reasonable with the Town and BB&T subject to the LGC review and acceptance.

* * *

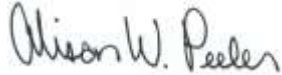
BB&T shall have the right to renegotiate or cancel this offer by notifying the Town of its election to do so (whether or not this offer has previously been accepted by the Town) if at any time prior to the

closing there is a material adverse change in the Town's financial condition if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Town or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to BB&T.

Please call me at (336) 376-0254 with your questions and comments.

Sincerely,

BRANCH BANKING AND TRUST COMPANY

A handwritten signature in dark ink, reading "Alison W. Peeler". The signature is written in a cursive, flowing style.

Alison W. Peeler
Senior Vice President

Enclosure



Town of Carrboro

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Agenda Item Abstract

File Number: 15-0370

Agenda Date: 11/17/2015

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Town Code Section 4-36 Adverse Weather/Hazardous Conditions Amendment

PURPOSE: The purpose of this item is to amend Section 4-36 of the Town Code.

DEPARTMENT: Town Manager's Office, Human Resources Department

CONTACT INFORMATION: Julie Eckenrode 919-918-7304, Carol Dorsey 919-918-7321

INFORMATION: Due to several adverse weather occurrences in the winter of 2014, there is a perceived need to update this section of the town code to help ensure the safety of employees and to recognize that employees local weather/road conditions can vary significantly from weather/road conditions in Carrboro during adverse weather.

The proposed changes will allow the Town Manager to make decisions regarding the opening and/or closing of Town Hall and other Town administrative offices. Additionally, it grants the Town Manager authority to close Town Hall but provide pay or compensatory hours for up to 24 hours for non-exempt employees and up to 3 work days for exempt employees.

Attached are the current code and proposed code.

FISCAL & STAFF IMPACT: Estimated fiscal impact is \$3,502/day based on \$23.50 average hourly rate for the 149 Full-time and Part-time permanent employees. For three days, this amount would total \$10,506.

RECOMMENDATION: Staff recommends implementing the proposed Town Code amendment for Section 4-36 Adverse Weather/Hazardous Conditions.

CURRENT LANGUAGE

Section 4-36 Adverse Weather/Hazardous Conditions

The Town has responsibility for emergency services including law enforcement. Adequate staff are required to operate these critical services seven days per week and 24 hours per day in all weather. Department heads should designate which staff are in critical positions and required to report to work regardless of weather or other hazardous conditions.

The adverse weather/hazardous conditions policy is established to be as fair as possible to all employees by applying the following principles:

1. Maintain adequate staffing at all times of emergency services;
2. Provide for as much safety as possible for all employees in traveling to and from work in hazardous conditions; and
3. Require employees who are not working to use accrued leave, compensatory time, or take leave without pay.

Town offices and departments shall remain open for the full scheduled working day unless authorization for closing or other deviation is received from the Town Manager's office. The Manager will consider the hazard of driving conditions and other relevant factors in determining whether to close Town offices. All departments and offices will be given sufficient advance notice of any authorized closing of non-critical Town functions. Upon authorizing a closing, non-critical staff may use annual leave, earned compensatory time, or time without pay for the hours not worked. Employees who leave work before an official early closing time, as well as employees who report for work late or do not report for work because of hazardous conditions may also use earned annual leave, compensatory leave, or take leave without pay (if other leave is not available) for days or hours not worked.

AN ORDINANCE AMENDING CARRBORO TOWN CODE SECTION 4-36 REGARDING
EMPLOYEE ATTENDANCE AND COMPENSATION DURING ADVERSE WEATHER
CONDITIONS

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Town Code Section 4-36 Adverse Weather/Hazardous Conditions, is amended to read as follows:

- (a) The Town has responsibility for emergency services including law enforcement. Adequate staff are required to operate critical Town Services seven days per week, twenty four hours per day in all weather. Department heads should designate which staff positions and personnel are critical and, therefore, required to report to work regardless of weather or other hazardous conditions.
- (b) All Town departments are affected by extreme weather conditions. The Town Manager will make decisions related to the delayed opening, early closing, or full-day closure of Town Hall and administrative offices. When these circumstances occur, employee work attendance and compensation will be handled as described:

(1) Non-emergency, non-exempt employees: If Town offices are closed due to extreme weather conditions, non-emergency, non-exempt employees will be paid their regular hourly rate for work hours missed due to the closing, up to a maximum of twenty-four (24) hours per fiscal year. If Town offices are open during extreme weather, non-emergency, non-exempt employees with supervisor approval may use accrued time, or leave without pay, if they are absent from work due to local extreme weather conditions. (for example, roads near an employee's home are not clear but roads in Carrboro are safe.)

(2) Non- emergency, exempt employees: If Town offices are closed due to extreme weather conditions, non-emergency, exempt employees will be paid their regular salary for work hours missed due to a full day closing, for a maximum of three (3) full-day closures per fiscal year. If Town offices are open during extreme weather, non-emergency, exempt employees with Town Manger approval may use accrued time, or leave without pay, if they are absent for a full day from work due to extreme weather conditions. (for example, roads near an employee's home are not clear but roads in Carrboro are safe.)

(3) Emergency and weather - essential employees: Many of the Town's employees must function at all times regardless of weather conditions. Emergency and weather-essential employees are required to report to work. The Town Manager will exercise his/her best judgement for each weather situation as to which employees are considered essential. If Town offices delay opening, close early, or are closed for a full day, emergency and weather essential staff who work during this time will receive compensatory time up to but not exceeding twenty-

four (24) hours per year due to extreme weather conditions, in the equivalent amount as non-emergency employees.

(4) There will be no accrual, no pay-out, and no carry-over of these days from one fiscal year to another.

(5) Previously scheduled sick and/or vacation leave during extreme weather conditions will be deducted as originally scheduled and approved and will not be eligible for compensatory time.

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

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 2015.

Ayes:

Noes:

Absent or Excused:



Town of Carrboro

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Agenda Item Abstract

File Number: 15-0371

Agenda Date: 11/17/2015

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Consideration of a Town Code Amendment Restricting Parking along the Jones Ferry Road Exit of NC Highway 54

PURPOSE: The purpose of this item is for the Board of Aldermen to consider an amendment to the Town Code restricting parking alongside the off-ramp extending from the NC Highway 54 West exit to Jones Ferry Road.

DEPARTMENT: Planning

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

INFORMATION: At the September 1, 2015 Board of Aldermen meeting, the Board received a presentation from Michael Adamson illustrating the final rendition of a proposed mural intended for installation on the retaining wall that extends along the off-ramp from the NC Highway 54 West exit to Jones Ferry Road.

The North Carolina Department of Transportation (NCDOT) Right-of-Way Committee has included as a condition of approval that the Town prohibit parking along the ramp due to safety concerns. NCDOT has indicated that if the Town amends the Town Code to prohibit parking their staff will install signage.

On-street parking is discussed in Chapter 6, Article IV, of the Town Code, and more specifically in Section 6-19, Parking Prohibited in Certain Locations at Certain Times. The Traffic and Parking Committee, an interdepartmental workgroup consisting of representatives from the Public Works, Police, Fire, Economic and Community Development and Planning departments, discussed the request to prohibit parking along the Jones Ferry Road exit at its September 8, 2015 regular meeting and supported the restriction.

FISCAL & STAFF IMPACT: Minimal staff impact associated with updating Town Code.

RECOMMENDATION: Staff recommends that the Board of Aldermen adopt the draft ordinance amending the Town Code provided as Attachment A.

AN ORDINANCE AMENDING THE TOWN CODE TO SPECIFY PARKING RESTRICTIONS
ALONG THE NC 54 OFF-RAMP ONTO JONES FERRY ROAD

Draft 11-03-2015

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. Article IV of Chapter 6, Section 6-19 of the Carrboro Town Code (Parking Prohibited in Certain Locations at Certain Times)(b)(1)(qq) is amended to read as follows:

(qq) Along sides of the off-ramp extending from the NC Highway 54 West exit to Jones Ferry Road.

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

Section 3. This ordinance shall become effective upon adoption.

Chapter 6

MOTOR VEHICLES AND TRAFFIC

Article I - Definitions and Interpretations

Section 6-1 Definitions and Rules of Construction (Amend. 3-10-92)

Article II - Traffic Control and Traffic Devices

Section 6-2 Stoplights Required at Certain Intersections and Locations

Section 6-3 Flashing Red and Yellow Lights Required at Certain Intersections and Locations

Section 6-4 Stop Signs Required At Certain Intersections (Amend. 2/18/14)

Section 6-5 Stop Signs At Places Other Than Intersections

Section 6-6 One-Way Streets

Section 6-7 Yield Right-of-Way Signs At Certain Intersections

Section 6-8 Turning Regulated (Amend. 9/6/11)

Section 6-9 Unlawful Passing

Section 6-10 Crosswalks and Safety Zones

Section 6-11 Weight Limitations On Certain Streets

Section 6-12 Play Street

Section 6-13 Blocking Intersections and Crosswalks

Section 6-14 Driveway Openings Near Intersections

Section 6-14.1 Bikeway and Pedestrian Path Regulations

Article III - Speed Limits

Section 6-15 General Speed Limit

Section 6-16 Speed Limits (Amend. 2-18-14)

Section 6-17 Reserved

Article IV - Parking

Section 6-18 Parking Prohibited In Certain Locations - No Traffic Control Devices Required

Section 6-19 Parking Prohibited In Certain Locations at Certain Times (Amend. 2/2/14)

Section 6-20 Parking Prohibited For Certain Purposes

Section 6-21 Parking Close to Curb; Marked Spaces

Section 6-22 Angle Parking

Article V - Loading and Unloading Zones

Section 6-23 Generally

Section 6-24 School Loading Zones

Section 6-25 Commercial Loading Zones

Section 6-26 Public Carrier Loading Zones

Article VI - Miscellaneous

Section 6-27 Funeral Processions

Section 6-28 Special Provisions for Bicycles, Toy Vehicles, Etc.
Section 6-28.1 Jogging at Night Without Reflective Clothing Prohibited
Section 6-28.2 Solicitation of Business from Motor Vehicles
Section 6-28.3 House Moving (Amend. 1/10/89)

Article VII - Registration and License Tax

Section 6-29 Payment of Motor Vehicle License Tax
Sections 6-30 through 6-33 Reserved

Article VIII – Bicycles (Created 3/10/92)

Section 6-34 Establishment of Bikeways (Amend. 9/6/11, 6/11/13)
Section 6-35 Direction of Travel
Section 6-36 Restrictions Upon Use of Bikeways by Motor Vehicles
Section 6-37 Shared Usage by Bicyclists and Pedestrians (Amend. 2-18-14)
Section 6-38 Bicycles and Motor Vehicles Prohibited on Certain Sidewalks
Section 6-39 Bicycles Subject to General Statutes
Section 6-40 Voluntary Registration of Bicycles
Section 6-40.1 Helmets Required for Bicycles

Article IX - Penalties and Remedies

Section 6-41 Penalties and Remedies

Article IV

PARKING

Section 6-18. Parking Prohibited in Certain Locations - No Traffic Control Devices Required

(a) No person may park any vehicle or permit it to stand in any of the following locations:

- (1) As provided in G.S. 20-162, in front of a private driveway.
- (2) As provided in G.S. 20-162, within 15 feet of either direction of a fire hydrant whether or not located in a public right-of-way, or the entrance to a fire station.
- (3) As provided in G.S. 20-162, within 25 feet of the intersection of curb lines, or if none, then within 15 feet of the intersection of property lines at an intersection of highways. (Amend. 3/4/03)
- (4) Within an intersection or on a marked crosswalk.
- (5) Within 30 feet of any traffic control device installed at an intersection regardless of whether the vehicle is located within or outside of the public right-of-way. (Amend. 8/22/78)
- (6) On a sidewalk or on the space between the sidewalk and the curb.
- (7) Subject to subsection (c), in any portion of a roadway intended to carry traffic at the time such vehicle is parked or left standing. (Amend. 2/11/79)
- (8) On the roadway side of any vehicle stopped, standing, or parked at the edge of a curb or street.
- (9) Alongside or opposite any street excavation or obstruction when such parking or standing would obstruct traffic.
- (10) Upon any bridge, overpass, or other elevated structure or within any tunnel or other underpass structure.
- (11) Within 50 feet of the nearest rail of a railroad crossing.
- (12) In any alley or private road in such a manner or under such conditions as to leave available less than 10 feet of the width of the roadway for the free movement of vehicular travel or to block the driveway entrance to any abutting property.

- (13) In any parking space clearly marked as reserved for the handicapped, whether on public or private property unless the driver of or a passenger in such vehicle is handicapped.
- (14) In any bikeway referenced in Section 6-34, with the exception of 6-34 (j), as noted in Section 6-19(b)(5). These bikeways shall be posted with No Parking/Bike Lane/Tow Zone signs. (Amend. 3/10/92)

(b) The administrator may install no parking signs, yellow curb markings or other traffic control devices to indicate where parking and standing is prohibited in accordance with subsection (a) of this section but enforcement of the provisions of this section is not dependent on the installation of such devices.

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

On the west side of Broad Street (Amend. 2/2/88)

Section 6-19. Parking Prohibited in Certain Locations at Certain Times

(a) Subject to subsection (c), whenever, pursuant to subsection (b) of this section, the administrator has installed signs, yellow pavement or other traffic control devices clearly indicating that parking or standing within a specified area is prohibited, or is allowed only at certain times or for a certain duration, no person may park any vehicle or permit it to stand contrary to the directions of those traffic control devices. (Amend. 5/16/95)

(b) The administrator shall install no parking signs, yellow curb markings, or traffic control devices to indicate that parking and standing is prohibited under the following circumstances at the following locations:

(1) No Parking At Any Time

- (a) Both sides of Jones Ferry Road from a point 200 feet south of the intersection of the centerlines of Jones Ferry Road with Main Street. (Amend. 10/27/81, 3/10/92)
- (b) East side of Broad Street (Amend. 1/13/81, 2/2/88)
- (c) Both sides of Lloyd Street from the Intersection of East Main Street to the intersection of Cobb Street. (Amend. 7/10/79, 2/2/88)

- (d) Both sides of North Greensboro Street from the intersection of East Poplar Avenue to the intersection of Hillsborough Road.(Amend. 1/13/81, 10/1/91, 3/10/92)
- (e) Both sides of East Poplar Avenue from the intersection of West Main Street to the intersection of North Greensboro Street. (Amend 2/24/81)
- (f) The west side of Davie Road from the center line of Colson Street running northward a distance of 60 feet. (Amend. 3/24/81)
- (g) Both sides of Roberson Street from the intersection of East Main Street to a point 135 feet east of the centerline of Maple Avenue Extension and the south side of Roberson Street from Maple Avenue Extension to a point 95 feet west of the centerline of Maple Avenue Extension. (Amend. 10/14/81, 02/16/2010)
- (h) Both sides of Fidelity Street from its intersection with Main Street to its intersection with Davie Road, except that parking shall be allowed in the following cases: (1) on the south side of Fidelity Street adjacent to the town cemetery during funerals; (2) on the south side of Fidelity Street from the intersection of Bim Street to a point 720 feet (excluding the fire zone) at the western end of White Oak Townhomes during the hours of 3:00 p.m. – 7:00 p.m. on Wednesdays, 7:00 a.m. to 2:30 p.m. on Saturday and 1:00 p.m. to 6:00 p.m. on Sunday; and (3) the north side of Fidelity Street from the centerline of the intersection of Bim Street to a point 540 feet west during the hours of 3:00 p.m. – 7:00 p.m. on Wednesdays, 7:00 a.m. to 2:30 p.m. on Saturday and 1:00 p.m. to 6:00 p.m. on Sunday. (Amend. 3/9/82, 3/10/92, 2/20/96, 6/25/96, 6/26/07, 9/4/07)
- (i) Both sides of West Weaver Street from a point 250 feet west of the intersection of the centerline of Greensboro Street and Weaver Street to a point 550 feet east of the western intersection of the centerline of Weaver Street and Main Street. (Amend. 3/23/82, 3/10/92)
- (j) The west side of Merritt Mill Road from a point 55 feet from the intersection of Merritt Mill Road and Rosemary Street to a point 55 feet from the intersection of Merritt Mill Road and East Main/West Franklin Street except on Sundays between ~~9:30~~ 8:00 a.m. and ~~1:30~~ 2:00 p.m. (Amend. 10/11/83, 11/12/96, 8/17/99, 9/21/04, 1/11/05).
- (k) Both sides of Blackwood Drive from its intersection with Main Street to a point 185 feet south of the intersection of the centerlines of Main Street and Blackwood Drive. This no parking area shall

extend for the full 30-foot width of the right-of-way on Blackwood Drive. (Amend. 5/8/84)

- (l) Both sides of West Poplar Avenue from the intersection of N.C. 54 to West Main Street. (Amend. 3/10/87, 3/10/92)
- (m) The north side of Shelton Street between Elm Street and North Greensboro Street. (Amend. 3/10/87)
- (n) Both sides of Cemetery Road. (Amend. 5/26/87)
- (o) East side of Lloyd Street from the intersection of Cobb Street to the intersection of Hill Street. (Amend. 2/2/88)
- (p) North side of Cobb Street (Amend. 2/2/88)
- (q) South side of Cobb Street from the intersection of Lloyd Street to a point 150 feet east of the intersection of Lloyd Street (Amend. 2/2/88)
- (r) North side of Fowler Street (Amend. 2/2/88)
- (s) North side of Hill Street (Amend. 2/2/88)
- (t) The north side of Pleasant Drive from its intersection with Crest Street north, including the end of the pavement and remaining right-of-way. (Amend. 9/25/90)
- (u) Both sides of Hillsborough Road from the intersection of Main Street to the intersection of Lorraine Street. (Amend. 10/1/91, 3/10/92)
- (v) Both sides of Main Street from the intersection of Hillsborough Road to the intersection of James Street. (Amend. 10/1/91, 3/10/92)
- (w) Both sides of Short Street. (Amend. 10/20/92)
- (x) Both sides of Oak Avenue from the intersection of Weaver Street to the intersection of North Greensboro Street. (Amend. 5/2/95)
- (y) Both sides of Bim Street between the intersection of Jones Ferry Road to the intersection of Fidelity Street, with the exception that parking shall be allowed on the east side of Bim Street for a distance of 103 feet from the beginning of the wooden planter beams to a point 17 feet north of the southernmost exist of the parking lot during the hours of 3:00 p.m. to 7:00 p.m. on Wednesdays, 7:00 a.m.

to 2:30 p.m. on Saturdays, and 1:00 p.m. to 6:00 p.m. on Sundays.
(Amend. 2/20/96, 6/25/96, 4/5/05, 6/26/07)

- (z) Both sides of Laurel Avenue between the intersection of Jones Ferry Road to the intersection of Main Street, with the exception that parking shall be allowed on the west side of Laurel Avenue bordering the Town's property for a distance of 196 feet during the hours of 3:00 p.m. to 7:00 p.m. on Wednesdays, 7:00 a.m. to 2:30 p.m. on Saturdays and 1:00 p.m. to 6:00 p.m. on Sundays. (Amend. 2/20/96, 6/25/96, 4/5/05, 6/26/07)
- (aa) Both sides of Watters Road from its intersection with North Greensboro Street to the end of town maintenance along the street.
- (bb) The west side of Prince Street from its intersection with Queen Street to the street's northern terminus. (Amend. 4/28/98)
- (cc) Both sides of Cates Farm Road from its intersection with Hillsborough Road to its intersection with Pathway Drive. (Amend. 9/8/98)
- (dd) The west side of Sweet Bay Place from its intersection with Roberson Street to a point 570 feet south of the Roberson Street intersection. (Amend. 3/14/2000, 4/15/2003)
- (ee) The east side of Sweet Bay Place from the point 570 feet south of the Roberson Street intersection to its intersection with Red Sunset Place. (Amend. 3/14/2000, 4/15/2003)
- (ff) ~~The west side of Sweet Bay Place from its intersection with Wannamaker Place to its intersection with Red Sunset Place.~~
(Amend. 3/14/2000, Amend. 3/4/03)
- (gg) The east side of Red Sunset Place from its intersection with Sweet Bay Place to its intersection with Purple Leaf Place. (Amend. 3/14/2000)
- (hh) The west side of Red Sunset Place from its intersection with Sweet Bay Place to its intersection with Purple Leaf Place. (Amend. 3/14/2000)
- (ii) On the east side of Purple Leaf Place from its intersection with Wannamaker Place to its terminus. (Amend. 3/14/2000)
- (jj) The west side of Purple Leaf Place from its intersection with Wannamaker Place to its terminus. (Amend. 3/14/2000)

- (kk) Both sides of Wannamaker Place from its intersection with Sweet Bay Place to its intersection with Purple Leaf Place. (Amend. 3/14/2000)
- (ll) Both sides of Mulberry Street (Amend. 11-20-2001), effective 9-1-2004)
- (mm) Along both sides of E. Carr Street (Amend. 12/8/2009)
- (nn) Both sides of Renee Lynne Court (Amend 9/7/2010)
- (oo) On the north side of West Carr Street from its intersection with South Greensboro Street to a point 80 feet west of the centerline of South Greensboro Street (Created 2/2/14)

(2) No Parking From 6 a.m. to 6 p.m.:

Both sides of Barnes Street from the intersection of Barnes Street and Jones Ferry Road to the intersection of Queen Street.

(3) Parking for Not More Than One Hour, Between 7 a.m. and 5:30 p.m.:
(Amend. 7/23/85)

- (a) Beginning at a point approximately 220 feet east of the intersection of the centerlines of

Weaver Street and North Greensboro Street and running east for approximately 45 feet; and

- (b) Beginning at a point approximately 375 feet east of the intersection of the centerlines of Weaver Street and North Greensboro Street and running east for approximately 80 feet.

- ~~(c) Within the municipal parking lot located at the northwest corner of the intersection of Rosemary Street and Sunset Drive. (This restriction shall be in effect Monday through Friday only.) (Amend. 10/23/2001) (Amend. 10/25/05)~~

- (c) On the south side of Rosemary Street beginning at a point approximately 110 feet west of the intersection of the centerlines of Rosemary Street and Merritt Mill Road and running west for approximately 180 feet. (This restriction shall be in effect Monday through Saturday only.) (Amend. 6/21/05)

- (d) On the east side of Boyd Street beginning at a point approximately 25 feet south of the intersection of curb lines at the intersection of Boyd Street and Main Street and running south for approximately 105 feet. (This restriction shall be in effect Monday through Saturday only.) (Amend. 6/21/05)

- (4) Parking for Not More Than Two Hours, Between 7:00 a.m. and 5:30 p.m.:
(Amend. 5/4/2004)
- (a) In the municipal parking lot located at 106 / 108 / 110 East Main Street. Notwithstanding the foregoing, nine designated spaces in the lot are reserved from 8:30 a.m. to 5:30 p.m. for owners and tenants of 106 / 108 / 110 East Main Street. (Amend. 6/22/2004)
 - (b) In the municipal parking lot located at the southeast corner of the intersection of Roberson Street and Main Street. (Amend. 6/22/2004)
 - (c) Within the municipal parking lot located at the northwest corner of the intersection of Rosemary Street and Sunset Drive. (This restriction shall be in effect Monday through Friday only.) Amend. 10/25/05
 - (d) Within the municipal parking lot located at 303 West Weaver Street (Amend. 2/21/06)
 - (e) Within the municipal parking lot located at the southeast corner of the intersection of S. Greensboro Street and Roberson Street. (Amend. 12/8/2009)
 - (f) Within the municipal parking located on Laurel Avenue (Amend. 6/25/13)
 - (g) Within the leased parking spaces at the 300 East Main Street Development (Amend. 6/25/13)
- (5) No parking from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:30 p.m., Monday through Friday: (Amend. 6/26/90)
- Both sides of Pathway Drive from a point beginning at the end of the pavement 200 feet northwest of the intersection of Cobblestone Drive and Pathway Drive running east 3,619 feet to the southeast end of Pathway Drive.
- Both sides of Cates Farm Road from its intersection with Pathway Drive to its terminus at the intersection with Autumn Drive. (Amend. 9/8/98)
- (6) No parking or standing from 7:00 a.m. to 9:00 a.m. and from 2:00 p.m. to 4:00 p.m., Monday through Friday: (Amend. 2/4/2003)
- Both sides of Barington Hills Road from its intersection with Hillsborough Road to its intersection with Bruton Drive.

~~(7) — Parking for not more than two hours, between 7:00 a.m. and 5:30 p.m.:~~
~~(Amend. 4/15/2003)~~

~~(a) — The east side of Sweet Bay Place from its intersection with Roberson Street to a point 570 feet south of the Roberson Street intersection.~~
~~(Deleted 11/20/07)~~

- (8) The municipal parking lot located at the southwest corner of the intersection of Greensboro Street and Weaver Street is reserved for visitors and staff of the Carrboro Century Center. Notwithstanding the foregoing, ten designated spaces in the lot are reserved for Carrboro Police Department vehicles from 8:30 a.m. to 5:30 p.m. and one designated space is for parking for not more than 30 minutes. (Amend. 6/22/2004)
- (9) The municipal parking lot located on the east side of the Carrboro Century Center is reserved for Town of Carrboro vehicles only. (Amend. 6/22/2004)
- (10) In the municipal parking lot located at Carrboro Town Hall and the Carrboro Town Commons, four designated spaces are reserved for visitor parking for not more than two hours, eight designated spaces are reserved for Town of Carrboro vehicles, and one designated space is reserved for use as a loading zone. (Amend. 6/22/2004)
- ~~(11) No Parking from 3:00 am. To 5:00 a.m. — (Created. 6/25/13, Deleted 2/18/14)~~

All town parking lots

Section 6-20. Parking Prohibited for Certain Purposes

No person may park any vehicle or permit it to stand upon any street for any of the following principle purposes:

- (1) Displaying it for sale, except foreclosure and judicial sales;
- (2) Washing, greasing, changing tires, or repairing such vehicle, except to the extent necessitated by an emergency;
- (3) Storing it;
- (4) Advertising.

Section 6-21. Parking Close to Curb; Marked Spaces

(a) Except as otherwise provided in this article, no person may park a vehicle or permit it to stand in a roadway other than parallel with the edge of the roadway, heading in the direction of

lawful traffic movement, and with the wheels of the vehicle within eighteen (18) inches of the curb or the edge of the roadway.

(b) The administrator may mark any street where parking is permitted with lines that indicate that parking space for vehicles, and no person may park any vehicle outside such lines.

Section 6-22. Angle Parking

(a) Whenever, pursuant to subsection (b), pavement markings have been installed to indicate that angle parking is permitted, no person may park or permit a vehicle to stand within an area so marked unless the vehicle is located entirely within a marked space.

(b) Parking at an angle of approximately 45 degrees to the curb shall be allowed at the following areas to indicate that only angle parking is permitted:

None



Town of Carrboro

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

Agenda Item Abstract

File Number: 15-0372

Agenda Date: 11/17/2015

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Consideration of a Town Code Amendment Restricting Parking along Old Pittsboro Road

PURPOSE: The purpose of this item is for the Board of Aldermen to consider an amendment to the Town Code restricting on-street parking along Old Pittsboro Road.

DEPARTMENT: Planning

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

INFORMATION: During the summer months, a number of residents living in the Old Pittsboro Road community expressed concerns relating to new construction and safety, particularly the limited visibility of pedestrians due to construction vehicle parking.

On-street parking is discussed in Chapter 6, Article IV, of the Town Code, and more specifically in Section 6-19, Parking Prohibited in Certain Locations at Certain Times. The Traffic and Parking Committee, an interdepartmental workgroup consisting of representatives from the Public Works, Police, Fire, Economic and Community Development and Planning departments, discussed the request to address vehicle parking on Old Pittsboro Road at its September 8, 2015 meeting and supported the installation of 'no parking' signage. A Town Code amendment establishing this restriction has been prepared for the Board's consideration. Staff is also seeking to identify a location where a cautionary sign, alerting travelers to the presence of pedestrians along the street, may be installed. This action would not require an amendment to the Town Code.

FISCAL & STAFF IMPACT: Minimal staff impact associated with updating Town Code and installing signs on Old Pittsboro Road.

RECOMMENDATION: Staff recommends that the Board of Aldermen adopt the draft ordinance amending the Town Code provided as Attachment A.

AN ORDINANCE AMENDING THE TOWN CODE TO SPECIFY PARKING RESTRICTIONS
ALONG OLD PITTSBORO ROAD

Draft 11-03-2015

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. Article IV of Chapter 6, Section 6-19 of the Carrboro Town Code (Parking Prohibited in Certain Locations at Certain Times)(b)(1)(rr) is amended to read as follows:

(rr) Both sides of Pittsboro Road.

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

Section 3. This ordinance shall become effective upon adoption.

Chapter 6

MOTOR VEHICLES AND TRAFFIC

Article I - Definitions and Interpretations

Section 6-1 Definitions and Rules of Construction (Amend. 3-10-92)

Article II - Traffic Control and Traffic Devices

Section 6-2 Stoplights Required at Certain Intersections and Locations

Section 6-3 Flashing Red and Yellow Lights Required at Certain Intersections and Locations

Section 6-4 Stop Signs Required At Certain Intersections (Amend. 2/18/14)

Section 6-5 Stop Signs At Places Other Than Intersections

Section 6-6 One-Way Streets

Section 6-7 Yield Right-of-Way Signs At Certain Intersections

Section 6-8 Turning Regulated (Amend. 9/6/11)

Section 6-9 Unlawful Passing

Section 6-10 Crosswalks and Safety Zones

Section 6-11 Weight Limitations On Certain Streets

Section 6-12 Play Street

Section 6-13 Blocking Intersections and Crosswalks

Section 6-14 Driveway Openings Near Intersections

Section 6-14.1 Bikeway and Pedestrian Path Regulations

Article III - Speed Limits

Section 6-15 General Speed Limit

Section 6-16 Speed Limits (Amend. 2-18-14)

Section 6-17 Reserved

Article IV - Parking

Section 6-18 Parking Prohibited In Certain Locations - No Traffic Control Devices Required

Section 6-19 Parking Prohibited In Certain Locations at Certain Times (Amend. 2/2/14)

Section 6-20 Parking Prohibited For Certain Purposes

Section 6-21 Parking Close to Curb; Marked Spaces

Section 6-22 Angle Parking

Article V - Loading and Unloading Zones

Section 6-23 Generally

Section 6-24 School Loading Zones

Section 6-25 Commercial Loading Zones

Section 6-26 Public Carrier Loading Zones

Article VI - Miscellaneous

Section 6-27 Funeral Processions

Section 6-28 Special Provisions for Bicycles, Toy Vehicles, Etc.
Section 6-28.1 Jogging at Night Without Reflective Clothing Prohibited
Section 6-28.2 Solicitation of Business from Motor Vehicles
Section 6-28.3 House Moving (Amend. 1/10/89)

Article VII - Registration and License Tax

Section 6-29 Payment of Motor Vehicle License Tax
Sections 6-30 through 6-33 Reserved

Article VIII – Bicycles (Created 3/10/92)

Section 6-34 Establishment of Bikeways (Amend. 9/6/11, 6/11/13)
Section 6-35 Direction of Travel
Section 6-36 Restrictions Upon Use of Bikeways by Motor Vehicles
Section 6-37 Shared Usage by Bicyclists and Pedestrians (Amend. 2-18-14)
Section 6-38 Bicycles and Motor Vehicles Prohibited on Certain Sidewalks
Section 6-39 Bicycles Subject to General Statutes
Section 6-40 Voluntary Registration of Bicycles
Section 6-40.1 Helmets Required for Bicycles

Article IX - Penalties and Remedies

Section 6-41 Penalties and Remedies

Article IV

PARKING

Section 6-18. Parking Prohibited in Certain Locations - No Traffic Control Devices Required

(a) No person may park any vehicle or permit it to stand in any of the following locations:

- (1) As provided in G.S. 20-162, in front of a private driveway.
- (2) As provided in G.S. 20-162, within 15 feet of either direction of a fire hydrant whether or not located in a public right-of-way, or the entrance to a fire station.
- (3) As provided in G.S. 20-162, within 25 feet of the intersection of curb lines, or if none, then within 15 feet of the intersection of property lines at an intersection of highways. (Amend. 3/4/03)
- (4) Within an intersection or on a marked crosswalk.
- (5) Within 30 feet of any traffic control device installed at an intersection regardless of whether the vehicle is located within or outside of the public right-of-way. (Amend. 8/22/78)
- (6) On a sidewalk or on the space between the sidewalk and the curb.
- (7) Subject to subsection (c), in any portion of a roadway intended to carry traffic at the time such vehicle is parked or left standing. (Amend. 2/11/79)
- (8) On the roadway side of any vehicle stopped, standing, or parked at the edge of a curb or street.
- (9) Alongside or opposite any street excavation or obstruction when such parking or standing would obstruct traffic.
- (10) Upon any bridge, overpass, or other elevated structure or within any tunnel or other underpass structure.
- (11) Within 50 feet of the nearest rail of a railroad crossing.
- (12) In any alley or private road in such a manner or under such conditions as to leave available less than 10 feet of the width of the roadway for the free movement of vehicular travel or to block the driveway entrance to any abutting property.

- (13) In any parking space clearly marked as reserved for the handicapped, whether on public or private property unless the driver of or a passenger in such vehicle is handicapped.
- (14) In any bikeway referenced in Section 6-34, with the exception of 6-34 (j), as noted in Section 6-19(b)(5). These bikeways shall be posted with No Parking/Bike Lane/Tow Zone signs. (Amend. 3/10/92)

(b) The administrator may install no parking signs, yellow curb markings or other traffic control devices to indicate where parking and standing is prohibited in accordance with subsection (a) of this section but enforcement of the provisions of this section is not dependent on the installation of such devices.

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

On the west side of Broad Street (Amend. 2/2/88)

Section 6-19. Parking Prohibited in Certain Locations at Certain Times

(a) Subject to subsection (c), whenever, pursuant to subsection (b) of this section, the administrator has installed signs, yellow pavement or other traffic control devices clearly indicating that parking or standing within a specified area is prohibited, or is allowed only at certain times or for a certain duration, no person may park any vehicle or permit it to stand contrary to the directions of those traffic control devices. (Amend. 5/16/95)

(b) The administrator shall install no parking signs, yellow curb markings, or traffic control devices to indicate that parking and standing is prohibited under the following circumstances at the following locations:

(1) No Parking At Any Time

- (a) Both sides of Jones Ferry Road from a point 200 feet south of the intersection of the centerlines of Jones Ferry Road with Main Street. (Amend. 10/27/81, 3/10/92)
- (b) East side of Broad Street (Amend. 1/13/81, 2/2/88)
- (c) Both sides of Lloyd Street from the Intersection of East Main Street to the intersection of Cobb Street. (Amend. 7/10/79, 2/2/88)

- (d) Both sides of North Greensboro Street from the intersection of East Poplar Avenue to the intersection of Hillsborough Road.(Amend. 1/13/81, 10/1/91, 3/10/92)
- (e) Both sides of East Poplar Avenue from the intersection of West Main Street to the intersection of North Greensboro Street. (Amend 2/24/81)
- (f) The west side of Davie Road from the center line of Colson Street running northward a distance of 60 feet. (Amend. 3/24/81)
- (g) Both sides of Roberson Street from the intersection of East Main Street to a point 135 feet east of the centerline of Maple Avenue Extension and the south side of Roberson Street from Maple Avenue Extension to a point 95 feet west of the centerline of Maple Avenue Extension. (Amend. 10/14/81, 02/16/2010)
- (h) Both sides of Fidelity Street from its intersection with Main Street to its intersection with Davie Road, except that parking shall be allowed in the following cases: (1) on the south side of Fidelity Street adjacent to the town cemetery during funerals; (2) on the south side of Fidelity Street from the intersection of Bim Street to a point 720 feet (excluding the fire zone) at the western end of White Oak Townhomes during the hours of 3:00 p.m. – 7:00 p.m. on Wednesdays, 7:00 a.m. to 2:30 p.m. on Saturday and 1:00 p.m. to 6:00 p.m. on Sunday; and (3) the north side of Fidelity Street from the centerline of the intersection of Bim Street to a point 540 feet west during the hours of 3:00 p.m. – 7:00 p.m. on Wednesdays, 7:00 a.m. to 2:30 p.m. on Saturday and 1:00 p.m. to 6:00 p.m. on Sunday. (Amend. 3/9/82, 3/10/92, 2/20/96, 6/25/96, 6/26/07, 9/4/07)
- (i) Both sides of West Weaver Street from a point 250 feet west of the intersection of the centerline of Greensboro Street and Weaver Street to a point 550 feet east of the western intersection of the centerline of Weaver Street and Main Street. (Amend. 3/23/82, 3/10/92)
- (j) The west side of Merritt Mill Road from a point 55 feet from the intersection of Merritt Mill Road and Rosemary Street to a point 55 feet from the intersection of Merritt Mill Road and East Main/West Franklin Street except on Sundays between ~~9:30~~ 8:00 a.m. and ~~1:30~~ 2:00 p.m. (Amend. 10/11/83, 11/12/96, 8/17/99, 9/21/04, 1/11/05).
- (k) Both sides of Blackwood Drive from its intersection with Main Street to a point 185 feet south of the intersection of the centerlines of Main Street and Blackwood Drive. This no parking area shall

extend for the full 30-foot width of the right-of-way on Blackwood Drive. (Amend. 5/8/84)

- (l) Both sides of West Poplar Avenue from the intersection of N.C. 54 to West Main Street. (Amend. 3/10/87, 3/10/92)
- (m) The north side of Shelton Street between Elm Street and North Greensboro Street. (Amend. 3/10/87)
- (n) Both sides of Cemetery Road. (Amend. 5/26/87)
- (o) East side of Lloyd Street from the intersection of Cobb Street to the intersection of Hill Street. (Amend. 2/2/88)
- (p) North side of Cobb Street (Amend. 2/2/88)
- (q) South side of Cobb Street from the intersection of Lloyd Street to a point 150 feet east of the intersection of Lloyd Street (Amend. 2/2/88)
- (r) North side of Fowler Street (Amend. 2/2/88)
- (s) North side of Hill Street (Amend. 2/2/88)
- (t) The north side of Pleasant Drive from its intersection with Crest Street north, including the end of the pavement and remaining right-of-way. (Amend. 9/25/90)
- (u) Both sides of Hillsborough Road from the intersection of Main Street to the intersection of Lorraine Street. (Amend. 10/1/91, 3/10/92)
- (v) Both sides of Main Street from the intersection of Hillsborough Road to the intersection of James Street. (Amend. 10/1/91, 3/10/92)
- (w) Both sides of Short Street. (Amend. 10/20/92)
- (x) Both sides of Oak Avenue from the intersection of Weaver Street to the intersection of North Greensboro Street. (Amend. 5/2/95)
- (y) Both sides of Bim Street between the intersection of Jones Ferry Road to the intersection of Fidelity Street, with the exception that parking shall be allowed on the east side of Bim Street for a distance of 103 feet from the beginning of the wooden planter beams to a point 17 feet north of the southernmost exist of the parking lot during the hours of 3:00 p.m. to 7:00 p.m. on Wednesdays, 7:00 a.m.

to 2:30 p.m. on Saturdays, and 1:00 p.m. to 6:00 p.m. on Sundays.
(Amend. 2/20/96, 6/25/96, 4/5/05, 6/26/07)

- (z) Both sides of Laurel Avenue between the intersection of Jones Ferry Road to the intersection of Main Street, with the exception that parking shall be allowed on the west side of Laurel Avenue bordering the Town's property for a distance of 196 feet during the hours of 3:00 p.m. to 7:00 p.m. on Wednesdays, 7:00 a.m. to 2:30 p.m. on Saturdays and 1:00 p.m. to 6:00 p.m. on Sundays. (Amend. 2/20/96, 6/25/96, 4/5/05, 6/26/07)
- (aa) Both sides of Watters Road from its intersection with North Greensboro Street to the end of town maintenance along the street.
- (bb) The west side of Prince Street from its intersection with Queen Street to the street's northern terminus. (Amend. 4/28/98)
- (cc) Both sides of Cates Farm Road from its intersection with Hillsborough Road to its intersection with Pathway Drive. (Amend. 9/8/98)
- (dd) The west side of Sweet Bay Place from its intersection with Roberson Street to a point 570 feet south of the Roberson Street intersection. (Amend. 3/14/2000, 4/15/2003)
- (ee) The east side of Sweet Bay Place from the point 570 feet south of the Roberson Street intersection to its intersection with Red Sunset Place. (Amend. 3/14/2000, 4/15/2003)
- (ff) ~~The west side of Sweet Bay Place from its intersection with Wannamaker Place to its intersection with Red Sunset Place.~~
(Amend. 3/14/2000, Amend. 3/4/03)
- (gg) The east side of Red Sunset Place from its intersection with Sweet Bay Place to its intersection with Purple Leaf Place. (Amend. 3/14/2000)
- (hh) The west side of Red Sunset Place from its intersection with Sweet Bay Place to its intersection with Purple Leaf Place. (Amend. 3/14/2000)
- (ii) On the east side of Purple Leaf Place from its intersection with Wannamaker Place to its terminus. (Amend. 3/14/2000)
- (jj) The west side of Purple Leaf Place from its intersection with Wannamaker Place to its terminus. (Amend. 3/14/2000)

- (kk) Both sides of Wannamaker Place from its intersection with Sweet Bay Place to its intersection with Purple Leaf Place. (Amend. 3/14/2000)
- (ll) Both sides of Mulberry Street (Amend. 11-20-2001), effective 9-1-2004)
- (mm) Along both sides of E. Carr Street (Amend. 12/8/2009)
- (nn) Both sides of Renee Lynne Court (Amend 9/7/2010)
- (oo) On the north side of West Carr Street from its intersection with South Greensboro Street to a point 80 feet west of the centerline of South Greensboro Street (Created 2/2/14)

(2) No Parking From 6 a.m. to 6 p.m.:

Both sides of Barnes Street from the intersection of Barnes Street and Jones Ferry Road to the intersection of Queen Street.

(3) Parking for Not More Than One Hour, Between 7 a.m. and 5:30 p.m.:
(Amend. 7/23/85)

- (a) Beginning at a point approximately 220 feet east of the intersection of the centerlines of

Weaver Street and North Greensboro Street and running east for approximately 45 feet; and

- (b) Beginning at a point approximately 375 feet east of the intersection of the centerlines of Weaver Street and North Greensboro Street and running east for approximately 80 feet.

- ~~(c) Within the municipal parking lot located at the northwest corner of the intersection of Rosemary Street and Sunset Drive. (This restriction shall be in effect Monday through Friday only.) (Amend. 10/23/2001) (Amend. 10/25/05)~~

- (c) On the south side of Rosemary Street beginning at a point approximately 110 feet west of the intersection of the centerlines of Rosemary Street and Merritt Mill Road and running west for approximately 180 feet. (This restriction shall be in effect Monday through Saturday only.) (Amend. 6/21/05)

- (d) On the east side of Boyd Street beginning at a point approximately 25 feet south of the intersection of curb lines at the intersection of Boyd Street and Main Street and running south for approximately 105 feet. (This restriction shall be in effect Monday through Saturday only.) (Amend. 6/21/05)

- (4) Parking for Not More Than Two Hours, Between 7:00 a.m. and 5:30 p.m.:
(Amend. 5/4/2004)
- (a) In the municipal parking lot located at 106 / 108 / 110 East Main Street. Notwithstanding the foregoing, nine designated spaces in the lot are reserved from 8:30 a.m. to 5:30 p.m. for owners and tenants of 106 / 108 / 110 East Main Street. (Amend. 6/22/2004)
 - (b) In the municipal parking lot located at the southeast corner of the intersection of Roberson Street and Main Street. (Amend. 6/22/2004)
 - (c) Within the municipal parking lot located at the northwest corner of the intersection of Rosemary Street and Sunset Drive. (This restriction shall be in effect Monday through Friday only.) Amend. 10/25/05
 - (d) Within the municipal parking lot located at 303 West Weaver Street (Amend. 2/21/06)
 - (e) Within the municipal parking lot located at the southeast corner of the intersection of S. Greensboro Street and Roberson Street. (Amend. 12/8/2009)
 - (f) Within the municipal parking located on Laurel Avenue (Amend. 6/25/13)
 - (g) Within the leased parking spaces at the 300 East Main Street Development (Amend. 6/25/13)
- (5) No parking from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:30 p.m., Monday through Friday: (Amend. 6/26/90)
- Both sides of Pathway Drive from a point beginning at the end of the pavement 200 feet northwest of the intersection of Cobblestone Drive and Pathway Drive running east 3,619 feet to the southeast end of Pathway Drive.
- Both sides of Cates Farm Road from its intersection with Pathway Drive to its terminus at the intersection with Autumn Drive. (Amend. 9/8/98)
- (6) No parking or standing from 7:00 a.m. to 9:00 a.m. and from 2:00 p.m. to 4:00 p.m., Monday through Friday: (Amend. 2/4/2003)
- Both sides of Barington Hills Road from its intersection with Hillsborough Road to its intersection with Bruton Drive.

~~(7) — Parking for not more than two hours, between 7:00 a.m. and 5:30 p.m.:
(Amend. 4/15/2003)~~

~~(a) — The east side of Sweet Bay Place from its intersection with Roberson Street to a point 570 feet south of the Roberson Street intersection.
(Deleted 11/20/07)~~

- (8) The municipal parking lot located at the southwest corner of the intersection of Greensboro Street and Weaver Street is reserved for visitors and staff of the Carrboro Century Center. Notwithstanding the foregoing, ten designated spaces in the lot are reserved for Carrboro Police Department vehicles from 8:30 a.m. to 5:30 p.m. and one designated space is for parking for not more than 30 minutes. (Amend. 6/22/2004)
- (9) The municipal parking lot located on the east side of the Carrboro Century Center is reserved for Town of Carrboro vehicles only. (Amend. 6/22/2004)
- (10) In the municipal parking lot located at Carrboro Town Hall and the Carrboro Town Commons, four designated spaces are reserved for visitor parking for not more than two hours, eight designated spaces are reserved for Town of Carrboro vehicles, and one designated space is reserved for use as a loading zone. (Amend. 6/22/2004)
- ~~(11) No Parking from 3:00 am. To 5:00 a.m. — (Created. 6/25/13, Deleted 2/18/14)~~

All town parking lots

Section 6-20. Parking Prohibited for Certain Purposes

No person may park any vehicle or permit it to stand upon any street for any of the following principle purposes:

- (1) Displaying it for sale, except foreclosure and judicial sales;
- (2) Washing, greasing, changing tires, or repairing such vehicle, except to the extent necessitated by an emergency;
- (3) Storing it;
- (4) Advertising.

Section 6-21. Parking Close to Curb; Marked Spaces

(a) Except as otherwise provided in this article, no person may park a vehicle or permit it to stand in a roadway other than parallel with the edge of the roadway, heading in the direction of

lawful traffic movement, and with the wheels of the vehicle within eighteen (18) inches of the curb or the edge of the roadway.

(b) The administrator may mark any street where parking is permitted with lines that indicate that parking space for vehicles, and no person may park any vehicle outside such lines.

Section 6-22. Angle Parking

(a) Whenever, pursuant to subsection (b), pavement markings have been installed to indicate that angle parking is permitted, no person may park or permit a vehicle to stand within an area so marked unless the vehicle is located entirely within a marked space.

(b) Parking at an angle of approximately 45 degrees to the curb shall be allowed at the following areas to indicate that only angle parking is permitted:

None



Town of Carrboro

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

Agenda Item Abstract

File Number: 15-0374

Agenda Date: 11/17/2015

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Bike Share Feasibility in Carrboro Presentation

PURPOSE: The purpose of this item is for the Board of Aldermen to receive a presentation from UNC Department of City and Regional Planning students on their semester-long bike share feasibility study for the Town of Carrboro.

DEPARTMENT: Planning

CONTACT INFORMATION: Bergen Watterson, Transportation Planner - 919-918-7329,
bwatterson@townofcarrboro.org

INFORMATION: Students in the UNC Department of City and Regional Planning Transportation Workshop conducted a bike share feasibility study for the Town of Carrboro over the course of this fall semester. They performed a literature review, researched bike share programs in peer cities, conducted local stakeholder interviews, and gathered data to analyze demand and suitability of a bike share program. The students will share their findings and provide recommendations to the Board of Aldermen regarding the possible future of bike share in Carrboro.

FISCAL & STAFF IMPACT: Receiving the report and providing feedback have no fiscal impact, and require minor staff time.

RECOMMENDATION: Staff recommends that the Board receive the presentation.

COURSE SYLLABUS

PLAN 823 (SECTION 1) — FALL 2015 Bike-Sharing in Carrboro, NC

Class time:	M, W 9:05-10:20AM
Class location:	New East 102
Client:	Bergen Watterson (BWatterson@townofcarrboro.org), Town of Carrboro
Faculty coordinator:	Daniel Rodríguez (danrod@unc.edu)

BACKGROUND

Over the years, the Town of Carrboro has often been commended for its bike infrastructure and friendliness. It is the only town in North Carolina that has achieved the Silver level from the League of American Bicyclists' *Bicycle Friendly Community Program*, and one of only several in the Southeast. The idea of a Carrboro bike share has been kicked around for over 5 years, since the Blue Urban Bikes (an unofficial bike share program sponsored by the ReCyclery) faded away. Several years ago there was talk of starting a regional bike share program, but Raleigh was the only community that moved forward and funded a feasibility study.

At the same time, the town of Carrboro has been facing increasing demands to provide additional parking close to destinations. As the town develops further, this becomes impractical. Others have suggested that Carrboro should begin charging for parking. In the midst of these discussions, bicycle sharing emerges as an alternative that allows residents and visitors to move within the expanded downtown of Carrboro without having to drive to every destination. Visitors may drive to a parking lot and can use the bicycle sharing system to link trips within the downtown. The system may also include the downtown of Chapel Hill.

GOAL

This workshop will develop a feasibility study of bicycle sharing for Carrboro. Some general goals of bike share in Carrboro would be:

- 1) To decrease automobile trips to/from and within downtown
- 2) To create less demand for parking spaces
- 3) To provide last mile options for commuters and downtown visitors.
- 4) To offer general recreation and mobility with the bikeshare service area
- 5) To bolster tourism

The purpose of the feasibility study is to examine the potential of implementing a bike share program in Carrboro. The feasibility study should examine potential station locations, projected demand, capital costs/operations & maintenance, various models of operations, benefits to the town, etc. The workshop will conclude with a report and a presentation to the Carrboro Board of Aldermen to discuss the main findings and recommendations.

OBJECTIVES

The following objectives comprise the workshop:

Objective 1: Provide a literature review of bike share in US cities

- Introduction and background information
- Different models of bike share/governance structure
- Best practices and evaluation of various programs

Objective 2: Conduct a community analysis of Carrboro (+ Chapel Hill/UNC if appropriate)

- Demographics
- Natural features
- Transportation indicators
- Existing infrastructure
- Near-term developments

Objective 3: Identify policies and/or planning documents that may affect bike share

- Zoning regulations
- Comprehensive plans
- Town Code
- NCDOT
- Go Triangle (Triangle Transit)
- DCHC MPO

Objective 4: Analyze and cost demand for bike share in Carrboro (+ Chapel Hill/UNC if appropriate)

- Develop and apply methodology to estimate demand and cost
- Consider focus population: tourists/visitors? Students and residents? Downtown workers? Others?
- Identify and use indicators and weights as necessary
- Estimate potential demand, capital costs, and operating costs; convey uncertainty of estimates

Objective 5: Provide recommendations for Carrboro (+ Chapel Hill/UNC if appropriate)

- Will bike share work?
- Where should the stations be located?
- How many stations, how many bikes?
- What are possible governance structures/business models? How could it be funded?
- How can equity be ensured?

WORKSHOP FORMAT

This workshop is driven by students. For the first few weeks, we expect to meet once a week on Wednesdays, while the team is expected to use the Monday time to read existing background materials and collect additional material. This will allow us to refine the objectives, have access to critical data, assign responsibilities, and develop a timeline of tasks and expected completion dates.

Towards the middle and of the semester, we may meet on Mondays as needed. Students should have the Monday class time available always, either to meet in the classroom, or to ensure a minimum block of time in which nobody has conflicts. Students are responsible for the on-time delivery of quality products. The faculty member will assist students in key decisions regarding the work, but please remember that the Town of Carrboro is the ultimate client in this exercise. A final report is to be delivered by December 1, 2015. A Presentation to the Board of Aldermen will also be required.

RESOURCES

Related documents, datasets and their metadata, are available on Sakai (sakai.unc.edu).

Raleigh Bike Share Feasibility Study:

<file:///C:/Users/BWatterson/Downloads/RaleighBikeshareFeasibilityStudy.pdf>

Memphis Bike Share Feasibility Study:

https://bikepedmemphis.files.wordpress.com/2013/02/memphis-bike-share-final-report_021913.pdf

Bike Sharing in the United States: State of the Practice and Guide to Implementation:

https://bikepedmemphis.files.wordpress.com/2013/02/memphis-bike-share-final-report_021913.pdf

Carrboro GIS data: <http://www.townofcarrboro.org/142/Geographic-Information-Systems>

Carrboro Planning documents: <http://www.townofcarrboro.org/750/Planning-Library>



Town of Carrboro

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

Agenda Item Abstract

File Number: 15-0373

Agenda Date: 11/17/2015

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2015

PURPOSE: The purpose of this presentation is for the Town's independent auditor, Dixon Hughes Goodman LLP, to present and the Board of Aldermen to receive the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2015.

DEPARTMENT: Finance

CONTACT INFORMATION: Arche McAdoo, 918-7439

INFORMATION: The Town is required to produce annually a Comprehensive Annual Financial Report that includes financial statements that have been audited by an independent certified public accounting firm. This report is submitted to the North Carolina Local Government Commission (LGC) and presented to the Board of Aldermen each year. The CAFR is filed with the Municipal Securities Rulemaking Board as part of the continuing disclosure requirements related to the Town's issuance of \$4.6 million General Obligation Sidewalk and Greenways Bonds, Series 2013.

The Carrboro Tourism Development Authority (CTDA) established by the Board in March 2013 is a public authority under the Local Government Budget and Fiscal Control Act. As such, the CTDA is required to produce its own independent audited financial statements. The accounting rules, however, require that the Town show the CTDA as a "component unit" in Town financial statements.

Attachment B is the required "Communication with Those Charged with Governance" from Dixon Hughes Goodman, which is a normal means of communicating with the Board each year regarding the audit. The opinion of the independent auditors is that they find the financial statements present fairly, in all material respects, the financial position of the Town as of June 30, 2015. No management letter identifying needed operational improvements or material weaknesses in internal controls have been provided by the independent auditors for this audit period.

FISCAL & STAFF IMPACT: None.

RECOMMENDATION: That the Board approve the attached resolution accepting the CAFR for fiscal year ended June 30, 2015.

**A RESOLUTION ACCEPTING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT
AND INDEPENDENT AUDITOR'S SAS 114 LETTER FOR THE FISCAL YEAR ENDING
JUNE 30, 2015**

WHEREAS, the Carrboro Board of Aldermen have received the Comprehensive Annual Financial Report including independent auditor's opinion and SAS 114 Letter for fiscal year ending June 30, 2015; and

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

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

Section 1: Accept the Comprehensive Annual Financial Report with independent auditor's opinion and SAS 114 Letter for fiscal year ending June 30, 2015.

**Report to the
Board of Aldermen**

Town of Carrboro, North Carolina

October 29, 2015



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Contacts

John Frank, CPA

Partner
Dixon Hughes Goodman LLP
1829 Eastchester Drive
High Point, North Carolina 27265
336.822.4308
John.Frank@dhgllp.com

Brandon Flinchum, CPA

Senior Manager
Dixon Hughes Goodman LLP
1829 Eastchester Drive
High Point, North Carolina 27265
336.822.4318
Brandon.Flinchum@dhgllp.com

Communication with Those Charged with Governance

October 29, 2015

Board of Aldermen
Town of Carrboro, North Carolina

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Carrboro (the "Town") for the year ended June 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 30, 2015. Professional standards also require that we communicate to you the following information related to our audit.

SIGNIFICANT AUDIT FINDINGS

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town are described in Note I to the financial statements. The Town adopted Statement of Governmental Accounting Standards (GASB Statement) No. 68, *Accounting and Financial Reporting for Pensions*, and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date - an Amendment of GASB Statement No. 68*. The adoption of GASB Statement 68 and Statement 71 did have an impact on beginning net position as described in Note VI to the financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

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

Management's estimate of the allowance for doubtful accounts is based on historical collection experience and collateral.

Management's estimate of depreciable lives is based on the expected useful lives of individual capital assets.

Management's estimate of postretirement benefits and other postemployment benefits are based on actuarial assumptions and projections that are provided by third parties based on information provided by management.

We evaluated the key factors and assumptions used in determining that the estimates above are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We did not detect any material misstatements as a result of our audit procedures and there are no uncorrected misstatements.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter included in the Appendix.

Management Consultations with Other Accountants

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

Other Audit Findings or Issues

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

OTHER MATTERS

We applied certain limited procedures to Management's Discussion and Analysis, the Law Enforcement Officers' Special Separation Allowance, and Other Postemployment Benefits Schedules of Funding Progress and Schedules of Employer Contributions, and the Local Government Employees' Retirement System Schedules of Proportionate Share of the Net Pension Asset and Contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements, budgetary schedules, and other schedules which accompany the financial statements, but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.



We were not engaged to report on the introductory and statistical sections which accompany the financial statements, but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

RESTRICTION ON USE

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

Sincerely,

Dixon Hughes Goodman LLP

**High Point, North Carolina
October 29, 2015**

Appendix

Management Representation Letter



TOWN OF CARRBORO
NORTH CAROLINA
WWW.TOWNOFCARRBORO.ORG

October 29, 2015

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

We are providing this letter in connection with your audit of the financial statements of the Town of Carrboro (the "Town"), which comprise the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2015, and the respective changes in financial position for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, with accounting principles generally accepted in the United States of America (U.S. GAAP).

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

We confirm, to the best of our knowledge and belief, as of October 29, 2015, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated March 30, 2015 for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates are reasonable.

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

Information Provided

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

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

Government-Specific

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

28. As part of your audit, you assisted with preparation of the financial statements and related notes, and the schedule of expenditures of federal and state awards. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes, and the schedule of expenditures of federal and state awards.
29. The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the notes to the financial statements.
30. The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
31. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
32. The financial statements include all component units, as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
33. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
34. All funds that meet the quantitative criteria in GASB Statements No. 34 and 37 for presentation as major are identified and presented as such, and all other funds that are presented as major are particularly important to financial statement users.
35. With respect to the implementation of GASB Statement No. 68:
 - a. We have reported all eligible employees to the Local Governmental Employees' Retirement System ("LGERS") via the Online Retirement Benefits Integrated Technology ("ORBIT") System.
 - b. The census data for all eligible employees reported to LGERS via ORBIT is complete and accurate as of December 31, 2013 (the measurement date for the net pension asset reported at June 30, 2015).
 - c. We are responsible for the Town's compliance with requirements as established in the Retirement System's Handbook.
 - d. We are in agreement with the Town's proportionate share of net pension asset, deferred outflows of resources, deferred inflows of resources, and pension expense as determined by the "GASB 68 Implementation Year Journal Entry Template" posted on the North Carolina Department of State Treasurer's website.
36. Components of net position (net investment in capital assets, restricted, and unrestricted), and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) and equity amounts are properly classified and, if applicable, approved.
37. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.

38. Provisions for uncollectible receivables have been properly identified and recorded.
39. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
40. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
41. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
42. Deposits and investment securities and derivative instruments are properly classified as to risk, and are properly disclosed.
43. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
44. We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available, and have determined that net position is properly recognized under the policy.
45. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) that are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
46. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines, and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
47. With respect to the individual fund statements, budgetary schedules and other schedules:
 - a. We acknowledge our responsibility for presenting the individual fund statements, budgetary schedules and other schedules in accordance with accounting principles generally accepted in the United States of America, and we believe the individual fund statements, budgetary schedules and other schedules, including their form and content, are fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the individual fund statements, budgetary schedules and other schedules have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b. If the individual fund statements, budgetary schedules and other schedules are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditors' report thereon.
48. We have evaluated the Town's ability to continue as a going concern and have included appropriate disclosures, as necessary, in the financial statements.

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

TOWN OF CARRBORO, NORTH CAROLINA

A handwritten signature in cursive script, appearing to read "David Andrews", written over a horizontal line.

David Andrews
Town Manager

A handwritten signature in cursive script, appearing to read "Arche McAdoo", written over a horizontal line.

Arche McAdoo
Finance Director



Town of Carrboro

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

Agenda Item Abstract

File Number: 15-0367

Agenda Date: 11/17/2015

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Discussion of Revised Draft Land Use Ordinance Text Amendments Establishing a New Use Classification with Associated Requirements for Facilities Providing Social Services with Dining

PURPOSE: The purpose of this item is for the Board of Aldermen to review a revised draft ordinance that would amend the Land Use Ordinance to establish a new use classification for facilities providing social services with dining as a permissible use in certain zoning districts and consider whether to set a public hearing for January 26, 2016.

DEPARTMENT: Planning

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

INFORMATION: At the October 13, 2015 work session, staff presented the Board of Aldermen with a draft ordinance designed to establish a new “community kitchen” use classification per the text amendment request submitted by the Inter-Faith Council for Social Service, Inc. (IFC) (Attachment B). The draft ordinance was developed after meeting with the IFC and input from the Board at the June 16, 2015 work session.

The Board requested changes to the draft ordinance and asked for additional information relating to other existing permissible uses that provide similar services. A revised draft ordinance is provided (Attachment C). The new ordinance (dated October 14, 2015) retains the previous framework for approval--allowing the new use with a zoning permit in conjunction with a conditional rezoning of the subject property--but the supplementary regulations section has been refined and the redundant provisions removed. The conditional zoning mechanism allows staff to work with an applicant to develop appropriate conditions, which subject to mutual approval, would be attached to the rezoning and binding to the project. Changes to approved conditions would require a new public hearing.

As currently proposed, the new use classification, “facilities that provide social services including dining,” encompasses a number of land uses such as, general administration, educational programs, counseling services, food pantry facilities and dining services wherein free meals are provided on-site for a substantial number of individuals. While there are other social service facilities which include a kitchen and/or dining component, the proposed new use seems distinct from these land uses in three specific areas:

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- 1) The dining service is a walk-in program designed to accommodate a substantial number of people.
- 2) There are no membership requirements, nor program participation requirements, and diners do not typically participate in meal preparation.
- 3) The kitchen facility is not subject to the same inspection requirements of a commercial kitchen designed to prepare for meals for sale to members or to program service recipients (e.g. Meals on Wheels).

The Club Nova program, by comparison, is a membership program. New members are accepted through a referral process involving recommendation by a health clinician. Members participate in a series of programs, one of which is meal preparation. The clubhouse environment includes a kitchen for on-site meal preparation and dining areas where members eat together after purchasing meal tickets. Invited guests may participate in meals on occasion. Club Nova also provides transportation for its members. Similarly The Horizons (SAIOP) Program may include meals to participants in the program but not to the general public.

The purpose of this agenda item is to discuss the revised draft ordinance and, if appropriate, set a public hearing date to formally consider whether to add the new use to the LUO. Staff is seeking Board direction for how best to proceed. A potential date in January has been identified should the Board choose to set a public hearing date for the draft ordinance as presented or with minor revisions. Orange County and Planning Board review would be needed, and the Board may wish to refer the draft amendments to other advisory boards such as the Economic Sustainability Commission, Transportation Advisory Board and Appearance Commission. The resolution template provides for these options.

If approved, the IFC could proceed with the submittal of a petition for rezoning to seek the new use through the conditional rezoning process. The process would include advisory board review and a formal public hearing.

FISCAL & STAFF IMPACT: Impacts include staff time associated with preparation of a draft ordinance and agenda materials for advisory board and Board of Aldermen review and the costs of advertising the public hearing.

RECOMMENDATION: Staff recommends that the Board of Aldermen consider the attached resolution, setting a public hearing for January 26, 2016 and referring the proposed amendment to Orange County, the Planning Board and others, as appropriate.

A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE
CARRBORO LAND USE ORDINANCE TO ESTABLISH REGULATIONS FOR
FACILITIES THAT PROVIDE SOCIAL SERVICES INCLUDING DINING

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

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on January 26, 2016, to consider adopting “An Ordinance Amending the Carrboro Land Use Ordinance to Establish Regulations for Facilities that Provide Social Services Including Dining.”

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

☒ Appearance Commission

☐ Recreation and Parks Commission

☒ Transportation Advisory Board

☐ Northern Transition Area Advisory
Committee

☐ Environmental Advisory Board

☐ _____

☒ Economic Sustainability Commission

☐ _____

This is the 17th day of November in the year 2015.

CARRBORO DEVELOPMENT GUIDE
 APPENDIX A

TOWN OF CARRBORO



LAND USE ORDINANCE AMENDMENT REQUEST

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

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

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

Among other uses, the BI-G (and BI-G-CZ) zone currently allows office, food storage, food collection and distribution and educational uses. The applicant, Inter-Faith Council for Social Service, Inc. ("IFC") currently employs those uses in its building at 110 West Main Street.

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

IFC proposes to amend the Land Use Ordinance to allow a "Community Kitchen" use as a permitted use in the BI-G-CZ zone. A Community Kitchen is a non-restaurant food service use, the purpose of which is to provide meals without cost to community members who are hungry, at risk for hunger or food insecure. The text amendment contemplated would add Community Kitchen to the definitions in Article II of the Ordinance and add Community Kitchen to the Table of Permissible Uses in Article X for the BI-G and/or BI-G-CZ zone. In addition, IFC may need a text amendment to the parking table to address parking requirements for this transit and pedestrian friendly Community*

3) **State the reasons for the proposed amendment:**

The purpose of the amendment(s) is to allow a Community Kitchen use to co-exist with IFC's offices and food pantry so that persons who require IFC services may have food needs met in one location.

*Kitchen use. IFC may also need a text amendment to allow flexibility in the BI-G-CZ zone regarding the use of a covered primary entrance courtyard and one to address the tree canopy provisions of Article XIX on this dense urban site to allow alternative shading and a roof garden in lieu of a 15 percent tree canopy.

SIGNATURE:

applicant

Inter-Faith Council for Social
 Service, Inc.

{print}

ADDRESS:

110 West Main Street, Carrboro, NC 27510

TELEPHONE NUMBER:

(919) 929-6380 (ext. 14)

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO
ESTABLISH REGULATIONS FOR FACILITIES THAT PROVIDE SOCIAL SERVICES
INCLUDING DINING

Draft 10-14-2015

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Section 15-15 (Definitions) of the Carrboro Land Use Ordinance is amended by adding a new subsection (112), as shown below, and renumbering the subsequent subsections accordingly.

(112) SOCIAL SERVICES PROVIDER WITH DINING: a facility that provides to the public, at little or no charge, various social services, which may include educational programs, counseling services, food pantry facilities, and other supportive services, and which includes dining, wherein free meals are provided on-site on a regular basis to substantial numbers of individuals. This use is distinguished from other social service providers, categorized elsewhere within category 3.000, which may also include a kitchen facility but that are primarily oriented to serving members of the organization, with only incidental service provided to the public.

Section 2. Section 15-146 (Table of Permissible Uses) is amended by adding a new use classification 3.260 "Social Service Provider with Dining" and by adding the letter "Z" opposite this use classification under the B-1(g), R-20 and RR zoning district columns to indicate that this use is permissible in these districts with a zoning permit (subject to the provisions of Subsection 15-147(o)).

Section 3. Section 15-147 (Use of the Designations Z,S,C in the Table of Permissible Uses) is amended by adding a new subsection (o) to read as follows:

(o) Notwithstanding the foregoing, the designation "Z" opposite use classification 3.260 is subject to the qualification that use classification 3.260 may only be allowed with a zoning permit in conjunction with the conditional rezoning of a property and demonstration of compliance with all applicable Land Use Ordinance provisions, including supplementary use regulations in section 15-176.7.

Section 4. Article XI (Supplementary Use Regulations) is amended by adding a new section 15-176.7 to read as follows:

Section 15-176.7 Social Service Provider with Dining.

(a) An application for a zoning permit to allow a Social Service Provider with Dining use shall include documentation of all appropriate licensing for the type of services provided at the particular site, and any required training for staff and volunteers.

(b) A Social Service Provider with Dining must be located within a half block of a public transit service stop.

(c) All facilities shall be designed to provide an on-site, sheltered location with sufficient queuing space for patrons to enter and exit the facility in an orderly manner and without disrupting traffic within public rights of way.

(d) The facility shall have an appropriate management/security system. Examples of potential elements of a security plan may include but not be limited to the following:

- (1) The location and number of security cameras and/or security personnel during operating hours and non-operating hours.
- (2) A single sign no larger than 1 square feet in area, identifying the operator of the facility and providing a telephone number or other contact information for the operator after hours.

Section 5. Section 15-291 (Number of Parking Spaces Required) shall be amended as follows:

The Table in Section 15-291, Part I, shall be amended to add use 3.260 with the following corresponding requirements: 1 space for every full time employee; 1 space for every 2 part time employees; 1 space for every 3 volunteers; 1 space for every 20 seats the portion of the building used for dining, and 1 space for every 100 square feet of the building dedicated toward meeting or educational space (depending on programming needs, this requirement may apply to the kitchen and dining spaces).

The Table of Bicycle Parking Standards shall also be amended to add use 3.260 with the corresponding requirement of 1 space for every 5 seats in the portion of the building used for dining.

Section 6. Subsection (a) of Section 15-48.1, Concept Plan Review Procedures Prior to Submitting Applications, is hereby amended to read as follows:

(a) Prior to submitting an application for a special or conditional use permit, or for conditional zoning to allow use classification 3.260 Social Service Provider/Community Kitchen, the applicant shall comply with the requirements of this section.

Section 7. Subsection (d) of Section 15-141.4 Conditional Zoning Districts is hereby amended so that it reads as follows:

(d) When a rezoning petition for a conditional zoning district is submitted (in accordance with Article XX of this chapter), the application shall include a list of proposed conditions (which may be in the form of written statements, graphic illustrations, or any combination thereof) to be incorporated into the ordinance that rezones the property to the requested conditional zoning district. A rezoning petition submitted to allow use classification 3.260 Social Service Provider with Dining within a building of more than two stories or 35 feet in height shall include information that demonstrates that, if the project is completed as proposed, it

- (1) Will not substantially injure the value of adjoining or abutting property; and

(2) Will be in harmony with the area in which it is to be located. The manner in which a project is designed to accommodate additional building height including, but not limited to, scale, architectural detailing, compatibility with the existing built environment and with adopted policy statements in support of vibrant and economically successful and sustainable, mixed-use, core commercial districts shall be among the issues that may be considered to make a finding that a project is or is not in harmony with the area in which it is to be located. The applicant may use a variety of graphic and descriptive means to illustrate these findings.

(3) Will be in general conformity with the Land Use Plan, Thoroughfare Plan, and other plans officially adopted by the Board.

(d1) The list of proposed conditions may be modified by the planning staff, advisory boards, or Board of Aldermen as the rezoning application works its way through the process described in Article XX, but only those conditions mutually approved by the applicant and the Board may be incorporated into the conditional zoning district. Conditions and site-specific standards imposed in a conditional district shall be limited to (i) those that address the conformance of the development and use of the site to the provisions of this chapter or to applicable plans adopted by the Board, and (ii) those that address the impacts reasonably expected to be generated by the development or use of the site.

(d2) All relevant provisions of the Land Use Ordinance shall apply except to the extent that such provisions are superseded by the provisions of this section or any conditions incorporated into the conditional zoning district described in subsection (d1) above.

Section 8. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 9. This ordinance shall become effective upon adoption.