



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



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Tuesday, February 16, 2016

7:30 PM

Board Chambers - Room 110

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- A. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR
- B. RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS
- C. UPCOMING PUBLIC MEETING ANNOUNCEMENTS

**7:30-7:40**

**D. CONSENT AGENDA**

- 1. [16-066](#) Approval of Previous Meeting Minutes
- 2. [16-039](#) Request to Make an Appointment to the Animal Control Board of Appeals

**PURPOSE:** The purpose of this item is for the Mayor and Board to make an appointment to the Animal Control Board of Appeals.

**Attachments:** [Attachment A - Appointment Resolution](#)

Attachment B - Animal Control Board of Appeals Applicant Information

- 3. [16-040](#) Request to Make an Appointment(s) to the Appearance Commission/Neighborhood Preservation District Commission

**PURPOSE:** The purpose of this item is for the Mayor and Board to make appointments to the Appearance Commission/Neighborhood Preservation District Commission.

**Attachments:** [Attachment A - Appointment Resolution](#)

[Attachment B - Appearance Commission Applicant Information](#)

4. [16-041](#) Request to Make an Appointment to the Arts Committee

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make an appointment to the Arts Committee.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Arts Committee Applicant Information.pdf](#)

5. [16-043](#) Request to Make an Appointment to the Board of Adjustment

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make an appointment to the Board of Adjustment.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Board of Adjustment Applicant Information](#)

6. [16-044](#) Request to Make Appointments to the Economic Sustainability Commission

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make appointments to the Economic Sustainability Commission.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Economic Sustainability Commission Applicant Information](#)

7. [16-045](#) Request to Make Appointments to the Environmental Advisory Board

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make appointments to the Environmental Advisory Board.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Environmental Advisory Board Applicant Information](#)

8. [16-062](#) Request to Make an Appointment to the Human Services Advisory Commission and an Amendment to the Chair Selection Process

**PURPOSE:** The purpose of this item is for the Mayor and Board to make appointments to the Human Services Commission and amend the process for selecting the chair of the Commission..

**Attachments:** [Resolution - Human Services Commission Appointment](#)  
[ORDINANCE AMENDING CARRBORO TOWN CODE SECTION 3-8](#)  
[Attachment C - Human Services Advisory Board Applicant Information](#)

9.     [16-059](#)     Request to Make Appointments to the Planning Board

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make appointments to the Planning Board.

**Attachments:**   [Attachment A - Appointment Resolution](#)  
                          [Attachment B - Planning Board Applicant Information](#)

10.    [16-061](#)     Request to Make Appointments to the Transportation Advisory Board

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make appointments to the Transportation Advisory Board.

**Attachments:**   [Attachment A - Appointment Resolution](#)  
                          [Attachment B - Transportation Advisory Board Applicant Information](#)

11.    [16-069](#)     A Resolution Changing the Location 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 Seymour Center in Chapel Hill.

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

12.    [16-031](#)     Approval of Contractual Agreement Allowing for Installation of a Google Fiber Hut on Town Owned Property

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider approving a resolution that will allow installation of a Google Fiber Hut on Town-owned property at 401 Davie Road. Approval of the attached resolution authorizes the Town Manager to sign the final agreement between the Town and Google.

**Attachments:**   [Attachment A - Resolution Regarding Installation of Google Fiber Hut](#)  
                          [Attachment B - Google Hut Site Agreement](#)  
                          [Attachment C - Exhibit A, Plans for Google Fiber Hut](#)

E.     **OTHER MATTERS**

7:40-8:05

1. [16-064](#) Report on GoTriangle Regional Bus Service Expansion to Carrboro in August 2016.

**PURPOSE:** The purpose of this item is to receive a presentation from GoTriangle staff on the proposed regional bus service expansion to Carrboro in August 2016.

**Attachments:** [Attachment A - Resolution](#)

**8:05-8:40**

2. **16-070** Follow up from the October 13, 2015 Public Hearing on Draft Land Use Ordinance Text Amendments relating to a Site Specific, Flexible Zoning District

**PURPOSE:** The purpose of this item is to provide the Board with an update on the follow-up items identified at the close of the October 13, 2015 public hearing regarding LUO text amendments that would authorize the Board to establish site specific, flexible zoning districts.

**Attachments:** Attachment A - Resolution-2-16-2016  
Attachment B-Draft LUO ordinance (revised 2-12-2016)-2  
Attachment C - Petition for Change of Zoning Form  
Attachment D - Draft Supplementary Checklist for FLX District 9-8-2015  
Attachment E - Advisory Board Comments Compiled  
Attachment F - Staff Responses to NTAAC Comments  
Attachment H - Graphics

**8:40-9:00**

3. [16-065](#) Discussion of Applied Social Justice/Equity in Preparation for Board's Annual Retreat

**PURPOSE:** The purpose of this agenda item is to provide the Board of Aldermen an opportunity to consider examples of how local governments are working to operationalize concepts of equity and social justice in operations and policy making.

**Attachments:** [Attachment A - City of Seattle Equity Analysis](#)  
[Attachment B - RacialEquityToolkit\\_FINAL\\_August2012](#)  
[Attachment C - Equity and Social Justice - King County.pdf](#)

**9:00-9:15**



4.     [16-063](#)     A Request to Make an Appointment to the Greenways Commission

**PURPOSE:** The purpose of this item is to make an appointment to the Greenways Commission.

**Attachments:**   [ATTACHMENT A - A RESOLUTION MAKING APPOINTMENTS TO THE GREENWAYS COMMISSION](#)  
                          [Attachment B - Greenways Commission Applicant Information](#)

F.     **BRIEF UPDATE FROM BOARD MEMBERS**

G.     **MATTERS BY TOWN MANAGER**

H.     **MATTERS BY TOWN ATTORNEY**

I.     **MATTERS BY TOWN CLERK**

J.     **POSSIBLE CLOSED SESSION REGARDING N.C.G.S. 143-318.11 (a)(4)**



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-066

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Approval of Previous Meeting Minutes



# Town of Carrboro

Town Hall  
301 W. Main St.  
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## Agenda Item Abstract

**File Number:**16-039

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make an Appointment to the Animal Control Board of Appeals

**PURPOSE:** The purpose of this item is for the Mayor and Board to make an appointment to the Animal Control Board of Appeals.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando 918-7309

**INFORMATION:** The Animal Control Board of Appeals has one citizen applicant. Currently, two members of the Town's Board of Aldermen serve on the Animal Control Board of Appeals. This makeup is not required by the Town Code and the Board has directed staff to recruit for the Board so that citizens can have the opportunity to serve. The resolution provided appoints Alfred Montalvo, Sr. to the Animal Control Board of Appeals.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution.

**ATTACHMENT A**

**A RESOLUTION MAKING AN APPOINTMENT TO THE  
ANIMAL CONTROL BOARD OF APPEALS**

THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING APPLICANT(S)  
TO THE APPEARANCE COMMISSION:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Member	Alfred Montalvo, Sr.	2/2019

Section 2. This resolution shall become effective upon adoption.

# ANIMAL CONTROL BOARD OF APPEALS

## INCLUDED FORMS:

- 1) APPLICATION(S)

# TOWN OF CARRBORO

## Application for Membership on a Committee/Board

NAME: ALFRED MONTALVO SR. DATE: 1-6-2016  
ADDRESS:

712 West Main St

IS THIS ADDRESS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF CARRBORO? YES

TELEPHONE: [HOME] (919) 929-6153 [BUSINESS] (919) 636-1845

E-MAIL ADDRESS: APROSYS@BellSouth.net

DATE OF BIRTH 08 Nov 1964 RACE: Hispanic SEX: Male

OCCUPATION Software developer

ARE YOU A REGISTERED ORANGE COUNTY VOTER? YES

LENGTH OF RESIDENCE IN ORANGE COUNTY 11 yrs

LENGTH OF RESIDENCE IN THE TOWN OF CARRBORO 11 yrs

*I wish to be considered for appointment to the following committee/board(s):*

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> OWASA Board of Directors
<input checked="" type="checkbox"/> Animal Control Board of Appeals	<input type="checkbox"/> Orange County Economic Dev. Com.
<input type="checkbox"/> Appearance Commission/NPDC	
<input type="checkbox"/> Arts Committee	<input type="checkbox"/> Orange County Human Relations Com.
<input type="checkbox"/> Economic Sustainability Commission	<input type="checkbox"/> Personnel Advisory Committee
<input type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Human Services Commission	<input type="checkbox"/> Recreation & Parks Commission
<input type="checkbox"/> Greenways Commission	<input type="checkbox"/> Safe Routes to School Implementation Com.
	<input type="checkbox"/> Tourism Development Authority*
<input type="checkbox"/> Northern Transition Area Advisory Com.	<input type="checkbox"/> Transportation Advisory Board
	<input type="checkbox"/> Other _____

If you apply for membership on more than one advisory board, please indicate your preference by number, with "1" being your first choice (please limit your selection to two (2) boards). Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

\*EMPLOYER/SELF EMPLOYED \_\_\_\_\_ \*NUMBER OF YEARS EMPLOYED \_\_\_\_\_

\*PROVIDE EXAMPLES OF HOW YOU ARE INVOLVED IN THE PROMOTION OF TRAVEL AND TOURISM IN THE TOWN OF CARRBORO?  
(\*REQUIRED ONLY FOR TOURISM DEVELOPMENT AUTHORITY APPLICATION)

COMMUNITY ACTIVITIES/ORGANIZATIONAL MEMBERSHIPS:

EXPERIENCE TO AID YOU IN WORKING ON THESE ADVISORY BOARDS

I am currently an active volunteer for the Neuse River golden retriever rescue.

REASON(S) YOU WISH TO BE APPOINTED:

I currently own dogs and cats and I am concerned with welfare of animals in our community.

HAVE YOU EVER SERVED ON ANY TOWN OF CARRBORO COMMITTEE OR BOARD? If YES, WHICH ONE(S) Yes,  
Parks and Rec - 2005

ARE YOU CURRENTLY SERVING ON A TOWN BOARD OR COMMITTEE? No If YES, ARE YOU APPLYING FOR A THIRD CONSECUTIVE TERM? \_\_\_\_\_ If YES, PLEASE DESCRIBE HOW YOU MEET ONE, OR MORE, OF THE EXCEPTIONS NOTED BELOW. PLEASE USE AN ADDITIONAL PAGE IF NECESSARY TO COMPLETE.

After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances:

1. To retain diversity on an advisory board;
2. To provide continuity in oversight of a major, on-going project;
3. To keep a member who provides expertise otherwise unavailable on an advisory board (e.g., an engineer on the Planning Board or Board of Adjustment); or
4. A lack of qualified applicants.

RETURN THIS FORM TO: TOWN CLERK, 301 WEST MAIN STREET, CARRBORO, N.C. 27510  
[www.townofcarrboro.org](http://www.townofcarrboro.org)

(Please note that this document and the information contained on it is a public record and must be provided by the town to anyone requesting a copy of it.)







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-040

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make an Appointment(s) to the Appearance Commission/Neighborhood Preservation District Commission

**PURPOSE:** The purpose of this item is for the Mayor and Board to make appointments to the Appearance Commission/Neighborhood Preservation District Commission.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando 918-7309

**INFORMATION:** The Appearance Commission currently has three vacant seats and two expiring terms. Emily Kreutzer is the current chair of the Appearance Commission and has provided a recommendation form for the Board's review. The resolution provided reappoints Emily Kreutzer and Sheryl Forbis to the Appearance Commission.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution.

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENTS TO THE  
APPEARANCE COMMISSION**

THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING APPLICANT(S)  
TO THE APPEARANCE COMMISSION:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Member	Emily Kreutzer	2/2019
Member	Sheryl K. Forbis	2/2019

Section 2. This resolution shall become effective upon adoption.

# APPEARANCE COMMISSION

## INCLUDED FORMS:

- 1) CHAIR FORMS
- 2) APPLICATION(S)

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

ADVISORY BOARD NAME: APPEARANCE Comm/NPDC

Name: SHERYL FORBIS

Date of application/last contact: 1/27/2016

Summary of qualifications:

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

☒ Yes ☐ No (Briefly explain: IN EMAIL CONTACT)

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

☒ Yes (Date: DEC '15) ☐ No (Briefly explain: ATTENDED LAST MTG)

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

☒ Yes ☐ No (Briefly explain: CURRENTLY ON BOARD)

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

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

ADVISORY BOARD NAME: APPEARANCE COMM/NPDC

**Board of Aldermen Liaison.**

☒ Gender diversity

☐ Racial or ethnic diversity

☒ Age range diversity

☒ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_

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

ADVISORY BOARD NAME: APPEARANCE COMM / NPDC  
Applicant(s) recommended at this time (1 per open seat)

Applicant 1: SHERYL FORBIS

Outstanding qualifications: CURRENT MEMBER,

INTEREST IN PRESERVING UNIQUENESS OF

TOWN + HISTORIC PROPERTIES

How applicant compliments current board composition:

KIND + CARING INDIVIDUAL, GOOD LISTENER,

OFFERS PRODUCTIVE FEEDBACK ON PROJECTS

Other comments: MOST EXCELLENT HUMAN BEING

Applicant 2: \_\_\_\_\_

Outstanding qualifications: \_\_\_\_\_

## Catherine Wilson

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 27, 2016 1:32 PM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Sheryl K. Forbis
Date	1/27/2016
Address1	117 W. Carr St.
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9193609046
Email Address	<u><a href="mailto:skforbis@gmail.com">skforbis@gmail.com</a></u>
Date of Birth	3/17/1944
Race	white
Sex	female
Occupation	reitred teacher
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	11 years
Length of Residence in the Town of Carrboro	11 years

I wish to be considered for appointment to the following committee/board(s):	Appearance Commission/NPDC
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	retired from Alamance-Burlington School District
Number of Years Employed	7
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Historic Carrboro Plaque Program, founding member Church Women United, current President Church of the Holy Family, Chapel Hill Augustine Literacy Project, trainer and volunteer tutor (currently tutoring two children at Northside Elementary) Habitat for Humanity, Chatham County
Experience to Aid You in Working on Advisory Boards	Member of Appearance Commission for the past 6 years, with interest in historic Carrboro home renovations and preservation: I live in the John Edward Cole house on W. Carr St. that my husband and I restored.
Reasons You Wish to be Appointed	I wish to continue to participate in the open generosity that speaks to the spirit of Carrboro. We are a unique town. I also value the diverse neighborhood that I live in and value the neighbors I share space with.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	Appearance Commission
Are you currently serving on a Town Board or Committee?	Yes
If yes, are you applying	Yes



for a third consecutive term?

If yes, please describe how you meet one, or more, of the following exceptions noted below.

Our Appearance Commission is small. We are also involved in the ongoing process of reviewing the Hilton Hotel applications. I am happy to withdraw for the year required, but would like to see the process through for the hotel application. In the near future, I am also interested in the proposal coming forward for the Food First building that may replace the current IFC Douglas Building. I defer to the judgment of the staff as to whether I should remain on the Appearance Commission for a brief extension or for a third term.

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## Catherine Wilson

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**From:** noreply@civicplus.com  
**Sent:** Sunday, November 01, 2015 6:02 PM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Emily Kreutzer
Date	11/1/2015
Address1	806 Davie Road
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9194089407
Email Address	<u><a href="mailto:eescarborough@gmail.com">eescarborough@gmail.com</a></u>
Date of Birth	11/6/1982
Race	Caucasian
Sex	Female
Occupation	Business Owner
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	8 years
Length of Residence in the Town of Carrboro	8 years

I wish to be considered for appointment to the following committee/board(s):	Appearance Commission/NPDC
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	Carrboro Plumbing, Inc.
Number of Years Employed	5 years
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	I am a supporter of the Carrboro Business Alliance as well as a member of the Chapel Hill/Carrboro Chamber of Commerce.
Experience to Aid You in Working on Advisory Boards	I am a property owner as well as business owner in Carrboro. I am involved in the community and I care about the development and appearance of our town.
Reasons You Wish to be Appointed	I would like to remain involved in the development of our community.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	Appearance Commission/NPDC
Are you currently serving on a Town Board or Committee?	Yes
If yes, are you applying for a third consecutive term?	Yes
If yes, please describe how you meet one, or	I believe my experience as an attorney and local business owner adds a diverse background to our board. Also we need

more, of the following exceptions noted below. qualified members so I believe that I also meet exception four.

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-041

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make an Appointment to the Arts Committee

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make an appointment to the Arts Committee.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando, 919-918-7309

**INFORMATION:** The Arts Commission currently has two vacant seats and one term expiring. Jay Parker was the chair of the Arts Committee during the candidate review and did not provide a recommendation form for the Board's review (This was due to email technical issues). The Town Clerk spoke with Mr. Parker via phone on 2/12/16 and he recommends that Dan Cefalo be appointed. The attached resolution appoints Dan Cefalo to the Arts Committee.

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

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution.

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
ARTS COMMITTEE**

THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING APPLICANT(S)  
TO THE ARTS COMMITTEE:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Member	Dan Cefalo	2/2019

Section 2. This resolution shall become effective upon adoption.

# ARTS COMMITTEE

## INCLUDED FORMS:

- 1) CHAIR FORMS – NOT RECEIVED
- 2) APPLICATION(S)

## Catherine Wilson

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**From:** noreply@civicplus.com  
**Sent:** Thursday, September 17, 2015 10:09 AM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Dan Cefalo
Date	9/17/2015
Address1	1404 Brigham Road
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	North Carolina
Zip	27517
Is this address located within the corporate limits of the Town of Carrboro?	No
Telephone	9198892215
Email Address	<a href="mailto:cefalobuilt@gmail.com">cefalobuilt@gmail.com</a>
Date of Birth	9/20/1970
Race	White
Sex	Male
Occupation	General Contractor
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	five years
Length of Residence in the Town of Carrboro	N/A



I wish to be considered for appointment to the following committee/board(s):	Arts Committee
Other (advisory board not listed):	N/A
Advisory Board Preference	N/A
*Employer/Self Employed	Cefalo Construction and Consulting
Number of Years Employed	15 years
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	Indirectly my involvement of tourism in the Town of Carrboro comes from my membership as Chair of the Chapel Hill Public (Cultural) Arts Commission. Our activities often overlap those of Carrboro and I look forward to improving and increasing these elements in both of our organizations.
Community Activities/Organizational Memberships	Three Years- Chair of the Chapel Hill Cultural Arts Commission
Experience to Aid You in Working on Advisory Boards	See Above
Reasons You Wish to be Appointed	To increase communication between our communities for the benefit of the arts
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving on a Town Board or Committee?	No
If yes, are you applying for a third consecutive term?	No
If yes, please describe how you meet one, or	N/A

more, of the following  
exceptions noted below.

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-043

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make an Appointment to the Board of Adjustment

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make an appointment to the Board of Adjustment.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando, 919-918-7309

**INFORMATION:** The Board of Adjustment currently has three seats available for appointment; three vacant seats and two expiring terms. David Collins is the current chair of the Board of Adjustment and indicated via email to the Town Clerk that he wishes to be reappointed. Mr. Collins did not provide an application or recommendation form for the Board's review. The attached resolution appoints David Collins to the Board of Adjustment.

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

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution.

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
BOARD OF ADJUSTMENT**

Section 1: THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING  
APPLICANT(S) TO THE BOARD OF ADJUSTMENT:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	David Collins	2/2019

Section 2. This resolution shall become effective upon adoption.

# BOARD OF ADJUSTMENT

## INCLUDED FORMS:

- 1) CHAIR FORMS – NOT RECEIVED
- 2) APPLICATION(S) – NOT RECEIVED





# Town of Carrboro

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## Agenda Item Abstract

**File Number:** 16-044

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**Agenda Date:** 2/16/2016

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

Request to Make Appointments to the Economic Sustainability Commission

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make appointments to the Economic Sustainability Commission.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando, 919-918-7309

**INFORMATION:** The Economic Sustainability Commission currently has five seats available for appointment; three vacant seats and two expiring terms. Arthur (Beven) Ramsey is the current chair of the Economic Sustainability Commission and provided the forms for the Board's review. The attached resolution appoints Robert Hash, Bill Thompson, Robert Saunders, and Sheila Walsh-Reddy to the Economic Sustainability Commission.

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

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution.

## ATTACHMENT A

### A RESOLUTION MAKING APPOINTMENT(S) TO THE ECONOMIC SUSTAINABILITY COMMISSION

Section 1: THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING  
APPLICANT(S) TO THE ECONOMIC SUSTAINABILITY COMMISSION:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
At-Large	Sheila Walsh-Reddy	2/2018
At-Large	Robert Hash	2/2017
Resident	Bob Saunders	2/2019
Business Owner	Bill Thompson	2/2019

Section 2. This resolution shall become effective upon adoption.



# ECONOMIC SUSTAINABILITY COMMISSION

## INCLUDED FORMS:

- 1) CHAIR FORMS
- 2) APPLICATION(S)

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

ADVISORY BOARD NAME: FSC  
Applicant(s) recommended at this time (1 per open seat)

Applicant 1: SHEILA WALSH Ruddy

Outstanding qualifications: STAND KNOWLEDGEABILITY OF  
MARKETING AND ECONOMICS  
VICE CHAIR OF ENVIRONMENTAL ADVISORY BOARD

How applicant compliments current board composition:

ADDS COMMENTS AND QUESTIONS  
TO AGENDA ~~TO~~ : ABOUT AGENDA  
VERY ENGAGING

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

Applicant 2: BILL THOMPSON

Outstanding qualifications: STANDS OUT CURRENT  
MEMBER OF PARKS & REC STAFF &  
FEW BUSINESS

How applicant compliments current board composition:

LISTENS WELL AND IS KNOWLEDGEABLE  
OF ESC REQUIREMENTS

Other comments:

Applicant 3: ROBERT WALSH

Outstanding qualifications: ENGAGING WITH LAW  
BACKGROUND

How applicant compliments current board composition:

ADDS TO THE PROCESS AND  
DISCUSSION

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

\_\_\_\_\_

\_\_\_\_\_

Continue if additional applicants are recommended



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

ADVISORY BOARD NAME: \_\_\_\_\_

Name: Bill Thompson

Date of application/last contact: \_\_\_\_\_

Summary of qualifications:

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

☒ Yes    ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: 2-7-16)    ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes    ☐ No  
Briefly explain:

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

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

ADVISORY BOARD NAME: \_\_\_\_\_

\_\_\_\_ Gender diversity

\_\_\_\_ Racial or ethnic diversity

☒ Age range diversity

☒ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

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

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

ADVISORY BOARD NAME: ESC

Name: ROBERT SAUNDERS  
Date of application/last contact: 2-10-16

**Summary of qualifications:**

Vice CHAIR OF ESC  
CURRENTLY SERVING

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

☒ Yes ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: \_\_\_\_\_) ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes ☐ No  
Briefly explain: \_\_\_\_\_

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

☐ Gender diversity



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

ADVISORY BOARD NAME: ESC

☐ Racial or ethnic diversity

☒ Age range diversity

☒ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_



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

ADVISORY BOARD NAME: ESC

Name: SHEILA WALSH RORY  
Date of application/last contact: 10-2-10-16  
Summary of qualifications:

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

☒ Yes ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: 2-10-16) ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes ☐ No (Briefly explain: \_\_\_\_\_)

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

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

ADVISORY BOARD NAME: ESC

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

☒ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☒ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_

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

ADVISORY BOARD NAME:

ESC

Name:

ROBERT HASKA

Date of application/last contact:

2-10-16

Summary of qualifications:

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

☒ Yes

☐ No (Briefly

explain: \_\_\_\_\_)

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

☒ Yes

(Date: 2-10-16) ☐ No

Briefly explain:

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

☒ Yes

☐ No

Briefly explain:

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



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

ADVISORY BOARD NAME: ESC

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

☐ Gender diversity

☐ Racial or ethnic diversity

☒ Age range diversity

☒ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: \_\_\_\_\_

# TOWN OF CARRBORO

## *Application for Membership on a Committee/Board*

**NAME:** Robert Hash **DATE:** 1/14/16

**ADDRESS:**

305 Tripp Farm Road Chapel Hill, NC 27516

**IS THIS ADDRESS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF CARRBORO?** Yes

**TELEPHONE:** [HOME] (919 ) 961-8796 [BUSINESS] ( )

**E-MAIL ADDRESS:** roberthash@gmail.com

**DATE OF BIRTH** Nov. 10 1984 **RACE:** White **SEX:** Male

**OCCUPATION** Law Student

**ARE YOU A REGISTERED ORANGE COUNTY VOTER?** Yes

**LENGTH OF RESIDENCE IN ORANGE COUNTY** 1.5 yrs

**LENGTH OF RESIDENCE IN THE TOWN OF CARRBORO** 1.5 yrs

*I wish to be considered for appointment to the following committee/board(s):*

<input checked="" type="checkbox"/> 2 Board of Adjustment	<input type="checkbox"/> OWASA Board of Directors
<input type="checkbox"/> Animal Control Board of Appeals	<input type="checkbox"/> Orange County Economic Dev. Com.
<input type="checkbox"/> Appearance Commission/NPDC	<input type="checkbox"/> Orange County Human Relations Com.
<input type="checkbox"/> Arts Committee	<input type="checkbox"/> Personnel Advisory Committee
<input checked="" type="checkbox"/> 1 Economic Sustainability Commission	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Recreation & Parks Commission
<input type="checkbox"/> Human Services Commission	<input type="checkbox"/> Safe Routes to School Implementation Com.
<input type="checkbox"/> Greenways Commission	<input type="checkbox"/> Tourism Development Authority*
<input type="checkbox"/> Northern Transition Area Advisory Com.	<input type="checkbox"/> Transportation Advisory Board
	<input type="checkbox"/> Other _____

If you apply for membership on more than one advisory board, please indicate your preference by number, with "1" being your first choice (please limit your selection to two (2) boards). Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**\*EMPLOYER/SELF EMPLOYED** UNC School of Law (student) **\*NUMBER OF YEARS EMPLOYED** \_\_\_\_\_

**\*PROVIDE EXAMPLES OF HOW YOU ARE INVOLVED IN THE PROMOTION OF TRAVEL AND TOURISM IN THE TOWN OF CARRBORO?**

**(\*REQUIRED ONLY FOR TOURISM DEVELOPMENT AUTHORITY APPLICATION)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**COMMUNITY ACTIVITIES/ORGANIZATIONAL MEMBERSHIPS:**  
\_\_\_\_\_  
\_\_\_\_\_

**EXPERIENCE TO AID YOU IN WORKING ON THESE ADVISORY BOARDS**

I am currently a second year law student at Carolina Law and am interested in economic development and land use issues. I am a former business owner and have also completed course work in public administration. Additionally, I am currently enrolled in a land use planning course at Carolina Law, which should help me contribute to either board. Finally, I have worked at a local law firm in their real estate practice, so I am familiar with the area and its real estate market.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASON(S) YOU WISH TO BE APPOINTED:**

As a relatively new homeowner/resident of Carrboro who already feels firmly part of the community, I am looking for ways that I can give back to my community. An opportunity to serve on either the Board of Adjustment or the Economic Sustainability Commission would be a great way for me to start serving my community.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HAVE YOU EVER SERVED ON ANY TOWN OF CARRBORO COMMITTEE OR BOARD? IF YES, WHICH ONE(S)** No.  
\_\_\_\_\_

**ARE YOU CURRENTLY SERVING ON A TOWN BOARD OR COMMITTEE?** No. **IF YES, ARE YOU APPLYING FOR A THIRD CONSECUTIVE TERM?** \_\_\_\_\_ **IF YES, PLEASE DESCRIBE HOW YOU MEET ONE, OR MORE, OF THE EXCEPTIONS NOTED BELOW. PLEASE USE AN ADDITIONAL PAGE IF NECESSARY TO COMPLETE.**

After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances:

1. To retain diversity on an advisory board;
2. To provide continuity in oversight of a major, on-going project;
3. To keep a member who provides expertise otherwise unavailable on an advisory board (e.g., an engineer on the Planning Board or Board of Adjustment); or
4. A lack of qualified applicants.

**RETURN THIS FORM TO: TOWN CLERK, 301 WEST MAIN STREET, CARRBORO, N.C. 27510**  
[www.townofcarrboro.org](http://www.townofcarrboro.org)

*(Please note that this document and the information contained on it is a public record and must be provided by the town to anyone requesting a copy of it.)*

## Catherine Wilson

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, October 29, 2015 4:16 PM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Bill Thompson
Date	10/29/2015
Address1	212 Laurel ave
Address2	Field not completed.
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	919-886-52
Email Address	<a href="mailto:Bill@billtrealty.com">Bill@billtrealty.com</a>
Date of Birth	1/1/1967
Race	w
Sex	m
Occupation	Realtor
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	7 years
Length of Residence in the Town of Carrboro	6

I wish to be considered  
for appointment to the  
following  
committee/board(s):

Economic Sustainability Commission, Recreation and Parks  
Commission

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

1 Economic Sustainability Commission

\*Employer/Self  
Employed

Bill T Realty

Number of Years  
Employed

3

\* Provide examples of  
how your are involved in  
the promotion of travel  
and tourism in the Town  
of Carrboro.

*Field not completed.*

Community  
Activities/Organizational  
Memberships

Current Parks and Recreation Board Member Member of the  
Chamber of Commerce

Experience to Aid You in  
Working on Advisory  
Boards

Currently working in Carrboro as a Broker for my own real  
estate firm: I am always learning and teaching others of the  
wonderful community we have. I have worked in engineering,  
law enforcement, and have started a few businesses.

Reasons You Wish to be  
Appointed

To improve our community.

Have you ever served on  
any Town of Carrboro  
Committee or Board?

Yes

If yes, which one(s)?

Parks and Recreation

Are you currently serving  
on a Town Board or  
Committee?

Yes

If yes, are you applying  
for a third consecutive  
term?

No

If yes, please describe

N/A



how you meet one, or  
more, of the following  
exceptions noted below.

---

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# TOWN OF CARRBORO

## Application for Membership on a Committee/Board

NAME: Robert W. Saunders DATE: 12/29/15

ADDRESS:

after 1/8/16 - 605 W. Main Street, Unit 302, Carrboro, NC 27510

IS THIS ADDRESS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF CARRBORO? \_\_\_\_\_

TELEPHONE: [HOME] (919 ) 649-4097 [BUSINESS] (336) 271-2561

E-MAIL ADDRESS: rsaunders@brookspierce.com

DATE OF BIRTH 3/3/1959 RACE: White SEX: Male

OCCUPATION Attorney

ARE YOU A REGISTERED ORANGE COUNTY VOTER? Yes

LENGTH OF RESIDENCE IN ORANGE COUNTY 22 years

LENGTH OF RESIDENCE IN THE TOWN OF CARRBORO 22 years

*I wish to be considered for appointment to the following committee/board(s):*

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> OWASA Board of Directors
<input type="checkbox"/> Animal Control Board of Appeals	<input type="checkbox"/> Orange County Economic Dev. Com.
<input type="checkbox"/> Appearance Commission/NPDC	
<input type="checkbox"/> Arts Committee	<input type="checkbox"/> Orange County Human Relations Com.
<input checked="" type="checkbox"/> Economic Sustainability Commission	<input type="checkbox"/> Personnel Advisory Committee
<input type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Human Services Commission	<input type="checkbox"/> Recreation & Parks Commission
<input type="checkbox"/> Greenways Commission	<input type="checkbox"/> Safe Routes to School Implementation Com.
	<input type="checkbox"/> Tourism Development Authority*
<input type="checkbox"/> Northern Transition Area Advisory Com.	<input type="checkbox"/> Transportation Advisory Board
	<input type="checkbox"/> Other _____

If you apply for membership on more than one advisory board, please indicate your preference by number, with "1" being your first choice (please limit your selection to two (2) boards). Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

\*EMPLOYER/SELF EMPLOYED Brooks Pierce Law Firm \*NUMBER OF YEARS EMPLOYED 16

\*PROVIDE EXAMPLES OF HOW YOU ARE INVOLVED IN THE PROMOTION OF TRAVEL AND TOURISM IN THE TOWN OF CARRBORO?  
(\*REQUIRED ONLY FOR TOURISM DEVELOPMENT AUTHORITY APPLICATION)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**COMMUNITY ACTIVITIES/ORGANIZATIONAL MEMBERSHIPS:**

Current member of Economic Sustainability Commission; Chapel Hill-Carrboro Chamber of Commerce Chair;  
Carol Woods Board Member; member of Partnership for Sustainable Community

**EXPERIENCE TO AID YOU IN WORKING ON THESE ADVISORY BOARDS**

I am an attorney who works with non-profit/tax exempt organizations, especially those that are involved with  
economic development.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**REASON(S) YOU WISH TO BE APPOINTED:**

I would like to be reappointed to the Commission in order to review and revamp the revolving loan program, as  
well as to promote the local business principles as articulated in the Balle Organization.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**HAVE YOU EVER SERVED ON ANY TOWN OF CARRBORO COMMITTEE OR BOARD? IF YES, WHICH ONE(S)** \_\_\_\_\_

Yes, Arts Commission and Economic Sustainability Commission

**ARE YOU CURRENTLY SERVING ON A TOWN BOARD OR COMMITTEE?** Yes **IF YES, ARE YOU APPLYING FOR A**  
**THIRD CONSECUTIVE TERM?** Not sure\* **IF YES, PLEASE DESCRIBE HOW YOU MEET ONE, OR MORE, OF THE EXCEPTIONS**  
**NOTED BELOW. PLEASE USE AN ADDITIONAL PAGE IF NECESSARY TO COMPLETE.**

After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances:

1. To retain diversity on an advisory board;
2. To provide continuity in oversight of a major, on-going project;
3. To keep a member who provides expertise otherwise unavailable on an advisory board (e.g., an engineer on the Planning Board or Board of Adjustment); or
4. A lack of qualified applicants.

**RETURN THIS FORM TO: TOWN CLERK, 301 WEST MAIN STREET, CARRBORO, N.C. 27510**  
**[www.townofcarrboro.org](http://www.townofcarrboro.org)**

*(Please note that this document and the information contained on it is a public record and must be provided by the town to anyone requesting a copy of it.)*

\*If I am, I believe that I meet the exception cited in #2, which is to provide continuity in reviewing the revolving loan program as well as the local living economy guidelines

## Catherine Wilson

---

**From:** noreply@civicplus.com  
**Sent:** Tuesday, December 29, 2015 1:10 PM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Sheila Walsh Reddy
Date	12/29/2015
Address1	242 Sweet Bay Place
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	2026744847
Email Address	<a href="mailto:sheilawalshreddy@gmail.com">sheilawalshreddy@gmail.com</a>
Date of Birth	2/13/1980
Race	White
Sex	Female
Occupation	Economist
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	4
Length of Residence in the Town of Carrboro	4

I wish to be considered for appointment to the following committee/board(s):	Economic Sustainability Commission, Environmental Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	1- Economic Sustainability Commission, 2- Environmental Advisory Board
*Employer/Self Employed	The Nature Conservancy
Number of Years Employed	4
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Vice Chair, Environmental Advisory Board, Town of Carrboro (Apr 2014-current) Member, Environmental Advisory Board, Town of Carrboro (Mar 2013-Mar 2014) President, Roberson Place Homeowners Association (Jan 2013-Jan 2015) Fleet Feet Monday/Wednesday Running Group (Aug 2012-current) Triangle Rock Climbing Gym Member (Jun 2012- current) American Alpine Club Triangle Member (2014- current) and recipient of the Kidder Aspiring Alpinist Award and Live Your Dream Grant (2014)
Experience to Aid You in Working on Advisory Boards	- As a member and Vice Chair of the Environmental Advisory Board, I have helped to advise the Board of Alderman on environmental matters by reviewing development plans and contributing to the town's climate action plan. - As President of the Roberson Place Homeowners Association, I oversaw a successful transition to a new management team. - As a rock climber and recipient of the Kidder Aspiring Alpinist Award and Live Your Dream Grant, I have helped promote the American Alpine Club's mission "to support our shared passion for climbing and respect for the places we climb" by sharing my experience climbing in Patagonia through a blog, paintings, and slide shows in the Triangle community. -As a Behavioral Economist for The Nature Conservancy (TNC), my research focuses on understanding and transforming private practices and policies in order to make conservation a regular part of how people live and work. --Through TNC's collaboration with

The Dow Chemical Company, I have been part of a team that is developing new methods, tools, and goals for businesses to value nature in their decisions. The defining success of this work is Dow's Nature Goal – a first-ever commitment by a corporation to consider nature in virtually all of its business decisions and deliver \$1 Billion in new value by doing so. -- Beyond the TNC-Dow Collaboration, I have worked with teams of interdisciplinary scientists and practitioners to understand why and when it makes sense for communities to conserve nature or use nature-based solutions to address problems ranging from poverty to food security to coastal erosion.

Reasons You Wish to be Appointed

Carrboro is a thriving community that can and is leading the way in livability, arts, and environmental issues, among others. I feel lucky to be a part of this community any time I walk into town from my house and see so many people and businesses thriving. Carrboro is growing and we still have strides to make in terms of ensuring the economic sustainability and livability of our town. I wish to be appointed on the Economic Sustainability Commission (or re-appointed to the Environmental Advisory Board) so that I can bring my professional expertise in sustainability to the challenges and opportunities facing Carrboro.

Have you ever served on any Town of Carrboro Committee or Board?

Yes

If yes, which one(s)?

Environmental Advisory Board

Are you currently serving on a Town Board or Committee?

Yes

If yes, are you applying for a third consecutive term?

No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

NA

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-045

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make Appointments to the Environmental Advisory Board

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make appointment s to the Environmental Advisory Board.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando, 919-918-7309

**INFORMATION:** The Environmental Advisory Board currently has three seats eligible for appointment; two expiring terms and one vacant seat. Bruce Sinclair is the current chair of the Environmental Advisory Board and provided a recommendation form for the Board's review. Robert Crook and Sheila Walsh-Reddy have expiring terms and submitted applications for reappointment. However, Sheila Walsh-Reddy indicated on 2/12/16, via telephone to the Town Clerk, that she wishes to join the Economic Sustainability Commission and let her term expire on the Environmental Advisory Board. Robert Crook was first appointed in June of 2011. The attached resolution is provided to allow the Board to make appointments to the Environmental Advisory Board. Applications were received from: Robert Crook, Pasan Perera (also applied to the Greenways Commission), and Thomas Hoban. Robert Crook is also a current at-large member of the Greenways Commission with a term to expire in 7/2017.

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

**RECOMMENDATION:** It is recommended that the Mayor and Board discuss the applicants and adopt the attached resolution.

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
ENVIRONMENTAL ADVISORY BOARD**

THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING APPLICANT(S)  
TO THE ENVIRONMENTAL ADVISORY BOARD:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Member	Thomas Hoban	2/2019
Member	Pasan Perera	2/2019
Member	Robert Crook	2/2017

Section 2. This resolution shall become effective upon adoption.



# ENVIRONMENTAL ADVISORY BOARD

## INCLUDED FORMS:

- 1) CHAIR FORMS
- 2) APPLICATION(S)

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

ADVISORY BOARD NAME: Environmental Advisory Board

**Name:** Sheila Walsh Reddy - indicated 2/12 to Town Clerk wishes to resign & be appointed to ESC.  
**Date of application/last contact:** 01/07/2016

**Summary of qualifications:**

Current vice-chair of the EAB. Active, productive and vocal member of the committee.

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

☒ Yes ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: \_\_\_\_\_) ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes ☐ No  
Briefly explain:

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

☒ Gender diversity

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

ADVISORY BOARD NAME: Environmental Advisory Board

☐ Racial or ethnic diversity

☐ Age range diversity

☒ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_

**Name: Pasan Perera**

**Date of application/last contact: 02/04/2016**

**Summary of qualifications:**

Works for Chapel Hill Office of Planning and Sustainability. Chapel Hill/Carrboro cooperation on larger efforts such as climate change is needed as purely local efforts will not suffice.

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

☒ Yes ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: 02/04/2016) ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes ☐ No

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

ADVISORY BOARD NAME: Environmental Advisory Board  
Briefly explain:

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

☐ Gender diversity

☒ Racial or ethnic diversity

☒ Age range diversity

☐ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: \_\_\_\_\_

**Name: Robert Crook**

**Date of application/last contact: 02/04/2016**

**Summary of qualifications:**

Current member of the Board. His application did not have enough information to evaluate other than his previous service on the board.

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

☒ Yes    ☐ No (Briefly explain: \_\_\_\_\_)

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

ADVISORY BOARD NAME: Environmental Advisory Board

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

☒ Yes (Date: 2/4/2016) ☐ No

Briefly explain:

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

☒ Yes ☐ No

Briefly explain:

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_

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

ADVISORY BOARD NAME: Environmental Advisory Board

**Name: Dr. Thomas Hoban**

**Date of application/last contact: 02/09/2016**

**Summary of qualifications:**

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

☒ Yes    ☐ No (Briefly explain: I have explained the duties and responsibilities of the appointment.)

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

☐ Yes (Date: \_\_\_\_\_)    ☒ No (Briefly explain: Applied after last meeting before applications closed. I have discussed the goals and duties of the board with him. Will discuss further with him in a meeting on 2/10. He will attend March meeting)

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

☒ Yes    ☐ No (Briefly explain: \_\_\_\_\_)

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

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

ADVISORY BOARD NAME: Environmental Adivsory Board

☒ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_

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

ADVISORY BOARD NAME: Environmental Advisory Board

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

Applicant 1: Sheila Walsh Reddy

Outstanding qualifications: Ms. Reddy is the current vice-chair of the EAB.

How applicant compliments current board composition: Ms. Reddy's attendance and participation in all areas of the Board have provided a positive contribution to the board's activities and output.

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

\_\_\_\_\_

\_\_\_\_\_

Applicant 2: Pasan Perera

Outstanding qualifications: \_ Mr. Perera works for Chapel Hill in an area directly related to the duties of the EAB. He will add a younger outlook and provide valuable insight into activities in Chapel Hill which can be leveraged by the Carrboro EAB.

How applicant compliments current board composition: Mr. Perera is younger than other board members and will provide a different outlook and approach to the Board's deliberations.

Other comments: Mr. Perera has attended 2 meetings of the Board and provided needed information and background on initiatives in Chapel Hill.



Applicant 3: Robert Crook

Outstanding qualifications: Mr. Crook's background is in forestry.

How applicant compliments current board composition:

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Other comments: Currently finishing second term on the board. Mr. Crook did not provide much information on his application for re-appointment on which to base recommendation. Recommendation would have to be based on prior service.

Applicant 4: Dr. Thomas Hoban

Outstanding qualifications: Excellent academic and professional background well suited to the goals of the board.

How applicant compliments current board composition: He will provide solid academic knowledge in the major areas of interest to the board. His volunteer efforts with the Haw River Assembly also indicate his commitment to environmental issues and his potential for driving the Board forward.

Other comments: 

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Continue if additional applicants are recommended

# TOWN OF CARRBORO

## Application for Membership on a Committee/Board

NAME: Robert Crook DATE: 2/2/16  
ADDRESS:

300 Waterside DR 27510

IS THIS ADDRESS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF CARRBORO? Y

TELEPHONE: [HOME] (919) 260-5082 [BUSINESS] ( )

E-MAIL ADDRESS: crookk@bellsouth.net

DATE OF BIRTH 8/23/65 RACE: W SEX: M

OCCUPATION Natural Resource

ARE YOU A REGISTERED ORANGE COUNTY VOTER? Y

LENGTH OF RESIDENCE IN ORANGE COUNTY 10 yrs

LENGTH OF RESIDENCE IN THE TOWN OF CARRBORO 10 yrs

*I wish to be considered for appointment to the following committee/board(s):*

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> OWASA Board of Directors
<input type="checkbox"/> Animal Control Board of Appeals	<input type="checkbox"/> Orange County Economic Dev. Com.
<input type="checkbox"/> Appearance Commission/NPDC	
<input type="checkbox"/> Arts Committee	<input type="checkbox"/> Orange County Human Relations Com.
<input type="checkbox"/> Economic Sustainability Commission	<input type="checkbox"/> Personnel Advisory Committee
<input checked="" type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Human Services Commission	<input type="checkbox"/> Recreation & Parks Commission
<input type="checkbox"/> Greenways Commission	<input type="checkbox"/> Safe Routes to School Implementation Com.
	<input type="checkbox"/> Tourism Development Authority*
<input type="checkbox"/> Northern Transition Area Advisory Com.	<input type="checkbox"/> Transportation Advisory Board
	<input type="checkbox"/> Other _____

If you apply for membership on more than one advisory board, please indicate your preference by number, with "1" being your first choice (please limit your selection to two (2) boards). Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

\*EMPLOYER/SELF EMPLOYED \_\_\_\_\_ \*NUMBER OF YEARS EMPLOYED \_\_\_\_\_

\*PROVIDE EXAMPLES OF HOW YOU ARE INVOLVED IN THE PROMOTION OF TRAVEL AND TOURISM IN THE TOWN OF CARRBORO?  
(\*REQUIRED ONLY FOR TOURISM DEVELOPMENT AUTHORITY APPLICATION)

provided on previous applications

**COMMUNITY ACTIVITIES/ORGANIZATIONAL MEMBERSHIPS:**

Read above

**EXPERIENCE TO AID YOU IN WORKING ON THESE ADVISORY BOARDS**

Read above

**REASON(S) YOU WISH TO BE APPOINTED:**

**HAVE YOU EVER SERVED ON ANY TOWN OF CARRBORO COMMITTEE OR BOARD? IF YES, WHICH ONE(S)** EAB  
and Greenways

**ARE YOU CURRENTLY SERVING ON A TOWN BOARD OR COMMITTEE?** Yes **IF YES, ARE YOU APPLYING FOR A THIRD CONSECUTIVE TERM?** Yes **IF YES, PLEASE DESCRIBE HOW YOU MEET ONE, OR MORE, OF THE EXCEPTIONS NOTED BELOW. PLEASE USE AN ADDITIONAL PAGE IF NECESSARY TO COMPLETE.**

After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances:

1. To retain diversity on an advisory board;
2. To provide continuity in oversight of a major, on-going project;
3. To keep a member who provides expertise otherwise unavailable on an advisory board (e.g., an engineer on the Planning Board or Board of Adjustment); or
4. A lack of qualified applicants.

**RETURN THIS FORM TO: TOWN CLERK, 301 WEST MAIN STREET, CARRBORO, N.C. 27510**  
[www.townofcarrboro.org](http://www.townofcarrboro.org)

*(Please note that this document and the information contained on it is a public record and must be provided by the town to anyone requesting a copy of it.)*

## Catherine Wilson

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**From:** noreply@civicplus.com  
**Sent:** Saturday, December 26, 2015 1:07 PM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Pasan Perera
Date	12/26/2015
Address1	502 Rockgarden Drive
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9199515499
Email Address	<u><a href="mailto:pasanperera@outlook.com">pasanperera@outlook.com</a></u>
Date of Birth	10/18/1991
Race	Asian
Sex	Male
Occupation	Permitting Systems Administrator
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	24
Length of Residence in the Town of Carrboro	20

I wish to be considered for appointment to the following committee/board(s):	Environmental Advisory Board, Greenways Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Greenways Commission 1
*Employer/Self Employed	Town of Chapel Hill - Office of Planning and Sustainability
Number of Years Employed	1
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Volunteer Tour Guide - Carolina Tiger Rescue (Pittsboro, NC) Member - NC Buddhist Vihara (Garner, NC)
Experience to Aid You in Working on Advisory Boards	I am an employee with the Town of Chapel Hill's Office of Planning and Sustainability and am familiar with the procedures in place for creating change in both Chapel Hill and Carrboro. In addition, I have vast experiences with greenways in both practicum and academia; in 2012, I spent a semester as a volunteer conservation corp member with the American Conservation Experience where I worked to create and maintain greenways and trails in national parks in the southwestern United States. As a public policy major at UNC, I conducted undergraduate research as a part of my Senior Capstone Project in determining the economic benefits of the proposed East Coast Greenway for municipalities in the Research Triangle area. Finally, I have worked with an advisory board as a UNC student (Public Service and Advocacy Committee), so I understand the importance of working in a group setting to achieve desired outcomes.
Reasons You Wish to be Appointed	As a frequent user of the area's greenway system (in both Carrboro and Chapel Hill), I am aware of the potential of greenways in not only providing safe alternative transportation for community members, but also of their capabilities in providing affordable recreational outlets for the community while serving as a catalyst for economic growth for Carrboro.

As a member of the Greenways Commission, my knowledge and passion for greenways will help Carrboro continue it's work in further developing greenways as a source of affordable recreation, safe transportation, and economic growth.

Have you ever served on any Town of Carrboro Committee or Board? No

If yes, which one(s)? *Field not completed.*

Are you currently serving on a Town Board or Committe? No

If yes, are you applying for a third consecutive term? No

If yes, please describe how you meet one, or more, of the following exceptions noted below. I have not served on a board or commission with the Town of Carrboro.

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, February 09, 2016 1:50 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Thomas J. Hoban
Date	2/8/2016
Address1	112 Hillcrest Ave.
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9192226757
Email Address	<a href="mailto:drtomhoban@gmail.com">drtomhoban@gmail.com</a>
Date of Birth	5/4/1952
Race	Caucasian
Sex	Male
Occupation	Professor
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	10 years
Length of Residence in the Town of Carrboro	8 years



I wish to be considered for appointment to the following committee/board(s):	Environmental Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	Executive Director, Cape Fear River Assembly
Number of Years Employed	4
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	When I first moved here from Cary I wrote a series of four columns for the Chapel Hill News about why Carrboro is the Creative Corner of the Triangle (copies available on request.) I recently became a board member for the Morgan Creek Valley Alliance. I also have been a member of the Chapel Hill - Carrboro YMCA for about five years.
Experience to Aid You in Working on Advisory Boards	I have spent the last four decades conducting research and education on the social aspects of environmental issues. During my 25 years as a professor of sociology at NC State I worked with local governments on a variety of water quality, waste management and other issues. For past four years I have been Executive Director of the Cape Fear River Assembly. One of our key interests is to improve the management of increasingly scarce water supplies in the Triangle region. I also am now an adjunct professor of Environmental Studies at Elon University.
Reasons You Wish to be Appointed	I really love living in Carrboro. In particular, I am encouraged by our community's commitment to sustainability and environmental protection. I also understand how to encourage public understanding and support for environmental causes.
Have you ever served on any Town of Carrboro Committee or Board?	No

If yes, which one(s)? *Field not completed.*

Are you currently serving  
on a Town Board or  
Committee? No

If yes, are you applying  
for a third consecutive  
term? No

If yes, please describe  
how you meet one, or  
more, of the following  
exceptions noted below.  
\*Members of the Board  
of Adjustment,  
Environmental Advisory  
Board, Human Services  
Advisory Commission,  
and Transportation  
Advisory Board may be  
reappointed to successive  
terms without limitation  
(Sections 15-29(c), 15-  
45(c) 3-7(d), 3-24(c))

Not relevant since have never served on one of the boards.

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-062

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make an Appointment to the Human Services Advisory Commission and an Amendment to the Chair Selection Process

**PURPOSE:** The purpose of this item is for the Mayor and Board to make appointments to the Human Services Commission and amend the process for selecting the chair of the Commission..

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Human Services Advisory Commission currently has four seats eligible for appointment; two vacant seats and two expiring terms. Seth Maid is the current chair of the Human Services Advisory Commission and provided the forms for review. The attached resolution appoints Barbara Foushee, Andrea Turner, and Tracy Gosselin to the Commission.

An ordinance is also attached amending the Town Code regarding the selection of the Human Services Advisory Commission Chair. Currently, the practice has been for the Commission to select a chair from amongst its membership during the first meeting of the year. However, the Town Code is written to require the Board of Aldermen to make the appointment. The ordinance amends the Town Code to comply with the traditional practice of the selection of a chair from the group's membership.

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

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution making appointments to the Human Services Advisory Commission and the ordinance amending the Town Code regarding the selection process for the Human Services Advisory Commission.

**ATTACHMENT A**

**A RESOLUTION MAKING AN APPOINTMENT TO THE  
HUMAN SERVICES ADVISORY COMMISSION**

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO  
APPOINTS THE FOLLOWING APPLICANT(S) TO THE HUMAN SERVICES ADVISORY  
COMMISSION;

Name	Term Expiration
Barbara Foushee	2/2019
Andrea Turner	2/2019
Tracy Gosselin	2/2018

Section 2. This resolution shall become effective upon adoption.

**ORDINANCE AMENDING CARRBORO TOWN CODE SECTION 3-8  
REGARDING THE APPOINTMENT CHAIRPERSON FOR THE  
HUMAN SERVICES ADVISORY COMMISSION**

The Board of Aldermen of the Town of Carrboro ordains as follows:

Section 1. Town Code Section 3-8(c) is amended to read as follows:

- (c) The Commission shall designate one of its members to serve as chairperson and one to serve as vice chairperson. These officers shall serve annual terms unless their terms of appointment to the Commission sooner expire. A member may be selected to serve as chairperson for not more than two (2) consecutive full one year terms. Vacancies shall be filled for the unexpired terms only. The chairperson and vice chairperson may take part in all deliberations and vote on all issues.

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 on this \_\_\_\_ day of \_\_\_\_\_, 2016.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

# HUMAN SERVICES ADVISORY COMMISSION

## INCLUDED FORMS:

- 1) CHAIR FORMS
- 2) APPLICATION(S)

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

ADVISORY BOARD NAME:

Human Services

Name:

BARBARA MIDDLETON-FOUSHEE

Date of application/last contact:

10/31/15

Summary of qualifications:

- INCREDIBLY ACTIVE IN COMMUNITY (DOES A LOT OF VOLUNTEERING w/ NON-PROFITS)
- HAS SERVED ON HUMAN SERVICES COMMISSION FOR 1 YEAR - WAS ENORMOUS ASSET!

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

☒ Yes ☐ No (Briefly

explain: \_\_\_\_\_)

Applicant attended Advisory Board meeting prior to BOA review.

☒ Yes (Date: WAS ON COMMISSION) ☐ No (Briefly

explain: \_\_\_\_\_)

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

☒ Yes ☐ No

Briefly explain:

WAS SERVED

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

☒ Gender diversity

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

ADVISORY BOARD NAME: Human Services

☒ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: \_\_\_\_\_



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

ADVISORY BOARD NAME:

Andre Human Services

Name:

ANDREA TANNER

Date of application/last contact:

11/4/15

Summary of qualifications:

- IS CURRENT VICE-CHAIR OF COMMISSION & HAS BEEN A TREMENDOUS BOARD MEMBER
- VOLUNTEER @ MANY NON-PROFITS / SCHOOLS / RELIGIOUS INSTITUTIONS

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

☒ Yes

☐ No (Briefly

explain: \_\_\_\_\_)

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

☒ Yes

(Date: \_\_\_\_\_)

☐ No (Briefly

explain: \_\_\_\_\_)

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

☒ Yes

☐ No

Briefly explain:

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

☐ Gender diversity

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

ADVISORY BOARD NAME:

Human Services

☐ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: \_\_\_\_\_

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Sunday, February 07, 2016 5:05 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Tracy Karen Gosselin
Date	2/7/2016
Address1	103 Bel Arbor Lane
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9193321034
Email Address	<u><a href="mailto:gosse001@mc.duke.edu">gosse001@mc.duke.edu</a></u>
Date of Birth	12/21/1970
Race	Caucasian
Sex	Female
Occupation	Nurse
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	2 years
Length of Residence in the Town of Carrboro	2 years

I wish to be considered for appointment to the following committee/board(s):	Human Services Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	Duke University Health System
Number of Years Employed	22
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Oncology Nursing Society - Past Treasurer (3 year term) and also have led a variety of project teams American Cancer Society - local speaker and past district liaison for political issues to representative Prove Caring House - board of directors (6 years) Variety of other health care associations
Experience to Aid You in Working on Advisory Boards	Currently a team member of the American Society of Clinical Oncology - Teams in Cancer Care working group Have served and led different advisory boards and project teams in the past Served 2-3 years on local Komen for the Cure community grant review team
Reasons You Wish to be Appointed	I think this would allow me to contribute to my local community in a way that is helpful to the community and meaningful to me
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving on a Town Board or Committee?	No
If yes, are you applying for a third consecutive	No

term?

If yes, please describe  
how you meet one, or  
more, of the following  
exceptions noted below.

NA

Email not displaying correctly? [View it in your browser.](#)

## Catherine Wilson

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**From:** noreply@civicplus.com  
**Sent:** Saturday, October 31, 2015 7:47 PM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Barbara A. Middleton-Foushee
Date	10/31/2015
Address1	100 Williams Street
Address2	<i>Field not completed.</i>
City	Carrboro
State	North Carolina
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9192704087
Email Address	<a href="mailto:zeta1985@msn.com">zeta1985@msn.com</a>
Date of Birth	7/27/1964
Race	African American
Sex	Female
Occupation	Senior Technologist
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	24 years
Length of Residence in the Town of Carrboro	13 years

I wish to be considered for appointment to the following committee/board(s):	Human Services Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Human Services Commission
*Employer/Self Employed	Laboratory Corporation of American
Number of Years Employed	15 years
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Chapel Hill-Carrboro NAACP(Secretary), Blue Ribbon Mentor Advocate(Mentor), Zeta Phi Beta Sorority, Inc.(Tamias), Order of the Eastern Star and OWASA Board of Directors(Orange County appointee).
Experience to Aid You in Working on Advisory Boards	Engaged in the community through my work with the organizations listed above and also through other events/projects. I have had and continue to have exposure to individuals from all walks of life. I am most passionate about those activities that involve directly serving others. I am organized, meticulous and a critical thinker and believe that these attributes can be an asset to the Human Services Commission.
Reasons You Wish to be Appointed	I want to gain more experience in how funding is distributed to the non profit organizations and because I believe in giving back to the community that we live in. I remain interested in our local government and continue to believe that the governing/advisory boards should be a reflection of the populations that they serve.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	Human Services Commission

Are you currently serving  
on a Town Board or  
Committee?

Yes

If yes, are you applying  
for a third consecutive  
term?

No

If yes, please describe  
how you meet one, or  
more, of the following  
exceptions noted below.

Not applying for a 3rd term; appointed in late 2014, served in  
2015.

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## Catherine Wilson

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, November 04, 2015 7:48 AM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Andrea Tanner
Date	11/4/2015
Address1	2003 S. Hawick Ct.
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9192407114
Email Address	<a href="mailto:acarsonatanner@gmail.com">acarsonatanner@gmail.com</a>
Date of Birth	5/22/1973
Race	white
Sex	female
Occupation	homemaker
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	4 years
Length of Residence in the Town of Carrboro	4 years

I wish to be considered for appointment to the following committee/board(s):	Human Services Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	n/a
Number of Years Employed	n/a
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	n/a
Community Activities/Organizational Memberships	- three year term on Carrboro Human Services Commission (2012-2015) - Chair, Seawell Elementary School Book Fair (2015-present) - member, United Church of Chapel Hill (2011-present) - member, Chapel Hill-Durham Mothers of Multiples (2011-present) - classroom volunteer, Seawell Elementary School (2012-present)
Experience to Aid You in Working on Advisory Boards	I volunteer for a number of local organizations and am connected to many young families in our area, so I am familiar with the needs and concerns my neighbors.
Reasons You Wish to be Appointed	I would like to support the work of the non-profit organizations and charities in this area that are vital to keeping our community running strong.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	Human Services
Are you currently serving on a Town Board or Committee?	Yes
If yes, are you applying for a third consecutive	No

term?

If yes, please describe how you meet one, or more, of the following exceptions noted below.

I just completed my first term and I am applying for a second term.

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-059

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make Appointments to the Planning Board

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make appointments to the Planning Board.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando, 919-918-7309

**INFORMATION:** The Planning Board currently has four seats available for appointment; one vacant seat and three expiring terms. Braxton Foushee as the chair of the Planning Board during the candidate review period. He provided a recommendation form for the Board's consideration. Heather Hunt did not submit an application but is actively involved with the Board. Heather Hunt notified the Town Clerk on 2/12/16 that she wishes to be reappointed. The attached resolution appoints Thomas Tiemann, Heather Hunt, and Blake Rosser to the Planning Board and requests that Orange County reappoint David Clinton to the Planning Board.

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

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution.

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
PLANNING BOARD**

Section 1: THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING  
APPLICANT(S) TO THE PLANNING BOARD:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	Thomas Tiemann	2/2019
In-Town	Blake Rosser	2/2020
ETJ	David Clinton	2/2019
In-Town	Heather Hunt	2/2019

Section 2. The Board hereby requestes that the Orange County Board of Commissioners reappoint David Clinton to the ETJ seat on the Planning Board and requests that the Town Clerk forward a copy of this resolution to the County.

Section 3. This resolution shall become effective upon adoption.

# PLANNING BOARD

## INCLUDED FORMS:

- 1) CHAIR FORMS
- 2) APPLICATION(S)

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

ADVISORY BOARD NAME: PLANNING BOARD

Name: THODIAS TREMAN

Date of application/last contact: 2/4/16

Summary of qualifications:

CURRENTLY ON PLANNING BOARD

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

☒ Yes ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: \_\_\_\_\_) ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes ☐ No  
Briefly explain: \_\_\_\_\_

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



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

ADVISORY BOARD NAME: PLANNING BOARD

Name: BLAKE ROSSER

Date of application/last contact: 2/4/16

**Summary of qualifications:**

EDUCATOR, CARBORO RESIDENCE 8 yrs

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

☒ Yes ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: 2/4/16) ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes ☐ No  
Briefly explain: \_\_\_\_\_

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

\_\_\_\_ Gender diversity

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

ADVISORY BOARD NAME: Planning Board

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

Applicant 1: BLAKE ROSSER

Outstanding qualifications: A MEMBER OF SEVERAL  
COMMITTEES ON SCHOOL LEVEL, CHAIR OF THE MIDDLE  
SCHOOL PROFESSIONAL LEARNING COMMUNITY AND  
EQUITY TEAM

How applicant compliments current board composition:

AGE RANGE

Other comments:

Applicant 2: THOMAS TIEMANN

Outstanding qualifications: CURRENTLY ON PLANNING BOARD

## Catherine Wilson

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**To:** noreply@civicplus.com  
**Subject:** RE: Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Blake Rosser
Date	12/14/2015
Address1	1026 W Main St.
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9199286870
Email Address	<u><a href="mailto:blake.rosser@yahoo.com">blake.rosser@yahoo.com</a></u>
Date of Birth	10/9/1981
Race	W
Sex	M
Occupation	Educator
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	13 years
Length of Residence in the Town of Carrboro	8 years
I wish to be considered	Board of Adjustment, Economic Sustainability Commission,

for appointment to the following committee/board(s):	Planning Board, Transportation Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	1 Planning
*Employer/Self Employed	Chapel Hill-Carrboro City Schools
Number of Years Employed	3
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Volunteer with the ReCyclery, active parent at Carrboro Elementary
Experience to Aid You in Working on Advisory Boards	Member of several committees on the school level including Equity Team, Instructional Excellence Committee, and Chair of the Middle School Professional Learning Community.
Reasons You Wish to be Appointed	In addition to significant interest in Planning and Development I am exploring the possibility of a career change into City/Urban Planning. I have attended meetings in the past regarding the site selection of the Southern Orange Branch Library (for which I also wrote an editorial in the Chapel Hill News), the plans for developing the Greensboro/Weaver corner lot, and the new hotel planned for 300 E.Main. I would like to take a more participatory approach in order to better understand the ins and outs of the field before committing to graduate school.
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving on a Town Board or Committee?	No

If yes, are you applying  
for a third consecutive  
term? No

If yes, please describe  
how you meet one, or  
more, of the following  
exceptions noted below. N/A

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## Catherine Wilson

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, December 29, 2015 7:30 PM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Thomas Tiemann
Date	12/29/2015
Address1	100 Stable Road
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9196362283
Email Address	<a href="mailto:tiemann@elon.edu">tiemann@elon.edu</a>
Date of Birth	4/2/1948
Race	White
Sex	Male
Occupation	Retired economist
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	32 years
Length of Residence in the Town of Carrboro	14 years

I wish to be considered for appointment to the following committee/board(s):	Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	<i>Field not completed.</i>
Number of Years Employed	retired from Elon University
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Currently on Planning Board
Experience to Aid You in Working on Advisory Boards	Urban economist
Reasons You Wish to be Appointed	use my expertise to help Carrboro grow and improve
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	Planning Bord
Are you currently serving on a Town Board or Committe?	Yes
If yes, are you applying for a third consecutive term?	No
If yes, please describe how you meet one, or more, of the following	NA

exceptions noted below.

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-061

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make Appointments to the Transportation Advisory Board

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make appointments to the Transportation Advisory Board.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando, 919-918-7309

**INFORMATION:** The Transportation Advisory Board currently has three seats available for appointment; one vacant seat and two expiring term. Linda Haac is the current chair of the Transportation Advisory Board. Colleen Barclay and John Nicopoulos have expiring terms and have submitted applications for reappointment. The attached resolution appoints Colleen Barclay, John Nicopoulos, and Derek Powers to the Transportation Advisory Board.

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

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution.

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
TRANSPORTATION ADVISORY BOARD**

Section 1: THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING  
APPLICANT(S) TO THE TRANSPORTATION ADVISORY BOARD:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	Colleen Barclay	2/2019
In-Town	John Nicopoulos	2/2019
In-Town	Derek Powers	2/2018

Section 2. This resolution shall become effective upon adoption.

# TRANSPORTATION ADVISORY BOARD

## INCLUDED FORMS:

- 1) CHAIR FORMS
- 2) APPLICATION(S)

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

ADVISORY BOARD NAME: TAB

Name: Colleen Barclay  
Date of application/last contact: 11/7/2015, 2/4/16

**Summary of qualifications:** Colleen is currently our board's chair. She takes a multi-modal approach to transportation, and has impressive data analysis and graphic skills. She served on our Pedestrian Safety sub-committee, providing much expertise. She is also vice-chair of the Carrboro Bike Coalition but is not a single-focus board member. She has a MPH and has lived in Carrboro for 3 1/2 years.

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

☒ Yes ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: 2/4/2016) ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes ☐ No  
Briefly explain:

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

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

ADVISORY BOARD NAME: TAB

**needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.**

☒ Gender diversity

☐ Racial or ethnic diversity

☒ Age range diversity

☐ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_

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

ADVISORY BOARD NAME: TAB

**Name:** Derek Powers

**Date of application/last contact:** 2/8/2016, 2/10/2016

**Summary of qualifications:** Derek is the events manager for the Cat's Cradle and a life-long cycling enthusiast who lives in the Bolin Creek neighborhood. He has been active in helping kids with cycling and has done significant community outreach and event sponsorship. He is interested in road access and use and takes as well a multi-modal transportation approach.

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

☒ **X** **Yes**     ☐ **No** (Briefly explain: \_\_\_\_\_)

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

☐ **Yes** (Date: \_\_\_\_\_)     ☒ **X** **No** (Briefly explain: His application was received after our last meeting and prior to the deadline for chair submissions. \_\_\_\_\_)

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

☒ **X** **Yes**     ☐ **No**  
Briefly explain: \_\_\_\_\_

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

ADVISORY BOARD NAME: TAB

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☒ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_

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

ADVISORY BOARD NAME: TAB

**Name:** John Nicopoulos

**Date of application/last contact:** 1/12/2016, 2/4/2016

**Summary of qualifications:**

John is a retired attorney and his legal expertise is extremely helpful to our board. He has served two terms on the TAB so this will be his third. He provides a balanced approach to transportation issues and is interested in balancing economic and transportation needs of Carrboro residents. He is a member of the board of directors of the Carrboro Recyclery.

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

☒ Yes    ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: 2/4/2016 \_\_\_\_\_)    ☐ No  
Briefly explain:



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

ADVISORY BOARD NAME: TAB

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

☒ Yes    ☐ No

Briefly explain:

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

☐ Gender diversity

☐ Racial or ethnic diversity

☒ Age range diversity

☐ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_

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

ADVISORY BOARD NAME: TAB

**Name:** \_\_\_\_\_

**Date of application/last contact:** \_\_\_\_\_

**Summary of qualifications:**

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

\_\_\_\_ Yes    \_\_\_\_ No (Briefly explain: \_\_\_\_\_)

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

\_\_\_\_ Yes (Date: \_\_\_\_\_)    \_\_\_\_ No (Briefly explain: \_\_\_\_\_)

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

ADVISORY BOARD NAME: TAB

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

☐ Yes ☐ No (Briefly explain: \_\_\_\_\_)

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: \_\_\_\_\_

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

ADVISORY BOARD NAME: Transportation Advisory Board \_\_\_\_\_  
Applicant(s) recommended at this time (1 per open seat)

Applicant 1: Colleen Barclay

Outstanding qualifications: Colleen was elected chair of the Transportation Advisory Board at our last meeting on Thursday, Feb. 4, 2016. She has served as vice- chair previously, leading meetings when the chair couldn't be there. She served on our Pedestrian Safety sub-committee and provided a great deal of help with data analysis, as well as providing the visual graphic work needed for presentation of that data. She takes a comprehensive, multi-modal approach to transportation planning and problems and works well with all members of the board as well as the community. She has represented our board before the BOA and welcomes feedback. She has a MPH and understands the health benefits of a well-planned transportation infrastructure and is aware of safety concerns, in part as a mother and grandmother. She is also currently vice-chair of the Carrboro Bike Coalition but one of Colleen's outstanding qualities is that she is not a single-focus candidate.

How applicant compliments current board composition: Colleen's data skills complement other board members' skills in this area, but her graphic skills are a unique contribution and skills that are clearly needed. She also is an excellent listener and helps to bring the group together.

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Other comments: I heartily recommend Colleen for another  
term. \_\_\_\_\_

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Applicant 2: Derek Powers

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Outstanding qualifications: Derek has lived on and off in Carrboro for 25  
years and is the venue manager for the Cat's Cradle. He is a life-long cycling  
enthusiast, although he does not, as he says, belong to the Carrboro Bike  
Coalition. He has done a great deal of community outreach work and event  
sponsorship. He has also worked with the Carrboro Festival of Music. He too  
takes a multi-modal approach to transportation, which is helpful in looking at  
the broad needs of our entire community. Derek has worked with children in  
terms of cycling, and has two very young children of his own. He is the  
creator of "P Ride," held every Saturday since 1991, as well as being a  
founder/advisor for "Pedal for Pediatrics" a charity ride supported by UNC  
Hospitals. \_\_\_\_\_

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How applicant compliments current board composition: Derek will bring

good community outreach and event sponsorship skills to our board. Although our board has a number of cyclists, he takes a multi-modal approach as our board has been striving to do. He lives in the Bolin Creek neighborhood and is aware of issues confronting those outside of the downtown area.

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

Applicant 3: John Nicopoulos

Outstanding qualifications: John is a retired attorney and his legal expertise has been extremely helpful to our board. He has served two terms on the TAB so this will be his third. He is easy to work with and brings an unique and different perspective to our board given his legal background. He has lived in Carrboro for 10 years, and is a member of the board of directors of Carrboro Recyclery. He is active in promoting the use of alternative transportation and is familiar with how cities such as Montreal approach these issues. One of his interests is to balance economic and transportation needs of Carrboro residents.

How applicant compliments current board composition: \_\_\_\_\_ John's legal expertise is invaluable. He is familiar with other cities such as Montreal, broadening the board's knowledge of other cities' approaches.

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

Continue if additional applicants are recommended

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Monday, February 08, 2016 4:30 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	derek powers
Date	2/8/2016
Address1	311 bolin creek drive
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9192805366
Email Address	<u><a href="mailto:derek@catscradle.com">derek@catscradle.com</a></u>
Date of Birth	11/2/1965
Race	caucasian
Sex	male
Occupation	venue manager
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	25 years
Length of Residence in the Town of Carrboro	on and off for 25 years. homeowner 1993-1998, then 2009 to present



I wish to be considered  
for appointment to the  
following  
committee/board(s):

Transportation Advisory Board

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

Cat's Cradle

Number of Years  
Employed

april 1st marks 22 years at Cat's Cradle

\* Provide examples of  
how you are involved in  
the promotion of travel  
and tourism in the Town  
of Carrboro.

*Field not completed.*

Community  
Activities/Organizational  
Memberships

as a life long cycling enthusiast i have created/hosted hundreds of events in and near town over the last 25 years. i am the creator of the semi world famous "P Ride," which has been held rain or shine 52 Saturdays a year since 1991. it used to leave from the Performance bike shop parking lot. when that shop moved we moved the P Ride to Wilson Park, where it still departs from today. i founded the doughnut boy racing team, which might not mean anything to anyone reading this, but like the recycler we helped kids fix up bikes and get helmets. our members have helped out at bike rodeos, skill seminars, and safety lectures. i was one of the founders/advisors for the short lived "Pedal for Pediatrics," a charity ride supported by UNC hospitals that started and finished at the Friday Center. we endeavored to raise money for injured children as well as foster skills, participation, and safety. i was on the original band selection committee for the first Carrboro Festival of Music, which was the Fete de la Musique back then. i think i participated in 4 or 5 of them. through my job as manager of the cat's cradle i've worked every hour of every festival of music show since its inception.

Experience to Aid You in  
Working on Advisory  
Boards

my work at the cat's cradle and my 30+ years of cycling give me a unique set of skills. to succeed and last in both fields i've had to master customer service, community outreach, and cycling expertise. at work i need to keep bands AND patrons AND employees happy.....i've tried to apply the things i've

learned at the Cradle to the events i host and participate in on the bike -- basically, try to keep the riders, the fans, and the sponsors happy. now i'd like to try and keep the cyclists, the townsfolk, and the motorists happy.....and healthy.

Reasons You Wish to be Appointed

i would like to lend my opinions/experience to the problems facing this town vis and vis road access and use. like i stated above, i'd like to participate in any process that aims to keep cyclists, pedestrians, motorists and citizens happy and healthy. i've lived enough to see a lot.....and ridden a lot.....and i think i can be a valuable asset in steering these matters.

Have you ever served on any Town of Carrboro Committee or Board?

No

If yes, which one(s)?

*Field not completed.*

Are you currently serving on a Town Board or Committee?

No

If yes, are you applying for a third consecutive term?

No

If yes, please describe how you meet one, or more, of the following exceptions noted below.  
\*Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15-45(c) 3-7(d), 3-24(c))

n/a

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## Catherine Wilson

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, January 12, 2016 7:41 AM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	john nicopoulos
Date	1/12/2016
Address1	255 sweet bay place
Address2	<i>Field not completed.</i>
City	carrboro
State	NORTH CAROLINA
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9196199431
Email Address	<u><a href="mailto:jnicopoulos@hotmail.com">jnicopoulos@hotmail.com</a></u>
Date of Birth	12/10/1951
Race	White
Sex	Male
Occupation	Retired
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	12 years
Length of Residence in the Town of Carrboro	10 years

I wish to be considered for appointment to the following committee/board(s):	Transportation Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	retired attorney
Number of Years Employeed	35 years
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Member board of directors Carrboro Recyclery, active participant in promoting use of alternative transportation methods in Carrboro
Experience to Aid You in Working on Advisory Boards	Attorney licensed in North Carolina, active cyclist for over 35 years, two completed terms on Carrboro Transportation Advisory Board
Reasons You Wish to be Appointed	Continuing interest in current and future transportation issues, i.e., how to balance the economic and transportaion needs of Carrboro residents.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	Transportation Advisory Board
Are you currently serving on a Town Board or Committe?	Yes
If yes, are you applying for a third consecutive term?	Yes
If yes, please describe	My legal background provides expertise otherwise unavailable

how you meet one, or  
more, of the following  
exceptions noted below.

on the Transportation Advisory Board.

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## Catherine Wilson

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**From:** noreply@civicplus.com  
**Sent:** Saturday, November 07, 2015 10:12 AM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Colleen Barclay
Date	11/7/2015
Address1	116 Pine St. Apt. B
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	7079531824
Email Address	<a href="mailto:colleen.j.barclay@gmail.com">colleen.j.barclay@gmail.com</a>
Date of Birth	7/2/1957
Race	White
Sex	Female
Occupation	Research Associate
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	3 1/2 years
Length of Residence in the Town of Carrboro	3 1/2 years

I wish to be considered for appointment to the following committee/board(s):	Transportation Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	UNC-Chapel Hill
Number of Years Employed	4 years
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	I've been a member of the Carrboro Bicycle Coalition for 3 years, attending monthly meetings, contributing my writing, data collection, and graphics skills to CBC programs such as the Bicycle Friendly Business program and volunteering at the CBC's events as well as other bicycle-related community events such as Kidical Mass, the Rogers Road Community Center Bike Rodeo, and Friday Night Lights. I am currently serving as vice chair. I've participated in the organizing committee for Carrboro Open Streets each of the 3 years since its inception.
Experience to Aid You in Working on Advisory Boards	After a long first career was as a graphic designer, I went back to school at mid-life, earning first a BS in biology and then an MPH in epidemiology and biostatistics. Visual presentation of data is one of my strengths, and one which I've put to use a number of times in my first term with the TAB. My public health experience in health disparities and disease prevention has consolidated my concern with the health effects of the built environment, particularly transportation infrastructure.
Reasons You Wish to be Appointed	As a life-long multi-modal road user, I strongly feel that a community's livability is influenced by street design and transportation policy to a degree rivaling that of any other factor. As a grandparent of two, the safety of our town for all, especially vulnerable users, is paramount. As a Carrboro resident, I welcome the opportunity to make a positive contribution to the Town's vibrant civic life.

Have you ever served on  
any Town of Carrboro  
Committee or Board?

Yes

If yes, which one(s)?

Transportation Advisory Board

Are you currently serving  
on a Town Board or  
Committee?

Yes

If yes, are you applying  
for a third consecutive  
term?

No

If yes, please describe  
how you meet one, or  
more, of the following  
exceptions noted below.

Requirement of this field doesn't seem to be responsive to a  
"yes" or "no" answer to the above. My first term ends in  
February, 2016.

Email not displaying correctly? [View it in your browser.](#)





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-069

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

A Resolution Changing the Location 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 Seymour Center in Chapel Hill.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando, 919-918-7309

**INFORMATION:** The Board originally adopted a resolution that scheduled the Board's 2016 retreat at the Hampton Inn and Suites in Carrboro on Sunday, February 28, 2016.

The attached resolution changes the location to the Seymour Center. The meeting will begin at 10:00am and end at 4:00pm.

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. The Seymour Center is being provided to the Town at no cost by Orange County.

**RECOMMENDATION:** The Board of Aldermen should adopt the attached resolution changing the location of the 2016 Board of Aldermen Retreat.

A RESOLUTION CHANGING THE LOCATION 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 Seymour Center in Chapel Hill.
2. The Town Clerk will post and publicize the meeting pursuant to the North Carolina Open Meetings Law.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-031

**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Approval of Contractual Agreement Allowing for Installation of a Google Fiber Hut on Town Owned Property

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider approving a resolution that will allow installation of a Google Fiber Hut on Town-owned property at 401 Davie Road. Approval of the attached resolution authorizes the Town Manager to sign the final agreement between the Town and Google.

**CONTACT INFORMATION:** Andy Vogel, 918-7305; JD Freeman, 918-7427; Trish McGuire, 918-7327; Marty Roupe, 918-7333

**INFORMATION:** Town staff has been working with representatives of Google on locating a site for a Google fiber hut to serve citizens with fiber optic data service. A site at 401 Davie Road has been identified as a location that should serve the community well in terms of geographical distribution of Carrboro's population and interconnection with the fiber loop being installed in the Triangle region.

The attached agreement and exhibits have been reviewed by Town staff and the Town Attorney and have been found suitable for presentation to the Board. The agreement itself provides for an initial ten-year term, followed by two potential, successive ten-year terms.

The agreement also describes a sound attenuation easement area outside of the formal leased area. Consistent with the recently adopted Land Use Ordinance text amendment, the sound attenuation easement reduces the sound to a maximum of 50 decibels before it leaves Town owned property.

Approval of the attached resolution will authorize the Town Manager to sign a final version of the agreement with Google. As a related matter, a zoning permit must be issued before construction of the hut may commence. Once the town officially enters into the agreement, Google will be authorized to submit full plans for receipt of a zoning permit. Staff has received and reviewed the plans ahead of this agenda item being prepared. The attached exhibit does meet the pertinent Land Use Ordinance provisions, but staff cannot consider the plans as an official submittal and permit request until the lease agreement is fully executed. Once

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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the agreement is completed, staff will issue a zoning permit authorizing construction of the hut. The schedule may change, but Google has said that they anticipate beginning construction soon.

The utility corridor easement areas identified on the plans should work as proposed, and the agreement also authorizes the Manager to grant the necessary easements at a later date, so long as they are substantially as shown in the exhibit. If for some reason the location of the utility easements substantially changes, then the new locations would be brought back before the Board ahead of the Town granting the easements.

As additional information, the exhibit includes a hut elevation, which obligates Google to include a brick exterior façade for the hut, brick-clad sound attenuation walls, black vinyl chain link fence, and vegetative screening around the perimeter of the fence.

**FISCAL AND STAFF IMPACT:** The agreement includes a \$2.00 per square foot annual payment for the square footage of land contained within the fenced compound containing the hut. The defined lease area is 2,600 square feet, which results in annual payment from Google to the Town of \$5,200.00.

**RECOMMENDATION:** Town staff recommends that the Board adopt the attached resolution authorizing the Town Manager to sign the agreement for installation of a Google Fiber Hut at 401 Davie Road.

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

**A RESOLUTION AUTHORIZING THE TOWN MANAGER TO SIGN AN AGREEMENT ALLOWING FOR INSTALLATION OF A GOOGLE FIBER HUT AT 401 DAVIE ROAD.**

**WHEREAS**, the Carrboro Board of Aldermen has reviewed and found acceptable a final agreement between the Town of Carrboro and Google Fiber, LLC; and

**WHEREAS**, Google Fiber desires to install a fiber hut at 401 Davie Road on property owned by the Town of Carrboro, consistent with the terms and conditions contained in the agreement.

**NOW, THEREFORE BE IT RESOLVED** by the Carrboro Board of Aldermen that the Town Manager is hereby authorized to sign the final agreement with Google Fiber, LLC, allowing for installation of a fiber hut at 401 Davie Road.

This the 16<sup>th</sup> day of February 2016.

## NETWORK HUT LEASE AGREEMENT

This Equipment Housing ("Network Hut") Lease Agreement ("Agreement") is entered into by the Town of Carrboro, a North Carolina municipality ("Town") and the Google Fiber North Carolina, LLC a North Carolina limited liability company ("Lessee"). Town and Lessee agree to the terms and conditions set forth below.

1. **Purpose.** Lessee needs rights to occupy and use certain real property (the "Site" or "Sites") owned by the Town. The Sites will be used for the purpose of constructing, operating and maintaining structure(s) that will house network equipment and fiber that are part of Lessee's fiber optic network ("Network Hut"). The construction of each Network Hut will be based on the specifications described in Exhibit A to this Agreement, which may be amended by Lessee subject to the Town's prior approval. Any such amendment(s) shall also be consistent with the Site Terms for the site (Exhibit B). Exhibits A and B are attached hereto and incorporated herein by reference
2. **Location of Sites for Network Huts.** Lessee will identify and propose to the City the location of various Town owned sites. Lessee and Town will work together to agree upon each site to be used for each Network Hut. When Lessee and Town agree upon terms for a specific site, the parties will complete and sign the form attached as Exhibit B to this Agreement ("Site Terms"), which shall include all terms, including any site-specific terms for each site ("Network Hut Site"). The Site Terms shall include a legal description of the Network Hut Site, the fees to be paid for use of the site and any other special terms or requirements applicable to the Network Hut Site. Lessee's occupancy and use of each Network Hut Site will be subject to this Agreement, including the terms set forth in the applicable Site Terms.
3. **Lessee Rights and Obligations.** Town grants to Lessee the right to access, enter, occupy and use each Network Hut Site at any time for the purpose of constructing, operating and maintaining each Network Hut as shown on Exhibit A. Town grants these rights solely to the extent it has such rights, title and interest in and to the Network Hut Site, without any express or implied warranties. Lessee will obtain all applicable licenses, permits and other authorizations required to construct, operate and maintain the Network Hut and offer Lessee's services. Lessee will construct the Network Hut in accordance with all applicable laws and permitting requirements. Lessee will use and maintain the Network Hut Site in accordance with all applicable laws and reasonable requirements and will keep the site secure (based on applicable standards) and reasonably free from debris, litter and graffiti.
4. **Effective Date and Term.** This Agreement is effective on the last date it has been signed by both parties ("Effective Date"). The initial term of the Agreement is ten (10) years from the Effective Date. Following the initial term, this Agreement may be renewed in a new agreement, subject to any applicable notice and governing board approvals, by mutual agreement for successive two (2) year periods. The parties shall notify each other at least ninety (90) days prior to the expiration of the Agreement or any renewal period of their intent with respect to such renewal.
5. **Termination of Agreement or Site Terms.** Lessee may terminate this Agreement or the Site Terms for a specific Network Hut Site at any time with thirty (30) days written notice to the Town, the Town may terminate this Agreement in the event of a material breach of this Agreement by Lessee and Lessee fails to cure the breach within sixty (60) days of receipt of notice from Town.

In the event of material breach of this Agreement or of the Site terms for a particular site Town may exercise such rights and seek such remedies, including self-help remedies, as are provided by law. Town may also terminate the Site Terms for a Network Hut Site by providing a minimum of one hundred eighty (180) days written notice to Lessee if the Town determines that the applicable Network Hut Site is needed for a reasonable and necessary public purpose or that the Network Hut Site poses a public safety or health hazard to the community. Following such written notice, Town agrees to use its best efforts to find an alternative Town owned site that Lessee may use as a replacement. Upon any termination or expiration of this Agreement, in whole or in relation to a particular Network Hut Site, Lessee will vacate premises and return site to its original condition other than removal of any concrete foundations.

6. **Fees and Costs.** Licensee agrees to pay to Town the annual fee of \$2 per square foot for each Network Hut Site. The fees shall be paid on an annual basis for each Network Hut Site. Lessee shall be responsible for all its costs associated with construction, operation and maintenance of the Network Hut and Network Hut Site. Lessee's first payment to Town shall be due within 45 days of the effective date of this Agreement. Thereafter, payments shall be delivered to Town within forty-five (45) days of the payment due date established by the parties in the Site Terms.
7. **Indemnification.** Lessee will defend and indemnify City, its officers, elected representatives, and employees from any claims and liabilities related to any third party claim for property damage, personal injury or death to the extent caused by Lessee or its contractors. Lessee will have the right to control the defense of any such claim. If, in Town's reasonable judgment, a conflict exists between the interests of Town and Lessee in such a claim, Town may retain its own counsel whose reasonable fees will be paid by Lessee.
8. **Limitation of Liability.** NEITHER PARTY WILL BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES IN CONNECTION WITH THIS AGREEMENT. THE PARTIES ACKNOWLEDGE THAT THIS LIMITATION SHALL BE SUBJECT TO AND MAY BE LIMITED BY APPLICABLE STATE LAW.
9. **Insurance.** Lessee will carry and maintain commercial general liability, workers compensation, business automobile liability, Lessee property insurance equivalent to ISO Special Form property Insurance on Lessee's property and other customary types of insurance applicable to the use of Network Hut Sites. The insurance coverage amounts shall be reasonably adequate based on the use of the Network Hut Sites but no less than \$2,000,000 aggregate and \$2,000,000 per occurrence for general liability coverage, \$1,000,000 combined single limit for automobile coverage, and as required by North Carolina law for workers compensation and shall be issued by insurers duly qualified to offer and bind coverage within the state of North Carolina. Lessee's insurance policies shall name Town as an additional insured as its interest may appear. The Town's manager will be included as a person to be notified under the policy. The "other insurance" clause shall not apply to Town, it being the intention of the parties that the above policies covering Lessee and Town shall be considered primary coverage. Each policy shall contain a waiver of all rights of recovery or subrogation against Town, its officers, agents, employees and elected officials.
10. **Notice.** All notices related to this Agreement will be in writing and sent to the address set forth in each signature block to this Agreement. Notices are effective (a) when delivered in person, (b) upon confirmation of a receipt when transmitted by facsimile transmission or by electronic mail, (c) upon receipt after dispatch by registered or certified mail, postage prepaid, (d) on the

next business day if transmitted by overnight courier (with confirmation of delivery), or (e) three (3) days after the date of mailing, whichever is earlier.

11. **General Provisions.** This Agreement is governed by the laws of the state where the Network Huts are located. The venue of any dispute that may arise out of this Agreement shall be in Orange County, North Carolina or in the United States District Court for the Middle District of North Carolina. Town will make the entirety of the rights set forth in this Agreement available to other network-based providers of internet access and multichannel video programming services in a non-discriminatory manner, including access to the Town's infrastructure, poles, conduits, assets and rights of way to the extent set forth in this Agreement, on rates, terms and conditions that are as favorable as those the Town provides to Lessee for the same access; recognizing that the equivalent consideration afforded by other service providers may be different than what Lessee is obligated to provide under this Agreement. Neither party will be liable for failure or delay in performance to the extent caused by circumstances beyond its reasonable control. This Agreement may not be assigned by Lessee without the prior written consent of Town except for assignments to Lessee's affiliates, defined as any person or entity controlling, controlled by, or under common control with Lessee, or in connection with a merger, acquisition, sale of network assets or similar transactions. In the event of any such assignment, Lessee shall notify City in writing of such assignment within thirty (30) days. This Agreement sets out all terms agreed between the parties and supersedes all previous or contemporaneous agreements between the parties relating to its subject matter. This Agreement, including any exhibits, constitutes the entire Agreement between the parties related to this subject matter, and any change to its terms must be in writing and signed by the parties. The parties may execute this Agreement in counterparts, including facsimile, PDF, and other electronic copies, which taken together will constitute one instrument. Each party to this Agreement agrees to: (a) use electronic signatures; and (b) be subject to the provisions of the U.S. E-SIGN Act (i.e., the Electronic Signatures in Global and National Commerce Act (ESIGN, Pub.L. 106-229, 14 Stat. 464, enacted June 30, 2000, 15 U.S.C. ch.96).

**LICENSEE: GOOGLE FIBER NORTH  
CAROLINA, LLC**

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

(Authorized Signature)

\_\_\_\_\_  
(Name)

**TOWN: TOWN OF CARRBORO**

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

(Authorized Signature)

\_\_\_\_\_  
(Name)



---

**(Title)**

**Address:** 1600 Amphitheatre Parkway

Mountain View, CA 94043

**Date:**

---

**(Title)**

**Address:**

**Date:**

Form Agreement

## EXHIBIT B

### NETWORK HUT SITE TERMS #RDU 130

1. **Legal Description of Network Hut Site Location (describe below or attach legal description).**

#### **Non-Exclusive Noise Attenuation Easement**

In addition to the Network Hut Site Location described above, the Town also conveys to the Lessee a non-exclusive noise attenuation easement over an area extending sixty (60) feet in all directions from the boundary of the Network Hut Site Location described above. The boundary line of this easement area shall run parallel to and shall be exactly 60 feet from the boundary line of the external boundary line of the Network Hut Site Location lease area described above. Lessee may not make any improvements whatsoever to this area, and the Town may make such use of this area for any and all lawful purposes. This non-exclusive noise attenuation easement is conveyed for the sole purpose of establishing the boundary line at which compliance with applicable noise level limitations related to Lessee's use of the Network Hut Site Location lease area shall be measured.

2. **Annual Fees:** For purposes of this agreement, and as indicated on the approved site plan for this network Hut Site, the area of the Network Hut Site is 2600 square feet, which area measurement shall be used for the purpose of calculating the annual fee/rent for the Site pursuant to paragraph 6 of the Network Hut Lease Agreement.
3. **Other terms or requirements applicable to Network Hut Site.**
  - (a) The site plan for this Network Hut Site approved by the Town is (or, upon approval by the Town, shall be) attached hereto and incorporated by reference as Exhibit B-1 to this Agreement. Lessee shall comply with all terms and conditions of the approved site plan.
  - (b) Until such time as the Agreement expires or is otherwise terminated or amended, Lessee shall have vehicular access to the Hut Site from the gravel drive lying adjacent to,

and generally west of, the Site as shown on the approved site plan. The gravel drive is subject to an access easement benefitting the "Lion's Club Property", which lies south and West of the site, at the terminus of the gravel drive. Lessee shall at all times keep the gravel drive clear of obstructions so as not to interfere with the right of access, ingress and egress for the 'Lion's Club Property'.

- (c) The Town recognizes that utility providers may require the Town to grant easements or encroachment agreements for installation of public utilities to serve the Network Hut Site. The Town agrees to negotiate in good faith to develop appropriate easements, encroachment agreements or other instruments with utility providers to provide utility service, such instruments being subject to discretionary approval by the Town's Board of Aldermen in accordance with law.
- (d) If necessary to serve the Network Hut Site, the rights granted to lessee under this Agreement shall include the non-exclusive right to cross Town property adjacent to the Network Hut Site along Fidelity Street and the gravel drive as shown on the approved site plan for the installation of underground fiber optic cables and underground communications infrastructure to serve the Network Hut Site.

**LICENSEE:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**(Authorized Signature)**

**(Authorized Signature)**

\_\_\_\_\_  
**(Name)**

\_\_\_\_\_  
**(Name)**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**(Title)**

**Address:** 1600 Amphitheatre Parkway  
Mountain View, CA 94043

**Address:**


**Date:**

**Date:**

PROJECT DESCRIPTION	
THIS PROJECT CONSISTS OF INSTALLING A NEW UNMANNED SHELTER ON A NEW CONCRETE PAD AT GRADE.	
PROJECT INFORMATION	
APPLICANT ADDRESS:	BECHTEL ASSOCIATES PROFESSIONAL CORPORATION 100 PERIMETER PARK DRIVE, SUITE H MORRISVILLE, NC 27560
PROJECT MANAGER:	BETTY CHANG
ENGINEERING CONTACT:	PAUL KOSKI
PERMITTING CONTACT:	DAVID PHELPS
JURISDICTION:	TOWN OF CARRBORO, NC
LATITUDE:	N 35.9114674 (WGS84)
LONGITUDE:	W -79.0822505 (WGS84)
PROPERTY OWNER:	TOWN OF CARRBORO

DRAWING INDEX			
DRAWING NO.	SHEET NO.		REV
H0130-00000-ZN-70001	01	TITLE SHEET	2
H0130-00000-ZN-70001	02	OVERALL PROPERTY MAP	1
H0130-00000-ZN-70001	03	EXISTING CONDITIONS	1
H0130-00000-ZN-70001	04	SITE & UTILITY PLAN	2
H0130-00000-ZN-70001	05	GRADING & EROSION CTRL PLAN	2
H0130-00000-ZN-70001	06	LANDSCAPE PLAN	2
H0130-00000-ZN-70001	07	COMPOUND ELEVATION	1
H0130-00000-ZN-70001	08	DETAILS	1
H0130-00000-ZN-70001	09	DETAILS	2

SUMMARY INFORMATION	
PIN	9778563356
PROPERTY AREA	8.73 ACRES
EXISTING BUILDING AREA	0 SF
PROPOSED BUILDING AREA	360 SF
EXISTING USE CATAGORY	21.100 CEMETERY
PROPOSED USE CATAGORY	21.100 CEMETERY, AND 15.750 DATA SERVICE PROVIDER FACILITY
PARKING DATA	0 REQUIRED, 1 PROVIDED (IN DRIVEWAY)/STANDARD
CURRENT IMPERVIOUS	0.44 AC. (5.0% OF SITE)
PROPOSED IMPERVIOUS	0.09 AC. (1.0% OF SITE)
TOTAL IMPERVIOUS AREA	0.53 AC. (6.1% OF SITE)
TOTAL DISTURBED AREA	0.25 AC
PROPOSED BUILDING HEIGHT	13' 3-3/8" - 1 STORY
ZONING	R-10, ZS
PROPERTY ADDRESS	145 FIDELITY ST., CARRBORO, NC 27510



Dewberry Engineers Inc.  
2610 WYCLIFF ROAD  
SUITE 410  
RALEIGH, NC 27607  
PHONE: 919.881.9939  
FAX: 919.881.9923  
NC LICENSE No.: F-0929



BECHTEL ASSOCIATES  
PROFESSIONAL CORPORATION  
5275 WESTVIEW DRIVE  
FREDERICK, MD. 21703  
PHONE: (301) 228-6000

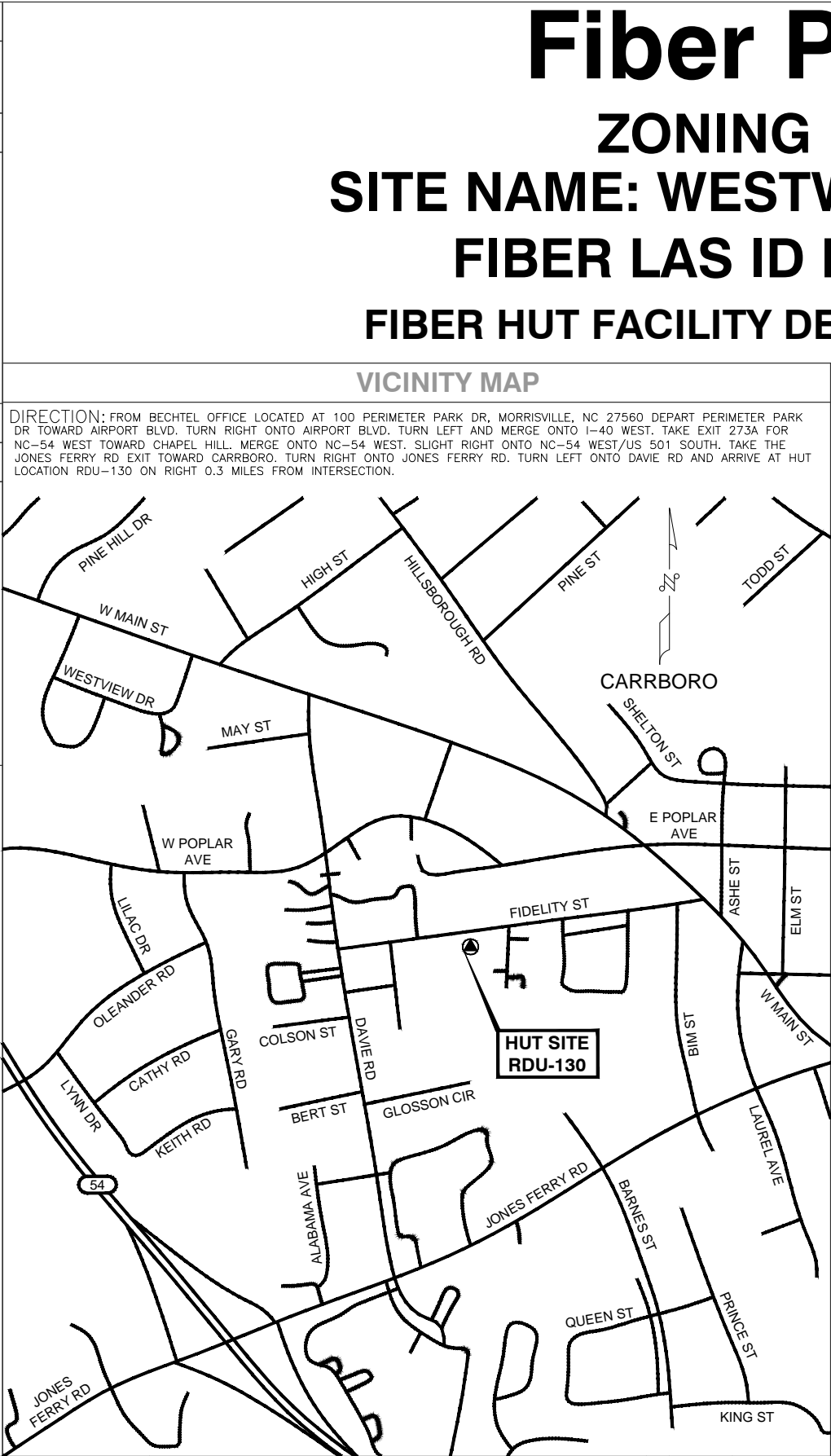
FIBER HUT ID #: RDU130  
145 FIDELITY ST.  
CARRBORO, NC 27510

Fiber Project

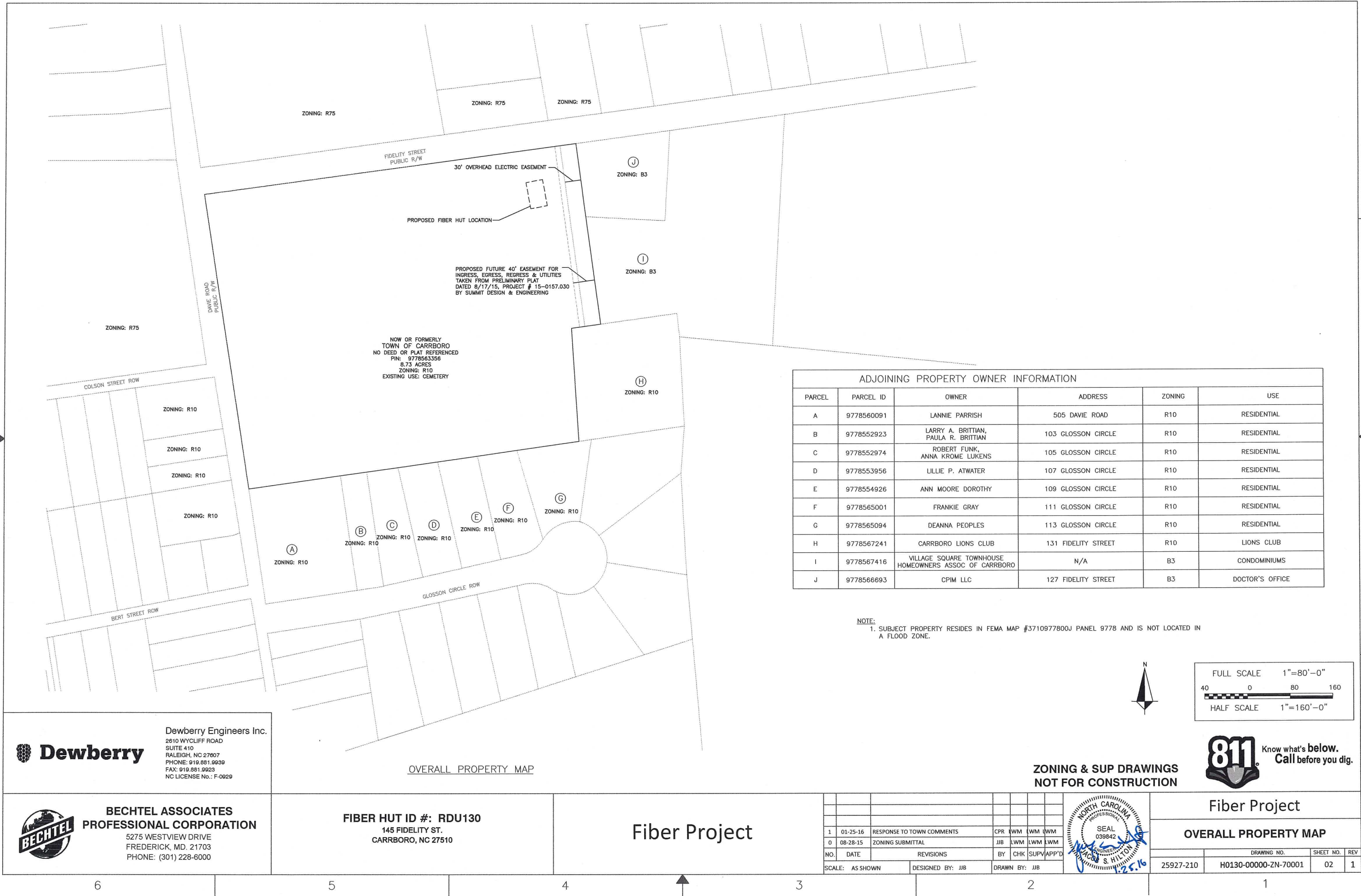
2	02-11-16	RESPONSE TO TOWN COMMENTS	CPR	LWM	LWM	LWM			
1	01-25-16	RESPONSE TO TOWN COMMENTS	CPR	LWM	LWM	LWM			
0	08-28-15	ZONING SUBMITTAL	JB	LWM	LWM	LWM			
NO.	DATE	REVISIONS	BY	CHK	SUPV	APP'D			
SCALE: AS SHOWN			DESIGNED BY: JB		DRAWN BY: JB				



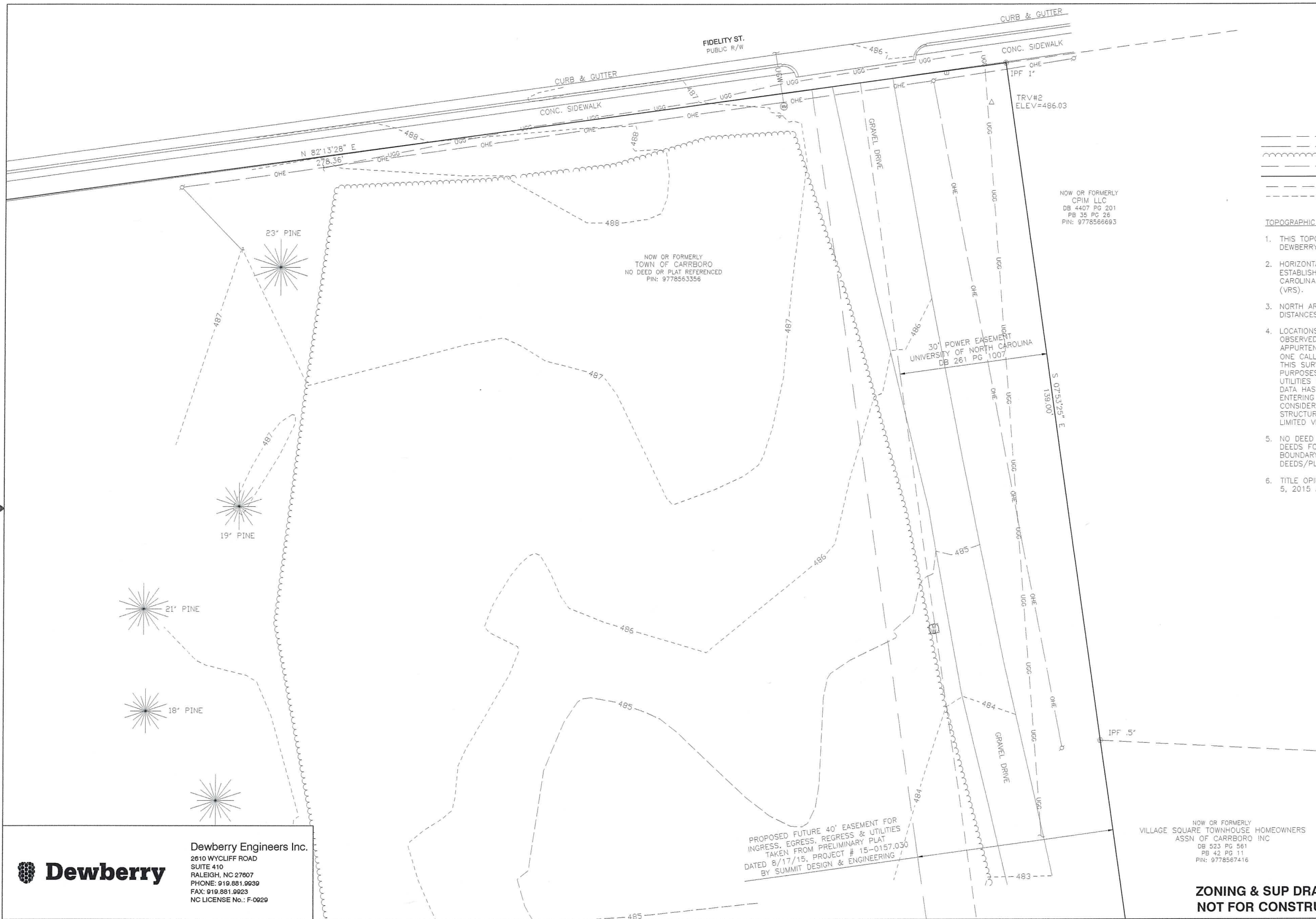
Fiber Project			
TITLE SHEET			
	DRAWING NO.	SHEET NO.	REV
25927-210	H0130-00000-ZN-70001	01	2



VICINITY MAP	APPLICABLE BUILDING CODES AND STANDARDS
	SUBCONTRACTOR'S WORK SHALL COMPLY WITH ALL APPLICABLE NATIONAL, STATE, AND LOCAL CODES AS ADOPTED BY THE LOCAL AUTHORITY HAVING JURISDICTION (AHJ) FOR THE LOCATION. THE EDITION OF THE AHJ ADOPTED CODES AND STANDARDS IN EFFECT ON THE DATE OF CONTRACT AWARD SHALL GOVERN THE DESIGN.
	BUILDING CODE: [INTERNATIONAL BUILDING CODE] IBC & IRC [STATE BUILDING CODE] - CURRENT VERSION ELECTRICAL CODE: [NATIONAL ELECTRICAL CODE] NEC NFPA 70 [FIRE/LIFE SAFETY CODE] NFPA-101 LIFE SAFETY CODE
	SUBCONTRACTOR'S WORK SHALL COMPLY WITH THE LATEST EDITION OF THE FOLLOWING STANDARDS: AMERICAN CONCRETE INSTITUTE (ACI) 318, BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC), MANUAL OF STEEL CONSTRUCTION ANSI-J-STD-607-A, COMMERCIAL BUILDING GROUNDING (EARTHING) AND BONDING REQUIREMENTS FOR TELECOMMUNICATIONS NECA/BICSI-607, TELECOMMUNICATIONS BONDING AND GROUNDING PLANNING AND INSTALLATION METHODS FOR COMMERCIAL BUILDINGS TIA 607, COMMERCIAL BUILDING GROUNDING AND BONDING REQUIREMENTS FOR TELECOMMUNICATIONS
	INSTITUTE FOR ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE) 81, GUIDE FOR MEASURING EARTH RESISTIVITY, GROUND IMPEDANCE, AND EARTH SURFACE POTENTIALS OF A GROUND SYSTEM IEEE 1100 RECOMMENDED PRACTICE FOR POWERING AND GROUNDING OF ELECTRONIC EQUIPMENT
	IEEE C2 NATIONAL ELECTRIC SAFETY CODE, LATEST VERSION
	TELCORDIA GR-1275, GENERAL INSTALLATION REQUIREMENTS
	FOR ANY CONFLICTS BETWEEN SECTIONS OF LISTED CODES AND STANDARDS REGARDING MATERIAL, METHODS OF CONSTRUCTION, OR OTHER REQUIREMENTS, THE MOST RESTRICTIVE REQUIREMENT SHALL GOVERN. WHERE THERE IS CONFLICT BETWEEN A GENERAL REQUIREMENT AND A SPECIFIC REQUIREMENT, THE SPECIFIC REQUIREMENT SHALL GOVERN.
	ALL CONSTRUCTION MUST BE PERFORMED IN ACCORDANCE WITH CURRENT TOWN OF CARRBORO SECTION 15-176.6 DATA SERVICE PROVIDED FACILITIES ITEMS (A) THRU (M).
	GENERATOR NOTE: PROPOSED PROJECT CONTAINS A CUMMINS GGHG 85 KW GENERATOR. GENERATOR WILL HAVE A NATURAL GAS CONNECTION AND NO FUEL STORAGE TANKS ARE PROPOSED. GENERATOR WILL BE APPROXIMATELY 3' FROM THE PROPOSED BUILDING.
	ZONING & SUP DRAWINGS NOT FOR CONSTRUCTION







- LEGEND**
- GUY WIRE
  - IRON PIPE FOUND
  - MONUMENT FOUND
  - MONITORING WELL
  - UTILITY PEDESTAL
  - SIGN
  - TRAVERSE
  - TEST PIT
  - WATER METER
  - POWER POLE
  - UNDERGROUND GAS
  - UNDERGROUND WATER
  - TREELINE
  - OVERHEAD ELECTRIC
  - PROPERTY LINE
  - MAJOR CONTOUR
  - MINOR CONTOUR

- TOPOGRAPHIC SURVEY NOTES:**
- THIS TOPOGRAPHIC SURVEY IS BASED ON A SURVEY PERFORMED BY DEWBERRY ENGINEERS INC. ON MAY 7, 2015.
  - HORIZONTAL CONTROL (NAD83) AND VERTICAL CONTROL (NAVD88) ESTABLISHED BY GPS OBSERVATIONS AND COMPUTED USING NORTH CAROLINA GEODETIC SOCIETY VIRTUAL REFERENCE STATION SERVICE (VRS).
  - NORTH ARROW IS GRID NORTH AND ALL DISTANCES ARE GROUND DISTANCES.
  - LOCATIONS OF UTILITIES SHOWN ON THIS SURVEY WERE DETERMINED BY OBSERVED EVIDENCE, LOCATION OF ABOVE GROUND UTILITY APPURTENANCES, AND UTILITY MARKINGS (PAINT, ETC.) PROVIDED BY NC ONE CALL. THESE MARKINGS WERE OBSERVED DURING THE COURSE OF THIS SURVEY, WERE FIELD LOCATED, ARE SHOWN FOR INFORMATIONAL PURPOSES, AND SHOULD BE FIELD VERIFIED IF CRITICAL. UNDERGROUND UTILITIES NOT SHOWN, MAY EXIST. STORM SEWER AND SANITARY SEWER DATA HAS BEEN COLLECTED FROM THE RIM OF THE MANHOLE WITHOUT ENTERING THE STRUCTURE. PIPE SIZES AND TYPES SHOULD BE CONSIDERED APPROXIMATE AND BE FIELD VERIFIED IF CRITICAL. STRUCTURES LABELED "VAULT", IF ANY, INDICATE A SUBSTRUCTURE WITH LIMITED VISUAL ACCESS AND INVERT INFORMATION.
  - NO DEED BOOK OR PAGE PROVIDED BY ORANGE COUNTY REGISTER OF DEEDS FOR TOWN OF CARRBORO, WESTWOOD CEMETERY. PROPERTY BOUNDARY SHOWN, IS BASED ON FOUND MONUMENTATION, ADJOINING DEEDS/PLATS OF RECORD AND GIS INFORMATION.
  - TITLE OPINION PROVIDED BY BURNS, DAY & PRESNELL, P. A. DATED MAY 5, 2015 AT 8:00 AM.



Dewberry Engineers Inc.  
2610 WYCLIFF ROAD  
SUITE 410  
RALEIGH, NC 27607  
PHONE: 919.881.9939  
FAX: 919.881.9923  
NC LICENSE No.: F-0929



**BECHTEL ASSOCIATES  
PROFESSIONAL CORPORATION**  
5275 WESTVIEW DRIVE  
FREDERICK, MD. 21703  
PHONE: (301) 228-6000

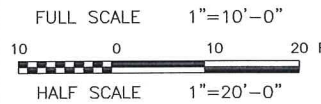
**FIBER HUT ID #: RDU130**  
145 FIDELITY ST.  
CARRBORO, NC 27510

## Fiber Project

NO.	DATE	REVISIONS	BY	CHK	SUPV	APP'D
1	01-25-16	RESPONSE TO TOWN COMMENTS	CPR	WM	WM	WM
0	08-28-15	ZONING SUBMITTAL	JJB	LWM	LWM	LWM
NO.	DATE	REVISIONS	BY	CHK	SUPV	APP'D
SCALE: AS SHOWN		DESIGNED BY: JJB	DRAWN BY: JJB			



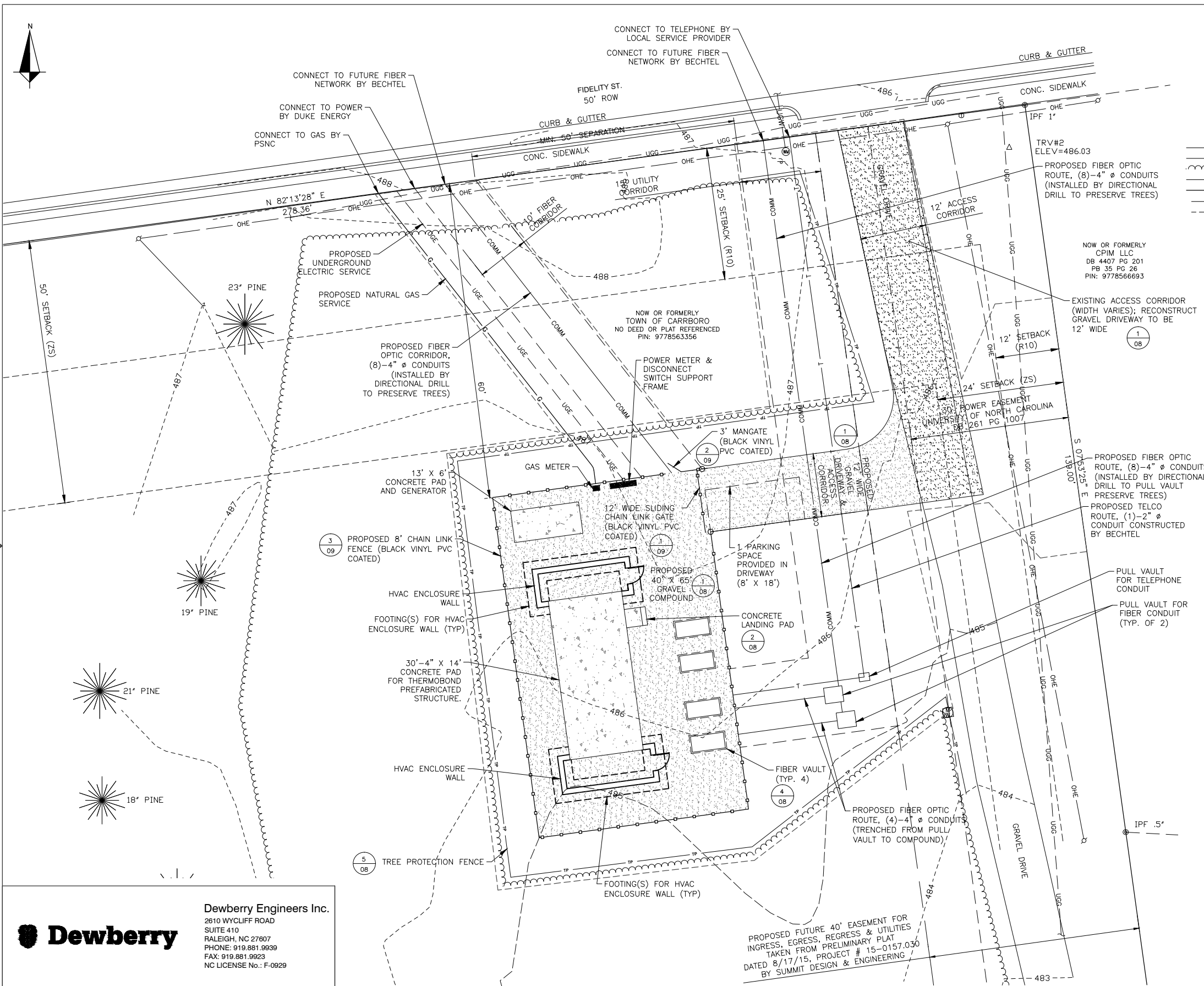
**ZONING & SUP DRAWINGS  
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Fiber Project

EXISTING CONDITIONS

DRAWING NO.	SHEET NO.	REV
25927-210	H0130-00000-ZN-70001	03 1



LEGEND

- GUY WIRE
- IRON PIPE FOUND
- MONUMENT FOUND
- MONITORING WELL
- UTILITY PEDESTAL SIGN
- TRAVERSE
- TEST PIT
- WATER METER
- POWER POLE
- UNDERGROUND GAS
- UNDERGROUND WATER
- TREELINE
- OVERHEAD ELECTRIC
- PROPERTY LINE
- MAJOR CONTOUR
- MINOR CONTOUR

SITE WORK LEGEND

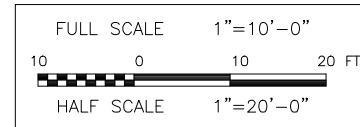
- PROPERTY LINE
- SETBACK LINE
- 8' CHAIN LINK FENCE
- PROPOSED TREE LINE
- EXISTING EASEMENT LINE
- PROPOSED CORRIDOR LINE
- UG-E UNDERGROUND ELECTRIC SERVICE
- COMM UNDERGROUND FIBER OPTIC CABLE ROUTE
- T TELEPHONE LINE
- G UNDERGROUND NATURAL GAS SERVICE
- TP TREE PROTECTION FENCE
- GRAVEL PAVEMENT
- CONCRETE PAVEMENT

ZONING TABLE

PROPERTY OWNER	TOWN OF CARRBORO	
ACREAGE	8.73 AC.	
COUNTY ID NUMBER	PIN: 9778563356	
SETBACKS	R-10 FRONT: 25' SIDE: 12' REAR: 12'	ZS FRONT: 50' SIDE: 24' REAR: 24'
ZONING	R-10 (RESIDENTIAL)- ZS	
CURRENT USE	CEMETERY, VACANT AT PROJECT LOCATION	
PROPOSED USE	CEMETERY, DATA SERVICE PROVIDER FACILITY	
PROPOSED BUILDING SQUARE FOOTAGE	360 SF	
NUMBER OF PARKING SPACES	0 SPACES REQUIRED 1 SPACE PROVIDED IN DRIVEWAY/STANDARD	
LOT COVERAGE	PRO. GRAVEL COMPOUND & DRIVEWAY: 3,420 SF (0.09 AC.)-> 1.0%  PRO. BUILDING SLAB, GENERATOR PAD, CONCRETE PAD & ENCLOSURE WALL: 578 SF (0.01 AC.)-> 0.1%  EX. IMPERVIOUS SURFACE: 19,098 SF (0.44 AC.)-> 5.0%  TOTAL IMPERVIOUS SURFACE: 23,096 SF (0.53 AC.)-> 6.1%  REMAINING OPEN SPACE: 8.20 AC.-> 93.9%	

NOTES:

- NATURAL GAS SERVICE PROVIDER WILL ACQUIRE ITS OWN EASEMENT TO FURNISH SERVICE TO HUT COMPOUND. NATURAL GAS ROUTE SHOWN IS APPROXIMATE AND MAY CHANGE.
- ELECTRIC SERVICE PROVIDER WILL ACQUIRE ITS OWN EASEMENT TO FURNISH SERVICE TO HUT COMPOUND. ELECTRICAL ROUTE SHOWN IS APPROXIMATE AND MAY CHANGE.



ZONING & SUP DRAWINGS  
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Fiber Project

2	02-11-16	RESPONSE TO TOWN COMMENTS	CPR	LWM	LWM	LWM
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Fiber Project

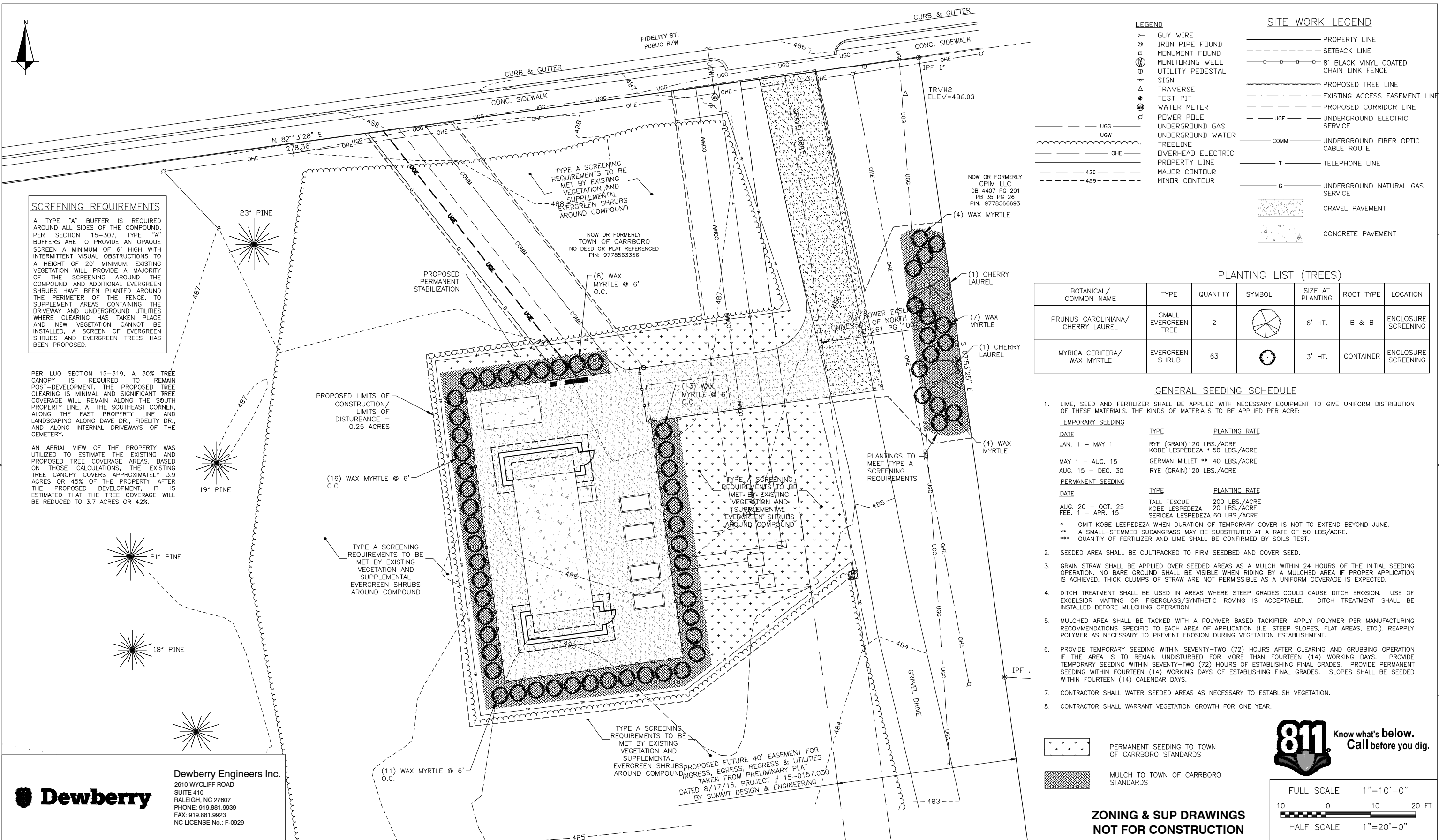
SITE & UTILITY PLAN

	DRAWING NO.	SHEET NO.	REV
25927-210	H0130-00000-ZN-70001	04	2



<h1 style="text-align: center;">Fiber Project</h1> <h2 style="text-align: center;">GRADING &amp; EROSION CONTROL PLAN</h2>			
	DRAWING NO.	SHEET NO.	REV
25927-210	H0130-00000-ZN-70001	05	2





#### SCREENING REQUIREMENTS

A TYPE "A" BUFFER IS REQUIRED AROUND ALL SIDES OF THE COMPOUND. PER SECTION 15-307, TYPE "A" BUFFERS ARE TO PROVIDE AN OPAQUE SCREEN A MINIMUM OF 6' HIGH WITH INTERMITTENT VISUAL OBSTRUCTIONS TO A HEIGHT OF 20' MINIMUM. EXISTING VEGETATION WILL PROVIDE A MAJORITY OF THE SCREENING AROUND THE COMPOUND, AND ADDITIONAL EVERGREEN SHRUBS HAVE BEEN PLANTED AROUND THE PERIMETER OF THE FENCE. TO SUPPLEMENT AREAS CONTAINING THE DRIVEWAY AND UNDERGROUND UTILITIES WHERE CLEARING HAS TAKEN PLACE AND NEW VEGETATION CANNOT BE INSTALLED, A SCREEN OF EVERGREEN SHRUBS AND EVERGREEN TREES HAS BEEN PROPOSED.

PER LUO SECTION 15-319, A 30% TREE CANOPY IS REQUIRED TO REMAIN POST-DEVELOPMENT. THE PROPOSED TREE CLEARING IS MINIMAL AND SIGNIFICANT TREE COVERAGE WILL REMAIN ALONG THE SOUTH PROPERTY LINE, AT THE SOUTHEAST CORNER, ALONG THE EAST PROPERTY LINE AND LANDSCAPING ALONG DAVE DR., FIDELITY DR., AND ALONG INTERNAL DRIVEWAYS OF THE CEMETERY.

AN AERIAL VIEW OF THE PROPERTY WAS UTILIZED TO ESTIMATE THE EXISTING AND PROPOSED TREE COVERAGE AREAS. BASED ON THOSE CALCULATIONS, THE EXISTING TREE CANOPY COVERS APPROXIMATELY 3.9 ACRES OR 45% OF THE PROPERTY. AFTER THE PROPOSED DEVELOPMENT, IT IS ESTIMATED THAT THE TREE COVERAGE WILL BE REDUCED TO 3.7 ACRES OR 42%.



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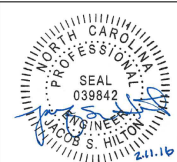


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## Fiber Project

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Fiber Project			
LANDSCAPE PLAN			
DRAWING NO.		SHEET NO.	REV
25927-210		H0130-00000-ZN-70001	06 2

#### LEGEND

- GUY WIRE
- IRON PIPE FOUND
- MONUMENT FOUND
- MONITORING WELL
- UTILITY PEDESTAL
- SIGN
- TRAVERSE
- TEST PIT
- WATER METER
- POWER POLE
- UNDERGROUND GAS
- UNDERGROUND WATER
- TREELINE
- OVERHEAD ELECTRIC
- PROPERTY LINE
- MAJOR CONTOUR
- MINOR CONTOUR

#### SITE WORK LEGEND

- PROPERTY LINE
- SETBACK LINE
- 8' BLACK VINYL COATED CHAIN LINK FENCE
- PROPOSED TREE LINE
- EXISTING ACCESS EASEMENT LINE
- PROPOSED CORRIDOR LINE
- UNDERGROUND ELECTRIC SERVICE
- UNDERGROUND FIBER OPTIC CABLE ROUTE
- TELEPHONE LINE
- UNDERGROUND NATURAL GAS SERVICE
- GRAVEL PAVEMENT
- CONCRETE PAVEMENT

#### PLANTING LIST (TREES)

BOTANICAL/ COMMON NAME	TYPE	QUANTITY	SYMBOL	SIZE AT PLANTING	ROOT TYPE	LOCATION
PRUNUS CAROLINIANA/ CHERRY LAUREL	SMALL EVERGREEN TREE	2		6' HT.	B & B	ENCLOSURE SCREENING
MYRICA CERIFERA/ WAX MYRTLE	EVERGREEN SHRUB	63		3' HT.	CONTAINER	ENCLOSURE SCREENING

#### GENERAL SEEDING SCHEDULE

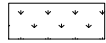
- LIME, SEED AND FERTILIZER SHALL BE APPLIED WITH NECESSARY EQUIPMENT TO GIVE UNIFORM DISTRIBUTION OF THESE MATERIALS. THE KINDS OF MATERIALS TO BE APPLIED PER ACRE:  

TEMPORARY SEEDING	DATE	TYPE	PLANTING RATE
JAN. 1 - MAY 1	RYE (GRAIN) 120 LBS./ACRE KOBE LESPEDEZA * 50 LBS./ACRE		
MAY 1 - AUG. 15	GERMAN MILLET ** 40 LBS./ACRE		
AUG. 15 - DEC. 30	RYE (GRAIN) 120 LBS./ACRE		

PERMANENT SEEDING	DATE	TYPE	PLANTING RATE
AUG. 20 - OCT. 25	TALL FESCUE	200 LBS./ACRE	
FEB. 1 - APR. 15	KOBE LESPEDEZA	20 LBS./ACRE	
	SERICEA LESPEDEZA	60 LBS./ACRE	

  
\* OMIT KOBE LESPEDEZA WHEN DURATION OF TEMPORARY COVER IS NOT TO EXTEND BEYOND JUNE.  
\*\* A SMALL-STEMMED SUDANGRASS MAY BE SUBSTITUTED AT A RATE OF 50 LBS./ACRE.  
\*\*\* QUANTITY OF FERTILIZER AND LIME SHALL BE CONFIRMED BY SOILS TEST.
- SEEDED AREA SHALL BE CULPACKED TO FIRM SEEDBED AND COVER SEED.
- GRAIN STRAW SHALL BE APPLIED OVER SEEDED AREAS AS A MULCH WITHIN 24 HOURS OF THE INITIAL SEEDING OPERATION. NO BARE GROUND SHALL BE VISIBLE WHEN RIDING BY A MULCHED AREA IF PROPER APPLICATION IS ACHIEVED. THICK CLUMPS OF STRAW ARE NOT PERMISSIBLE AS A UNIFORM COVERAGE IS EXPECTED.
- DITCH TREATMENT SHALL BE USED IN AREAS WHERE STEEP GRADES COULD CAUSE DITCH EROSION. USE OF EXCELSIOR MATTING OR FIBERGLASS/SYNTHETIC ROVING IS ACCEPTABLE. DITCH TREATMENT SHALL BE INSTALLED BEFORE MULCHING OPERATION.
- MULCHED AREA SHALL BE TACKED WITH A POLYMER BASED TACKIFIER. APPLY POLYMER PER MANUFACTURING RECOMMENDATIONS SPECIFIC TO EACH AREA OF APPLICATION (I.E. STEEP SLOPES, FLAT AREAS, ETC.). REAPPLY POLYMER AS NECESSARY TO PREVENT EROSION DURING VEGETATION ESTABLISHMENT.
- PROVIDE TEMPORARY SEEDING WITHIN SEVENTY-TWO (72) HOURS AFTER CLEARING AND GRUBBING OPERATION IF THE AREA IS TO REMAIN UNDISTURBED FOR MORE THAN FOURTEEN (14) WORKING DAYS. PROVIDE TEMPORARY SEEDING WITHIN SEVENTY-TWO (72) HOURS OF ESTABLISHING FINAL GRADES. PROVIDE PERMANENT SEEDING WITHIN FOURTEEN (14) WORKING DAYS OF ESTABLISHING FINAL GRADES. SLOPES SHALL BE SEEDED WITHIN FOURTEEN (14) CALENDAR DAYS.
- CONTRACTOR SHALL WATER SEEDED AREAS AS NECESSARY TO ESTABLISH VEGETATION.
- CONTRACTOR SHALL WARRANT VEGETATION GROWTH FOR ONE YEAR.



PERMANENT SEEDING TO TOWN OF CARRBORO STANDARDS

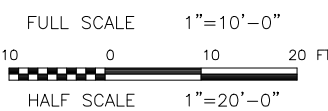


MULCH TO TOWN OF CARRBORO STANDARDS

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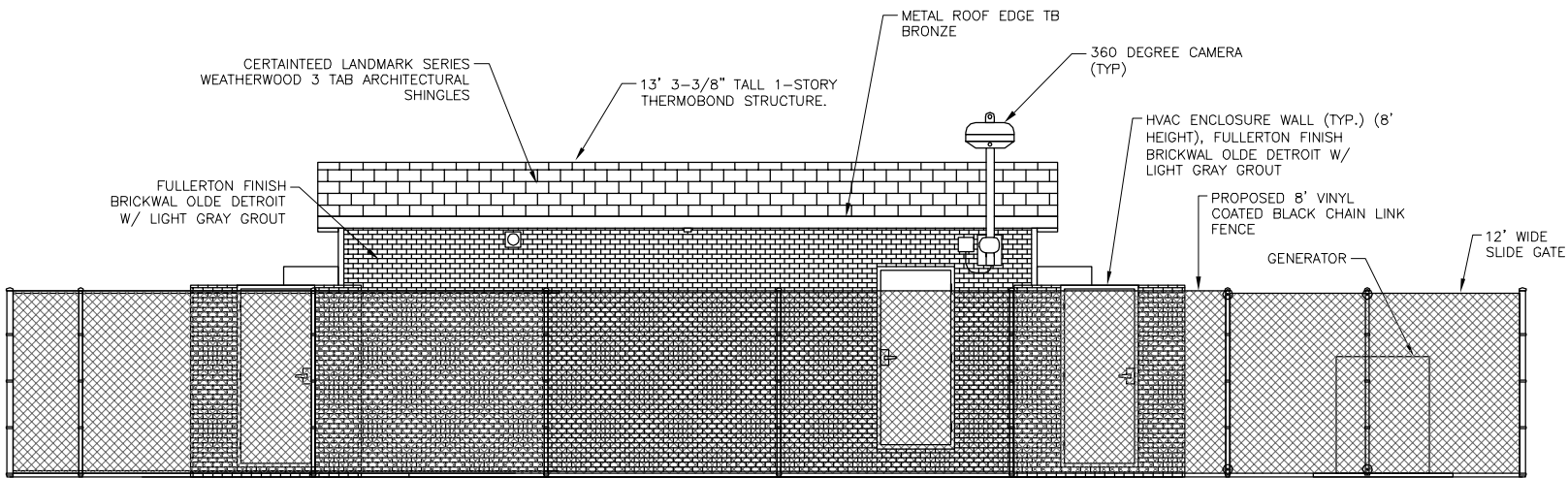


Know what's below.  
Call before you dig.

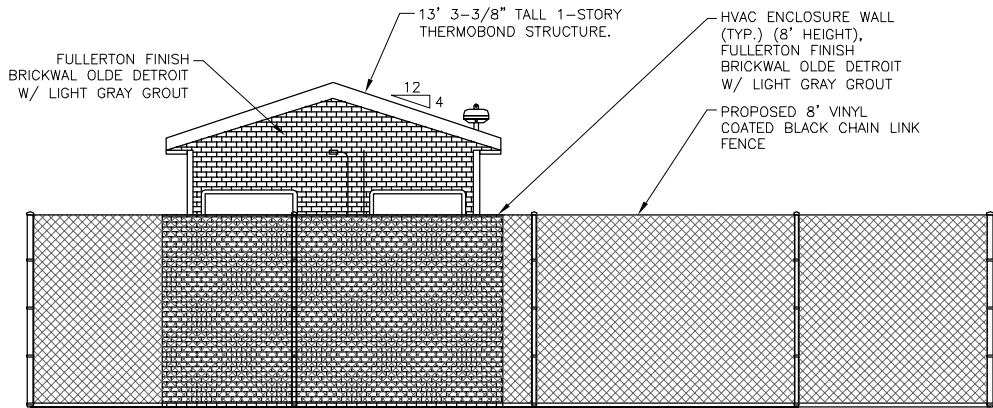




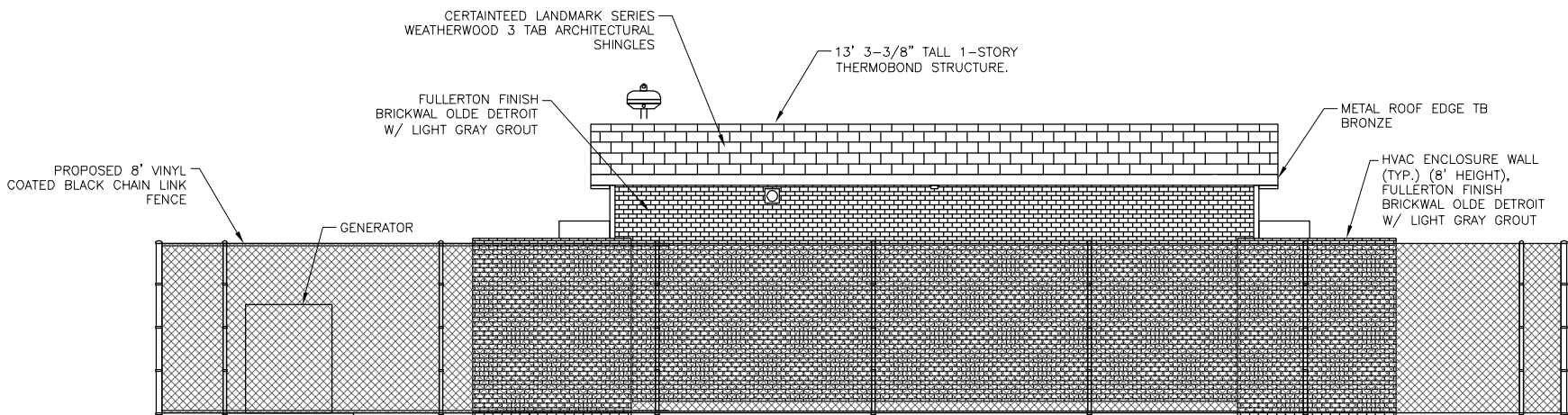
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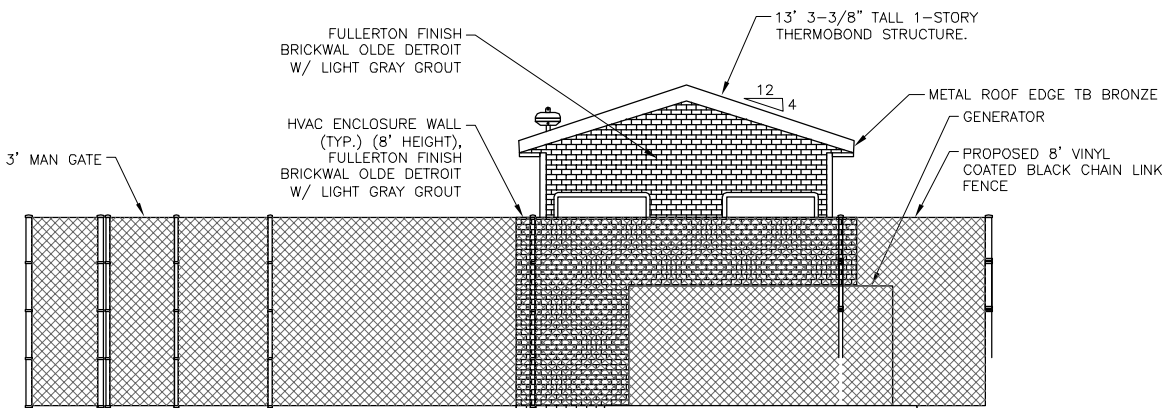
ELEVATION VIEW FROM EAST



ELEVATION VIEW FROM SOUTH



ELEVATION VIEW FROM WEST



ELEVATION VIEW FROM NORTH

AREA OF FACADE WALLS:	1310 SF
AREA OF WINDOWS AND DOORS:	80 SF
TOTAL FACADE WALL AREA:	1390 SF
AREA OF PREDOMINANT FACADE FEATURE:	100%
AREA OF NON-DOMINANT FACADE FEATURE:	0%

NOTES:

1. EXTERIOR LIGHT TO BE WPLED10 LED 10W - DARK SKY APPROVED, PER THERMOBOND SHELTER DRAWINGS. THERMOBOND SHELTER DESIGN, DRAWINGS, AND SPECS BY OTHERS.



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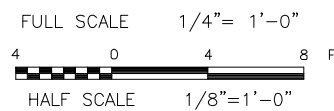
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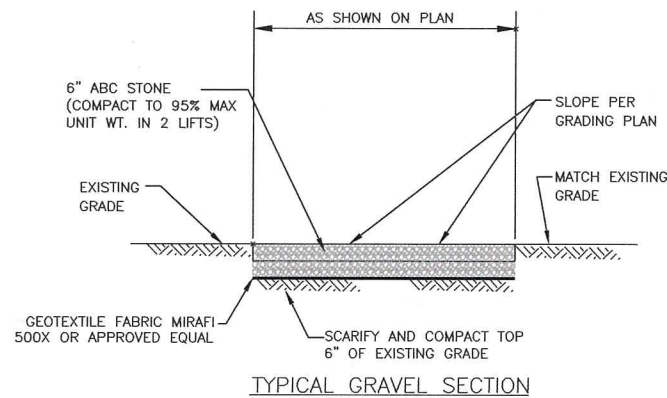


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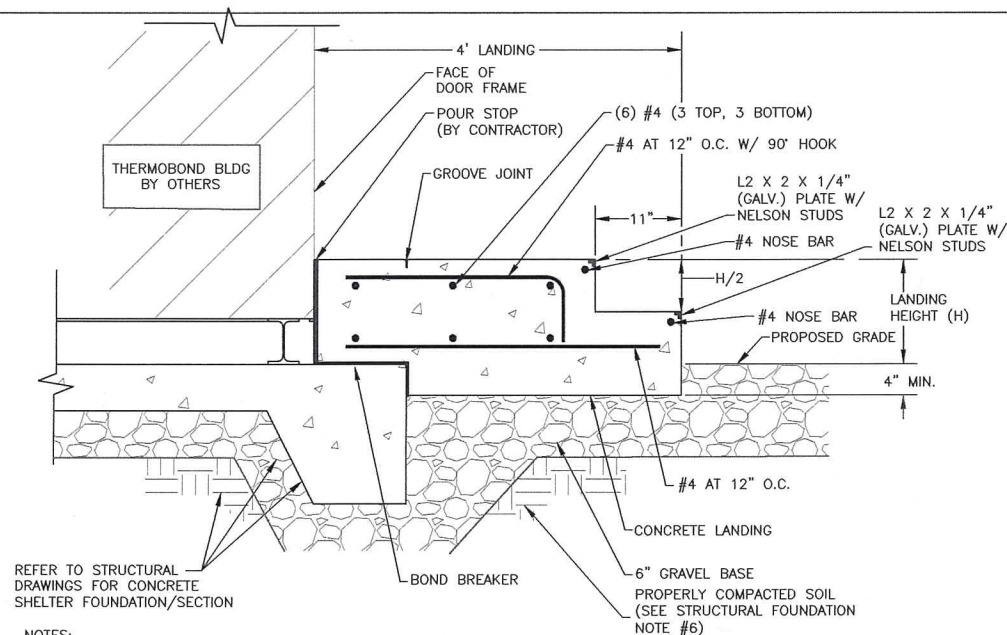
COMPOUND ELEVATION

	DRAWING NO.	SHEET NO.	REV
25927-210	H0130-00000-ZN-70001	07	1





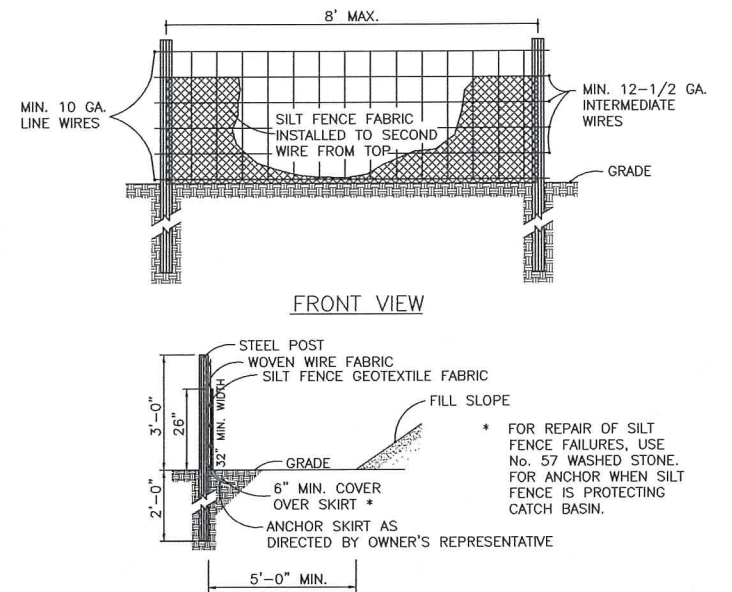
DETAIL 1  
NTS 08



- NOTES:
1. CONCRETE LANDING SHALL HAVE SAME CONCRETE COMPRESSIVE STRENGTH AS FIBER HUT PAD (4,500 PSI, 28 DAYS CONCRETE WITH REINFORCEMENT) OVER 6" GRAVEL BASE WITH COMPACTED SUBGRADE AS SHOWN ABOVE.
  2. CONCRETE LANDING SHALL BE PLACED A MINIMUM OF 4" BELOW GRADE.
  3. CONCRETE LANDING SHALL BE 3' WIDE BY 4' LONG. REFER TO SITE PLAN FOR ADDITIONAL DIMENSIONS/INFORMATION.
  4. CONTRACTOR SHALL LINE UP GROOVE JOINT WITH THE EDGE OF THE HUT FOUNDATION SLAB. BRUSH FINISH LANDING.
  5. THE LANDING ELEVATION SHALL BE 1/4 INCHES BELOW THE FINISHED FLOOR ELEVATION OF THE HUT.

#### CONCRETE LANDING DETAIL

DETAIL 2  
NTS 08



#### GENERAL NOTES:

1. SILT FENCE SHALL BE INSTALLED A MINIMUM OF 5' OUTSIDE TOE OF EARTHFILL EMBANKMENTS. MAY ALSO BE INSTALLED AROUND ALL STORM DRAIN INLETS, & MANHOLES AS DIRECTED.
2. WIRE SHALL BE A MINIMUM OF 36" IN WIDTH AND SHALL HAVE A MAXIMUM MESH SPACING OF 6".
3. FILTER FABRIC SHALL BE A MINIMUM OF 36" IN WIDTH AND SHALL BE FASTENED SECURELY TO THE WIRE.
4. STEEL POSTS SHALL BE 5'-0" IN HEIGHT AND BE OF SELF-FASTENER ANGLE STEEL TYPE.
5. USE SILT FENCE ONLY WHEN DRAINAGE AREA DOES NOT EXCEED 1/4 ACRE AND NEVER IN AREAS OF CONCENTRATED FLOW.
6. END OF SILT FENCE NEEDS TO BE TURNED UPHILL.

THE FILTER FABRIC SHALL MEET THE FOLLOWING REQUIREMENTS:

- A) EFFECTIVE OPEN SIZE IS NOT LARGER THAN U.S. STANDARD SIEVE NO.30
- B) GRAB STRENGTH 90-120 LB

#### MAINTENANCE REQUIREMENTS:

1. INSPECT SILT FENCES AT LEAST ONCE A WEEK AND AFTER EACH RAINFALL. MAKE ANY REQUIRED REPAIRS IMMEDIATELY.
2. REPLACE SILT FENCE IMMEDIATELY IF IT COLLAPSES, TEARS, DECOMPOSES, OR BECOMES INEFFECTIVE.
3. REMOVE SEDIMENT DEPOSITS AS NECESSARY TO PROVIDE ADEQUATE STORAGE VOLUME FOR THE NEXT RAIN EVENT AND TO REDUCE PRESSURE ON THE FENCE.
4. REMOVE ALL FENCING MATERIALS AND UNSTABLE SEDIMENT DEPOSITS AND BRING THE AREA TO GRADE AND STABILIZE IT AFTER THE CONTRIBUTING AREA HAS BEEN PROPERLY STABILIZED.

#### TYPICAL SILT FENCE DETAIL (TEMPORARY)

DETAIL 3  
NTS 08

**Get Away Vault - XL**  
Description: BULK 36" x 76" x 42" HDPE body and 2 piece SHIELD Polymer Cover w/ bolt down locking system  
CPN: GSXL  
GPN: 07108438

**FEATURES:**

- BULK vault body: HDPE structural foam (plastic) body w/ embedded, factory installed metal racking
- Body- HDPE w/ Open floor
- Cover- 2 piece Polymer Cover w/ Bolt down locking system
- 2 - 3/8" - 16 UNC bolt access holes per half
- 1 - 3/4" x 3" Lifting Slot per half
- 2 - Blank Logo Pucks - 1 per half
- 1 galvanized steel support beam
- Non-skid surface: SHIELD Tread
- Load Rating: ANSI/SCTE 77-2010 Tier 15

**WEIGHT & SHIPPING:**

- Cover Weight: 79 lbs (per half)
- Assembly Weight: 455 lbs
- Loaded Pallet Weight: 455 lbs
- Per Pallet #: 1
- Pallet Dimensions: 42" x 84" x 5"

**LOAD RATINGS:**

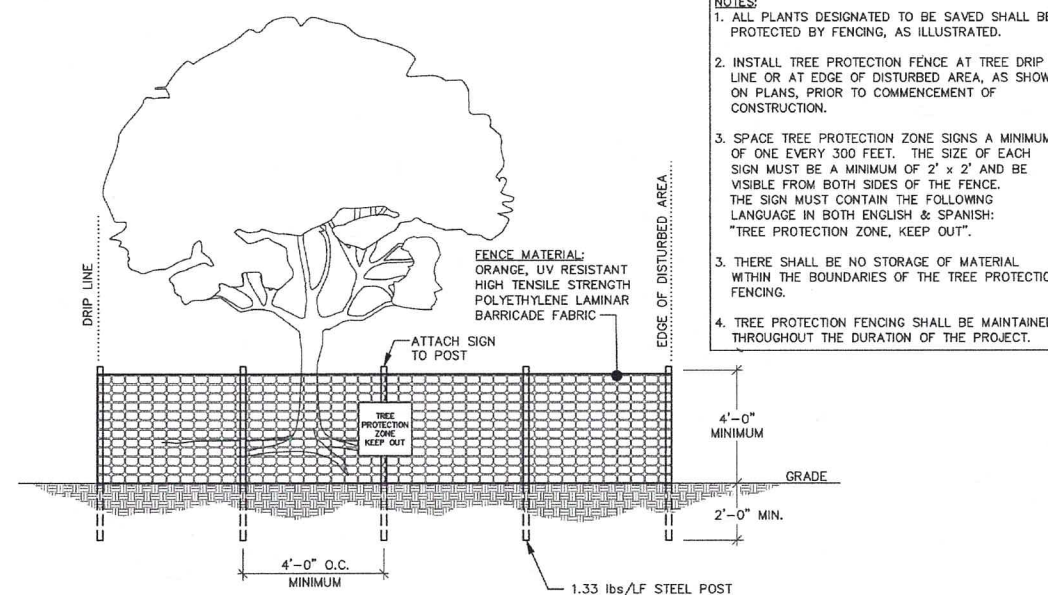
- ANSI/SCTE 77-2010 Tier 15
- See attached Color Coded Placement Guide
- Color Type: Orange or Purple

**CHANNELL**

Inside Dimensions		
Length	Width	Depth
74.375	34.75	39"

#### TYPICAL VAULT DETAIL

DETAIL 4  
NTS 08



#### TREE PROTECTION FENCE

DETAIL 5  
NTS 08



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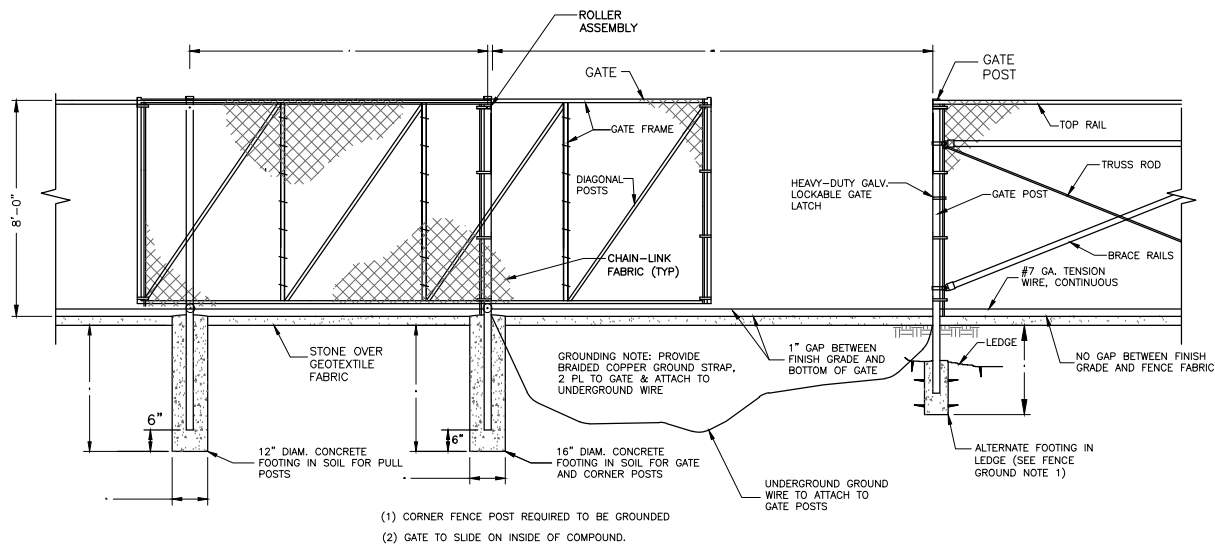
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**Fiber Project**

**SITE DETAILS**

DRAWING NO.	SHEET NO.	REV
25927-210	H0130-00000-ZN-70001	08 1



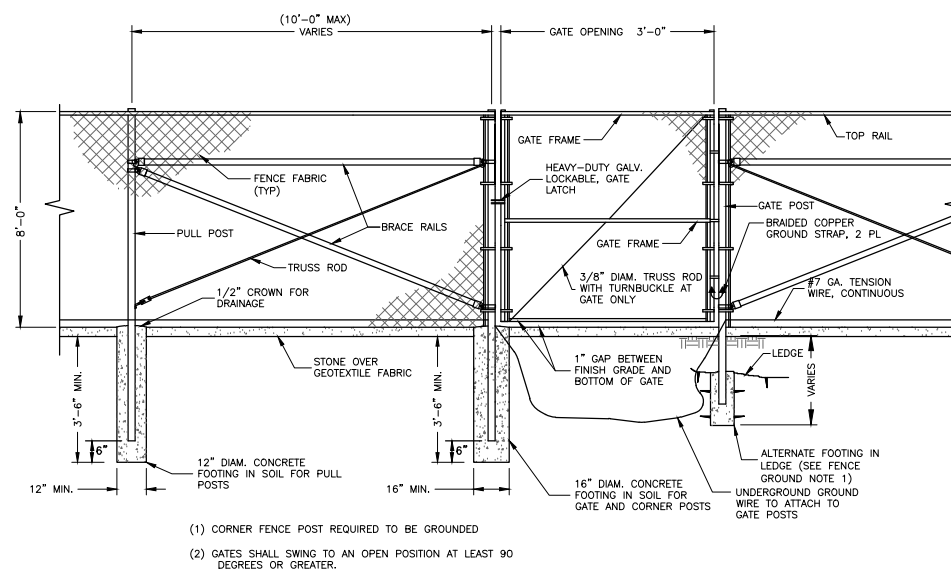


- (1) CORNER FENCE POST REQUIRED TO BE GROUNDED  
(2) GATE TO SLIDE ON INSIDE OF COMPOUND.

TYPICAL SLIDING GATE DETAIL

DETAIL 1  
NTS 09

NOTE: ALL FENCE AND GATE MATERIALS, INCLUDING CHAIN LINK FABRIC, POSTS, ETC. SHALL BE BLACK VINYL PVC COATED.

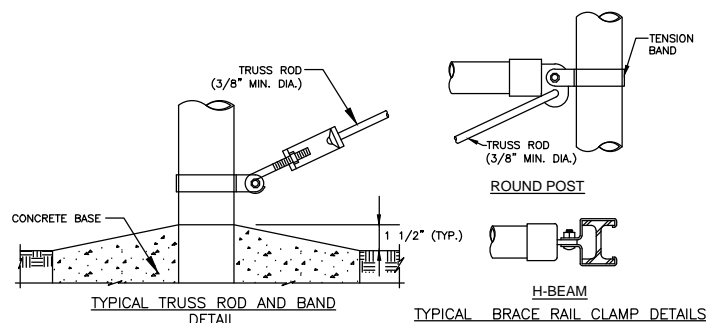


- (1) CORNER FENCE POST REQUIRED TO BE GROUNDED  
(2) GATES SHALL SWING TO AN OPEN POSITION AT LEAST 90 DEGREES OR GREATER.

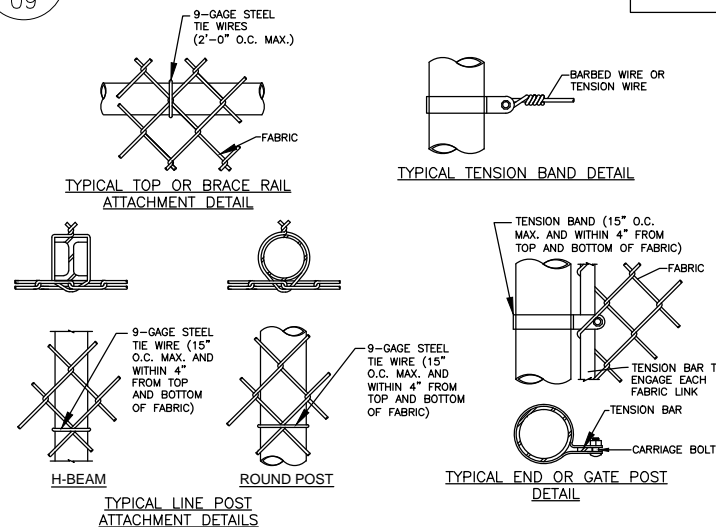
TYPICAL MAN GATE DETAIL

DETAIL 2  
NTS 09

NOTE: ALL FENCE AND GATE MATERIALS, INCLUDING CHAIN LINK FABRIC, POSTS, ETC. SHALL BE BLACK VINYL PVC COATED.



TYPICAL FASTENING DETAILS



TYPICAL FENCE DETAILS

DETAIL 3  
NTS 09

NOTE: ALL FENCE AND GATE MATERIALS, INCLUDING CHAIN LINK FABRIC, POSTS, ETC. SHALL BE BLACK VINYL PVC COATED.

#### NOTES:

- FENCE FABRIC SHALL BE 2 INCH SQUARE MESH WITH MINIMUM WIRE THICKNESS OF 9 GAUGE (WITHOUT COATING) STEEL WIRE.
- POSTS SHALL BE SCHEDULE 40 (MIN.) STEEL POSTS. FENCE POSTS, BRACING, AND OTHER STRUCTURAL MEMBERS SHALL BE PLACED ON SITE SIDE OF THE FABRIC.
- FENCE FABRIC SHALL BE SECURELY FASTENED WITH TENSION WIRES WITH 9 GAUGE GALVANIZED TIE WIRES INCORPORATING AT LEAST A 540 DEGREE TIGHTENED LOOP.
- CONTRACTOR SHALL PROVIDE NECESSARY GRADE SUCH THAT FENCE FABRIC EXTENDS WITHIN 2 INCHES OF FIRM GROUND. PROVIDE ANCHORING TO PREVENT THE FABRIC FROM BEING LIFTED MORE THAN 5 INCHES. FENCE FABRIC MAY ALSO BE BURIED 12 INCHES.
- FENCE FABRIC SHALL BE INTERWOVEN OR CLIPPED ALONG THE TOP AND THE BOTTOM ROW OF FABRIC DIAMONDS AND HAVE TWISTED AND BARBED SELVAGE AT THE BOTTOM AND THE TOP.
- POSTS SHALL BE THE SAME MATERIAL AS THE FENCING WIRE.
- POSTS SHALL BE VERTICAL WITHIN PLUS OR MINUS 2 DEGREES IN TWO PLANES.
- POSTS SHALL BE BURIED AND ENCASED IN CONCRETE FOOTINGS. FOOTINGS SHALL BE MINIMUM 3'-6" IN DEPTH.
- POST SEPARATION SHALL BE A MAXIMUM OF 10 FEET.
- EACH GATE, TERMINAL, AND END POST SHALL BE BRACED WITH TRUSS RODS INSTALLED DIAGONALLY FROM THE NEAR GROUND LEVEL OF THE GATE, TERMINAL OR END POST TO THE TOP OF THE ADJACENT LINE POST. THIS CONNECTION POINT SHALL BE NO HIGHER THAN 6 INCHES DOWN FROM THE TOP OF THE FABRIC. THE ANGLE BETWEEN THE TRUSS ROD AND THE GROUND SHALL BE NO MORE THAN 50 DEGREES. STEEL TRUSS RODS SHALL BE NOT LESS THAN 3/8 INCH NOMINAL DIAMETER WITH TURNBUCKLES FOR TENSIONING.
- ALL FASTENINGS AND HINGE HARDWARE SHALL BE SECURED IN PLACE BY PEENING OR WELDING.
- ASTM STANDARDS SHALL BE FOLLOWED FOR ALL MATERIALS, INSTALLATIONS, AND REPAIRS OF STANDARD FENCING FABRIC.
- ALL FENCING ACCESSORIES USED IN THE ERECTION OF CHAIN-LINK FENCES SHALL MEET ASTM SPECIFICATIONS.
- ALL FITTINGS SHALL BE ELECTROLYTICALLY COMPATIBLE WITH CONNECTING FITTINGS, COMPONENTS, AND FENCE FABRIC TO INHIBIT CORROSION.
- WHERE THE BOTTOM OF FENCE FABRIC CANNOT BE 2" OR LESS FROM THE GROUND SURFACE, SUCH AS WHERE FENCING CROSSES DRAINAGE DITCHES OR SWALES, THE CONTRACTOR SHALL PROVIDE ADDITIONAL FENCING ACROSS THE DITCH OR SWALE. FENCING ADDED BELOW SHALL BE ATTACHED A MINIMUM OF EVERY 2" ALONG THE INTERSECTION OF THE TWO FENCE SECTIONS AND ATTACHED TO A SERIES OF GROUND STAKES SECURED TO THE SIDES AND BOTTOM OF THE DITCH.
- CONTRACTOR SHALL GRADE ALONG FENCE LINE TO ALLOW POSITIVE DRAINAGE AROUND COMPOUND TO AVOID PONDING.

STEEL POST SCHEDULE

USE AND SECTION	MINIMUM OUTSIDE DIMENSIONS (NOMINAL)
	FABRIC WIDTH 84" TO 96"
CORNER, END & PULL POSTS	2.875" O.D.
TUBULAR - ROUND	
LINE POSTS	2.375" O.D.
TUBULAR - ROUND	
TOP, BOTTOM & BRACE RAILS	1.66" O.D.
TUBULAR - ROUND	
GATE POSTS (MAN/SWING GATES)	2.875" O.D.
TUBULAR - ROUND	
GATE POSTS (SLIDE GATES)	4.500" O.D.
TUBULAR - ROUND	

#### FENCE GROUNDING NOTES:

- ALTERNATE FOOTINGS FOR ALL FENCE POSTS IN LEDGE: IF LEDGE IS ENCOUNTERED AT GRADE, OR AT A DEPTH SHALLOWER THAN 3'-6", CORE DRILL AN 8" DIA HOLE 18" INTO THE LEDGE. CENTER POST IN THE HOLE AND FILL WITH CONCRETE OR GROUT. IF LEDGE IS BELOW FINISH GRADE, COAT BACKFILLED SECTION OF POST WITH COAL TAR, AND BACKFILL WITH WELL-DRAINING GRAVEL.
- ATTACH EACH GATE WITH 1-1/2 PAIR OF NON-LIFT-OFF TYPE, MALLEABLE IRON OR FORGING, PIN-TYPE HINGES. ASSEMBLIES SHALL ALLOW FOR 90° MINIMUM OF GATE TRAVEL.



Dewberry Engineers Inc.  
2610 WYCLIFF ROAD  
SUITE 410  
RALEIGH, NC 27607  
PHONE: 919.881.9939  
FAX: 919.881.9923  
NC LICENSE No.: F-0929



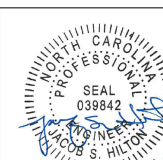
BECHTEL ASSOCIATES  
PROFESSIONAL CORPORATION  
5275 WESTVIEW DRIVE  
FREDERICK, MD. 21703  
PHONE: (301) 228-6000

FIBER HUT ID #: RDU130  
145 FIDELITY ST.  
CARRBORO, NC 27510

Fiber Project

#### ZONING & SUP DRAWINGS NOT FOR CONSTRUCTION

NO.	DATE	REVISIONS	BY	CHK	SUPV	APP'D
2	02-11-16	RESPONSE TO TOWN COMMENTS	CPR	LWM	LWM	LWM
1	01-25-16	RESPONSE TO TOWN COMMENTS	CPR	LWM	LWM	LWM
0	08-28-15	ZONING SUBMITTAL	JB	LWM	LWM	LWM
SCALE: AS SHOWN			DESIGNED BY: JJB		DRAWN BY: JJB	



Fiber Project

SITE DETAILS

DRAWING NO.	SHEET NO.	REV
25927-210	H0130-00000-ZN-70001	09 2



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-064

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Report on GoTriangle Regional Bus Service Expansion to Carrboro in August 2016.

**PURPOSE:** The purpose of this item is to receive a presentation from GoTriangle staff on the proposed regional bus service expansion to Carrboro in August 2016.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Bergen Watterson - 919-918-7329; Jon Dodson, GoTriangle - 919-485-7592

**INFORMATION:** At the February 28, 2012 Board of Aldermen meeting, Town staff reported on the best approach and logistics for locating a GoTriangle (Triangle Transit) bus stop in downtown Carrboro, with a focus on the feasibility of using the 303 West Weaver Street lot as a park-and-ride lot for the stop. Discussion included potential ridership and the importance of pedestrian and bicycle access to the stop. ([http://www01.townofcarrboro.org/BoA/Agendas/2012/02\\_28\\_2012\\_A1.pdf](http://www01.townofcarrboro.org/BoA/Agendas/2012/02_28_2012_A1.pdf))

Subsequently at the September 11, 2012 Board of Aldermen meeting, Town staff reported back on the feasibility of converting spaces in the West Weaver Street lot from two-hour limited parking to all day park-and-ride spaces, as well as the potential for establishing GoTriangle stops at other locations ([http://www01.townofcarrboro.org/BoA/Agendas/2012/09\\_11\\_2012\\_B1.pdf](http://www01.townofcarrboro.org/BoA/Agendas/2012/09_11_2012_B1.pdf)). Ultimately the Board did not select a specific location for the stop and the park-and-ride lot, but resolved to communicate its interest in extending regional bus service to Carrboro, noting that the priority location for the stop should be convenient to downtown. In the interim the Town staff continued to work with GoTriangle to identify opportunities to improve access to transit through the use of transit sales tax funding.

GoTriangle operates two routes, the 400 and 405, which provide regular service between Durham and Chapel Hill at 30 and 60 minute frequencies; Route 405 is designed for commuter service and only operates during peak hours. In December 2015 Town staff participated in a meeting with GoTriangle and neighboring jurisdictions to discuss proposals to improve transit service along the 15-501 corridor, including the potential to extend to service to downtown Carrboro. The proposal under consideration is to extend service to Carrboro by way of NC 54, Jones Ferry Road, and Main/Weaver streets.

On January 21, 2016 Carrboro staff met with GoTriangle representatives in the field to discuss potential locations for bus stops in the downtown area. The purpose of this agenda item is for GoTriangle to provide the

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Board with a presentation on the status of the route and stop planning, and to seek input from the Board of Aldermen on potential stop locations, park-and-ride locations, stop amenities, etc.

Expanding regional bus service to Carrboro is included in the comprehensive bus service improvement plan component of the Orange County Bus and Rail Investment Plan (OCBRIP), adopted in October 2012. The cost of the extension will be accommodated by the voter-approved revenues in the OCBRIIP, which are a combination of the ½-cent sales tax and the \$10 vehicle registration fee increase.

**FISCAL & STAFF IMPACT:** There is no fiscal impact associated with receiving the presentation.

**RECOMMENDATION:** Staff recommends that the Board of Aldermen consider the resolution in Attachment A and provide any additional feedback to GoTriangle staff.

A RESOLUTION TO RECEIVE A PRESENTATION FROM GOTRIANGLE STAFF  
REGARDING REGIONAL TRANSIT SERVICE EXPANSION TO CARRBORO

WHEREAS, Carrboro Vision 2020 (4.13) states that the “town should cooperate with Chapel Hill and other regional entities in a comprehensive transportation plan to include: regional transit service conducted by the Triangle Transit Authority, seamless connections among all the region’s public transit systems, and shorter routes and more frequent service”; and,

WHEREAS, 12.5 percent of Carrboro residents take public transportation to work, according to the 2010-2014 American Community Survey, conducted by the U.S. Census Bureau; and,

WHEREAS, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization’s 2040 Metropolitan Transportation Plan set a goal to “Increase public transit ridership by enlarging the service area and increasing the frequency of service within the urban area”; and,

WHEREAS, on February 28, 2012, the Board of Aldermen received a report from staff on the logistics and feasibility of locating a regional transit stop and park-and-ride lot on W. Weaver St. and directed that analyses also be completed on other locations; and,

WHEREAS, on September 11, 2012, after receiving a report from staff on the feasibility of using other locations for stops and park-and-rides, the Board of Aldermen resolved to support regional transit service to Carrboro with a stop convenient to downtown; and,

WHEREAS, expanded bus service to Carrboro is included in the comprehensive bus service improvement plan component of the Orange County Bus and Rail Investment Plan.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Board receives the presentation from GoTriangle.

BE IT FURTHER RESOLVED that:

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

This, the 16<sup>th</sup> day of February in 2016







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-070

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Follow up from the October 13, 2015 Public Hearing on Draft Land Use Ordinance Text Amendments relating to a Site Specific, Flexible Zoning District

**PURPOSE:** The purpose of this item is to provide the Board with an update on the follow-up items identified at the close of the October 13, 2015 public hearing regarding LUO text amendments that would authorize the Board to establish site specific, flexible zoning districts.

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** Christina Moon - 919-918-7325; Bob Hornik - 919-929-3905; Nick Herman - 919-929-3905; Patricia McGuire - 919-918-7327

**INFORMATION:** On October 13, 2015, the Board of Aldermen held a public hearing on proposed text amendments which, if adopted, would authorize the Board to consider petitions to rezone property to a new zoning district category-a site specific flexible zoning district (FLX). The concept behind the FLX district represents the culmination of several years of public input and cooperative planning to guide appropriate development in Carrboro's northern study area. A chronology of these efforts is provided (Attachment G).

At the close of the public hearing, the Board provide staff with the following directions:

1. Develop a grid or flow-chart of public participation as compared to the current CUP process.
2. Consider a layperson's version for ease of understanding and community education.
3. Develop a tool that more clearly links the rezoning request to the results of the site specific planning process.
4. Consider a meeting between Omar Zinn and the advisory boards.
5. Educate advisory boards on what the Board of Aldermen is looking to achieve in the corridors.
6. More clearly depict what specificity is required from the developer, and when.
7. Redraft the ordinance with comments considered from the NTAAC.
8. Report back to the Board as soon as possible.

In response to items 1, 2 and to a lesser, extent 6, staff has prepared new graphics to illustrate "at a glance" the proposed process for considering a FLX district, with a focus on opportunities for public input. Refinements to the draft ordinance add clarity to the site specific planning study, what it is and when it should be referenced while a petition for a FLX district is under review to address item 3. With regard to items 4 and 7, staff met

with the NTAAC for a special meeting on January 11, 2016, to further discuss the proposed FLX district based on the draft ordinance that was presented at the October public hearing; Omar Zinn attended and participated in the discussion. New presentation materials were shared with NTAAC members at the meeting to facilitate the discussion: the bubble flow-chart showing the process for the Board of Aldermen to consider a petition to rezone to a FLX district and a table comparing the opportunities for public input among the different rezoning mechanisms, the proposed FLX district and a conditional use permit (Attachment H). In addition, staff reviewed the key differences between legislative and quasi-judicial decisions.

The discussion with the NTAAC was instructive for staff in that it touched on the similarities and differences between the Village Mixed Use district (VMU) and the proposed FLX district. It also revealed questions the advisory board members had about the rezoning process for any type of district, particularly with regard to existing opportunities for public involvement at the joint review meeting and public hearing. Advisory board comments from the October public hearing on the proposed FLX district are included in their entirety (Attachment E). Staff has extracted the NTAAC's comments from their full recommendation packet so as to provide responses (Attachment F); the numbers in boxes along the left margin of the NTAAC's comments correlate to the numbered responses for ease of use. A refined draft ordinance (dated 2-11-2016) has been prepared in response to NTAAC comments (Attachment B). The changes are mainly clarification, with regard to the site specific planning study, what it is and how it is intended to be used, and with regard to proposed transportation and stormwater improvements.

As currently drafted the proposed FLX district is different from the VMU: the FLX district follows a conditional district process while the VMU is a conditional use district. In terms of the level of specificity in the application materials, however, both mechanisms require very detailed submittals. As described in Section 15-141.2, the Village Mixed Use District is very prescriptive; it has very specific requirements and some of these requirements, such as the minimum acreage, would need to be modified (text amendments) for the study site on Eubanks Road to be eligible. A petition for a FLX district would also have to include a great deal of detail in the narrative and site plan. The key difference is that the applicant would work with staff to incorporate the concepts derived from a Town sponsored site specific planning study into the proposed district. The ordinance creating the FLX district framework has intentionally been left general so that the mechanism could be used for more than one tract; but an application to rezone to a FLX district would have to provide enough detail for staff to determine zoning permit compliance.

Comments from the required site specific planning study, such as the DAD workshops, would need to be incorporated into a FLX district. The draft ordinance speaks to this point in Section 15-141.5(f)(1), but additional language could be added under 15-141.5(f)(2) or under (f)(3) as a check-in to make sure that the development of the district description incorporates the elements from the planning study. The draft checklist also requires a FLX applicant to summarize the findings from the planning study and demonstrate how the proposal reflects the study.

The creation of the Site Specific, Flexible Zoning District concept as presented in the draft ordinance has been an iterative process (as shown in the chronology). Key dates include the presentation of the findings from the Durham Area Designers (DAD) design workshops in February of 2012, a staff analysis of the five concept plans from the workshops in September of 2012, Board direction to explore a "B-4 short" zoning district, which

developed into a general mixed-use district called Mixed-Use Rural Transition (MURT) throughout 2014. In June of 2015, staff presented the new approach for implementing the NSAPIRC recommendations: a Site Specific, Flexible Zoning District (FLX).

The proposed FLX district ordinance does not limit the district to any specific geographic area so long as the property meets four key criteria relating to size (a minimum of 25 acres), ownership, proximity to a major arterial so that principal entrance will be from that arterial, and has been the subject of a site specific planning study by the Town to determine the most appropriate potential development options for such tract. The fourth criteria ensures the incorporation of public input from the beginning of the design process, as well as throughout the process since, as currently drafted, the applicant would have to refer to the site specific planning study as part of the application materials for the petition for rezoning and demonstrate how the proposal would be in keeping with the concepts identified in the study. A petition for change of zoning to a FLX district would include three parts: 1) a narrative describing consistency with the site specific planning study as well as existing plans and policies; 2) a site plan showing key elements in the proposal, such as the placement of exterior entrances and internal circulation systems, initial stormwater analysis and related features, as well as the location of the proposed land uses and their approximate size; and 3) a set of draft conditions which would be subject to refinement over the course of the review process but would ultimately have to be mutually agreeable to the applicant and the Town. Following the rezoning, the use of the property would be “by right” subject to a zoning permit, approved at the staff level based on standard requirements for zoning permits and any specific requirements described in the district narrative, conditions or site plan.

Each request for a FLX zoning district would be specific to the parcel(s) involved. As a legislative decision, the Board of Aldermen would consider the particulars of the petition and the site plan as a policy matter. The Board’s decision would be guided by Section 15-324(a-e) which speaks to consistency with adopted plans and policies, and particularly Section 15-325, Ultimate Issue Before Board on Amendments, which outlines the central issue for the Board as whether the rezoning advances the public health, safety or welfare.

**FISCAL & STAFF IMPACT:** There are no costs associated with the discussion of this item.

**RECOMMENDATION:** Staff recommends that the Board of Aldermen consider the resolution in Attachment A and provide direction for next steps.

A RESOLUTION ACCEPTING THE UPDATE TO THE DRAFT ORDINANCE  
AMENDING THE LAND USE ORDINANCE TO PROVIDE FOR A SITE SPECIFIC,  
FLEXIBLE ZONING DISTRICT

WHEREAS, the Board of Aldermen held a public hearing on October 13, 2015 to consider amendments to the Land Use Ordinance that would allow the Board to authorize the creation of a site specific, flexible zoning district; and

WHEREAS, the Board provided staff with directions and requested a follow-up report in the near future; and

WHEREAS, staff has presented the Board with an update.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Board specifies the following:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

This is the 16<sup>th</sup> day of February 2016.

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO PRVOIDE  
FOR A SITE SPECIFIC, FLEXIBLE ZONING DISTRICT

DRAFT 2-12-16

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. The Carrboro Land Use Ordinance is amended by adding a new Section 15-141.5 to read as follows:

**Section 15-141.5 Site Specific, Flexible Zoning District**

- (a) A site specific, flexible zoning district (FLX) may be established in accordance with the provisions of this section. The purpose of such a district is to establish detailed standards for alternative possibilities for the development of a specific tract of land, thereby facilitating the development of that property according to the demands of the market, but in a way that is consistent with sound planning and the promotion of the public health, safety, and welfare.
- (b) To be considered for FLX zoning, a tract must (i) be at least twenty-five acres in size, (ii) be under single ownership or control (i.e., the entire tract is owned or under contract or option to be purchased by a single individual or entity), (iii) be located adjacent to a major arterial such that, when developed, the principal entrance to such development will be from that arterial, and (iv) have been the subject of a site specific planning study by the Town to determine the most appropriate potential development options for such tract. As used herein, the term “site specific planning study” means a conceptual review of the site performed either by, or with the participation of, town planning staff with an opportunity for public input, which shall result in a narrative report and conceptual master plan describing in general terms how the site might be developed and how the conceptual master plan corresponds to and addresses applicable components of all town plans for the area.
- (c) A FLX zoning district shall address the following:
  - (1) The types of uses that are permissible within the FLX district, along with a maximum (and if applicable, a minimum) percentage of the gross land area that will be devoted to each such use. The description of uses may be in reference to the use classification numbers set forth in the Table of Permissible Uses, or the uses may otherwise be described. The district regulations may also establish density or intensity limitations (expressed in terms of a maximum and/or, if applicable, a minimum number of dwelling units or square feet of building floor area, and applicable ratios, if any if different types of uses within the district).
  - (2) The dimensional restrictions (building height, minimum lot size, setbacks) that shall apply throughout the district. Different restrictions may apply to different portions of the district, depending on the uses located therein. The dimensional

- restrictions may be described by reference to those applicable within particular zoning districts, or otherwise.
- (3) Any limitations on the areas within the district where particular types of uses may be allowed.
  - (4) Any architectural standards that will apply to all or designated portions of the district.
  - (5) Any limitations on the timing or sequence of development of various portions of the district.
  - (6) The location of entrances to and exits from the tract zoned FLX.
  - (7) The manner in which the development of the property will comply with the stormwater requirements set forth in Article XVI, Part II. All developed lots within the district shall be subject to these standards, regardless of the amount of land disturbance, but the FLX district may allow the necessary stormwater treatment facilities to be constructed to meet these standards on a lot by lot basis, or some other basis that provides effective and efficient treatment for all new construction.
  - (8) Any limitations on the location or design of parking lots and facilities.
  - (9) Specifications and standards for the internal circulation system serving vehicular and pedestrian traffic, including a statement as to whether such facilities will be dedicated to the Town.
  - (10) All infrastructure improvements proposed to be constructed in conjunction with the development of the property zoned FLX (including but not limited to improvements to adjoining streets) together with a schedule that links construction of such improvements to the development of the property.
  - (11) The extent to which, and the manner in which, development within the tract zoned FLX will be required to meet the goals of Low Impact Design and or exceed the standards for LEED gold certification.
- (d) Development of any lot within a FLX zoning district shall require a zoning permit (and a sign permit if applicable), but not a special or conditional use permit.
  - (e) 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 FLX district established pursuant to this section. In case of conflict, the provisions of this ordinance or of the specific FLX district ordinance for the tract shall apply.

- (f) A text amendment establishing a FLX district as well as a map amendment applying such district to a particular tract shall be initiated and processed in accordance with the following provisions:
- (1) The owner of property who wishes to have such property zoned FLX shall submit a written request to the Board of Aldermen, identifying the subject property and explaining briefly why the property is a good candidate for FLX zoning. This written request shall include or attach (i) relevant documents that describe the results of the site specific planning process referred to in subsection (b)(iv) above, and (ii) a brief explanation as to why and how the proposed district is consistent with the Northern Study Area Plan, or if the property is not located within the NSA, such other plans or policies as may be applicable. The Board may, in its discretion, summarily deny the request or direct the town attorney and planning staff to work with the property owner to develop an ordinance pursuant to this section that establishes an appropriate FLX district and that applies this district to such property.
  - (2) Once an ordinance has been drafted as provided in subdivision (f)(1), such ordinance shall be processed in accordance with the provisions of Article XX of this chapter applicable to ordinance amendments initiated by the town administration, except that (i) a preliminary draft of the ordinance shall be presented to a meeting of the Joint Advisory Board prior to the ordinance being referred to the Board of Aldermen to establish a date for the legally required public hearing on the ordinance; (ii) at the time the Board of Aldermen directs that an ordinance be drafted in accordance with subsection (f)(1) above, the Board may establish such additional processes as deemed necessary to ensure that the public has an adequate opportunity for input into the proposed FLX district, and (iii) no property may be rezoned FLX without the consent of the property owner (which consent may be withdrawn at any time before the adoption of the ordinance establishing the FLX district). The text and the map amendment may be processed simultaneously.
  - (3) Amendments to a FLX district shall be initiated and processed in the same manner as the initial ordinance, except that, if the planning staff determines that a proposed amendment has no substantial impact on neighboring properties, the general public, or those intended to occupy the site zoned FLX, the staff may forward the requested amendment to the Board as provided in subsection 15-321(c)(2). In such case, the Board may (i) decline to call for a public hearing on the proposed amendment, thereby rejecting it; (ii) establish a date for a public hearing on the proposed amendment in accordance with the procedures applicable to any other zoning amendment, or (iii) direct that additional processes be followed to obtain additional public input on the proposal before to setting a date for the legally required public hearing.

- (g) Property within a FLX district may be subdivided according to the provisions of this chapter applicable to minor subdivisions, even if such subdivision involves the creation of more than a total of four lots or the creation of a new public street.

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

Section 3. This ordinance shall become effective upon adoption.



## **APPENDIX A – 2**

# **PETITION FOR CHANGE OF ZONING FORM**

## TOWN OF CARRBORO

## PETITION FOR CHANGE OF ZONING



PETITIONER: \_\_\_\_\_

DATE: \_\_\_\_\_

**The Petitioner named above respectfully requests the Board of Aldermen of the Town of Carrboro to rezone the below-described property from \_\_\_\_\_ to \_\_\_\_\_ zoning classification. The Petitioner furthermore submits the following information in support of this petition.**

1. PETITIONER'S NAME \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE #:(     ) \_\_\_\_\_
2. INTEREST IN PROPERTY (IES):  
\_\_\_\_\_  
\_\_\_\_\_
3. BROAD DESCRIPTION OF PROPERTY AREAS SOUGHT TO BE REZONED BY REFERENCE TO ADJOINING STREETS: \_\_\_\_\_  
\_\_\_\_\_
4. DESCRIPTION OF INDIVIDUAL LOTS SOUGHT TO BE REZONED:
  - a. OWNER: \_\_\_\_\_  
TAX MAP: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ACREAGE: \_\_\_\_\_ PARCEL: \_\_\_\_\_  
SUBDIVISION NAME: \_\_\_\_\_ FRONTAGE: \_\_\_\_\_ DEPTH: \_\_\_\_\_  
EXISTING STRUCTURES AND USES: \_\_\_\_\_  
\_\_\_\_\_
  - b. OWNER: \_\_\_\_\_  
TAX MAP: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ACREAGE: \_\_\_\_\_ PARCEL: \_\_\_\_\_  
SUBDIVISION NAME: \_\_\_\_\_ FRONTAGE: \_\_\_\_\_ DEPTH: \_\_\_\_\_

**CARRBORO DEVELOPMENT GUIDE  
APPENDIX A**

**EXISTING STRUCTURES AND USES :**

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**c. OWNER:** \_\_\_\_\_

**TAX MAP:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_ **ACREAGE:** \_\_\_\_\_ **PARCEL:** \_\_\_\_\_

**SUBDIVISION NAME:** \_\_\_\_\_ **FRONTAGE:** \_\_\_\_\_ **DEPTH:** \_\_\_\_\_

**EXISTING STRUCTURES AND USES :**

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**d. OWNER:** \_\_\_\_\_

**TAX MAP:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_ **ACREAGE:** \_\_\_\_\_ **PARCEL:** \_\_\_\_\_

**SUBDIVISION NAME:** \_\_\_\_\_ **FRONTAGE:** \_\_\_\_\_ **DEPTH:** \_\_\_\_\_

**EXISTING STRUCTURES AND USES :**

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5. **NAMES AND ADDRESSES OF ALL PERSONS WHOSE PROPERTY OR ANY PART THEREOF IS WITHIN 1000 FEET IN ANY DIRECTION OF THE PROPERTY SOUGHT TO BE REZONED.**

NAME	ADDRESS

6. **HAS THIS PROPERTY BEEN THE SUBJECT OF A ZONING CHANGE SINCE 1979? YES \_\_\_ NO \_\_\_**  
**IF "YES", WHEN?** \_\_\_\_\_

7. **PLEASE SET OUT AND EXPLAIN THOSE CIRCUMSTANCES PERTINENT TO THE PROPERTY AND THE MANNER IT RELATES TO THE TOWN THAT DEMONSTRATE THAT THE PROPOSED ZONING DISTRICT CLASSIFICATION IS CONSISTENT WITH THE TOWN'S COMPREHENSIVE PLAN. MORE SPECIFICALLY:**

- (a) **How do the potential uses in the new district classification relate to the existing character of the area?**

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**CARRBORO DEVELOPMENT GUIDE  
APPENDIX A**

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**(b) In what way is the property proposed for rezoning peculiarly/particularly suited for the potential uses of the new district?**

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**(c) How will the proposed rezoning affect the value of nearby buildings?**

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**(d) In what way does the rezoning encourage the most appropriate use of the land in the planning jurisdiction?**

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WHEREFORE, THE PETITIONER REQUESTS THAT THE OFFICIAL ZONING MAP BE AMENDED AS SET OUT ABOVE. THIS IS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

PETITIONER'S SIGNATURE: \_\_\_\_\_

**PLEASE NOTE:**

For all the persons identified under "5", please attach addressed envelopes with the correct postage. Oversight of this requirement could delay processing your rezoning request.

# APPENDIX A - —

## SITE PLAN GUIDE AND CHECKLIST FOR SITE SPECIFIC, FLEXIBLE ZONING DISTRICTS

FORM:	REVIEW DATE:
REVIEWED BY:	REVIEW #:
PROJECT NAME:	DATE OF PREVIOUS REVIEW:

## SITE PLAN GUIDE AND CHECKLIST FOR SITE SPECIFIC, FLEXIBLE ZONING DISTRICTS (FLX)

### SUPPORTING/SUPPLEMENTAL INFORMATION FOR PETITION FOR CHANGE OF ZONING FORM (APPENDIX A-2)

(SUBMIT/ADDRESS ALL ITEMS)

- ☐ 1. HOLD A PRESUBMITTAL CONFERENCE WITH TOWN STAFF
  - a. Attend a meeting with Town Staff at Development Review.
- ☐ 2. COMPLETE PETITION FOR CHANGE OF ZONING FORM (Appendix A-2)
- ☐ 3. PROVIDE THE FOLLOWING INFORMATION TO DEMONSTRATE ELIGIBILITY FOR THE FLX ZONING DISTRICT (Section 15-141.5(b)).
  - a. Acreage (25-acre minimum)
  - b. Ownership information
  - c. Major arterial access location
  - d. Subject of site specific planning study by the Town
  - e. Describe in detail the specifics of the planning study and its recommended outcome, and explain how the proposed FLX district would fulfill those objectives. (For example, the planning study participants expressed overwhelming support for transit connections and internal pedestrian networks, the proposed \_\_\_\_\_ FLX District, includes transit stops with shelters along both arterials access roads and a series of paved pedestrian paths that link to the main meandering boulevard. These features are shown on the accompanying site plan. )
- ☐ 4. LAND USES FOR THE PROPOSED FLX ZONING DISTRICT (Please consult Section 15-141.5(c))
  - a. List the requested land uses for the proposed FLX district.
  - b. Describe and show on the associated site plan where the proposed land uses would occur.
  - c. List the requested amount of density, or intensity limitations, such as the minimum-maximum range of dwelling units, and the minimum-maximum range of building square footage.
  - d. Provide dimensional specifications.

- e. List any restrictions relating to the type of use and location on the site.

- ☐ 5. **ARCHITECTURAL STANDARDS**
- a. Provide information relating to proposed architectural standards and images that display the types of building designs for the projects. (Please note that the submitted images will be used by zoning staff to determine zoning/building permit compliance.)
- ☐ 6. **DESCRIBE THE PHASING SCHEDULE**
- a. Show phasing lines on the site plan.
- b. Delineate any proposed subdivisions as part of the proposed development.
- ☐ 7. **DESCRIBE AND SHOW PROPOSED INFRASTRUCTURE IMPROVEMENTS (ROADWAY, UTILITY, ETC.), ALONG WITH A PROPOSED SCHEDULE THAT LINKS THE CONSTRUCTION OF SUCH IMPROVEMENTS TO THE DEVELOPMENT OF THE PROPERTY.**
- a. Describe the schedule for connecting the proposed road and bicycle/pedestrian facilities to existing facilities outside of the FLX district.
- b. Provide trip generation analysis for the proposed FLX district by phase and at total build-out. Provide correspondence from NCDOT regarding the need for facility improvements and the schedule for those improvements to occur.
- ☐ 8. **TRAFFIC, CIRCULATION**
- a. Show the locations of all entrances or access points to the subject property.
- b. Show the internal circulation system.
- c. Show additional circulation systems for bicycle/pedestrian networks.
- d. Show proposed transit stops.
- e. Identify whether facilities are intended to be public or private and provide a statement as to whether facilities will be dedicated to the Town.
- f. Describe how the proposed traffic and circulation is consistent with the recommendations from the Town Planning Study.
- ☐ 9. **IDENTIFY LOCATIONS AND DESIGNS FOR PARKING LOTS AND DESCRIBE ANY LIMITATIONS ON PARKING.**
- a. Identify tentative locations for bicycle parking, including sheltered bicycle parking.
- ☐ 10. **EXPLAIN HOW THE DEVELOPMENT WILL COMPLY WITH THE STORMWATER REQUIREMENTS OF SECTION 15-263.**

- a. Show the type and location of all major stormwater devices.
- b. Provide the schedule for installation including the timeline for changing from erosion control devices to permanent stormwater devices.
- c. Include a sealed statement from a registered Engineer that the proposed stormwater plan will be in compliance with requirements of 15-263.

- ☐ 11. LABEL ALL NATURAL AREAS AND SITE CONSTRAINTS, AND EXPLAIN HOW THE DEVELOPMENT WILL PROTECT THESE AREAS.
- ☐ 12. DESCRIBE HOW THE DEVELOPMENT OF THE FLX DISTRICT WILL COMPLY WITH ALL PROVISIONS OF THE LAND USE ORDINANCE. (Please note: the combined information—narrative and site plan—must provide sufficient specificity to determine zoning permit compliance.)





# TOWN OF CARRBORO

## Planning Board

*301 West Main Street, Carrboro, North Carolina 27510*

### R E C O M M E N D A T I O N

OCTOBER 1, 2015

## LAND USE ORDINANCE TEXT AMENDMENTS TO PROVIDE FOR A NEW SITE SPECIFIC, FLEXIBLE ZONING DISTRICT

Motion was made by Clinton and seconded by Cohen that the Planning Board recommends that the Board of Aldermen approve the draft ordinance subject to an adoption of a Small Area Plan for areas outside the Northern Study Area.

### VOTE:

AYES: (9) Foushee, Adamson, Clinton, Cohen, Haggerty, Hunt, Poulton, Tiemann, Whittemore

ABSENT/EXCUSED: (2) Watson and Davis (resigned)

NOES: (0)

ABSTENTIONS: (0)

### Associated Findings

By a unanimous show of hands, the Planning Board membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by Clinton and seconded by Cohen that the Planning Board of the Town of Carrboro finds the proposed text amendment without the additional language described above is inconsistent with the following provisions of the Facilitated Small Area Plan for Carrboro's Northern Study Area and Carrboro Vision 2020:

### Goals and Objectives – Carrboro's Northern Study Area

- 1.B Endorse the concept of a "floating zone" for future residential village developments in the Transition Area.
- 1.G. Provide for modest community-scale commercial and office uses in mixed-use areas.

- 7.B Through the encouragement of cluster development and village-scale development, foster the creation of new pedestrian-scaled neighborhoods to enhance the variety and character of Carrboro's neighborhoods.
- 8.A. Provide for adequate commercial space such that citizens are able to conduct commercial transaction within walking distance of their homes.
- 8.C. Provide adequate walkways, sidewalks, and pedestrian networks to enable people to walk to nearby residences, parks, schools, and neighborhood commercial centers.

**Provisions in Vision 2020**

**2.0 DEVELOPMENT**

Carrboro's development should take place in a manner consistent with a set of adopted values. Growth should occur in a balanced fashion, and at a rate that does not jeopardized the values set forth by Vision 2020. The interests of all members of the community, including property owners, neighbors, and other interested citizens should be considered when making development decisions.

**2.5 Balanced and Controlled Growth**

**2.51** The town should support the implementation of our Small Area Plan.

**3.0 ECONOMIC DEVELOPMENT**

With the population of Carrboro expected to increase during the Vision 2020 period, additional commercial development should be anticipated both downtown and in peripheral areas.

**3.1 Nature of Development**

In the interest of environmental preservation, new commercial development must minimize negative environmental impact, it must emphasize appropriate buffers, and it must not compromise the integrity of established neighborhoods.

The **Planning Board** furthermore finds that the above described amendment is reasonable and in the public interest because it creates a process that allows rezonings to occur, only after significant public input including a site specific planning study by the Town to determine the most appropriate potential development options for the property.

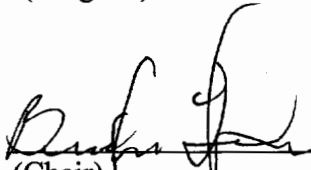
**VOTE:**

AYES: (9) Foushee, Adamson, Clinton, Cohen, Haggerty, Hunt, Poulton, Tiemann, Whittemore

ABSENT/EXCUSED: (2) Watson and Davis (resigned)

NOES: (0)

ABSTENTIONS: (0)

  
(Chair)

10/2/15  
(Date)



## TOWN OF CARRBORO

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***301 West Main Street, Carrboro, North Carolina 27510***

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# R E C O M M E N D A T I O N

**SEPTEMBER 17, 2015**

### **LAND USE ORDINANCE TEXT AMENDMENTS TO PROVIDE FOR A NEW SITE SPECIFIC, FLEXIBLE ZONING DISTRICT**

Motion was made by Kurt and seconded by Diana that the TAB recommends that the Board of Aldermen approves the draft ordinance, with changes needed to the conditions (see comment below).

**VOTE:**

AYES: Rob, Colleen, Diana, Kurt

ABSENT/EXCUSED: Linda, John, Sarah

NOES:

ABSTENTIONS:

**Associated Findings**

By a unanimous show of hands, the TAB membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by Colleen and seconded by Kurt that the TAB of the Town of Carrboro finds the proposed text amendment is consistent with the Facilitated Small Area Plan for Carrboro's Northern Study Area and Carrboro Vision 2020, particularly the following provisions:

**Goals and Objectives – Carrboro's Northern Study Area**

- 1.B** Endorse the concept of a "floating zone" for future residential village developments in the Transition Area.
- 1.G.** Provide for modest community-scale commercial and office uses in mixed-use areas.
- 7.B** Through the encouragement of cluster development and village-scale development, foster the creation of new pedestrian-scaled neighborhoods to enhance the variety and character of Carrboro's neighborhoods.

- 8.A. Provide for adequate commercial space such that citizens are able to conduct commercial transaction within walking distance of their homes.
- 8.C. Provide adequate walkways, sidewalks, and pedestrian networks to enable people to walk to nearby residences, parks, schools, and neighborhood commercial centers.

### **Provisions in Vision 2020**

#### **2.0 DEVELOPMENT**

Carrboro's development should take place in a manner consistent with a set of adopted values. Growth should occur in a balanced fashion, and at a rate that does not jeopardized the values set forth by Vision 2020. The interests of all members of the community, including property owners, neighbors, and other interested citizens should be considered when making development decisions.

#### **2.5 Balanced and Controlled Growth**

**2.51** The town should support the implementation of our Small Area Plan.

#### **3.0 ECONOMIC DEVELOPMENT**

With the population of Carrboro expected to increase during the Vision 2020 period, additional commercial development should be anticipated both downtown and in peripheral areas.

#### **3.1 Nature of Development**

In the interest of environmental preservation, new commercial development must minimize negative environmental impact, it must emphasize appropriate buffers, and it must not compromise the integrity of established neighborhoods.

The TAB furthermore finds that the above described amendment is reasonable and in the public interest because it creates a process that allows rezonings to occur, only after significant public input including a site specific planning study by the Town to determine the most appropriate potential development options for the property.

#### **TAB Comment:**

Because the TAB wants to see commercial development in primarily residential areas of Town, the TAB preliminarily supports the ordinance. However, reducing the size requirement for eligible parcels from 25 acres is important to increase the number of properties able to participate. The TAB encourages Town staff to establish requirements that are midway along the spectrum of specificity for the rezoning applications. Finally, due to the decreased opportunity for advisory board input into FLX District site plans, it is very important to include specific language in the requirements about parking, bike parking, sidewalks, connectivity, etc.

  
 (Chair)

10/5/15  
 (Date)

For Linda Haac



# TOWN OF CARRBORO

## Environmental Advisory Board

***301 West Main Street, Carrboro, North Carolina 27510***

# R E C O M M E N D A T I O N

**OCTOBER 1, 2015**

## **LAND USE ORDINANCE TEXT AMENDMENTS TO PROVIDE FOR A NEW SITE SPECIFIC, FLEXIBLE ZONING DISTRICT**

Motion was made by Patrick and seconded by Turner that the EAB recommends that the Board of Aldermen ensure that the draft ordinance provides the EAB with the same level of review as the EAB currently has with rezoning, CUP, and SUP review, and that the public continue to have the opportunity to review a detailed site plan.

### **VOTE:**

**AYES:** Crook, O'Connor, Patrick, Reddy, Sinclair, Turner

**ABSENT/EXCUSED:** Cotter

**NOES:** None

**ABSTENTIONS:** None

### **Associated Findings**

By a unanimous show of hands, the EAB membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by Reddy and seconded by Crook that the EAB of the Town of Carrboro finds the proposed text amendment inconsistent with the Facilitated Small Area Plan for Carrboro's Northern Study Area and Carrboro Vision 2020 because it lacks the specificity to be able to determine whether it is in fact consistent with the following goals, among others, of the Facilitated Small Area Plan for Carrboro's Northern Study Area and Carrboro Vision 2020, and the draft Community Climate Action Plan.

### **Goals and Objectives – Carrboro's Northern Study Area**

- 1.B** Endorse the concept of a "floating zone" for future residential village developments in the Transition Area.
- 1.G.** Provide for modest community-scale commercial and office uses in mixed-use areas.

- 7.B** Through the encouragement of cluster development and village-scale development, foster the creation of new pedestrian-scaled neighborhoods to enhance the variety and character of Carrboro's neighborhoods.
- 8.A.** Provide for adequate commercial space such that citizens are able to conduct commercial transaction within walking distance of their homes.
- 8.C.** Provide adequate walkways, sidewalks, and pedestrian networks to enable people to walk to nearby residences, parks, schools, and neighborhood commercial centers.

**Provisions in Vision 2020**

**2.0 DEVELOPMENT**

Carrboro's development should take place in a manner consistent with a set of adopted values. Growth should occur in a balanced fashion, and at a rate that does not jeopardized the values set forth by Vision 2020. The interests of all members of the community, including property owners, neighbors, and other interested citizens should be considered when making development decisions.

**2.5 Balanced and Controlled Growth**

**2.51** The town should support the implementation of our Small Area Plan.

**3.0 ECONOMIC DEVELOPMENT**

With the population of Carrboro expected to increase during the Vision 2020 period, additional commercial development should be anticipated both downtown and in peripheral areas.

**3.1 Nature of Development**

In the interest of environmental preservation, new commercial development must minimize negative environmental impact, it must emphasize appropriate buffers, and it must not compromise the integrity of established neighborhoods.

The EAB furthermore finds that the above described amendment is not reasonable and not in the public interest because it does not guarantee a process that allows for significant environmental review and public input including a site specific planning study to determine the most appropriate potential development options for the property.

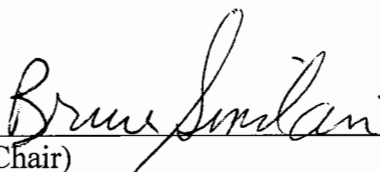
**VOTE:**

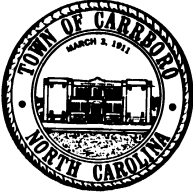
**AYES:** Crook, O'Connor, Patrick, Reddy, Sinclair, Turner

**ABSENT/EXCUSED:** Cotter

**NOES:** None

**ABSTENTIONS:** None

  
(Chair) 10/2/15  
(Date)



# TOWN OF CARRBORO

***301 West Main Street, Carrboro, North Carolina 27510***

## R E C O M M E N D A T I O N

**SEPTEMBER 17, 2015**

### **LAND USE ORDINANCE TEXT AMENDMENTS TO PROVIDE FOR A NEW SITE SPECIFIC, FLEXIBLE ZONING DISTRICT**

Motion was made by Jeroloman and seconded by Vrana that the NTAAC recommends that the Board of Aldermen deny the draft ordinance.

**VOTE:**

AYES: (Bryan, Vrana, Moore, Jeroloman)

ABSENT/EXCUSED: (None)

NOES: (None)

ABSTENTIONS: (None)

**Associated Findings**

By a unanimous show of hands, the NTAAC membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by Moore and seconded by Vrana that the NTAAC of the Town of Carrboro finds the proposed text amendment inconsistent with the Facilitated Small Area Plan for Carrboro's Northern Study Area and Carrboro Vision 2020 because it's regulations lack sufficient specificity to ensure compatibility with the findings of DAD NSA Workshop report.

**Goals and Objectives – Carrboro's Northern Study Area**

- 1.B** Endorse the concept of a "floating zone" for future residential village developments in the Transition Area.
- 1.G.** Provide for modest community-scale commercial and office uses in mixed-use areas.
- 7.B** Through the encouragement of cluster development and village-scale development, foster the creation of new pedestrian-scaled neighborhoods to enhance the variety and character of Carrboro's neighborhoods.

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### **Provisions in Vision 2020**

#### **2.0 DEVELOPMENT**

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#### **2.5 Balanced and Controlled Growth**

**2.51** The town should support the implementation of our Small Area Plan.

#### **3.0 ECONOMIC DEVELOPMENT**

With the population of Carrboro expected to increase during the Vision 2020 period, additional commercial development should be anticipated both downtown and in peripheral areas.

#### **3.1 Nature of Development**

In the interest of environmental preservation, new commercial development must minimize negative environmental impact, it must emphasize appropriate buffers, and it must not compromise the integrity of established neighborhoods.

The NTAAC furthermore finds that the above described amendment is not reasonable and in the public interest because it does not guarantee a public process that pertains to the final proposed land use for properties zoned *FLEX*.

#### **VOTE:**

AYES: (Bryan, Vrana, Moore, Jeroloman)

ABSENT/EXCUSED: (None)

NOES: (None)

ABSTENTIONS: (None)

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(Chair)

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(Date)





Town of Carrboro

Northern Transition Area Advisory Committee

### NTAAC *FLEX* district Recommendations

*For the text amendment presented at the October 1<sup>st</sup> 2015 Joint Advisory Board meeting.  
(The NTAAC made these recommendations at a subsequent October 5<sup>th</sup>, 2015 meeting.)*

**Committee Members:** Amy Jeroloman, Jeanette Moore, Jay Bryan, Anahid Vrana

**Staff Present:** Jeff Kleaveland

On November 4, 2014, the NTAAC submitted the attached (Exhibit A) detailed report to the Board of Aldermen (BOA) concerning the then proposed Mixed Use Rural-Transition (MURT) Zoning District. It was received favorably by the BOA.

The NTAAC has compared its November, 2014, Report and Recommendations to the town staff's September 17, 2015 Agenda item entitled: ***Land Use Ordinance Amendments to Provide for a new Site Specific, Flexible Zoning District***. This agenda, which includes NTAAC annotations, is attached (Exhibit B).

The NTAAC finds that the *FLEX* district proposal fall short in a number of keys areas in developing a zone that addresses the committee's specific concerns and includes its recommendations.

Attached (Exhibit B) is the NTAAC's inserted responses in ***bold italics*** to the staff's agenda item as well as to the ordinance. It refers back to the *Exhibit A* document.

STATEMENT: By way of summary, the NTAAC makes the following key points:

1. The zone should only apply to the property at the corner of Eubanks Road and Old NC 86 (referred to as "the agreed upon site") as agreed upon by the Board when it established the Design Workshops for that site (see 2014 DAD Report, page 1, no. 3) and not to any other properties;
2. The LUO and all of its requirements should apply to the agreed upon site, unless specifically changed by the new zone, including its Vernacular Standards (Exhibit A-2, item F-(d));
3. The zone should require a CUP in accordance with the current LUO to allow for citizen participation in a public hearing format that protects their legal rights for redress and input. The specific draft ordinance does not protect the rights of citizens to participate

**NTAAC FLEX District Recommendations CONTINUED**

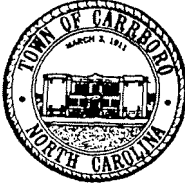
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in a public hearing/CUP for all matters relating to the BOA's discussion and vote on such zone.

4. The zoning with regard to zoning should not allow any change in density without following the current requirements of the LUO, including CUP (see Exhibit A-3, *G(c-i, iii & viii)*).
5. The uses applicable to the agreed upon site should be as proposed by the participants in the design workshop of 2011 (see Exhibit **A-1**, *E(b & d)*, *F*, *F(c)*; **A-3**, *G(c-i, ii, v & vi)*).
6. Any applicant would be required to submit the same information now required by the town for a CUP in addition to any other checklist proposed, including but not limited to traffic studies of current traffic totals as well as studies showing the potential traffic impact of the development (see Exhibit **A-2**, *E(a & c)*, *F(a, b, e & f)*; **A-3**, *G(a & b)*, **A-4**, *G(c-vii)*).
7. Any checklist for the staff's use in evaluating a site plan for the agreed upon site should include, in addition to the one proposed by staff, any all checklists and other documents and information required under the LUO.

Thank you for your attention to this matter and for reading attached Exhibits A and B.

**Please see the attached Exhibits.**



## TOWN OF CARRBORO

*301 West Main Street, Carrboro, North Carolina 27510*

# R E C O M M E N D A T I O N

SEPTEMBER 17, 2015

### LAND USE ORDINANCE TEXT AMENDMENTS TO PROVIDE FOR A NEW SITE SPECIFIC, FLEXIBLE ZONING DISTRICT

Motion was made by Jeroloman and seconded by Vrana that the NTAAC recommends that the Board of Aldermen deny the draft ordinance.

#### **VOTE:**

AYES: (Bryan, Vrana, Moore, Jeroloman)

ABSENT/EXCUSED: (None)

NOES: (None)

ABSTENTIONS: (None)

#### Associated Findings

By a unanimous show of hands, the NTAAC membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by Moore and seconded by Vrana that the NTAAC of the Town of Carrboro finds the proposed text amendment inconsistent with the Facilitated Small Area Plan for Carrboro's Northern Study Area and Carrboro Vision 2020 because its regulations lack sufficient specificity to ensure compatibility with the findings of DAD NSA Workshop report.

#### **Goals and Objectives - Carrboro's Northern Study Area**

- 1.B** Endorse the concept of a "floating zone" for future residential village developments in the Transition Area.
- 1.G.** Provide for modest community-scale commercial and office uses in mixed-use areas.
- 7.B** Through the encouragement of cluster development and village-scale development, foster the creation of new pedestrian-scaled neighborhoods to enhance the variety and character of Carrboro's neighborhoods.

- 8.A. Provide for adequate commercial space such that citizens are able to conduct commercial transaction within walking distance of their homes.
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### **Provisions in Vision 2020**

#### **2.0 DEVELOPMENT**

Carrboro's development should take place in a manner consistent with a set of adopted values. Growth should occur in a balanced fashion, and at a rate that does not jeopardized the values set forth by Vision 2020. The interests of all members of the community, including property owners, neighbors, and other interested citizens should be considered when making development decisions.

#### **2.5 Balanced and Controlled Growth**

**2.51** The town should support the implementation of our Small Area Plan.

#### **3.1 ECONOMIC DEVELOPMENT**

With the population of Carrboro expected to increase during the Vision 2020 period, additional commercial development should be anticipated both downtown and in peripheral areas.

#### **3.2 Nature of Development**

In the interest of environmental preservation, new commercial development must minimize negative environmental impact, it must emphasize appropriate buffers, and it must not compromise the integrity of established neighborhoods.

The NTAAC furthermore finds that the above described amendment is not reasonable and in the public interest because it does not guarantee a public process that pertains to the final proposed land use for properties zoned *FLEX*

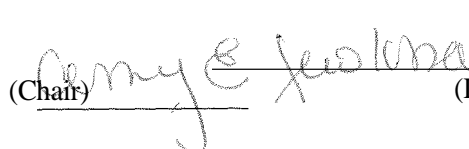
#### **VOTE:**

AYES: (Bryan, Vrana, Moore, Jeroloman)

ABSENT/EXCUSED: (None)

NOES: (None)

ABSTENTIONS: (None)


 (Chair) \_\_\_\_\_ 10/9/2015  
 (Date) \_\_\_\_\_

## EXHIBIT A

**RE:** Past NTAAC report presented to the Board re: MURT district on 11/4/14 (the MURT District proposal preceded the FLEX District Proposal);

*Reformatted for clarity.*

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The Northern Transition Area Advisory Committee responds to the proposal by staff for a new mixed use rural-transition zoning district as follows.

- A. The town's LUO sections – Sec. 15-176.2 (a) et. al., or “VMU zoning” - that regulate mixed-use in the Northern Study Area were the product of extensive consensus building with residents during two workshops facilitated in 1996 by Randall Arendt, a well-respected land planner paid by the Board of Aldermen (BOA) for his services. From Mr. Arendt's report a committee of residents was appointed to prepare recommendations to the BOA regarding zoning to effect the consensus from those meetings. Those recommendations were memorialized by the BOA after several years of careful study and further citizen input in Sec.15-176.2 (a) et. al.
- B. In February, 2011, a second, two-day “design” workshop was facilitated at the request of the BOA to receive input and ideas from citizens from the Northern Study Area as well as other parts of Carrboro. The goal of the workshops was to elicit neighborhood input on what a mixed use development look like on thirty acres at the intersection of Old NC 86 and Eubanks Road, the same type of inclusive process as was initiated and supported by the BOA in 1996 and in general. (See page 5 of the February 17, 2012, Durham Area Designers (DAD) NTA Workshop Report as presented to the Board of Aldermen).
- C. The report stated that “the history of both the agricultural enterprise and of the village of Carrboro (including the fact that Old NC 86 was the historic route of the main road between Chapel Hill and Hillsborough) influenced workshop participants' vision for the character of a new mixed use village at the corner of Old NC 86 and Eubanks road. Two strong sentiments were expressed. First, participants wanted to retain the agricultural landscape and the rural character of Old NC 86. Second, they wanted a village characterized by small scale and North Carolina vernacular buildings”. (p. 3, Report)
- D. Based on the discussions, the participants created a list of potential acceptable uses, building scale, and concerns about buffering and preservation of rural character. (p.5, DAD Report) Attendees were assured by the BOA's paid facilitators that “any decisions on zoning map changes and Use Permits would still entail a long public process, and would ultimately need to be voted on by the Carrboro Board of Aldermen after public hearings.” (p. 8, DAD Report)
- E. The following were noted by the facilitators as themes emphasized by the participants:

- a. Calming devices on Old NC 86 and Eubanks Road for the “overwhelming” problem of traffic, particularly trucks, on Old NC 86 and the threat of increased truck traffic from any big box development in Chapel Hill at the intersection of I-40 and Eubanks;
  - b. Small, human, neighborhood-scale development with commercial and civic uses serving residents in nearby neighborhoods, school parents, and visitors to the planned county park and recreational area;
  - c. Protection of the character of Old NC 86 with the current 100 foot buffer and the creation of a landmark as a visual entrance to the town marked by this location;
  - d. Focus on retirement community and child care center as potential uses;
  - e. Limits to the heights of buildings to two stories;
  - f. Minimization of parking, including locating it behind businesses, and light pollution;
  - g. Shared off-road biking and pedestrian pathways as well as connecting greenway trails to Duke Forest;
  - h. Building design that is traditional and rural in character.
- F. STATEMENT: The NTAAC specifically endorses a modified mixed-use transition zone that incorporates the above-concepts and specific proposals into the current mixed-use zoning (see Sec. 15-176.2 (a) et. al.) along with the following more specific zoning and use ideas that were advocated during the workshop:
- a. Build multiple speed tables to discourage trucks from using any route through or by the mix-used development;
  - b. Require a neighborhood scale development with pedestrian-scale, streets, and an identifiable center and buildings that front on a community square or park;
  - c. Identify as permitted neighborhood-focused, small business uses and scale like the development at Homestead Rd. and MLK Jr. Blvd, uses such as medical offices, childcare center, retirement community, small grocery store like Saxapahaw General Store, café or coffee shop, local bakery, live-work units, and a variety of housing such a single family, townhomes and patio homes – no gas stations;
  - d. Ensure that the town’s Vernacular standards are required for both residential and commercial development;
  - e. Protect the view-shed of Old NC 86 at locations of any such mixed zoning with buffering, screening and set-back zoning;
  - f. Establish either a three-way stop at Old NC 86 and Eubanks Road and evaluate a stoplight if necessary (for drivers exiting Eubanks onto Old NC 86, there now exits a blind spot for seeing traffic traveling south on Old 86);
- G. STATEMENT: In the past the NTAAC has advocated strongly and continues to advocate for the following:

- a. Reduction of the speed limit from the intersection of Old NC 86 and Eubanks Road to Hillsborough Road to 35 mph. and other modifications to create a village scale street as opposed to a through road.
- b. As requested at the workshop, building of the Lake Hogan Farm Road (designated as a Connector Road for many years) as the town's highest transportation priority to relieve traffic on Old NC 86 and provide easy access from Lake Hogan and adjoining neighborhoods to Eubanks and I-40. The NTAAC has communicated its concerns in writing to the Carrboro Planning Board and also to the County Commissioners.
- c. As to the actual proposal, the NTAAC appreciates the time and work of Tina Moon, planning administrator, on the idea of a modified mixed use transition zone. However, the proposed zone and reasoning for it differs in several significant ways from the wishes of the participants in the workshop, whose views should be honored and implemented by the BOA as has occurred with past collaborative and inclusive zoning initiatives in the Northern Study (Transition) Area.
  - i. First, the expansion of a mixed-use zone in terms of commercial use and density to attract commuters traveling on I-40 was not supported by the workshop participants.
  - ii. Second, the idea of eliminating specific uses to focus on the form of uses and their placement on the site was not discussed and therefore not agreed to. The basic understanding was that the VMU was to stay largely intact.
  - iii. Third, the aforementioned themes of the workshop participants indicate that large-scale density would not be in keeping with a neighbor-hood focused development. The NTAAC would object strongly to an increased density above the workshop participants' desire of density based on R-7.5 to R-15 zoning. The suggested 180 homes would not be in keeping with the workshop participants' proposals. The NTAAC believes that any development should be designed to not impact the significant amount of wetland acreage on the site, and that any generalized ordinance should continue in effect the town's strong protection of such areas.
  - iv. Fourth, as indicated above, two stories was the maximum most participants supported, in direct contrast to the staff's proposed 35 feet height limit.
  - v. Fifth, High Volume Sales and Retail (2.110) and Specialty High Volume Retail (2.112) would not be appropriate within the vision of the workshop participants.
  - vi. Sixth, the NTAAC does to see, nor does it appear to be the intention of the workshop participants, that this village be some sort of urban restaurant

district. The report indicates uses such as a café or coffee shop and a restaurant.

- vii. Seventh, the NTAAC has long contended that the buffer and view-shed along Old NC 86 should be maintained. The NTAAC disagrees that the commercial area in any site along Old NC 86 should be visible from Old 86. Appropriately designed and modestly sized signage in accordance with the town's sign ordinance as well as the fact the current Eubanks Road is heavily travelled will adequately attract local residents and those who use these roads to the commercial ventures.
- viii. Eighth, with one exception, the performance standards on pages 3 and 4 of the staff report seem adequate in theory although the NTAAC will need to see the actual language proposed for an ordinance change to compare it with what already exists in the LUO for such standards as well as with the existing VMU zoning. However, the NTAAC strongly disagrees with No. 5 of the potential standards. The zoning should not have "potential" for increased density. Such a request, if made, would need to go through the normal application and public hearing CUP/SUP permitting process.
- ix. Ninth, as previously stated, there was not any consensus among the participants regarding changing the current VMU zoning to a form-based code for such mixed-use zoning. Neither was there discussion or consensus of the use of the principles of Complete Streets, NC DOT Traditional Neighborhood Development Street Design Guidelines, or shared streets approach (the facilitators state that the third approach seems most appropriate to insure very slow speeds of vehicles).
- x. Ten, most of the submitted photographs are for third and fourth story buildings. The NTAAC would ask that staff evaluate any photographs of possible building design in terms of whether they would meet the town's Vernacular Standards.

Thank you for allowing the NTAAC its input. We look forward to further input on the next steps of any proposed modification to the LUO's zoning in the Northern Study Area, including input and recommendations regarding language changes to the LUO.

Amy Jeroloman, Chair, on behalf of Northern Transition Area Advisory Committee,

November 4, 2014

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## ADVISORY BOARDS

### AGENDA ITEM ABSTRACT

(Comments in ***bold italics*** represent NTAAC comments & recommendations)

**MEETING DATE: September 17, 2015**

**TITLE: Land Use Ordinance Amendments to Provide for a new Site Specific, Flexible Zoning District**

<b>DEPARTMENT: Planning</b>	<b>PUBLIC HEARING: YES ___NO _X_</b>
<b>ATTACHMENTS:</b> <b>A.</b> Recommendation Template <b>B.</b> Draft Ordinance <b>C.</b> Petition for Change of Zoning Form <b>D.</b> Draft Supplemental Checklist for FLX Zoning District Applications	<b>FOR INFORMATION CONTACT:</b> Christina Moon – 918-7325 Patricia McGuire -- 918-7327

#### **PURPOSE**

The purpose of this item is to consider amending the Land Use Ordinance to create a new Site Specific, Flexible Zoning District (FLX). A public hearing date has been set for October 13, 2015. Advisory Board review has been requested prior to the public hearing.

#### **INFORMATION**

Between May 1998 and June 1999, all three Joint Planning Area governing boards—the Town of Carrboro, the Town of Chapel Hill and Orange County--adopted resolutions incorporating the Facilitated Small Area Plan for Carrboro's Northern Study Area (NSA Plan). Some implementing actions followed, including adoption of Land Use Ordinance provisions and approval of the Winmore Village Mixed Use development. In 2007, at the request of the Planning Board, the Board of Aldermen initiated a process to review the implementation of the NSA Plan and a committee was subsequently appointed (Northern Study Area Plan Implementation Review Committee (NSAPIRC)). The NSAPIRC's charge was to review the implementation of the NSA Plan; the group met, held two community forums and prepared a series of recommendations toward realizing the goals of the plan. In February of 2011, the Town hosted a series of design workshops facilitated by the Durham Area Designers (DAD) to further explore design elements and potential zoning concepts identified by the NSAPIRC. The Board received a presentation on the findings from the design workshops including concept plans for the study site on February 21, 2012.

Since the presentation of the design workshop concept plans, the Board has held three work sessions to begin to formulate a possible new zoning district for mixed-use development opportunities in the Northern Study Area. While each work session focused on different aspects of a proposed district, two themes have remained consistent.

***(NTAAC: The themes were retention of the agricultural landscape and the rural character of Old 86, and support of a village characterized by small scale and North Carolina vernacular buildings. (see Exhibit A, p. 1, no. 4))***

The first was consistency with the NSA Plan; establishing a district that would allow the land uses identified by the design workshop participants and the site owner, while retaining the “design with nature themes” that seem appropriate for an area under transition. The second was the creation of a new mixed-use district which would allow the property owner

2

***(NTAAC: The 2011 Design Workshops were to only address a plan and ideas for the site at the corner of Eubanks Road and Old N.C. 86, not any other site in the Northern Study Area. The use of the term, “property owner”, is ambiguous and could be interpreted to include other property owners beside the owner of the site at Eubanks and Old 86. It was never the intent to use a zone for this site for other sites.)***

both additional certainty of development potential and some flexibility that would allow the development program to respond to marketplace demands.

Up to this point, staff have been exploring options for a new general mixed-use zoning district, which would allow residential and commercial uses, something similar in concept to the existing OR-MU district. However, after further consideration, staff has prepared a draft ordinance that would authorize the creation of a new site specific, flexible zoning district, tentatively called FLX (Attachment B). Though the draft FLX district responds to the recommendations of the NSAPIRC to increase mixed-use development opportunities in the Northern Study Area, the ordinance does not limit the district to any specific geographic area so long as it meets certain criteria.

3

***(NTAAC: The language in the above paragraph is problematic for the same reasons as stated in the previous insert.)***

As currently proposed, the four key criteria for FLX zoning district consideration are: (1) to be at least twenty-five acres in size, (2) to be under single ownership or control,

4

***(NTAAC: The words “single” and “control” are confusing and ambiguous.)***

(3) to be located adjacent to a major arterial such that, when developed, the principal entrance to such development will be from that arterial,

5

***(NTAAC: The participants in the Design Workshops has serious concerns about the impact of additional traffic on Old 86 without reduction in the speed limits and other traffic calming devices (see Exhibit A) and a plan for creating a pedestrian, bike friendly, town like road.)***

and (4) to have been the subject of a site specific planning study by the Town to determine the most appropriate potential development options for such tract.

6

***(NTAAC: The NTAAC has serious concerns about the town doing a site specific study without clear guidelines for facilitation and inclusion of residents from the Northern Study Area, and when it appears that the wishes of the residents who participated in the 2011 Workshops are not being adequately addressed in the new proposed flex zoning. How will a site specific planning study include public input & ensure integrity of established neighborhoods? (Vision 2020 2.0 & 3.1)***

Property owners seeking the FLX zoning district would have to petition for a change of zoning. (The petition for change of zoning form is provided as Attachment C). The application materials would include a narrative describing the purpose or theme of the proposed district and

how that purpose is consistent with the outcome(s) from the planning study. The application would also include a site plan that shows key elements in the proposal, such as the placement of exterior

entrances, Connector roads to adjacent neighbors and internal circulation systems, initial stormwater analysis and related features, as well as the location of the proposed land uses and their approximate size. (A draft checklist to assist with the preparation of a FLX rezoning request is provided as Attachment D.) Staff would evaluate the applicant's submittal for compliance with the elements in the FLX ordinance and consistency with the outcomes from the planning study, and draft any conditions.

7

***(NTAAC: Any rezoning should abide by the current LUO and require a CUP/public hearing with adequate notice to affected property owners and other residents of the Northern Study Area. The zoning if approved should not include any plan since that should be part of the CUP for the development itself.)***

If the Board approved the rezoning, the description of the district, the specific conditions and the site plan would be recorded with Orange County and filed with zoning staff. Following the rezoning, the use of the property would be "by right" subject to a zoning permit, approved at the staff level based on standard requirements for zoning permits and any specific requirements described in the district narrative, conditions or site plan.

8

***(NTAAC: The current CUP process, as opposed to a zoning permit managed by staff, should remain as the regulatory process.)***

Each request for a site specific, flexible zoning district would be specific to the particulars of the parcel(s) involved. As a legislative decision, the Board of Aldermen would consider the particulars of the petition and the site plan as a policy matter. The Board's decision would be guided by Section 15-324(a-e) which speaks to consistency with adopted plans and policies, and particularly Section 15-325, Ultimate Issue Before Board on Amendments, which outlines the central issue for the Board as whether the rezoning advances the public health, safety or welfare.

9

***(NTAAC: The current CUP process, as opposed to a zoning permit managed by staff, should remain at the regulatory process. The BOA could consider the particulars of a petition or site plan but only in accordance with the LUO regulations for a public hearing/CUP.)***

The Board of Aldermen must receive public comment before adopting amendments to the LUO. At the June 23<sup>rd</sup> meeting, the Board set a public hearing for October 13<sup>th</sup> and referred the draft ordinance to the Planning Board, the Transportation Advisory Board, the Appearance Commission and Northern Transition Area Advisory Commission. The Board discussed the proposed text amendments again on September 8, 2015 and referred the draft ordinance to the Environmental Advisory Board and the Economic Sustainability Commission as well.

## **RECOMMENDATION**

Staff recommends that Advisory Boards review the draft ordinance and adopt a recommendation pertaining to the proposed amendment for inclusion in the October 13th public hearing materials.

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO PROVIDE  
FOR A SITE SPECIFIC, FLEXIBLE ZONING DISTRICT

\*DRAFT 6-16-2015\*

THE CARRBORO

BOARD OF ALDERMEN ORDAINS:

Section 1. The Carrboro Land Use Ordinance is amended by adding a new Section 15-141.5 to read as follows:

10

***(NTAAC: as a general comment, the NTAAC has very concerned about the general lack of specificity of the ordinance in response to the NTAAC'S concerns and recommendations, based on the 2011 design workshops, as stated in Exhibit A.***

11

***(NTAAC: Add the following definition: The site at Eubanks and old 86 is referred to as "the agreed upon site".)***

Section 15-141.5 Site Specific, Flexible Zoning District

- (a) A site specific, flexible zoning district (FLX) may be established in accordance with the provisions of this section. The purpose of such a district is to establish detailed standards for alternative possibilities for the development of a specific tract of land, thereby facilitating the development of that property according to the demands of the market, but in a way that is consistent with sound planning and the promotion of the public health, safety, and welfare.

12

***(NTAAC: see previous comments and report. the standards should be codified in the LUO first subject to a public hearing, so that property owners as well as adjoining neighbors and residents understand the zoning and possible development. The Town should set the standards through a public hearing process, which it has initiated through the 2011 design workshops, not the market place.)***

- (b) To be considered for FLX zoning, a tract must (i) be at least twenty-five acres in size, (ii) be under single ownership or control, (iii) be located adjacent to a major arterial such that, when developed, the principal entrance to such development will be from that arterial, and (iv) have been the subject of a site specific planning study by the Town to determine the most appropriate potential development options for such tract.

13

***(NTAAC: The participants in the Design Workshops had serious concerns about the impact of additional traffic on Old 86 without reduction in the speed limits and other traffic calming devices (see Exhibit A) and a plan for creating a pedestrian, bike friendly, town like road. The NTAAC has serious concerns about the town doing a site specific study without clear guidelines for facilitation and inclusion of residents from the Northern Study Area, and when it appears that the wishes of the residents who participated in the 2011 Workshops are not being adequately addressed in the new proposed flex zoning.)***

- (c) A FLX zoning district shall address the following:

- (1) The types of uses that are permissible within the FLX district, along with a maximum (and if applicable, a minimum) percentage of the gross land area that will be devoted to each such use. The description of uses may be in reference to the use classification numbers set forth in the Table of Permissible Uses, or the uses may otherwise be described. The district regulations may also establish density or intensity limitations (expressed in terms of a maximum number of dwelling units or square feet of building

floor area).

14

***(NTAAC: The NTAAC disagrees with allowing this flexibility as to both uses and density as not in keeping with the 2011 Design Workshops. The agreed-upon site should be subject to the current regulations in the LUO except as necessary to achieve the points from the 2011 Design Workshops as outlined in Exhibit A with the current regulations allowing for public hearings/CUP.)***

15

(2) The dimensional restrictions (building height, minimum lot size, setbacks) that shall apply throughout the district. Different restrictions may apply to different portions of the district, depending on the uses located therein. The dimensional restrictions may be described by reference to those applicable within particular zoning districts, or otherwise.

***(NTAAC: The dimension restrictions for agreed-upon site should be subject to the current regulations in the LUO. The general consensus at the Design Workshops was a two story maximum height for both residential and commercial as befitting the Northern Study Area. (see Exhibit A, p. 2, no. 5, P. 4, NO. 2))***

16

(3) Any limitations on the areas within the district where particular types of uses may be allowed.

***(NTAAC: Same as LUO except as necessary to achieve the points from the 2011 Design Workshops as outlined in Exhibit A with the current regulations allowing for public hearings/CUP.)***

17

(4) Any architectural standards that will apply to all or designated portions of the district. ***(NTAAC: The LUO's vernacular standards should apply to all portion of the agreed upon site.)***

18

(5) Any limitations on the timing or sequence of development of various portions of the district.

***(NTAAC: Same as LUO except as necessary to achieve the points from the 2011 Design Workshops as outlined in Exhibit A with the current regulations allowing for public hearings/CUP.)***

(6) The location of entrances to the tract zoned FLX & **How the tract zone roads will connect to adjacent neighborhood**

19

***(NTAAC: The entrance should be created on Old NC 86 to protect the view shed (see exhibit a, p. 3, no. 2; p. 4, no. 5)***

(7) The manner in which the development of the property will comply with the stormwater requirements set forth in Section 15-263. All developed lots within the district shall be subject to these standards, regardless of the amount of land disturbance, but the FLX district may allow the necessary stormwater treatment facilities to be constructed to meet these standards on a lot by lot basis, or some other basis that provides effective and efficient treatment for all new construction.

20

(8) Any limitations on the location or design of parking lots and facilities.

***(NTAAC: Same as LUO except as necessary to achieve the points from the 2011 Design Workshops as outlined in Exhibit A with the current regulations allowing for public hearings/CUP.)***

(9) Specifications and standards for the internal circulation system serving vehicular and pedestrian traffic, including a statement as to whether such facilities will be dedicated to the Town.

21 (NTAAC: *same as no. 8 above.*)

(10) All infrastructure improvements proposed to be constructed in conjunction with the development of the property zoned FLX (including but not limited to improvements to adjoining streets) together with a schedule that links construction of such improvements to the development of the property.

22 (NTAAC: *same as no. 8 above.*)

(d) Development of any lot within a FLX zoning district shall require a zoning permit (and a sign permit if applicable), but not a special or conditional use permit.

23 (NTAAC: *same as no. 8 above.*)

(e) 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 FLX district established pursuant to this section.

24 (NTAAC: *The agreed upon site should be subject to the current LUO except as necessary to achieve the points from the 2011 Design Workshops as outlined in Exhibit A with the current regulations allowing for public hearings/CUP.*)

(f) A text amendment establishing a FLX district as well as a map amendment applying such district to a particular tract shall be initiated and processed in accordance with the following provisions:

(1) The owner of property who wishes to have such property zoned FLX shall submit a written request to the Board of Aldermen, identifying the subject property and explaining briefly why the property is a good candidate for FLX zoning. The Board may, in its discretion, summarily deny the request or direct the town attorney and planning staff to work with the property owner to develop an ordinance pursuant to this section that establishes an appropriate FLX district and that applies this district to such property.

25 (NTAAC: *The NTAAC disagrees with any language allowing a flex zone except for the agreed upon site at Eubanks and Old 86. The language in (1) above implies that the Board could "approve" the request. The concern is that the process for approval and for public input is being changed from what currently is required.*)

(2) Once an ordinance has been drafted as provided in subdivision (f)(1), such ordinance shall be processed in accordance with the provisions of Article XX of this chapter applicable to ordinance amendments initiated by the town administration, except that (i) the Board may establish such additional processes as deemed necessary to ensure that the public has an adequate opportunity for input into the proposed FLX district (*including but not limited to the*

26 *Immediate referral to Citizen Advisory Committees*), and (ii) no property may be rezoned FLX without the consent of the property owner (which consent may be withdrawn at any time before the adoption of the ordinance establishing the FLX district. The text and the map amendment may be processed simultaneously.

27 (NTAAC: *This section (2) appears to recommend bypassing the protections for public hearings (LUO 15-54), and burden of presenting evidence and burden of persuasion (LUO 15-55, among other regulations protecting the public, as stated in Article 4 of the LUO. The NTAAC disagrees with this recommendation. These protections include the right to contend that the development under 15-54 will danger the public health or safety, or will injure the value of adjoining property, or will not be in harmony with the area it is being built, or is not in conformity with the Carrboro LU Plan, with the Thoroughfare Plan or any other officially adopted plan.)*

(3) Amendments to the FLX shall be initiated and processed in the same manner as the initial ordinance.

28

***(NTAAC: The NTAAC believes any amendments to an approved development for the agreed upon site should be in accordance with Article IV, not Article XX. Under Article IV, 15-59, any modifications of an approved development that are significant in that they will have a discernible impact on neighboring properties or the general public or on those who are occupying the property would be subject to the same language as in 15-45: whether or not the amendment will danger the public health or safety, or injure the value of adjoining property, or not be in harmony with the area it is being built, or not be in conformity with the Carrboro LU Plan, with the Thoroughfare Plan or any other officially adopted plan.)***

(g) Property within a FLX district may be subdivided according to the provisions of this chapter applicable to minor subdivisions, even if such subdivision involves the creation of more than a total of four lots or the creation of a new public street.

29

***(NTAAC: The NTAAC does not understand the need for this provision as it may be an exception to how properties can be currently developed.)***

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

Section 3. This ordinance shall become effective upon adoption.

FORM:

REVIEW DATE:

REVIEWED BY:	REVIEW #:
PROJECT NAME:	DATE OF PREVIOUS REVIEW:

## SITE PLAN GUIDE AND CHECKLIST FOR SITE SPECIFIC, FLEXIBLE ZONING DISTRICTS (FLX)

### SUPPORTING/SUPPLEMENTAL INFORMATION FOR PETITION FOR CHANGE OF ZONING FORM (APPENDIX A-2)

(SUBMIT/ADDRESS ALL ITEMS)

- ☐ 1. HOLD A PRESUBMITTAL CONFERENCE WITH TOWN STAFF  
a. Attend a meeting with Town Staff at Development Review.
- ☐ 2. COMPLETE PETITION FOR CHANGE OF ZONING FORM  
(Appendix A-2)
- ☐ 3. PROVIDE THE FOLLOWING INFORMATION TO DEMONSTRATE  
ELIGIBILITY FOR THE FLX ZONING DISTRICT (Section 15-141.5(b)).
- a. Acreage (25-acre minimum)
- b. Ownership information
- c. Major arterial access location
- d. Subject of recent provide date site  
specific planning study by the Town
- e. Describe in detail the specifics of the planning study and its recommended  
outcome, and explain how the proposed FLX district would fulfill those  
objectives. (For example, the planning study participants expressed  
overwhelming support for transit connections and internal pedestrian  
networks, the proposed FLX District, includes transit stops with  
shelters along both arterials access roads and a series of paved pedestrian  
paths that link to the main meandering boulevard. These features are shown on the accompanying site  
plan.)

30

31

***F. Specifically indicate how the 'Mixed Use' will be implemented.***

- ☐ 4. LAND USES FOR THE PROPOSED FLX ZONING DISTRICT  
(Please consult Section 15-141.5(c))
- a. List the requested land uses for the proposed FLX district.
- b. Describe and show on the associated site plan where the proposed land uses  
would occur.
- c. List the requested amount of density, or intensity limitations, such as the  
minimum-maximum range of dwelling units, and the minimum-maximum  
range of building square footage.
- d. Provide dimensional specifications.



- e. List any restrictions relating to the type of use and location on the site.

- ☐ 5. ARCHITECTURAL STANDARDS
- a. Provide information relating to proposed architectural standards and images that display the types of building designs for the projects. (Please note that the submitted images will be used by zoning staff to determine zoning/building permit compliance.)
- ☐ 6. DESCRIBE THE PHASING SCHEDULE
- a. Show phasing lines on the site plan.
- b. Delineate any proposed subdivisions as part of the proposed development.
- ☐ 7. DESCRIBE AND SHOW PROPOSED INFRASTRUCTURE IMPROVEMENTS (ROADWAY, UTILITY, ETC.), ALONG WITH A PROPOSED SCHEDULE THAT LINKS THE CONSTRUCTION OF SUCH IMPROVEMENTS TO THE DEVELOPMENT OF THE PROPERTY.
- a. Describe the schedule for connecting the proposed road and bicycle/pedestrian facilities to existing facilities outside of the FLX district.
- b. Provide trip generation analysis for the proposed FLX district by phase and at total build-out. Provide correspondence from NCDOT regarding the need for facility improvements and the schedule for those improvements to occur.
- ☐ C) Provide Recent (within 3 yrs.) traffic studies & demonstrate how will mitigate additional traffic
- D) Demonstrate how roads connect to adjacent neighborhoods.
- ☐ 8. TRAFFIC, CIRCULATION
- a. Show the locations of all entrances or access points to the subject property.
- b. Show the internal circulation system.
- c. Show additional circulation systems for bicycle/pedestrian networks.
- d. Show proposed transit stops.
- e. Identify whether facilities are intended to be public or private and provide a statement as to whether facilities will be dedicated to the Town.
- f. Describe how the proposed traffic and circulation is consistent with the recommendations from the Town Planning Study.
- ☐ 9. IDENTIFY LOCATIONS AND DESIGNS FOR PARKING LOTS AND DESCRIBE ANY LIMITATIONS ON PARKING.
- a. Identify tentative locations for bicycle parking, including sheltered bicycle parking.
- ☐ 10. EXPLAIN HOW THE DEVELOPMENT WILL COMPLY WITH THE STORMWATER REQUIREMENTS OF SECTION 15-263.

- a. Show the type and location of all major stormwater devices.
- b. Provide the schedule for installation including the timeline for changing from erosion control devices to permanent stormwater devices.
- c. Include a sealed statement from a registered Engineer that the proposed stormwater plan will be in compliance with requirements of 15-263.

☐ 11. LABEL ALL NATURAL AREAS AND SITE CONSTRAINTS, AND EXPLAIN HOW THE DEVELOPMENT WILL PROTECT THESE AREAS.

☐ 12. DESCRIBE HOW THE DEVELOPMENT OF THE FLX DISTRICT WILL COMPLY WITH ALL PROVISIONS OF THE LAND USE ORDINANCE. (Please note: the combined information—narrative and site plan—must provide sufficient specificity to determine zoning permit compliance.)

**Response to NTAAC Comments**

As part of the advisory board review of the draft Land Use Ordinance text amendments to authorize the Board of Aldermen to create site specific, flexible zoning districts, the Northern Transition Area Advisory Commission submitted a number of comments embedded into the agenda materials. The following pages provide responses to those comments, based on the draft ordinance that was presented at the October 13, 2015 public hearing. To read the comment within the context of the agenda materials, please refer back to the advisory comments (Attachment E). The numbers in the margin correlate to the numbers below. The draft ordinance would need to be substantially reworked to accommodate all of the interests expressed by the NTAAC. Staff has made a few minor refinements per the NTAAC recommendations but has not made any major changes, and awaits direction from the Board of Aldermen on whether to do so.

1. *(NTAAC: The themes were retention of the agricultural landscape and the rural character of Old 86, and support of a village characterized by small scale and North Carolina vernacular buildings. (see Exhibit A, p. 1, no. 4)*

**The ordinance creating the FLX district framework has intentionally been left general so that the mechanism could be used for more than one tract. Each request for a FLX zoning district would be specific to the parcel(s) involved. The findings from the site specific planning study, (in the case of the Eubanks Road tract the DAD workshops)--the report and commonalities from the concept plans—would be incorporated into the specific rezoning request application.**

2. *(NTAAC: The 2011 Design Workshops were to only address a plan and ideas for the site at the corner of Eubanks Road and Old N.C. 86, not any other site in the Northern Study Area. The use of the term, “property owner”, is ambiguous and could be interpreted to include other property owners beside the owner of the site at Eubanks and Old 86. It was never the intent to use a zone for this site for other sites.)*

**As currently written, the FLX district is not limited to a specific tract or geographic area, so long as the site meets the four criteria related to size, location along a major arterial, single ownership and subject to a site specific planning study.**

3. *(NTAAC: The language in the above paragraph is problematic for the same reasons as stated in the previous insert.)*

**See previous answers.**

4. *(NTAAC: The words “single” and “control” are confusing and ambiguous.)*

**To be eligible for the FLX district, the subject property whether a single tract or a number of contiguous tract would have to be under the control of one owner.**

5. *NTAAC: The participants in the Design Workshops has serious concerns about the impact of additional traffic on Old 86 without reduction in the speed limits and other traffic calming devices (see Exhibit A) and a plan for creating a pedestrian, bike friendly, town like road.)*

**Town staff works with NCDOT to discuss traffic impacts and potential road improvements as part of any development project. Additional language could be added to the draft FLX ordinance to require a traffic impact analysis for all projects, or it could be left as is, as a potential additional request depending on the particulars of the subject property. The final determination of potential improvements to a NCDOT road would be made by NCDOT engineers.**

6. *(NTAAC: The NTAAC has serious concerns about the town doing a site specific study without clear guidelines for facilitation and inclusion of residents from the Northern Study Area, and when it appears that the wishes of the residents who participated in the 2011 Workshops*

**Response to NTAAC Comments**

*are not being adequately addressed in the new proposed flex zoning. How will a site specific planning study include public input & ensure integrity of established neighborhoods? (Vision 2020 2.0 & 3.1)*

**Additional language has been added to the draft ordinance to provide more descriptive information about the study, what is meant by the term site specific planning study and how the study is intended to inform the design of the proposed development of the FLX district. The petition for change of zoning would have to refer back to the findings of the planning study and demonstrate how the development proposal is consistent with the outcome of the study. The DAD workshops would fulfill the site specific planning study requirement for the Eubanks Road site.**

*7. (NTAAC: Any rezoning should abide by the current LUO and require a CUP/public hearing with adequate notice to affected property owners and other residents of the Northern Study Area. The zoning if approved should not include any plan since that should be part of the CUP for the development itself.)*

**All rezonings require a public hearing with mailed notice to surrounding property owners. The rezoning process framework for the FLX district, as described in the draft ordinance, would require considerable information as part of the application including a site plan. The level of detail in a rezoning exhibit (site plan and other graphics) would need to be greater if the permit requirement is a zoning permit.**

*8. (NTAAC: The current CUP process, as opposed to a zoning permit managed by staff, should remain as the regulatory process.*

**As currently written, the draft ordinance establishes a process where once rezoned to the FLX district, use of the property would be subject to a zoning permit, approved at the staff level. Compliance would be determined based on standard LUO requirements for zoning permits and any specific requirements described in the district narrative, conditions or site plan approved as part of the rezoning. While it is not anticipated that a full conditional use permit level of review would be completed as part of the rezoning request, the applicant would have to provide sufficient detail in the rezoning application and associated site plan so that: 1) the Board of Aldermen and the public would have a complete understanding of what the site would look like at buildout, and 2) staff would have enough information to determine future zoning permit and construction plan compliance (e.g. development standards, either from the existing LUO provisions or from a new set of standards prepared by the applicant, building types and site layout, land use categories, building massing and appearance).**

*9. NTAAC: The current CUP process, as opposed to a zoning permit managed by staff, should remain at the regulatory process. The BOA could consider the particulars of a petition or site plan but only in accordance with the LUO regulations for a public hearing/CUP.)*

**The process for rezoning to the FLX district requires a public hearing with additional opportunities for public input at key intervals.**

*10. (NTAAC: as a general comment, the NTAAC has very concerned about the general lack of specificity of the ordinance in response to the NTAAC'S concerns and recommendations, based on the 2011 design workshops, as stated in Exhibit A.)*

**While the draft ordinance currently under consideration—to add the FLX district as a potential district to the LUO—is general in nature, an application to consider rezoning a specific tract to the FLX district category, however, would be very detailed.**

**Response to NTAAC Comments**

11. (NTAAC: Add the following definition: The site at Eubanks and old 86 is referred to as “the agreed upon site”.)

**Other sites may be eligible for the FLX districts. Please see answers to questions 1 and 2.**

12. NTAAC: see previous comments and report. the standards should be codified in the LUO first subject to a public hearing, so that property owners as well as adjoining neighbors and residents understand the zoning and possible development. The Town should set the standards through a public hearing process, which it has initiated through the 2011 design workshops, not the market place.)

**The standards for an individual application to rezone property to the FLX zoning category would involve a public hearing, as well as additional opportunities for public input, particularly as part of the site specific planning study.**

13. NTAAC: The participants in the Design Workshops had serious concerns about the impact of additional traffic on Old 86 without reduction in the speed limits and other traffic calming devices (see Exhibit A) and a plan for creating a pedestrian, bike friendly, town like road. The NTAAC has serious concerns about the town doing a site specific study without clear guidelines for facilitation and inclusion of residents from the Northern Study Area, and when it appears that the wishes of the residents who participated in the 2011 Workshops are not being adequately addressed in the new proposed flex zoning.)

**In the case of the Eubanks Road site, the DAD design workshops would be considered the site specific planning study. As currently written in the draft ordinance, the materials included as part of a petition to rezone the Eubanks Road site to the FLX zoning district would need to demonstrate how the findings from the design workshops were incorporated into the design of the project.**

14. (NTAAC: The NTAAC disagrees with allowing this flexibility as to both uses and density as not in keeping with the 2011 Design Workshops. The agreed-upon site should be subject to the current regulations in the LUO except as necessary to achieve the points from the 2011 Design Workshops as outlined in Exhibit A with the current regulations allowing for public hearings/CUP.)

**Language in the draft ordinance for the FLX district speaks to compliance with the LUO unless superseded by new requirements defined as part of the rezoning process—which would be described during the public hearing.**

15. (NTAAC: The dimension restrictions for agreed-upon site should be subject to the current regulations in the LUO. The general consensus at the Design Workshops was a two story maximum height for both residential and commercial as befitting the Northern Study Area. (see Exhibit A, p. 2, no. 5, P. 4, NO. 2))

**Please see answer for question 14.**

16. (NTAAC: Same as LUO except as necessary to achieve the points from the 2011 Design Workshops as outlined in Exhibit A with the current regulations allowing for public hearings/CUP.)

**Please see answer for question 14.**

17. (NTAAC: The LUO’s vernacular standards should apply to all portion of the agreed upon site.)

**The draft ordinance speaks to an architectural theme but it does not dictate a specific design or style. Discussion of the appropriate design for a specific site would be part of the specific rezoning application.**

18. (NTAAC: Same as LUO except as necessary to achieve the points from the 2011 Design Workshops as outlined in Exhibit A with the current regulations allowing for public hearings/CUP.)

**Response to NTAAC Comments**

**Information relating to phasing would have to be included in the rezoning petition for a specific site.**

*19. The location of entrances to the tract zoned FLX & How the tract zone roads will connect to adjacent neighborhood & (NTAAC: The entrance should be created on Old NC 86 to protect the view shed (see exhibit a, p. 3, no. 2; p. 4, no. 5)*

**Information relating to external entrances, internal circulation would be included in the rezoning petition for a specific site, and should be guided by the findings of the site specific planning study.**

*20. NTAAC: Same as LUO except as necessary to achieve the points from the 2011 Design Workshops as outlined in Exhibit A with the current regulations allowing for public hearings/CUP.)*

**The specific petition for rezoning to the FLX district would have to demonstrate compliance with existing LUO provisions unless superseded by new requirements defined as part of the rezoning process—which would be described during the public hearing.**

*21. (NTAAC: same as no. 8 above.)*

**Please see answers to questions 14 and 20.**

*22. (NTAAC: same as no. 8 above.)*

**Please see answers to questions 14, 20 and 21.**

*23. (NTAAC: same as no. 8 above.)*

**Please see previous answers.**

*24. (NTAAC: The agreed upon site should be subject to the current LUO except as necessary to achieve the points from the 2011 Design Workshops as outlined in Exhibit A with the current regulations allowing for public hearings/CUP.)*

**Please see previous answers.**

*25. (NTAAC: The NTAAC disagrees with any language allowing a flex zone except for the agreed upon site at Eubanks and Old 86. The language in (1) above implies that the Board could “approve” the request. The concern is that the process for approval and for public input is being changed from what currently is required.)*

**The language cited speaks to the provision in the draft ordinance where the applicant requests that the Board consider that a draft ordinance be prepared. Approval of the draft ordinance would occur only after the formal public hearing process, which for the FLX district would involve additional steps for public input.**

*26. Once an ordinance has been drafted as provided in subdivision (f)(1), such ordinance shall be processed in accordance with the provisions of Article XX of this chapter applicable to ordinance amendments initiated by the town administration, except that (i) the Board may establish such additional processes as deemed necessary to ensure that the public has an adequate opportunity for input into the proposed FLX district (including but not limited to the Immediate referral to Citizen Advisory Committees), and (ii) no property may be rezoned FLX without the consent of the property owner (which consent may be withdrawn at any time before the adoption of the ordinance establishing the FLX district. The text and the map amendment may be processed simultaneously.*

**Please see answer to comment 27 below.**

**Response to NTAAC Comments**

27. (NTAAC: *This section (2) appears to recommend bypassing the protections for public hearings (LUO 15-54), and burden of presenting evidence and burden of persuasion (LUO 15-55, among other regulations protecting the public, as stated in Article 4 of the LUO. The NTAAC disagrees with this recommendation. These protections include the right to contend that the development under 15-54 will danger the public health or safety, or will injure the value of adjoining property, or will not be in harmony with the area it is being built, or is not in conformity with the Carrboro LU Plan, with the Thoroughfare Plan or any other officially adopted plan.*

**The key phrase in the language cited above is “including but not limited to,” which allows the Board to require additional opportunities for public input (in addition to the standard process for rezonings and in addition to the extra opportunities for public input built into the FLX district process). The decision to approve a FLX rezoning would be a legislative decision, the standards described above for a conditional use or special use permit would not apply. However, the Board has more discretion in a legislative decision, it can discuss the rezoning outside of the public hearing and can consider citizen input without regard to expert testimony during the public hearing.**

28. (NTAAC: *The NTAAC believes any amendments to an approved development for the agreed upon site should be in accordance with Article IV, not Article XX. Under Article IV, 15-59, any modifications of an approved development that are significant in that they will have a discernible impact on neighboring properties or the general public or on those who are occupying the property would be subject to the same language as in 15-45: whether or not the amendment will danger the public health or safety, or injure the value of adjoining property, or not be in harmony with the area it is being built, or not be in conformity with the Carrboro LU Plan, with the Thoroughfare Plan or any other officially adopted plan.)*

**All of the specifics of the FLX district would be linked to the rezoning petition, including conditions. Changes to the approved district would require a new public hearing.**

29. (NTAAC: *The NTAAC does not understand the need for this provision as it may be an exception to how properties can be currently developed.)*

**The provision clarifies the process for subdividing parcels within a FLX district after the rezoning--after the overall design of the project was approved as part of the public hearing process.**

30. *Subject of recent provide date site specific planning study by the Town*

**The checklist is designed to provide an applicant with a better understanding of the amount of material needed with the FLX district rezoning application. A reference to the specific date of the site specific planning study can easily be added to the form.**

31. *F. Specifically indicate how the ‘Mixed Use’ will be implemented.*

**The mix of uses would be linked to the recommendations from the site specific planning study and apply to the specific tract under consideration for the FLX zone.**

32. *Provide Recent (within 3 yrs.) traffic studies & demonstrate how will mitigate additional traffic. Demonstrate how roads connect to adjacent neighborhoods*

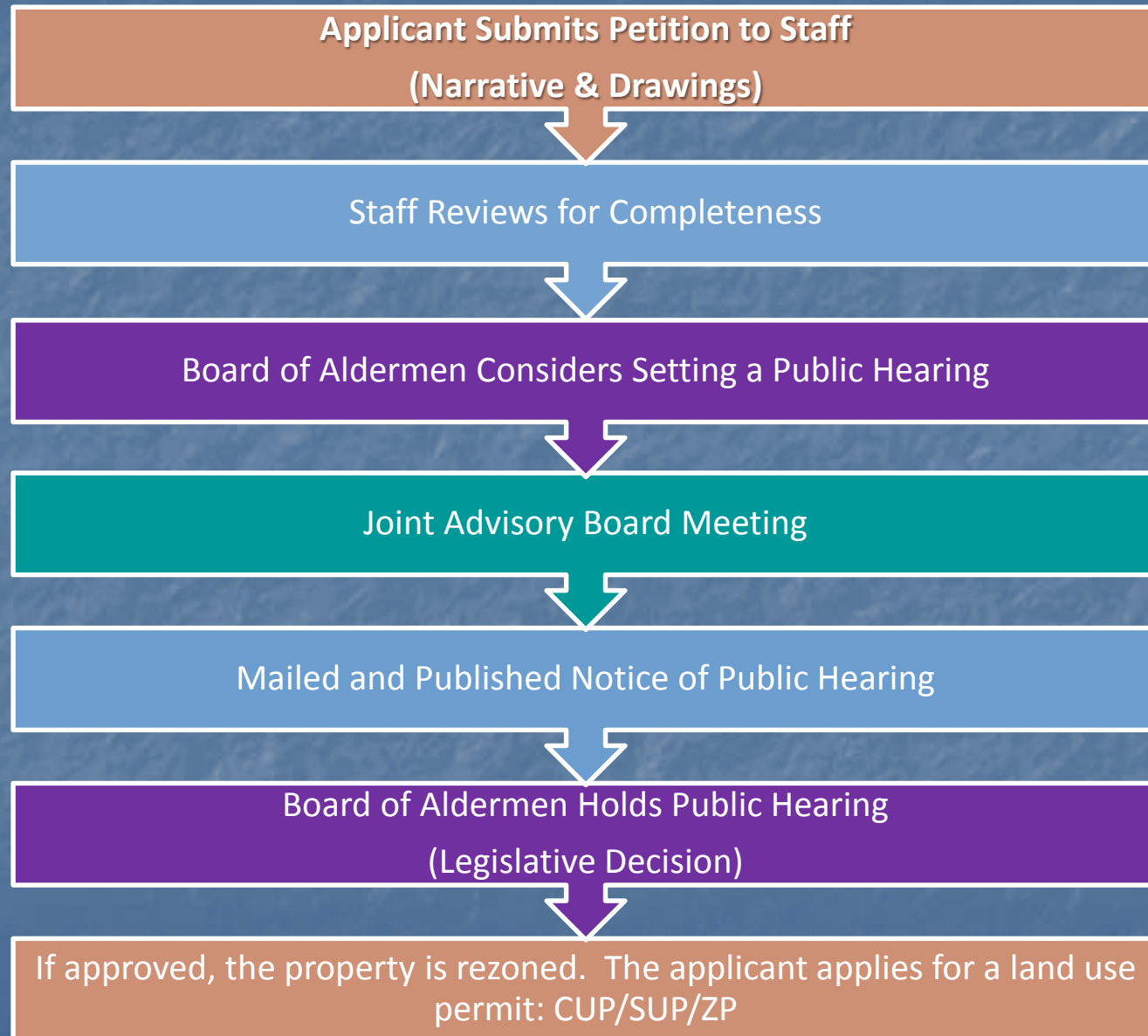
**Staff can clarify the traffic studies request and inquiry with NCDOT as to data collection standards for determining road improvements. Road connection information is included as part of the required information for the FLX district.**

**Response to NTAAC Comments****STATEMENT: By way of summary, the NTAAC makes the following key points:**

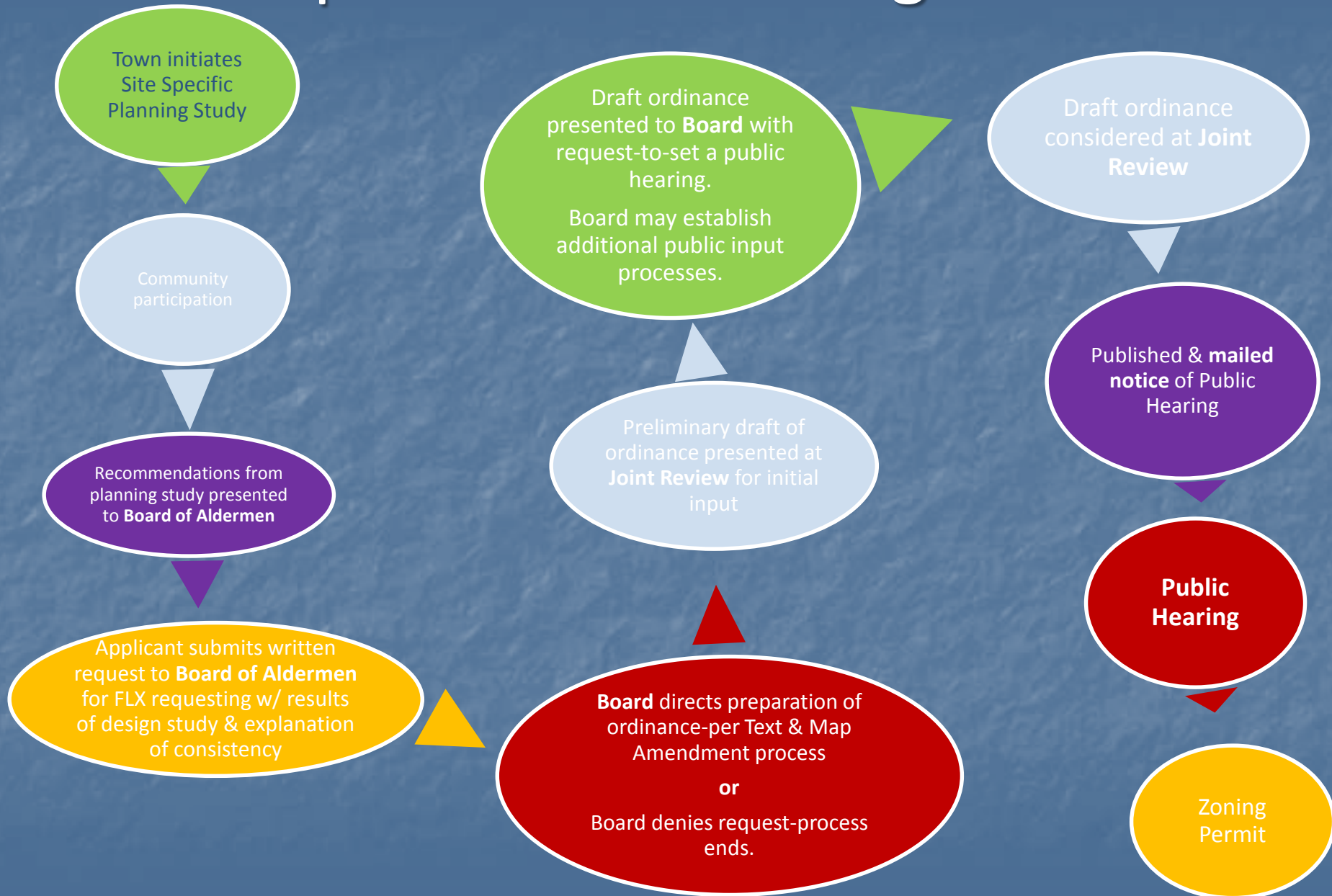
1. The zone should only apply to the property at the corner of Eubanks Road and Old NC 86 (referred to as “the agreed upon site”) as agreed upon by the Board when it established the Design Workshops for that site (see 2014 DAD Report, page 1, no. 3) and not to any other properties.
2. The LUO and all of its requirements should apply to the agreed upon site, unless specifically changed by the new zone, including its Vernacular Standards (Exhibit A-2, item F-(d)).
3. The zone should require a CUP in accordance with the current LUO to allow for citizen participation in a public hearing format that protects their legal rights for redress and input. The specific draft ordinance does not protect the rights of citizens to participate in a public hearing/CUP for all matters relating to the BOA’s discussion and vote on such zone.
4. The zoning with regard to zoning should not allow any change in density without following the current requirements of the LUO, including CUP (see Exhibit A-3, *G(c-i, iii & viii)*).
5. The uses applicable to the agreed upon site should be as proposed by the participants in the design workshop of 2011 (see Exhibit **A-1**, *E(b & d)*, *F, F(c)*; **A-3**, *G(c-i, ii, v & vi)*).
6. Any applicant would be required to submit the same information now required by the town for a CUP in addition to any other checklist proposed, including but not limited to traffic studies of current traffic totals as well as studies showing the potential traffic impact of the development (see Exhibit **A-2**, *E(a & c)*, *F(a, b, e & f)*; **A-3**, *G(a & b)*, **A- 4**, *G(c-vii)*).
7. Any checklist for the staff’s use in evaluating a site plan for the agreed upon site should include, in addition to the one proposed by staff, any all checklists and other documents and information required under the LUO.



# Conditional Rezoning Process



# Proposed FLX Rezoning Process



# Process Comparison

Rezoning				Land Use Permits CUP/SUP
General	Conditional	Conditional Use	FLX District	
		<i>Staff Development Review Mtg</i>	Site Specific Planning Study	Staff Development Review Mtg
Petition to staff	Petition to staff	Petition to staff	Petition to staff	Neighborhood Mtg
			Request for Petition to BOA w/ info	Walkabout
			Preliminary draft Ordinance to Joint Review	Concept Plan to Joint Review
			Draft ordinance refinement	Formal Application
R-T-S PH to BOA	R-T-S PH to BOA	R-T-S PH to BOA (with CUP)	Draft Ordinance w/ R-T-S PH to BOA	
		<i>Mailed Notice</i>		<i>Mailed Notice</i>
Joint Review	Joint Review	Joint Review	Joint Review	Joint Review
Mailed and Published Notice	Mailed and Published Notice	Mailed and Published Notice	Mailed and Published Notice	Mailed and Published Notice
				R-T-S PH to BOA
Public Hearing (Legislative)	Public Hearing (Legislative)	Public Hearing (Quasi-Judicial)	Public Hearing (Legislative)	Public Hearing (Quasi-Judicial)
Permit (C,S,Z)	Permit (C,S,Z)	Permit (CUP)	Permit (Zoning)	<i>Permit (C,S)</i>





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-065

**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Discussion of Applied Social Justice/Equity in Preparation for Board's Annual Retreat

**PURPOSE:** The purpose of this agenda item is to provide the Board of Aldermen an opportunity to consider examples of how local governments are working to operationalize concepts of equity and social justice in operations and policy making.

**DEPARTMENT:** Planning

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

**INFORMATION:** At its retreat on February 15, 2015, the Board of Aldermen discussed values and decision-making strategies including the extent to which alignment around a concept of justice might be incorporated. The Board decided to have a worksession to review Carrboro's Vision2020 and discuss its usefulness in guiding decision-making, particularly in relation to social impact/equity. See the agenda materials from the October 20th worksession at

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=2486647&GUID=2FAA4FAA-0C38-4DB3-85DB-1E84AB2CFEEC&Options=&Search=&FullText=1>. The Board decided that evening to take further action related to Carrboro Vision2020 after its 2016 annual retreat, which would focus on social justice.

The retreat planning committee has been working with Jim Svarra of the School of Government, Aspen Romeyn of the Triangle J Council of Governments, and Andy Sachs of the Dispute Settlement Center to develop a plan for the retreat that will allow Board members to share their thoughts on equity and its importance, learn about some community indicators and trends, and to learn about ways that equity can be integrated into departmental functions and policymaking. It was anticipated that the draft retreat agenda would be attached to this agenda item. The draft agenda and supporting information for the upcoming retreat is being distributed by the Town Clerk.

As was noted in the October 20th agenda materials, the Town's interests related to the concept of equity are apparent, but have not been explicit. Some actions are more directly linked to equity, including the racial bias and policing meetings, and the increased use of facilitated processes in community outreach. It may also be noted that the Economic Sustainability Commission is including social justice as one of the values being examined as it works to update and shift the Local Living Economy Task Force report into an Economic Development Plan for the Town.

A closer examination of the local government experience has been identified as a way for the Board of Aldermen to see how equity as a community value has been examined, prioritized, and integrated into local government's operations. The focus of a staff presentation will be primarily the experiences in Seattle and

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King County, Washington (see examples also included in the October 20<sup>th</sup> agenda materials as Attachments B-D). Somewhere between window shopping and a test drive, it is hoped that reviewing some specifics will help clarify concepts that are sometimes nebulous and identify where additional information or focus may assist with the retreat discussion.

**FISCAL & STAFF IMPACT:** None noted in relation to discussion.

**RECOMMENDATION:** The staff recommends that the Board of Aldermen consider the local government examples and identify questions or additional resources that will best inform the retreat activities.



# Seattle 2035 Equity Analysis



## Overview

The City of Seattle is updating its Comprehensive Plan to guide how the City will grow and what kind of city we want to be. The City has released a Draft Environmental Impact Statement (EIS) evaluating four growth alternatives.

### How can we grow while making sure everyone has what they need to succeed and thrive?

Throughout Seattle's history, some populations and neighborhoods have prospered at the expense of others as a result of racially discriminatory public policies. While social equity has been a core value of the Comprehensive Plan since its adoption in 1994, the City's Race and Social Justice Initiative (RSJI) did not exist until 2005.

We have prepared an Equity Analysis to identify how growth may benefit or burden marginalized populations. This analysis will inform potential strategies to lessen impacts and maximize opportunity for marginalized populations.

### How did we conduct the Equity Analysis?

The analysis evaluated existing conditions, analyzed potential impacts of each alternative, and identified solutions with an eye toward the following questions:

- Are different distributions of growth more or less likely to displace marginalized populations and/or affect their access to opportunity?
- What strategies and investments are necessary to address the impacts of growth and maximize opportunities for equitable development?

## Key Terms

### Marginalized populations:

Low-income people, people of color, and English language learners

### Access to opportunity:

The services, amenities, and other key determinants of social, economic, and physical well-being

### Displacement:

The involuntary relocation of marginalized populations from their current neighborhood

### Equitable development:

Public and private neighborhood investments, programs, and policies to meet the needs of marginalized populations and reduce disparities

### Race and Social Justice Initiative (RSJI):

Seattle's effort to overcome institutional racism and eliminate racial disparities



# Existing Conditions: Is Seattle Equitable Today?

Attachment A-2

We examined demographic, economic, and physical factors to understand current displacement risk and access to opportunity. The findings are expressed as the **Displacement Risk Index** and the **Access to Opportunity Index**. They show that disparities exist, leaving many marginalized populations at risk of displacement and without the means to succeed and thrive in life.

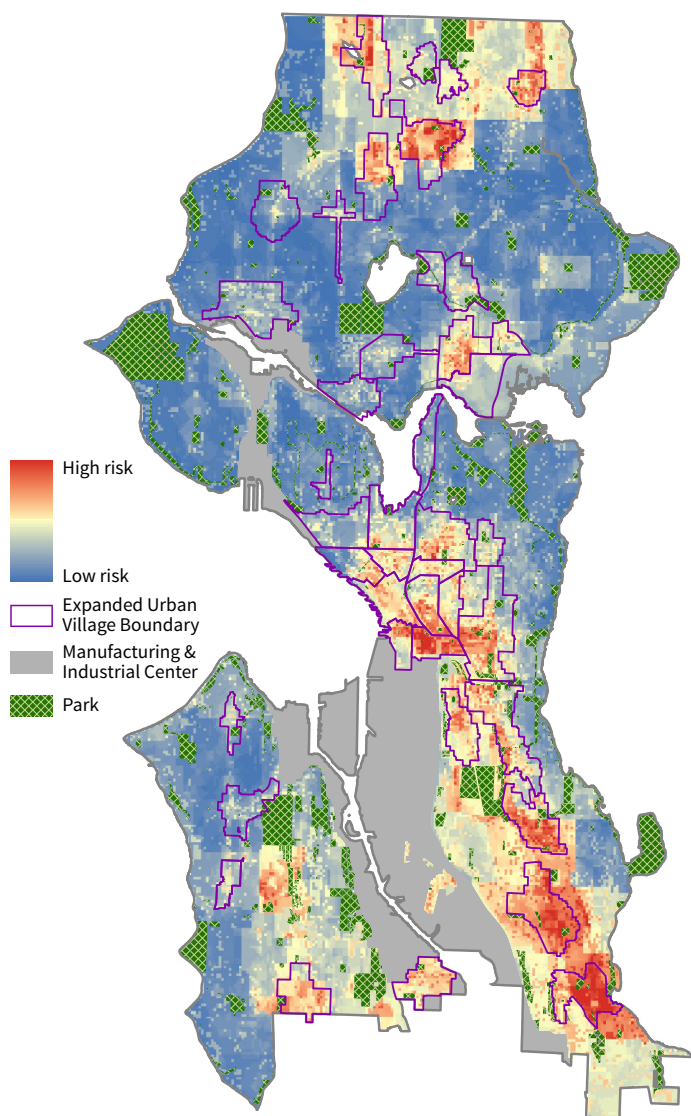
## What is the Displacement Risk Index?

The Displacement Risk Index includes factors that increase the risk of marginalized populations being displaced.

## What were the findings?

Displacement risk is greatest in neighborhoods that have historically been home to communities of color.

### Displacement Risk Index



#### Criteria:

- Communities of color
- Low English-speaking ability
- Low educational attainment
- Renter households
- Housing cost-burdened households
- Low household income
- Access to frequent bus service
- Access to light rail / streetcar
- Proximity to core businesses
- Proximity to school, park, community center, or library
- Proximity to higher-income neighborhood
- Travel time to regional job center
- Development capacity
- Below-average median rent

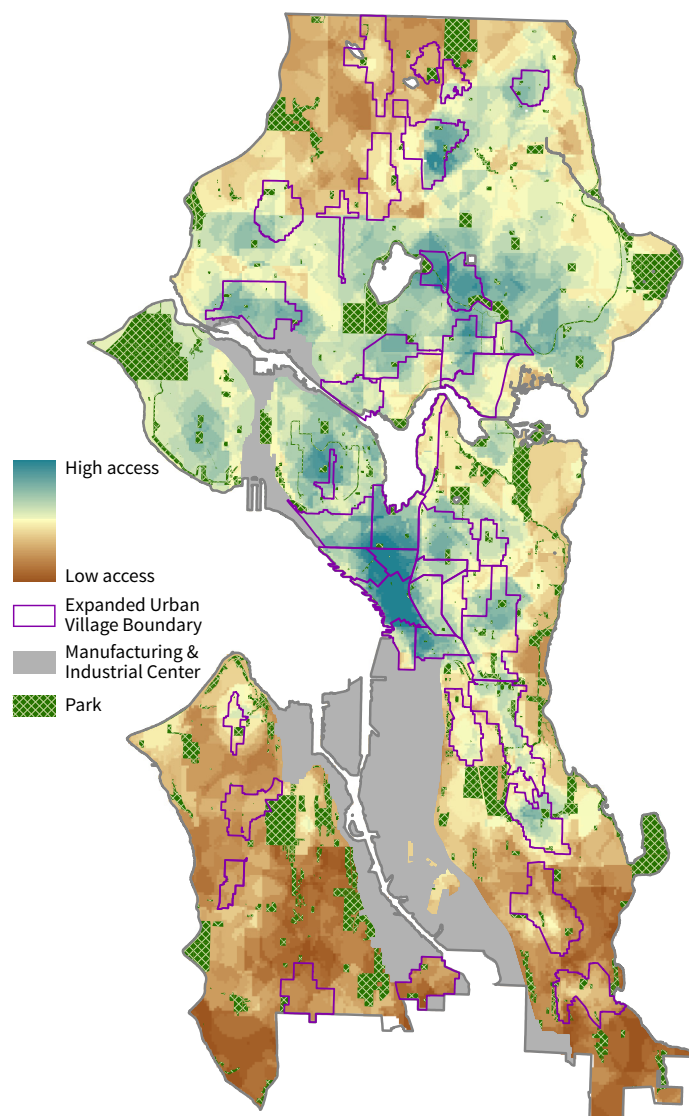
## What is the Access to Opportunity Index?

The Access to Opportunity Index includes factors that contribute to social, economic, and physical well-being.

## What were the findings?

Access to opportunity for marginalized populations is not equitably distributed.

### Access to Opportunity Index



#### Criteria:





- High-performing elementary and middle schools
- Above-average high school graduation rate
- Number of jobs within two-mile radius
- Increase in median home value
- Access to frequent bus service
- Access to light rail / streetcar
- Proximity to a library
- Proximity to a community center
- Proximity to a park
- Proximity to a public health facility
- Access to fresh produce



# How can displacement risk and access to opportunity inform our growth strategy?

Attachment A-3

Seattle's Urban Villages and Urban Centers fall into four categories based on their displacement risk and access to opportunity.

<p><b>High displacement risk Low access to opportunity</b></p> <ul style="list-style-type: none"> <li>Displacement risk is high and requires mitigation to ensure new growth benefits marginalized populations as these areas change.</li> <li>Growth can bring new services and amenities and increase access to opportunity.</li> </ul> <p><b>Representative areas:</b> Bitter Lake, Othello, Rainer Beach, South Park, Westwood-Highland Park</p> <p><b>Potential equitable development strategies:</b></p> 	<p><b>High displacement risk High access to opportunity</b></p> <ul style="list-style-type: none"> <li>New development could cause displacement if not coupled with public sector investment to stabilize existing communities.</li> <li>High demand areas with available amenities and opportunities.</li> </ul> <p><b>Representative areas:</b> Columbia City, Downtown, First Hill-Capitol Hill, North Beacon Hill, Northgate, North Rainier, University District, 23rd &amp; Union-Jackson</p> <p><b>Potential equitable development strategies:</b></p> 	<p><b>Low displacement risk Low access to opportunity</b></p> <ul style="list-style-type: none"> <li>These areas could absorb growth with minimal displacement, but access to opportunity is low.</li> <li>Each area varies in the gaps in services and amenities that will increase access to opportunity.</li> </ul> <p><b>Representative areas:</b> Admiral, Aurora-Licton Springs, Morgan Junction, West Seattle Junction, 130th &amp; I-5</p> <p><b>Potential equitable development strategies:</b></p> 	<p><b>Low displacement risk High access to opportunity</b></p> <ul style="list-style-type: none"> <li>These areas are in high demand and have fewer marginalized populations and expensive housing.</li> <li>Limited capacity for growth reduces the possibility for more choices for marginalized populations to live in these high-opportunity areas.</li> </ul> <p><b>Representative areas:</b> Ballard, Crown Hill, Eastlake, Fremont, Green Lake, Greenwood-Phinney Ridge, Madison-Miller, Roosevelt, South Lake Union, Upper Queen Anne, Uptown, Wallingford</p> <p><b>Potential equitable development strategies:</b></p> 
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## What is Equitable Development?

Equitable development is an approach to creating healthy, vibrant communities and includes the investments, programs, and policies that meet the needs of marginalized populations and reduce disparities.

To achieve racial and social equity, we need **strong communities and strong people**. This means investing in strategies that build community stability and resilience in the face of displacement pressure and great neighborhoods throughout the city with equitable access for all.

### A vision for an equitable Seattle

Seattle will be a diverse city where all people are able to achieve their full potential regardless of race or means. Seattle's neighborhoods will be diverse and will include the community anchors, supports, goods, services, and amenities people need to lead healthy lives and flourish.

## Here's what we need to do to ensure new growth builds strong communities and strong people:

 <p><b>Advance economic mobility and opportunity</b></p> <p>Promote economic opportunities for marginalized populations and enhance community anchors. Provide access to quality education, training, and living-wage jobs.</p>	 <p><b>Prevent residential, commercial and cultural displacement</b></p> <p>Enact policies and programs that allow marginalized populations, businesses, and community organizations the ability to stay in their community.</p>	 <p><b>Build on local cultural assets</b></p> <p>Respect local community character, cultural diversity, and values. Preserve and strengthen cultural communities.</p>
 <p><b>Promote transportation and connectivity</b></p> <p>Prioritize investment in effective and affordable transportation that supports transit-dependent communities.</p>	 <p><b>Develop healthy and safe neighborhoods for everyone</b></p> <p>Create neighborhoods that enhance community health through access to public amenities, healthy food, and safe environments, for everyone.</p>	 <p><b>Equitable access to all neighborhoods</b></p> <p>Leverage private development to fill gaps in amenities and expand the supply and variety of housing and employment choices.</p>

# Analysis of Growth Alternatives

The four growth alternatives differ in the distribution of growth throughout the city. Based on existing conditions, we analyzed each alternative based on its potential to displace marginalized populations and expand their access to opportunity.

More growth where displacement risk is high requires more public investment so that marginalized populations are not displaced. In low-risk, high-opportunity areas, more growth can leverage private development to increase access to opportunity for marginalized populations.

The table below summarizes the potential impacts of each growth alternative on displacement risk and access to opportunity.

## Residential growth relative to number of existing housing units:



## Key findings across all alternatives

- Access to opportunity for marginalized populations is unevenly distributed now and will continue to be limited under any alternative.
- Displacement risk is high now and will remain an issue under any alternative.
- The alternatives differ in the level of growth projected in areas where displacement risk is high.
- Alternatives 3 and 4 would require the greatest level of public investment to mitigate displacement.

Alternative 1	Alternative 2	Alternative 3	Alternative 4
<b>Continue Current Growth Trends</b>	<b>Guide Growth to Urban Centers</b>	<b>Guide Growth to Urban Villages Near Light Rail</b>	<b>Guide Growth to Urban Villages Near Transit</b>
What level of public investment is necessary for marginalized populations to benefit from growth without displacement?			
Required public investment is in the middle compared to other alternatives because growth is more evenly distributed in both high- and low-displacement risk urban villages.	Potentially lower levels of investment needed because less growth is allocated in high-displacement risk areas. However, more growth would be in expensive high-rise construction.	Highest level of growth in high-displacement risk areas like Rainier Beach, Othello, and North Beacon Hill, requiring the greatest degree of anti-displacement mitigation.	Substantial anti-displacement investments required in the southeast Seattle urban villages with light rail stations where displacement risk is high.
How much does the alternative expand access to opportunity for marginalized populations?			
Allocates significant growth to a few urban villages where displacement risk is low and access to opportunity is high.	Does the least to expand access for marginalized populations because less growth is allocated to areas with high opportunity and low displacement risk.	Potential to expand access to opportunity in some, but not most, areas with low displacement risk and high access to opportunity.	Greater potential to grow in areas with high access to opportunity than Alternative 3, but limited potential to expand access it other high-access urban villages.

## For more information

2035.seattle.gov

2035@seattle.gov

SEA2035

@seattle2035



# Racial Equity Toolkit

## to Assess Policies, Initiatives, Programs, and Budget Issues

The vision of the Seattle Race and Social Justice Initiative is to eliminate racial inequity in the community. To do this requires ending [individual racism](#), [institutional racism](#) and [structural racism](#). The Racial Equity Toolkit lays out a process and a set of questions to guide the development, implementation and evaluation of policies, initiatives, programs, and budget issues to address the impacts on racial equity.

### When Do I Use This Toolkit?

**Early.** Apply the toolkit early for alignment with departmental racial equity goals and desired outcomes.

### How Do I Use This Toolkit?

**With Inclusion.** The analysis should be completed by people with different racial perspectives.

**Step by step.** The Racial Equity Analysis is made up of six steps from beginning to completion:

#### **Step 1. Set Outcomes.**

Leadership communicates key community outcomes for racial equity to guide analysis.

#### **Step 2. Involve Stakeholders + Analyze Data.**

Gather information from community and staff on how the issue benefits or burdens the community in terms of racial equity.

#### **Step 3. Determine Benefit and/or Burden.**

Analyze issue for impacts and alignment with racial equity outcomes.

#### **Step 4. Advance Opportunity or Minimize Harm.**

Develop strategies to create greater racial equity or minimize unintended consequences.

#### **Step 5. Evaluate. Raise Racial Awareness. Be Accountable.**

Track impacts on communities of color overtime. Continue to communicate with and involve stakeholders. Document unresolved issues.

#### **Step 6. Report Back.**

Share information learned from analysis and unresolved issue with Department Leadership and Change Team.

# Racial Equity Toolkit Assessment Worksheet

Attachment B-2

Title of policy, initiative, program, budget issue: \_\_\_\_\_

Description: \_\_\_\_\_

Department: \_\_\_\_\_ Contact: \_\_\_\_\_

☐ Policy ☐ Initiative ☐ Program ☐ Budget Issue

## Step 1. Set Outcomes.

**1a. What does your department define as the most important racially equitable **community outcomes** related to the issue?** *(Response should be completed by department leadership in consultation with RSJI Executive Sponsor, Change Team Leads and Change Team. Resources on p.4)*

**1b. Which racial equity **opportunity area(s)** will the issue primarily impact?**

☐ Education  
☐ Community Development  
☐ Health  
☐ Environment

☐ Criminal Justice  
☐ Jobs  
☐ Housing

**1c. Are there impacts on:**

☐ Contracting Equity  
☐ Workforce Equity

☐ Immigrant and Refugee Access to Services  
☐ Inclusive Outreach and Public Engagement

Please describe:

## Step 2. Involve stakeholders. Analyze data.

**2a. Are there impacts on geographic areas?** ☐ Yes ☐ No

Check all neighborhoods that apply *(see map on p.5)*:

☐ All Seattle neighborhoods  
☐ Ballard  
☐ North  
☐ NE  
☐ Central

☐ Lake Union  
☐ Southwest  
☐ Southeast  
☐ Delridge  
☐ Greater Duwamish

☐ East District  
☐ King County (outside Seattle)  
☐ Outside King County

Please describe:

**2b. What are the racial demographics of those living in the area or impacted by the issue?**

*(See Stakeholder and Data Resources p. 5 and 6)*

**2c. How have you involved community members and **stakeholders**?** *(See p.5 for questions to ask community/staff at this point in the process to ensure their concerns and expertise are part of analysis.)*

**2d. What does data and your conversations with **stakeholders** tell you about existing racial inequities that influence people's lives and should be taken into consideration?** (See Data Resources on p.6. *King County Opportunity Maps* are good resource for information based on geography, race, and income.)

**2e. What are the root causes or factors creating these racial inequities?**

*Examples: Bias in process; Lack of access or barriers; Lack of racially inclusive engagement*

### Step 3. Determine Benefit and/or Burden.

Given what you have learned from data and from stakeholder involvement...

**3. How will the policy, initiative, program, or budget issue increase or decrease racial equity?** What are potential unintended consequences? What benefits may result? Are the impacts aligned with your department's community outcomes that were defined in Step 1?

### Step 4. Advance Opportunity or Minimize Harm.

**4. How will you address the impacts (including unintended consequences) on racial equity?** What strategies address immediate impacts? What strategies address root causes of inequity listed in Q.6? How will you partner with stakeholders for long-term positive change? If impacts are not aligned with desired community outcomes, how will you re-align your work?

Program Strategies? \_\_\_\_\_

Policy Strategies? \_\_\_\_\_

Partnership Strategies? \_\_\_\_\_

### Step 5. Evaluate. Raise Racial Awareness. Be Accountable.

**5a. How will you evaluate and be **accountable**?** How will you evaluate and report impacts on racial equity over time? What is your goal and timeline for eliminating racial inequity? How will you retain stakeholder participation and ensure internal and public accountability? How will you raise awareness about racial inequity related to this issue?

**5b. What is unresolved?** What resources/partnerships do you still need to make changes?

### Step 6. Report Back.

Share analysis and report responses from Q.5a. and Q.5b. with Department Leadership and Change Team Leads and members involved in Step 1.

# Creating Effective Community Outcomes

**Outcome = the result that you seek to achieve through your actions.**

***Racially equitable* community outcomes = the specific result you are seeking to achieve that advances racial equity in the community.**

When creating outcomes think about:

- What are the greatest opportunities for creating change in the next year?
- What strengths does the department have that it can build on?
- What challenges, if met, will help move the department closer to racial equity goals?

Keep in mind that the City is committed to creating racial equity in seven key opportunity areas: **Education, Community Development, Health, Criminal Justice, Jobs, Housing, and the Environment.**

**Examples of community outcomes that increase racial equity:**

OUTCOME	OPPORTUNITY AREA
Increase transit and pedestrian mobility options in communities of color.	Community Development
Decrease racial disparity in the unemployment rate.	Jobs
Ensure greater access to technology by communities of color.	Community Development, Education, Jobs
Improve access to community center programs for immigrants, refugees and communities of color.	Health, Community Development
Communities of color are represented in the City's outreach activities.	Education, Community Development, Health, Jobs, Housing, Criminal Justice, Environment
The racial diversity of the Seattle community is reflected in the City's workforce across positions.	Jobs
Access to City contracts for Minority Business Enterprises is increased.	Jobs
Decrease racial disparity in high school graduation rates	Education

**Additional Resources:**

- **RSJI Departmental Work Plan:** <http://inweb/rsji/departments.htm>
- **Department Performance Expectations:** <http://web1.seattle.gov/DPETS/DPETSWEBHome.aspx>
- **Mayoral Initiatives:** <http://www.seattle.gov/mayor/issues/>



# Identifying Stakeholders + Listening to Communities of Color

## Identify Stakeholders

Find out who are the **stakeholders** most affected by, concerned with, or have experience relating to the policy, program or initiative? Identify racial demographics of neighborhood or those impacted by issue. (See *District Profiles* in the [Inclusive Outreach and Public Engagement Guide](#) or refer to U.S. Census information on p.7)

## Once you have identified your stakeholders ....

### Involve them in the issue.

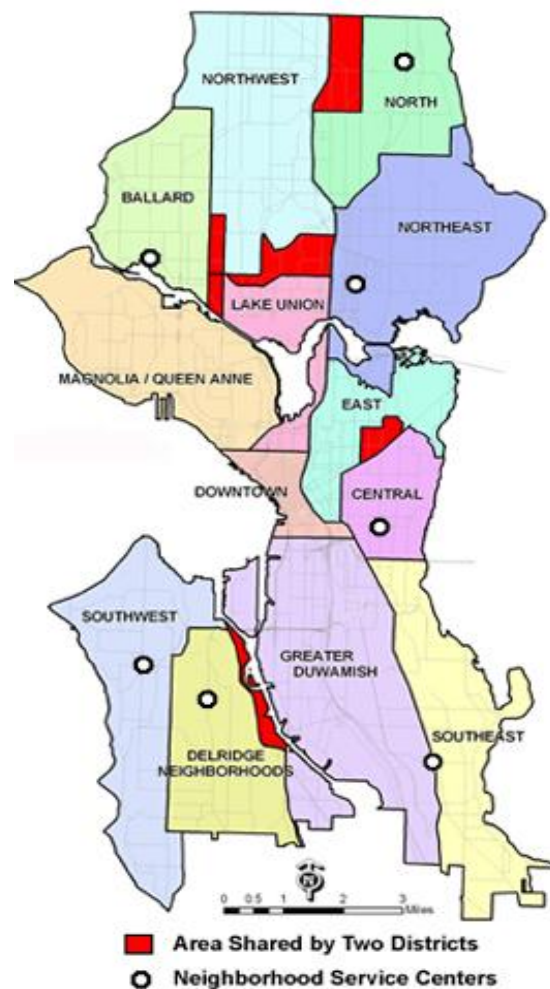
Describe how historically underrepresented community stakeholders can take a leadership role in this policy, program, initiative or budget issue.

### Listen to the community. Ask:

1. What do we need to know about this issue? How will the policy, program, initiative or budget issue burden or benefit the community? (*concerns, facts, potential impacts*)
2. What factors produce or perpetuate racial inequity related to this issue?
3. What are ways to minimize any negative impacts (harm to communities of color, increased racial disparities, etc) that may result? What opportunities exist for increasing racial equity?

### Tip: Gather Community Input Through...

- Community meetings
- Focus groups
- Consulting with City commissions and advisory boards
- Consulting with Change Team



## Examples of what this step looks like in practice:

- A reduction of hours at a community center includes conversations with those who use the community center as well as staff who work there.
- Before implementing a new penalty fee, people from the demographic most represented in those fined are surveyed to learn the best ways to minimize negative impacts.

For resources on how to engage stakeholders in your work see the **Inclusive Outreach and Public Engagement Guide**: <http://inweb1/neighborhoods/outreachguide/>

# Data Resources

## City of Seattle Seattle's Population and Demographics at a Glance:

[http://www.seattle.gov/dpd/Research/Population\\_Demographics/Overview/default.asp](http://www.seattle.gov/dpd/Research/Population_Demographics/Overview/default.asp)

Website updated by the City Demographer. **Includes: Housing** Quarterly Permit Report • **Employment data** • 2010 Census data • **2006-2010 American Community Survey** • 2010 Census: Demographic highlights from the 2010 Census; Basic Population and Housing Characteristics Change from 1990, 2000, and 2010 – PDF report of counts of population by race, ethnicity and over/under 18 years of age as well as a total, occupied and vacant housing unit count; Three-page subject report – PDF report of detailed population, household and housing data • American Community Survey: **2010 5-year estimates and 2009 5-year estimates** • Census 2000 • Permit Information: Comprehensive Plan Housing Target Growth Report for Urban Centers and Villages; Citywide Residential Permit Report • Employment Information: Comprehensive Plan Employment Target Growth Report for Urban Centers and Villages; Citywide Employment 1995-2010 • The Greater Seattle Datasheet: a report by the Office of Intergovernmental Relations on many aspects of Seattle and its region.

**SDOT Census 2010 Demographic Maps** (by census blocks): Race, Age (under 18 and over 65) and Median Income [http://inweb/sdot/rsji\\_maps.htm](http://inweb/sdot/rsji_maps.htm)

## Seattle's Population & Demographics Related Links & Resources (From DPD website:

[http://www.seattle.gov/dpd/Research/Population\\_Demographics/Related\\_Links/default.asp](http://www.seattle.gov/dpd/Research/Population_Demographics/Related_Links/default.asp))

### Federal

- [American FactFinder](#): The U.S. Census Bureau's main site for online access to population, housing, economic, and geographic data.
- [Census 2000 Gateway](#): The U.S. Census Bureau's gateway to Census 2000 information.

### State

- [Washington Office of Financial Management](#): OFM is the official state agency that provides estimates, forecasts, and reports on the state's population, demographic characteristics, economy, and state revenues.

### Regional

- [Puget Sound Regional Council](#): PSRC is the regional growth management and transportation planning agency for the central Puget Sound region in Washington State.

### County

- [King County Census Viewer](#): A web-based application for viewing maps and tables of more than 100 community census data indicators for 77 defined places in King County.
- [King County Department of Development and Environmental Services](#): the growth management planning agency for King County.
- [Seattle & King County Public Health - Assessment, Policy Development, and Evaluation Unit](#): Provides health information and technical assistance, based on health assessment data
- [King County Opportunity Maps](#): A Study of the Region's Geography of Opportunity. Opportunity maps illustrate where opportunity rich communities exist, assess who has access to those neighborhoods, and help to understand what needs to be remedied in opportunity poor neighborhoods. Puget Sound Regional Council.

### City

- [The Greater Seattle Datasheet](#): A Seattle fact sheet courtesy of the City of Seattle's Office of Intergovernmental Relations.

### Other

- [Seattle Times Census 2000](#): articles, charts related to Census 2000 and the Seattle/Puget Sound region.



# Glossary

**Accountable-** Responsive to the needs and concerns of those most impacted by the issues you are working on, particularly to communities of color and those historically underrepresented in the civic process.

**Community outcomes-** The specific result you are seeking to achieve that advances racial equity.

**Contracting Equity-** Efforts to achieve equitable racial outcomes in the way the City spends resources, including goods and services, consultants and contracting.

**Immigrant and Refugee Access to Services-** Government services and resources are easily available and understandable to all Seattle residents, including non-native English speakers. Full and active participation of immigrant and refugee communities exists in Seattle's civic, economic and cultural life.

**Inclusive Outreach and Public Engagement-** Processes inclusive of people of diverse races, cultures, gender identities, sexual orientations and socio-economic status. Access to information, resources and civic processes so community members can effectively engage in the design and delivery of public services.

**Individual racism-** Pre-judgment, bias, stereotypes about an individual or group based on race. The impacts of racism on individuals including white people internalizing privilege and people of color internalizing oppression.

**Institutional racism-** Organizational programs, policies or procedures that work to the benefit of white people and to the detriment of people of color, usually unintentionally or inadvertently.

**Opportunity areas-** One of seven issue areas the City of Seattle is working on in partnership with the community to eliminate racial disparities and create racial equity. They include: Education, Health, Community Development, Criminal Justice, Jobs, Housing and the Environment.

**Racial equity-** When social, economic and political opportunities are not predicted based upon a person's race.

**Racial inequity-** When a person's race can predict their social, economic and political opportunities and outcomes.

**Stakeholders-** Those impacted by proposed policy, program or budget issue who have potential concerns or issue expertise. Examples might include: specific racial/ethnic groups, other institutions like Seattle Housing Authority, schools, community-based organizations, Change Teams, City employees, unions, etc.

**Structural racism** - The interplay of policies, practices and programs of multiple institutions which leads to adverse outcomes and conditions for communities of color compared to white communities that occurs within the context of racialized historical and cultural conditions.

**Workforce Equity-** Ensure the City's workforce diversity reflects the diversity of Seattle

[Home](#) ☐ [King County Executive](#) ☐ [Equity & Social Justice](#)

## Equity and Social Justice

### Fair and just.

This principle, stated in our county's strategic plan, is incorporated into all of our work at King County. We recognize that our economy and quality of life depends on the ability of everyone to contribute. We will work to remove barriers that limit the ability of some to fulfill their potential. It is troubling that race, income, neighborhood are each major predictors of whether we graduate from high school, become incarcerated, how healthy we are, and even how long we will live. We are committed to implementing our equity and social justice agenda, to work toward fairness and opportunity for all.

### New and noteworthy

#### Call for literary and spoken word artists

King County seeks up to eight individual literary artists to participate in readings as part of its Cultivating a Culture of Equity and Social Justice through Literature and Poetry project. [Applications due on September 14.](#)

#### 2015 Governing for Racial Equity Conference

The King County and partner jurisdictions are convening the 2015 Governing for Racial Equity Conference on June 11-12, 2015, at the Washington State Convention Center in Seattle, Washington. [Learn more.](#)

#### Determinants of Equity Report

The [Determinants of Equity Report \(January 2015\)](#) is a catalog of community-level indicators and King County data covering the 13 Determinants of Equity. This

[Subscribe to the King County Equity and Social Justice email newsletter](#)



[2014 Equity and Social Justice Report](#) ☐

landmark report is intended to support the ESJ Strategic Plan and be a catalyst for conversations on how we can incorporate equity measures into ongoing business and performance management processes.

## New 2014 Equity and Social Justice Annual Report

Read the [report](#) and learn how King County is building equity by increasing access to health care, creating communities of opportunity, embedding equity in the budget process, becoming a more equitable and diverse employer, and more.

## King County Equity and Social Justice Strategic Plan

In September 2014, King County Executive Dow Constantine signed an [Executive Order calling for the development of the first Strategic Plan](#) for King County Equity and Social Justice, involving county agencies, employees and the community.

## Report on serving limited-English proficiency populations in King County

In June 2014 and after meeting with local community leaders and organizations, a Limited English Proficiency (LEP) Workgroup issued its report with research findings and recommendations on how King County may increase access to government services and better work with limited-English speaking populations. Read the [full LEP proviso report with findings and recommendations](#) and the [transcript of the panel with community leaders](#).

## Building equity and opportunity

In his State of the County speech in February 2014, King County Executive Dow Constantine addressed what he called "the great generational challenges of our time" -- building equity in our community, and confronting climate change. You can [watch a video](#) of the speech. See the [new infographic on building equity and opportunity in King County](#) and the [Executive's policy brief on King County's efforts to build a shared and sustainable prosperity](#).

Attachment C-2



### ESJ Building Equity Infographic



### Determinants of Equity (Jan. 2015) □



Vision

King County serves all residents by promoting fairness and opportunity and eliminating inequities.. [Learn more...](#)



Tools & resources

The Equity Impact Review Tool, the Community Engagement Guide and the Translation Executive Order are some of the tools to identify equity impacts of programs, policies and decision and to improve fairness. [Learn more...](#)



Attachment C-3

Team

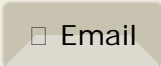
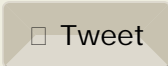
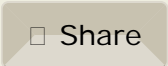
The Office of Equity and Social Justice works jointly with the Inter Branch Team - representing all branches, departments, agencies and offices of county government - to facilitate accountability and collaboration in order to advance the "fair and just" principle within the county. [Learn more...](#)



Our work in action

For the past several years, ESJ has helped to shape and change policy, outreach, communications and planning in King County government. [Learn more...](#)

Last Updated June 4, 2015



Information for

Residents

Businesses

Job seekers

Volunteers

Do more online

Trip Planner

Property tax information & payment

Jail inmate look up

Contact us

206-296-0100

Email us

Staff directory

Customer service

King County employees

Parcel viewer or iMap

Public records

*More online tools...*

Attachment C-4

Report a problem

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Feedback

 **King County**

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**16-063

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**Agenda Date:** 2/16/2016

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

A Request to Make an Appointment to the Greenways Commission

**PURPOSE:** The purpose of this item is to make an appointment to the Greenways Commission.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Greenways Commission currently has two seats eligible for appointment; one expiring term and one vacant seat. Charlie Hileman, the Chair of the Greenways Commission, provided the forms for the Board's review. The Board must review the applications and select two applicants for appointment. Applications were received from Charlie Hileman, Pasan Perera, Danai Adkisson, Ethan O. Beattie, and Don Skiba.

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

**RECOMMENDATION:** It is recommended that the Mayor and Board discuss the applications and adopt the attached resolution.

A RESOLUTION MAKING APPOINTMENTS TO THE GREENWAYS  
COMMISSION

THEREFORE BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF  
THE TOWN OF CARRBORO THAT THE FOLLOWING APPOINTMENTS ARE  
HEREBY MADE:

Name	Term Expiration
	2/2019
	2/2019



# GREENWAYS COMMISSION

## INCLUDED FORMS:

- 1) CHAIR FORMS
- 2) APPLICATION(S)

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

ADVISORY BOARD NAME: Greenways Commission

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

**Applicant 1:** Pasan Perera

**Outstanding qualifications:** Professionally involved through his job at the planning department of Chapel Hill.

**How applicant compliments current board composition:** Pasan has not served in any of our advisory boards, so he would bring in a fresh perspective.

**Other comments:** Pasan attended our last meeting

**Applicant 2:** Don Skiba

*Please see the previous summary. Don attended the last meeting*

**Applicant 3:** Ethan O. Beattie

*Please see the previous summary. Ethan attended the last meeting*

**Applicant 4:** Charlie Hileman

**Outstanding qualifications:** Former member and chair of the Carrboro Transportation Advisory Board, current chair of Greenways Commission.

**How applicant compliments current board composition:** Involved with alternative transportation and other town planning projects.

**Other comments:** If I ever run into this guy, I'll let you know ;-)

**Applicant 5: Danai Adkinson**

*Please see the previous summary. Attempted to reach via e-mail and phone  
but have not spoken with Danai*

---

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

ADVISORY BOARD NAME: **Greenways Commission**

**Name:** Pasan Perera

**Date of application/last contact:** 1/11/16 (last meeting)

**Summary of qualifications:**

Currently works with the planning department of Chapel Hill. Interested and attended the last Greenways Commission meeting.

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

☒ Yes    ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: 1/11/16)    ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes    ☐ No  
Briefly explain:

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

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

ADVISORY BOARD NAME: **Greenways Commission**

☐ Neighborhood/geographic diversity

☒ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: \_\_\_\_\_

---

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

ADVISORY BOARD NAME: **Greenways Commission**

**Name:** Charlie Hileman

**Date of application/last contact:** 1/7/2016

**Summary of qualifications:**

- Current chair of the Greenways Commission
- Former chair and member of the Transportation Advisory Board
- Founding member of Carrboro Bicycle Coalition

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

☒ Yes    ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: \_\_\_\_\_)    ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes    ☐ No  
Briefly explain:

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

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

ADVISORY BOARD NAME: **Greenways Commission**

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_

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

ADVISORY BOARD NAME: **Greenways Commission**

**Name:** Danai Adkinson

**Date of application/last contact:** 1/11/2016 (last meeting)

*See previous summary*

**Name:** Ethan O. Beattie

**Date of application/last contact:** 1/11/2016 (last meeting)

*See previous summary*



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

ADVISORY BOARD NAME: Greenways Commission

Name: Don Skiba

Date of application/last contact: 9/8/2015 - Application

**Summary of qualifications:**

~~Single application.~~ Applicant has already expressed current interest. Experienced in volunteer activities. Retired and knowledgeable.

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

☒ Yes ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes (Date: \_\_\_\_\_) ☐ No (Briefly explain: \_\_\_\_\_)

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

☒ Yes ☐ No  
Briefly explain: \_\_\_\_\_

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☒ Neighborhood/geographic diversity Lake Hogen.

☐ Occupation, experience or special skills

☐ Previous public service or community involvement

☐ Other: \_\_\_\_\_

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

ADVISORY BOARD NAME: Grenways Commission  
Applicant(s) recommended at this time (1 per open seat)

Applicant 1: Don Skiba

Outstanding qualifications: Knowledgeable, experienced,  
interested, attended last meeting and actively  
expressed interest.

How applicant compliments current board composition:

Resident of Lake Hogan

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

## Catherine Wilson

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, January 07, 2016 9:56 PM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Charlie Hileman
Date	1/7/2016
Address1	507 Hillsborough Rd
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9193571869
Email Address	<a href="mailto:carrbonate@gmail.com">carrbonate@gmail.com</a>
Date of Birth	9/8/1964
Race	Caucasian
Sex	Male
Occupation	Software Designer
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	19 years
Length of Residence in the Town of Carrboro	17 years

I wish to be considered for appointment to the following committee/board(s):	Greenways Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Greenways Commission
*Employer/Self Employed	Self employed
Number of Years Employed	10 years
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Board member of the Carrboro Bicycle Coalition Chair of the Greenways Commission
Experience to Aid You in Working on Advisory Boards	Member for 6 years of the Carrboro Transportation Advisory Board, and chair for 2 years Founding member of the Carrboro Bicycle Coalition and previous chair Member of the Safe Route to School advisory committee Peace Corps volunteer
Reasons You Wish to be Appointed	Building greenways is often a slow process, and the plans for greenways in Carrboro is a special balancing act. I would like to help move the process forward by bringing in more voices from our residents.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	TAB
Are you currently serving on a Town Board or Committee?	Yes
If yes, are you applying for a third consecutive term?	No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

Currently serving on the Greenways Commission

Email not displaying correctly? [View it in your browser.](#)

## Catherine Wilson

**From:** noreply@civicplus.com  
**Sent:** Saturday, December 26, 2015 1:07 PM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Pasan Perera
Date	12/26/2015
Address1	502 Rockgarden Drive
Address2	Field not completed.
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9199515499
Email Address	<a href="mailto:pasanperera@outlook.com">pasanperera@outlook.com</a>
Date of Birth	10/18/1991
Race	Asian
Sex	Male
Occupation	Permitting Systems Administrator
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	24
Length of Residence in the Town of Carrboro	20

I wish to be considered  
for appointment to the  
following  
committee/board(s):

Environmental Advisory Board, Greenways Commission

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

Greenways Commission 1

\*Employer/Self  
Employed

Town of Chapel Hill - Office of Planning and Sustainability

Number of Years  
Employed

1

\* Provide examples of  
how your are involved in  
the promotion of travel  
and tourism in the Town  
of Carrboro.

*Field not completed.*

Community  
Activities/Organizational  
Memberships

Volunteer Tour Guide - Carolina Tiger Rescue (Pittsboro, NC)  
Member - NC Buddhist Vihara (Garner, NC)

Experience to Aid You in  
Working on Advisory  
Boards

I am an employee with the Town of Chapel Hill's Office of Planning and Sustainability and am familiar with the procedures in place for creating change in both Chapel Hill and Carrboro. In addition, I have vast experiences with greenways in both practicum and academia; in 2012, I spent a semester as a volunteer conservation corp member with the American Conservation Experience where I worked to create and maintain greenways and trails in national parks in the southwestern United States. As a public policy major at UNC, I conducted undergraduate research as a part of my Senior Capstone Project in determining the economic benefits of the proposed East Coast Greenway for municipalities in the Research Triangle area. Finally, I have worked with an advisory board as a UNC student (Public Service and Advocay Committee), so I understand the importance of working in a group setting to achieve desired outcomes.

Reasons You Wish to be  
Appointed

As a frequent user of the area's greenway system (in both Carrboro and Chapel Hill), I am aware of the potential of greenways in not only providing safe alternative transportation for community members, but also of their capabilities in providing affordable recreational outlets for the community while serving as a catalyst for economic growth for Carrboro.

As a member of the Greenways Commission, my knowledge and passion for greenways will help Carrboro continue it's work in further developing greenways as a source of affordable recreation, safe transportation, and economic growth.

Have you ever served on any Town of Carrboro Committee or Board? No

If yes, which one(s)? *Field not completed.*

Are you currently serving on a Town Board or Committee? No

If yes, are you applying for a third consecutive term? No

If yes, please describe how you meet one, or more, of the following exceptions noted below. I have not served on a board or commission with the Town of Carrboro.

Email not displaying correctly? [View it in your browser.](#)



## Catherine Wilson

---

**From:** noreply@civicplus.com  
**Sent:** Sunday, May 24, 2015 8:05 PM  
**To:** Catherine Wilson  
**Subject:** Online Form Submittal: Advisory Board Application

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Advisory Board Application

**Name\*** Danai Adkisson  
**Date** 5/24/2015

Please type your first and last name. Select today's date

**Address1\***  
124 Friar Ln.

**City\*** Carrboro  
**State** NC  
**Zip\*** 27510

**Is this address located within the corporate limits of the Town of Carrboro?\***

Yes

Please select Yes or No.

**Telephone** 3076304719  
**Email Address\*** [dadkisso@live.com](mailto:dadkisso@live.com)

Please enter your primary contact phone number. Enter your primary email address.

**Are you a registered Orange County Voter?** **Length of Residence in Orange County**

Yes 10 months

Please answer Yes or No How long have you been a resident of Orange County?

**Length of Residence in the Town of Carrboro**  
10 months

How long have you been a resident of the Town of Carrboro?

**I wish to be considered for appointment to the following committee/board(s):\***

- |  |  |
|--|--|
| <input type="checkbox"/> Board of Adjustment                         | <input type="checkbox"/> Animal Control Board of Appeals |
| <input type="checkbox"/> Appearance Commission/NPDC                  | <input type="checkbox"/> Arts Committee                  |
| <input type="checkbox"/> Economic Sustainability Commission          | <input type="checkbox"/> Environmental Advisory Board    |
| <input type="checkbox"/> Human Services Commission                   | <input checked="" type="checkbox"/> Greenways Commission |
| <input type="checkbox"/> Northern Transition Area Advisory Committee | <input type="checkbox"/> OWASA Board of Directors        |

☐ Orange County Economic Development Commission

☐ Planning Board

☐ Safe Routes to School Implementation Committee

☐ Transportation Advisory Board

☐ Orange County Human Relations Commission

☐ Recreation and Parks Commission

☐ Tourism Development Authority\*

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

n/a

**\*\*Required only for the Tourism Development Authority Application.\*\***

**Reasons You Wish to be Appointed**

I have made Carrboro my home and would like to become more involved in the community. Some members of my neighborhood suggested that serving on the greenways commission would be a good way for me to do that.

**Have you ever served on any Town of Carrboro Committee or Board?**

No

**Are you currently serving on a Town Board or Committee?\***

☐ Yes

☒ No

**If yes, are you applying for a third consecutive term?\***

☐ Yes

☒ No

The following form was submitted via your website: Advisory Board Application

Name: Danai Adkisson

Date: 5/24/2015

Address1: 124 Friar Ln.

City: Carrboro

State: NC

Zip: 27510

Is this address located within the corporate limits of the Town of Carrboro?: Yes

Telephone: 3076304719

Email Address: [dadkisso@live.com](mailto:dadkisso@live.com)

Are you a registered Orange County Voter?: Yes

Length of Residence in Orange County: 10 months

Length of Residence in the Town of Carrboro: 10 months

I wish to be considered for appointment to the following committee/board(s): Greenways Commission

\* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro. :  
n/a

Reasons You Wish to be Appointed: I have made Carrboro my home and would like to become more involved in the community. Some members of my neighborhood suggested that serving on the greenways commission would be a good way for me to do that.

Have you ever served on any Town of Carrboro Committee or Board?: No

Are you currently serving on a Town Board or Committe?: No

If yes, are you applying for a third consecutive term?: No

Additional Information:

Form Submitted on: 5/24/2015 8:04:41 PM

Submitted from IP Address: 76.182.99.46

Referrer Page: <http://nc-carrboro.civicplus.com/FormCenter/Town-Clerks-Office-25/Advisory-Board-Application-97>

Form Address: <http://nc-carrboro.civicplus.com/FormCenter/Town-Clerks-Office-25/Advisory-Board-Application-97>



# TOWN OF CARRBORO

## Application for Membership on a Committee/Board

NAME: ETHAN O. BEATTIE DATE: 12/17/2014  
ADDRESS:

811 LONG MEADOWS RD, Chapel Hill, NC 27516

IS THIS ADDRESS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF CARRBORO? \_\_\_\_\_

TELEPHONE: [HOME] (919) 942-2427 [BUSINESS] (919) 688-5171 Cell (703) 989-2623  
E-MAIL ADDRESS: lawbeattie@gmail.com

DATE OF BIRTH 04/07/1977 RACE: W SEX: M  
OCCUPATION Attorney

ARE YOU A REGISTERED ORANGE COUNTY VOTER? Yes  
LENGTH OF RESIDENCE IN ORANGE COUNTY Six years  
LENGTH OF RESIDENCE IN THE TOWN OF CARRBORO Six years

*I wish to be considered for appointment to the following committee/board(s):*

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> OWASA Board of Directors
<input type="checkbox"/> Animal Control Board of Appeals	<input type="checkbox"/> Orange County Economic Dev. Com.
<input type="checkbox"/> Appearance Commission/NPDC	
<input type="checkbox"/> Arts Committee	<input type="checkbox"/> Orange County Human Relations Com.
<input type="checkbox"/> Economic Sustainability Commission	<input type="checkbox"/> Personnel Advisory Committee
<input type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Human Services Commission	<input type="checkbox"/> Recreation & Parks Commission
<input checked="" type="checkbox"/> 1 Greenways Commission	<input type="checkbox"/> Safe Routes to School Implementation Com.
<input type="checkbox"/> Northern Transition Area Advisory Com.	<input type="checkbox"/> Tourism Development Authority*
	<input type="checkbox"/> Transportation Advisory Board
	<input type="checkbox"/> Other _____

If you apply for membership on more than one advisory board, please indicate your preference by number, with "1" being your first choice (please limit your selection to two (2) boards). Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

\*EMPLOYER/~~SELF EMPLOYED~~ BEATTIE LAW FIRM P.C. \*NUMBER OF YEARS EMPLOYED SIX

\*PROVIDE EXAMPLES OF HOW YOU ARE INVOLVED IN THE PROMOTION OF TRAVEL AND TOURISM IN THE TOWN OF CARRBORO?  
(\*REQUIRED ONLY FOR TOURISM DEVELOPMENT AUTHORITY APPLICATION)

**COMMUNITY ACTIVITIES/ORGANIZATIONAL MEMBERSHIPS:**

El Centro Hispano Inc - Secretary Board of Directors; Friends of Bulm Creek, Inc, Treasurer;  
American Heart Association - Triangl Metro Mission Comm.

**EXPERIENCE TO AID YOU IN WORKING ON THESE ADVISORY BOARDS**

I serve on various boards and committees and will bring the experience I have  
with multicultural organizations as well as environmental groups to assist in striking  
a balance between access and preservation.

**REASON(S) YOU WISH TO BE APPOINTED:**

I desire to serve our community and believe I can assist the greenways commission.  
I hope to ensure that access to our outdoorspaces is encouraged and open  
to our entire community while continuing to protect and preserve Carrboro's  
natural spaces.

**HAVE YOU EVER SERVED ON ANY TOWN OF CARRBORO COMMITTEE OR BOARD? IF YES, WHICH ONE(S)** No

**ARE YOU CURRENTLY SERVING ON A TOWN BOARD OR COMMITTEE?** No **IF YES, ARE YOU APPLYING FOR A**  
**THIRD CONSECUTIVE TERM?** \_\_\_\_\_ **IF YES, PLEASE DESCRIBE HOW YOU MEET ONE, OR MORE, OF THE EXCEPTIONS**  
**NOTED BELOW. PLEASE USE AN ADDITIONAL PAGE IF NECESSARY TO COMPLETE.**

After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances:

1. To retain diversity on an advisory board;
2. To provide continuity in oversight of a major, on-going project;
3. To keep a member who provides expertise otherwise unavailable on an advisory board (e.g., an engineer on the Planning Board or Board of Adjustment); or
4. A lack of qualified applicants.

**RETURN THIS FORM TO: TOWN CLERK, 301 WEST MAIN STREET, CARRBORO, N.C. 27510**  
**[www.townofcarrboro.org](http://www.townofcarrboro.org)**

*(Please note that this document and the information contained on it is a public record and must be provided by the town to anyone requesting a copy of it.)*

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Catherine Wilson](#)  
**Subject:** Online Form Submittal: Advisory Board Application  
**Date:** Tuesday, September 08, 2015 10:38:30 AM

## Advisory Board Application

[illegible]

Name	Don Skiba
Date	9/8/2015
Address1	102 Painted Turtle Lane
Address2	Field not completed.
City	Chapel hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	903-9916

Email Address	donjskiba@aim.com
Date of Birth	7/27/1947
Race	caucasian
Sex	male
Occupation	retired mfg exec
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	1 year
Length of Residence in the Town of Carrboro	1 year
I wish to be considered for appointment to the following committee/board(s):	Greenways Commission, OWASA Board of Directors, Transportation Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	#1 OWASA Board Of Directors
*Employer/Self Employed	Retired
Number of Years Employed	retired since 2010
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	I am not currently involved
Community Activities/Organizational Memberships	Previous member in Tennessee of Rotary Club, Habitat for Humanity worker,
Experience to Aid You in Working on Advisory Boards	Previous Engineering Advisory Board member at Tennessee Tech university, Engineering Advisory Board member at University of Texas, Pan-American during start-up of school-involved in recruiting of minority candidates for engineering

school. I was an executive in the automotive and aerospace industry for over twenty years for TRW, Inc. part of Northrop Grumman Corp, and had general management leadership positions in both the air bag and airplane parts businesses of TRW.

Reasons You Wish to be Appointed

I wish to serve the community in which I live and use my developed skills for the advancement of the community. I have time, energy, and a great positive attitude in which to use

Have you ever served on any Town of Carrboro Committee or Board?

No

If yes, which one(s)?

*Field not completed.*

Are you currently serving on a Town Board or Committee?

No

If yes, are you applying for a third consecutive term?

No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

not applicable

Email not displaying correctly? [View it in your browser.](#)



**ADVISORY BOARD NAME: Greenways Commission**

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

**Applicant 1: Danai Adkisson**

**Outstanding qualifications: Would like to be involved in the community**

**How applicant compliments current board composition: Resident of the Berryhill community**

**Other comments: Recently moved to Carrboro. Application received on 5/24/2015, contacted via e-mail on 8/25. Has not attended a meeting. Recently attempted to contact again via both e-mail and phone, but no response so far.**

**Applicant 2: Ethan Beattie**

**Outstanding qualifications: Currently involved with Friends of Bolin Creek and El Centro Hispano**

**How applicant compliments current board composition: Lawyer**

**Other comments: Application received on 12/17/2014. Contacted via e-mail on 5/21/2015. Has not attended a meeting. Recently attempted to contact via email. Contacted via phone on 11/9/2015. He is still interested in joining the board.**

**Applicant 3: Don Skiba**

**Outstanding qualifications: Experienced in numerous volunteer activities.**

**How applicant compliments current board composition: Lake Hogan resident.**

**Other comments: Application received on 9/8/2015, and invited to meeting via e-mail. Contacted me several times, and attended the meeting on 9/21. Spoke directly with Randee as well. Recently contacted me again. Very interested in joining the Commission.**