



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



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Tuesday, March 7, 2017

7:30 PM

Board Chambers - Room 110

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### 7:30-7:40

#### A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

### 7:40-7:45

#### B. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:45-7:55

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

### 7:55-8:00

#### D. CONSENT AGENDA

1. [17-068](#) Approval of Previous Meeting Minutes of February 14, 2017 and February 21, 2017

2. [17-056](#) Request to Make an Appointment to the Arts Committee

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointment(s) to the Arts Committee.

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

[Attachment B - Arts Committee Chair Forms and Applications.pdf](#)

3. [17-063](#) Request to Make Appointments to the Carrboro Northern Transition Area Advisory Committee

**PURPOSE:** The Mayor and Board of Aldermen are requested to consider making appointments to the NTAAC and recommending an appointment to the Orange County Board of Commissioners.

**Attachments:** [A Resolution Making Appointments to the NTAAC](#)

[Attachment B - Northern Transition Area Advisory Committee Chair Forms and Applications.pdf](#)

4. [17-066](#) Request to Make an Appointment to the Recreation and Parks Commission

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointment(s) to the Recreation and Parks Commission.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Recreation and Parks Commission Chair Forms and Applications.pdf](#)

5. [17-067](#) Request to Make Appointments to the Transportation Advisory Board

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

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Transportation Advisory Board Chair Forms and Applications.pdf](#)

6. [17-058](#) Request to Make Appointments to the Economic Sustainability Commission

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

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Economic Sustainability Commission Chair Forms and Applications.pdf](#)

7. [17-061](#) Consideration of Town Code Amendments Relating to Bike Lanes and On-Street Parking

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

**Attachments:** [Attachment A - Town Code Amendment - Hillsborough Road](#)  
[Attachment B - Town Code Amendment Pathway Drive](#)  
[Attachment C - Cobb Street](#)

8. [17-069](#) Appointment of Alderman Chaney to the Home Trust Board

**Attachments:** [Attachment A - AN APPOINTMENT TO THE HOME TRUST BOARD.docx](#)

**E. OTHER MATTERS**

**8:00-8:15**

1. [17-059](#) Request to Make Appointments to the Environmental Advisory Board

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

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Environmental Advisory Board Chair Forms and Applications.pdf](#)

**8:15-8:30**

2. [17-060](#) Request to Make Appointments to the Greenways Commission

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointment(s) to the Greenways Commission.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Greenways Commission Chair Forms and Applications.pdf](#)

**8:30-8:45**

3. [17-062](#) Request to Make an Appointment to the Human Services Advisory Commission

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

**Attachments:** [Resolution - Human Services Commission Appointment](#)  
[Attachment B - Human Services Commission Chair Forms and Applications.pdf](#)

**8:45-9:00**

4. [17-065](#) Request to Make Appointments to the Planning Board

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

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Planning Board Chair Forms and Applications.pdf](#)

**9:00-9:30**

5. [17-039](#) Discuss Options for Shared Rosemary Parking Lot

**PURPOSE:** The purpose of this item is to discuss options for management and maintenance of the shared parking lot at Rosemary and Sunset.

**Attachments:** [Carrboro-Chapel Hill Shared Rosemary Lot](#)

**9:30-10:00**

6.     [17-064](#)       Update on Residential Solid Waste Study

**PURPOSE:**   The purpose of this agenda item is to provide the Mayor and Board members an update of Town's ongoing residential solid waste study.

**Attachments:**   [Carrboro WCS Report](#)

**F.       MATTERS BY BOARD MEMBERS**

**G.       MATTERS BY TOWN MANAGER**

**H.       MATTERS BY TOWN ATTORNEY**

**I.       MATTERS BY TOWN CLERK**



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-056

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**Agenda Date:** 3/7/2017

**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 Board of Aldermen to make appointment(s) to the Arts Committee.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Arts Commission currently has four vacant seats and two terms expiring. Arthur Beven Ramsey is the chair of the Arts Committee and did not provide any forms for the Board's review. The attached resolution appoints Victoria Rovine and Kate Hash 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	Victoria Rovine	2/2020
Member	Kate Hash	2/2020

Section 2. This resolution shall become effective upon adoption.

## **Arts Committee**

Forms Attached:

- 1) All paperwork provided by the chair.
- 2) Advisory board application(s)

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, November 15, 2016 2:38 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Victoria Rovine
Date	11/15/2016
Address1	305 E Poplar 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	3194000731
Email Address	<u><a href="mailto:vlrovine@gmail.com">vlrovine@gmail.com</a></u>
Date of Birth	12/17/1964
Race	W
Sex	F
Occupation	Professor of Art History
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	3 years
Length of Residence in the Town of Carrboro	3 years



I wish to be considered  
for appointment to the  
following  
committee/board(s) (Do  
Not Select More Than  
Three):

Arts Committee

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

UNC Chapel Hill

Number of Years  
Employed

3 years

\* 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

I can't say I have been formally involved (yet) in Carrboro community activities except as an attendee. I go to and LOVE the farmers' market, the craft bazaar, the Arts Center, musical events, road races, and many other things. This is what leads me to want to commit time and energy to this wonderful city. In terms of related activities, all of which reflect my expertise as an art historian and all of which I have been very pleased to do on a volunteer basis: I have presented lectures at the Triangle Weavers Guild I have consulted with the Ackland Museum I have presented talks in collaboration with Carolina Performing Arts I haven't yet been here long enough to do a lot more, but in the past I have presented talks at public schools, retirement centers, and the like.

Experience to Aid You in  
Working on Advisory  
Boards

I have been an active member of my department, professional organizations, and my university communities wherever I have lived. I have served on and chaired many committees that address diverse aspects of many work environments-- mentoring policies, strategic planning, internationalization, recruiting and hiring, and so on. My several years of service on a public art committee at one of my former institutions (U Florida) is particularly relevant.

Reasons You Wish to be  
Appointed

I have never lived in a place I feel so enthusiastic about and so committed to (I have lived in a great many parts of the country,

in cities large and small). I had been thinking for some time that I want to give back to Carrboro, and the recent election really galvanized that feeling--after working hard for the campaign of my candidate-of-choice, I realized that a busy schedule is no obstacle to doing work that matters. My expertise (arts of Africa) doesn't seem on the face of it to be applicable to city activities and issues, but the Arts Committee may offer an opportunity for me to make a contribution.

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))

NA

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

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, December 14, 2016 10:04 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Kate Hash
Date	12/14/2016
Address1	305 Tripp Farm Road
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	9193606534
Email Address	<u><a href="mailto:kathryn.hash@gmail.com">kathryn.hash@gmail.com</a></u>
Date of Birth	12/5/1983
Race	White
Sex	Female
Occupation	IT Manager for Communications and Digital Services, UNC-Chapel Hill
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	3 years
Length of Residence in the Town of Carrboro	3 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Arts Committee
<hr/>	
Other (advisory board not listed):	<i>Field not completed.</i>
<hr/>	
Advisory Board Preference	<i>Field not completed.</i>
<hr/>	
*Employer/Self Employed	UNC Chapel Hill
<hr/>	
Number of Years Employed	3
<hr/>	
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
<hr/>	
Community Activities/Organizational Memberships	Our first three years in Carrboro/Chapel Hill have been built around my husband's Law School schedule. If accepted, this will be my first community engagement activity. I hope to become much more involved now that our schedule and availability is shifting.
<hr/>	
Experience to Aid You in Working on Advisory Boards	This would be my first experience working on an advisory board, but I have served on many committees of all sorts during my work experience in higher education. This committee experience has taught me a lot about working with diverse groups of people all working toward the same goal -- but often with different ideas for how to get there!
<hr/>	
Reasons You Wish to be Appointed	Prior to moving to Chapel Hill in 2014, my family lived for nearly four years in Florence, Italy. I saw firsthand how having art as an essential piece of a city and community allows its citizens to flourish. In Florence there is such an appreciation for art of all varieties and styles because people have been immersed in it from birth. I love the idea of serving on this committee and helping to bring great art and support great artists in our community. As the mother of two young children, I want them to see art not as a static thing that you visit in a museum, but an experience that is all around us. Public art and accessibility to that art is vital. I am someone that has learned to appreciate new forms of art (primarily sculpture) because of publicly

accessible art. Finally, I believe that, in addition to my love of art, I can bring a technical and innovative approach to the art committee. As part of my work as UNC, I manage the central IT organization's Digital Services group. We manage infrastructure for over 12,000 websites as well as the University mobile app, CarolinaGO. As part of this work we approach all of our projects with an emphasis on "design thinking" -- that is, constantly prototyping and working to discover new pathways and approaches to our projects and problems. If the committee is interested in researching and developing new ways to deliver art to the community (such as via apps, 360 degree video, websites or social media), I believe that my expertise would be beneficial.

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.

N/A

\*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))

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-063

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**Agenda Date:** 3/7/2017

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make Appointments to the Carrboro Northern Transition Area Advisory Committee

**PURPOSE:** The Mayor and Board of Aldermen are requested to consider making appointments to the NTAAC and recommending an appointment to the Orange County Board of Commissioners.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Northern Transition Area Advisory Committee currently has two expiring term seats and one vacant seat that are eligible for appointments.

Section 15-27 (a) of the Town Code reads, "There shall be a Northern Transition Area Advisory Committee consisting of five members, three appointed by the Orange County Board of Commissioners and two by the Board of Aldermen. If the Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Board of Aldermen requesting that they be made, the Board of Aldermen may make them. All members shall be residents of the Northern Transition Area."

Amy Jeroloman is currently the Chair of the NTAAC and provided the chair forms for the Board's review.

Jay Bryan and Amy Jeroloman have submitted applications for reappointment. Linda Bowerman has been recommended by Amy Jeroloman to fill the vacant Orange County representative seat. The attached resolution makes those appointments.

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

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution and that the Town Clerk send the Orange County Board of Commissioners a copy of the resolution requesting that the Orange County seat be filled.

A RESOLUTION MAKING APPOINTMENT(S) TO THE NORTHERN  
TRANSITION AREA ADVISORY COMMITTEE AND RECOMMENDING THAT  
THE ORANGE COUNTY BOARD OF  
COMMISSIONERS MAKE AN APPOINTMENT TO THE NORTHERN TRANSITION  
AREA ADVISORY COMMITTEE

THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING APPLICANT(S) TO  
THE NORTHERN TRANSITION AREA ADVISORY COMMITTEE:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Carrboro Representative	Jay Bryan	2/2020
Carrboro Representative	Amy Jeroloman	2/2020

Section 2. The Board of Aldermen hereby recommends to the Orange County Board of Commissioners that Linda Bowerman be appointed as an Orange County Representative to the Northern Transition Area Advisory Committee for a term to expire in February 2021.

Section 3. This resolution shall become effective upon adoption.



# **Northern Transition Area Advisory Committee**

Forms Attached:

- 1) All paperwork provided by the chair.
- 2) Advisory board 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:** Northern Transition Area Advisory Committee (NTAAC)

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

Applicant 1: Jay Bryan

Outstanding qualifications: Excellent experience and expertise with Zoning/Land Use ordinances/language. Experiences include serving on the Carrboro Board of Aldermen, Carrboro Planning Board, and the Orange County Planning Board.

How applicant compliments current board composition: Currently serves on the NTAAC and frequently brings/shares his expertise with less experienced community members (Previous NTAAC Chair, and Chair of the Northern Study Area Plan Implementation Review Committee (NSAPIRC) 2007-8; Participated in 2011 DAD NSA Workshop.) Jay's many years of service also bring a historical perspective to the NTAAC that other member's lack.

Other comments: Jay has applied to renew his Town of Carrboro pointed to NTAAC; He has not applied to another Adivosry Board and has lived in the Northern Study Area for many years.

(Please note that only the first page of the advisory board application was received.)

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Applicant 2: Amy Jeroloman

Outstanding qualifications: Has served and participated in NSA committees and/or workshops since 2007. Many of the review items presented coming before the NTAAC required the historical knowledge of these events.

How applicant compliments current board composition: Currently serves on the NTAAC as Chair and shares expertise with less experienced community members (Current NTAAC Chair; Served on the Northern Study Area Plan Implementation Review Committee (NSAPIRC) 2007-8; Participated in 2011 DAD NSA Workshop.) Frequently brings her organizing/computer skills and attention to details to facilitate committee meetings and items for review. (IE Mapped out the FLX ordinances in Visio so committee members and the BoA visually see the complexity of the steps. Organized the NTAAC in order to notify NSA neighborhoods about an upcoming FLX Public Hearing.)

Other comments: Amy has applied to renew her Orange County pointed to NTAAC; She has not applied to another Adivosry Board and has lived in the Northern Study Area for many years.

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Applicant 3: Linda Bowerman

Outstanding qualifications: Has previously served on the NTAAC but not recently (ie not within the last 5 years.) Has work experience involving environmental testing, including water for bacterial contamination, and biological indoor air quality.

How applicant compliments current board composition: Could full the 5<sup>th</sup> Seat (the 3<sup>rd</sup> Orange County Representative) on the NTAAC which has been vacant for years.

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Other comments: Applicant's first choice is to serve on the Environmental Advisory Board. Given her work experiences this may be the best fit. (Linda confirmed this by phone on 12/29/2016. Also states she has scheduled to attend one Environmental Advisory Board's meetings.)

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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: Northern Transition Area Advisory Committee (NTAAC)

**Name:** Jay Bryan

**Date of application/last contact:** 12/3/2016

**Summary of qualifications:** Excellent experience and expertise with Zoning/Land Use ordinances/language. Experiences include serving on the Carrboro Board of Aldermen, Carrboro Planning Board, and the Orange County Planning Board.

Currently serves on the NTAAC and frequently brings/shares his expertise with less experienced community members (Previous NTAAC Chair, and Chair of the Northern Study Area Plan Implementation Review Committee (NSAPIRC) 2007-8; Participated in 2011 DAD NSA Workshop.) Jay's many years of service also bring a historical perspective to the NTAAC that other member's lack.

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

☒ Yes ☐ No (Briefly explain: Reviewed in last NTAAC mgt that his term may be expiring. Also emailed application to him.) Of the current committee members, Jay has the most expertise and experience with Zoning/Land Use ordinances/language.

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

☒ Yes (Date: 11/21/2016) ☐ 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:  
Currently serves on the NTAAC and has attended & participated in meetings.

**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: Northern Transition Area Advisory Committee (NTAAC)

☒ 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: Northern Transition Area Advisory Committee (NTAAC)

**Name:** Amy Jeroloman

**Date of application/last contact:** 12/28/2016

**Summary of qualifications:**

Has served and participated in NSA committees and/or workshops since 2007. Many of the review items presented coming before the NTAAC required the historical knowledge of these events.

Currently serves on the NTAAC as Chair and shares expertise with less experienced community members (Current NTAAC Chair; Served on the Northern Study Area Plan Implementation Review Committee (NSAPIRC) 2007-8; Participated in 2011 DAD NSA Workshop.) Frequently brings her organizing/computer skills and attention to details to facilitate committee meetings and items for review. (IE Mapped out the FLX ordinances in Visio so committee members and the BoA visually see the complexity of the steps. Organized the NTAAC in order to notify NSA neighborhoods about an upcoming FLX Public Hearing.)

**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: 11/21/2016) ☐ 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:

Currently serves on the NTAAC and has attended & participated in meetings

**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: Northern Transition Area Advisory Committee (NTAAC)

☐ 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: Northern Transition Area Advisory Committee (NTAAC)

**Name:** Linda Bowerman

**Date of application/last contact:** 12/29/2016

**Summary of qualifications:**

Has previously served on the NTAAC but not recently (ie not within the last 5 years.) Has work experience involving environmental testing, including water for bacterial contamination, and biological indoor air quality. Applicant's first choice is to serve on the Environmental Advisory Board. Given her work experiences this may be the best fit. (Linda confirmed this by phone on 12/29/2016.)

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

☒ Yes ☐ No (Briefly explain: confirmed by phone prefers to serve on the Environmental Advisory Board.)

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

☐ Yes (Date: \_\_\_\_\_) ☒ No

Briefly explain:

Confirmed by phone prefers to serve on the Environmental Advisory Board rather than the NTAAC.

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

☒ Yes ☐ No

Briefly explain: Has served on the NTAAC in the past.

**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: Northern Transition Area Advisory Committee (NTAAC)

☐ Gender diversity

☐ 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:** Monday, December 05, 2016 2:02 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Linda Bowerman
Date	12/5/2016
Address1	6008 Meadow Run Ct
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	9199519551
Email Address	<a href="mailto:lbowerman@mindspring.com">lbowerman@mindspring.com</a>
Date of Birth	4/30/1963
Race	White
Sex	Female
Occupation	Artist
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	27+ years
Length of Residence in the Town of Carrboro	10 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Environmental Advisory Board, Northern Transition Area Advisory Committee, Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	1-Environmental Advisory Board
*Employer/Self Employed	Self Employed
Number of Years Employed	1
* 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	DSI Comedy Theater NC Botanical Garden
Experience to Aid You in Working on Advisory Boards	I've worked on two boards before. My last job involved environmental testing, including water for bacterial contamination, and biological indoor air quality.
Reasons You Wish to be Appointed	I've enjoyed working on the two boards I was on. I think it's important to be an active member in town decisions. Having lived in the area for 25+ years, I've seen the changes over those years and have a decent knowledge of the area.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	NTAAC and as Carrboro representative for SWAB
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.

\*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))

I haven't been on a board for 5 years.

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# TOWN OF CARRBORO

## Application for Membership on a Committee/Board

NAME: James "Jay" Bryan DATE: 11/27/16  
ADDRESS:

8033 Old NC 86, Chapel Hill, NC 27516

IS THIS ADDRESS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF CARRBORO? no

TELEPHONE: [HOME] (919) 989-6482 [BUSINESS] (919) 644-4660  
E-MAIL ADDRESS: jaybryan7@msn.com

DATE OF BIRTH 1/6/48 RACE: W SEX: M  
OCCUPATION Judge, District Ct

ARE YOU A REGISTERED ORANGE COUNTY VOTER? yes  
LENGTH OF RESIDENCE IN ORANGE COUNTY 41 yrs.  
LENGTH OF RESIDENCE IN THE TOWN OF CARRBORO 22 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"/> Orange County Human Relations Com.
<input type="checkbox"/> Arts Committee	<input type="checkbox"/> Personnel Advisory Committee
<input type="checkbox"/> 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 checked="" 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 State of North Carolina \*NUMBER OF YEARS EMPLOYED 4 3/4, 34 1/2 yrs as attorney

\*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:

Various activities connected to my responsibilities as Judge;  
Carrboro Poets' Council, NTAAC

EXPERIENCE TO AID YOU IN WORKING ON THESE ADVISORY BOARDS

Former member Carrboro Board of Aldermen  
1987-1997. Member of various committees,  
task forces, planning initiatives in that job.  
Former member and chair of Orange County  
Planning Board.

REASON(S) YOU WISH TO BE APPOINTED:

I wish to continue my service to the town  
and to the residents of the Northern Study  
Area. I bring to planning issues years  
of experience and knowledge that I  
consider valuable to Carrboro's growth  
and development. See attachment.

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

BOA,  
NTAAC

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.)

# TOWN OF CARRBORO

## Application for Membership on a Committee/Board

NAME: Amy E. Jeroloman DATE: 10/17/2016  
ADDRESS: 305 Deer Ridge Drive, Chapel Hill, NC 2756

IS THIS ADDRESS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF CARRBORO? No

TELEPHONE: [HOME] (919) 960-6099 [BUSINESS] (919) 966-6621 NTA  
E-MAIL ADDRESS: ajeroloman@nc.rr.com

DATE OF BIRTH 4/13/1959 RACE: W SEX: Female  
OCCUPATION Health Care System Analyst

ARE YOU A REGISTERED ORANGE COUNTY VOTER? Yes

LENGTH OF RESIDENCE IN ORANGE COUNTY ~27

LENGTH OF RESIDENCE IN THE TOWN OF CARRBORO N/A - live in orange  
county Regulated by Carrboro (a few years in the past)

*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"/> Orange County Human Relations Com.
<input type="checkbox"/> Arts Committee	<input type="checkbox"/> Personnel Advisory Committee
<input type="checkbox"/> 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 checked="" 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 Health Care \*NUMBER OF YEARS EMPLOYED 32

\*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

- Currently a member of NTAAC & serve as it's chair
- served on NSAPIRC 2007-2008 when committee tasks were completed
- Participated in last two NTA Design Workshops & small group forums (4/14 & 17, 2009) L7 Aerial  
Moms Grove School

REASON(S) YOU WISH TO BE APPOINTED:

- To continue working on NTAAC projects & issues.
- To continue to address issues within Old Hwy 96 -
- to represent the NSA since we are unable to vote for the Board of Aldermen.

HAVE YOU EVER SERVED ON ANY TOWN OF CARRBORO COMMITTEE OR BOARD? IF YES, WHICH ONE(S) Yes -  
NTAAC & NSAPIRC

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.
- ⑤ The NTAAC continued to have one vacancy for many years.
- ⑥ NTAAC is limited to residents who live in unannexed portions of NSA
- 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:**17-066

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**Agenda Date:** 3/7/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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**TITLE:**

Request to Make an Appointment to the Recreation and Parks Commission

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointment(s) to the Recreation and Parks Commission.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Recreation and Parks Commission currently has four expiring term seats available for appointment and one vacant seat reserved for an out-of- town resident. Ben Kittelson is the chair of the Recreation and Parks Commission and provided the chair forms for the Board's review.

Kendra Van Pelt, Barbara Cudmore, Katherine Rosier, and Tamara Sanders have expiring terms. Only Kendra Van Pelt and Tamara Sanders submitted applications for reappointment however Barbara Cudmore contacted the Town Clerk on 3/1/2017 via telephone and stated that she does wish to be reappointed. One additional application was received from Valerie Merriweather and her address meets the requirement for the out-of-town vacant seat.

**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  
RECREATION AND PARKS COMMISSION**

THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING APPLICANT(S)  
TO THE RECREATION AND PARKS COMMISSION:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	Kendra Van Pelt	2/2020
In-Town	Tamara Sanders	2/2020
In-Town	Barbara Cudmore	2/2020
Out-of-Town	Valerie Merriweather	2/2021

Section 2. This resolution shall become effective upon adoption.

# **Recreation and Parks Commission**

Forms Attached:

- 1) All paperwork provided by the chair.
- 2) Advisory board application(s)

## Advisory Board Chair Recommendation Form

Advisory Board Name	Recreation and Parks Commission
Applicant Name	Kendra Van Pelt
Outstanding Qualifications	Has served on the Commission and been a valuable member of the team.
How applicant compliments current board composition:	Knowledgeable of the items that regularly come before the Commission and always keeps the needs of local kids in mind.
Other comments:	Field not completed.
Applicant Name	Tamara Sanders
Outstanding Qualifications	Been the Vice Chair for almost a year and has done an awesome job. Has led the charge on ensuring there's enough bicycle facilities in the Town for area youth.
Other Comments:	Field not completed.
Applicant Name	Valarie Merriweather
Outstanding Qualifications:	Worked with Chapel Hill-Carrboro schools, involved in the fitness industry and passionate about health and wellness.
Other Comments:	Field not completed.
Applicant Name	Field not completed.
Outstanding Qualifications:	Field not completed.
Other Comments:	Field not completed.
Applicant Name	Field not completed.
Outstanding Qualifications:	Field not completed.
Other Comments:	Field not completed.

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Recreation and Parks Commission

Applicant Name: Valarie Merriweather

Date of last contact with applicant 3/1/2017

Summary of Qualifications: Has been involved with Chapel Hill-Carrboro schools, passionate about health and wellness. Occupation is in the fitness sector.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: No

If yes, date of advisory board meeting: Field not completed.

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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 Gender diversity, Racial or ethnic diversity, Occupation, experience or special skills

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.

If other, please explain:

*Field not completed.*

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Recreation and Parks Commission

Applicant Name: Tamara Sanders

Date of last contact with applicant 12/5/2016

Summary of Qualifications: She has previously served on the Recreation and Parks Commission and has been the Vice Chair for almost a year. She is passionate about parks and providing adequate bike facilities for residents.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 12/5/2016

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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 Gender diversity, Occupation, experience or special skills

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.

If other, please explain: *Field not completed.*



## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Recreation and Parks Commission

Applicant Name: Kendra Van Pelt

Date of last contact with applicant 12/5/2016

Summary of Qualifications: Has served on the Recreation and Parks Commission previously and has been a valuable asset to the team.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 11/7/2016

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: *Field not completed.*

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 Gender diversity

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.

If other, please explain: *Field not completed.*

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, September 20, 2016 8:19 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Kendra Van Pelt
Date	9/20/2016
Address1	200 Barnes Street C11
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	9193606397
Email Address	<u><a href="mailto:Sassyk105@gmail.com">Sassyk105@gmail.com</a></u>
Date of Birth	4/16/1957
Race	Caucasian
Sex	Female
Occupation	Merchandiser
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	North Carolina
Length of Residence in the Town of Carrboro	4 yeaes

I wish to be considered for appointment to the following committee/board(s): Appearance Commission/NPDC, OWASA Board of Directors, Recreation and Parks Commission

Other (advisory board not listed): Field not completed.

Advisory Board Preference All

\*Employer/Self Employed Crossmark

Number of Years Employeed 6

\* 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 Parks and Recreation and Volunteering

Experience to Aid You in Working on Advisory Boards Promoting great ideas, etc.

Reasons You Wish to be Appointed Love to promote Carrboro and get ideas from other communities.

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

If yes, which one(s)? Parka and Recreation

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 how you meet one, or more, of the following I like them all

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))

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Saturday, November 05, 2016 8:07 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Tamara Sanders
Date	11/5/2016
Address1	708 Davie Rd
Address2	Field not completed.
City	Carrboro
State	North Carolina
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9196193992
Email Address	<a href="mailto:tamarab.sanders@gmail.com">tamarab.sanders@gmail.com</a>
Date of Birth	8/27/1981
Race	big ole mix (gen white)
Sex	female
Occupation	Manager of The Clean Machine bike shop
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	since 2004
Length of Residence in the Town of Carrboro	since 2004

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

Recreation and Parks Commission

Other (advisory board not  
listed): *Field not completed.*

Advisory Board  
Preference *Field not completed.*

\*Employer/Self  
Employed The Clean Machine

Number of Years  
Employeed 16

\* 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 Open Streets Committee, Kidical Mass Committee, Chapel Hill  
Bike Plan steering committee, Carrboro Bicycle Coalition,  
Triangle Off-Road Cyclists, NC Interscholastic Cycling League  
volunteer, volunteer as a studio assistant at the ArtsCenter. I  
run a mountain bike camp for youth through the Rec & Parks  
dept.

Experience to Aid You in  
Working on Advisory  
Boards My occupation keeps me closely connected with community  
members that participate in outdoor recreation. I've participated  
in town processes for the past ten years and have begun to  
learn effective ways for how to better my community as an  
individual citizen.

Reasons You Wish to be  
Appointed I helped on this board for the past two years and am interested  
in continuing.

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

If yes, which one(s)? Kidical Mass, Open Streets, Rec & Parks Commission

Are you currently serving  
on a Town Board or  
Committee? Yes

If yes, are you applying No

for a third consecutive term?

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))

My answer was no.

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



## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, October 26, 2016 1:31 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

**Name** Valerie Merriweather

**Date** 10/25/2016

**Address1** 886 Cedar Fork Trl

**Address2** *Field not completed.*

**City** Chapel Hill

**State** NC

**Zip** 27514

**Is this address located within the corporate limits of the Town of Carrboro?** No

**Telephone** 9198697444

**Email Address** [valerie@fitwellsolutions.com](mailto:valerie@fitwellsolutions.com)

**Date of Birth** 2/21/1968

**Race** African-American

**Sex** F

**Occupation** CEO

**Are you a registered Orange County Voter?** Yes

**Length of Residence in Orange County** 3 years

**Length of Residence in the Town of Carrboro** N/A

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

Recreation and Parks Commission

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

Fitwell Training Solutions

Number of Years  
Employed

12 years

\* 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

East Chapel Hill High School - School Improvement Team East  
Chapel Hill High School - PTSA Northside Elementary School -  
PTA Alpha Kappa Alpha Sorority, Inc Durham Chapter of Jack  
and Jill of America, Inc

Experience to Aid You in  
Working on Advisory  
Boards

My experience that would aid in me working on the Advisory  
Board include: Needs assessments Program planning Program  
evaluation Data analysis Marketing Community engagement  
and dialogue Publicity and fundraising

Reasons You Wish to be  
Appointed

I have a passion for health and wellness and serving on the  
Recreation and Parks Commission will allow me to provide  
guidance and perspective on various initiatives in our  
community. I'm particularly interested in keeping our indoor and  
outdoor spaces inviting for all of our county residents especially  
our children. I look forward to improving the overall health of  
our Chapel Hill-Carrboro community. Thank you for your  
consideration.

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

No

## Committee?

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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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-067

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**Agenda Date:** 3/7/2017

**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 Board of Aldermen 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 four seats available for appointment; three expiring terms and one vacant seat. Colleen Barclay is the current chair of the Transportation Advisory Board. Kurt Stolka, Diana McDuffee, and Robert Dow have expiring terms and have submitted applications for reappointment. The attached resolution reappoints all three members to the Board.

Applications were also received from Dave Made and Patrick Castonguay with insufficient time for the Advisory Board Chair to complete the necessary follow-up prior to submission of the forms. The chair intends to review the applications and report back to the clerk at a later date.

**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	Kurt Stolka	2/2020
In-Town	Diana McDuffee	2/2020
In-Town	Robert Dow	2/2020

Section 2. This resolution shall become effective upon adoption.

# **Transportation Advisory Board**

Forms Attached:

- 1) All paperwork provided by the chair.
- 2) Advisory board application(s)

# Advisory Board Chair Recommendation Form

Advisory Board Name      Transportation Advisory Board

Applicant Name      Kurt Stolka

Outstanding Qualifications      Mr. Stolka works as a transportation planner at UNC.

How applicant compliments current board composition:      Mr. Stolka is applying for a 3rd consecutive term as one of three incumbent applicants, in the absence of available new applicants.

Other comments:      *Field not completed.*

Applicant Name      Diana McDuffee

Outstanding Qualifications      Ms. McDuffee brings a wealth of town government experience and institutional knowledge to the TAB.

Other Comments:      Ms. McDuffee is applying for a 2nd consecutive term as one of three incumbent applicants, in the absence of available new applicants.

Applicant Name      Robert Dow

Outstanding Qualifications:      Mr. Dow has proven to be an engaged and thoughtful member of the TAB during his first term.

Other Comments:      Mr. Dow is applying for a 2nd consecutive term as one of three incumbent applicants, in the absence of available new applicants.

Applicant Name      *Field not completed.*

Outstanding Qualifications:      *Field not completed.*

Other Comments:      *Field not completed.*

Applicant Name      *Field not completed.*

Outstanding Qualifications:      *Field not completed.*

Other Comments:      116 Pine St. Apt. B 116 Pine St. Apt. B



# Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Transportation Advisory Board

Applicant Name: Robert Dow

Date of last contact with applicant 2/2/2017

Summary of Qualifications: Mr. Dow is a resident with young children who is a multi-modal road user as a pedestrian, cyclist, and driver. He is applying for a second term on the TAB because of his interest in working towards safe, sustainable transportation options for all users.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/2/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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 Occupation, experience or special skills, Previous public service or community involvement

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

If other, please explain: *Field not completed.*

# Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Transportation Advisory Board

Applicant Name: Diana McDuffee

Date of last contact with applicant 2/2/2017

Summary of Qualifications: Ms. McDuffee is a former member of the Board of Aldermen who was involved with creating many of the town's planning documents that are still used; she has had extensive experience with reviewing and approving development projects. I served as a Carrboro member of the Chapel Hill transit board and helped to bring about the fare-free program for the CHT. She served as the Board liaison to the TAB. Ms. McDuffee brings valuable institutional knowledge to the TAB, and is applying for a second term to provide continuity on ongoing projects.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/2/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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 Gender diversity, Occupation, experience or special skills

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.

If other, please explain: *Field not completed.*

## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Friday, January 27, 2017 9:47 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Kurt *Stolka*

Date 1/27/2017

Address1 207 Robert Hunt Drive

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 7035813742

Email Address [kurt.stolka@gmail.com](mailto:kurt.stolka@gmail.com)

Date of Birth 3/1/1981

Race Western Slav

Sex Male

Occupation Transportation Planner

Are you a registered Orange County Voter? Yes

Length of Residence in Orange County 5

Length of Residence in the Town of Carrboro 5

I wish to be considered  
for appointment to the  
following  
committee/board(s) (Do  
Not Select More Than  
Three):

Transportation Advisory Board

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

UNC at Chapel Hill

Number of Years  
Employed

2

\* 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

Current TAB member

Experience to Aid You in  
Working on Advisory  
Boards

2 past terms of board experience, currently working  
professionally as a transportation planner at UNC. Both of  
these experiences provide knowledge of project development,  
design document review, and comprehensive view of regional  
impacts.

Reasons You Wish to be  
Appointed

The Chair of the TAB, Colleen Barclay requested I re-apply in  
the event due to a possible lack of qualified applicants.

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

Yes

term?

---

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))

---

Applicable exceptions: 2. To provide continuity in oversight of a major, on-going project (Runyon's S. Green project, Estes Drive traffic circle) 3. To keep a member who provides expertise otherwise unavailable on an advisory board 4. A lack of qualified applicants

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## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Friday, November 11, 2016 12:02 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Robert Dow
Date	11/11/2016
Address1	105 Pine St
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	9193608136
Email Address	<a href="mailto:robdow@gmail.com">robdow@gmail.com</a>
Date of Birth	8/3/1978
Race	Caucasian
Sex	Male
Occupation	IT Systems Administrator
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	21 years
Length of Residence in the Town of Carrboro	10 years



I wish to be considered  
for appointment to the  
following  
committee/board(s) (Do  
Not Select More Than  
Three):

Transportation Advisory Board

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

FHI 360

Number of Years  
Employed

4

\* 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

TAB since 2015

Experience to Aid You in  
Working on Advisory  
Boards

Resident, cyclist, driver, pedestrian, parent. I'm affected by  
essentially every aspect of decision-making about the way that  
we manage & improve transport in the Town of Carrboro.

Reasons You Wish to be  
Appointed

I've enjoyed my time on TAB since February 2015 and am  
interested in continuing to advance our efforts for all town  
residents and visitors - whether they're on foot, bike, car, or  
bus.

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

No

term?

---

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

NA

\*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))

---

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## Catherine Dorando

---

**From:** Catherine Dorando  
**Sent:** Wednesday, December 14, 2016 3:28 PM  
**To:** colleen.j.barclay@gmail.com  
**Cc:** Bergen Watterson  
**Subject:** FW: Online Form Submittal: Advisory Board Application

Dear Colleen,

Please include this application in your review.

Thank you,  
Cathy

---

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) [mailto:[noreply@civicplus.com](mailto:noreply@civicplus.com)]  
**Sent:** Wednesday, December 14, 2016 2:02 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Diana McDuffee
Date	12/14/2016
Address1	2226 Pathway Dr
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	919-929-34
Email Address	<a href="mailto:dianamcduffee@yahoo.com">dianamcduffee@yahoo.com</a>
Date of Birth	1/5/1948
Race	white

Sex	F
Occupation	Librarian
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	42 years
Length of Residence in the Town of Carrboro	26 years
I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	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	42 years
* 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	I am employed full time at UNC Health Sciences Library so I don't have a lot of time for additional community activities however, I feel that my employment at UNC and my relationship to the university faculty, staff, and students provides a lot of interaction with community concerns. In addition to the TAB, I am on the Friends of Carrboro Library Board.
Experience to Aid You in Working on Advisory Boards	In my time on the Board of Aldermen I was involved with creating many of the town's planning documents that are still used. I have had extensive experience with reviewing and approving development projects. I served as a Carrboro

member of the Chapel Hill transit board and helped to bring about the fare-free program for the CHT. I served as a the Board liaison to the TAB.

Reasons You Wish to be Appointed

I wish to be reappointed to the TAB for a second term to continue to work on transportation improvement projects that are underway.

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

Yes

If yes, which one(s)?

Board of Aldermen; 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.

\*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))

I am applying for a second term. I wish to be reappointed in order to provide continuity for on-going projects.

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-058

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**Agenda Date:** 3/7/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make Appointments to the Economic Sustainability Commission

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen 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 three expiring term seats available for appointment. Bob Saunders is the current chair of the Economic Sustainability Commission and provided the forms for the Board's review. The attached resolution appoints David Gange, Leslie Vanderkolk and reappoints Robert Hash 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	Leslie Vanderkolk	2/2020
At-Large	Robert Hash	2/2020
Resident	David Gange	2/2020

Section 2. This resolution shall become effective upon adoption.



# **Economic Sustainability Commission**

Forms Attached:

- 1) All paperwork provided by the chair.
- 2) Advisory board application(s)

## Advisory Board Chair Recommendation Form

Advisory Board Name Carrboro Economic Sustainability Commission

Applicant Name Robert Hash

Outstanding Qualifications Young professional; recent UNC law graduate; joining an excellent law firm, Smith Anderson

How applicant compliments current board composition: His age and legal experience

Other comments: Field not completed.

Applicant Name Leslie Vanderkolk

Outstanding Qualifications She is a project manager and process engineer.

Other Comments: Her expertise will be useful in vetting projects that come before the Commission

Applicant Name David Grange

Outstanding Qualifications: See prior email. He is an architect who adds a new perspective to the Commission

Other Comments: Field not completed.

Applicant Name Field not completed.

Outstanding Qualifications: Field not completed.

Other Comments: Field not completed.

Applicant Name Field not completed.

Outstanding Qualifications: Field not completed.

Other Comments: Field not completed.

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Carrboro Economic Sustainability Commission

Applicant Name: Leslie Vanderkolk

Date of last contact with applicant 2/8/2017

Summary of Qualifications: She is a project manager and engineer.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/8/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: *Field not completed.*

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 Gender diversity, Occupation, experience or special skills

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

If other, please explain:

*Field not completed.*

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Carrboro Economic Sustainability Commission

Applicant Name: Robert Hash

Date of last contact with applicant 2/8/2017

Summary of Qualifications: He is a third year law student who has accepted a position with Smith Anderson in Raleigh. He is interested in business alw

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/8/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: *Field not completed.*

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 Occupation, experience or special skills, Previous public service or community involvement

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

If other, please explain:

He is a returning Commission member who is engaged in the  
work of the Commission

## Advisory Board Chair Recommendation Form

Advisory Board Name      Economic Sustainability Commission

Applicant Name      David Grange

Outstanding Qualifications      He is an outstanding architect, with LEEDs certification experience

How applicant compliments current board composition:      We do not have some one with his professional experience on the board

Other comments:      *Field not completed.*

Applicant Name      *Field not completed.*

Outstanding Qualifications      *Field not completed.*

Other Comments:      *Field not completed.*

Applicant Name      *Field not completed.*

Outstanding Qualifications:      *Field not completed.*

Other Comments:      *Field not completed.*

Applicant Name      *Field not completed.*

Outstanding Qualifications:      *Field not completed.*

Other Comments:      *Field not completed.*

Applicant Name      *Field not completed.*

Outstanding Qualifications:      *Field not completed.*

Other Comments:      *Field not completed.*

# Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Economic Sustainability Commission

Applicant Name: David Grange

Date of last contact with applicant 2/1/2017

Summary of Qualifications: He is an architect with LEEDs certification expertise

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 1/11/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: *Field not completed.*

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

Occupation, experience or special skills



composition to your  
Board of Aldermen  
Liaison.

If other, please explain: *Field not completed.*

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## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Monday, November 28, 2016 11:24 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	David Gange
Date	11/28/2016
Address1	8116 Reynard Rd.
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	4046978282
Email Address	<a href="mailto:d.a.gange@gmail.com">d.a.gange@gmail.com</a>
Date of Birth	11/28/2016
Race	White
Sex	M
Occupation	Architect
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	2.5 years
Length of Residence in the Town of Carrboro	1 month

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):

Appearance Commission/NPDC, Economic Sustainability Commission, Planning Board

Other (advisory board not listed):

*Field not completed.*

Advisory Board Preference

*Field not completed.*

\*Employer/Self Employed

Lord Aeck Sargent

Number of Years Employed

1.75

\* 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

Former member of the Town of Chapel Hill Community Design Commission

Experience to Aid You in Working on Advisory Boards

Professional Architect Former member of the Town of Chapel Hill Community Design Commission

Reasons You Wish to be Appointed

I wish to serve the community in a capacity in which my experience in the field of architecture could benefit the town in terms of sustainable, smart 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.  
n/a  
\*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))

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## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, November 09, 2016 12:32 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Leslie Vanderkolk
Date	11/9/2016
Address1	113 Estes Dr. Ext.
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	7243161271
Email Address	<a href="mailto:leslievanderkolk@gmail.com">leslievanderkolk@gmail.com</a>
Date of Birth	11/23/1989
Race	White
Sex	Female
Occupation	Process Engineer/ Project Manager
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	6 months
Length of Residence in the Town of Carrboro	6 months

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):

Board of Adjustment, **Economic Sustainability Commission**

Other (advisory board not listed): *Field not completed.*

Advisory Board Preference

**Economic Sustainability Commission**

\*Employer/Self Employed

Jacobs Engineering

Number of Years Employed

2

\* 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

Volunteered at the Carrboro Music Festival I am not currently a member of any organizations in the area, but am looking for many ways to get involved from supporting the local farmers at The Farmer's Market, to attending concerts or classes at local businesses, to joining groups in the area committed to improving our community.

Experience to Aid You in Working on Advisory Boards

Professionally, I have years of experience working on projects where a priority is balancing the needs of the end users and the financial providers. I manage budgets, schedules, training, and individual wants and needs, to name a few items, within a project to ensure that all goals are met without sacrificing integrity, quality, or return on investment etc. I am always working with teams of people to make decisions and develop solutions. I feel these skills and qualities will translate very well to work within the community to make decisions that take all factors into account. Personally, in college I worked with an organization that raised funds and advocated for the local Children's Hospital. Although this effort was focused on a very specific cause, I believe my work with that team in advocating for a group of people and working towards a goal to improve the lives of others will translate directly into the role of civic service.

Reasons You Wish to be

In the short time I have lived in Carrboro, I have absolutely

Appointed

fallen in love with the town and the people that live in it. I feel very passionately that Carrboro is home for me in a way that no other town has been before. With that said, I really want to get involved and contribute to this community that I love so dearly. I want to feel that I have done all that I can to keep Carrboro the open, accepting, economically healthy place that I see it to be. I feel that I am thriving on a personal level in this town, and I want everyone to feel that they can thrive both personally and economically. I want to continue to grow the economic opportunity within Carrboro without sacrificing the soul that makes Carrboro so unique. I would be honored to part of a Commission that works towards these goals.

---

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

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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 Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, February 02, 2017 10:04 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Robert Hash

Date 2/2/2017

Address1 305 Tripp Farm Road

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 919-259-21

Email Address [roberthash@gmail.com](mailto:roberthash@gmail.com)

Date of Birth 11/10/1984

Race White

Sex Male

Occupation Student

Are you a registered Orange County Voter? Yes

Length of Residence in Orange County 2.5 yrs

Length of Residence in the Town of Carrboro 2.5 yrs



I wish to be considered  
for appointment to the  
following  
committee/board(s) (Do  
Not Select More Than  
Three):

Economic Sustainability Commission

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

Student

Number of Years  
Employed

3

\* 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

Current member of the Economic Sustainability Commission.

Experience to Aid You in  
Working on Advisory  
Boards

I am currently a third year law student at Carolina Law with an interest in economic development and business law in general. I am a former business owner and have completed course work in public administration. Additionally, I have worked at local and regional law firms that have given me familiarity with the community's business profile and economy. Finally, my work in the past year on the commission has given me further insight into the challenges and opportunities available to Carrboro and its residents.

Reasons You Wish to be  
Appointed

As a homeowner and resident of Carrboro who feels strongly about participating the community and giving back when possible, I am excited about the possibility of continuing to serve my town on the Commission.

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

Yes

If yes, which one(s)?

ESC

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.

n/a

\*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))

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-061

**Agenda Date:** 3/7/2017

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

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

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

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Bergen Watterson, 919-918-7329, [bwatterson@townofcarrboro.org](mailto:bwatterson@townofcarrboro.org)  
<<mailto:bwatterson@townofcarrboro.org>>; Tina Moon, 919-918-7325, [cmoon@townofcarrboro.org](mailto:cmoon@townofcarrboro.org)  
<<mailto:cmoon@townofcarrboro.org>>; Trish McGuire, 919-918-7327, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)  
<<mailto:pmcguire@townofcarrboro.org>>

**INFORMATION:** The purpose of this agenda item is for the Board of Aldermen to consider three amendments to four provisions of Chapter 6 of the Town Code - Motor Vehicles and Traffic. Prepared in response to citizen inquiries, the amendments are designed to clarify different sections of the code for more consistency and, in the last example, to provide additional on-street parking to accommodate local resident and business needs.

All three amendments have been vetted by the Traffic and Parking Committee, the interdepartmental workgroup consisting of representatives from the Public Works, Police, Fire, Economic and Community Development and Planning departments. Public Works and Planning staff have conducted site visits to verify field measurements where appropriate. The draft amendments are described in more detail below.

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

The provisions relating to bike lanes along Hillsborough Road currently end at Lorraine Street. The proposed amendments would extend bike lanes along both sides of Hillsborough Road for the entire length of the road, from Main Street to Old Fayetteville Road (Attachment A).

#### **Section 6-34(1)(j) & Section 6-19(b)(5) - Bike Lanes on Pathway Drive**

Proposed Town Code amendments clarify that the provisions for bike lanes extend along both sides of Pathway Drive from Cates Farm Road to its eastern terminus, and prohibit on-street parking along the same segment of road from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:30 p.m. Monday through Friday (Attachment B).

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

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**Agenda Date:** 3/7/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Provisions in the Town Code currently prohibit on-street parking along the north side of Cobb Street and restrict parking along the south side. Parking along the south side of Cobb is further limited by three existing driveways that are heavily used. The proposed amendment removes the prohibition for parking along the south side of Cobb Street allowing for some parking toward the western end of the street (Attachment C).

**FISCAL & STAFF IMPACT:** Adopting the amendments would involve some cost and time for Public Works staff to install new signage related to parking restrictions and to restripe the bike lanes on Pathway Drive.

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

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

\*Draft 03-07-2017\*

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

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

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

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

Section 3. This ordinance shall become effective upon adoption.

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

\*Draft 03-07-2017\*

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

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

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

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

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

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

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

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

Section 4. This ordinance shall become effective upon adoption.

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

\*Draft 03-07-2017\*

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

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

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

Section 3. This ordinance shall become effective upon adoption.







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-069

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**Agenda Date:** 3/7/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Appointment of Alderman Chaney to the Home Trust Board

## AN APPOINTMENT TO THE HOME TRUST BOARD

WHEREAS, Alderman Michelle Johnson is currently serving on the Home Trust Board and has expressed an interest in stepping down from the Board.

NOW, THEREFORE BE IT RESOLVED THAT:

**Section 1. Alderman Bethany Chaney is appointed to the Home Trust Board to represent the Carrboro Board of Aldermen.**



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-059

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**Agenda Date:** 3/7/2017

**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 Board of Aldermen 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 two expiring term seats eligible for appointment. Bruce Sinclair is the current chair of the Environmental Advisory Board and provided the forms for the Board's review. Bruce Sinclair and Jeanette O'Connor have expiring terms and submitted applications for reappointment. Applications were received from: Katherine Baer, Jeanette O'Connor, Linda Bowerman, Jeremy Marzoula and Bruce Sinclair.

Bruce Sinclair has recommended that he and Jeanette O'Connor be reappointed to the commission noting that if Mr. Sinclair is not selected for reappointment, he then recommends that Mr. Marzoula and Ms. O'Connor be appointed by the Board of Aldermen.

The attached resolution is provided to allow the Board to make appointments to the Environmental Advisory Board.

Ballots will be provided for the Board of Aldermen on Tuesday night. After the votes are tallied, a motion to appoint the candidates with the highest number of ballot votes should be made for official action.

**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		2/2020
Member		2/2020

Section 2. This resolution shall become effective upon adoption.

# **Environmental Advisory Board**

Forms Attached:

- 1) All paperwork provided by the chair.
- 2) Advisory board 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**

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

Applicant 2: Bruce Sinclair

Outstanding qualifications:

- Served 2 years as Chair and 5 years as EAB member.
- Currently also Member of the Town of Chapel Hill Environmental Stewardship Advisory Board and keeping each board advised of current developments, practices, and initiatives of the other. This could result in joint initiatives between the Towns as well as incorporating best practices in both.

How applicant compliments current board composition: As this is a reappointment, would have no effect on current composition.

Other comments: Mr. Sinclair has also applied for the planning Board. If not appointed to PB, should be reappointed to EAB.

---

Applicant 5: Jeanette O'Connor

Outstanding qualifications:

- Member of Climate Change Task force and contributor to the Climate Action Plan.
- Ms. O'Connor has been a valuable contributor to the EAB for the last 3 years and has focused on the maintenance of the EAB's pollinator garden

How applicant compliments current board composition:

There would be no change in composition as this would be a reappointment.

Other comments: Ms. O'Connor should definitely be reappointed to the

EAB.

---

Other recommendations:

Applicant 1: Jeremy Marzuola

Outstanding qualifications:

The candidate is very involved in volunteer activities outside of the environmental arena.

Mr. Marzuola has shown a high degree of enthusiasm in the meetings he has attended.

He is a newly appointed member of the Orange County Commission for the Environment.

How applicant compliments current board composition:

This appointment would slightly lower the average age of the board.

Other comments: Mr. Marzuola has also applied for the TAB and the Greenways Commission.

If Mr. Sinclair is not appointed to EAB, Mr. Marzuola should be appointed to the EAB.

---

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: Jeremy Marzuola**

**Date of application/last contact: February 2**

**Summary of qualifications:**

**Though he has no specific Environmental expertise, showed enthusiasm and willingness to learn.**

**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.**

X

Yes (Date: February 2 and January 5)    ☐ No (Briefly explain: \_\_)

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

☒X Yes    ☐ No

Briefly explain:

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

☐ Gender diversity

☐ Racial or ethnic diversity

☐ Age range diversity

☐ Neighborhood/geographic diversity



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

\_\_\_\_ 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: Bruce Sinclair**

**Date of application/last contact: February 2**

**Summary of qualifications:**

- **Current chair of EAB.**
- **Member, Town of Chapel Hill Environmental Stewardship Advisory Board**
- **Five years experience on the EAB.**
- **Board Member of Morgan Creek Valley Alliance**

**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.**

☒ **X** **Yes** (Date: Last 5 years)     ☐ **No** (Briefly explain: \_\_\_\_\_)

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

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

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

☐ Gender diversity

☐ Racial or ethnic diversity

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

☐ 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: Katherine Baer**

**Date of application/last contact: January 5**

**Summary of qualifications:**

- Director of science and Policy for River Network

**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: January 5)    ☐ 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: Environmental Advisory 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

**Name: Linda Bowerman**

**Date of application/last contact: February 2**

**Summary of qualifications:**

- Experience with former boards (NTAAC and SWAB).

**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: 1/4 and February 2)    ☐ 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

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

\_\_\_\_ 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: Jeanette O'Connor**

**Date of application/last contact: February 2**

**Summary of qualifications:**

- **Member of Climate Task Force and Involved in drafting of TOC Climate Action Plan**

**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: Last 3 years ☐ 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: Environmental Advisory Board

☐ 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:** Thursday, December 15, 2016 10:54 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Katherine *Baer*

Date 12/15/2016

Address1 702 Bolin Creek Dr

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 4102924619

Email Address katherinebaer@hotmail.com

Date of Birth 2/13/1969

Race white

Sex F

Occupation Director of Science and Policy

Are you a registered  
Orange County Voter? Yes

Length of Residence in  
Orange County 6.5 years

Length of Residence in  
the Town of Carrboro 6.5 years

I wish to be considered  
for appointment to the  
following  
committee/board(s) (Do  
Not Select More Than  
Three):

Environmental Advisory Board

Other (advisory board not  
listed): *Field not completed.*

Advisory Board  
Preference *Field not completed.*

\*Employer/Self  
Employed River Network

Number of Years  
Employed 2

\* 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 I currently volunteer with Independent Animal Rescue and am  
a former member of the Carrboro Elementary School School  
Improvement Team and a former YMCA youth basketball  
coach. I have organizational memberships in a number of  
professional and non-profit organizations including North  
Carolina Water Resources Association and US Water Alliance.  
In past years I have served on the Boards of the US Water  
Alliance, Soque River Watershed Association, Potomac  
Riverkeeper and the former Georgia Environmental Council. I  
am currently on the Water Environment Federation's  
Stormwater Institute Advisory Committee.

Experience to Aid You in  
Working on Advisory  
Boards I have worked in a number of different non-profits throughout  
my career, all of which have required that I collaborate closely  
with a variety of partners. Serving on Boards, EPA Climate  
Ready Utility Working group, and think tank organized panels  
and convenings has provided me experience in synthesizing  
information from a variety of sources, socializing it with a  
number of people and coming to a set of recommendations.

Reasons You Wish to be  
Appointed I work in the environmental field and have experience on  
stormwater, green infrastructure and funding policies. My work  
is largely at the national or regional level and I am interested in  
joining the Environmental Advisory Board to have a closer  
connection to these issues here at home. I understand and

regularly see the impacts of stormwater runoff on local creeks and property here in Carrboro and would like to be part of this Board working on solutions for this and other environmental issues affecting us all.

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))

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## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Monday, January 09, 2017 1:32 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Jeanette OConnor

Date 1/9/2017

Address1 103 Mulberry St

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 7036786893

Email Address [jeanette.oconnor@gmail.com](mailto:jeanette.oconnor@gmail.com)

Date of Birth 1/13/1982

Race White

Sex Female

Occupation Landscaper

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) (Do  
Not Select More Than  
Three):

Environmental Advisory Board

Other (advisory board not  
listed): *Field not completed.*

Advisory Board  
Preference *Field not completed.*

\*Employer/Self  
Employed Self-employed

Number of Years  
Employed 3 years

\* 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 Volunteer with Environmental Advisory Board Climate Task  
Force Orange County Commission for the Environment  
Member of NC Botanical Garden United Church of Chapel Hill  
Involved with Carrboro Community Garden

Experience to Aid You in  
Working on Advisory  
Boards In addition to being a member of the EAB for several years  
now, I've also helped create the draft climate action plan the  
Alderman are currently considering adopting and volunteered  
on the County's version of the EAB (the Commission for the  
Environment) for the past few years. I also continue to be  
involved with the city school district in curbing stormwater  
runoff through the planting of native pollinator gardens with  
students.

Reasons You Wish to be  
Appointed I've really enjoyed working with the EAB to protect Carrboro's  
natural resources. I've learned a lot from other members and  
hope that I have contributed in a positive way to the proposals  
set before us. I would like to continue helping our town pursue  
environmental sustainability alongside economic growth by  
volunteering with the board.

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

If yes, which one(s)? EAB, Climate Task Force

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 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))

I assume I don't need to respond to this question since I'm applying for the EAB. Please let me know if this is not the case and I will answer it.

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

## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Monday, December 05, 2016 2:02 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

**Name** Linda Bowerman

**Date** 12/5/2016

**Address1** 6008 Meadow Run Ct

**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** 9199519551

**Email Address** [Lbowerman@mindspring.com](mailto:Lbowerman@mindspring.com)

**Date of Birth** 4/30/1963

**Race** White

**Sex** Female

**Occupation** Artist

**Are you a registered Orange County Voter?** Yes

**Length of Residence in Orange County** 27+ years

**Length of Residence in the Town of Carrboro** 10 years



I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Environmental Advisory Board, Northern Transition Area Advisory Committee, Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	1-Environmental Advisory Board
*Employer/Self Employed	Self Employed
Number of Years Employed	1
* 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	DSI Comedy Theater NC Botanical Garden
Experience to Aid You in Working on Advisory Boards	I've worked on two boards before. My last job involved environmental testing, including water for bacterial contamination, and biological indoor air quality.
Reasons You Wish to be Appointed	I've enjoyed working on the two boards I was on. I think it's important to be an active member in town decisions. Having lived in the area for 25+ years, I've seen the changes over those years and have a decent knowledge of the area.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	NTAAC and as Carrboro representative for SWAB
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.

\*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))

I haven't been on a board for 5 years.

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

## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Monday, November 14, 2016 8:57 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

**Name** Jeremy Marzuola

**Date** 11/14/2016

**Address1** 705 W. Main St.

**Address2** Unit D

**City** Carrboro

**State** NC

**Zip** 27510

**Is this address located within the corporate limits of the Town of Carrboro?** Yes

**Telephone** 5104359685

**Email Address** [jimarzuola@gmail.com](mailto:jimarzuola@gmail.com)

**Date of Birth** 7/29/1980

**Race** Caucasian

**Sex** Male

**Occupation** Assoc. Prof. at UNC

**Are you a registered Orange County Voter?** Yes

**Length of Residence in Orange County** 6.5 years

**Length of Residence in the Town of Carrboro** 5 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):

Environmental Advisory Board, Greenways Commission, Transportation Advisory Board

Other (advisory board not listed):

*Field not completed.*

Advisory Board Preference

Environmental Advisory Board 1

\*Employer/Self Employed

UNC Chapel Hill

Number of Years Employed

6.5 years

\* 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

Donor and former volunteer with TABLE, former volunteer with Habitat for Humanity, organizer of the mathematics department contribution to the annual Science Expo fair at UNC, former donor and volunteer with the East Durham Children's Initiative Math Club. Member of professional organizations for mathematicians known as AMS and SIAM.

Experience to Aid You in Working on Advisory Boards

As a professional mathematician I am skilled at interpreting data sets and mathematical models. Otherwise, I am anxious to learn more about policies and actions that can be taken by local governmental bodies to protect the natural world around us, encourage conservation within our community and propose community initiatives that will assist us in lowering our carbon footprint.

Reasons You Wish to be Appointed

I have a 2 year old and another child on the way. This is a crucial time to protect the environment around us given that Federal and State forces are not interested in taking action or providing leadership in these areas.

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.

N/A

\*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))

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## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, September 22, 2016 4:05 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Bruce Sinclair

Date 9/21/2016

Address1 1530 Pathway Drive

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 9195937971

Email Address [bsinclair@nc.rr.com](mailto:bsinclair@nc.rr.com)

Date of Birth 7/1/1956

Race Caucasian

Sex M

Occupation Engineer

Are you a registered Orange County Voter? Yes

Length of Residence in Orange County 25 years

Length of Residence in the Town of Carrboro 25 years

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

Environmental Advisory Board, Planning Board

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

1 Planning Board 2 EAB

\*Employer/Self  
Employed

Cisco Systems

Number of Years  
Employed

16 years

\* 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

Town of Chapel Hill Environmental Stewardship Advisory  
Board Chair, Carrboro EAB Morgan Creek Valley Alliance  
Board Troop Committee, BSA Troop 845, Service Project  
Coordinator President, Carrboro Community Solar

Experience to Aid You in  
Working on Advisory  
Boards

I have been on the EAB for 5 years and Chairman for 2 years.  
In that capacity, I have learned first hand Town policies,  
ordinances, zoning regulation and practices and development  
review processes as well as an in-depth understanding of the  
Town's vision for the future.

Reasons You Wish to be  
Appointed

I would like to continue my service to my community in  
whatever capacity I can be of service. One of the  
accomplishments during my tenure as Chair of the EAB of  
which I am most proud was to bring together and coordinate  
the EAB in the formulation of improvements/updating of the  
Vision 2020. I believe I can make contributions toward finding  
paths to best implement the vision of the Town.

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

Yes

If yes, which one(s)?

EAB

Are you currently serving  
on a Town Board or

Yes

## Committee?

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

Yes

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))

If appointed to the EAB, it will be my third term on the EAB, which has no restrictions on successive terms, though the two-year limitation on chairmanship will term-limit me as chair.

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-060

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**Agenda Date:** 3/7/2017

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make Appointments to the Greenways Commission

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointment(s) to the Greenways Commission.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Greenways Commission currently has two expiring term seats eligible for appointment. Charlie Hileman is the current chair of the Greenways Commission and provided the chair forms for the Board's review.

Mary Sonis and Rob Crook have expiring terms and submitted applications for reappointment.

The attached resolution is provided to allow the Board to make appointments to the Greenways Commission.

Applications were received from: Aaron Frank, Karen Porter, Mary Sonis, Rob Crook and David Mabe.

Ballots will be provided for the Board of Aldermen on Tuesday night. After the votes are tallied, a motion to appoint the candidates with the highest number of ballot votes should be made for official action.

**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  
GREENWAYS COMMISSION**

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

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Member		2/2020
Member		2/2020

Section 2. This resolution shall become effective upon adoption.

# **Greenways Commission**

Forms Attached:

- 1) All paperwork provided by the chair.
- 2) Advisory board application(s)

# Advisory Board Chair Recommendation Form

Advisory Board Name	Greenways Commission
Applicant Name	Dave Mabe
Outstanding Qualifications	Assistant coach for XC team of Chapel Hill High, competitive and transportation cyclist
How applicant compliments current board composition:	lives close to Bolin Creek; could provide insight into school plans and impacts of trails on kids; born and raised in North Carolina
Other comments:	Dave is a close friend but applied independently. He's been quite interested since the recent situation with the XC team and the Homestead-to-High School trail. Also applied to TAB.
Applicant Name	Karen Porter
Outstanding Qualifications	very qualified for community service; recently moved to Carrboro; many years in legal work and teaching
Other Comments:	Karen is very interested and spoke with me several times. She's new to the area.
Applicant Name	Aaron Frank
Outstanding Qualifications:	city planner; works with Chapel Hill; experience dealing with the details of city planning and protection of the environment
Other Comments:	Aaron is new to the area but already knows a great deal due to his work
Applicant Name	Mary Sonis
Outstanding Qualifications:	naturalist; knows Bolin Creek very well; involved with Friends of Bolin Creek
Other Comments:	Mary has served two terms and knows the commission well
Applicant Name	Rob Crook
Outstanding Qualifications:	involved with building trails and protecting the environment
Other Comments:	Rob has served one term and has a substantial technical

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Greenways Commission

Applicant Name: Mary Sonis

Date of last contact with applicant 2/13/2017

Summary of Qualifications: 2 terms on Greenways Commission, member of Friends of Bolin Creek, NCBG and Carolina Bird Club

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/13/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: *Field not completed.*

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 Gender diversity, Previous public service or community involvement

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.

If other, please explain: *Field not completed.*

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

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Greenways Commission

Applicant Name: Rob Crook

Date of last contact with applicant 2/13/2017

Summary of Qualifications: natural resource management, project management

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/13/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: *Field not completed.*

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 Occupation, experience or special skills, Previous public service or community involvement

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

If other, please explain: *Field not completed.*



## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Greenways Commission

Applicant Name: Aaron Frank

Date of last contact with applicant 2/13/2017

Summary of Qualifications: City planner with Chapel Hill, previous experience with advisory boards, recently moved here

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/13/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: *Field not completed.*

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 Neighborhood/geographic diversity, Occupation, experience or special skills

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

If other, please explain: *Field not completed.*

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Greenways Commission

Applicant Name: Karen Porter

Date of last contact with applicant 2/13/2017

Summary of Qualifications: Recently moved to area from PA, involved in many groups, 39-year legal career, international experience

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/13/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: *Field not completed.*

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

Gender diversity, Occupation, experience or special skills, Previous public service or community involvement

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

If other, please explain:

*Field not completed.*

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Greenways Commission

Applicant Name: Dave Mabe

Date of last contact with applicant: 2/13/2017

Summary of Qualifications: XC assistant coach at CH High, alternative transportation user, regularly on Bolin Creek

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain: Field not completed.

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/13/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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

Occupation, experience or special skills

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

If other, please explain:

*Field not completed.*

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, February 14, 2017 6:43 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name David Mabe

Date 2/14/2017

Address1 201 STABLE RD

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 9198835094

Email Address davemabe@gmail.com

Date of Birth 4/19/1975

Race White

Sex Male

Occupation Software Developer

Are you a registered Orange County Voter? Yes

Length of Residence in Orange County 24 years

Length of Residence in the Town of Carrboro 7 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):

Greenways Commission, Transportation Advisory Board

Other (advisory board not listed):

*Field not completed.*

Advisory Board Preference

Greenways Commission 1

\*Employer/Self Employed

Trade-Ideas, LLC

Number of Years Employed

7

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

N/A

Community Activities/Organizational Memberships

I have been the assistant XC coach at Chapel Hill High School for 4 years. I have been running the area trails since 1993. I've been a cyclist in this area since 2005 with my bike being my primary vehicle for 4 years.

Experience to Aid You in Working on Advisory Boards

As a cyclist and a runner and someone who commutes to practice through the Bolin creek trails currently, I feel I have a unique perspective on issues that affect both runners and cyclists. As a XC and track assistant coach, I'm very much a part of the running community at all levels. As a road cyclist and someone who uses a bike for transportation I'm also very entrenched in the cycling community. My experience within both these communities makes me uniquely qualified to serve on the board as no one else can.

Reasons You Wish to be Appointed

Having attended a committee meeting and reviewed past minutes, I believe there are broader swaths of the cycling and running community that are underrepresented on the committee. As a calming, rational citizen with close friends in the cycling and running communities, I believe I can provide a reasonable, experienced voice to a divisive issue.

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))

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, February 07, 2017 4:48 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Aaron Frank

Date 2/7/2017

Address1 102 Eugene Street

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 5713345375

Email Address [aarofrank@gmail.com](mailto:aarofrank@gmail.com)

Date of Birth 4/14/1988

Race White

Sex Male

Occupation Gov't

Are you a registered  
Orange County Voter? No

Length of Residence in  
Orange County 1 month

Length of Residence in  
the Town of Carrboro 1 month

I wish to be considered  
for appointment to the  
following  
committee/board(s) (Do  
Not Select More Than  
Three):

Greenways Commission

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

Town of Chapel Hill

Number of Years  
Employed

<1

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

I'm a resident of Carrboro and am interested in doing my part to  
make my community a better place, therefore making it more  
appealing for travel and tourism.

Community  
Activities/Organizational  
Memberships

American Planning Association 2012-Present Sierra Club  
2015- Present Fairfax Bicycle Advisory Committee 2012-2015  
Annandale Revitalization Central Business District Planning  
Committee 2010-2015 Bailey's Crossroads Revitalization  
Corporation 2010-2015

Experience to Aid You in  
Working on Advisory  
Boards

I'm a city planner by trade and have served as a liaison to  
advisory boards in the past, and have also served on advisory  
boards in the past. While I am new to Carrboro, my  
professional experience and personal interest should hopefully  
contribute towards the Board's efforts. I was intending to apply  
for the Transportation Board although realistically I cannot  
make the time commitment of 2 meetings per month. I would  
consider a position as an alternate if desirable to the Board.

Reasons You Wish to be  
Appointed

I believe that my experience and skills will contribute to the  
Board's efforts. I recently moved here and aim to get involved  
in my community both to learn more about it but also to help  
make it a better place. This seems like an appropriate avenue  
to do so. I was intending to apply for the Transportation Board  
although realistically I cannot make the time commitment of 2  
meetings per month. I would consider a position as an alternate  
if desirable to the Board.

Have you ever served on

No

any Town of Carrboro  
Committee or Board?

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

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

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

If yes, please describe ☐ N/A  
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))

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## Catherine Dorando

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**From:** Catherine Dorando  
**Sent:** Thursday, December 08, 2016 4:04 PM  
**To:** Catherine Dorando  
**Subject:** FW: Online Form Submittal: Advisory Board Application

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**From:** noreply@civicplus.com [mailto:noreply@civicplus.com]  
**Sent:** Wednesday, December 07, 2016 8:08 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Karen Porter
Date	12/7/2016
Address1	222 Old Fayetteville Rd
Address2	B104
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	610-344-99
Email Address	<a href="mailto:Karenporteresq@gmail.com">Karenporteresq@gmail.com</a>
Date of Birth	5/29/1947
Race	White
Sex	Female
Occupation	Lawyer (retired), Visiting & Adjunct Professor (in retirement)
Are you a registered Orange County Voter?	Yes

Length of Residence in Orange County	4 months
Length of Residence in the Town of Carrboro	4 months
I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Animal Control Board of Appeals, Human Services Commission, Greenways Commission
Other (advisory board not listed):	N/A
Advisory Board Preference	1. Human Services 2. Animal Control Board of Appeals
*Employer/Self Employed	Not currently employed
Number of Years Employed	N/A
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	N/A
Community Activities/Organizational Memberships	During my 39-year legal career in Pennsylvania, I was involved in numerous civic, legal, religious, and political activities. For example: As a mother, I taught Sunday School for 13 years, developed an elementary school foreign language program, was a swimming stroke-and-turn judge for 5 years, served as a Cub Scout den leader for 5 years, and taught property law at public elementary schools for the bar association, among other activities. As a citizen, for example, I worked in the Kerry and (two) Obama presidential campaigns, founded and directed (for 12 years) the 1,000-member Chester County Peace Movement, and served on the boards of the (Philadelphia) National Conference of Christians & Jews and the ACLU, among other activities. In my profession, I wrote textbooks in my areas of expertise: business law, insurance regulation, and legal writing and oral advocacy and was Assistant Dean at Temple Law School and adjunct professor at Villanova Law School. In retirement, I have taught Anglo-American law to Russian lawyers 3 months a year (for six years) in Russia and 2 months a year to international lawyers at the University of

Delaware and one semester at Widener Law School and have taught International Communications Law to graduate students at Arcadia University. For the past 2 years I have been Clerk of the Board for Friends House Moscow (Quakers), which has involved constant evaluation of numerous grant applications for human services for Russians (funded by US, British, and German sources), making the Human Services Board position my number one choice. My 20 years at the Insurance Institute of America and previous experience as corporate counsel for Blue Cross in Philadelphia gave me a passion for healthcare and health law. Expecting future challenges to healthcare in this country, I want to turn my attention to volunteer work in providing human services, focusing on healthcare. I also love this community and want to be involved, as I always have been in the past. I moved here because my son and his wife live here, and I love it. I particularly love the Greenways, my third choice. However, for the past 12 years I have rescued homeless dogs, including several seniors (difficult to place) and am devoted to animals - my second choice. In the Animal Control slot, I could also apply my legal skills.

Experience to Aid You in Working on Advisory Boards

I think the answer above details my qualifications. I have strong legal and evaluative skills, work well with others, and care very much about my community. As a new community member, I might bring some fresh insights. I love Carrboro and want to bring my lengthy and varied experiences to help the town achieve its goals.

Reasons You Wish to be Appointed

I have spent a lot of time abroad (Russia) in the past 6 years, but I am "settling in" here and believe my country and community need me more now. My passion has been teaching future leaders (lawyers) in Russia and working with Moscow Quakers, all in an effort to help build their as-yet-to-be-developed civil society. I think my country needs me more now as our own civil society faces new challenges. Working in my local community is of great importance to me, and I think I have a lot to contribute.

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

No

If yes, which one(s)?

N/A

Are you currently serving on a Town Board or Committee?

No

If yes, are you applying

No

for a third consecutive term?

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

N/A

\*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))

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, September 20, 2016 3:55 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Mary Sonis

Date 9/20/2016

Address1 210 Cobblestone 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 9193026607

Email Address [msonis@nc.rr.com](mailto:msonis@nc.rr.com)

Date of Birth 9/20/1953

Race caucasian

Sex female

Occupation photographer/naturalist

Are you a registered Orange County Voter? Yes

Length of Residence in Orange County 17 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):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

self employed

Number of Years  
Employed

10

\* 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

Member of FOBC, NCBG, Carolina Bird Club

Experience to Aid You in  
Working on Advisory  
Boards

2 terms on Greenways commission

Reasons You Wish to be  
Appointed

I can provide information concerning local areas of interest for  
ecotourism

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

Yes

If yes, which one(s)?

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 following

2 to provide continuity in oversight of a major on-going project,  
and 3 to keep a member who provides expertise otherwise

exceptions noted below.

unavailable on an advisory board

\*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))

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# TOWN OF CARRBORO



## Application for Membership on Advisory Board

NAME: Rob Crook DATE: 10/4/16

ADDRESS: 300 Waterside DR

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

TELEPHONE: [HOME] 919-260-5082 [BUSINESS] \_\_\_\_\_ E-MAIL ADDRESS: crookk@carroll.net

DATE OF BIRTH 8/25/65 RACE: W SEX: M OCCUPATION Forestier  
Natural Resources

ARE YOU A REGISTERED ORANGE COUNTY VOTER? Y LENGTH OF RESIDENCE IN ORANGE COUNTY: 10 TOWN OF CARRBORO 10 yrs

COMMUNITY ACTIVITIES/ORGANIZATIONAL MEMBERSHIPS:

EAB  
Greenways Friends of Bull Creek us Composting Council

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

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Northern Transition Area Advisory Com.
<input type="checkbox"/> Appearance Commission/NPDC	<input type="checkbox"/> OWASA Board of Directors
<input type="checkbox"/> Arts Committee	<input type="checkbox"/> Orange County Economic Dev. Com.
<input type="checkbox"/> Cable T.V. Committee	<input type="checkbox"/> Orange County Human Relations Com.
<input type="checkbox"/> Cemetery Commission	<input type="checkbox"/> Personnel Advisory Committee
<input type="checkbox"/> 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"/> Transportation Advisory Board
<input checked="" type="checkbox"/> Greenways Commission	<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.*

EXPERIENCE TO AID YOU IN WORKING ON THESE ADVISORY

BOARDS: over 25 years of natural resource mgt, experience  
Project management experience in private and government sector

REASON(S) YOU WISH TO BE APPOINTED:

Safeguard integrity of global environment and assist  
in developing a truly effective regional transportation system  
that relies heavily on non-motorized transport.

HAVE YOU EVER SERVED ON ANY TOWN OF CARRBORO ADVISORY BOARD? IF "YES", WHICH ONE(S) Yes

EAB and Greenways

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:**17-062

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**Agenda Date:** 3/7/2017

**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

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

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Human Services Advisory Commission currently has one vacant seat eligible for appointment. Andrea Tanner is the current chair of the Human Services Advisory Commission and provided the forms for review. Quinton Harper is the only applicant that has stated that he is willing to serve on either the Planning Board or on the Human Services Commission and would like the Board of Aldermen to decide where he is needed the most. The attached resolution will appoint Quinton Harper to the Human Services Advisory Commission if the Board chooses.

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

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution after discussing Quinton Harper's application.

**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
Quinton Harper	2/2020

Section 2. This resolution shall become effective upon adoption.

# **Human Services Commission**

## **Forms Attached:**

- 1) All paperwork provided by the chair.
- 2) Advisory board application(s)

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Human Services

Applicant Name: Quinton Harper

Date of last contact with applicant 1/13/2017

Summary of Qualifications: Quinton identifies himself as an activist, advocate and organizer and is deeply committed to serving his community.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: No

If yes, date of advisory board meeting: Field not completed.

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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

Racial or ethnic diversity, Occupation, experience or special skills, Previous public service or community involvement



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

If other, please explain:

*Field not completed.*

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Sunday, November 06, 2016 7:11 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Quinton A Harper

Date 11/6/2016

Address1 501 Jones Ferry Rd.

Address2 U7

City Carrboro

State NC

Zip 27510

Is this address located  
within the corporate  
limits of the Town of  
Carrboro? Yes

Telephone 2525608506

Email Address Quinton.Harper@gmail.com

Date of Birth 7/8/1985

Race Black

Sex Male

Occupation Community Organizer/Field Director

Are you a registered  
Orange County Voter? Yes

Length of Residence in  
Orange County 11 years

Length of Residence in  
the Town of Carrboro 7 years

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

Human Services Commission, Orange County Human Relations Commission, Planning Board

Other (advisory board not listed):

*Field not completed.*

Advisory Board Preference

1. Planning Board 2. Human Services Commission

\*Employer/Self Employed

Democracy NC

Number of Years Employed

10 mos.

\* 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

Community Advisory Board, UNC Center for AIDS Research  
Orange County Democratic Party (former member) Board of Directors, Orange Water & Sewer Authority (2014-2016)

Experience to Aid You in Working on Advisory Boards

I've served over half my life as a community organizer - listening to and mobilizing communities to reach their desired outcomes. I've served on community and advisory boards, including service to the town of Carrboro on the OWASA Board, where I successfully balanced the role, responsibility and function of being an advocate and an "adviser". I've been in community with and organized alongside Carrboro citizens and occupy a trusted, servant-leader, advocate role in the community. I'm a great listener, consensus-builder, convener, and ambassador. I look forward to the opportunity to continue to serve my community.

Reasons You Wish to be Appointed

Carrboro is at a turning point in its history. As we move forward into the future, I also believe that we should reflect on where we've come from -- keeping those values which make our community special. I'm seeking membership on the planning board to gain insight and knowledge of that history, and to be a part of the dialogue and collective discourse that will help shape our community's future identity. I had the opportunity to meet members of Carrboro's Planning Board, including the Planning Board's chair, Hathaway Pendergrass and Braxton Foushee. I met them at a community forum in Carrboro, where I was presented with the not-often-celebrated, rich and diverse

history of Carrboro, including the fact that African Americans in Chapel Hill/Carrboro led vibrant lives as entrepreneurs and business owners, in addition to owning land/home in largely African American communities. In view of this empowering history, and as a seven year resident of Carrboro, I believe that we should embrace these values of diversity and inclusion, particularly as our community continues to grow. We must continue responsible planning and development to ensure that diverse families (working class Latino and Black, especially) along with young adults (in professional and service industries) find Carrboro to be their desired place to live, work and play.

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

Yes

If yes, which one(s)?

OWASA Board of Directors

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

\*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))

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-065

**Agenda Date:** 3/7/2017

**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 Board of Aldermen to make appointments to the Planning Board.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Planning Board currently has three expiring term seats available for appointment. Catherine Adamson is the chair of the Planning Board and has provided the chair forms for the Board's consideration.

There are only three incumbent seats available for appointment. Andrew Whittemore, Catherine Adamson and Susan Poulton have expiring terms and have all three submitted applications for reappointment. Catherine Adamson is the chair and Andrew Whittemore serves as the 2<sup>nd</sup> vice chair. Susan Poulton holds the seat for the Transition Area.

Catherine Adamson recommended that four names for consideration of appointment to the Board of Aldermen. Those are: Andrew Whittemore, Susan Poulton, Quinton Harper, and David Arneson. Susan Poulton holds the Transition Area seat on the Planning Board and is the only applicant that is qualified to be appointed to that seat based on residency requirements.

Quinton Harper has stated that he is willing to serve on either the Planning Board or on the Human Services Commission and would like the Board of Aldermen to decide where he is needed the most.

Total applications were received from: Catherine Adamson, David Arneson, Linda Bowerman, Quinton Harper, Will Heflin, Susan Poulton, Alison Saloman, Bruce Sinclair, Stephen Whitlow, and Andrew Whittemore.

Ballots will be provided for the Board of Aldermen on Tuesday night. After the votes are tallied, a motion to appoint the candidates with the highest number of ballot votes should be made for official action.

The attached resolution will make appointments to the Planning Board as directed by the Board of Aldermen.

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

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**Agenda Date:** 3/7/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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**RECOMMENDATION:** It is recommended that the Board of Aldermen discuss applications and 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		2/2020
In-Town		2/2020
Transition Area	Susan Poulton*	2/2020

Section 2. The Board hereby requests that the Orange County Board of Commissioners reappoint Susan Poulton\* to the Joint Transition Planning Area 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**

Forms Attached:

- 1) All paperwork provided by the chair.
- 2) Advisory board application(s)

## Advisory Board Chair Recommendation Form

Advisory Board Name      Planning Board

Applicant Name              Andrew Whittemore

Outstanding  
Qualifications              Assistant Prof in City and Regional Planning, past stints on  
planning related boards in other states

How applicant  
compliments current  
board composition:              Academic experience in City and Regional Planning

Other comments:              Andrew has done an outstanding job taking on additional  
commitments in service to the board, including Planning Month  
organization. He always has cogent questions for those  
presenting to the Board.

Applicant Name              Susan Poulton

Outstanding  
Qualifications              Long service and impeccable representation of the Northern  
Transitional Area.

Other Comments:              Susan serves as the institutional memory of the Planning  
Board and helps to keep us from repeating the mistakes of the  
past. :)

Applicant Name              Quinton Harper

Outstanding  
Qualifications:              OWASA Board, extensive community organizing experience

Other Comments:              I spoke to Quinton at a Planning Board outreach event and was  
struck by his passion, curiosity, and eagerness to engage.  
Although he has no formal planning experience I think he  
would make an exceptional member of the Planning Board.

Applicant Name              David Arneson

Outstanding  
Qualifications:              Commercial architect

Other Comments:              We spoke at some length about his interest in small area  
planning. I think David would have a lot to bring to the board.

Applicant Name              *Field not completed.*

Outstanding  
Qualifications:

*Field not completed.*

Other Comments:

*Field not completed.*

# Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Planning Board

Applicant Name: David Arneson

Date of last contact with applicant 2/13/2017

Summary of Qualifications: Commercial architect

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: No

If yes, date of advisory board meeting: 2/16/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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 Occupation, experience or special skills

Advisory Board Name: Planning Board

Applicant Name: Linda Bowerman

Date of last contact with applicant 2/12/2017

Summary of Qualifications: Prior member of NTAAC and Solid Waste Advisory Board

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: No

If no, briefly explain Chair unable to reach applicant prior to submitting form

Applicant attended advisory board meeting prior to BOA review: No

If yes, date of advisory board meeting: Field not completed.

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: No

If no, briefly explain: Due to chair's late outreach, not able to confirm directly

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

Gender diversity, Neighborhood/geographic diversity, Previous public service or community involvement

composition to your Board  
of Aldermen Liaison.

If other, please explain:

*Field not completed.*

# Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Planning Board

Applicant Name: Quinton Harper

Date of last contact with applicant 2/13/2017

Summary of Qualifications: OWASA board, extensive community service

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: No

If yes, date of advisory board meeting: Field not completed.

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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

Racial or ethnic diversity, Previous public service or community involvement

composition to your  
Board of Aldermen  
Liaison.

If other, please explain:

*Field not completed.*



## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Planning Board

Applicant Name: Wil Heflin

Date of last contact with applicant 2/13/2017

Summary of Qualifications: Masters in City & Regional Planning.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 1/1/2014

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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 Occupation, experience or special skills

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

If other, please explain: *Field not completed.*

# Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Planning Board

Applicant Name: Susan Poulton

Date of last contact with applicant 2/12/2017

Summary of Qualifications: Susan is the institutional memory of the Planning Board. Her extended experience and long-term representation of the NTA make her an invaluable member.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/2/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: *Field not completed.*

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 Gender diversity, Neighborhood/geographic diversity, Previous public service or community involvement

Advisory Board  
composition to your  
Board of Aldermen  
Liaison.

If other, please explain: *Field not completed.*

# Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Planning Board

Applicant Name: Alison Salomon

Date of last contact with applicant 2/12/2017

Summary of Qualifications: Current graduate student in City and Regional Planning, prior employment experience with Forsyth Cty Planning Department

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: No

If no, briefly explain Unable to reach prior to submitting form

Applicant attended advisory board meeting prior to BOA review: No

If yes, date of advisory board meeting: 2/13/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: No

If no, briefly explain: Due to chair's late outreach, not able to confirm directly

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

Gender diversity

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Planning Board

Applicant Name: Bruce Sinclair

Date of last contact with applicant: 2/2/2017

Summary of Qualifications: 5 years on EAB, current chair of EAB

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: No

If no, briefly explain: Applicant is currently serving on a different board

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/2/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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

Previous public service or community involvement

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

If other, please explain: *Field not completed.*

## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Planning Board

Applicant Name: Stephen Whitlow

Date of last contact with applicant 2/13/2017

Summary of Qualifications: Training in City & Regional Planning, served on Hillsborough planning board

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: No

If no, briefly explain Exchanged voicemail but not able to reach him directly prior to submission as he was traveling

Applicant attended advisory board meeting prior to BOA review: No

If yes, date of advisory board meeting: 2/13/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: No

If no, briefly explain: Unable to confirm due to late contact by chair

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

Occupation, experience or special skills, Previous public service or community involvement



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

If other, please explain: *Field not completed.*

# Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Planning Board

Applicant Name: Andrew Whittemore

Date of last contact with applicant 2/2/2017

Summary of Qualifications: Assistant Prof in City and Regional Planning, past stints on planning related boards in other states

Advisory Board Chair reconfirmed applicant's interest in serving by phone or email: Yes

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/2/2017

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: Yes

If no, briefly explain: Field not completed.

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 Occupation, experience or special skills

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Sunday, February 12, 2017 8:22 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

**Name** Catherine Adamson

**Date** 2/12/2017

**Address1** 116 Alabama Avenue

**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** 3362077453

**Email Address** [cadamson@alumni.unc.edu](mailto:cadamson@alumni.unc.edu)

**Date of Birth** 5/26/1986

**Race** White

**Sex** Female

**Occupation** Business Systems Analyst

**Are you a registered Orange County Voter?** Yes

**Length of Residence in Orange County** 7 years

**Length of Residence in the Town of Carrboro** 7 years

I wish to be considered  
for appointment to the  
following  
committee/board(s) (Do  
Not Select More Than  
Three):

Planning Board

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

Netserive

Number of Years  
Employed

4.5

\* 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

Planning Board since 10/2012, served one term as chair for  
2016 and newly chosen as chair for a second term.

Experience to Aid You in  
Working on Advisory  
Boards

4+ years on the planning board, and before that six months  
engaged in a community protest related to planning.

Reasons You Wish to be  
Appointed

I wish to continue to serve with the fine members of the  
planning board. During my last term I developed a sense of the  
deep impact the Planning Board can have on the direction  
taken by the town's built environment, not to mention the role  
the advisory boards play in facilitating citizen input to the town  
government. I think I still have more to do to reinforce the  
town's policies regarding affordable housing, accessibility, and  
a dense, vibrant downtown.

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

Yes

If yes, which one(s)?

Planning Board

Are you currently serving  
on a Town Board or

Yes

## Committee?

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 Dorando

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**From:** noreply@civicplus.com  
**Sent:** Friday, November 04, 2016 3:03 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name David Arneson

Date 11/4/2016

Address1 102 Mulberry Street

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 9199499270

Email Address [david@centerstudioarchitecture.com](mailto:david@centerstudioarchitecture.com)

Date of Birth 8/29/1967

Race White

Sex Male

Occupation Architect

Are you a registered  
Orange County Voter? Yes

Length of Residence in  
Orange County 9 years 3 months

Length of Residence in  
the Town of Carrboro 9 Years 3 months

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	Center Studio Architecture/self
Number of Years Employed	12 years 5 months
* 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	My office is in downtown Durham, so most of my professional life is in Durham. I was chair of the Durham Historic Preservation Commission for 6 years in the early 2000s. I've occasionally volunteered with Durham Area Designers.
Experience to Aid You in Working on Advisory Boards	I'm an architect and we also do some real estate development. My commercial work is often directly related to urban design and planning.
Reasons You Wish to be Appointed	I live near downtown Carrboro and love it. I love walkable, mixed use communities. This stuff is my work and my passion. I think I can contribute.
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.  
\*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))

The answer is no.

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Monday, December 05, 2016 2:02 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

**Name** Linda Bowerman

**Date** 12/5/2016

**Address1** 6008 Meadow Run Ct

**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** 9199519551

**Email Address** [Lbowerman@mindspring.com](mailto:Lbowerman@mindspring.com)

**Date of Birth** 4/30/1963

**Race** White

**Sex** Female

**Occupation** Artist

**Are you a registered Orange County Voter?** Yes

**Length of Residence in Orange County** 27+ years

**Length of Residence in the Town of Carrboro** 10 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):

Environmental Advisory Board, Northern Transition Area  
Advisory Committee, Planning Board

Other (advisory board not listed):

*Field not completed.*

Advisory Board Preference

1-Environmental Advisory Board

\*Employer/Self Employed

Self Employed

Number of Years Employed

1

\* 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

DSI Comedy Theater NC Botanical Garden

Experience to Aid You in Working on Advisory Boards

I've worked on two boards before. My last job involved environmental testing, including water for bacterial contamination, and biological indoor air quality.

Reasons You Wish to be Appointed

I've enjoyed working on the two boards I was on. I think it's important to be an active member in town decisions. Having lived in the area for 25+ years, I've seen the changes over those years and have a decent knowledge of the area.

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

Yes

If yes, which one(s)?

NTAAC and as Carrboro representative for SWAB

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.

\*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))

I haven't been on a board for 5 years.

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Sunday, November 06, 2016 7:11 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Quinton A Harper
Date	11/6/2016
Address1	501 Jones Ferry Rd.
Address2	U7
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	2525608506
Email Address	<a href="mailto:Quinton.Harper@gmail.com">Quinton.Harper@gmail.com</a>
Date of Birth	7/8/1985
Race	Black
Sex	Male
Occupation	Community Organizer/Field Director
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	11 years
Length of Residence in the Town of Carrboro	7 years

I wish to be considered for appointment to the following committee/board(s):	Human Services Commission, Orange County Human Relations Commission, Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	1. Planning Board 2. Human Services Commission
*Employer/Self Employed	Democracy NC
Number of Years Employed	10 mos.
* 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	Community Advisory Board, UNC Center for AIDS Research Orange County Democratic Party (former member) Board of Directors, Orange Water & Sewer Authority (2014-2016)
Experience to Aid You in Working on Advisory Boards	I've served over half my life as a community organizer - listening to and mobilizing communities to reach their desired outcomes. I've served on community and advisory boards, including service to the town of Carrboro on the OWASA Board, where I successfully balanced the role, responsibility and function of being an advocate and an "adviser". I've been in community with and organized alongside Carrboro citizens and occupy a trusted, servant-leader, advocate role in the community. I'm a great listener, consensus-builder, convener, and ambassador. I look forward to the opportunity to continue to serve my community.
Reasons You Wish to be Appointed	Carrboro is at a turning point in its history. As we move forward into the future, I also believe that we should reflect on where we've come from -- keeping those values which make our community special. I'm seeking membership on the planning board to gain insight and knowledge of that history, and to be a part of the dialogue and collective discourse that will help shape our community's future identity. I had the opportunity to meet members of Carrboro's Planning Board, including the Planning Board's chair, Hathaway Pendergrass and Braxton Foushee. I met them at a community forum in Carrboro, where I was presented with the not-often-celebrated, rich and diverse

history of Carrboro, including the fact that African Americans in Chapel Hill/Carrboro led vibrant lives as entrepreneurs and business owners, in addition to owning land/home in largely African American communities. In view of this empowering history, and as a seven year resident of Carrboro, I believe that we should embrace these values of diversity and inclusion, particularly as our community continues to grow. We must continue responsible planning and development to ensure that diverse families (working class Latino and Black, especially) along with young adults (in professional and service industries) find Carrboro to be their desired place to live, work and play.

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

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If yes, which one(s)? OWASA Board of Directors

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

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

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

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Saturday, October 01, 2016 1:57 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Wil Heflin
Date	10/1/2016
Address1	102 Raven Lane
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	9199877616
Email Address	<a href="mailto:wilheflin@gmail.com">wilheflin@gmail.com</a>
Date of Birth	12/3/1987
Race	White
Sex	Male
Occupation	Account Executive, Kalisher
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):	Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	Kalisher
Number of Years Employed	3 months
* 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	-DSI Comedy, performing cast member
Experience to Aid You in Working on Advisory Boards	2012-2014: Master's degree in City & Regional Planning, specializing in economic development, UNC-Chapel Hill -This educational experience gave me a strong foundation in understanding the supporting relationships & tensions between real estate, economic prosperity, and community development. 2014-2016: Tenant Liaison, Empire Properties, Raleigh, NC - As Tenant Liaison, I worked directly with commercial & residential tenants in downtown Raleigh & Durham. - Responsibilities included assistance with leasing, site development, property management, and client relations.
Reasons You Wish to be Appointed	I love Carrboro. As a resident of Carrboro for the past 4 years, I've been privy to several years of concentrated growth and development. This has created both opportunities & challenges, which require thoughtful consideration, community input, and sustainable focus to successfully address. The town is uniquely situated in the Triangle to promote a progressive, community-oriented development track and to ensure the well-being of all members of the economic & social spectrum. As a true believer in the uniqueness & beauty of Carrboro and its incredible people, I would like to lend my voice, experience, knowledge, and time to that process. I am passionate about the future of this town & want to give back to it in a meaningful



way. I believe the Planning Board is one of the best opportunities to do so.

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 Dorando

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, September 21, 2016 10:07 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Susan Poulton
Date	9/21/2016
Address1	8720 Union Grove Church Road
Address2	Field not completed.
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	No
Telephone	919-614-05
Email Address	<a href="mailto:shmpoulton@gmail.com">shmpoulton@gmail.com</a>
Date of Birth	5/24/1949
Race	w
Sex	female
Occupation	retired
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	28 years
Length of Residence in the Town of Carrboro	never

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	retired/Duke University
Number of Years Employed	40
* Provide examples of how your are involved in the promotion of travel and tourism in the Town of Carrboro.	If no other way, I set an example to others, aside from welcoming everyone I know to the best town in NC
Community Activities/Organizational Memberships	Currently, only the Planning Board. I am the leader of a group of horsemen and horse women that have their main meeting site in the area.
Experience to Aid You in Working on Advisory Boards	I have been on the Planning Board for 15 years. I enjoy working on the board, know a lot about Carrboro even from living in the transition area and think I represent the area fairly well (after speaking with many of my neighbors). I try to spend my money locally. I have been on several sub-boards like NASPRK and help each year with the Planning Board October presentations. I do come to meetings and express what I think is the opinion of the people that live in the Transition Area.
Reasons You Wish to be Appointed	I have been on the board for 15 years and have a ton of experience and knowledge. I am a firm believer in keeping the main public in walking or busing distance from the middle of town. I am for density in town and well thought out development in the Transition Area with some business component in each, not just houses that need automobiles for transportation. I support equal housing within sub-divisions or some sort of parity homes within each housing area. We need to keep and use our public transportation as a way to alleviate traffic in town.
Have you ever served on any Town of Carrboro Committee or Board?	Yes

If yes, which one(s)?

Planning 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.  
\*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))

I have been on the Planning Board for 15 years I will gladly  
step aside if the BOA can find another person from the  
Transition Area that is interested in this position and is  
adamant about it.

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 04, 2017 12:34 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Alison Salomon

Date 1/4/2017

Address1 400 Davie Road

Address2 #47

City Carrboro

State NC

Zip 27510

Is this address located  
within the corporate  
limits of the Town of  
Carrboro? Yes

Telephone 3365758684

Email Address [alisonld@gmail.com](mailto:alisonld@gmail.com)

Date of Birth 11/3/1986

Race white

Sex female

Occupation graduate student

Are you a registered  
Orange County Voter? Yes

Length of Residence in  
Orange County 2 yrs (consecutive), 6 years (cumulative)

Length of Residence in  
the Town of Carrboro 6 months

I wish to be considered  
for appointment to the  
following  
committee/board(s) (Do  
Not Select More Than  
Three):

Planning Board

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

graduate student

Number of Years  
Employed

n/a

\* 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

advocacy groups on campus local book club

Experience to Aid You in  
Working on Advisory  
Boards

I am a dual-degree master's student at UNC, pursuing a  
Master's in City and Regional Planning and a Master's in Public  
Health. I was previously employed by Forsyth County  
government (Winston-Salem) where I worked with the Planning  
and Health Departments. I regularly reported to the Planning  
Board, City Council, and County Commissioners. In my  
professional role, I organized and facilitated a number of  
community events and was an active community organizer.

Reasons You Wish to be  
Appointed

Serving on the Planning Board would be a great way to  
compliment my studies at UNC. I would love the opportunity to  
serve my community, become more engaged with Carrboro,  
and meet new people.

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

No

on a Town Board or  
Committee?

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 Dorando

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**From:** noreply@civicplus.com  
**Sent:** Thursday, September 22, 2016 4:05 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Bruce Sinclair
Date	9/21/2016
Address1	1530 Pathway 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	9195937971
Email Address	<a href="mailto:bsinclair@nc.rr.com">bsinclair@nc.rr.com</a>
Date of Birth	7/1/1956
Race	Caucasian
Sex	M
Occupation	Engineer
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	25 years
Length of Residence in the Town of Carrboro	25 years



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

Environmental Advisory Board, Planning Board

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

1 Planning Board 2 EAB

\*Employer/Self  
Employed

Cisco Systems

Number of Years  
Employed

16 years

\* 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

Town of Chapel Hill Environmental Stewardship Advisory  
Board Chair, Carrboro EAB Morgan Creek Valley Alliance  
Board Troop Committee, BSA Troop 845, Service Project  
Coordinator President, Carrboro Community Solar

Experience to Aid You in  
Working on Advisory  
Boards

I have been on the EAB for 5 years and Chairman for 2 years.  
In that capacity, I have learned first hand Town policies,  
ordinances, zoning regulation and practices and development  
review processes as well as an in-depth understanding of the  
Town's vision for the future.

Reasons You Wish to be  
Appointed

I would like to continue my service to my community in  
whatever capacity I can be of service. One of the  
accomplishments during my tenure as Chair of the EAB of  
which I am most proud was to bring together and coordinate  
the EAB in the formulation of improvements/updating of the  
Vision 2020. I believe I can make contributions toward finding  
paths to best implement the vision of the Town.

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

Yes

If yes, which one(s)?

EAB

Are you currently serving  
on a Town Board or

Yes

Committee?

---

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

Yes

---

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))

If appointed to the EAB, it will be my third term on the EAB,  
which has no restrictions on successive terms, though the two-  
year limitation on chairmanship will term-limit me as chair.

---

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, September 27, 2016 8:30 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Stephen Whitlow

Date 9/27/2016

Address1 103 Hill St

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 9192600809

Email Address [sbwhitlow@gmail.com](mailto:sbwhitlow@gmail.com)

Date of Birth 1/16/1974

Race white non-hispanic

Sex male

Occupation researcher

Are you a registered  
Orange County Voter? Yes

Length of Residence in  
Orange County 6 years

Length of Residence in  
the Town of Carrboro 3 months

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

Planning Board

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

Abt Associates

Number of Years  
Employeed

6

\* 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

I recently moved back to Orange County from Washington DC,  
having previously lived in Chapel Hill and Hillsborough for  
approximately 6 years. I was previously active in a number of  
Hillsborough town activities, including: Planning Board member  
Parks and Rec Board member Rail Station Task Force member

Experience to Aid You in  
Working on Advisory  
Boards

In addition to the above, my training is in city and regional  
planning (UNC) and my career has focused on economic and  
community development, with an emphasis on place-based  
strategies to promote affordable housing, economic growth,  
and sustainable, integrated communities.

Reasons You Wish to be  
Appointed

I would hope to help Carrboro remain an attractive and unique  
place to reside and do business, while promoting affordability  
and connectivity (e.g. walkability and bikeability) and  
preserving open space.

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 Dorando

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, September 21, 2016 2:57 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name Andrew Whittemore

Date 9/21/2016

Address1 105A Todd Street

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 310-415-09

Email Address [awhittemore@gmail.com](mailto:awhittemore@gmail.com)

Date of Birth 8/14/1980

Race White

Sex Male

Occupation Assistant Professor

Are you a registered  
Orange County Voter? Yes

Length of Residence in  
Orange County 2 years, 3 months

Length of Residence in  
the Town of Carrboro 2 years, 3 months

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

Planning Board

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

*Field not completed.*

\*Employer/Self  
Employed

UNC Chapel Hill

Number of Years  
Employed

2 years, 2 months

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

I am already a member of the Planning Board and wish to be  
reappointed.

Community  
Activities/Organizational  
Memberships

I have been a member of the Carrboro Planning Board for 2  
years. I am an active member, rarely missing meetings.  
Recently I have taken the lead in organizing Planning Month  
activities for this year, coordinating a series of "walking  
conversations" in downtown.

Experience to Aid You in  
Working on Advisory  
Boards

I have been a member of the Carrboro Planning Board for 2  
years. I am an active member, rarely missing meetings.  
Recently I have taken the lead in organizing Planning Month  
activities for this year, coordinating a series of "walking  
conversations" in downtown. I am also an Assistant Professor  
of City and Regional Planning at UNC Chapel Hill. I have  
previous work experience with planning departments and  
planning-related efforts in Los Angeles and Boston,  
Massachusetts. I also sat on a design review board for the  
neighborhood of Oak Lawn in Dallas, Texas for two years.

Reasons You Wish to be  
Appointed

I've greatly enjoyed my time on the Planning Board so far!

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

Yes

If yes, which one(s)?

Planning Board

Are you currently serving

Yes

on a Town Board or  
Committee?

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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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-039

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**Agenda Date:** 2/21/2017

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Discuss Options for Shared Rosemary Parking Lot

**PURPOSE:** The purpose of this item is to discuss options for management and maintenance of the shared parking lot at Rosemary and Sunset.

**DEPARTMENT:** Economic and Community Development

**CONTACT INFORMATION:** Annette D. Lafferty, AICP Economic and Community Development Director

**INFORMATION:** The Town of Chapel Hill has requested that Town of Carrboro allow them to take over management and maintenance of a public parking lot that is currently owned jointly by Carrboro and Chapel Hill. The lot is located at the corner of Rosemary and Sunset; it is currently managed and maintained by Carrboro. Chapel Hill has acquired the right to lease a parcel immediately adjacent (east) to this lot and would like to expand and develop the new lot and redevelop the existing shared Rosemary lot, consistent with other parking lots that are metered in downtown Chapel Hill.

The new lot being created by Chapel Hill (see attachment 1) contains 23 spaces, 12 of which are being reserved as private parking and leased back to the owner of the lot, 7 spaces are being created for monthly permit only parking (\$95/mo) and 5 new, including 1 handicap, paid public parking spaces. Chapel plans to meter the 13 existing public spaces that are located on the Chapel Hill side of the Rosemary lot and have offered to meter the entire lot.

Town staff has identified four possible options for this lot.

- 1) Do nothing and leave the spaces as they are, unmarked.
- 2) Install signs on the Carrboro spaces stating that the spaces are reserved for Carrboro businesses and their customers only with no leases.
- 3) Install signs and lease the spaces to Carrboro businesses and their employees for \$350 annual fee for their private use.
- 4) Allow Chapel Hill to number and add the spaces to their parking management system, but keep them free and enforce time limits; 4a) or don't enforce time limits.
- 5) Allow Chapel Hill to number and add the spaces to their parking management system. This option would include charging fees of \$1.50 per hour with a 10 hour maximum time limit. Chapel Hill would be responsible

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**Agenda Date:** 2/21/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

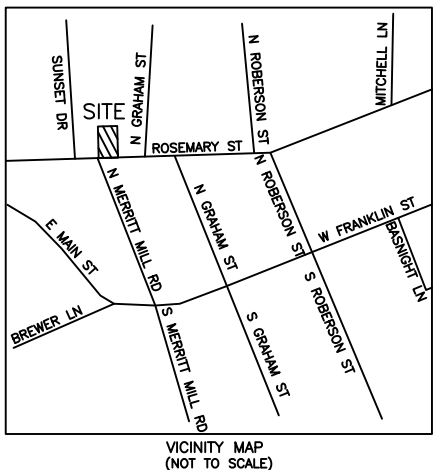
**Version:** 1

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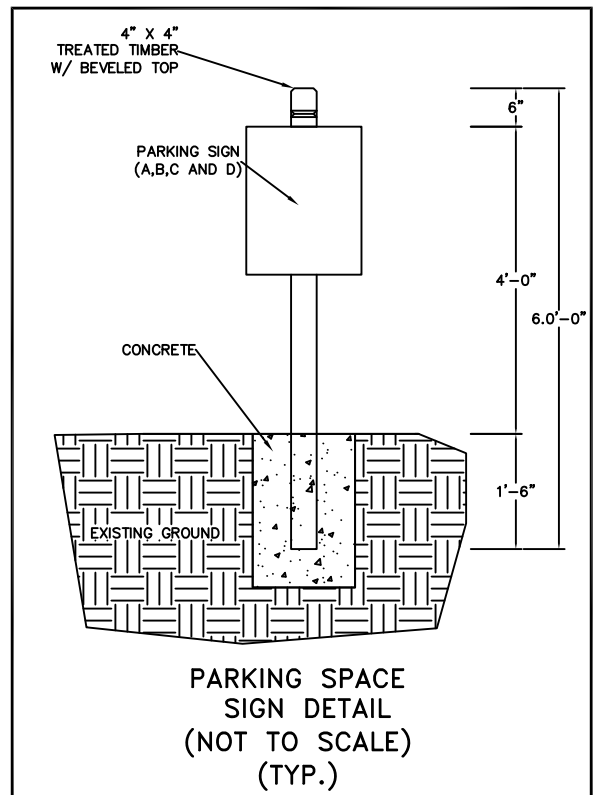
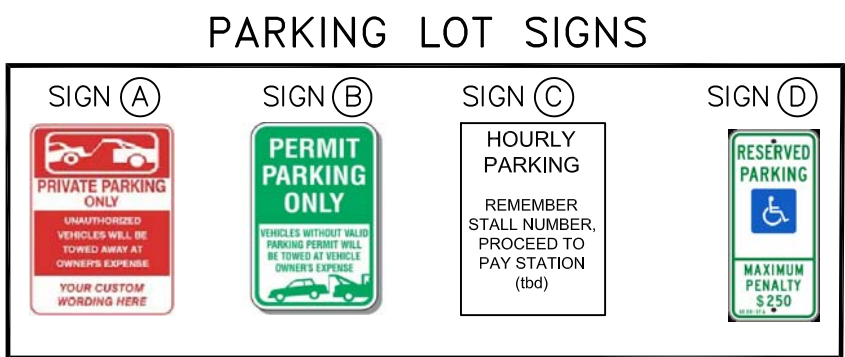
for enforcing time limits. Town of Chapel Hill Parking Services Parking Superintendent Brenda Jones estimated lot revenue to be \$11,600 and \$2,500 in citations. The cost for Chapel Hill to manage the lot is estimated to be \$6,750.

**FISCAL & STAFF IMPACT:** Fiscal & staff impact will depend on policy direction taken by the Board.

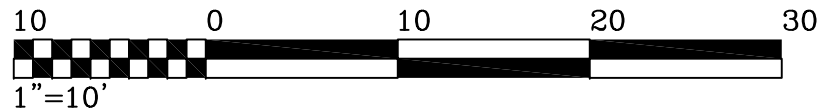
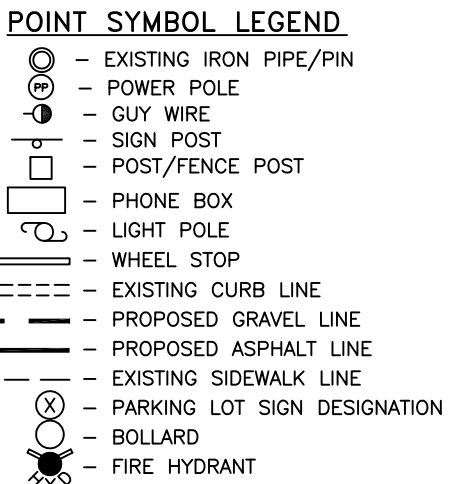
**RECOMMENDATION:** Staff recommends the Board discuss options.



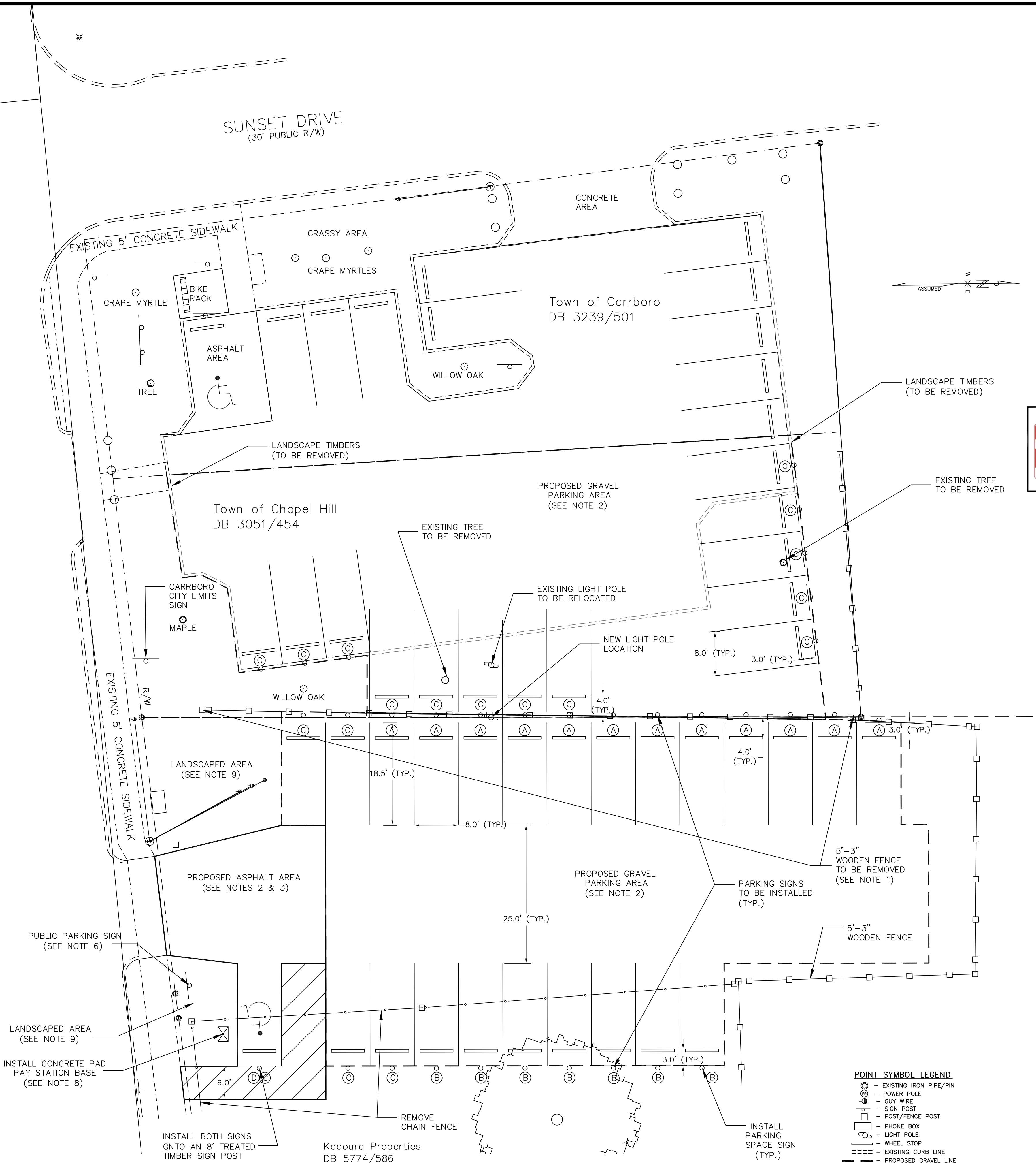
PRELIMINARY PLAT  
NOT FOR RECORDING, SALES  
OR CONVEYANCE.  
THIS DOCUMENT WAS PREPARED FOR  
ILLUSTRATION PURPOSES ONLY.  
FOR FURTHER INFORMATION:  
CONTACT THE ENGINEER/SURVEYOR  
AS NOTED.



- NOTES:
1. REMOVE APPROXIMATELY 118 LF OF EXISTING 5' WOODEN FENCE. CONTRACTOR SHALL ENSURE THE NEW FENCE END IS SUPPORTED AND TIES INTO THE REMAINING EXISTING FENCE.
  2. INSTALL ABC STONE TO A MINIMUM DEPTH OF 4" OVER THE ENTIRE PARKING AREA (INCLUDING PROPOSED ASPHALT AREA) AS SHOWN AND AS DIRECTED BY THE ENGINEER. PRIOR TO ABC STONE INSTALLATION, CONTRACTOR SHALL SPRAY CONSTRUCTION AREA WITH ROUNDUP OR APPROVED HERBICIDE.
  3. INSTALL 3" OF ASPHALT SURFACE COURSE AT ENTRANCE AREA, ACCESSABILITY PARKING SPACES AND WALKWAY AS SHOWN. CONTRACTOR IS RESPONSIBLE FOR ENSURING ACCESSABILITY PARKING AND WALKWAY MEET CURRENT ADA REQUIREMENTS.
  4. INSTALL WHEEL STOPS AT PARKING SPACES AS DIRECTED BY THE ENGINEER.
  5. INSTALL PAVEMENT MARKINGS ON ASPHALT AREA TO DESIGNATE ACCESSIBLE PARKING AND WALKWAY AS DIRECTED BY THE ENGINEER.
  6. INSTALL PUBLIC PARKING LOT SIGN AS DIRECTED BY THE ENGINEER. SIGN WILL BE SUPPLIED BY TOCH PARKING SERVICES.
  7. INSTALL PARKING SIGNS AT EACH PARKING SPACE AS SHOWN AND DIRECTED BY THE ENGINEER.
  8. INSTALL CONCRETE PAD FOR PLACEMENT OF PAY STATION METER BASE AS DIRECTED BY THE ENGINEER. CONTACT BRENDA JONES, PARKING SUPERINTENDENT, PARKING SERVICES (919)968-2835 FOR CONCRETE PAD THICKNESS AND DIMENSIONS.
  9. REMOVE APPROXIMATELY 6" OF EXISTING SOIL FROM THE LANDSCAPED AREAS AND REPLACE WITH 6" OF TOPSOIL AS DIRECTED BY THE ENGINEER.
  10. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE DEPTH OF ALL EXISTING UTILITIES WHICH MAY BE ENCOUNTERED DURING CONSTRUCTION. THE CONTRACTOR SHALL HAVE NO CLAIMS FOR DELAY OR EXTRA COMPENSATION AS A RESULT OF CONFLICTS WITH SAID UTILITIES.



WEST ROSEMARY STREET  
(60' PUBLIC R/W)



Town of  
*Chapel Hill*

ENGINEERING AND DESIGN SERVICES



No.	Revision/Issue	Date

TOWN OF CHAPEL HILL

PUBLIC WORKS DEPARTMENT  
ENGINEERING AND DESIGN SERVICES DIVISION  
6850 MILLHOUSE RD  
CHAPEL HILL, NC 27516

Project Name and Address

PROPOSED PARKING IMPROVEMENTS  
CARRBORO-CHAPEL HILL PARKING LOT  
ROSEMARY ST  
Chapel Hill, NC

Project Corrhilladditionfinal.dwg	Sheet 1
Date 09/12/16	
Scale 1" = 20'	





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-064

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**Agenda Date:** 3/7/2017

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Update on Residential Solid Waste Study

**PURPOSE:** The purpose of this agenda item is to provide the Mayor and Board members an update of Town's ongoing residential solid waste study.

**DEPARTMENT:** Public Works

**CONTACT INFORMATION:** JD Freeman - 919-918-7427, [jfreeman@townofcarrboro.org](mailto:jfreeman@townofcarrboro.org)

**INFORMATION:** The residential solid waste study with Kessler Consulting, Inc. (Kessler) is mostly complete and preliminary results have revealed promising data. Kessler has visited the Town on numerous occasions to collect various data to include: solid waste composition, solid waste cart capacity, route analysis, equipment analysis, and a thorough review of daily operations. The final steps of the study include a citizen survey to determine interest and applicability of various pilot projects. Based on collected data it appears that the Town is a candidate for alternative collection schedules and methods of which it is the goal of Town staff to test with pilot projects in the near future. Kessler will deliver a final report detailing the collected data as well as providing guidance for implementing the proposed pilot projects.

**FISCAL & STAFF IMPACT:** Fiscal and staff impacts of varying degrees are associated with the design and implementation of current data collection and proposed solid waste pilot projects.

**RECOMMENDATION:** Staff recommends that the Board of Aldermen receive the update.





## TECHNICAL MEMORANDUM

**DATE:** December 22, 2016  
**TO:** J.D. Freeman, Public Works Director  
**FROM:** Shane Barrett, Task Manager  
**SUBJ:** Residential Waste Composition Study Results  
**PROJ #:** 192-00

---

### PURPOSE AND BACKGROUND

This technical memorandum provides the results of the Residential Waste Composition Study (WCS) conducted by Kessler Consulting, Inc. (KCI) for the Town of Carrboro (Town). The objective of the WCS is to provide the Town with reliable information regarding the types and percentages of materials, including potentially recyclable materials, currently disposed of by its single-family residents. This information will assist the Town in developing future programs, including more focused and cost-effective resource management and recycling systems.

Fieldwork for the WCS was conducted concurrently with a similar study KCI was conducting for Orange County (County), thereby leveraging the resources already mobilized by KCI. Fieldwork took place at the City of Durham (City) Transfer Station during the week of October 24-28, 2016.

### METHODOLOGY

KCI developed a methodology that was modelled after the County's previous waste composition studies in order to maintain continuity with the previous study results. KCI provided a Study Supervisor, Sorting Supervisor, additional labor to assist with sorting activities, all sorting equipment, and safety gear. The City provided the services of a loader and operator to pull samples at the direction of the Study Supervisor and remove waste upon completion of sorting activities.

During the week of October 24-28, 2016, KCI pulled a representative sample of at least 200 pounds from each of the Town's six weekly single-family residential routes (noted as automated side loader routes #1-#6). All samples were manually sorted into 40 material categories, which are defined in Attachment A. This list of material categories was developed taking into consideration the types of recyclables included in the Town's recycling program, as well as the County's previous studies.

Recyclables accepted by the Town include the following:

- Cardboard
- Newspaper
- Mixed paper
- Narrow-neck plastic containers
- Plastic tubs #2, #4, and #5
- Glass bottles and jars
- Aseptic and gable-top containers
- Aluminum cans and foil
- Steel cans and containers

Following the field work, data was analyzed as outlined in the *ASTM Standard Test Method for Determination of the Composition of Unprocessed Municipal Solid Waste (D5231-92; reapproved 2008)* to determine the percentage, by weight, of each material category. In addition to the weighted average, the 90 percent confidence interval was calculated for each material category. The confidence interval indicates that, with a 90 percent level of confidence, the actual arithmetic mean (the arithmetic mean obtained if an infinite number of samples were sorted) is within the upper and lower limits shown. This provides an understanding of how much variation occurred in the quantity of that material category in the samples sorted. Generally, the more homogeneous the waste stream and the greater the number of samples sorted, the higher the level of accuracy achieved and the narrower the margin between the upper and lower bounds of the confidence interval.

## WCS RESULTS

Unless otherwise stated, all results presented in this section are expressed in percentage by weight. The percentages included in the tables and figures are the mean values for each material category.

The tables and figures provided at the end of this memorandum present the results of the Winter 2016 sorting event as listed below.

- Single-family residential waste results are provided in Figure 1 and Table 1. Table 1 summarizes the materials in the Town's single-family residential waste stream that offer the greatest potential for diversion through increased recycling or composting. Individual sample results provided in Attachment B.
- Table 2 provides a comparison of the Town's single-family residential waste stream to the countywide single-family residential results from the County's current and previous studies.

Comparisons with the previous studies demonstrate changes in the waste stream over time. For example, the percentage of newspapers and magazines has declined, reflecting the trend toward electronic news media and the commensurate downsizing of printed newspapers. It likely also reflects recycling efforts within the County. The percentage of glass containers has also declined, reflecting the trend toward replacing some types of glass with plastic packaging.

Results of the Town's residential waste composition revealed opportunities to increase waste diversion. Some of the key opportunities are as follows:

- Nearly 17 percent of the single-family residential waste stream consists of recyclables that are currently accepted in the Town's single stream recycling program (10.9% recyclable paper and 5.6% recyclable containers).
- Organic waste is the largest component of the single-family waste stream at over 53 percent of all materials disposed. Food waste makes up the largest component at 28.2 percent, followed by low-grade (compostable) paper at 15.3 percent.
- Just over 8 percent of the Town's single-family waste stream is comprised of materials that have the potential to be recycled or reused. These materials include textiles, other metals, electronic waste, and retail bags, all of which are accepted at the County's waste and recycling centers.

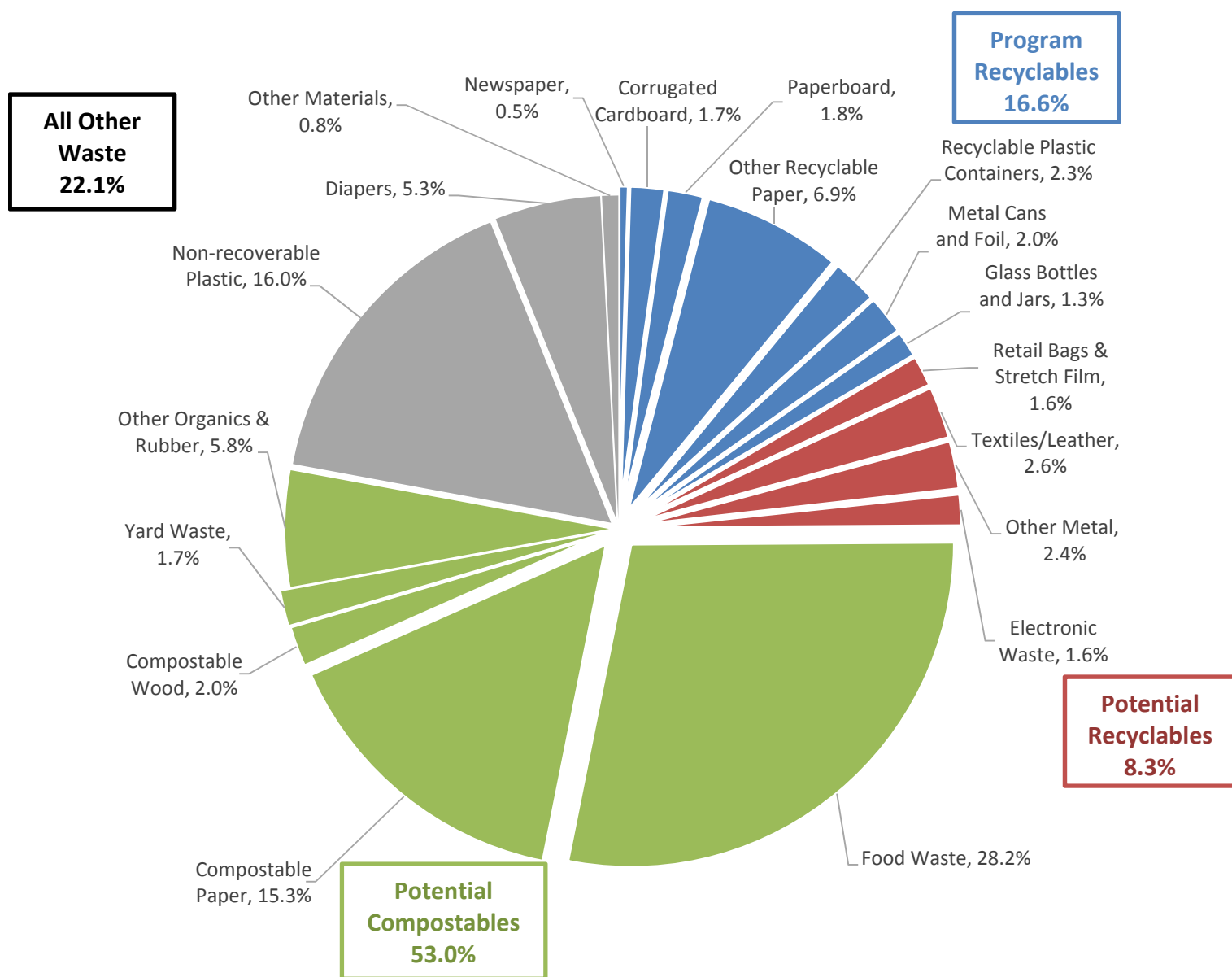
In all, nearly 78 percent of the Town's waste stream consists of recyclable or compostable materials. While it is unrealistic to believe that all of these materials can be diverted from disposal, results of this study demonstrate the existence of substantial opportunities for increased diversion through enhanced recycling and composting programs. Results of this study will assist the Town in benchmarking its

current waste diversion programs, as well as in designing and implementing future programs or program enhancements that target materials offering the greatest waste diversion opportunities.

KCI appreciates the opportunity to assist the Town with this project and to provide current and accurate composition data for use in future planning decisions. We look forward to assisting the Town with the remaining items of our scope to enhance the overall performance of its solid waste management system.



**FIGURE 1: Composition of Single-Family Residential Waste Disposed (% by weight)**



Note: For the purpose of this figure, the following categories have been combined:

- Other Recyclable Paper includes the categories of Magazines, Phone Books, Other Books, White Ledger, Mixed Recyclable Paper, and Aseptic Containers.
- Recyclable Plastic Containers includes the categories of All Plastic Bottles and Dairy Plastic Containers.
- Metal Cans and Foil includes the categories of Steel/Tin Cans, Aluminum Cans, Aerosol Cans, and Aluminum Foil.
- Other Metals includes the categories of Other Ferrous Metals and Other Non-Ferrous Metals.
- Recoverable Hazardous Waste includes the categories of Lead Acid Batteries, Dry Cell Batteries, Oil Filters, and Other Hazardous Wastes.
- Compostable Paper includes the categories of Waxy Cardboard and Low Grade Paper.
- Compostable Wood includes the categories of Wood Pallets, Wood Lumber, and Stumps/Branches.
- Non-recoverable Plastic includes the categories of Plastic Film, Mixed Plastic Containers, and All Other Plastics.
- Other Materials includes the categories of Other Glass, Painted/Treated Wood, Brick/Concrete/Dirt, and Infectious Waste.

**Table 1: Composition of Single-Family Residential Waste (% by weight)**

Material Categories		Weighted Average	Standard Deviation	90% Confidence Interval	
				Lower	Upper
1	Newspaper	0.5%	0.5%	0.1%	0.9%
2	Glossy Magazines	0.6%	0.8%	0.0%	1.3%
3	Corrugated Cardboard	1.7%	1.3%	0.7%	2.8%
5	Phone Books	0.0%	0.0%	0.0%	0.0%
6	Paperboard	1.8%	0.7%	1.3%	2.4%
7	Other Books	0.0%	0.1%	0.0%	0.1%
8	White Ledger	0.7%	0.6%	0.2%	1.2%
9	Mixed Recyclable Paper	5.4%	2.9%	3.1%	7.8%
40	Aseptic Containers	0.2%	0.1%	0.1%	0.3%
11	All Plastic Bottles	1.5%	1.2%	0.5%	2.4%
13A	Dairy Plastic Containers	0.8%	0.4%	0.5%	1.2%
19	Tin/Steel Cans	0.4%	0.3%	0.1%	0.7%
20	Aerosol Cans	0.4%	0.4%	0.1%	0.7%
22	Aluminum Cans	0.4%	0.2%	0.3%	0.6%
23	Aluminum Foil	0.7%	0.3%	0.4%	1.0%
25	Glass Bottles and Jars	1.3%	0.8%	0.7%	2.0%
<b>Total Program Recyclables</b>		<b>16.6%</b>			
12B	Retail Bags & Stretch Film	1.6%	0.5%	1.2%	2.0%
16	Textiles/Leather	2.6%	1.3%	1.5%	3.7%
21	Other Ferrous	1.9%	2.6%	-0.2%	4.0%
24	Other Non-Ferrous	0.5%	0.8%	-0.1%	1.2%
33	Lead Acid Batteries	0.0%	0.0%	0.0%	0.0%
34	Dry Cell Batteries	0.1%	0.1%	0.0%	0.2%
35	Oil Filters	0.0%	0.0%	0.0%	0.0%
36	Other Hazardous Waste	0.0%	0.0%	0.0%	0.0%
38	Reusable Waste	0.0%	0.0%	0.0%	0.0%
39	Electronic Waste	1.6%	1.9%	0.0%	3.2%
<b>Total Potential Recyclables</b>		<b>8.3%</b>			
4	Waxy Cardboard	0.0%	0.0%	0.0%	0.0%
15	Food Waste	28.2%	4.8%	24.3%	32.2%
10	Low-Grade Paper	15.3%	6.1%	10.3%	20.2%
18	Other Organics & Rubber	5.8%	6.8%	0.2%	11.4%
27	Wood Pallets	0.0%	0.0%	0.0%	0.0%
28	Wood Lumber	1.1%	0.7%	0.5%	1.6%
30	Stumps/Branches	1.0%	2.5%	-1.1%	3.0%
32	Yard Waste	1.7%	3.3%	-1.0%	4.4%
<b>Total Potential Compostables</b>		<b>53.0%</b>			
12A	Plastic Film	8.8%	3.2%	6.2%	11.4%
13B	Mixed Plastic Containers	0.6%	0.5%	0.2%	1.0%
14	All Other Plastics	6.6%	2.8%	4.3%	9.0%
17	Diapers	5.3%	1.8%	3.8%	6.8%
26	Other Glass	0.3%	0.3%	0.0%	0.5%
29	Painted/Treated Wood	0.5%	0.7%	0.0%	1.1%
31	Brick/Concrete/Dirt	0.0%	0.0%	0.0%	0.0%
37	Infectious Waste	0.0%	0.0%	0.0%	0.0%
<b>Total All Other Waste</b>		<b>22.1%</b>			
<b>TOTALS</b>		<b>100.0%</b>			

Note: Columns may not appear to calculate correctly due to rounding.

**Table 2: Comparison of Single-Family Residential Waste Results (% by weight)**

Material Categories		2016 Carrboro	2016 Countywide	2010 Countywide	2005 Countywide	2000 Countywide	1995 Countywide
1	Newspaper	0.5%	1.1%	1.4%	4.9%	4.8%	5.3%
2	Glossy Magazines	0.6%	1.3%	1.7%	4.7%	4.4%	6.1%
3	Corrugated Cardboard	1.7%	1.8%	1.8%	2.4%	4.7%	4.5%
5	Phone Books	0.0%	0.0%	0.2%	0.2%	0.3%	n/a
6	Paperboard	1.8%	2.9%	2.8%	3.6%	5.1%	n/a
7	Other Books	0.0%	0.2%	0.3%	<0.1%	0.4%	n/a
8	White Ledger	0.7%	1.5%	0.8%	1.9%	2.0%	n/a
9	Mixed Recyclable Paper	5.4%	4.3%	4.0%	3.3%	4.5%	1.7%
40	Aseptic Containers	0.2%	0.3%	* included with Low Grade Paper			
11	All Plastic Bottles	1.5%	2.7%	2.2%	2.4%	2.9%	2.6%
13A	Dairy Plastic Containers	0.8%	1.5%	2.6%	1.0%	2.7%	0.7%
19	Tin/Steel Cans	0.4%	1.0%	1.1%	1.4%	1.8%	2.7%
20	Aerosol Cans	0.4%	0.5%	0.7%	0.7%	0.9%	n/a
22	Aluminum Cans	0.4%	0.5%	0.7%	0.7%	1.0%	0.8%
23	Aluminum Foil	0.7%	0.5%	0.7%	0.7%	0.9%	n/a
25	Glass Bottles and Jars	1.3%	2.7%	3.4%	4.3%	4.3%	5.8%
<b>Total Program Recyclables</b>		<b>16.6%</b>	<b>22.7%</b>	<b>24.4%</b>	<b>32.2%</b>	<b>40.7%</b>	<b>30.2%</b>
12B	Retail Bags & Stretch Film	1.6%	1.7%	* included with Plastic Film			
16	Textiles/Leather	2.6%	5.4%	6.3%	5.1%	5.4%	3.3%
21	Other Ferrous	1.9%	1.0%	2.0%	1.3%	2.0%	2.9%
24	Other Non-Ferrous	0.5%	0.4%	0.7%	<0.1%	0.2%	n/a
33	Lead Acid Batteries	0.0%	0.0%	<0.1%	<0.1%	<0.1%	n/a
34	Dry Cell Batteries	0.1%	0.1%	<0.1%	0.2%	0.2%	n/a
35	Oil Filters	0.0%	0.0%	<0.1%	<0.1%	<0.1%	n/a
36	Other Hazardous Waste	0.0%	0.1%	<0.1%	0.4%	0.6%	0.3%
38	Reusable Waste	0.0%	0.4%	<0.1%	<0.1%	<0.1%	n/a
39	Electronic Waste	1.6%	0.6%	1.4%	1.4%	0.9%	n/a
<b>Total Potential Recyclables</b>		<b>8.3%</b>	<b>9.8%</b>	<b>10.4%</b>	<b>8.4%</b>	<b>9.3%</b>	<b>6.5%</b>
4	Waxy Cardboard	0.0%	0.0%	0.3%	0.7%	1.2%	n/a
15	Food Waste	28.2%	25.1%	20.9%	22.2%	17.8%	11.2%
10	Low-Grade Paper	15.3%	13.8%	9.2%	13.1%	9.0%	24.6%
18	Other Organics & Rubber	5.8%	3.2%	4.7%	1.3%	4.6%	8.3%
27	Wood Pallets	0.0%	0.2%	<0.1%	<0.1%	0.2%	n/a
28	Wood Lumber	1.1%	0.8%	2.8%	2.3%	1.3%	1.9%
30	Stumps/Branches	1.0%	0.1%	<0.1%	<0.1%	<0.1%	n/a
32	Yard Waste	1.7%	2.7%	2.6%	1.8%	0.9%	1.0%
<b>Total Potential Compostables</b>		<b>53.0%</b>	<b>46.0%</b>	<b>40.5%</b>	<b>41.4%</b>	<b>35.0%</b>	<b>47.0%</b>
12A	Plastic Film	8.8%	6.0%	7.9%	5.6%	5.7%	4.3%
13B	Mixed Plastic Containers	0.6%	0.5%	* included with All Other Plastics			
14	All Other Plastics	6.6%	6.9%	5.6%	5.9%	4.6%	4.4%
17	Diapers	5.3%	6.3%	5.2%	4.4%	3.5%	3.5%
26	Other Glass	0.3%	0.4%	0.2%	0.2%	0.8%	0.5%
29	Painted/Treated Wood	0.5%	0.6%	2.7%	<0.1%	<0.1%	1.1%
31	Brick/Concrete/Dirt	0.0%	0.6%	3.0%	2.2%	0.7%	2.6%
37	Infectious Waste	0.0%	0.2%	0.4%	<0.1%	n/a	<0.1%
<b>Total All Other Waste</b>		<b>22.1%</b>	<b>21.4%</b>	<b>25.0%</b>	<b>18.3%</b>	<b>15.3%</b>	<b>16.4%</b>
<b>TOTALS</b>		<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Note: Columns may not appear to calculate correctly due to rounding.

**ATTACHMENT A - MATERIAL CATEGORIES**

#	Material Categories	Definitions
1	Newspaper	Newspaper (loose or tied) including other paper normally distributed inside newspaper such as ads, flyers, etc. Newspaper found inside plastic sleeve will be removed from plastic and sorted accordingly.
2	Glossy Magazines	Periodicals and journals.
3	Corrugated Cardboard	Brown "cardboard" boxes with a wavy core (no plastic liners or packaging Styrofoam®). Does not include small pieces of Cardboard within shrink-wrap plastic such as that from a case of bottled water.
4	Waxy Cardboard	Wax-coated cardboard.
5	Phone Books	Phone books
6	Paperboard	Paperboard and chipboard such as cereal boxes, shoeboxes, and 12-pack carrier stock.
7	Other Books	Paperback novels and manuals.
8	White Ledger	Copy paper and computer printouts.
9	Mixed Recyclable Paper	Recyclable paper not identified above such as junk mail, colored paper, etc.
10	Low-Grade Paper	Non-recyclable paper such as tissues, paper towels, hardback books, paper cups, plates, and containers, cigarette packs, and heavily soiled paper.
11	All Plastic Bottles	All narrow-neck bottles irrespective of resin code (meaning neck smaller than base).
12A	Plastic Film	Loose and bagged plastic bags, garbage bags, re-sealable bags, floral wrap (generally), potato chip bags and other multi-laminates. Includes mylar bags and balloons.
12B	Retail Bags & Stretch Film	Retail and grocery bags, point-of-sale bags, newspaper bags, toilet paper overwrap, dry cleaning bags, air pillows, and bubble wrap, Ziploc® bags, and plastic stretch film.
13A	Dairy Plastic Containers (SPI #2, 4, and 5)	Also includes wide-mouthed tubs and containers labeled HDPE #2, LDPE #4 or PP #5, including lids. Examples include yogurt cups, margarine tubs, Cool Whip® tubs, and other non-bottle HDPE items. ALL DAIRY PRODUCTS.
13B	Mixed Plastic Containers	Clear and colored plastic items labeled PET #1 such as clamshell containers, frozen food trays, and disposable cups. All other plastic cups and containers, irrespective of resin type, not categorized above.
14	All Other Plastic	Consists of non-container rigid plastic items such as plastic drums, crates, buckets, baskets, toys, refuse totes, lawn furniture, laundry baskets, and other large plastic items. Does not include electronic toys. Container and non-container Styrofoam® such as clamshell containers, packaging peanuts, foam sheeting, and other packaging. Any plastic materials not categorized above, such as straws, utensils, deodorant cases, toothpaste tubes, tooth brushes, broom heads, etc.
15	Food Waste	Meat, vegetable, and bread waste. Includes coffee grinds and tea bags.
16	Textiles/Leather	Clothing apparel, rags, leather, blankets, curtains, shoes, wallets, purses, belts, and scrap leather.
17	Diapers	All child and adult diapers and incontinence aids. Feminine hygiene products.

**ATTACHMENT A - MATERIAL CATEGORIES (cont.)**

#	Material Categories	Definitions
18	<b>Other Organics &amp; Rubber</b>	Organics such as hair, pet waste, and rubber.
19	<b>Tin/Steel Cans</b>	Tin and steel cans such as canned food and pet food cans.
20	<b>Aerosol Cans</b>	Aerosol spray cans such as cooking spray, paint cans, and air fresheners.
21	<b>Other Ferrous</b>	Household appliances such as refrigerators, stoves, and salvageable items such as machinery. Steel, clothes hangers, sheet metal products, pipes, miscellaneous metal scraps, and other magnetic metal items.
22	<b>Aluminum Cans</b>	Aluminum soft drink, beer, and some pet food cans (i.e., cat food).
23	<b>Aluminum Foil</b>	Aluminum foil and catering trays.
24	<b>Other Non-Ferrous</b>	Scrap aluminum, aluminum foil and catering trays, and other non-magnetic metal, copper wiring and tubing, and brass fixtures.
25	<b>Glass Bottles and Jars</b>	Clear, brown, and green glass bottles and containers.
26	<b>Other Glass</b>	Windowpanes, mirrors, ceramics, and drinking glasses.
27	<b>Wood Pallets</b>	Forklift pallets.
28	<b>Wood Lumber</b>	Dimensional lumber such as plywood sections, 2x4s, particleboard, and other clean wood waste.
29	<b>Painted/Treated Wood</b>	Treated and/or painted lumber, pallets, and dimensional lumber. Also includes treated/painted wood furniture including chairs, cabinets, dressers, etc.
30	<b>Stumps/Branches</b>	Large yard waste such as tree stumps and large limbs/branches.
31	<b>Brick/Concrete/Dirt</b>	Construction and demolition debris that includes concrete, carpet, drywall, insulation, and roofing materials.
32	<b>Yard Waste</b>	Shrub and brush prunings, household bedding plants, weeds, leaves, grass clippings, and other landscaping and gardening wastes.
33	<b>Lead Acid Batteries</b>	Car, motorcycle, boat, and other deep cell batteries.
34	<b>Dry Cell Batteries</b>	Household batteries including AA, AAA, C, D, 9-volt, and button types.
35	<b>Oil Filters</b>	Motor oil filters.
36	<b>Other Hazardous Waste</b>	Paint, solvent, pesticides, motor oil, and fluorescent lights
37	<b>Infectious Waste</b>	Un-sterilized medical waste, including needles, syringes, and medical tubing.
38	<b>Reusable Waste</b>	Reusable items such as binders, toys, and other such durable products.
39	<b>Electronic Waste</b>	Electronic devices such as televisions, computers, cell phones, cordless telephones, PDA, handheld devices, rechargeable batteries, etc.
40	<b>Aseptic Containers</b>	Gable-top cartons, aseptic juice boxes, and other similar containers made of coated paperboard.

**ATTACHMENT B – INDIVIDUAL SAMPLE RESULTS**

Load information		Wednesday Truck 808	Wednesday Truck 807	Thursday Truck 807	Thursday Truck 808	Friday Truck 808	Friday Truck 807	Weighted Average
	Material Categories	1	2	3	4	5	6	
1	Newspaper	0.0%	1.1%	0.0%	0.3%	0.6%	0.8%	0.5%
2	Glossy Magazines	0.0%	1.4%	0.0%	0.0%	0.6%	1.8%	0.6%
3	Corrugated Cardboard	0.3%	2.3%	1.4%	3.0%	0.4%	3.3%	1.7%
4	Waxy Cardboard	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	Phone Books	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	Paperboard	2.2%	1.5%	2.8%	1.2%	1.1%	2.1%	1.8%
7	Other Books	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	White Ledger	0.0%	1.5%	0.0%	0.6%	0.8%	1.2%	0.7%
9	Mixed Recyclable Paper	3.4%	7.3%	9.2%	7.2%	2.1%	3.3%	5.4%
10	Low-Grade Paper	18.7%	11.9%	14.5%	10.7%	25.6%	9.6%	15.3%
11	All Plastic Bottles	1.0%	3.2%	0.0%	1.7%	0.8%	2.3%	1.5%
12A	Plastic Film	8.3%	5.0%	13.6%	9.0%	10.5%	5.7%	8.8%
12B	Retail Bags & Stretch Film	1.5%	1.5%	1.3%	1.4%	2.6%	1.1%	1.6%
13A	Dairy Plastic Containers	0.3%	1.4%	1.1%	0.9%	0.7%	0.7%	0.8%
13B	Mixed Plastic Containers	0.0%	0.7%	0.2%	1.5%	0.6%	0.6%	0.6%
14	All Other Plastics	10.0%	7.8%	4.6%	7.2%	7.9%	2.0%	6.6%
15	Food Waste	27.8%	33.0%	23.4%	31.4%	21.8%	32.4%	28.2%
16	Textiles/Leather	4.4%	3.3%	2.9%	2.0%	2.4%	0.5%	2.6%
17	Diapers	4.8%	5.8%	3.6%	4.8%	4.1%	8.8%	5.3%
18	Other Organics/Rubber	2.2%	2.2%	18.6%	1.3%	8.2%	1.6%	5.8%
19	Tin/Steel Cans	0.4%	0.8%	0.0%	0.5%	0.1%	0.7%	0.4%
20	Aerosol Cans	0.2%	1.0%	0.1%	0.9%	0.2%	0.2%	0.4%
21	Other Ferrous	7.0%	0.8%	0.0%	1.1%	1.5%	0.6%	1.9%
22	Aluminum Cans	0.3%	0.5%	0.3%	0.4%	0.3%	0.7%	0.4%
23	Aluminum Foil	0.5%	0.3%	1.1%	0.8%	1.0%	0.6%	0.7%
24	Other Non-Ferrous	0.0%	0.7%	0.0%	0.0%	2.0%	0.4%	0.5%
25	Glass Bottles and Jars	2.4%	0.7%	0.2%	1.7%	1.2%	1.8%	1.3%
26	Other Glass	0.1%	0.4%	0.0%	0.8%	0.0%	0.2%	0.3%
27	Wood Pallets	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	Wood Lumber	1.1%	0.6%	1.1%	1.7%	0.0%	1.7%	1.1%
29	Painted/Treated Wood	1.6%	0.0%	0.0%	0.4%	0.0%	1.2%	0.5%
30	Stumps/Branches	0.0%	0.0%	0.0%	6.1%	0.0%	0.0%	1.0%
31	Brick/Concrete/Dirt	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
32	Yard Waste	0.7%	1.1%	0.0%	0.3%	0.0%	8.3%	1.7%
33	Lead Acid Batteries	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
34	Dry Cell Batteries	0.0%	0.2%	0.0%	0.2%	0.0%	0.3%	0.1%
35	Oil Filters	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
36	Other Hazardous Waste	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
37	Infectious Waste	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
38	Reusable Waste	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
39	Electronic Waste	0.1%	1.4%	0.0%	0.6%	2.7%	5.0%	1.6%
40	Aseptic Containers	0.3%	0.3%	0.0%	0.2%	0.2%	0.3%	0.2%
	TOTALS	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%



## TECHNICAL MEMORANDUM

**DATE:** December 22, 2016  
**TO:** J.D. Freeman, Public Works Director  
**FROM:** Shane Barrett, Task Manager  
**SUBJ:** Residential Waste Composition Study Results  
**PROJ #:** 192-00

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### PURPOSE AND BACKGROUND

This technical memorandum provides the results of the Residential Waste Composition Study (WCS) conducted by Kessler Consulting, Inc. (KCI) for the Town of Carrboro (Town). The objective of the WCS is to provide the Town with reliable information regarding the types and percentages of materials, including potentially recyclable materials, currently disposed of by its single-family residents. This information will assist the Town in developing future programs, including more focused and cost-effective resource management and recycling systems.

Fieldwork for the WCS was conducted concurrently with a similar study KCI was conducting for Orange County (County), thereby leveraging the resources already mobilized by KCI. Fieldwork took place at the City of Durham (City) Transfer Station during the week of October 24-28, 2016.

### METHODOLOGY

KCI developed a methodology that was modelled after the County's previous waste composition studies in order to maintain continuity with the previous study results. KCI provided a Study Supervisor, Sorting Supervisor, additional labor to assist with sorting activities, all sorting equipment, and safety gear. The City provided the services of a loader and operator to pull samples at the direction of the Study Supervisor and remove waste upon completion of sorting activities.

During the week of October 24-28, 2016, KCI pulled a representative sample of at least 200 pounds from each of the Town's six weekly single-family residential routes (noted as automated side loader routes #1-#6). All samples were manually sorted into 40 material categories, which are defined in Attachment A. This list of material categories was developed taking into consideration the types of recyclables included in the Town's recycling program, as well as the County's previous studies.

Recyclables accepted by the Town include the following:

- Cardboard
- Newspaper
- Mixed paper
- Narrow-neck plastic containers
- Plastic tubs #2, #4, and #5
- Glass bottles and jars
- Aseptic and gable-top containers
- Aluminum cans and foil
- Steel cans and containers



Following the field work, data was analyzed as outlined in the *ASTM Standard Test Method for Determination of the Composition of Unprocessed Municipal Solid Waste (D5231-92; reapproved 2008)* to determine the percentage, by weight, of each material category. In addition to the weighted average, the 90 percent confidence interval was calculated for each material category. The confidence interval indicates that, with a 90 percent level of confidence, the actual arithmetic mean (the arithmetic mean obtained if an infinite number of samples were sorted) is within the upper and lower limits shown. This provides an understanding of how much variation occurred in the quantity of that material category in the samples sorted. Generally, the more homogeneous the waste stream and the greater the number of samples sorted, the higher the level of accuracy achieved and the narrower the margin between the upper and lower bounds of the confidence interval.

## WCS RESULTS

Unless otherwise stated, all results presented in this section are expressed in percentage by weight. The percentages included in the tables and figures are the mean values for each material category.

The tables and figures provided at the end of this memorandum present the results of the Winter 2016 sorting event as listed below.

- Single-family residential waste results are provided in Figure 1 and Table 1. Table 1 summarizes the materials in the Town's single-family residential waste stream that offer the greatest potential for diversion through increased recycling or composting. Individual sample results provided in Attachment B.
- Table 2 provides a comparison of the Town's single-family residential waste stream to the countywide single-family residential results from the County's current and previous studies.

Comparisons with the previous studies demonstrate changes in the waste stream over time. For example, the percentage of newspapers and magazines has declined, reflecting the trend toward electronic news media and the commensurate downsizing of printed newspapers. It likely also reflects recycling efforts within the County. The percentage of glass containers has also declined, reflecting the trend toward replacing some types of glass with plastic packaging.

Results of the Town's residential waste composition revealed opportunities to increase waste diversion. Some of the key opportunities are as follows:

- Nearly 17 percent of the single-family residential waste stream consists of recyclables that are currently accepted in the Town's single stream recycling program (10.9% recyclable paper and 5.6% recyclable containers).
- Organic waste is the largest component of the single-family waste stream at over 53 percent of all materials disposed. Food waste makes up the largest component at 28.2 percent, followed by low-grade (compostable) paper at 15.3 percent.
- Just over 8 percent of the Town's single-family waste stream is comprised of materials that have the potential to be recycled or reused. These materials include textiles, other metals, electronic waste, and retail bags, all of which are accepted at the County's waste and recycling centers.

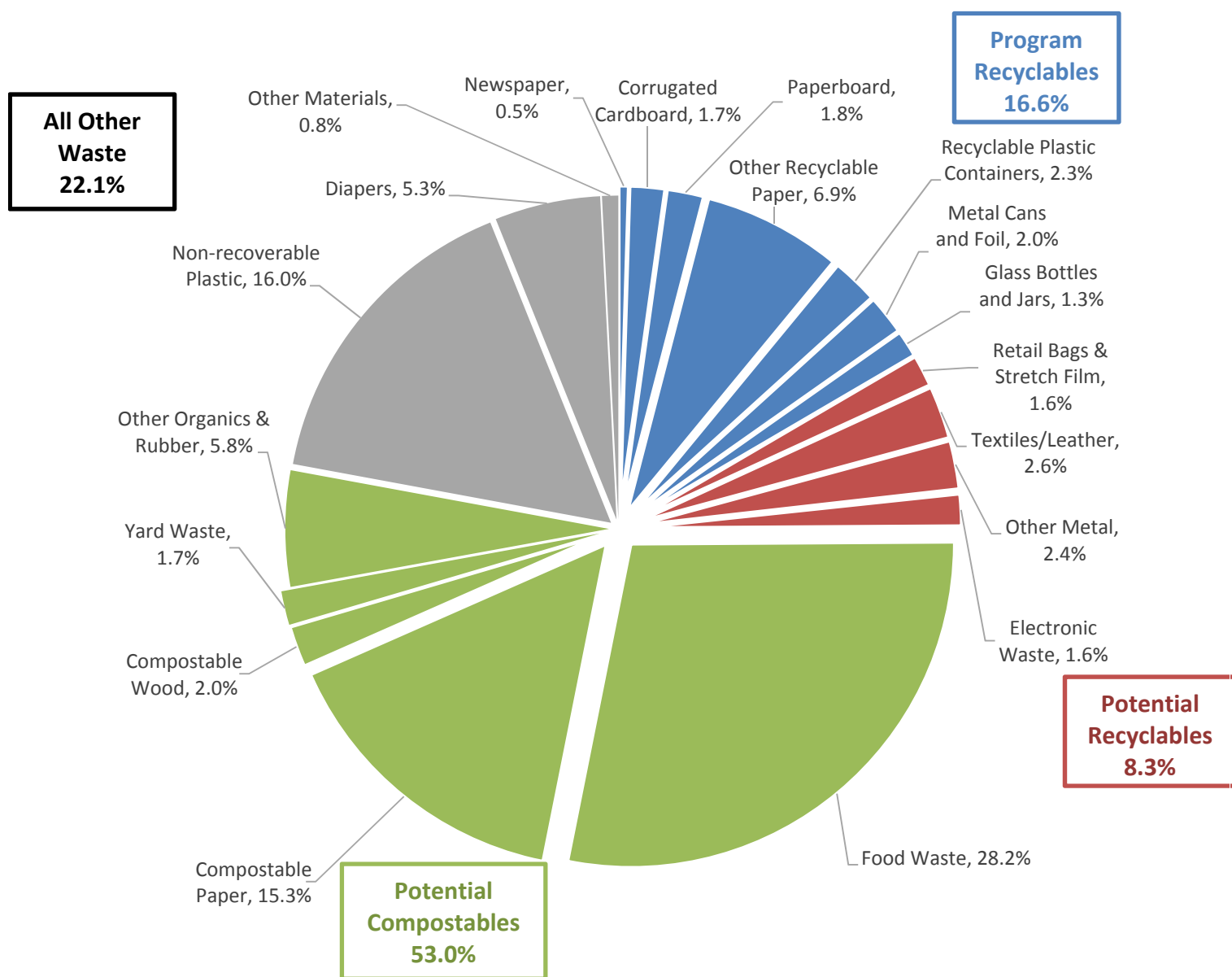
In all, nearly 78 percent of the Town's waste stream consists of recyclable or compostable materials. While it is unrealistic to believe that all of these materials can be diverted from disposal, results of this study demonstrate the existence of substantial opportunities for increased diversion through enhanced recycling and composting programs. Results of this study will assist the Town in benchmarking its



current waste diversion programs, as well as in designing and implementing future programs or program enhancements that target materials offering the greatest waste diversion opportunities.

KCI appreciates the opportunity to assist the Town with this project and to provide current and accurate composition data for use in future planning decisions. We look forward to assisting the Town with the remaining items of our scope to enhance the overall performance of its solid waste management system.

**FIGURE 1: Composition of Single-Family Residential Waste Disposed (% by weight)**



Note: For the purpose of this figure, the following categories have been combined:

- Other Recyclable Paper includes the categories of Magazines, Phone Books, Other Books, White Ledger, Mixed Recyclable Paper, and Aseptic Containers.
- Recyclable Plastic Containers includes the categories of All Plastic Bottles and Dairy Plastic Containers.
- Metal Cans and Foil includes the categories of Steel/Tin Cans, Aluminum Cans, Aerosol Cans, and Aluminum Foil.
- Other Metals includes the categories of Other Ferrous Metals and Other Non-Ferrous Metals.
- Recoverable Hazardous Waste includes the categories of Lead Acid Batteries, Dry Cell Batteries, Oil Filters, and Other Hazardous Wastes.
- Compostable Paper includes the categories of Waxy Cardboard and Low Grade Paper.
- Compostable Wood includes the categories of Wood Pallets, Wood Lumber, and Stumps/Branches.
- Non-recoverable Plastic includes the categories of Plastic Film, Mixed Plastic Containers, and All Other Plastics.
- Other Materials includes the categories of Other Glass, Painted/Treated Wood, Brick/Concrete/Dirt, and Infectious Waste.

**Table 1: Composition of Single-Family Residential Waste (% by weight)**

Material Categories		Weighted Average	Standard Deviation	90% Confidence Interval	
				Lower	Upper
1	Newspaper	0.5%	0.5%	0.1%	0.9%
2	Glossy Magazines	0.6%	0.8%	0.0%	1.3%
3	Corrugated Cardboard	1.7%	1.3%	0.7%	2.8%
5	Phone Books	0.0%	0.0%	0.0%	0.0%
6	Paperboard	1.8%	0.7%	1.3%	2.4%
7	Other Books	0.0%	0.1%	0.0%	0.1%
8	White Ledger	0.7%	0.6%	0.2%	1.2%
9	Mixed Recyclable Paper	5.4%	2.9%	3.1%	7.8%
40	Aseptic Containers	0.2%	0.1%	0.1%	0.3%
11	All Plastic Bottles	1.5%	1.2%	0.5%	2.4%
13A	Dairy Plastic Containers	0.8%	0.4%	0.5%	1.2%
19	Tin/Steel Cans	0.4%	0.3%	0.1%	0.7%
20	Aerosol Cans	0.4%	0.4%	0.1%	0.7%
22	Aluminum Cans	0.4%	0.2%	0.3%	0.6%
23	Aluminum Foil	0.7%	0.3%	0.4%	1.0%
25	Glass Bottles and Jars	1.3%	0.8%	0.7%	2.0%
<b>Total Program Recyclables</b>		<b>16.6%</b>			
12B	Retail Bags & Stretch Film	1.6%	0.5%	1.2%	2.0%
16	Textiles/Leather	2.6%	1.3%	1.5%	3.7%
21	Other Ferrous	1.9%	2.6%	-0.2%	4.0%
24	Other Non-Ferrous	0.5%	0.8%	-0.1%	1.2%
33	Lead Acid Batteries	0.0%	0.0%	0.0%	0.0%
34	Dry Cell Batteries	0.1%	0.1%	0.0%	0.2%
35	Oil Filters	0.0%	0.0%	0.0%	0.0%
36	Other Hazardous Waste	0.0%	0.0%	0.0%	0.0%
38	Reusable Waste	0.0%	0.0%	0.0%	0.0%
39	Electronic Waste	1.6%	1.9%	0.0%	3.2%
<b>Total Potential Recyclables</b>		<b>8.3%</b>			
4	Waxy Cardboard	0.0%	0.0%	0.0%	0.0%
15	Food Waste	28.2%	4.8%	24.3%	32.2%
10	Low-Grade Paper	15.3%	6.1%	10.3%	20.2%
18	Other Organics & Rubber	5.8%	6.8%	0.2%	11.4%
27	Wood Pallets	0.0%	0.0%	0.0%	0.0%
28	Wood Lumber	1.1%	0.7%	0.5%	1.6%
30	Stumps/Branches	1.0%	2.5%	-1.1%	3.0%
32	Yard Waste	1.7%	3.3%	-1.0%	4.4%
<b>Total Potential Compostables</b>		<b>53.0%</b>			
12A	Plastic Film	8.8%	3.2%	6.2%	11.4%
13B	Mixed Plastic Containers	0.6%	0.5%	0.2%	1.0%
14	All Other Plastics	6.6%	2.8%	4.3%	9.0%
17	Diapers	5.3%	1.8%	3.8%	6.8%
26	Other Glass	0.3%	0.3%	0.0%	0.5%
29	Painted/Treated Wood	0.5%	0.7%	0.0%	1.1%
31	Brick/Concrete/Dirt	0.0%	0.0%	0.0%	0.0%
37	Infectious Waste	0.0%	0.0%	0.0%	0.0%
<b>Total All Other Waste</b>		<b>22.1%</b>			
<b>TOTALS</b>		<b>100.0%</b>			

Note: Columns may not appear to calculate correctly due to rounding.

**Table 2: Comparison of Single-Family Residential Waste Results (% by weight)**

Material Categories		2016 Carrboro	2016 Countywide	2010 Countywide	2005 Countywide	2000 Countywide	1995 Countywide
1	Newspaper	0.5%	1.1%	1.4%	4.9%	4.8%	5.3%
2	Glossy Magazines	0.6%	1.3%	1.7%	4.7%	4.4%	6.1%
3	Corrugated Cardboard	1.7%	1.8%	1.8%	2.4%	4.7%	4.5%
5	Phone Books	0.0%	0.0%	0.2%	0.2%	0.3%	n/a
6	Paperboard	1.8%	2.9%	2.8%	3.6%	5.1%	n/a
7	Other Books	0.0%	0.2%	0.3%	<0.1%	0.4%	n/a
8	White Ledger	0.7%	1.5%	0.8%	1.9%	2.0%	n/a
9	Mixed Recyclable Paper	5.4%	4.3%	4.0%	3.3%	4.5%	1.7%
40	Aseptic Containers	0.2%	0.3%	* included with Low Grade Paper			
11	All Plastic Bottles	1.5%	2.7%	2.2%	2.4%	2.9%	2.6%
13A	Dairy Plastic Containers	0.8%	1.5%	2.6%	1.0%	2.7%	0.7%
19	Tin/Steel Cans	0.4%	1.0%	1.1%	1.4%	1.8%	2.7%
20	Aerosol Cans	0.4%	0.5%	0.7%	0.7%	0.9%	n/a
22	Aluminum Cans	0.4%	0.5%	0.7%	0.7%	1.0%	0.8%
23	Aluminum Foil	0.7%	0.5%	0.7%	0.7%	0.9%	n/a
25	Glass Bottles and Jars	1.3%	2.7%	3.4%	4.3%	4.3%	5.8%
<b>Total Program Recyclables</b>		<b>16.6%</b>	<b>22.7%</b>	<b>24.4%</b>	<b>32.2%</b>	<b>40.7%</b>	<b>30.2%</b>
12B	Retail Bags & Stretch Film	1.6%	1.7%	* included with Plastic Film			
16	Textiles/Leather	2.6%	5.4%	6.3%	5.1%	5.4%	3.3%
21	Other Ferrous	1.9%	1.0%	2.0%	1.3%	2.0%	2.9%
24	Other Non-Ferrous	0.5%	0.4%	0.7%	<0.1%	0.2%	n/a
33	Lead Acid Batteries	0.0%	0.0%	<0.1%	<0.1%	<0.1%	n/a
34	Dry Cell Batteries	0.1%	0.1%	<0.1%	0.2%	0.2%	n/a
35	Oil Filters	0.0%	0.0%	<0.1%	<0.1%	<0.1%	n/a
36	Other Hazardous Waste	0.0%	0.1%	<0.1%	0.4%	0.6%	0.3%
38	Reusable Waste	0.0%	0.4%	<0.1%	<0.1%	<0.1%	n/a
39	Electronic Waste	1.6%	0.6%	1.4%	1.4%	0.9%	n/a
<b>Total Potential Recyclables</b>		<b>8.3%</b>	<b>9.8%</b>	<b>10.4%</b>	<b>8.4%</b>	<b>9.3%</b>	<b>6.5%</b>
4	Waxy Cardboard	0.0%	0.0%	0.3%	0.7%	1.2%	n/a
15	Food Waste	28.2%	25.1%	20.9%	22.2%	17.8%	11.2%
10	Low-Grade Paper	15.3%	13.8%	9.2%	13.1%	9.0%	24.6%
18	Other Organics & Rubber	5.8%	3.2%	4.7%	1.3%	4.6%	8.3%
27	Wood Pallets	0.0%	0.2%	<0.1%	<0.1%	0.2%	n/a
28	Wood Lumber	1.1%	0.8%	2.8%	2.3%	1.3%	1.9%
30	Stumps/Branches	1.0%	0.1%	<0.1%	<0.1%	<0.1%	n/a
32	Yard Waste	1.7%	2.7%	2.6%	1.8%	0.9%	1.0%
<b>Total Potential Compostables</b>		<b>53.0%</b>	<b>46.0%</b>	<b>40.5%</b>	<b>41.4%</b>	<b>35.0%</b>	<b>47.0%</b>
12A	Plastic Film	8.8%	6.0%	7.9%	5.6%	5.7%	4.3%
13B	Mixed Plastic Containers	0.6%	0.5%	* included with All Other Plastics			
14	All Other Plastics	6.6%	6.9%	5.6%	5.9%	4.6%	4.4%
17	Diapers	5.3%	6.3%	5.2%	4.4%	3.5%	3.5%
26	Other Glass	0.3%	0.4%	0.2%	0.2%	0.8%	0.5%
29	Painted/Treated Wood	0.5%	0.6%	2.7%	<0.1%	<0.1%	1.1%
31	Brick/Concrete/Dirt	0.0%	0.6%	3.0%	2.2%	0.7%	2.6%
37	Infectious Waste	0.0%	0.2%	0.4%	<0.1%	n/a	<0.1%
<b>Total All Other Waste</b>		<b>22.1%</b>	<b>21.4%</b>	<b>25.0%</b>	<b>18.3%</b>	<b>15.3%</b>	<b>16.4%</b>
<b>TOTALS</b>		<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Note: Columns may not appear to calculate correctly due to rounding.

**ATTACHMENT A - MATERIAL CATEGORIES**

#	Material Categories	Definitions
1	Newspaper	Newspaper (loose or tied) including other paper normally distributed inside newspaper such as ads, flyers, etc. Newspaper found inside plastic sleeve will be removed from plastic and sorted accordingly.
2	Glossy Magazines	Periodicals and journals.
3	Corrugated Cardboard	Brown "cardboard" boxes with a wavy core (no plastic liners or packaging Styrofoam®). Does not include small pieces of Cardboard within shrink-wrap plastic such as that from a case of bottled water.
4	Waxy Cardboard	Wax-coated cardboard.
5	Phone Books	Phone books
6	Paperboard	Paperboard and chipboard such as cereal boxes, shoeboxes, and 12-pack carrier stock.
7	Other Books	Paperback novels and manuals.
8	White Ledger	Copy paper and computer printouts.
9	Mixed Recyclable Paper	Recyclable paper not identified above such as junk mail, colored paper, etc.
10	Low-Grade Paper	Non-recyclable paper such as tissues, paper towels, hardback books, paper cups, plates, and containers, cigarette packs, and heavily soiled paper.
11	All Plastic Bottles	All narrow-neck bottles irrespective of resin code (meaning neck smaller than base).
12A	Plastic Film	Loose and bagged plastic bags, garbage bags, re-sealable bags, floral wrap (generally), potato chip bags and other multi-laminates. Includes mylar bags and balloons.
12B	Retail Bags & Stretch Film	Retail and grocery bags, point-of-sale bags, newspaper bags, toilet paper overwrap, dry cleaning bags, air pillows, and bubble wrap, Ziploc® bags, and plastic stretch film.
13A	Dairy Plastic Containers (SPI #2, 4, and 5)	Also includes wide-mouthed tubs and containers labeled HDPE #2, LDPE #4 or PP #5, including lids. Examples include yogurt cups, margarine tubs, Cool Whip® tubs, and other non-bottle HDPE items. ALL DAIRY PRODUCTS.
13B	Mixed Plastic Containers	Clear and colored plastic items labeled PET #1 such as clamshell containers, frozen food trays, and disposable cups. All other plastic cups and containers, irrespective of resin type, not categorized above.
14	All Other Plastic	Consists of non-container rigid plastic items such as plastic drums, crates, buckets, baskets, toys, refuse totes, lawn furniture, laundry baskets, and other large plastic items. Does not include electronic toys. Container and non-container Styrofoam® such as clamshell containers, packaging peanuts, foam sheeting, and other packaging. Any plastic materials not categorized above, such as straws, utensils, deodorant cases, toothpaste tubes, tooth brushes, broom heads, etc.
15	Food Waste	Meat, vegetable, and bread waste. Includes coffee grinds and tea bags.
16	Textiles/Leather	Clothing apparel, rags, leather, blankets, curtains, shoes, wallets, purses, belts, and scrap leather.
17	Diapers	All child and adult diapers and incontinence aids. Feminine hygiene products.

**ATTACHMENT A - MATERIAL CATEGORIES (cont.)**

#	Material Categories	Definitions
18	<b>Other Organics &amp; Rubber</b>	Organics such as hair, pet waste, and rubber.
19	<b>Tin/Steel Cans</b>	Tin and steel cans such as canned food and pet food cans.
20	<b>Aerosol Cans</b>	Aerosol spray cans such as cooking spray, paint cans, and air fresheners.
21	<b>Other Ferrous</b>	Household appliances such as refrigerators, stoves, and salvageable items such as machinery. Steel, clothes hangers, sheet metal products, pipes, miscellaneous metal scraps, and other magnetic metal items.
22	<b>Aluminum Cans</b>	Aluminum soft drink, beer, and some pet food cans (i.e., cat food).
23	<b>Aluminum Foil</b>	Aluminum foil and catering trays.
24	<b>Other Non-Ferrous</b>	Scrap aluminum, aluminum foil and catering trays, and other non-magnetic metal, copper wiring and tubing, and brass fixtures.
25	<b>Glass Bottles and Jars</b>	Clear, brown, and green glass bottles and containers.
26	<b>Other Glass</b>	Windowpanes, mirrors, ceramics, and drinking glasses.
27	<b>Wood Pallets</b>	Forklift pallets.
28	<b>Wood Lumber</b>	Dimensional lumber such as plywood sections, 2x4s, particleboard, and other clean wood waste.
29	<b>Painted/Treated Wood</b>	Treated and/or painted lumber, pallets, and dimensional lumber. Also includes treated/painted wood furniture including chairs, cabinets, dressers, etc.
30	<b>Stumps/Branches</b>	Large yard waste such as tree stumps and large limbs/branches.
31	<b>Brick/Concrete/Dirt</b>	Construction and demolition debris that includes concrete, carpet, drywall, insulation, and roofing materials.
32	<b>Yard Waste</b>	Shrub and brush prunings, household bedding plants, weeds, leaves, grass clippings, and other landscaping and gardening wastes.
33	<b>Lead Acid Batteries</b>	Car, motorcycle, boat, and other deep cell batteries.
34	<b>Dry Cell Batteries</b>	Household batteries including AA, AAA, C, D, 9-volt, and button types.
35	<b>Oil Filters</b>	Motor oil filters.
36	<b>Other Hazardous Waste</b>	Paint, solvent, pesticides, motor oil, and fluorescent lights
37	<b>Infectious Waste</b>	Un-sterilized medical waste, including needles, syringes, and medical tubing.
38	<b>Reusable Waste</b>	Reusable items such as binders, toys, and other such durable products.
39	<b>Electronic Waste</b>	Electronic devices such as televisions, computers, cell phones, cordless telephones, PDA, handheld devices, rechargeable batteries, etc.
40	<b>Aseptic Containers</b>	Gable-top cartons, aseptic juice boxes, and other similar containers made of coated paperboard.

**ATTACHMENT B – INDIVIDUAL SAMPLE RESULTS**

Load information		Wednesday Truck 808	Wednesday Truck 807	Thursday Truck 807	Thursday Truck 808	Friday Truck 808	Friday Truck 807	Weighted Average
	Material Categories	1	2	3	4	5	6	
1	Newspaper	0.0%	1.1%	0.0%	0.3%	0.6%	0.8%	0.5%
2	Glossy Magazines	0.0%	1.4%	0.0%	0.0%	0.6%	1.8%	0.6%
3	Corrugated Cardboard	0.3%	2.3%	1.4%	3.0%	0.4%	3.3%	1.7%
4	Waxy Cardboard	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
5	Phone Books	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
6	Paperboard	2.2%	1.5%	2.8%	1.2%	1.1%	2.1%	1.8%
7	Other Books	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
8	White Ledger	0.0%	1.5%	0.0%	0.6%	0.8%	1.2%	0.7%
9	Mixed Recyclable Paper	3.4%	7.3%	9.2%	7.2%	2.1%	3.3%	5.4%
10	Low-Grade Paper	18.7%	11.9%	14.5%	10.7%	25.6%	9.6%	15.3%
11	All Plastic Bottles	1.0%	3.2%	0.0%	1.7%	0.8%	2.3%	1.5%
12A	Plastic Film	8.3%	5.0%	13.6%	9.0%	10.5%	5.7%	8.8%
12B	Retail Bags & Stretch Film	1.5%	1.5%	1.3%	1.4%	2.6%	1.1%	1.6%
13A	Dairy Plastic Containers	0.3%	1.4%	1.1%	0.9%	0.7%	0.7%	0.8%
13B	Mixed Plastic Containers	0.0%	0.7%	0.2%	1.5%	0.6%	0.6%	0.6%
14	All Other Plastics	10.0%	7.8%	4.6%	7.2%	7.9%	2.0%	6.6%
15	Food Waste	27.8%	33.0%	23.4%	31.4%	21.8%	32.4%	28.2%
16	Textiles/Leather	4.4%	3.3%	2.9%	2.0%	2.4%	0.5%	2.6%
17	Diapers	4.8%	5.8%	3.6%	4.8%	4.1%	8.8%	5.3%
18	Other Organics/Rubber	2.2%	2.2%	18.6%	1.3%	8.2%	1.6%	5.8%
19	Tin/Steel Cans	0.4%	0.8%	0.0%	0.5%	0.1%	0.7%	0.4%
20	Aerosol Cans	0.2%	1.0%	0.1%	0.9%	0.2%	0.2%	0.4%
21	Other Ferrous	7.0%	0.8%	0.0%	1.1%	1.5%	0.6%	1.9%
22	Aluminum Cans	0.3%	0.5%	0.3%	0.4%	0.3%	0.7%	0.4%
23	Aluminum Foil	0.5%	0.3%	1.1%	0.8%	1.0%	0.6%	0.7%
24	Other Non-Ferrous	0.0%	0.7%	0.0%	0.0%	2.0%	0.4%	0.5%
25	Glass Bottles and Jars	2.4%	0.7%	0.2%	1.7%	1.2%	1.8%	1.3%
26	Other Glass	0.1%	0.4%	0.0%	0.8%	0.0%	0.2%	0.3%
27	Wood Pallets	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
28	Wood Lumber	1.1%	0.6%	1.1%	1.7%	0.0%	1.7%	1.1%
29	Painted/Treated Wood	1.6%	0.0%	0.0%	0.4%	0.0%	1.2%	0.5%
30	Stumps/Branches	0.0%	0.0%	0.0%	6.1%	0.0%	0.0%	1.0%
31	Brick/Concrete/Dirt	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
32	Yard Waste	0.7%	1.1%	0.0%	0.3%	0.0%	8.3%	1.7%
33	Lead Acid Batteries	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
34	Dry Cell Batteries	0.0%	0.2%	0.0%	0.2%	0.0%	0.3%	0.1%
35	Oil Filters	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
36	Other Hazardous Waste	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
37	Infectious Waste	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
38	Reusable Waste	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
39	Electronic Waste	0.1%	1.4%	0.0%	0.6%	2.7%	5.0%	1.6%
40	Aseptic Containers	0.3%	0.3%	0.0%	0.2%	0.2%	0.3%	0.2%
	TOTALS	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%