

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

Meeting Agenda Board of Aldermen



Tuesday, June 13, 2017	7:30 PM	Board Chambers - Room 110

WORK SESSION OF THE BOARD OF ALDERMEN

7:30-7:40

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

- 1. <u>17-193</u> Proclamation: Recreation and Parks Month
- 2. <u>17-212</u> Presentation of Carrboro Bicycle Blvds. By Dave Made

<u>7:40-7:45</u>

B. ANNOUNCEMENT OF UPCOMING MEETINGS

7:45-7:55

C. CONSENT AGENDA

- 1. <u>17-192</u> Approval of Previous Meeting Minutes of May 31, 2017 and June 6, 2017
- 2. <u>17-190</u> Request to Authorize the Town Manager to Award Construction Contract for the Town Commons Renovation Project

PURPOSE: The purpose of this agenda item is to grant the Town Manager the authority to approve the award of the construction contract for the Town Commons Renovation Project .

<u>Attachments:</u> <u>Attachment A - Resolution</u> Attachment B - Town Commons Layout

3.	<u>17-191</u>	Consideration of an Affordable Housing Funding Request from Community Home Trust				
			The purpose of this item is for the Board to consider approving unding of up to \$16,000 to offset costs related to affordable sition.			
		Attachments:	Attachment A - Funding Request			
			Attachment B - Eligibility Analysis			
			Attachment C - Resolution Approving Request			
4.	<u>17-195</u>	Creation of	an Affordable Housing Advisory Commission			
		a permanent r	The purpose of this item is for the Board to consider approving esident advisory board for affordable housing to be called the ousing Advisory Commission			
		<u>Attachments:</u>	Attachment A - AN ORDINANCE AMENDING CHAPTER 3 OF THE CARRBORO TOWN CODE			
5.	<u>17-204</u>	A Resolut	ion Making an Appointment to the Orange County			
		Human Rela	ations Commission			
		PURPOSE	There is a vacancy on the Human Relations Commission for a			
		Town of Carr	boro resident. The resolution provided requested			
		<u>Attachments:</u>	Attachment A - Resolution			
			Attachment B - Orange County Human Relations Commission Daniel Ryan Database Application.pdf			
6.	<u>17-197</u>	Human Ser	vices Funding for Fiscal Year 2017-18			
			The purpose of this item is for the Board of Aldermen to			
			an services funding allocation recommendations for FY 2017-18.			
		<u>Attachments:</u>	ATTACHMENT A - Resolution to Approve HSAC Funding Recommendations ATTACHMENT B - Human Services Recommendations 2017-18			
			ATTACHMENT C - CH 2017-2018 HSAB Funding Recommendation1			
			ATTACHMENT D - OC FY17-18 County Manager's Recommended Human Services Funding			

D. PUBLIC HEARING

7:55-8:20

1.	<u>17-200</u>	Public Hea	ring on Extension of Town's Extraterritorial Jurisdiction
		public comm	The purpose of this item is for the Board of Aldermen to receive ent on a proposal to extend the Town's extraterritorial boundary th side of NC Highway 54 West.
	<u>Attachments:</u>	Attachment A - Resolution	
			Attachment B - NCGS 160A-360
			Attachment C - Legal Description
			Attachment D - Certification of Mailed Notice - Extension ETJ

<u>8:20-8:40</u>

2.	<u>17-201</u>	Public Hearings on Land Use Ordinance Text and Map						
		Amendments Relating to the WM-3 Zoning District						
		PURPOSE: The purpose of this agenda item is for the Board of Aldermen to						
		receive public comment, to consider text amendments relating to the Watershed						
		Manufacturing District (WM-3) and whether to rezone portions of six parcels						
		along NC Hwy 54 West to WM-3.						
		<u>Attachments:</u>	Attachments: Attachment A - Resolution to Continue PH for Text Amend					
			Attachment B - Draft LUO Text Amend-WM-3					
			Attachment C - Resolution to Continue PH for Map Amendment					
			Attachment D - Draft Ordinance Map Amend					
			Attachment E - Staff Report Rezoning to WM-3					
			Attachment F - Comments					
			Attachment G - Documentation of Notice					

E. OTHER MATTERS

<u>8:40-8:55</u>

1.	<u>17-199</u>	Funding Request from Orange County Food Council					
		PURPOSE	: The purpose of this agenda item is for the Board to consider a				
		request for fu	nding from the Orange County Food Council				
		Attachments:	ATTACHMENT A OCFC 2017-18 Human Services Outside Agency				
			Application Packet				
			ATTACHMENT B - OC Food Council Roster Spring 2017				
			ATTACHMENT C - Examples of Food Council Activities (Updated 2017)				

<u>8:55-9:30</u>

2.	<u>17-196</u>	- <u>196</u> Presentation of the Draft Economic Sustainability Plan					
		PURPOSE:	The purpose of this agenda item is to allow staff to present to				
		the Board the	work of the Economic Sustainability Commission's Plan.				
		<u>Attachments:</u>	Attachment A - Resolution to Update Local Living Task Force				
			Recommendations				
			Attachment B - Local Matters Brand				
			Attachment C - Draft Carrboro Economic Sustainability Plan 2017				
			Attachment D - Resolution to refer ESP to advisory boards				

- F. MATTERS BY BOARD MEMBERS
- G. MATTERS BY TOWN MANAGER
- H. MATTERS BY TOWN ATTORNEY
- I. MATTERS BY TOWN CLERK



File Number: 17-193

Agenda Date: 6/13/2017 In Control: Board of Aldermen Version: 1 File Type: Agendas

Proclamation: Recreation and Parks Month



File Number:17-192

Agenda Date: 6/13/2017 In Control: Board of Aldermen Version: 1 File Type: Agendas

Approval of Previous Meeting Minutes of May 31, 2017 and June 6, 2017



File Number: 17-190

Agenda Date: 6/13/2017

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Request to Authorize the Town Manager to Award Construction Contract for the Town Commons Renovation Project **PURPOSE:** The purpose of this agenda item is to grant the Town Manager the authority to approve the award of the construction contract for the Town Commons Renovation Project . **DEPARTMENT:** Recreation and Parks

CONTACT INFORMATION: Anita Jones-McNair, amcnair@townofcarrboro.org

<mailto:amcnair@townofcarrboro.org> - 919-918-7381 and Wendell Rodgers, wrodgers@townofcarrboro.org
<mailto:wrodgers@townofcarrboro.org> 919-918-7371

INFORMATION: This project was slated to begin last year. Due to lack of bids for this project, the Town had to table moving forward until now. The Town Commons is used by the Town for various special events and functions, the Farmers Market, the Bazaar Market, community events and private events.

Proposed schedule is as follows:

July 2 - Advertise project

August 1 - Bid opening

- August 6 Re-advertise project (if necessary)
- September 5 Bid opening for re-bid (if necessary)
- August 2 September 6 (after bid opening) Town Manager approves contract
- November 1 Begin construction
- November March 2017 construction phase

The Board of Aldermen approved a Capital Project Ordinance authorizing the use of the fund balance for the town commons improvement project on September 6, 2016 along with the updated layout.

Agenda Date: 6/13/2017 In Control: Board of Aldermen Version: 1 File Type: Agendas

FISCAL & STAFF IMPACT: Town staff will be involved in project management. Capital funds are appropriated per Ordinance No. 3/2016-17 in the amount of \$917,800 which covers construction and contingency.

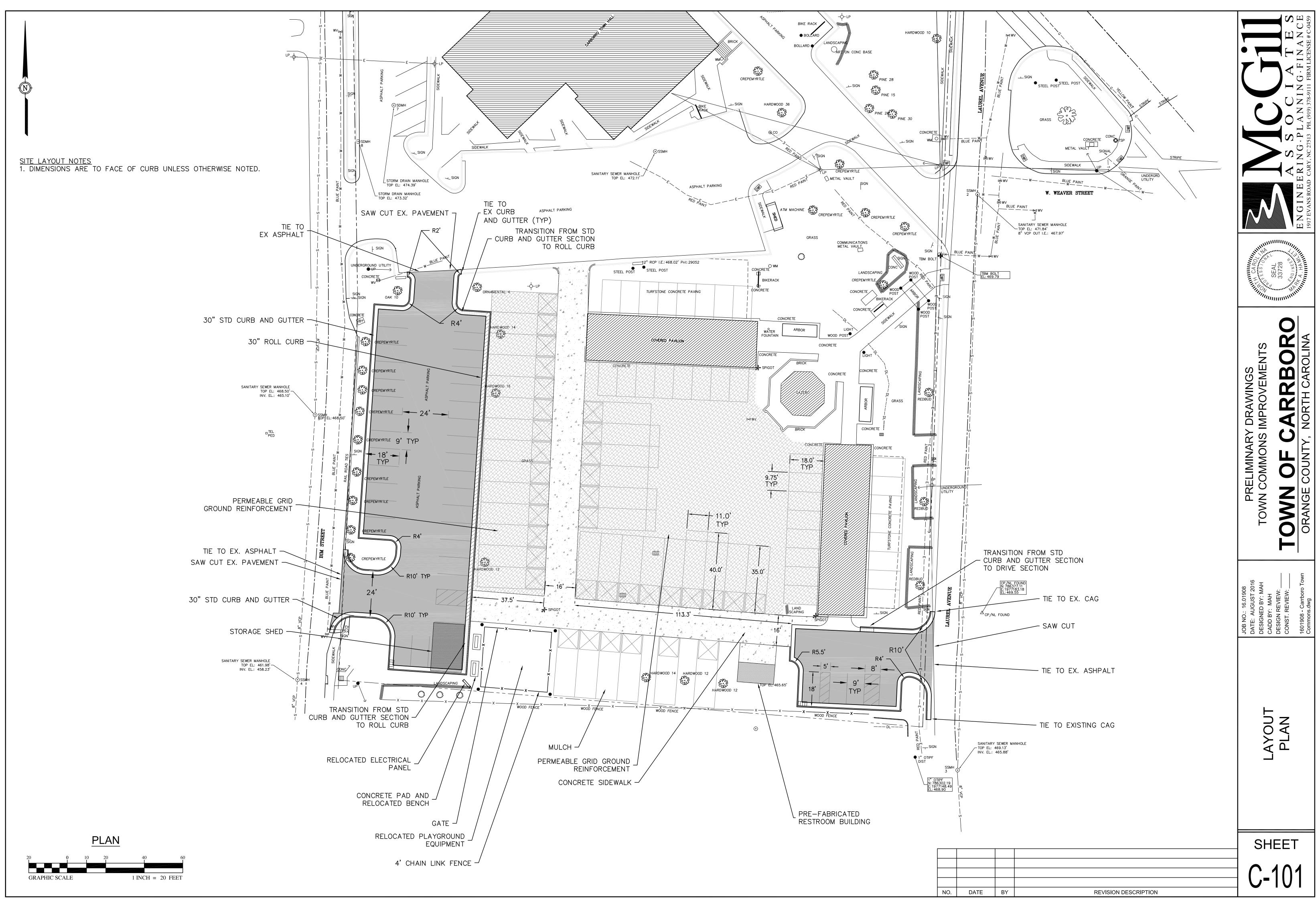
RECOMMENDATION: Staff recommends the Board approve the attached resolution.

A RESOLUTION AWARDING A CONTRACT FOR THE TOWN COMMONS RENOVATION PROJECT

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

Section 1. The Town Manager is hereby granted the authority to approve the award of the bid for the Town Commons Renovation Project within the budgeted amount of up to \$917,800.00 of the contract.

Section 2. The resolution shall become effective upon adoption.



*2016/16.01908 TOWN OF CARRBORO - Town Commons/02_Design Phase/Drawings_Data/DrawingPlansets/Construction Drawings/1601908 - Carrboro Town Commons.dwg 8/29/2016 10:40 AM MARK HAMLE



File Number: 17-191

File Type: Agendas

Agenda Date: 6/13/2017 In Control: Board of Aldermen Version: 2

TITLE:

Consideration of an Affordable Housing Funding Request from Community Home Trust **PURPOSE:** The purpose of this item is for the Board to consider approving a request for funding of up to \$16,000 to offset costs related to affordable housing acquisition. **DEPARTMENT:** Town Manager's Office

CONTACT INFORMATION: Nate Broman-Fulks, Assistant to the Town Manager, <u>nbroman-fulks@townofcarrboro.org <mailto:nbroman-fulks@townofcarrboro.org></u>, 919-918-7314

INFORMATION: The Community Home Trust has submitted an affordable housing funding application to the Town for a grant of up to \$16,000 for costs related to housing acquisition. The full application can be found in Attachment A.

Request Summary

The Landings at Winmore is a 58-unit multifamily low-income housing tax credit development in Carrboro. The current property owner, Crosland LLC, is looking to divest their tax credit properties. Crosland approached The Community Home Trust to gauge their interest in taking over ownership of the property.

The Home Trust has been conducting due diligence over the last several months to analyze the possibility of taking over ownership of the property. After review of the project's finances, the Home Trust has determined two actions would be necessary to make this a viable project financially for them. The first is to receive a property tax exemption as a nonprofit, saving them \$45,000 annually in expenses. The Home Trust plans to file for the tax exemption with the County upon transfer of ownership.

The second action is to pay off a balance due to OWASA. In 2015, it was discovered that OWASA was not billing the property correctly for water usage. An agreement was made between the property and OWASA to pay OWASA \$75,000 over a 36 month period. It is estimated that when transfer of property takes place, assuming it does, there would be no more than \$16,000 left on the OWASA bill. The Community Home Trust is asking the Town for a grant of up to \$16,000 to pay off the rest of the OWASA bill.

Town staff reached out to OWASA to discuss the possibility of partnering with them on this issue. OWASA provided the following statement in response to this inquiry and related to the general situation: "In 2015, OWASA learned that the Landings at Winmore complex was being underbilled for their water and sewer

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service each month due a meter reading error. For about four years, the apartment complex was only charged for a fraction (about 10%) of their water use. As a non-profit authority funded solely by the rates and fees paid by its customers, OWASA must charge the costs required to serve each customer. This approach helps keep rates and fees affordable for all customers. Once the issue was identified, OWASA worked with the Landings at Windmore to allow the amount to be paid over time. Additionally, the amount charged was for three years of the under-billed amount, not the entire four-year period. We take full responsibility for the issue and regret that it happened. However, to be fair to all our customers, we have to charge for the services provided to the Landings at Winmore, LLC." OWASA has indicated a willingness to work with the Home Trust and residents at the Landings on water conservation efforts.

Eligibility Analysis

Staff has analyzed this application through the Town's affordable housing fund eligibility analysis. Staff has determined this application meets all requirements of the Guidelines of the Affordable Housing Fund. Attachment B contains a breakdown of this analysis.

Board Consideration

The Community Home Trust is requesting a grant of up to \$16,000 to offset affordable housing acquisition costs related to past due OWASA bills for the Landings at Winmore property. If the Board chooses to fund this application, it may do so by approving the resolution in Attachment C.

FISCAL & STAFF IMPACT: The Community Home Trust is applying for a grant of up to \$16,000. If this request were approved, there would be \$399,696 available in the Affordable Housing Fund for future allocations.

RECOMMENDATION: Staff recommends the Board consider approving the funding request from Community Home Trust in an amount of no more than \$16,000.

MEMORANDUM



BOARD OF DIRECTORS

Jennifer Ferris President

Emily Hinkle Vice President

Gordon Merklein Secretary

> Ken Reiter Treasurer

George Barrett

David Brehmer

Mark Dorosin

Kathleen Ferguson

Sally Greene

Kelley Gregory

Debra Ives

Michelle Johnson

Jim Merritt

Ava Miles

Charles Mills

Executive Director Robert Dowling TO: Nate Broman-Fulks, Assistant to the Town Manager
 FROM: Community Home Trust Lori Woolworth, Director of Operations and Finance
 DATE: May 12, 2017

SUBJECT: The Landings at Winmore 100 Andys Lane, Carrboro, NC 27510

AMOUNT OF REQUEST: Up to \$16,000

<u>Description of Property</u>: The Landings at Winmore is a 58-unit multifamily rental project built in 2010. The project was awarded low income housing tax credits, however they elected to received those credits in the form of a loan from North Carolina Housing Finance Agency. There are 42 2-bedroom units, and 16 3-bedroom units. The project is currently owned by Crosland, a developer who is looking to divest their tax credit projects. Community Home Trust holds a right of first refusal on the property and is currently in the process of performing due diligence to ensure this is a project that can be successful long-term.

Eligible Use of Funds: After review of the project's finances, it was obvious that they have experienced a negative cash flow since 2014. Under the terms of the loan from North Carolina Housing, they are required to maintain operating reserves in the amount of \$188,000. You will see Note 3 in the attached audit (p. 11) as of December 31, 2016 this balance was depleted to \$132,132. Due to their financial challenges, an additional withdrawal of \$50,000 was approved in early 2017, making their current operating reserve balance approximately \$82,000. If we assume ownership, we will apply for property tax exemption which will save approximately \$45,000 per year based on 2016 assessments.

In 2015, it was discovered that OWASA was not billing the property properly for water usage. An agreement was made between the property and OWASA which consisted of a \$75,000 loan payable over 36 months. Please see Note 11 in the attached audit (p.15). We are asking for up to \$16,000 to pay off the balance due to OWASA upon the transfer of ownership. We will use the Town's funds to further improve cash flow by saving over \$2,000 per month.

We have been able to target the cause of the financial issues, and feel as the owners, with multiple changes implemented, we can operate this project with a positive cashflow, while increasing the amount set aside for long-term reserves.

<u>Beneficiaries</u>: The residents of The Landings earn an average of \$17,000 per year. Maxium rents allowed are set at a rate affordable to households earning between 30% and 60% AMI.

Income Documentation: Not included. Tenant income documentation is held at the property and collected at the time of recertification or lease renewal.

The Landings at Winmore, LLC (A Limited Liability Company)

FINANCIAL STATEMENTS

December 31, 2016 and 2015

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December 31, 2016 and 2015

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SHERBERT ASSOCIATES, PC Certified Public Accountants & Business Advisors



INDEPENDENT AUDITORS' REPORT

To the Owners, The Landings at Winmore, LLC

Report on the Financial Statements

We have audited the accompanying financial statements of The Landings at Winmore, LLC (the "Project"), which comprise the balance sheets as of December 31, 2016 and 2015, and the related statements of operations, changes in capital, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the Project's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Project's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Landings at Winmore, LLC as of December 31, 2016 and 2015, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Supplemental Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplemental information shown on pages 16 through 17 is presented for purposes of additional analysis, and is not a required part of the financial statements.

The accompanying supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplemental information is fairly stated in all material respects in relation to the financial statements as a whole.

Sherbert Associates, PC

Sherbert Associates, PC Charlotte, NC

April 24, 2017

BALANCE SHEETS

December 31, 2016 and 2015

		2016	 2015
ASSETS		· · · ·	
INVESTMENT IN REAL ESTATE			
Building	\$	5,872,827	\$ 5,872,827
Land		850,908	850,908
Land improvements		717,348	717,348
Fumishings		86,467	77,760
Machinery and equipment		26,238	26,238
INVESTMENT IN REAL ESTATE, at cost		7,553,788	 7,545,081
Accumulated depreciation		(1,163,753)	(971,891)
NET INVESTMENT IN REAL ESTATE		6,390,035	 6,573,190
OTHER ASSETS			
Cash	\$	30,927	\$ 10,910
Reserves		200,667	238,852
Tenant receivables		3,009	3,340
Tenant security deposits		26,348	26,450
Intangible assets, less accumulated amortization		30,249	33,773
TOTAL OTHER ASSETS	<u> </u>	291,200	 313,325
TOTAL ASSETS	\$	6,681,235	\$ 6,886,515
LIABILITIES AND CAPITAL			
LIABILITIES			
Debt, less unamortized costs	\$	7,186,147	\$ 7,275,433
Accounts payable		8,801	13,054
Accrued property taxes		50,194	52,566
Accrued utilities		29,167	54,167
Accrued interest		4,747	5,212
Accrued expenses		6,427	7,745
Prepaid rent		3,449	4,850
Deferred developer fee		129,086	125,022
Tenant security deposit liability		26,348	25,900
TOTAL LIABILITIES		7,444,366	 7,563,949
CAPITAL	***	(763,131)	 (677,434)
TOTAL LIABILITIES AND CAPITAL	\$	6,681,235	\$ 6,886,515

STATEMENTS OF OPERATIONS

	2016	2015
REVENUES		
Gross potential rent	\$ 496,4	16 \$ 478,562
Vacancies	(9,6	11) (26,879)
Other income	8,1	40 6,115
TOTAL REVENUES	494,9	45 457,798
OPERA TING EXPENSES		
Administration	111,0	71 123,714
Utilities	55,2	30 112,039
Operating and maintenance	79,7	23 94,350
Taxes and insurance	68,7.	37 75,471
TOTAL OPERATING EXPENSES	314,70	61 405,574
OPERATING INCOME	180,11	34 52,224
OTHER INCOME (EXPENSE)		
Interest expense	(70,49	(73,411)
Depreciation	(191,80	
Amortization	(3,52	(3,524)
NET LOSS	\$ (85,65	07) \$ (216,416)

STATEMENTS OF CHANGES IN CAPITAL

	Managing Member		Member Member		Member			
		sland gs, LLC		l Housing iates, Inc.	Crosland Affordable Development, LLC		Total	
Capital, December 31, 2014	\$	(46)	\$	(46)	\$	(460,926)	\$	(461,018)
Net loss		(22)		(22)		(216,372)		(216,416)
Capital, December 31, 2015	\$	(68)	\$	(68)	\$	(677,298)	\$	(677,434)
Net loss		(9)	·····	(9)	<u></u>	(85,679)		(85,697)
Capital, December 31, 2016	\$	(77)	\$	(77)	\$	(762,977)		(763,131)

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The Landings at Winmore, LLC

STATEMENTS OF CASH FLOWS

CASH FLOWS FROM OPERATING ACTIVITIES \$ Net loss \$ Adjustments to reconcile net loss to net cash flows from operating activities: Depreciation Amortization Amortization Amortization of loan costs included in interest expense Deferred developer fee interest Change in operating assets and liabilities: Tenant receivables Prepaid expenses Tenant receivables Prepaid expenses Tenant receivables Accrued utilities Accounts payable Accrued property taxes Accrued interest Accrued expenses Prepaid rent Tenant security deposit liability NET CASH FLOWS FROM OPERATING ACTIVITIES S CASH FLOWS FROM INVESTING ACTIVITIES Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES \$ NET CASH FLOWS FROM FINANCING ACTIVITIES \$ NET CASH FLOWS FROM FINANCING ACTIVITIES \$ NET CASH FLOWS FROM FINANCING ACTIVITIES \$	(85,697) 191,862 3,524 8,999 4,064 331	\$ (216,416) 191,705 3,524
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Accrued utilities Accounts payable Accrued property taxes Accrued interest Accrued expenses Prepaid rent Tenant security deposit liability NET CASH FLOWS FROM OPERATING ACTIVITIES \$ CASH FLOWS FROM INVESTING ACTIVITIES Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES	-	2,747
Accounts payable Accrued property taxes Accrued interest Accrued expenses Prepaid rent Tenant security deposit liability NET CASH FLOWS FROM OPERATING ACTIVITIES \$ CASH FLOWS FROM INVESTING ACTIVITIES Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES	102	(1,390)
Accrued property taxes Accrued interest Accrued expenses Prepaid rent Tenant security deposit liability NET CASH FLOWS FROM OPERATING ACTIVITIES \$ CASH FLOWS FROM INVESTING ACTIVITIES Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES	(25,000)	54,167
Accrued interest Accrued expenses Prepaid rent Tenant security deposit liability NET CASH FLOWS FROM OPERATING ACTIVITIES \$ CASH FLOWS FROM INVESTING ACTIVITIES Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES	(4,253)	5,302
Accrued expenses Prepaid rent Tenant security deposit liability NET CASH FLOWS FROM OPERATING ACTIVITIES S CASH FLOWS FROM INVESTING ACTIVITIES Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES S CASH FLOWS FROM FINANCING ACTIVITIES S CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES	(2,372)	52,566
Prepaid rent Tenant security deposit liability NET CASH FLOWS FROM OPERATING ACTIVITIES \$ CASH FLOWS FROM INVESTING ACTIVITIES Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES \$	(465)	(83)
Tenant security deposit liability NET CASH FLOWS FROM OPERATING ACTIVITIES S CASH FLOWS FROM INVESTING ACTIVITIES Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES S CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES S	(1,318)	(182)
NET CASH FLOWS FROM OPERATING ACTIVITIES \$ CASH FLOWS FROM INVESTING ACTIVITIES Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES S CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES S S	(1,401)	704
NET CASH FLOWS FROM OPERATING ACTIVITIES \$ CASH FLOWS FROM INVESTING ACTIVITIES Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES S CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES S S	448	840
Payments for improvements, property and equipment Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES	88,824	\$ 104,820
Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES \$		
Net withdrawals from (deposits to) reserves NET CASH FLOWS FROM INVESTING ACTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES \$	(8,707)	-
NET CASH FLOWS FROM INVESTING A CTIVITIES \$ CASH FLOWS FROM FINANCING ACTIVITIES \$ Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES \$ \$	38,185	(1,333)
Repayments of debt NET CASH FLOWS FROM FINANCING ACTIVITIES \$	29,478	\$ (1,333)
NET CASH FLOWS FROM FINANCING ACTIVITIES		
NET CASH FLOWS FROM FINANCING ACTIVITIES	(98,285)	(96,872)
NET CHANGE IN CASH	(98,285)	\$ (96,872)
	20,017	6,615
CASH, BEGINNING OF YEAR	10,910	 4,295
CASH, END OF YEAR \$	30,927	\$ 10,910
Supplementary Cash Flow Information:		
Cash paid for interest \$		\$ 69,431
Interest added to deferred developer fee balance \$	66,896	\$ 4,064

NOTES TO FINANCIAL STATEMENTS

December 31, 2016 and 2015

NOTE 1 - ORGANIZATION

The Landings at Winmore, LLC (the "Project"), was formed as a limited liability company under the laws of the state of North Carolina on September 4, 2007 to construct and operate a 58 unit multifamily rental real estate housing project in Carrboro, North Carolina. The Project was awarded low income housing tax credits pursuant to Section 42 of the Internal Revenue Code (the "IRC"). The Project elected to receive the credits in the form of a loan from the North Carolina Housing Finance Agency.

Pursuant to the Amended and Restated Partnership Agreement (the "Agreement"), the ownership percentages of the Project are as follows:

Managing Member - Crosland Landings, LLC	0.01%
Member - United Housing Associates, Inc.	0.01%
Member - Crosland Affordable Development, LLC	99.98%
	100.00%

The Project shall continue in existence until terminated under the terms of the Operating Agreement.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the Project's significant accounting policies consistently applied to the preparation of the accompanying financial statements follows:

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Actual results could differ from those estimates.

Investment in Real Estate

Land, building, land improvements, furnishings, and machinery and equipment are recorded at cost. Depreciation is provided for in amounts sufficient to relate the cost of the depreciable assets to operations over the estimated service lives using the straight-line method. Improvements are capitalized, while expenditures for maintenance and repairs are charged to expense as incurred. Estimated service lives are as follows:

Asset Type	Methods	<u>Useful Lives</u>
Building	Straight-line	40 years
Land improvements	Straight-line	20 years
Furnishings	Straight-line	10-12 years
Machinery and equipment	Straight-line	10 years

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016 and 2015

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

<u>Cash</u>

For the purposes of the statement of cash flows, cash is considered to be cash on hand and bank checking accounts. In addition to cash balances, balances restricted as to use are held at certain financial institutions and classified as reserves on the balance sheet. At times, cash balances held at financial institutions may be in excess of FDIC limits of \$250,000 per depositor per bank. The Project has not experienced any losses in such accounts and management believes the risk of loss is negligible.

Revenue Recognition

Rental income is recognized as rentals become due. Rental payments received in advance are deferred until earned. All leases between the Project and the tenants of the property are operating leases. Other income results from fees earned for application fees, late payments, cleaning, damages, and laundry facilities, which are recorded when earned.

Tenant Receivables and Bad Debts

Tenant receivables are recorded net of an allowance for uncollectible accounts. The allowance is estimated from historical performance and knowledge of specific accounts. The allowance for doubtful accounts as of December 31, 2016 and 2015 was \$0 and \$1,055, respectively.

Impairment

The Project reviews its investment in real estate for impairment whenever events or changes in circumstances indicate that the carrying value of such property may not be recoverable. Recoverability is measured by a comparison of the carrying amount of the real estate to the future net undiscounted cash flows expected to be generated by the rental property including the low income housing credits and any estimated proceeds from the eventual disposition of the real estate. If the real estate is considered to be impaired, the impairment to be recognized is measured at the amount by which the carrying amount of the real estate exceeds the fair value of such property. There were no impairment losses recognized during the years ended December 31, 2016 and 2015.

New Accounting Standard

In 2016, the Project adopted new FASB guidance regarding the presentation on the balance sheet of the costs of issuance of debt and related amortization expense in the statement of operations. The new guidance requires presenting such unamortized costs as a direct deduction from the face amount of the debt. Amortization is required to be included with interest expense in the statement of operations.

Previously, the Project reflected unamortized debt issuance costs as deferred charges on the balance sheet, and has retroactively reclassified 2015 amounts in accordance with the new debt deduction presentation. Similarly, interest expense for 2015 has been increased and amortization expense decreased in accordance with the new presentation as interest expense (See Note 7).

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016 and 2015

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Amortization

Intangible assets consist of tax credit fees, which are amortized over 15 years using the straight-line method.

Income Taxes

No income tax provision or benefit has been included in these financial statements because taxable income or loss passes through to, and is reportable by, the owners individually. The reconciliation between book and tax basis loss is summarized as follows:

697) \$ (216,416)
086 704
389) (80,113)
055) 1,047
(294,778)

2017

3015

The Project is required to evaluate the income tax positions taken to determine whether the position is more likely than not of being sustained upon examination by the applicable taxing authority, based on the technical merits of the position. Accounting rules for uncertain tax positions also provide guidance on measurement, derecognition, classification, interest and penalties, accounting in interim periods, transition, and disclosure requirements. There were no interest or penalties recognized in the financial statements of the Project as of and for the years ended December 31, 2016 and 2015. The Project's federal and state tax returns for the year 2013 and later remain subject to examination by taxing authorities.

Advertising Costs

Advertising costs are charged to operations when incurred.

Reclassifications

Certain amounts in the prior year financial statements have been reclassified to conform with current year financial statement presentation. These reclassifications had no effect on the reported net loss of the Project.

Subsequent Events

Management has evaluated subsequent events through April 24, 2017, the date which the financial statements were ready to be issued and has concluded that there are no significant subsequent events for disclosure.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016 and 2015

NOTE 3 - RESERVES

Replacement Reserve

The Project is required to establish a replacement reserve for working capital needs, capital asset repairs, and replacement. Annual deposits of \$250 per unit are required, paid in monthly installments. Deposits are required to increase by 4% annually. The replacement reserve is comprised of the following as of December 31, 2016 and 2015:

	2016		2015	
Balance, January 1	\$	50,190	\$	48,857
Deposits		18,345		17,640
Withdrawals	<u> </u>	*	<u></u>	(16,307)
Balance, December 31	\$	68,535	\$	50,190

Operating Reserve

The Project is required to maintain an operating reserve in the amount of \$188,662 for operating expenses and debt service of the Project which exceed revenues available for payment. The reserve is required to be replenished as cash flow permits. As of December 31, 2016 and 2015 the balance in the operating reserve is \$132,132 and \$188,662, respectively.

NOTE 4 – INTANGIBLE ASSETS

As of December 31, 2016 and 2015, intangible assets consisted of:

	 2016	2015
Tax credit fees	52,863	 52,863
Accumulated amortization	 (22,614)	 (19,090)
	\$ 30,249	\$ 33,773

Estimated annual amortization expense related to the loan and tax credit fees for each of the next five years is \$3,524.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016 and 2015

NOTE 5 – RELATED PARTY TRANSACTIONS

Description	Related Party	Amount
Development Agreement	Affiliate of the Managing Member and Member	The Project entered into a development agreement with Crosland Investments, LLC ("Crosland"), which was assigned to Crosland Affordable Development, LLC. The agreement provides for a development fee and overhead in the amount of \$609,000 for services provided in connection with the development of the Project and supervision of construction. Any deferred portion shall constitute a loan and bear interest at the Applicable Federal Rate in effect at the time of deferral. The fee will be repaid no later than 10 years after the date of the Orange County note, as outlined in Note 7. As of December 31, 2016 and 2015, the total fee of \$609,000 has been earned and capitalized to the rental property. As of December 31, 2016 and 2015, the deferred development fee was \$129,086 and \$125,022, respectively, which includes accrued interest related to the deferred development fee of \$32,097 and \$28,033 respectively. For the years ended December 31, 2016 and 2015, interest expense related to the deferred development fee was \$4,064 and \$4,064 respectively.
UHA Loan	Member	See Note 7.

NOTE 6 – PROJECT PROFITS, LOSSES AND DISTRIBUTIONS

Except as noted in the Agreement, net profits shall be allocated as follows:

- 1. Net profits shall be allocated to those Members, if any, with negative balances in their capital accounts pro rata in accordance with such negative balances until all such capital accounts have been returned to zero; and
- 2. The balance, if any, shall be allocated to the Members pro rata in accordance with their Membership interests.

Net losses shall be allocated as follows:

- 1. To the Members pro rata, to the extent of and in proportion to the positive balances, if any, in their capital accounts; and
- 2. The balance if any, pro rata to the Members in accordance with their percentage interests.

All distributions of distributable cash shall be made to the Members in amounts as deemed appropriate, taking in consideration of the cash needs and anticipated cash needs of the Project, on a pro rata basis in accordance with the Members' interests.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016 and 2015

NOTE 7 – DEBT

AHP First Loan

The Project entered into a promissory note with Bank of America, N.A., funded from the Affordable Housing Program ("AHP"), in the amount of \$1,440,000 on December 22, 2010. The note bears interest at 2% per annum, compounded annually. Monthly principal and interest payments as set forth in the loan agreement shall be payable with all outstanding principal and unpaid interest due and payable upon maturity on December 1, 2030. The loan is secured by a deed of trust and security agreement. As of December 31, 2016 and 2015, \$1,072,156 and \$1,137,420, respectively, remains outstanding. For the years ended December 31, 2016 and 2015, interest incurred related to this loan was \$22,096 and \$23,739, respectively. As of December 31, 2016 and 2015, accrued interest related to this loan was \$1,848 and \$2,150, respectively.

AHP Second Loan

The Project entered into a promissory note with Bank of America, N.A. funded from the AHP in the amount of \$550,000 on December 17, 2010. The note bears interest at 7% per annum, compounded annually. Monthly principal and interest payments as set forth in the loan agreement shall be payable with all outstanding principal and unpaid interest due and payable upon maturity on December 1, 2030. The loan is secured by a deed of trust and security agreement. As of December 31, 2016 and 2015, \$408,934 and \$433,862, respectively, remains outstanding. For the years ended December 31, 2016 and 2015, interest incurred related to this loan was \$30,091 and \$31,250, respectively. As of December 31, 2016 and 2015, accrued interest related to this loan was \$2,472 and \$2,621, respectively.

NCHFA Loan

The Project entered into a promissory note and loan agreement with the North Carolina Housing Finance Agency ("NCHFA") in the amount of \$4,995,112 on January 27, 2010. The loan was received in lieu of tax credits as outlined in Note 8. The note does not bear interest and matures on December 31, 2025, at which time all outstanding principal shall be due and payable. In the event that the Project maintains compliance with the terms of the loan agreement for the duration of the loan, all outstanding principal shall be forgiven by the lender. The loan is secured by a deed of trust. As of December 31, 2016 and 2015, \$4,995,112 remains outstanding.

UHA Loan

The Project entered into a promissory note and loan agreement with United Housing Associates, Inc. ("UHA"), a member of the Project, in the amount of \$250,000 on December 10, 2010. The note does not bear interest and matures on December 1, 2030. The loan is secured by a deed of trust. As of December 31, 2016 and 2015, \$250,000 remains outstanding.

TCAP Loan

The Project entered into a promissory note agreement with the NCHFA, funded from the Tax Credit Assistance Program ("TCAP") in the amount of \$410,160 on January 27, 2010. The note does not bear interest and matures on February 1, 2040. The loan is secured by a deed of trust. As of December 31, 2016 and 2015, \$322,998 remains outstanding.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016 and 2015

NOTE 7 – DEBT (CONTINUED)

Orange County Loan

The Project entered into a promissory note agreement with Orange County, North Carolina pursuant to the Orange County HOME Investment Partnership Program and the Orange County Long-Term Housing Affordability Policy in the amount of \$300,000 on May 4, 2011. Monthly payments of principal and interest in the amount of \$1,109 are required through maturity on May 1, 2041. The note bears interest at the rate of 2% per annum. The loan is secured by a deed of trust and security agreement. As of December 31, 2016 and 2015, the outstanding principal balance was \$258,198 and \$266,291 respectively. For the years ended December 31, 2016 and 2015, interest incurred related to this loan was \$5,245 and \$5,359, respectively. As of December 31, 2016 and 2015, accrued interest related to this loan was \$427 and \$441, respectively.

Future minimum principal payments on the debt obligations as of December 31, 2016 are as follows:

For the year ended:						
\$	100,256					
	102,280					
	104,344					
	106,450					
	108,599					
	6,785,469					
\$	7,307,398					
	\$					

The following reconciles future minimum payments on debt obligations to debt balances presented on the accompanying balance sheets:

	2016	2015
Principal amount	\$ 7,307,398	\$ 7,405,683
Less: unamortized debt issuance costs	 (121,251)	 (130,250)
Debt, less unamortized issuance costs	\$ 7,186,147	\$ 7,275,433

In prior years, the Project reported debt issuance costs as a deferred charge on the balance sheet and amortization of such costs on the statement of operations as amortization. To comply with new GAAP presentation requirements, in 2016 the Project began reporting such costs as a direct deduction from the face amount of related debt, as shown in the table above. Prior year amounts were reclassified, resulting in a reduction of total 2015 assets of \$130,250. The change did not affect capital.

Similarly, the Project now reports amortization of debt issuance costs (\$8,999 in 2016) as interest expense and has reclassified 2015 amounts accordingly. As a result, reported interest expense in 2015 was increased and amortization decreased by \$8,999. This change did not affect net income (loss).

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2016 and 2015

NOTE 8 – TAX CREDITS

The Project has qualified for and has been allocated low-income housing tax credits pursuant to IRC Section 42 which regulates the use of the Project as to occupant eligibility and unit gross rent, among other requirements. The Project elected to receive tax credits in the form of a loan from the NCHFA as described in Note 7. Failure to maintain compliance with tenant income eligibility and rent limits or to correct instances of non-compliance within a reasonable time period may result in the required repayment of this loan, as well as an adjustment to the Members' contributed capital.

NOTE 9 – PROPERTY MANAGEMENT FEE

The Project has entered into an agreement with WRH Realty Services, Inc. (WRH), an unrelated party, in connection with the management of the rental operations of the project. The agreement provides for a management fee of \$2,262 per month, which is approximately \$39 per unit per month. The fee is adjusted each April 1, beginning April 1, 2011, by the change in the Consumer Price Index, as defined. For the years ended December 31, 2016 and 2015, \$29,563 and \$29,455, respectively, of property management fees were incurred, of which \$2,463 and \$2,457 remained payable as of December 31, 2016 and 2015, respectively, and included in accrued expenses.

NOTE 10 - SOCIAL SERVICES FEE

The Project entered into a Homebuyer Counseling and Management agreement with Community Home Trust ("CHT") on July 31, 2009. In accordance with the agreement, CHT will provide credit counseling, first time homebuyer education, and other counseling services to residents of the Project. In exchange, the Project pays a quarterly fee of \$2,000. For the years ended December 31, 2016 and 2015, the social services fee was \$8,000 per year, and is included in administration expenses. As of December 31, 2016 and 2015, \$2,000 was accrued and included in accrued expenses.

NOTE 11-ACCRUED UTILITIES

In 2015, it was discovered by the municipality which provides water and sewer services to the Property that the provider under billed the Property for water and sewer services over the past five years. An agreement with the municipality was reached in 2015 to pay \$75,000 over 36 months related to these under billings. These payments of \$2,083 per month began in March 2015 and continue through February 2018. For the year ended December 31, 2015, \$75,000 was included in Utilities expense related to these charges. As of December 31, 2016 and 2015, \$29,167 and \$54,167, respectively, remains due related to these charges and is recorded as Accrued utilities in the accompanying balance sheet.

SUPPLEMENTAL INFORMATION

SCHEDULES OF PROJECT OPERATING EXPENSES

		2016	 2015
ADMINISTRATION			
Other rental expense	\$	1,838	\$ 2,442
Office expenses		7,822	4,294
Management fee		29,563	29,455
Manager salaries		30,860	42,543
Professional fees		24,393	25,924
Social services fee		7,996	8,000
Bad debt expense (recovery)		(359)	626
Telephone		8,958	 10,430
TOTAL	\$	111,071	\$ 123,714
UTILITIES			
Electricity	\$	6,645	\$ 8,111
Water and sewer		48,585	103,928
TOTAL	\$	55,230	\$ 112,039
OPERATING AND MAINTENANCE			
Payroll	\$	25,997	\$ 26,991
Supplies		5,488	9,387
Contract		10,197	13,527
Trash removal		8,956	8,709
Security		373	475
Computer maintenance		825	900
Repairs and maintenance		27,887	34,361
TOTAL	\$	79,723	\$ 94,350
TAXES AND INSURANCE			
Real estate taxes	\$	43,033	\$ 46,574
Payroll taxes		4,967	6,369
Property insurance		15,171	9,830
Workers compensation		1,686	1,668
Health insurance		3,651	9,549
Other benefits		229	1,481
TOTAL	\$	68,737	\$ 75,471
		<u> </u>	



Affordable Housing Fund Application Eligibility Analysis: Landings at Winmore Request

Application Procedures:

Application Procedure	Procedure Met
1) A complete description of the project, including the proposed location;	✓
2) A discussion of how the project meets the criteria of eligible uses and eligible beneficiaries	✓
3) Who the ultimate beneficiaries will be or are intended to be;	✓
4) If appropriate, documented income data for the intended recipients.	N/A

AH Fund Eligibility Criteria:

Criteria	Requirement	This Application	Criteria Met
1. Who May Apply	Nonprofit or Individual	Community Home Trust	~
2. Eligible Use	Meet the goal of the fund: 1. Established Eligible Use OR 2. Goal/Strategy of AH Plan	Goal 2.1 – Increase number of units that are permanently affordable Goal 2.4 – Reduce erosion of rental housing quality	✓
3. Eligible Beneficiary	1. Property located in Carrboro	1. Property located on Andy's Lane in Carrboro	~
	2. Owner or occupant of the property after acquisition	2. The property would be owned by the Community Home Trust	~
	3. Building to have an anticipated life of at least 20 years	3. Property to remain affordable permanently	~
	4. Target household income of 60% of AMI and below	4. Maximum rents are set at a rate affordable to households earning 30-60% AMI	~

A RESOLUTION APPROVING A REQUEST FOR GRANT FUNDS FROM THE AFFORDABLE HOUSING SPECIAL REVENUE FUND FOR COMMUNITY HOME TRUST HOUSING ACQUISITION ACTIVITIES

6-13-2017

WHEREAS, the Board of Aldermen on, June 27, 2007, by the adoption of resolution no. 244/2006-07 created the Affordable Housing Special Revenue Fund; and

WHEREAS, the creation of the fund is another way in which the Board can advance its goal of increasing and maintaining the stock of affordable housing within the Town and its planning jurisdiction; and

WHEREAS, the Affordable Housing Special Revenue Fund was also designed to provide funding for affordable housing acquisition for Carrboro residents; and

WHEREAS, Community Home Trust has requested funding from the Affordable Housing Special Revenue Fund for costs associated with affordable housing acquisition; and

WHEREAS, the total request is for no more than \$16,000; and

WHEREAS, Town Staff has reviewed the request and determined that it meets the criteria set forth in the Affordable Housing Special Revenue Fund and the Affordable Housing Goals and Strategies; and

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

Section 1. The Board of Aldermen approves the grant to Community Home Trust in an amount not to exceed \$16,000.

Section 2. The Board of Aldermen authorizes the Town Manager to develop and execute an agreement as necessary to carry out the Board's action.

Section 3. This resolution shall become effective upon adoption.



File Number: 17-195

File Type: Agendas

Agenda Date: 6/13/2017 In Control: Board of Aldermen

Version: 1

TITLE:

Creation of an Affordable Housing Advisory Commission

PURPOSE: The purpose of this item is for the Board to consider approving a permanent resident advisory board for affordable housing to be called the Affordable Housing Advisory Commission **DEPARTMENT:** Town Manager's Office

CONTACT INFORMATION: Nate Broman-Fulks, <u>nbroman-fulks@townofcarrboro.org</u>

<u>sequences</u> <u>se</u>

INFORMATION: The Affordable Housing Task Force was established on June 26, 2012, for the purpose of creating recommendations for an affordable housing strategy. In June of 2014, this goal was accomplished when the Board of Aldermen approved the Town's Affordable Housing Goals and Strategies document. Since the approval of the Town's Affordable Housing Goals and Strategies, the Task Force has been assisting staff through guidance in the implementation of the plan. The Task Force term has been open-ended, meaning there has been no hard date to disband it.

Thanks to staff and Task Force input, the Town now has achieved several major milestones:

- Dedicated staffing for affordable housing issues and strategies.
- Adoption of the Affordable Housing Strategy by the Board of Aldermen.
- Significant expansion of the Affordable Housing Fund and initial revisions to the guidelines for deploying resources from the fund.
- Approval of nine affordable housing funding applications, totaling \$443,867, since revisions to the guidelines were approved.
- The creation of new affordable housing programs to assist in the implementation of the Town's strategies.

Since the town's priority strategies are now well-defined and have dedicated staff support, and progress is being made towards implementing the Town's strategies, staff would like to propose the Task Force disband and a permanent advisory commission be created. This commission is structured in a similar manner to other Town advisory boards, and with the purpose of providing guidance to the Board of Aldermen. The Task Force discussed this matter at its May 15th meeting and is in agreement with staff's recommendation.

Agenda Date: 6/13/2017 In Control: Board of Aldermen Version: 1 File Type: Agendas

Attachment A is an ordinance amending Chapter 3 of the Town Code that would establish a Carrboro Affordable Housing Advisory Commission. This ordinance establishes the composition of the proposed Affordable Housing Advisory Commission, the rules governing it, and the work it would take on.

FISCAL & STAFF IMPACT: Staff will serve as a non-voting liaison to the Commission.

RECOMMENDATION: Staff recommends the Board approve the creation of an Affordable Housing Advisory Commission by approving the attached ordinance.

AN ORDINANCE AMENDING CHAPTER 3 OF THE CARRBORO TOWN CODE TO ESTABLISH A CARRBORO AFFORDABLE HOUSING ADVISORY COMMISSION

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

The following ordinance was introduced by Alderman ______ and duly seconded by Alderman ______.

Section 1. Article V of Chapter 3 of the Carrboro Town Code is amended by adding a new section 3-24.14 as follows:

Section 3-24.14 Carrboro Affordable Housing Advisory Commission

(a) Composition. There shall be a Carrboro Affordable Housing Advisory Commission composed of seven (7) members and two (2) non-voting liaison members. One liaison member shall be a member of the Town Staff and one liaison member shall be a member of the Board of Aldermen; both of whom shall be appointed by the Board of Aldermen. The voting members shall be appointed by the Board of Aldermen and shall be composed as follows:

- (1) Five residents of the Town of Carrboro;
- (2) One resident of the Town's extraterritorial zoning jurisdiction or the Town; and
- (3) One member who need not be a resident of the Town of Carrboro, but who must possess special expertise related to affordable housing.

(b) Term. The liaison members of the Commission shall be appointed by the Board every two years at, or shortly after, the Board's organizational meeting when other appointments to Board committees are made, and shall serve at the pleasure of the Board of Aldermen. The seven regular members, including the seat which is not required to be a resident of the Town of Carrboro, shall be appointed for three-year, staggered terms, but members shall continue to serve until their successors have been appointed. The initial term of the seats on the Commission on the effective date of the ordinance creating the Commission (whether filled or vacant) shall be such that (i) three seats shall expire on February 28, 2021, (ii) two seats shall expire on February 28, 2020, and two seat shall expire on February 28, 2019. Vacancies in seats shall be filled for the unexpired terms, only.

(c) Purpose. The purpose of the Carrboro Affordable Housing Advisory Commission is as follows:

(1) To review and make recommendations to the Board of Aldermen concerning new or revised policies regarding the operation of the Town's Affordable Housing Fund;

(2) To review and make recommendations to the Board of Aldermen for new or revised Land Use Ordinance provisions related to the Town's Affordable Housing Goals and Strategies;

(3) To review and make recommendations to the Board of Aldermen on Affordable Housing Funding Applications;

(4) To carry out specific responsibilities that may be required in accordance with the Affordable Housing Fund Policies or the Town's Land Use Ordinance;

(5) To annually review the Town's Affordable Housing goals, data and other progress indicators, and to make recommendations to prioritize or adjust activities based on such review;

(6) To offer recommendations to the Board of Aldermen for new or specific actions the Town may pursue to increase the availability of diverse, affordable housing in Carrboro, particularly as new opportunities arise or are brought to the Commission's attention by Staff;

(7) To review and approve annual and other Staff reports to the Board of Aldermen;

(8) As needed or as requested by Town Staff, to organize subcommittees focusing on specific topics or issues to help advance specific work; and

(9) To identify and research affordable housing trends and issues.

(d) The Carrboro Affordable Housing Advisory Commission shall report to the Town Board.

(e) The Carrboro Affordable Housing Advisory Commission shall meet monthly, or as otherwise necessary to advance policy and funding decisions.

- (f) Quorum and Voting.
 - (1) A quorum of the Carrboro Affordable Housing Advisory Commission shall be four of seven voting members;
 - (2) Majority vote of the members attending a meeting in which a quorum has been established will constitute an official action of the Commission.
 - (3) Meetings and Engagement.

- a. The Commission shall hold regular monthly meetings, and at such other times as may necessary or appropriate to advance policy and funding decisions;
- b. The Commission shall, at its first meeting, designate one of its members to serve as chairperson and one member to serve as Vice-Chairperson. Thereafter, the Chair Person and Vice-Chair Person shall be elected annual at the Commission's first regular meeting in December, shall serve for terms of one year unless their term of appointment to the Commission expires. The Chair Person and Vice-Chair Person shall take part in all deliberations by the Commission and shall vote on all issues brought before the Commission for a vote.
- c. Unless waived by the Chair Person, all members shall be removed if they are absent without prior notice from three consecutive Commission meetings. The Town Clerk shall notify the Chair in writing as soon as a member becomes subject to removal under this Section. The Chair will have ten days after receipt of such notice to waive the removal. If the Chair fails to notify the Town Clerk in writing within ten days after receipt of such notice, then the Town Clerk will send a removal notice to the Commission member. This removal shall be effective of such notice.

d. All Commission meetings will open public meetings, and the Commission shall publish a schedule of its proposed meetings in accordance with the Open Meetings Law.

e. The Commission shall keep minutes of all its meetings.

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

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this _____ day of June, 2017.

Ayes: ____

Noes: _____

Absent or Excused: _____



Agenda Item Abstract

File Number: 17-204

File Type: Agendas

Agenda Date: 6/13/2017 In Control: Board of Aldermen Version: 1

TITLE:

A Resolution Making an Appointment to the Orange County Human Relations Commission **PURPOSE:** There is a vacancy on the Human Relations Commission for a Town of Carrboro resident. The resolution provided requested **DEPARTMENT:** Town Clerk

CONTACT INFORMATION: Cathy Dorando

INFORMATION: The Town of Carrboro has a vacant seat on the Orange County Human Relations Commission. Daniel Ryan has submitted an application to Orange County expressing interest in serving as a Carrboro representative. The application is attached for the Board to review.

A resolution is provided to recommend that Daniel Ryan be appointed as a Carrboro representative on the Orange County Human Relations Commission for a term to expire 6/30/2020.

FISCAL & STAFF IMPACT: None

RECOMMENDATION: It is recommended that the Board of Aldermen adopt the attached resolution.

A RESOLUTION RECOMMENDING AN APPOINTMENT TO THE ORANGE COUNTY HUMAN RELATIONS COMMISSION

WHEREAS, the Town of Carrboro has a vacant seat on the Orange County Human Relations Commission;

WHEREAS, Daniel Ryan has submitted an application to Orange County expressing interest in serving as a Carrboro representative.

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

Section 1. The Mayor and Board of Aldermen hereby recommend that Daniel Ryan be appointed as a Carrboro representative on the Orange County Human Relations Commission for a term to expire 6/30/2020.

Volunteer Application Orange County Advisory Boards and Commissions

Name:	Daniel Ryan
Name Called: Home Address:	201 NC-54 Apt 205
	Carrboro NC 27510
Phone (Day):	5164480401
Phone (Evening):	9199517701
Phone (Cell):	5164480401
Email:	hawkerz@gmail.com
Place of Employment: Job Title:	Sensus Metering Systems Software Solutions Developer
Year of OC Residence:	2015
Township of Residence: Zone of Residence:	Chapel Hill
Sex:	Male
Ethnic Background:	Caucasian

Community Activities/Organizational Memberships: N/A

Past Service on Orange County Advisory Boards: N/A

Boards/Commissions applied for:

Animal Services Hearing Panel Pool

Background, education and experience relevant to this board:

I have had dogs and cats all my life, and I care deeply about their welfare.

Reasons for wanting to serve on this board:

I know there is a community need for members of this board, so I am willing and able to assist.

Conflict of Interest:

Durham Technical Community College Board of Trustees

Background, education and experience relevant to this board:

I have attended numerous meetings of the board of trustees of Carnegie Mellon University, where I earned credits toward a Masters degree in public policy. I also worked for Carnegie Mellon in an official capacity and advised their Dean of Libraries for several years on policy decisions.

Reasons for wanting to serve on this board:

I bring technical and administrative knowledge to the table and believe I would be an asset to the board of trustees. I am passionate about community college education as an affordable path to a post-secondary degree.

Conflict of Interest:

Human Relations Commission

Background, education and experience relevant to this board:

I have always worked toward and been passionate about equality, and I constantly devote my energy toward dispelling people of racist, sexist, anti-gay and anti-trans sentiments.

Reasons for wanting to serve on this board:

I feel I could make a positive impact and would fight for equality on all fronts. I also believe that I am able to be objective and analytical about issues brought forward.

Conflict of Interest:

Supplemental Questions:

Durham Technical Community College Board of Trustees

What improvements do you believe can be made so that DTCC better serves the residents of Orange County?

I believe that DTCC can expand its offerings to better meet the needs of the community by working with local industry and doing a needs assessment to make changes and additions to available courses of study. Working with local businesses to determine their needs will also create paths to employment, which would enable students to get an associates degree and get out on the job market right away if possible. Many companies are looking for expertise rather than specific degrees, and I feel that DTCC is in a unique position to help accommodate that need.

Other Comments:

This application was current on: 5/28/2016 7:23:02 PM

Date Printed: 5/31/2016



Agenda Item Abstract

File Number: 17-197

Agenda Date: 6/13/2017

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Human Services Funding for Fiscal Year 2017-18 **PURPOSE:** The purpose of this item is for the Board of Aldermen to consider human services funding allocation recommendations for FY 2017-18. **DEPARTMENT:** Economic and Community Development

CONTACT INFORMATION: Annette D. Lafferty, AICP (919) 918-7319

alafferty@townofcarrboro.org

INFORMATION: The Town Manager's recommended budget includes an allocation of \$300,000 to be distributed to local nonprofit agencies providing services to the citizens of Carrboro. Over a period of several months, the applications for funding were reviewed by the Human Services Advisory Commission (HSAC). There were a total of 53 applications received, and requests for funding exceeded \$376,000. The Human Services Advisory Commission is recommending \$300,165.00 in funding.

Notes on Funding Recommendations

The Orange Food Council submitted an application to the HSAC, however, the Board directed staff to fund OFC outside of the HSAC funds. The OFC will be making a separate request and presentation to the Board for this funding request of \$3000.00.

Last year, the Board requested that Chapel Hill and Orange County's funding recommendations be provided in this agenda item. Chapel Hill's funding recommendations can be found in Attachment C and Orange County's funding recommendations can be found in Attachment D.

FISCAL & STAFF IMPACT: The fiscal impact is \$300,165.00 which is included in the proposed FY 2016-17 Budget.

RECOMMENDATION: Staff recommends the Board consider approving the funding recommendations by approving the resolution in Attachment A.

A RESOLUTION ACCEPTING THE RECOMMENDATIONS FROM THE HUMAN SERVICES ADVISORY COMMISSION FOR FISCAL YEAR 2017-18 HUMAN SERVICES FUNDING June 13, 2017

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

WHEREAS, Fifty-three (53) agencies applied for funding through the established Human Services funding process; and

WHEREAS, the Human Services Advisory Commission has met with all applicants that applied for funding in the 2017-18 funding cycle; and

WHEREAS, town staff indicated that the human services funding level for fiscal year 2017-18 is \$300,000, which represents a 17% increase over last year's funding of \$250,000; and

WHEREAS, the total amount of funding requests for 2017-18 was over \$376,000 and the Human Service Advisory Commission is recommending \$300,165.00 in funding.

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

Section 1. Subject to approval of the FY 2017-18 Budget, \$300,165.00 will be allocated to Human Services.

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

Section 3. That the Carrboro Board of Aldermen approve the recommendation for funding by the Human Services Advisory Commission in the amount of \$300,165.00 for fiscal year 2017-18.

				Recommended FY 17-		
Agency	Category	Received FY 16-17	Requested FY 17-18	18		
A Helping Hand	Seniors-Health/Nutrition/Disabled	\$ 4,000	\$ 6,000	\$ 5,000		
Art Therapy Institute	Mental Health Children, Adolescents	\$ 4,000	\$ 5,000	\$ 5,000		
Behavioral Insights, Inc.(Formerly Pre-Trial)	Batterer Intervention and Anger Management	\$ 5,000	\$ 11,000	\$ 7,000		
Big Brothers Big Sisters of the Triangle, Inc.	Youth - Mentoring	\$ 3,000	\$ 5,000	\$ 4,000		
Boomerang Youth, Inc.	Youth-Mentoring, Conflict Resolution	\$-	\$ 3,900	\$ 3,500		
Boys and Girls Club of Eastern Piedmont	Youth-Mentoring-Education	\$ 1,500	\$ 10,000	\$ 3,500		
Bridge II Sports	Youth /Adults with Disabilities	\$ 4,000	\$ 5,000	\$ 2,000		
Chapel Hill - Carrboro Meals on Wheels	Senior - Health-Disabled-Nutrition-In Home Meals	\$ 11,950	\$ 15,000	\$ 14,000		
Chapel Hill Training & Outreach-Kidscope	Youth-Early Childhood Mental Health	\$ 2,200	\$ 2,000	\$ 2,000		
Charles House Assoc.	Senior -Disabled- Day Care	\$ 3,500	\$ 4,000	\$ 1,500		
CH-Carrboro Public School Foundation	Youth-Mentoring, Leadership Training	\$ 1,500	\$ 2,715	\$ 2,715		
Child Care Services Assoc.	Youth-Education	\$ 6,000	\$ 7,500	\$ 6,500		
Club Nova Community Inc.	Health - Nutrition-Safety Net for Vulnerable/Disadvantaged	\$ 13,500	\$ 20,000	\$ 19,000		
Community Empowerment Fund	Homelessness-employment-personal savings	\$ 1,750	\$ 3,000	\$ 3,000		
Compass Center	Education-Civic Engagement-Safety Net for Vulnerable/Disadvantaged	\$ 8,400	\$ 9,000	\$ 9,000		
Dispute Settlement Center of Orange County	Youth - Mentoring - Conflict Resolution	\$ 9,000	\$ 10,000	\$ 10,000		
Duke Hospice	Senior-Disabled- Hospice/Bereavement Services	\$ 3,800	\$ 3,800	\$ 3,800		
El Centro Hispano	Education-Safety Net for Vulnerable/Disadvantaged OC Residents	\$ 14,800	\$ 20,000	\$ 18,000		
El Futuro, Inc	Safety Net for Vulnerable/Disadvantaged OC Residents	\$ 5,000	\$ 8,000	\$ 8,000		
EmPOWERment Inc.	Housing - Rental - Low Income	\$ 10,000	\$ 15,000	\$ 14,000		
Exchange Club Center for the Prevention of Child Abuse	Parent Aid Services	\$ 2,000	\$ 2,000	\$ 2,000		
Farmer Foodshare	Adults-Families- Food	\$ 1,750	\$ 5,000	\$ 4,000		
FPGB-Elementary School-PTA	Youth-After School Computers	\$-	\$ 5,500	\$ 2,000		
Freedom House Recovery Center	Health -Nutrition -Safety Net for Disabled/Disadvantaged	\$ 14,650	\$ 16,000	\$ 15,000		
Friends of the Robert and Pearl Seymour Center, Inc	Senior -Disabled- Activity Center	\$ 2,600	\$ 1,300	\$ 1,000		
Human Rights Center of Chapel Hill & Carrboro	Children-Teacher Salaries/Tutoring/Housing Rights	\$ 3,500	\$ 7,000	\$ 6,000		
IFC for Social Service	Health, Food, Nutrition-Safety Net for Vulnerable/Disadvantaged	\$ 11,950	\$ 11,950	\$ 11,950		
IFC for Social Service(Food for the Summer)	Youth Program-Weekday Lunches	\$-	\$ 1,500	\$ 1,500		
Kidzu Children's Museum	Youth-Arts	\$-	\$ 4,992	\$ 1,000		
Ligo Dojo of Budo Karate	Youth - Delinquency	\$ 2,000	\$ 4,000	\$ 2,000		
Marion Cheek Jackson Ctr for Saving/Making HX	Youth-Low Income/Communication Education	\$ 3,000	\$ 4,000	\$ 4,000		
OE Enterprise, INC	Senior-Youth-Disabled	\$ 3,800	\$ 5,000	\$ 4,000		
Orange Co Dept of Aging Senior Lunch Program	Health-Nutrition-Disabled	\$ 5,000	\$ 5,000	\$ 5,000		
Orange Co Disability Awareness Council	Education-Senior-Disabled	\$ 5,000	\$ 10,000	\$ 7,000		
Orange Co Literacy Council	Education-Safety Net for Vulnerable/Disadvantaged	\$ 4,500	\$ 6,000	\$ 5,000		
Orange Co Partnership for Young Children	Education-Health-Nutrition-Youth	\$ 4,000	\$ 7,500	\$ 6,000		
Orange Co Rape Crisis Center	Education-Human Services	\$ 12,000	\$ 20,000	\$ 15,000		
Orange County Food Council	Adults-Families- Food	\$ -	\$ 3,000	\$ -		
Piedmont Health Services	Health - Nutrition-Safety Net for Vulnerable/Disadvantaged	\$ 3,000	\$ 6,000	\$ 5,000		
Piedmont Wildlife Center	Education-Youth	\$ 2,500	\$ 2,500	\$ 2,500		

2017-18 Human Services Recommendations for Funding

Planned Parenthood South Atlantic	Education-Health-Nutrition	\$	1,000	\$ 1,000	\$ 1,000
PORCH, Inc.	Nutrition-Children, Families	\$	5,000	\$ 5,600	\$ 5,000
RENA-Rogers Eubanks Neighborhood Assoc.	Education-Health-NutritionYouth	\$	9,950	\$ 30,000	\$ 15,000
Senior Care of Orange County, Inc.	To support the Florence Gray Soltys Adult Day Health Program	\$	1,250	\$ 1,500	\$ 1,250
SKJAJA	Youth-After School-Summer Camp	\$	-	\$ 3,168	\$ 1,500
TABLE	To fund the weekend meal backpack program	\$	5,000	\$ 12,000	\$ 9,000
The ARC of the Triangle	Senior-Disabled Safety Net for Vulnerable/Disadvantaged	\$	5,000	\$ 7,500	\$ 6,000
Tides, Inc.	Youth-After School	\$	-	\$ 5,000	\$ -
Town of Chapel Hill Dept of Housing & Community	Low to moderate youth-summer employment program	\$	9,500	\$ 10,000	\$ 10,000
Triangle BikeWorks	2017 Summer tour cycling sections of Trail of Tears-Youth	\$	1,250	\$ 5,000	\$ 3,000
Volunteer Connect 55+(Formerly RSVP)	To support the volunteer program	\$	1,450	\$ 1,450	\$ 1,450
Volunteers for Youth, Inc.	Youth - Mentor	\$	2,750	\$ 3,000	\$ 3,000
WCOM-LP Radio	Radio programming, training of radio host, new equipment	\$	750	\$ 1,000	\$ 1,000
Youth Community Project	Youth Community Building Initiatives, Leadership Dev.	\$	1,000	\$ 2,500	\$ 1,500
TOTAL		_	\$250.000.00	\$376,375.00	\$ 300,165
53 Applications Received					
\$376,375.00 Requested					

Attachment C

CHAPEL HILL

HSAB FUNDING RECOMMENDATION

Agency	Allocation 2016-2017	Requested 2017-2018	HSAB Recommendation 2017-2018
A Helping Hand	\$ 4,000	\$ 6,000	\$ 4,000
Behavioral Insight	15,000	35,000	15,000
Big Brothers Big Sisters of the Triangle, Inc.	4,000	10,000	4,000
Boys and Girls Club of Eastern Piedmont	2,000	10,000	2,000
Boomerang	7,000	10,000	7,000
Bridge II Sports	8,000	10,000	8,000
Chapel Hill Carrboro Human Rights Center	1,750	10,000	2,000
Chapel Hill-Carrboro Meals on Wheels	15,000	20,000	15,000
Chapel Hill Carrboro Public School Foundation	4,500	15,660	4,500
Chapel Hill Training & Outreach -KidSCope	4,500	4,500	4,500
Charles House Association	9,000	10,000	7,000
Child Care Services Association	12,500	12,500	12,500
Club Nova Community, Inc.	16,000	20,000	17,350
Compass Center for Women and Families	29,300	30,300	29,750
Dispute Settlement Center of Orange County	14,000	15,000	14,000
Duke HomeCare and Hospice	3,000	3,200	3,000
El Centro Hispano	22,500	30,000	25,000
El Futuro, Inc.	6,000	10,000	10,000
Executive Service Corp.	3,000	6,000	2,000
Farmer Foodshare	5,000	5,000	5,000
FPGB-Elementary School-PTA	Did Not Apply	5,500	0
Freedom House Recovery Center	18,000	25,000	20,000
Friends of the Robert and Pearl Seymour Center, Inc.	3,000	4,708	2,000
IFC for Social Services	25,000	25,000	25,000
IFC for Social Services – Food for the Summer	Did Not Apply	1,500	1,500
Kidzu Children Museum	10,000	17,111	5,000
Ligo Dojo of Budo Karate	2,000	4,000	0
OE Enterprises, Inc.	10,000	12,000	10,000
Orange County Dept. on Aging – Senior Lunch Program	5,000	15,000	6,500
Orange County Disability Awareness Council	4,000	10,000	4,000
Orange County Food Council	5,000	5,020	2,000
Orange County Literacy	15,000	20,000	15,000
Orange County Partnership for Young Children	4,000	7,500	4,500
Orange County Rape Crisis Center	27,000	40,000	27,000
Orange County Volunteer Connect 55+	12,300	12,300	12,300
Piedmont Health Services	2,000	4,000	2,000
Planned Parenthood South Atlantic	2,500	2,500	2,500
PORCH	9,050	10,400	9,500
RENA-Rogers Eubanks Neighborhood Association	10,000	30,000	8,000
Senior Care of Orange	2,000	2,500	2,500
SKJAJA	Did Not Apply	12,672	2,000
St. Joseph Church – Heavenly Groceries	Did Not Apply	17,500	2,000
TABLE	4,000	12,000	4,500
The ARC of the Triangle	0	12,000	6,000

HSAB FUNDING RECOMMENDATION

The Community Empowerment Fund	4,500	10,000	8,000
The Exchange Club	10,350	13,100	10,350
The Institute of Art Therapy	3,000	5,000	3,000
The Marion Cheek Jackson Center	4,000	6,000	4,000
Triangle Bike Works	2,000	5,000	0
Tides Center, Inc. (Youth Forward)	Did Not Apply	10,000	0
TROSA	6,000	10,000	6,000
Volunteers for Youth, Inc.	10,000	10,000	10,000
Youth Community Project	4,750	7,000	4,750
TOTAL Recommendation		\$657 <i>,</i> 471	\$411,500

Outside Agencies

County Manager Recommendations

<u>Synopsis</u>

- In FY 2016-17, the BOCC appropriated \$1,176,763 for 55 agencies, an increase of \$48,448 above the FY 2015-16 appropriation. This included funding for twelve new or previously unfunded agencies, which totaled \$83,530.
 - After the adoption of the FY 2016-17 budget document the following two (2) agencies were moved within a specific county department's budget Fairview Community Watch (\$6,000) and Rebuilding Together of the Triangle (\$10,000). Additionally, funds associated with the Rogers Eubanks Neighborhood Association were moved in the Department of Environment, Agriculture, Parks and Recreation (\$30,000) during the FY 2017-18 budget development. The attached FY 2017-18 Manager Recommended Budget, Outside Agency Recommendations spreadsheet, reflects a total of \$1,140,763 in FY 2016-17 approved agencies with the above reductions.
- On December 13, 2016 the Board of County Commissioners approved a funding target of 1.2% of the County's General Fund expenditures, less the appropriation for education expenses, for the purpose of funding outside agency operations. The County has historically funded Outside Agencies at 1% of the County Budget (Less Education Appropriation). Based on FY 2016-17 Approved Budget (Less Education Appropriation), 1.2% equates to \$1,345,761.
- For the FY 2017-18 Funding Process, the County received applications from 60 agencies. Requests totaled \$1,887,153, an increase of \$710,390 above the current year's appropriation. Nine, currently unfunded agencies requested \$281,475; one of those agencies applied last year. The FY 2017-18 requested amount (above) includes three community centers funding requests (\$82,181, reference note below), and a funding increase for Kidscope of \$49,000. Kidscope withdrew their increase request. KidScope was funded in FY 2016-17, \$75,000.

The County Manager recommends funding for 60 agencies, in FY 2017-18. The recommendation totals \$1,353,401, an increase of \$212,638 from the FY 2016-17 Approved Budget. Six agencies will be contracted through specific county departments. Based on the County Manager's FY 2017-18 Recommended Budget (Less Education Appropriation), 1.2% equates to \$1,368,322.

The budget includes the following recommendations:

- Increases (+\$212,638): Additional funding for forty five (45) currently funded agencies and seven (7) new or previously unfunded agencies.
- In FY 2017-18 three (3) Community Centers requested funding through the Outside Agency funding process and the Department of Environment, Agriculture, Parks and Recreation (DEAPR). Outside Agency requested totaled \$82,181, Cedar Grove Neighborhood Association (\$20,000), Rogers Road Eubanks Neighborhood Association (\$30,000), and United Voices of Efland Cheeks (\$32,181). Funding for each community center is reflected in the DEAPR departmental budget section of this document.
- All of the outside agencies mentioned in this section are also referenced in the Nondepartmental section of this document.

Attached Materials

- I. County Manager Recommendations
- II. Outside Agency Narratives

FY 2017-18 Manager Recommended Budget Outside Agency Recommendations

Agency	FY 2016-17 Approved Budget	FY 2017-18 Agency Request	FY 2017-18 Manager Recommended	Change from Approved Budget
1. FY 2016-17 Funded Agencies	Buuger	Request	Recommended	Duuger
A Helping Hand	5,000	8,000	6,500	1,500
Behavioral Insights, Inc.	4,000	40,000	9,400	5,400
Big Brothers Big Sisters of the Triangle	4,000	10,000	5,800	1,800
Boomerang Youth Inc. ¹	10,000	13,450	11,725	1,725
Boys and Girls Club of Durham & Orange Co.	5,000	10,000	6,500	1,500
Bridge II Sports	5,250	6,500	5,438	188
Chapel Hill/Carrboro Meals on Wheels	15,000	15,000	15,000	-
Charles House	20,000	25,000	22,500	2,500
Club Nova ²	95,000	120,000	107,500	12,500
Community Empowerment Fund	7,500	20,000	13,750	6,250
Community Home Trust ^{2,3}	200,026	205,353	205,353	5,327
Compass Center for Women and Families	64,500	65,900	65,200	700
Dispute Settlement Center ¹	80,000	83,000	81,500	1,500
Duke Homecare & Hospice	1,000	1,200	1,100	100
El Centro Hispano	28,810	35,000	31,905	3,095
El Futuro ²	27,500	35,000	31,250	3,750
EmPOWERment	25,000	30,000	27,500	2,500
Farmer Foodshare	2,500	10,000	6,250	3,750
Freedom House	35,000	37,000	36,000	1,000
Habitat for Humanity	25,000	50,000	37,500	12,500
Hillsborough Arts Council	7,500	12,000	9,750	2,250
Historic Hillsborough Commission	8,857	10,000	9,028	171
Historical Foundation	6,600	7,260	6,699	99
Human Rights Center of Chapel Hill & Carrboro	2,000	15,500	8,750	6,750
Interfaith Council	50,000	50,000	50,000	-
KidSCope	75,000	75,000	75,000	-
Ligo Dojo of Budo Karate ¹	2,000	4,000	3,000	1,000
Marian Cheek Jackson Center	10,000	12,500	11,250	1,250
OE Enterprises, Inc.	51,100	58,000	54,550	3,450
Orange Congregations in Missions	50,415	92,415	71,415	21,000
Orange County Disability Awareness Council	7,000	9,500	8,250	1,250
Orange County Food Council	16,030	45,000	20,376	4,346
Orange County Literacy Council	15,000	17,000	15,600	600
Orange County Living Wage	16,750	20,000	17,725	975
Orange County Partnership for Young Children	3,500	7,500	5,500	2,000
Orange County Rape Crisis Center	35,000	70,000	52,500	17,500
Piedmont Health Services, Inc. ²	11,000	22,000	16,500	5,500
Piedmont Wildlife Center	3,500	10,000	4,475	975

FY 2017-18 Manager Recommended Budget Outside Agency Recommendations

Agency	FY 2016-17 Approved Budget	FY 2017-18 Agency Request	FY 2017-18 Manager Recommended	Change from Approved Budget
1. FY 2016-17 Funded Agencies (cont'd)				-
Planned Parenthood	20,000	20,000	20,000	-
Public Gallery of Carrboro - WCOM-LP Radio	1,000	1,000	1,000	-
Senior Care of Orange County	30,000	40,000	35,000	5,000
TABLE	5,000	12,000	8,500	3,500
The Arc of the Triangle	6,000	7,500	6,450	450
The Art Therapy Institute ²	3,000	5,000	3,300	300
The Arts Center	10,000	15,000	12,500	2,500
The Exchange Club Child Abuse Prevention ²	6,175	13,100	9,638	3,463
Triangle Bikeworks	1,000	5,000	2,200	1,200
Voices Together	15,000	20,000	17,500	2,500
Volunteers for Youth ¹	7,500	10,000	8,750	1,250
Youth Community Project	4,750	20,000	7,038	2,288
1. Total - FY 2016-17 Funded Agencies	\$ 1,140,763	\$ 1,526,678	\$ 1,299,915	\$ 159,152
2. New or Previously Unfunded Agencies				
Chapel Hill - Carrboro Public School Foundation	-	1,125	563	563
Child Care Services Association	-	35,000	5,250	5,250
Kidzu Children's Museum	-	20,919	10,460	10,460
Movement of Youth Inc.	-	134,750	20,213	20,213
Orange County Rural Alliance	-	25,000	12,500	12,500
St. Joseph CME Church	-	7,500	3,750	3,750
Tides Center - Youth Forward	-	5,000	750	750
2. Total - New or Previously Unfunded Agencies	\$ -	\$ 229,294	\$ 53,486	\$ 53,486
Grand Total	\$ 1,140,763	\$ 1,755,972	\$ 1,353,401	\$ 212,638

Notes:

1. The agency receives State Juvenile Crime Prevention Council (JCPC)funds; the County provides a 30% match.

2. Finance and Administrative Services administers all agency contracts with the following exceptions: Club Nova (a part of Cardinal Innovations, MOE funds \$95,000), Community Home Trust (Housing), El Futuro (Public Health), Piedmont Health Services (Health), The Art Therapy Institute (a part of Cardinal Innovations, MOE funds \$3,000), The Exchange Club Child Abuse Prevention Center (Social Services).

3. Community Home Trust requested an increase in funding for FY 2017-18. This increase is based on an interlocal agreement formula.

Outside Agency Summaries

1. FY 2016-17 Funded Agencies

A Helping Hand

A Helping Hand enables senior citizens to live independently, maintain high levels of wellness and avoid institutionalized care. Services provided include transportation to the doctor, assistance with shopping for nutritious food and preparing healthy meals, assistance with business correspondence, and light housekeeping for a clean and safe home environment.

Behavioral Insights, Inc.

Behavioral Insights, Inc. provides classes to meet the needs of those required by a North Carolina mandate to participate in a state certified domestic violence Batterer Intervention Program. Additionally, Behavioral Insights intends to provide other services to identify client needs and link clients to needed services.

Big Brothers Big Sisters of the Triangle

Big Brothers Big Sisters provides children facing adversity with strong and enduring professionally supported one-to-one relationships that change their lives for the better, forever. Big Brothers Big Sisters (BBBS) of the Triangle offers two services: community-based and school-based mentoring.

Boomerang Youth Inc.

Boomerang is an alternative suspension program for middle and high school a student that engages youth, at-risk for disconnection and their communities, with a supportive alternative environment for out of school time, and advocating for community. This agency receives a county match through the Juvenile Crime Prevention Council (JCPC) program; see the Public Safety Non-Departmental Section for more details.

Boys and Girls Club of Durham & Orange County

The Boys and Girls Club of Easter Piedmont provides Orange County school age children and youth, especially from challenging circumstances, with a professionally supervised, consistent environment where they are safe, equally accepted and able to participate in goal-oriented programs that enhance their self-esteem and assist them to achieve their full potential as productive, responsible and caring citizens.

Bridge II Sports

Bridge II Sports creates opportunities for children and adults with physical challenges to participate in team, individual, and recreational activities. Funds will support recruitment efforts and adapted sports programs that serve Chapel Hill residents, with physical disabilities.

Chapel Hill-Carrboro Meals on Wheels

The Chapel Hill-Carrboro Meals on Wheels program aims to nourish the bodies and spirits of the homebound with a balanced meal and the human connection they need to help them live independently. The agency uses volunteers to deliver nutritious noonday meals with cheerful personal visits to those who are homebound or recovering from surgery.

\$11,725

\$5,438

\$15,000

\$6.500

\$6,500

\$9.400

\$5,800

Charles House

Charles House is a private, nonprofit organization whose mission is threefold: 1) Enriching the lives of seniors; 2) Supporting families caring for aging family members; and 3) Representing the community's commitment to its elders.

Club Nova

Club Nova provides opportunities for individuals with mental illness to lead meaningful lives of their choice in the community. Club Nova serves adults in Orange County, living with severe and persistent mental illness, and provides them with structured daily activities, as well as social, vocational and residential opportunities that they would not otherwise have. This agency will be funded with maintenance of effort (MOE) funds through Cardinal Innovations / OPC Mental Health (\$95,000) and county general funds (\$12,500).

Community Empowerment Fund

The Community Empowerment Fund (CEF) cultivates opportunities, assets and communities that support the alleviation of homelessness and poverty. CEF is a student-powered nonprofit that pairs volunteers with its members to provide personalized, one-on-one assistance.

Community Home Trust

Community Home Trust is a nonprofit provider of affordable housing. Its mission is to create and maintain permanently affordable housing. The agency implements the inclusionary housing policies of local governments. Although the agency's funding is budgeted in the Human Services Non-Departmental accounts, the Department of Housing, Human Rights and Community Development administers the contract.

Compass Center for Women and Families

The Compass Center helps individuals and families build stable lives by increasing selfsufficiency and preventing domestic violence. The agency provides direct services, including crisis response and court advocacy, and long-term tools for self-sufficiency, including financial literacy education, career exploration and access to legal information.

Dispute Settlement Center

The Dispute Settlement Center promotes and brings about peaceful settlement of disputes and prevents the escalation of conflict through mediation, facilitation, conciliation, and training. This agency receives a county match through the Juvenile Crime Prevention Council (JCPC) program; see the Public Safety Non-Departmental Section for more details.

Duke Homecare and Hospice

Duke Homecare and Hospice provides medical, psychosocial, spiritual and bereavement care for terminally ill patients and families, regardless of ability to pay. Bereavement services are provided to anyone in the community, regardless of connection to hospice, through individual, family, and group sessions, as well as in the Chapel Hill-Carrboro and Orange County School Systems.

\$65.200

\$81,500

\$107,500

\$13.750

\$205,353

\$22,500

\$1,100

Outside Agency Summaries - continued

El Centro Hispano

El Centro Hispano is a grassroots community-based organization dedicated to strengthening the Latino community and improving the quality of life of Latino residents in Carrboro, Chapel Hill, and the surrounding area. El Centro Hispano in Carrboro creates programs to build community strengths and skills through referral/resource services, translation/interpretation, employment services, legal consultations and mediation; and English for speakers of other languages (ESOL) literacy.

El Futuro

El Futuro addresses the behavioral health needs of North Carolina's Latino community by promoting behavioral health awareness, enhancing existing services, and developing a model clinic. Funds will support mental health and substance abuse services, for uninsured Orange County residents, for whom there are no other available services. The Health Department -Public Health division will administer and oversee this agencies grant. MOE funds will be associated with agency's funding.

EmPOWERment

The mission of EmPOWERment is to emPOWER people and communities to control their own destinies through affordable housing, advocacy, community organizing and grassroots economic development. With funding provided through the Human Services grant, EmPOWERment. Inc. has created a one-stop shop for affordable rental programs and services.

Farmer Foodshare

Farmer Foodshare connects farm fresh food with agencies that serve the hungry. Formed by the farmers and shoppers of the Carrboro Farmers' Market, the agency provides fresh food to agencies, such as food pantries and local schools that needed the healthiest possible food in their programs.

Freedom House Recovery Center

Freedom House promotes enhances and supports recovery for men, women, and children affected by substance use disorder and mental illness by using a holistic, evidence-based and person-centered approach. Our expertise and broad array of treatment services stabilize nurture and enhance the personal growth and development of those we serve so that they can recover to live rich, full lives.

Habitat for Humanity of Orange County

Habitat for Humanity provides decent affordable housing for families earning less than half of the area median income and who live in substandard housing. HHOC constructs simple, wellbuilt homes that are then sold to qualifying families at affordable prices. Funding supports their "A Brush with Kindness" program.

Hillsborough Arts Council

The Hillsborough Arts Council's mission is to "Enrich our Community through the Arts". Funding will assist with the year-end goals of: (1) Sustain Current Programs, (2) Expand Revenuegenerating art lessons and retail opportunities, and (3) use our 30th anniversary to rebrand HAC and build development efforts.

\$27,500

\$31,250

\$6,250

\$36,000

\$9,750

\$37,500

\$31,905

Historic Hillsborough Commission

The Historic Hillsborough Commission maintains and preserves the Burwell School Historic Site, located on Churton Street in Hillsborough; interprets the history of 19th century Hillsborough for the enrichment of the public; and to celebrate and promote the culture and heritage of Hillsborough and Orange County.

Historical Foundation of Hillsborough and Orange County

The Orange County Historical Museum, located in Hillsborough, enlightens and engages the community and visitors from around the world by preserving and interpreting the history of Hillsborough and Orange County.

Human Rights Center of Chapel Hill and Carrboro

The Human Rights Center promotes inter-cultural understanding and peoples' full recognition of the dignity and fundamental rights of the others across the many lines that divide; race, ethnicity, class, nationality, and religion. Funds will support bi-weekly ESL classes and general agency operations. The Refugee Community Partnership operates under The Human Rights Center of Chapel Hill and Carrboro.

Inter-Faith Council for Social Service (IFC)

The Inter-Faith Council meets basic needs and helps individuals and families achieve their goals. They provide shelter, food, direct services, advocacy and information to people in need. The IFC accomplishes this through strong partnerships with volunteers, staff and those we serve. They rely on the active involvement of caring individuals, congregations and other community organizations.

KidSCope

KidSCope is an early intervention program that offers services to young children who are experiencing social, emotional, and/or behavioral difficulties. KidSCope will provide therapeutic mental health services and parent education to young Orange County children and their families.

Ligo Dojo of Budo Karate

Ligo Dojo strengthens the minds, bodies and hearts of young people through karate training, because hard physical training leads to increased spiritual strength and patience, which in turn leads to the ability to make better life decisions. The agency also deepens relationships between people of diverse backgrounds, strengthens American communities, and creates create individuals who are 'community minded' and open-minded. This agency receives a county match through the Juvenile Crime Prevention Council (JCPC) program; see the Public Safety Non-Departmental Section (Young Warriors) for more details.

Marian Cheek Jackson Center

The Marian Cheek Jackson Center advances the vitality, diversity, and historical integrity of neighborhoods struggling with displacement. Established in 2008, the agency preserves, engages, and acts on the rich history of Northside and Pine Knolls.

\$75,000

\$3.000

\$11.250

\$50,000

\$8.750

\$6,699

\$9,028

435

OE Enterprises

OE Enterprises is a community rehabilitation program. OE Enterprises provides vocational training and sheltered employment programs for Orange County citizens who have employment barriers. OE Enterprises is a thriving business that promotes achievements, self-reliance, life choices and respect through relationships with community partners.

Orange Congregations in Mission (OCIM)

Orange Congregations in Missions provides services to economically-challenged and homebound northern Orange County residents through volunteer efforts of diverse congregations and individuals. The agency provides nutritious food and financial assistance to the economically insecure population of northern Orange County and provides nutritious meals to the frail and elderly in our community.

Orange County Disability Awareness Council

The Orange County Disability Awareness Council offers educational and advocacy projects to promote opportunities for persons with disabilities to work and live in an environment free of architectural, attitudinal, economic, structural, and societal barriers.

Orange County Food Council

The Orange County Food Council's mission is to build the community food security, encourage economic development through promotion of a healthy, local food system, and preserve farmland in Orange County.

Orange County Literacy Council

The Orange County Literacy Council helps adults reach their education, employment and life goals. Trained volunteers provide individualized and small group instruction to adult learners who want to improve their reading, writing, basic math, English language and GED preparation skills.

Orange County Living Wage

Orange County Living wage is a non-profit 501c3 organization that is focused on promoting a living wage in Orange County, North Carolina. Through our employer certification program, we certify Orange County employers that pay their employees a living wage. The certification is voluntary on the parts of the employees.

Orange County Partnership for Young Children

The Orange County Partnership for Young Children aims to ensure that all young children arrive at school healthy and ready to succeed. Funds support the Transplanting Traditions Community Farm refugee farm project and Growing Health Kids Community Gardens Project.

Orange County Rape Crisis Center

The Orange County Rape Crisis Center works to stop sexual violence and its impact through support, education, and advocacy. The agency provides residents with 24-hour crisis intervention services, community education, training, and provides educational programs for students, in Chapel Hill-Carrboro City Schools and Orange County Schools.

\$54,550

\$8,250

\$15,600

\$20,376

\$5.500

\$17,725

\$52,500

\$71,415

Outside Agency Summaries - continued

Piedmont Health Services

Piedmont Health Services has served the health care needs of the citizens of central North Carolina, since 1970. The agency operates several community health centers, provides high quality, comprehensive family health care services and offers payment on a sliding fee scale, for those who qualify. The agency also provides bilingual care to a growing Spanish-speaking population. The Department of Health will budget and administer the contract funds, in FY 2017-18.

Piedmont Wildlife Center

Piedmont Wildlife fosters healthy connections among people, wildlife and nature through nature education, conservation and a wildlife assistance program. The center's education programs are geared to school-aged children, their families and the general public; it works to instill awareness and deeper appreciation for nature and the wildlife that share the community's environment.

Planned Parenthood of Central North Carolina

Planned Parenthood is an essential health care provider, committed to educating our communities and expanding and protecting access to reproductive health services. The agency provides education programming to reduce rates of unintended pregnancy and sexually transmitted infection in the County, and educates residents about insurance plans available under the Affordable Care Act and provides information to help them enroll.

Public Gallery of Carrboro (WCOM-LP Radio)

Public Gallery of Carrboro's missions is to educate, inspire, and entertain the diverse populations of Carrboro, Chapel Hill, and nearby areas. WCOM-LP Radio cultivates local music and facilitates the exchange of cultural and intellectual ideas, with particular regard for those who are overlooked or under represented by other media outlets.

Senior Care of Orange County

Senior Care of Orange county, Inc. provides program services to frail or disabled older adults to help remain in their homes with family as long as possible. The program provides financial support to the Florence Gray Soltys Adult Day Health Program under the auspices of Senior Care of Orange County, Inc.

TABLE

TABLE's mission is to provide healthy, emergency food aid every week to hungry children living in Chapel Hill and Carrboro, NC.

The Arc of the Triangle

The Arc of the Triangle works with and for people who have or are at risk for intellectual and/or developmental disabilities to promote full participation in areas of life in our community. Funds will offset the cost to provide educational and social experiences, not funded through Medicaid or State funding.

The Art Therapy Institute

The Art Therapy Institute (ATI) provides counseling services for children in schools, adult refugees at a local community health center, and adult women through refugee support groups. The services provided by ATI help their clients return to jobs and family life, and reintegrate into their communities. This agency will be funded with maintenance of effort (MOE) funds through Cardinal Innovations / OPC Mental Health (\$3,000), and county general fund (\$300).

\$20,000

\$35,000

\$1.000

\$6,450

\$3.300

\$8.500

\$16,500

\$4,475

The Arts Center

The ArtsCenter exists in order to inspire creativity and to enrich the lives of people of all ages. The Arts Center links art, artists and audiences in Orange County through programs, events and classes designed in response to community needs and interests. Funds support youth programs and school shows.

The Exchange Club Child Abuse Prevention Center of NC/Alamance Family Ctr. \$9,638

The Exchange Club seeks to prevent and treat child abuse and neglect. The Parent Aide program will provide in-home visitation services to 18 families at-risk for and/or involved in child abuse and neglect. Provision of services will be offered to all Orange County residents, for free. The Department of Social Services will budget and administer the contract funds, in FY 2017-18.

Triangle Bikeworks

Triangle Bikeworks has been in operation for four years and incorporated in the state of North Carolina since October 2012. The youth participants of Triangle Bikeworks are enriched in mind, body and spirit through transformative community, cultural and cycling experiences. Funding supports the Spoke'n Revolutions Cycling program.

Voices Together

Voices Together is an Orange County-based non-profit that uses a specialized music therapy approach to help people with intellectual and developmental disabilities speak, communicate and express their thoughts, feelings and needs. The agency does this through groups in classrooms that employ our proprietary model and by training teachers, parents, therapists and caregivers in its methods and approach.

Volunteers for Youth

Volunteers for Youth provides services to Orange County youth to integrate them into the community in ways that help them make responsible choices and recognize that they have a stake in their future. This agency receives a county match through the Juvenile Crime Prevention Council (JCPC) program; see the Public Safety Non-Departmental Section for more details.

Youth Community Project

Youth Community Project strives to create youth-run cultural center /café, where all teens can gather to discover and nurture their passions, in an open, respectful environment that celebrates the unique contributions of all people.

\$8,750

\$7,038

\$12,500

\$2,200

\$17.500

2. New or Previously Unfunded Agencies

Chapel Hill – Carrboro Public School Foundation

The Chapel Hill - Carrboro Public School Foundation become incorporated in 1983. Their mission is to create opportunities for students and teachers. Funding supports the Blue Ribbon Youth Leadership institute.

Child Care Services Association

Child Care Services Association mission is to ensure that affordable (no more than 10% of a family's gross earning are used to purchase childcare for one child), accessible, high quality childcare is available for all young children and their families.

Kidzu Children's Museum

With focus on S.T.E.M., the arts, child health and wellness and emerging literacy, "Kidzu's mission is to inspire children and the adults in their lives to learn through creative and purposeful play." Funding supports the Outreach STEM program and access to STEM programs.

Movement of Youth, Inc.

Movement of Youth (MOY) prepares diverse youth to lead and succeed in the 21st Century through mentoring and targeted enrichment activities led by college students. MOY aspires to be the nation's leading movement for young people to disrupt the status guo and build a safer, smarter, more socially conscious world. Funding supports the My Brother's Keeper program.

Orange County Rural Alliance

Orange County Rural Alliance (OCRA) is part of a community-based alliance that is building awareness of the needs of rural seniors and supports them with what they need to age in place with independence and dignity. OCRA helps with access to county services, safe homes, nutritious food and friendly human contact. OCRA delivers hot meals to rural seniors in underserved areas. Funding supports OCRA's meals on wheels program.

St. Joseph CME Church

At the heart of Saint Joseph Christian Methodist Episcopal Church's mission is to transform lives through the message of faith, hope and love. Services are the hallmark of these three areas of our mission of Saint Joseph and must be communicated with more than mere words. Funding supports the Heavenly Groceries, emergency food assistance program.

Tides Center – Youth Forward

Tides accelerate the pace of social change, working with innovative partners to solve society's toughest problems. Youth Forward, a project of Tides Center, is dedicated to advance a seamless array of services aligned to the needs of all youth in Chapel Hill - Carrboro by working with non-profits, schools, local governments, and others. Funding supports the ConnectMe! App.

\$20.213

\$12,500

\$3,750

\$750

\$5,250

\$563

\$10.460

439



Agenda Item Abstract

File Number:17-200

File Type: Agendas

Agenda Date: 6/13/2017 In Control: Board of Aldermen

Version: 1

TITLE:

Public Hearing on Extension of Town's Extraterritorial Jurisdiction

PURPOSE: The purpose of this item is for the Board of Aldermen to receive public comment on a proposal to extend the Town's extraterritorial boundary along the north side of NC Highway 54 West. **DEPARTMENT:** Planning

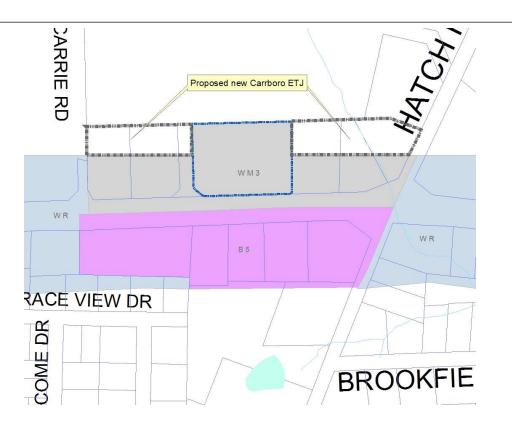
CONTACT INFORMATION: Trish McGuire, <u>pmcguire@townofcarrboro.org</u> <<u>mailto:pmcguire@townofcarrboro.org</u>>, 919-918-7327

INFORMATION: ETJ authority is provided in NCGS 160A-360 (*Attachment B*), and subsection (e) applies in this instance:

No city may hereafter extend its extraterritorial powers under this Article into any area for which the county at that time has adopted and is enforcing a zoning ordinance and subdivision regulations and within which it is enforcing the State Building Code. However, the city may do so where the county is not exercising all three of these powers, or when the city and the county have agreed upon the area within which each will exercise the powers conferred by this Article.

On March 28^{th} , the Board of Aldermen decided to submit a request for Orange County to agree to an extension of the Town's extraterritorial jurisdiction (ETJ) boundary ETJ line slightly further north to capture the entirety of five parcels along NC Highway 54 West, along with a short section of land used as a driveway for Camelia Forest Nursery, the 22.83-acre parcel located at 620 NC Highway 54 West, as shown in the illustration below. The split zoning in this location hinders the full use of the properties, which are among the very limited area within the University Lake watershed where nonresidential uses may occur. Uniform jurisdiction and zoning will enable property owners to use these small lots in full. A legal description and map of the proposed boundary change is attached (*Attachment C*).

Agenda Date: 6/13/2017 In Control: Board of Aldermen Version: 1



File Type: Agendas

On May 2nd, the Board of County Commissioners (BOCC) considered the Board's request and expressed support for the Board of Aldermen holding a public hearing on this matter. Commissioner Barry Jacobs expressed an interest for follow-up from staff regarding similar instances where parcels may be split by planning jurisdictions. County and Town staffs will meet to discuss this request.

Required public notice was mailed to property owners on May 12, 2017 (*Attachment D*). The BOCC currently is scheduled to act on a resolution in supporting the extension at their June 20 meeting. Continuation of this evening's hearing to June 27 would allow the Board of Aldermen to consider adoption of an ordinance extending the ETJ after the BOCC has met on June 20th. A resolution that continues this hearing and sets a hearing on a draft ordinance extending the ETJ is included as Attachment D. Once the County relinquishes its zoning authority, it is necessary for Town zoning to be put in place. A related agenda item provides the opportunity for the Board of Aldermen to hold public hearings on a Land Use Ordinance text and map amendment that would accomplish this change.

Agenda materials for related discussions may be found at the links below:

May 2, 2017: http://server3.co.orange.nc.us:8088/weblink8/0/doc/46414/Page1.aspx

March 28, 2017:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=2991261&GUID=5CF7FF2D-995A-4F55-9D4E-</p>

Agenda Date: 6/13/2017 In Control: Board of Aldermen Version: 1 File Type: Agendas

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February 7, 2017: =">https://carrboro.legistar.com/LegislationDetail.aspx?ID=2950249&GUID=9B6BFE58-D162-4777-95AC-95F3C820E0FD&Options=&Search>=.

October 13, 2016: <<u>https://carrboro.legistar.com/MeetingDetail.aspx?ID=456737&GUID=E8053E71-8F10-436B-93A1-F3C92E6573DF&Options=&Search></u>=.

FISCAL & STAFF IMPACT: None anticipated with accepting public comment and adopting resolution to continue this public hearing.

RECOMMENDATION: It is recommended that the Board of Aldermen accept public comment on the proposal to extend the Town's extraterritorial boundary along the north side of NC Highway 54 West and consider adoption of Attachment A, a resolution that continues the public hearing and provides an opportunity for the Board of Aldermen to adopt an ordinance making this boundary change to June 27th.

A RESOLUTION CONTINUING A PUBLIC HEARING ON CONSIDERATION OF THE EXTENSION OF THE CARRBORO EXTRATERRITORIAL JURISDICTION

WHEREAS, during a meeting on March 28, 2017, the Carrboro Board of Aldermen discussed its interest in extending the Town's Extraterritorial Jurisdiction (ETJ) boundary to encompass the entirety of five lots zoned WM-3 along NC Highway 54 West; and

WHEREAS, the Board of Aldermen has received public comment on the proposed extension and will be receiving feedback from the Board of County Commissioners after its June 20th consideration of a resolution to agree to the ETJ boundary change.

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Board of Aldermen continues the Public Hearing on ETJ Extension which was opened on June 13, 2017, from June 13, 2017 to the Carrboro Board of Aldermen's regularly scheduled meeting on June 27, 2017, at which continued hearing the Board of Aldermen will consider adoption of "An Ordinance to Extend the Carrboro Extraterritorial Jurisdiction to include an additional approximately 2.9 acres of land along North Carolina Highway 54 West".

This is the 13th day of June in the year 2017.

Article 19.

Planning and Regulation of Development.

Part 1. General Provisions.

§ 160A-360. Territorial jurisdiction.

(a) All of the powers granted by this Article may be exercised by any city within its corporate limits. In addition, any city may exercise these powers within a defined area extending not more than one mile beyond its limits. With the approval of the board or boards of county commissioners with jurisdiction over the area, a city of 10,000 or more population but less than 25,000 may exercise these powers over an area extending not more than two miles beyond its limits and a city of 25,000 or more population may exercise these powers over an area extending not more than two miles beyond its limits. The boundaries of the city's extraterritorial jurisdiction shall be the same for all powers conferred in this Article. No city may exercise extraterritorially any power conferred by this Article that it is not exercising within its corporate limits. In determining the population of a city for the purposes of this Article, the city council and the board of county commissioners may use the most recent annual estimate of population as certified by the Secretary of the North Carolina Department of Administration.

(a1) Any municipality planning to exercise extraterritorial jurisdiction under this Article shall notify the owners of all parcels of land proposed for addition to the area of extraterritorial jurisdiction, as shown on the county tax records. The notice shall be sent by first-class mail to the last addresses listed for affected property owners in the county tax records. The notice shall inform the landowner of the effect of the extension of extraterritorial jurisdiction, of the landowner's right to participate in a public hearing prior to adoption of any ordinance extending the area of extraterritorial jurisdiction, as provided in G.S. 160A-364, and the right of all residents of the area to apply to the board of county commissioners to serve as a representative on the planning board and the board of adjustment, as provided in G.S. 160A-362. The notice shall be mailed at least four weeks prior to the public hearing. The person or persons mailing the notices shall certify to the city council that the notices were sent by first-class mail, and the certificate shall be deemed conclusive in the absence of fraud.

(b) Any council wishing to exercise extraterritorial jurisdiction under this Article shall adopt, and may amend from time to time, an ordinance specifying the areas to be included based upon existing or projected urban development and areas of critical concern to the city, as evidenced by officially adopted plans for its development. Boundaries shall be defined, to the extent feasible, in terms of geographical features identifiable on the ground. A council may, in its discretion, exclude from its extraterritorial jurisdiction areas lying in another county, areas separated from the city by barriers to urban growth, or areas whose projected development will have minimal impact on the city. The boundaries specified in the ordinance shall at all times be drawn on a map, set forth in a written description, or shown by a combination of these techniques. This delineation shall be maintained in the office of the register of deeds of each county in which any portion of the area lies.

(c) Where the extraterritorial jurisdiction of two or more cities overlaps, the jurisdictional boundary between them shall be a line connecting the midway points of the overlapping area unless the city councils agree to another boundary line within the overlapping area based upon existing or projected patterns of development.

(d) If a city fails to adopt an ordinance specifying the boundaries of its extraterritorial jurisdiction, the county of which it is a part shall be authorized to exercise the powers granted by this Article in any area beyond the city's corporate limits. The county may also, on request of the city council, exercise any or all these powers in any or all areas lying within the city's corporate limits or within the city's specified area of extraterritorial jurisdiction.

(e) No city may hereafter extend its extraterritorial powers under this Article into any area for which the county at that time has adopted and is enforcing a zoning ordinance and subdivision regulations and within which it is enforcing the State Building Code. However, the city may do so where the county is not exercising all three of these powers, or when the city and the county have agreed upon the area within which each will exercise the powers conferred by this Article.

(f) When a city annexes, or a new city is incorporated in, or a city extends its jurisdiction to include, an area that is currently being regulated by the county, the county regulations and powers of enforcement shall remain in effect until (i) the city has adopted such regulations, or (ii) a period of 60 days has elapsed following the annexation, extension or incorporation, whichever is sooner. During this period the city may hold hearings and take any other measures that may be required in order to adopt its regulations for the area.

(f1) When a city relinquishes jurisdiction over an area that it is regulating under this Article to a county, the city regulations and powers of enforcement shall remain in effect until (i) the county has adopted this regulation or (ii) a period of 60 days has elapsed following the action by which the city relinquished jurisdiction, whichever is sooner. During this period the county may hold hearings and take other measures that may be required in order to adopt its regulations for the area.

(g) When a local government is granted powers by this section subject to the request, approval, or agreement of another local government, the request, approval, or agreement shall be evidenced by a formally adopted resolution of that government's legislative body. Any such request, approval, or agreement can be rescinded upon two years' written notice to the other legislative bodies concerned by repealing the resolution. The resolution may be modified at any time by mutual agreement of the legislative bodies concerned.

(h) Nothing in this section shall repeal, modify, or amend any local act which defines the boundaries of a city's extraterritorial jurisdiction by metes and bounds or courses and distances.

(i) Whenever a city or county, pursuant to this section, acquires jurisdiction over a territory that theretofore has been subject to the jurisdiction of another local government, any person who has acquired vested rights under a permit, certificate, or other evidence of compliance issued by the local government surrendering jurisdiction may exercise those rights as if no change of jurisdiction had occurred. The city or county acquiring jurisdiction may take any action regarding such a permit, certificate, or other evidence of compliance that could have been taken by the local government surrendering jurisdiction pursuant to its ordinances and regulations. Except as provided in this subsection, any building, structure, or other land use in a territory over which a city or county has acquired jurisdiction is subject to the ordinances and regulations of the city or county.

(j) Repealed by Session Laws 1973, c. 669, s. 1.

(k) As used in this subsection, "bona fide farm purposes" is as described in G.S. 153A-340. As used in this subsection, "property" means a single tract of property or an identifiable portion of a single tract. Property that is located in the geographic area of a municipality's extraterritorial jurisdiction and that is used for bona fide farm purposes is exempt from exercise of the municipality's extraterritorial jurisdiction under this Article. Property that is located in the geographic area of a municipality's extraterritorial jurisdiction and that ceases to be used for bona fide farm purposes shall become subject to exercise of the municipality's extraterritorial jurisdiction under this Article. For purposes of complying with 44 C.F.R. Part 60, Subpart A, property that is exempt from the exercise of extraterritorial jurisdiction pursuant to this subsection shall be subject to the county's floodplain ordinance or all floodplain regulation provisions of the county's unified development ordinance.

(1) A municipality may provide in its zoning ordinance that an accessory building of a "bona fide farm" as defined by G.S. 153A-340(b) has the same exemption from the building code as it would have under county zoning as provided by Part 3 of Article 18 of Chapter 153A of the General Statutes.

G.S. 160A-360

This subsection applies only to the City of Raleigh and the Towns of Apex, Cary, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Rolesville, Wake Forest, Wendell, and Zebulon. (1959, c. 1204; 1961, c. 103; c. 548, ss. 1, 13/4; c. 1217; 1963, cc. 519, 889, 1076, 1105; 1965, c. 121; c. 348, s. 2; c. 450, s. 1; c. 864, ss. 3-6; 1967, cc. 15, 22, 149; c. 197, s. 2; cc. 246, 685; c. 1208, s. 3; 1969, cc. 11, 53; c. 1010, s. 5; c. 1099; 1971, c. 698, s. 1; c. 1076, s. 3; 1973, c. 426, s. 56; c. 525; c. 669, s. 1; 1977, c. 882; c. 912, ss. 2, 4; 1995 (Reg. Sess., 1996), c. 746, s. 1; 2005-418, s. 10; 2011-34, ss. 1, 2; 2011-363, s. 4; 2014-120, s. 15.)

Legal Description – Changes to Carrboro Extraterritorial Jurisdiction – NC Hwy 54 West

Expanding the Carrboro ETJ to encompass five of the seven lots represented by the Atwater Subdivision DB 23 PG 40 (attached), excepting lots 4 and 5 which parcels are already within the corporate limits of the Town of Carrboro. The new area to be added to the Carrboro ETJ can be described as beginning at the eastern side of said subdivision from the existing ETJ lines intersection (280' from the centerline of NC HW 54) with Lot 1's (OC PIN 9769319894) Hatch Road right-of-way boundary, proceeding N27°02'W to the northeastern corner of Lot 1, thence bearing N70°34'W 143.15 feet to a point, thence S89°31'W 145.07 feet to a point in the center of a creek and forming the northwest corner of lot 1, thence S89°31'W 55.86 feet to a point, thence S89°31'W 202.17 feet to a point, thence S89°31'W 203.36 feet to a point, thence S89°31'W 200 feet to a point, thence S89°31'W 180.67 feet to a point, thence S01°20'W to intersect with the existing ETJ line 280' from the centerline of NC HW 54.

this plat and allotment to be our free act and deed and that is we do here by dedicate to public use as streets and easements forever all areas so shown or indicated on said plat المركا فكمنا والم

Know all men by these presents, that I hereby certify that on TPPEARED DEFORE ""F this, the day of day of share been graded and storm drains nove Acknow Ledged SAME. been installed by the subdivider. In an approved manner:

Cita III (ITratero)

Know all men by these presents, that I hereby certify that a surety bond of a satisfactory amount has been pasted with the Town of CREESORO by the subdivider, guaranteeing that construction of all improvements shown on the approved preliminary plat will be completed as thereon provided within _____ days from date hereof.

NORTH CAROLINA - ORANGE COUNTY Robert J. Ayers, certify that under my direction and my supervision this map was drawn from an octual field survey and that the Error of Closure as calculated by latitudes and departures 47-30 as amended WITNESS my hand and seal this line day of Rolell " - C-C-C-1UIZ Registered Lond Surveyor No. 548: Sworn to und-subscribed before, this the day of

My commission expires Notary Public approval Recommended by Planning Board 1181 13, 19.744. 18 No. 16. 10. Chairman Approved by Board of Aldermen

Jan 17, 1974 Sand Town Clerk

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
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TOWN OF CARRBORO

NORTH CAROLINA

May 23, 2017

RE: Proposed Extension of ETJ on Hwy 54

I, Annette Lafferty, do certify that I did cause to have mailed on May 12, 2017, by first class and certified mail, letters informing the owners within the proposed ETJ area of the town's intention to extend the ETJ, the date and time of the public hearing and their right to apply to the Orange County Board of Commissioners to serve on the Town's Planning Board and/or Board of Adjustment.

A copy of the mailing labels or mailing list used for this purpose including the person, where applicable, or addresses to whom the notices were sent are attached.

Lafferty Annette D. Lafferty

Economic and Community Development Director

5/23/17

Economic and Community Development Department 301 West Main Street, Carrboro, NC 27510 • (919) 918-7319 • FAX (919) 918-4454 • TDD 1-800-826-7653 AN EQUAL OPPORTUNITY EMPLOYER Mailing List - 5/12/2017

Milton and Jean Saffelle 105 David Miller Ct Chapel Hill, NC 27517

William Kelly Blackwood 320 Diaryland Road Chapel Hill, NC 27516

Anthony J Hennessey 3725 Surry Trail Hillsborough, NC 27278

Atwaters Farms Inc. 709 Reserve Estates Drive Wake Forest, NC 27578

Tea Flower Research 9701 Carrie Road Chapel Hill, NC 27516

> Economic and Community Development Department 301 West Main Street, Carrboro, NC 27510 • (919) 918-7319 • FAX (919) 918-4454 • TDD 1-800-826-7653 AN EQUAL OPPORTUNITY EMPLOYER



Agenda Item Abstract

File Number: 17-201

Agenda Date: 6/13/2017

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Public Hearings on Land Use Ordinance Text and Map Amendments Relating to the WM-3 Zoning District **PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to receive public comment, to

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to receive public comment, to consider text amendments relating to the Watershed Manufacturing District (WM-3) and whether to rezone portions of six parcels along NC Hwy 54 West to WM-3.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon - 919-918-7325, Patricia McGuire - 919-918-7327, Bob Hornik - 919-929-3905

INFORMATION: The Board of Aldermen submitted a request to Orange County to extend the Town's extraterritorial jurisdiction boundary (ETJ) slightly further north to include the entirety of five parcels of land along NC Hwy 54 West, known as 600, 610, 626, 630 NC Hwy 54 West and 1306 Hatch Road, and is scheduled to hold a public hearing to consider the matter on June 13th, as part of a separate agenda item. The Board of County Commissioners is scheduled to consider the matter on June 20th. Contingent upon Orange County's approval, the Town could initiate its zoning authority to zone the approximately 2.9 acres of land (currently in Orange County) to Watershed Manufacturing (WM-3) such that the entirety of each of the five lots, along with a short section of land used as a driveway for Camelia Forest Nursery, the 22.83-acre parcel located at 620 NC Highway 54 West, would be classified WM-3.

At the May 9, 2017 Board of Aldermen meeting, the Board set public hearings to consider amendments to the Land Use Ordinance (LUO) in two regards: a draft text amendment to clarify the description of the Watershed Manufacturing Zoning District (WM-3) and the extent to which it could be expanded (Attachment B), and a draft map amendment to rezone portions of the six parcels to WM-3, as described above, consistent with what was likely the original intent (Attachment D).

The Planning Board considered both items at its June 1, 2017 meeting. Comments from the Planning Board and from Orange County staff who reviewed the text amendment are provided (Attachment F). The Board must receive public input before considering amendments to the Land Use Ordinance (text and map). Resolutions to continue both public hearings until June 27th so that the Board may consider the text and map amendments after receiving feedback from the Board of County Commissioners regarding the ETJ extension, have been provided.

Agenda Date: 6/13/2017 In Control: Board of Aldermen Version: 1 File Type: Agendas

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

RECOMMENDATION: Staff recommends that the Board of Aldermen consider the resolutions provided, (Attachment A - text amendment) and (Attachment B - map amendment) continuing the public hearings on both matters until June 27, 2017.

A RESOLUTION CONTINUING THE PUBLIC HEARING ON CONSIDERATION OF AN AMENDMENT TO THE TEXT OF THE CARRBORO LAND USE ORDINANCE PROVISIONS RELATING TO THE WM-3 ZONING DISTRICT

WHEREAS, during a meeting on March 28, 2017, the Carrboro Board of Aldermen discussed its interest in extending the Town's Extraterritorial Jurisdiction (ETJ) boundary to encompass the entirety of five lots zoned WM-3 along NC Highway 54 West; and

WHEREAS, the Board of Aldermen has received public comment on the proposed extension and will be receiving feedback from the Board of County Commissioners after its June 20th consideration of a resolution to agree to the ETJ boundary change; and

WHEREAS, at the May 9, 2017 meeting, the Board of Aldermen of the Town of Carrboro set a public hearing to consider an amendment to the Carrboro Land Use Ordinance, described or identified as follows: "An Ordinance Amending the Town of Carrboro Land Use Ordinance Provisions Relating to the WM-3 Zoning District," and which ordinance is directly related to the extension of the ETJ boundary; and

WHEREAS, the Board of Aldermen has received public comment on the proposed text amendment, contingent upon the extension of the ETJ boundary.

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen of the Town of Carrboro continues the Public Hearing on the proposed text amendment from June 13, 2017 to June 27, 2017, at which hearing the Board of Aldermen will consider adoption of "An Ordinance Amending the Town of Carrboro Land Use Ordinance Provisions Relating to the WM-3 Zoning District."

This the 13th day of June 2017.

AN ORDINANCE AMENDING TOWN OF CARRBORO LAND USE ORDINANCE PROVISIONS RELATING TO THE WM-3 ZONING DISTRICT

Draft 4-28-2017

Section 1. Subparagraph (b) of the Town of Carrboro Land Use Ordinance Section 15-137 Manufacturing Districts Established, is amended to read as follows:

(b) There is also established a watershed light industrial (WM-3) zoning district. The purpose of this district is to allow areas within the University Lake Watershed that have been zoned M-1 prior to the effective date of this subdivision to continue to be used and developed for light industrial and related purposes, subject to certain restrictions designed to protect the watershed. Consistent with the purpose of this zone, this district shall be confined to that area zoned M-1 on the effective date of this subsection (12/7/1983); this area shall not be expanded and no new WM-3 areas shall be designated. For the purposes of this section, changes to make WM-3 zoning uniform on lots that were depicted as entirely within the M-1 zoning at the time of its establishment, but that were later depicted as being bisected by the zoning boundary, will not be considered an expansion of the district or the creation of new WM-3 areas.

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

Section 3. This Ordinance shall become effective upon adoption.

A RESOLUTION CONTINUING THE PUBLIC HEARING ON CONSIDERATION OF AN AMENDMENT TO THE ZONING MAP OF THE CARRBORO LAND USE ORDINANCE

WHEREAS, during a meeting on March 28, 2017, the Carrboro Board of Aldermen discussed its interest in extending the Town's Extraterritorial Jurisdiction (ETJ) boundary to encompass the entirety of five lots zoned WM-3 along NC Highway 54 West; and

WHEREAS, the Board of Aldermen has received public comment on the proposed extension and will be receiving feedback from the Board of County Commissioners after its June 20th consideration of a resolution to agree to the ETJ boundary change; and

WHEREAS, at the May 9, 2017 meeting, the Carrboro Board of Aldermen set a public hearing to consider an amendment to the Carrboro Land Use Ordinance, which amendment is described or identified as follows: "An Ordinance Amending the Carrboro Zoning Map to Zone: Approximately 2.9 Acres of Land on NC Highway 54 West known as portions of 630, 626, 620, 610, 600 NC 54 West and 1306 Hatch Road to WM-3;" and

WHEREAS, the Board of Aldermen has received public comment on the proposed map amendment, which is contingent upon the extension of the ETJ boundary.

NOW, THEREFORE BE IT RESOLVED that the Carrboro Board of Aldermen continues the Public Hearing on the proposed map amendment from June 13, 2017 to June 27, 2017, at which hearing the Board of Aldermen will consider adoption of "An Ordinance Amending the Carrboro Zoning Map to Zone: Approximately 2.9 Acres of Land on NC Highway 54 West known as portions of 630, 626, 620, 610, 600 NC 54 West and 1306 Hatch Road to WM-3."

This the 13th day of June 2017.

AN ORDINANCE AMENDING THE CARRBORO ZONING MAP TO ZONE APPROXIMATELY 2.9 ACRES OF LAND ON NC HIGHWAY 54 WEST KNOWN AS PORTIONS OF 630, 626, 620, 610, 600 NC 54 WEST AND 1306 HATCH ROAD TO WM-3

DRAFT 4-28-2017

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

SECTION 1. The Official Zoning Map of the Town of Carrboro is hereby amended as follows:

Portions of six lots in the Chapel Hill Township known in the Orange County Land Records system as:

Parcel identification number	Property address
9769-21-7639	630 NC 54 West
9769-21-9629	626 NC 54 West
9769-32-3307	620 NC 54 West
9769-31-5687	610 NC 54 West
9769-31-7655	600 NC 54 West
9769-31-9894	1306 Hatch Road

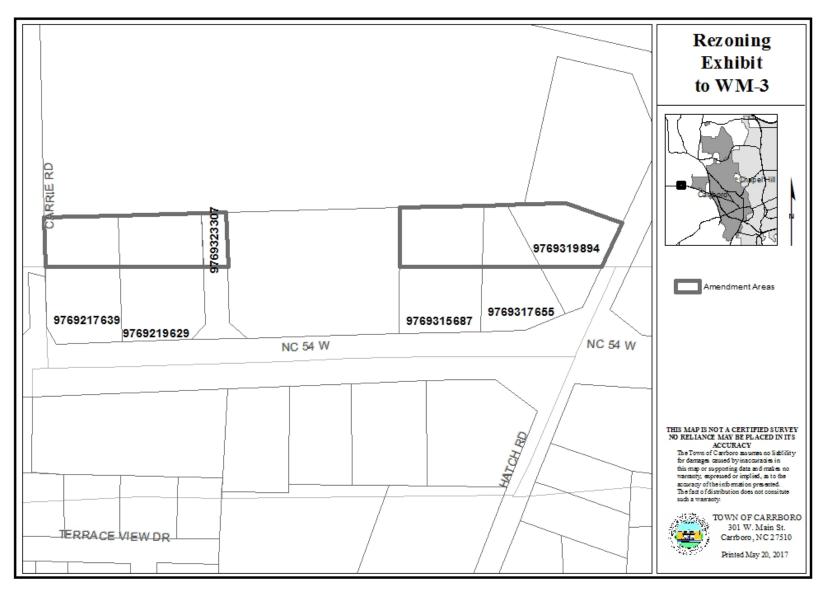
and being the area that is called out on the accompanying map, Exhibit A, as "Rezoning Exhibit to WM-3" is hereby zoned WM-3 (Watershed Manufacturing).

SECTION 2. All provisions of any Town ordinance in conflict with this ordinance are hereby repealed.

SECTION 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted, this the _____ day of _____ 2017.

AYES: NOES: ABSENT OR EXCUSED: Exhibit A





TOWN OF CARRBORO

NORTH CAROLINA

TRANSMITTAL

PLANNING DEPARTMENT

DELIVERED VIA: MAND MAIL FAX EMAIL

То:	David Andrews, Town Manager Mayor and Board of Aldermen
From:	Tina Moon, Planning Administrator
Date:	June 9, 2017
Subject:	Rezoning Proposal - approximately 2.9 acres along NC Hwy 54 West

BACKGROUND

On March 28, 2017, the Board of Aldermen, recognizing the development challenges associated with the split jurisdiction and split zoning of five parcels of land located along the north side of NC Highway 54 West, known as 600, 610, 626 and 630 NC 54 West and 1306 Hatch Road, decided to submit a request to Orange County to extend the Town's extraterritorial jurisdiction boundary (ETJ) slightly further north to include the entirety of all five parcels. The Board of County Commissioners is scheduled to consider the matter on June 20th. Information relating to the request for ETJ expansion may be found in the Board of Aldermen's agenda materials from May 9th (https://carrboro.legistar.com/MeetingDetail.aspx?ID=532851&GUID=2576DED7-6A55-4E8A-8C6F-219ACDBC6003&Options=&Search=).

Contingent upon Orange County's approval, the Town could initiate its zoning authority to zone the approximately 2.9 acres of land (currently in Orange County) to Watershed Manufacturing (WM-3) such that the entirely of each of the five lots, along with a short section of land used as the driveway for Camelia Forest Nursery, the 22.83-acre parcel located at 620 NC Hwy West, would be classified WM-3. WM-3 is the existing zoning classification for the Carrboro portion of the properties in question.

The language in Section 15-137(2)(b) of the Land Use Ordinance that describes the WM-3 District appears to limit any expansion of the zone, preventing new lots from being zoned to WM-3 and any existing WM-3 lots from being rezoned to include a larger amount of land area. After researching historical files on the establishment of the district, it seems likely that the

Page 2 of 14

original intent of the rezoning that assigned parcels to the WM-3 zoning category was to include the parcels in their entirety and that over time, as mapping technology changed from hand colored zoning maps to GIS generated maps, the northern boundary line was inadvertently shifted. With that in mind, a draft text amendment to the LUO has been prepared to reflect the intent of the original 1983 rezoning to WM-3, and would need to be adopted before the rezoning to allow for the expansion of the district. Public hearings for the text and map amendments have been scheduled for June 13th.

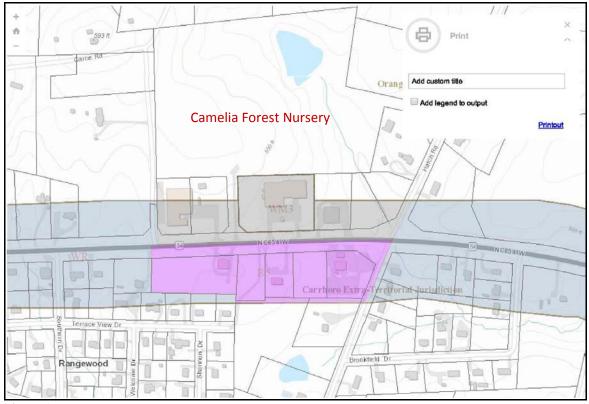


Figure 1

OVERVIEW

Section 15-320 of the Land Use Ordinance (LUO) separates zoning map amendments into two categories--major and minor on basis of the number of lots involved and the amount of acreage. A major map amendment, described in subsection (b) involves a change in the zoning district classification of five or more tracts of land in separate ownership or any parcel of land (regardless of the number of lots or owners) in excess of fifty acres. As such, this particular request is classified as a "major map amendment."

The proposed amendment would change the current zoning district status of portions of six parcels encompassing approximately 2.9 acres from Orange County RB (Rural Buffer) to WM-3 (Watershed Manufacturing), so that the entirety of five parcels, 600, 610, 626 and 630 NC 54 West and 1306 Hatch Road would be zoned WM-3. Only a handful of land uses are allowed in the WM-

Page 3 of 14

3 district and, with the exception of police and fire stations (Use Classifications 13.100 and 13.200 respectively), all require conditional use permits. Residential uses are not permitted.

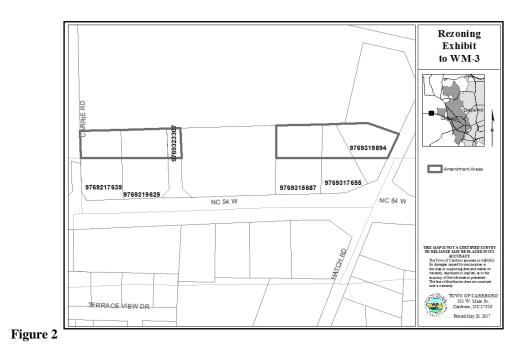
PETITIONERS/OWNERS

According to the property owner records maintained by Orange County, five landowners would be effected by the rezoning. Owners are listed by the address of their properties in the table below.

Address	Property Owner
600 NC 54 West	Anthony J. Hennessey
610 NC 54 West	William Kelly Blackwood
626 & 630 NC 54 West	Milton and Jean Saffelle
1206 Hatch Road	Atwater Farms, Inc.
620 NC 54 West (driveway)	Tea Flower Research

DESCRIPTION OF THE AREA

The subject properties are shown in two images below: the black and white rezoning exhibit (Figure 2) includes the intersection of NC Hwy 54 West and Hatch Road with the area subject to the rezoning outlined in dark grey. The aerial map shows the same intersection but extends a little further to the west, and provides a better sense of the character of the area (Figure 3). Surrounding properties include low-density residential, predominately single family, and a handful of commercial and light manufacturing uses with frontage along the north and south side of NC 54.



Rezoning Proposal – approximately 2.9 Acres along NC 54 West June 9, 2017



Figure 3

COMPARISON OF ZONES

Article IX, of the Land Use Ordinance provides a short description of the different zoning districts in the Town's jurisdiction. The WM-3, district is described as follows:

<u>WM-3 Watershed Manufacturing</u>. The purpose of this district is to allow areas within the University Lake Watershed that have been zoned M-1 prior to the effective date of this subdivision to continue to be used and developed for light industrial and related purposes, subject to certain restrictions designed to protect the watershed. Consistent with the purpose of this zone, this district shall be confined to that area zoned M-1 on the effective date of this subsection; this area shall not be expanded and no new WM-3 areas shall be designated.

Three other zoning districts are in the vicinity. In Carrboro's jurisdiction, to the south of NC 54 West, commercial parcels are zoned B-5 (Watershed Commercial) and residential parcels are zoned WR (watershed residential), as can be seen in Figure 1 (above). B-5 lots are shown in purple and WR in blue. The description of the B-5 and WR districts are provided below:

<u>WR Watershed Residential</u>. All land within this district is located within the University Lake Watershed, and while this district is designed to achieve the objectives identified in subsection (a) (to secure for the person who reside there a comfortable, healthy, safe, and pleasant environment in which to live, sheltered from incompatible and disruptive activities that properly belong in non-residential districts), it is also intended to protect the community water supply by allowing residential development of the land within the University Lake Watershed only at reduced density levels

<u>B-5 Watershed Commercial</u>. This district is designed to accommodate commercial uses within the University Lake Watershed area without adversely affecting the community water supply.

Page 5 of 14

Residential parcels to the north and south of NC 54 West are located in Orange County's jurisdiction and are zoned RB (rural buffer). As described in Orange County's Unified Development Ordinance, the purpose of the Rural Buffer (RB) District is to provide locations for rural residential developments and agricultural, silvicultural or horticultural uses which serve to buffer or separate more intensively planned and/or developed portion of Orange County. Development within the Rural Buffer (RB) District is at very low densities (the minimum lot size per dwelling unit is two acres) and relies on individual wells and ground absorption systems for domestic water supply and sewage disposal respectively.

IMPACT OF REZONING

Viewed together, the three images (Figures 1, 2, and 3) provide helpful context to understand the impact of the proposed rezoning. The colors in Figure 1 show the extent of Carrboro's jurisdiction: the area of existing WM-3 (Watershed Manufacturing), the B-5 parcels (Watershed Commercial), and the WR parcels (Watershed Residential). The majority of the lots just north or south of NC 54 West, and shown without color are in Orange County. These parcels are mainly low-density residential, and many retain an agricultural or horticultural use.

The primary purpose for the proposed rezoning is to provide uniform zoning to the five parcels currently positioned in Carrboro and Orange County such that approximately two-thirds of each lot is in a light manufacturing district in Carrboro and the remaining third is in a low-density residential district in Orange County. The challenges associated with developing these lots--locating all building components, including well and septic within a single jurisdiction have proven difficult to overcome and as a result certain parcels have remained undeveloped. The differences in the intended character of the districts, moreover, limit the opportunity to allow a use that may be appropriate in one district to extend into the other. While there are other properties with split jurisdiction that are not included as part of the purposed rezoning, the impact of the split is somewhat different in that both portions of the lot are low density residential districts, where the purpose and intended character of the district are similar in nature.

CONSIDERATIONS

Consistency with Adopted Policies

Section 15-322 of the LUO outlines the role of advisory boards to comment on proposed zoning map amendments, and directs the boards to provide written recommendations to the Board of Aldermen that addresses plan consistency and other matters deemed appropriate. The Planning Board reviewed the rezoning proposal at its June 1st meeting and found the amendment to be consistent with the Town's 1982 Carrboro Water Quality Task Force Report and Recommendations, which formulated the basis for the WM-3 District, and Carrboro Vision2020 provisions relating to balanced and controlled growth in the watershed and peripheral areas. The Planning Board also found that the rezoning would be in the public interest because it would allow for the reasonable development of property in accordance with the Town's zoning requirements. The full text of the referenced policies is included in the Planning Board's recommendations (*Attachment F*).

When considering a map amendment, the principal question before the Town is whether the rezoning advances the public health, safety, or welfare (Section 15-325). The proposed amendment is for a general rezoning; the Board shall consider if the entire range of permitted uses allowed in the new zoning classification is more appropriate than the range of uses in the existing classification. Section 15-324 of the LUO requires that the Board adopt a statement describing the consistency of the amendment with an officially adopted plan and explaining why the action is reasonable and in the public interest. To assist with the Board's deliberations, the following LUO excerpts are attached below: sections from Article IX, Zoning Districts and Zoning Map, which define the existing and proposed zoning classifications and sections from Article XX, Amendments, which describe the amendment process in more detail.

Action Options

The public hearings for the text and map amendments on June 13th provide an opportunity for the Board of Aldermen to receive public comment as required by Section 15-323 of the LUO. Resolutions have been provided for the Board to continue the public hearing until June 27th, subsequent to the Board of County Commissioners consideration of the ETJ expansion scheduled for June 20th.

ARTICLE IX

ZONING DISTRICTS AND ZONING MAP

PART I. ZONING DISTRICTS

Section 15-135 Residential Districts Established.

(a) The following basic residential districts are hereby established: R-20, R-15, R-10, R-7.5, R-3, R-2, R-R, R-S.I.R., and R-S.I.R.-2. The purpose of each of the foregoing residential districts is to secure for the persons who reside there a comfortable, healthy, safe, and pleasant environment in which to live, sheltered from incompatible and disruptive activities that properly belong in non-residential districts. (AMENDED 5/12/81; 12/7/83; 2/4/86)

(b) The WR (watershed residential) district is also established. All land within this district is located within the University Lake Watershed, and while this district is designed to achieve the objectives identified in subsection (a), it is also intended to protect the community water supply by allowing residential development of the land within the University Lake Watershed only at reduced density levels. (AMENDED 12/7/83; 05/15/90)

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

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

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

Rezoning Proposal – approximately 2.9 Acres along NC 54 West June 9, 2017

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

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

- (1) No area less than twenty contiguous acres may be zoned as a Planned Industrial Development district, and then only upon a request submitted by or on behalf of the owner or owners of all the property intended to be covered by such zone.
- (2) As indicated in the Table of Permissible Uses (Section 15-146) a planned industrial development (use classification 30.000) is the only permissible use in a PID zone.
- (3) Subject to subdivision (2) of this subsection, and consistent with the restrictions contained in the definition of a planned industrial development [see Subdivision 15-15(60)], land within a PID zone may be used in a manner that would be permissible if the land were zoned M-1, except that (i) the only permissible uses are those described in the 2.130 and 4.100 classifications and (ii) the performance standards (Article XI, Part I) applicable to 4.100 uses in business zones shall govern uses in a planned industrial development.

ARTICLE XX

AMENDMENTS

Section 15-320 Amendments in General

(a) Amendments to the text of this chapter or to the zoning map may be made in accordance with the provisions of this article, or in the case of nonsubstantive editorial changes, may be made administratively by the planning director, as described in Section 15-38 of this ordinance. (AMENDED 09/01/87)

(b) The term "major map amendment" shall refer to an amendment that addresses the zoning district classification of five or more tracts of land in separate ownership or any parcel of land (regardless of the number of lots or owners) in excess of fifty acres. All other amendments to the zoning district map shall be referred to as "minor map amendments."

(c) All properties within the University Lake Watershed are zoned WR, B-5, WM-3 or C. As provided in Subsection 15-137(b), no additional areas may be rezoned WM-3 or B-5, and no areas within the University Lake Watershed may be rezoned to any classification other than WR, or C. (AMENDED 10/15/96)

(d) The regulations applicable to the watershed districts do, and all amendments to these regulations shall, comply with the water supply watershed protection rules promulgated by the State pursuant to G.S. 143-214.5. Copies of all amendments to Sections 15-265 or 15-266 shall be sent to the Division of Community Assistance, Division of Environmental Health, and Division of Water Quality. (AMENDED 10/15/96)

Section 15-321 Initiation of Amendments

(a) Whenever a request to amend this chapter is initiated by the Board of Aldermen, the planning board, the board of adjustment, the appearance commission, or the town administration, the town attorney in consultation with the planning staff shall draft an appropriate ordinance and present that ordinance to the Board of Aldermen so that a date for a public hearing may be set.

(b) Any other person may also petition the Board to amend this chapter. The petition shall be filed with the planning department and shall include, among the information deemed relevant by the planning department:

(1) The name, address, and phone number of the applicant.

Page 10 of 14

Rezoning Proposal – approximately 2.9 Acres along NC 54 West June 9, 2017

- (2) A description of the land affected by the amendment if a change in zoning district classification is proposed.
- (3) Stamped envelopes containing the names and addresses of all those to whom notice of the public hearing must be sent as provided in Section 15-323.
- (4) A description of the proposed map change or a summary of the specific objective of any proposed change in the text of this chapter.
- (5) A concise statement of the reasons why the petitioner believes the proposed amendment would be in the public interest.
- (c) Upon receipt of a petition as provided in (b), the planning staff shall either:
 - (1) Treat the proposed amendment as one initiated by the town administration and proceed in accordance with subsection (a) if it believes that the proposed amendment has significant merit and would benefit the general public interest; or
 - (2) Forward the petition to the Board with or without written comment for a determination of whether an ordinance should be drafted and a public hearing set in accordance with subsection (d).

(d) Upon receipt of a proposed ordinance as provided in subsection (a), the Board may establish a date for a public hearing on it. Upon receipt of a petition for an ordinance amendment as provided in subsection (b), the Board may summarily deny the petition or set a date for a public hearing on the requested amendment and order the attorney, in consultation with the planning staff, to draft an appropriate ordinance.

Section 15-322 Planning Board and Other Advisory Consideration of Proposed Amendments

(a) If the Board sets a date for a public hearing on a proposed amendment, it shall also refer the proposed amendment to the planning board for its consideration and may refer the amendment to the appearance commission if community appearance is involved, and may refer the amendment to the transportation advisory board if the amendment involves community transportation issues and may refer the amendment to the environmental advisory board if the amendment involves community environment issues. (AMENDED 09/19/95, REWRITTEN 02/25/14)

(b) The planning board shall advise and comment on whether the proposed amendment is consistent with the Land Use Plan, Thoroughfare Plan, or other applicable plans officially adopted by the Board of Aldermen. The planning board shall provide a written recommendation to the Board of Aldermen that addresses plan consistency and other matters as

Page 11 of 14

deemed appropriate by the planning board. If no written report is received from the planning

board within 30 days of referral of the amendment to that board, the Board of Aldermen may proceed in its consideration of the amendment without the planning board report. (AMENDED 10/24/06)

(c) A comment by the planning board that a proposed amendment is inconsistent with the Land Use Plan, Thoroughfare Plan or other officially adopted plan shall not preclude consideration or approval of the proposed amendment by the Board of Aldermen, and the Board of Aldermen is not bound by the recommendations of the planning board. (AMENDED 10/24/06)

(d) A member of the planning board and any other advisory committee that provides direct advice to the Board of Aldermen (i.e. it does not report to the planning board) shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. (AMENDED 10/24/06)

Section 15-323 Hearing Required: Notice

(a) No ordinance that amends any of the provisions of this chapter may be adopted until a public hearing has been held on such ordinance.

(b) The planning staff shall publish a notice of the public hearing on any ordinance that amends the provisions of this chapter once a week for two successive weeks in a newspaper having general circulation in the Carrboro area. The notice shall be published for the first time not less than ten days nor more than twenty-five days before the date fixed for the hearing. This period is to be computed in accordance with G.S. 160A-364, which provides that the date of publication is not counted but the date of the hearing is.

(c) With respect to all map amendments, the planning staff shall mail, by first class mail, written notice of the public hearing to the record owners of all properties whose zoning classification is changed by the proposed amendment as well as the owners of all properties any portion of which is within 1000 feet of the property rezoned by the amendment. For purposes of this section the term "owners" shall mean the persons shown as owners on Orange County's computerized land records system. The planning staff shall also make reasonable efforts to mail a similar written notice to the non-owner occupants of residential rental property located within 1,000 feet of the lot that is the subject of the rezoning. The notices required by this subsection shall be deposited in the mail at least 10 but not more than 25 days prior to the date of the public hearing. The staff member mailing such notices shall certify to the board that the notices have been mailed, and such certificate shall be deemed conclusive in the absence of fraud. (AMENDED 10/12/82; 1/22/85; 10/1/85; 04/15/97; 3/26/02)

(d) The first class mail notice required under subsection (c) of this section shall not be required if the zoning map amendment directly affects more than 50 properties, owned by a total

Page 12 of 14

of at least 50 different property owners, and the Town elects to use the expanded published notice provided for in this subsection. In this instance, the Town may elect to either make the mailed notice provided for in subsection (c) of this section or may, as an alternative, elect to publish notice of the hearing as required by G.S. 160A-364, but provided that each advertisement shall not be less than one-half (1/2) of a newspaper page in size. The advertisement shall only be effective for property owners who reside in the area of general circulation of the newspaper which publishes the notice. Property owners who reside outside of the newspaper circulation area, according to the address listed on the most recent Orange County property tax listing for the affected property, shall be notified according to the provisions of subsection (c) of this section. (AMENDED 10/24/06)

(e) For proposed zoning map amendments, the planning staff shall prominently post a notice of the public hearing on the site proposed for a rezoning or an adjacent public street or highway right-of-way. When multiple parcels are included within a proposed zoning map amendment, a posting on each individual parcel is not required, but the planning staff shall post sufficient notices to provide reasonable notice to interested persons.

(f) The planning staff shall take any other action deemed by the Planning Department to be useful or appropriate to give notice of the public hearing on any proposed amendment.

(g) The notice required or authorized by this section (other than the posted notice required by subsection (e)) shall: (AMENDED 11/24/09)

- (1) State the date, time, and place of the public hearing.
- (2) Summarize the nature and character of the proposed change.
- (3) If the proposed amendment involves a change in zoning district classification, reasonably identify the property whose classification would be affected by the amendment.
- (4) State that the full text of the amendment can be obtained from the town clerk.
- (5) State that substantial changes in the proposed amendment may be made following the public hearing.

(h) The planning staff shall make every reasonable effort to comply with the notice provisions set forth in this section. However, it is the Board's intention that the notice requirements set forth in this section that are not required by state law shall not be regarded as mandatory, and therefore a failure to comply with such requirements shall not render any amendment invalid. (AMENDED 11/24/09)

(i) Except for a town-initiated zoning map amendment, when an application is filed to request a zoning map amendment and that application is not made by the owner of the parcel of

land to which the amendment would apply (regardless of how the staff treats the proposed amendment under subsection 15-321(c)), the applicant shall certify to the Board of Aldermen that the owner of the parcel of land as shown on the county tax listing has received actual notice of the proposed amendment and a copy of the notice of public hearing. The person or persons required to provide notice shall certify to the Board of Aldermen that proper notice has been provided in fact, and such certificate shall be deemed conclusive in the absence of fraud.(AMENDED 11/24/09)

(j) Actual notice of the proposed amendment and a copy of the notice of public hearing required under subsection 15-323(i) of this section shall be by any manner permitted under G.S. 1A-1, Rule 4(j). If notice cannot with due diligence be achieved by personal delivery, registered or certified mail, or by a designated delivery service authorized pursuant to 26 U.S.C. § 7502(f)(2), notice may be given by publication consistent with G.S. 1A-1, Rule 4(j1). This subsection applies only to an application to request a zoning map amendment where the application is not made by the owner of the parcel of land to which the amendment would apply. This subsection does not apply to a city-initiated zoning map amendment. (AMENDED 11/24/09)

Section 15-324 Board Action on Amendments (AMENDED 10/24/06)

(a) At the conclusion of the public hearing on a proposed amendment, the Board may proceed to vote on the proposed ordinance, refer it to a committee for further study, or take any other action consistent with its usual rules of procedure.

(b) The Board is not required to take final action on a proposed amendment within any specific period of time, but it should proceed as expeditiously as practicable on petitions for amendments since inordinate delays can result in the petitioner incurring unnecessary costs.

(c) Voting on amendments to this chapter shall proceed in the same manner as on other ordinances, subject to Section 15-326 of the Land Use Ordinance and Section 2-15 of the Town Code.

(d) Prior to adopting or rejecting any zoning amendment, the Board shall adopt a statement describing whether its action is consistent with the Land Use Plan, Thoroughfare Plan, or other applicable plan officially adopted by the Board and explaining why the Board considers the action taken to be reasonable and in the public interest. This statement is not subject to judicial review.

(e) A Board member shall not vote on any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. (See also Carrboro Town Code Section 2-35).

Page 14 of 14

Section 15-325 Ultimate Issue Before Board on Amendments

In deciding whether to adopt a proposed amendment to this chapter, the central issue before the Board is whether the proposed amendment advances the public health, safety or welfare. All other issues are irrelevant, and all information related to other issues at the public hearing may be declared irrelevant by the mayor and excluded. In particular, when considering proposed minor map amendments:

- (1) Except when the request is to rezone property to a conditional use district or conditional zoning district, the Board shall not consider any representations made by the petitioner that, if the change is granted, the rezoned property will be used for only one of the possible range of uses permitted in the requested classification. Rather, the Board shall consider whether the entire range of permitted uses in the requested classification is more appropriate than the range of uses in the existing classification. (AMENDED 05/25/99; 05/27/08)
- (2) The Board shall not regard as controlling any advantages or disadvantages to the individual requesting the change, but shall consider the impact of the proposed change on the public at large.

Section 15-326 Citizen Comments on Zoning Map and Text Amendments (AMENDED 10/24/06, REWRITTEN 12/6/16).

The Town of Carrboro Land Use Ordinance may from time to time be amended, supplemented, changed, modified or repealed. If any resident or property owner in the Town submits a written statement regarding a proposed amendment, modification or repeal to this Ordinance to the Clerk of the Board of Aldermen at least two (2) business days prior to the proposed vote on such change, the Clerk to the Board shall deliver such written statement to the Board. If the proposed change is the subject of a quasi-judicial proceeding under North Carolina General Statutes Section 160A-388 (such as conditional use rezoning in which the legislative rezoning is accompanied by or followed by a quasi-judicial conditional use permit process), the Clerk shall provide only the names and addresses of the individuals providing written comment, and the provision of such names and addresses to all members of the Board shall not disgualify any member of the Board from voting. Written statements submitted in connection with a quasi-judicial proceeding may be admitted into evidence at such a proceeding if the Board determines that such statements are admissible in the proceeding. (Amended 12-6-16; and enacted pursuant to a Resolution in Opposition to the General Assembly's Repeal of Statutory Authority for Qualified Protest Petitions to Trigger a Super Majority Vote for Certain Zoning Map Amendments, dated 12-6-16).

ORANGE COUNTY PLANNING & INSPECTIONS DEPARTMENT Craig N. Benedict, AICP, Director Administration (919) 245-2575 (919) 644-3002 (FAX) www.orangecountync.gov Administration (131 W. Margaret Lane P O Box 8181 Hillsborough, North Carolina, 27278

TRANSMITTAL DELIVERED VIA EMAIL

May 23, 2017

Christina Moon, AICP Planning Administrator Town of Carrboro 301 W. Main St. Carrboro, NC 27510

SUBJECT: Joint Planning Review of Proposed Ordinance Amendments

Dear Tina:

Thank you for the opportunity to review the revisions to the following Land Use Ordinance amendments received by us May 17, 2017 and proposed for town public hearing on June 13, 2017:

• An Ordinance Amending Provisions Relating to the WM-3 Zoning District.

We have reviewed the amendments and, presuming the anticipated ETJ expansion on Highway 54 West is approved, we find no inconsistency with the adopted *Joint Planning Area Land Use Plan.* If the ETJ expansion is not approved, further analysis would be necessary to determine any inconsistencies with the adopted plan; therefore, we recommend that action on this item be contingent upon approval of the anticipated ETJ expansion.

If you have any questions or need additional information, please let me know.

Sincerely,

Perdita Holtz

Perdita Holtz, AICP Planning Systems Coordinator

Attachment B



TOWN OF CARRBORO

Planning Board

301 West Main Street, Carrboro, North Carolina 27510

RECOMMENDATION

JUNE 1, 2017

Land Use Ordinance Text Amendment Relating to the WM-3 Zoning District

Motion was made by Fousher and seconded by Gaylord Miles that the <u>Plauning Bound</u> recommends that the Board of Aldermen <u>accept</u> the draft ordinance.

VOTE:

AYES: (7) Adamson, Hunt, Poulton, Toushee, Rosser, Gaylord-Niles, Rivera ABSENT/EXCUSED: () NOES: () ABSTENTIONS: ()

Associated Findings

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

Motion was made by Foushee and seconded by Gaylord-Miles that the Mannue Bd of the Town of Carrboro finds the proposed text amendment (is) consistent with the description and intent of the watershed industrial zoning district put forth in the 1982 Carrboro Water Quality Task Force Report and Recommendations, which formulated the basis for the WM-3 District, and Carrboro Vision2020 provisions relating to balanced and controlled growth in the watershed and peripheral areas..

The flaming Bd. furthermore finds that the above described amendment is reasonable and in the public interest because it clarifies the language in the LUO relating to the WM-3 District and allows for the reasonable development of property zoned WM-3 in accordance with the Town's zoning requirements.

VOTE:

AYES: 7 Adamson, Hunt, Poulton, Fousher, Rosser, Gaylord-Miles, Rivera **ABSENT/EXCUSED:** NOES: **ABSTENTIONS:**

affiller 6/1/17

(Chair)

, and upon the advice of the town altorney

Attachment C



TOWN OF CARRBORO

Planning Board

301 West Main Street, Carrboro, North Carolina 27510

RECOMMENDATION

JUNE 1, 2017

LAND USE MAP AMENDMENT – REZONING PORTIONS OF SIX PARCELS CONSISTING OF APPROXIMATELY 2.9 ACRES OF PROPERTY TO WATERSHED MANUFACTURING (WM-3)

Motion was made by Foushee and seconded by <u>poulton</u> that the <u>plausing Bol</u> recommends that the Board of Aldermen, contingent upon the Orange County Board of Commissioners extension of the Town's ETJ, <u>approve/reject</u> the draft ordinance amending the zoning classification for approximately 2.9 acres of property located along the north side of NC Hwy 54 West. The six parcels are more specifically know as: 600 NC 54 West (PIN 9769-31-7655), 610 NC 54 West (PIN 9769-31-5687), 620 NC 54 West, (PIN 9769-32-3307), 626 NC 54 West (PIN 9769-21-9629), 630 NC 54 West (PIN 9769-21-7639) and 1306 Hatch Road (PIN 9769-31-9894).

VOTE: AYES: (7 Adamson, Hunt, Poulton, Foushee, Rosser, Gaylord-Miles, Rivera ABSENT/EXCUSED: (0) NOES: (0) ABSTENTIONS: (0)

Associated Findings

By a unanimous show of hands, the <u>Maunine Bound</u> membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by <u>Foushec</u> and seconded by <u>Hunf</u> that the <u>Manning Board</u> the Town of Carrboro finds the proposed map amendment _______ is consistent with the original intent of assigning these parcels to the WM-3 Zoning District category in 1983, as put forth by the 1982 Carrboro Water Quality Task Force Report and Recommendations.

Attachment C

The $\underline{Pann_{12}}$ furthermore finds that the above described amendment is reasonable and in the public interest because it allows for the reasonable development of property in accordance with the Town's zoning requirements.

VOTE: AYES: 7 Adamson, Hunt, Poulton, Foushee, Kosser, Gaylord-Miles, Ervera ABSENT/EXCUSED:0 NOES: ♂ ABSTENTIONS: ()

Caffin Adın 6/1/17 (Chair) (Date)

TOWN OF CARRBORO

NORTH CAROLINA

PLANNING DEPARTMENT

TO: Property Owners

Cum

FROM: Christina R. Moon, Planning Administrator

DATE: May 25, 2017

PUBLIC NOTICE: Proposed rezoning of properties at 630, 626, 620, 610, 600 NC Hwy 54 West & 1306 Hatch Road

You are receiving this letter because your property is under consideration for rezoning.

The Town of Carrboro Board of Aldermen is considering an amendment to the Carrboro zoning map to zone approximately 2.9 acres of land along the north side of NC Hwy 54 West as WM-3. Five properties are included in the area:

Address/Orange County Parcel Identification #	Address/Orange County Parcel Identification #
630 NC Hwy 54 West / 9769-21-7639	600 NC Hwy 54 West /9769-31-7655
626 NC Hwy 54 West / 9769-21-9629	1306 Hatch Road / 9769-31-9894
610 NC Hwy 54 West / 9769-31-5687	

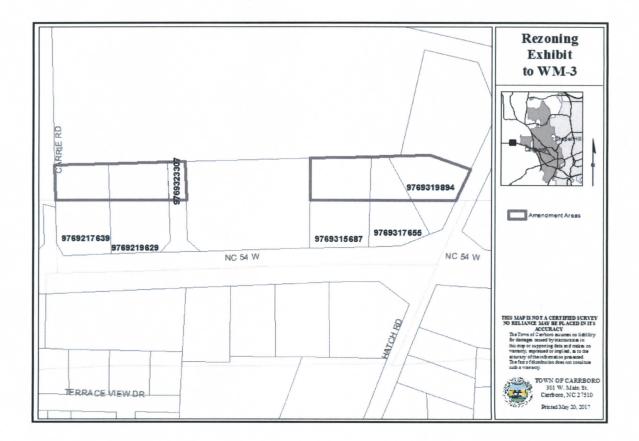
The parcels currently have split jurisdiction, such that the northern portion of each lot has Orange County zoning and the southern portion, with frontage along NC Hwy 54, has Carrboro zoning. Uniform Town zoning is proposed in conjunction with extending Carrboro's Extra Territorial Jurisdiction (ETJ) to encompass the entirety of the five lots. A short section of land used as a driveway for 620 NC Hwy 54 West (PIN 9769-32-3307) would also be rezoned to WM-3. A map depicting the location of the properties under consideration is provided on the reverse side of this letter. A complete list of uses is provided in the Table of Permissible Uses in Section 15-146 of the Town of Carrboro Land Use Ordinance available at the following link http://www.townofcarrboro.org/pzi/luo.htm.

The Town's Planning Board will review the proposed rezoning on Thursday, June 1, 2017 at 7:30 in the Town Hall Board Room (Room 110) located at 301 West Main Street. You are welcome to attend this meeting to learn more about the rezoning.

The Board of Aldermen will hold a public hearing to consider amending the Carrboro Zoning map per this proposal on Tuesday, June 13, 2017 at 7:30 p.m. in the Town Hall Board Room (Room 110) located at 301 West Main Street. You are invited to attend this hearing and to make your opinions on the proposed rezoning known.

Proposed Rezoning - 630, 626, 620, 610, 600 NC Hwy 54 West & 1306 Hatch Road May 25, 2017 Page 2 of 2

Additional information regarding the rezoning under consideration is available from the Planning Department located on the second floor of Town Hall and will also be available on the Town's website a few days before the meetings. The Planning Board's agenda may be found at http://nc-carrboro.civicplus.com/243/Planning-Board and the Board of Aldermen's agenda materials for the public hearing may be found at https://carrboro.legistar.com/Calendar.aspx. Substantial changes to the proposed amendment to the Town's zoning map may be made following the public hearing. If you have questions, or would like additional information, please feel free to contact my office at (919) 918-7325 or cmoon@townofcarrboro.org.





TOWN OF CARRBORO

NORTH CAROLINA

PLANNING DEPARTMENT

TO: Property Owners and Residents

FROM: Christina R. Moon, Planning Administrator

DATE: May 25, 2017

PUBLIC NOTICE: Proposed rezoning of properties at 630, 626, 620, 610, 600 NC Hwy 54 West & 1306 Hatch Road

You are receiving this letter because your property or residence is within 1,000 feet of property under consideration for rezoning.

The Town of Carrboro Board of Aldermen is considering an amendment to the Carrboro zoning map to zone approximately 2.9 acres of land along the north side of NC Hwy 54 West as WM-3. Five properties are included in the area:

Address/Orange County Parcel Identification #	Address/Orange County Parcel Identification #
630 NC Hwy 54 West / 9769-21-7639	600 NC Hwy 54 West /9769-31-7655
626 NC Hwy 54 West / 9769-21-9629	1306 Hatch Road / 9769-31-9894
610 NC Hwy 54 West / 9769-31-5687	

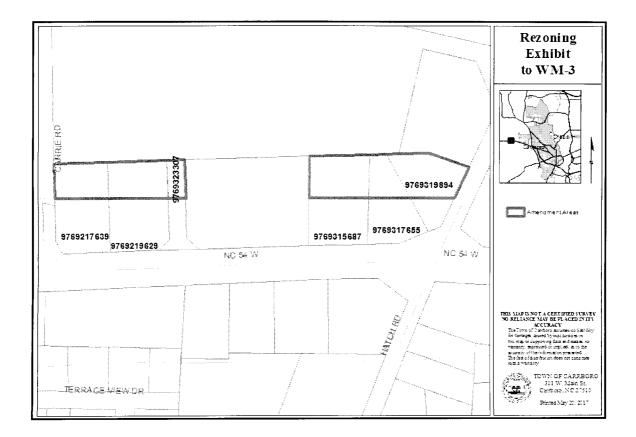
The parcels currently have split jurisdiction, such that the northern portion of each lot has Orange County zoning and the southern portion, with frontage along NC Hwy 54, has Carrboro zoning. Uniform Town zoning is proposed in conjunction with extending Carrboro's Extra Territorial Jurisdiction (ETJ) to encompass the entirety of the five lots. A short section of land used as a driveway for 620 NC Hwy 54 West (PIN 9769-32-3307) would also be rezoned to WM-3. A map depicting the location of the properties under consideration is provided on the reverse side of this letter. A complete list of uses is provided in the Table of Permissible Uses in Section 15-146 of the Town of Carrboro Land Use Ordinance available at the following link http://www.townofcarrboro.org/pzi/luo.htm.

The Town's Planning Board will review the proposed rezoning on Thursday, June 1, 2017 at 7:30 in the Town Hall Board Room (Room 110) located at 301 West Main Street. You are welcome to attend this meeting to learn more about the rezoning.

The Board of Aldermen will hold a public hearing to consider amending the Carrboro Zoning map per this proposal on Tuesday, June 13, 2017 at 7:30 p.m. in the Town Hall Board Room (Room 110) located at 301 West Main Street. You are invited to attend this hearing and to make your opinions on the proposed rezoning known.

Proposed Rezoning - 630, 626, 620, 610, 600 NC Hwy 54 West & 1306 Hatch Road May 25, 2017 Page 2 of 2

Additional information regarding the rezoning under consideration is available from the Planning Department located on the second floor of Town Hall and will also be available on the Town's website a few days before the meetings. The Planning Board's agenda may be found at <u>http://nc-carrboro.civicplus.com/243/Planning-Board</u> and the Board of Aldermen's agenda materials for the public hearing may be found at <u>https://carrboro.legistar.com/Calendar.aspx</u>. Substantial changes to the proposed amendment to the Town's zoning map may be made following the public hearing. If you have questions, or would like additional information, please feel free to contact my office at (919) 918-7325 or <u>cmoon@townofcarrboro.org</u>.





TOWN OF CARRBORO

NORTH CAROLINA

May 25, 2017

RE: Proposed conditional rezoning of property at 110 West Main Street

I, Christina R. Moon, do certify that I did cause to have mailed on May 25, 2017, by first class mail, letters informing the owners and non-owner occupants of properties within 1,000 feet of the petition and schedule for considering the proposal to rezone portions of the properties at 630, 626, 620, 610, 600 NC Hwy 54 West and 1306 Hatch Road from Orange County Rural Buffer (RB) to Town of Carrboro Watershed Manufacturing (WM-3).

A copy of the mailing labels or mailing list used for this purpose including the person, where applicable, or addresses to whom the notices were sent are attached.

X mon

Christina R. Moon Planning Administrator

5/26/2017

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B769204932 GREENSPAN MICHAEL L		5805 NORWOOD OAKS DR	RALEIGH	NC	27614
9769204932 Occupant 9769204932 Occupant		704 TERRACE VIEW DR	CHAPEL HILL	NC	27516
9769205601 RICHARDSON LUCILLE		301 SOUTH FIR AVE	SILER CITY	NC	27344
(19769205601 Occupant		701 SHANNON DR	CHAPEL HILL	NC	27516
9769205911 NOIFELD MARIA V		P O BOX 916	CARRBORO	NC	27510
9769205911 Occupant		700 TERRACE VIEW DR	CHAPEL HILL	NC	27516
9769206546 SNIPES FANNIE L		633 SHANNON DR	CHAPEL HILL	NC	27514
9769206687 NICKERSON STELLA L	PARTHENIA NICKERSON	1107 WELCOME DR	CHAPEL HILL	NC	27516
9769206788 HOOKER CLAUDE A TRUSTEE		1111 WELCOME DR	CHAPEL HILL	NC	27516
9769206940 JONES LARRY D	BRENDA JONES	610 TERRACE VIEW DR	CHAPEL HILL	NC	27516
9769207544 ALSTON DAVID L		629 SHANNON DR	CHAPEL HILL	NC	27516
9769207921 COTTEN WILLARD E	LINDA COTTEN	PO BOX 384	CARRBORO	NC	27510
<pre>/ 9769207921 Occupant</pre>		606 TERRACE VIEW DR	CHAPEL HILL	NC	27516
9769208544 PARKER OMILLER J		619 SHANNON DR	CHAPEL HILL	NC	27516
9769208627 HLA TIN	CHAW PHON	611 SHANNON DR	CHAPEL HILL	NC	27516
9769208737 CLARK ALBERT L	VERTIE CLARK	609 SHANNON DR	CHAPEL HILL	NC	27514
9769208940 GARRETT FAYE P		602 TERRACE VIEW DR	CHAPEL HILL	NC	27516
9769210186 KENNELL BOBBY	MARY B KENNELL	101 CATHY ROAD	CARRBORO	NC	27510
V 9769210186 Occupant		803 TERRACE VIEW DR	CHAPEL HILL	NC	27516
9769210289 BRADSHER BOBBY B	SHIRLEY BRADSHER	801 HWY 54 W	CHAPEL HILL	NC	27516
9769211723 JONES LUEDDIE		800 HWY 54 W	CHAPEL HILL	NC	27516
9769212186 RIEGAL LISA ANNE		711 TERRACE VIEW DR	CHAPEL HILL	NC	27516
49769212279 HOOD CALVIN	рокотну ноор	PO BOX 963	CARRBORO	NC	27510
9769212279 Occupant		705 NC 54 W	CHAPEL HILL	NC	27516
9769214105 CLARK STEPHANIE	EZRA BARBEE	701 TERRACE VIEW DR	CHAPEL HILL	NC	27514
V 9769214105 Occupant		705 TERRACE VIEW DR	CHAPEL HILL	NC	27516
9769214310 CASTANEDA LAURA P		703 NC HWY 54 WEST	CHAPEL HILL	NC	27516
9769214918 MCCAULEY KRYSTIN ETAL	JOEL JR MCCAULEY	4586 PAMELA PL	LITHONIA	GA	30038
9769214918 Occupant		9811 CARRIE RD	CHAPEL HILL	NC	27516
9769215163 CLARK STEPHANIE	EZRA BARBEE	701 TERRACE VIEW DR	CHAPEL HILL	NC	27516
9769216310 ALSTON JULIA		701 HWY 54 WEST	CHAPEL HILL	NC	27516
9769217103 FARRINGTON JANERIO	RICHARD N MOORE	7805 TINTERN TRACE	DULUTH	GA	30097
V 9769217103 Occupant		609 TERRACE VIEW DR	CHAPEL HILL	NC	27516
9769217639 SAFFELLE MILTON F	JEAN SAFFELLE		CHAPEL HILL	NC	27517
9769217639 Occupant - Un 0 coup us		630 NC 54 W (630 & 626	CHAPEL HILL	NC	27516 ~
9769218122 DAVIS KENNETH E		105 COBB ST	CARRBORO	NC	27510
9769218122 Occupant		603 TERRACE VIEW DR	CHAPEL HILL	NC	27516
9769219152 BYNUM DONALD EUGENE	RUBY BYNUM	523 TERRACE VIEW DR	CHAPEL HILL	NC	27516

V 9769219460 W3M LLC		205 SEVERIN ST 611 NC 54 W	СНАРЕ	CHAPEL HILL	NC	27514
9769219629 SAFFELLE MILTON F JR	JEAN SAFFELLE	105 DAVID MILLER CT	426 6630 CHAPEL HILL	EL HILL	NC	27517
9769219629-Occupant - Unoccupie		-626 NC 54 W	CHAPE	CHAPEL HILL	NC	27516
9769223724 THOMPSON WENDOLYN J	GREGORY D THOMPSON	203 FARMHOUSE DR	CHAPE	CHAPEL HILL	NC	27516
9769223724 Occupant		9801 CARRIE RD	CHAPE	CHAPEL HILL	NC	27516
9769224457 MCCAULEY TERRENCE	VIRGINIA MCCAULEY	9811 CARRIE RD	CHAPE	CHAPEL HILL	NC	27516
/ 9769224457 Occupant		9835 CARRIE RD	CHAPE	CHAPEL HILL	NC	27516
9769226834 UNGER SIGMUND	PATRICIA D UNGER	9711 GATES LN	CHAPE	CHAPEL HILL	NC	27516
9769226834 Occupant	Accessory !	9711 GATES LN UNIT A	CHAPE	CHAPEL HILL	NC	27516
9769233055 FONDREN RICHARD T	LISE K FONDREN	PO BOX 699	CARRE	CARRBORO	NC	27510
9769233580 PARKS DAVID W ETAL	CHRISTINE PARKS	9701 CARRIE RD	CHAPE	CHAPEL HILL	NC	27516
9769239441 LAPOINT DENNIS J		105 TURNAGE RD	CHAPE	CHAPEL HILL	NC	27517
9769239441 Occupant		9609 GATES LN	CHAPE	CHAPEL HILL	NC	27516
9769300547 JOHNSON DOROTHY E TRUSTEE		3123 W 78TH ST	LOS AI	LOS ANGELES	CA	90043
9769300547 Occupant		616 SHANNON DR	CHAPE	CHAPEL HILL	NC	27516
9769300575 DRAPER PROPERTIES LLC		101 FOXRIDGE RD	CHAPE	CHAPEL HILL	NC	27514
9769300575 Occupant		213 NEWBERRY LN	CHAPE	CHAPEL HILL	NC	27516
9769300643 PARRISH ELLA	GEORGE W PARRISH	612 SHANNON DR	CHAPE	CHAPEL HILL	NC	27516
9769300746 BALLENTINE MARGARET		608 SHANNON DR	CHAPE	CHAPEL HILL	NC	27516
9769300859 SCOTT JAN RENEE		602 SHANNON DR	CHAPE	CHAPEL HILL	NC	27516
9769302940 DUNCAN EDWIN III		7721 RAINWATER RD	RALEIGH	IGH	NC	27615
9769303660 PERSTOVA KATYA	CRAIG NISHIMOTO	1200 HATCH RD	CHAPE	CHAPEL HILL	NC	27516
9769303686 YEUNG YAN NGONG	GUI XIANG CHEN	1208 HATCH RD	CHAPE	CHAPEL HILL	NC	27516
9769305966 CLARK JOSEPH BENJAMIN		1226 HATCH RD	CHAPE	CHAPEL HILL	NC	27516
9769306565 WHITE MARY VIRGINIA	EDWARD D WHITE	1207 HATCH RD	CHAPE	CHAPEL HILL	NC	27516
9769307712 FARRINGTON JOE DALE	DEBRA C FARRINGTON	1215 HATCH RD	CHAPE	CHAPEL HILL	NC	27516
9769307996 SOE MAUNG	MU THU	1225 HATCH RD	CHAPE	CHAPEL HILL	NC	27516
9769308762 LAPOINTE LORRAINE		1207 BROOKFIELD DR	CHAPE	CHAPEL HILL	NC	27516
9769309422 STICKEL DAVID L	JULIA B STICKEL	111 MORGAN OAKS DR	Chapel Hill	el Hill	NC	27516
9769309422 Occupant		1201 HATCH RD	CHAPE	CHAPEL HILL	NC	27516
9769309945 SOE MAUNG	MU THU	1225 HATCH RD	CHAPE	CHAPEL HILL	NC	27516
9769310171 RIGGSBEE CINDERELLA		519 TERRACE VIEW DR	CHAPE	CHAPEL HILL	NC	27516
EDWIN III		7721 RAINWATER RD	RALEIGH	GH	NC	27615
9769311287-Occupant /// 00110/11		607 NC 54 W	CHAPE	CHAPEL HILL	NC	27516
9769312380 ACTION APPRAISAL INC		605 HWY 54 WEST		CHAPEL HILL	NC	27516
9/69312698 HILLJOHN B		106 CEDAR MEADOWS LANE		CHAPEL HILL	NC	27517
9769312698 Occupant		616 NC 54 W UNIT 1	CHAPE	CHAPEL HILL	NC	27516

9769405704 FFF LLC		750 WEAVER DAIRY RD #3207	CHAPEL HILL	NC	27514
9769405704 Occupant		1235 BROOKFIELD DR	CHAPEL HILL	NC	27516
9769411184 HOLLAND PROPERTIES LLC		608 MARTIN LUTHER KING JR BLVD	CHAPEL HILL	NC	27514
9769411184 Occupant		519 NC 54 W	CHAPEL HILL	NC	27516
9769411297 CARPENTER MYRA ANN		515 HWY 54 WEST	CHAPEL HILL	NC	27516
9769412297 DOUGLAS PEGGY M		104 DOWNING CT	Chapel Hill	NC	27516
9769412297 Occupant		513 NC 54 W	CHAPEL HILL	NC	27516
9769412731 JOHNSON BRUCE A	FAYE A JOHNSON	701 MARTIN LUTHER KING JR BLVD	CHAPEL HILL	NC	27514
9769412731 Occupant		1311 HATCH RD	CHAPEL HILL	NC	27516
9769414037 WHITE KERRY E	MERRI H WHITE	1308 BROOKFIELD DR	CHAPEL HILL	NC	27516
9769414250 BARBOUR TONY E ETAL	JEFFREY L BARBOUR	1312 BROOKFIELD DR	CHAPEL HILL	NC	27516
9769414259 GATES JOSEPH M		1035 NC HWY 54 W	CHAPEL HILL	NC	27516
9769417088 CALLAHAN DONALD WAYNE	LINDA SUE CALLAHAN	1621 STALEY RD	HIGH POINT	NC	27265
9769417088 Occupant		501 NC 54 W	CHAPEL HILL	NC	27516
9769418806 LEDERMAN SEMA E		204 GLENVIEW PLACE	CHAPEL HILL	NC	27514
9769420421 TURNER JENNNIFER D		1418 HATCH RD	CHAPEL HILL	NC	27516
9769420421 Occupant		1410 HATCH RD	CHAPEL HILL	NC	27516
9769421774 TURNER JENNIFER RENEE DOUGLAS	CLIFTON T TURNER	1418 HATCH RD	CHAPEL HILL	NC	27516
9769424011 MORGAN BILLY	ELLEN MORGAN	1401 HATCH RD	CHAPEL HILL	NC	27516
9769424376 STOCKING ROBERT P JR	VICKI B STOCKING	1411 HATCH RD	CHAPEL HILL	NC	27516
9769425576 CUMMINGS MICHAEL S	SANDRA L WOOLSON	1419 HATCH RD	CHAPEL HILL	NC	27516
9769431066 GORDON VICTORIA J		1500 HATCH RD	CHAPEL HILL	NC	27516
9769434914 THORNTON DEBRA W	PAMELLA W PATTERSON	1307 ALTAMIRA CT	MCLEAN	VA	22102
9769435178 GARDINIER PHILLIP M	CLARE S GARDINIER	1516 HATCH RD	CHAPEL HILL	NC	27516
9769437090 GRADISHER THOMAS	PAMELA FABIAN	1511 HATCH RD	CHAPEL HILL	NC	27516
9769439285 MURPHY SEAN P	AMANDA H MURPHY	112 HANSEN CREEK RD	CHAPEL HILL	NC	27516
9769514912 BERTON JOSEPH E IV	AIMEE E FLYNN	P O BOX 16682	CHAPEL HILL	NC	27516
9769514912 Occupant		426 NC 54 W	CHAPEL HILL	NC	27516
9769520848 KRASUSKI RICHARD A	RENEE B KRASUSKI	105 HANSEN CREEK RD	CHAPEL HILL	NC	27516
9769521583 WANG KO HAN	MICHAEL A II NICHOLSON	2104 JO MAC RD	CHAPEL HILL	NC	27516



Agenda Item Abstract

File Number: 17-199

Agenda Date: 6/13/2017

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Funding Request from Orange County Food Council **PURPOSE:** The purpose of this agenda item is for the Board to consider a request for funding from the Orange County Food Council **DEPARTMENT:** Economic and Community Development

CONTACT INFORMATION: Annette Lafferty, AICP Economic and Community Development Director (919) 918-7319 alafferty@townofcarrboro.org

INFORMATION: The Orange County Food Council submitted an application to the Human Services Advisory Commission for consideration in the FY 2017-18 budget. (Attachment A). However, the Board of Aldermen directed staff to allocate funding for OCFC outside of the Human Services funding and requested that the Board be allowed to review the request and act on it separately. Also attached find the most recent roster of board members (Attachment B) and current activities (Attachment C).

FISCAL & STAFF IMPACT: OCFC is requesting \$3000.00 in funding in the FY 2017-18 budget from Carrboro.

RECOMMENDATION: Staff recommends the Board consider the request.

Agency: Orange County as fiscal agent for the Orange County Food Council

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Received By
Date/Time/

Program(s): Orange County Food Council

Section	Subsection
1. Cover Page	a
	a.
	c. Signed Application Cover Page
	d. Signed Disclosure of Conflicts of Interest and Clause
2. Agency Information	a. 🗌 Agency's Years in operation
	b. 🗌 Agency's Purpose/Mission
	c. 🗌 Agency's Types of Services Provided
	d. Agency's Experience with Programs
	e. Other Pertinent Agency Information
	f. Schedule of Positions
	g. Living Wage
	h. 🗌 Agency Budget
3. Program Information	a. 🗌 Human Services Needs Priority
5. Trogram mormation	b. 🗌 Type of Program
A separate Section 3 is	c. 🗌 Agency Collaboration
required for <u>each</u> program.	d. 🗌 Summary of Program
	e. Description of Identified Need
	f. Description of Population to be Served
	g. 🗌 Program Staffing, Capacity, & Expertise
	h. 🗌 Program Implementation Timeline
	i. 🗌 Value of Investment
	j. Impact of Reduced/No Allocation
	k. Other Pertinent Information
	I. Target Population/Beneficiary Chart
	m. 🗌 Work Statement
	n. 🗌 Program Budget, Detail, & Cost per Individual
4. Attachments	a. 🗌 Audit: Organizations receiving \$300,000 or more in Federal
	financial assistance, and/or organizations with more than \$500,000
	of receipts and expenditures in a fiscal year, must secure an audit.
	b. TIRS Federal Form 990
	c. NC Solicitation License
	d. 🗌 IRS Federal Tax-Exemption Letter
	e. Certificate of Insurance
	f. List of Board of Directors
	g. Solid Waste Program Fee (SWPF) Verification

Application Submittal Checklist

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1. COVER PAGE

a) Applicant Contact Information

Applicant Organization's Legal Name: <u>Orange County (fiscal agent for the Orange County Food</u> <u>Council)</u>

Applicant Organization's Physical Address: the Orange County Food Council has no physical address.

Applicant Organization's Mailing Address: N/A

Applicant Organization's Web Address: https://orangecountyfoodcouncil.wordpress.com/

Executive Director: <u>Ashley Heger, Council Coordinator</u> <u>Jenn Weaver, Co-Chair</u> <u>Cyril Murphy, Co-Chair</u>

Telephone Number: (404)-587-6905

E-Mail: <u>ocfoodcouncil@gmail.com</u>

Tax ID Number: 56-6000327 (Orange County)

b) Funding Request

List all FY17-18 <u>Human Services (HS)</u> Funding Being Requested – For <u>All Programs</u>) and the Proposed Use of Funds (2-3 lines or less)

Program	Carrboro - HS	<u>Chapel</u> Hill - HS	Orange County-HS	<u>Total</u>
Goal 1. Action Plan development Create a plan to help focus, guide, and prioritize the council's work.	\$613	\$1,024	\$9,133	\$10,770
Goal 2. Outreach Increase knowledge of available resources to communities living with low food access.	\$658	\$1,103	\$9,889	\$11,650
Goal 3. Healthy Retail Program Increase access to healthy food for Orange County residents in Family Success Alliance zones 4 and 6 via increased healthy foods in corner stores.	\$1,068	\$1,786	\$16,046	\$18,900
Goal 4. Collaborate with other food councils Collaborate with other North Carolina food councils to learn new strategies to strengthen the Orange County food system.	\$661	\$1,104	\$9,932	\$11,700
Totals	\$3000	5,020	45,000	\$53,020

AGENCY INFORMATION

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c) To the best of my knowledge and belief all information and data in this application is true and current. The document has been duly authorized by the governing board of the applicant.

ashy Hugh Executive Director Signature:

 $\frac{1-31-2017}{\text{Date}}$

AGENCY INFORMATION

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d)	DISCLOSURE OF POTENTIAL	CONFLICTS C	OF INTEREST	AND NON I	DISCRIMINATION
	CLAUSE				

Are any of the Board Members or employees of the agency which will be carrying out this program or members of their immediate families, or their business associates...

YES NO

- a) Employees of or closely related to employees of the Town of Carrboro, the Town of Chapel Hill, or Orange County? YES
- b) Members of or closely related to members of the governing bodies of the Town of Carrboro, the Town of Chapel Hill, or Orange County? YES
- c) Current beneficiaries of the program for which funds are being requested? NO
- d) Paid providers of goods or services to the program or having other financial interest in the program? NO

If you have answered YES to any question, please provide a full explanation below.

NON-DISCRIMINATION

Provider agrees as part of consideration of the granting of funds by funding agencies to the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner of these basis of race, color, gender, national origin, age, handicap, religion, sexual orientation, gender identity/expression, familial status or veterans status with reference to any activities carried out by the grantee, no matter how remote. The parties hereto further agree in all respects to conform to the provision and intent of Orange County Civil Rights Ordinance, as amended and the Orange County Anti-discrimination Policy. This provision is enforced by action for specific performance, injunctive relief, or other remedy as by law provided; this provision shall be binding on the grantees, the successors and assigns of the parties hereto with reference to the above subject manner.

To the best of my knowledge and belief all of the above information is true and current. I acknowledge and understand that the existence of a potential conflict of interest does not necessarily make the program ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded.

Signature:	Executive Director
Signature:	Board Chairperson

Date

AGENCY INFORMATION

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2. AGENCY INFORMATION (Be Very Brief and Concise)

Please provide the following information about your agency (2 pages OR LESS):

a) Years in Operation, Date of Incorporation (Month/Year):

Orange County Government was founded in 1752. The Orange County Food Council was established in May 2016 with the seating of the 15-person council.

b) Agency's Purpose/Mission (no more than a few sentences):

The mission of the Orange County Food Council is to build the community food security, encourage economic development through promotion of a healthy, local food system, and preserve farmland in Orange County.

c) Types of Services the Agency Provides (bullet format):

The Orange County Food Council brings together community members, local officials, and experts to strengthen the food system in Orange County. Current areas of focus:

- Food Access and Security
- Local Food Economy includes agriculture, small businesses, farm-to-table, institutional buying, etc.

d) Agency's History with Providing These Services:

The Orange County Food Council was established in May 2016 with the seating of the 15-person council. Prior to that, members of a task force met for two years to form the council. We have since developed bylaws, produced a baseline community food assessment, hired a coordinator, and elected council co-chairs. We will hold two community forums; one in February 2017 and one in March 2017 to engage the community in a priority setting process to develop an action plan of activities designed to strengthen our county's food security.

e) Other Pertinent Agency Information (Ex. Has the agency experienced any major changes in the past year? Is there a new Executive Director? Are there new initiatives?)

Orange County has agreed to be our fiscal agent. Previously, the United Way of the Greater Triangle was our fiscal agent. We are in the process of discerning whether the Orange County Food Council should become it's own nonprofit.

f) Schedule of Positions (For Entire Agency)

- Full Time Equivalent (FTE) staff will be noted as 1.00; half time as .50; quarter time as .25, etc.
- Calculate a Full Time Equivalent for all recorded volunteer hours using the following: <u>Total Volunteer Hours = Volunteer FTE</u>

Orange County Food Council calculates **Total Volunteer Hours** given by council members, collaborative partners, and work group members as **1,980**

Agency Information

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of FTE - Full-Time Paid Positions: 0

of FTE - Paid Part-Time Positions: 1

of Volunteers: <u>15+</u> # of FTE - Volunteers:<u>0</u>

g) Living Wage

Does this agency pay permanent employees a minimum <u>living wage</u>? (Yes / No) <u>YES</u> The Orange County Food Council pays our one employee, who is part-time, well above the Orange County living wage of \$13.15.

If yes, is this agency an Orange County Living Wage Certified Employer? NO

If no, please explain.

The Orange County Food Council is not an organization that is considered an employer in such a way that we'd apply to be certified. If needed, we would consider applying.

Agency Information

h) Agency Budget

- i. Is your agency currently receiving and/or requesting <u>other</u> (non-Human Services) local (Town of Carrboro, Town of Chapel Hill, Orange County) government funding? (Yes/No) <u>NO</u>
- ii. Submit your agency's budget. You may complete the provided template (separate xls file) or you may submit your own budget file (as long as it contains the same information, and in a similar format, as requested in the provided template).

See this link for Orange County's budget: http://www.orangecountync.gov/departments/FY2016-17%20Budget%20Ordinance%20Signed.pdf

Agency Budgets are required to define budget amounts for the previous program year, current program year, and next program year for the following categories:

iii. Does your agency budget show a Surplus or Deficit? See link to County budget above

Is there a significant change? Yes/No

See link to County budget above

Please provide a brief explanation for Surplus or Deficit, and significant changes.

iv. What is your agency's fiscal year?

July 1, 2017 through June 30, 2018

Comment [MDM1]: Is this OCFC or the County? Seems like the county, but I think we should answer it as the OCFC.

3. PROGRAM INFORMATION (Submit a separate Section 3 for each program)

Program Name: Orange County Food Council

Program Primary Contact and Title: <u>Ashley Heger</u>

Telephone Number: (404) 587-6905

E-Mail: <u>ocfoodcouncil@gmail.com</u>

a) Indicate the type of Human Service Needs Priority, if program applicable:

Priority Area #1: safety-net services for disadvantaged residents

Priority Area #2: education, mentorship, and afterschool programming for youth facing a variety of challenges

- X Priority Area #3: programs aimed at improving health and nutrition of needy residents
- b) Indicate the type of program for which you are requesting funding (Check all that apply to this program)

Program Category	Youth	Adult	Elderly	Disabled	Public Housing Neighborhoods/Residents
Affordable Housing					
Affordable Healthcare					
Education					
Family Resources					
Jobs/Jobs Training					
Food	X	Х	Х	Х	X
Transportation					
Other: Please specify					

c) Provide a bulleted list of other agencies, if any, with which your agency coordinates/collaborates to accomplish or enhance the Projected Results in the Program(s) to be funded. For each, briefly describe the coordinated/collaborative efforts.

The following organizations have provided staff members to serve on the Orange County Food Council, provide in-kind support, or collaborated on other council activities:

- Camp Chestnut Ridge
- Carrboro Farmers' Market
- Orange County Department of Health
- Family Success Alliance
- Orange County Office of Economic Development
- Orange County Schools
- United Way of the Triangle
- UNC-Chapel Hill Center for Health Promotion & Disease Prevention (also provides printing/copying, Spanish translation, website maintenance, grant-writing, in-kind staff support).
- InterFaith Council for Social Services
- Farmer FoodShare
- Orange County Office of Extension

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- Chapel Hill Farmers' Market
- Vimala's Curryblossom Café
- Seal the Seasons
- Piedmont Food & Agriculture Processing Center
- Orange County Solid Waste
- Chapel Hill Carrboro City Schools
- Community Food Strategies & Center for Environmental Farming Systems

Program Description (3 pages OR LESS)

Please provide the following information about the proposed program:

d) Summarize the program services proposed and how the program will address a Town/County priority/goal?

Goal 1. Action Plan Development

The Action Plan will be developed in 2 parts. Part one will be an internal document that helps guide the council's priorities, task and action timelines, and works within the council's existing bylaws and decision making structure. The second part of this Action Plan will function as a public document that incorporates some of the data from the quantitative and qualitative Baseline Community Food Assessment the council conducted with the Center for Health Promotion and Disease Prevention. This Action Plan will be a working document that is updated and reviewed by the council on a continual basis. The plan will include four main steps 1) Identified issues in the county/regional food system 2) method for prioritizing issues and actions 3) Identify and list strategic partners, stakeholders, and decision makers 4) List tactics for addressing priority issues.

Goal 2. Strategic Outreach & Engagement

The Orange County Food Council will continue to work with the Family Success Alliance to convene organizations located in or around Zones 4 and 6 that are addressing food access, childhood nutrition, and other food related issues and services. FSA hosts regular meetings with Zone Navigators, which serve as a direct connection between families and resources. The council will create opportunities for Zone Navigators from Zones 4 and 6 to learn more about food-related organizations and food resources in the region. We will expand on and update the "Orange County Food Access Map" created by a food access working group assembled by the Inter-Faith Council for Social Services in 2016 (attached in appendix). The updated version will have three new components that include 1) Summer meal sites for students eligible for or participating in the free breakfast and free and reduced lunch program 2) Updated list of emergency food pick up locations and services 3) List of corner stores with healthy retail options-this item is being developed along with **Goal 3**.

Goal 3. Healthy Retail Program

We will convene a workgroup to develop and implement a <u>healthy retail program</u> working in corner stores in Family Success Alliance Zones 4 and 6 to address food insecurity in food deserts where our most vulnerable residents live by providing equipment, signage, and marketing to increase access to healthy foods. We will base the program on the *North Carolina State Healthy Food Small Retailer Program* recently funded by the North Carolina General Assembly (one current OCFC member, Dr. Molly De Marco is an advisor to that program). The workgroup will bring together the Orange County Health Department (Ashley Mercer is a OCFC member and on staff with the health department), the Family Success Alliance, and UNC's Center for Health Promotion & Disease Prevention (Dr. De Marco is a OCFC member and leads the *Healthy Food* PROGRAM INFORMATION 6/7/2017 10:05:33 AM Page 10 of 24

Comment [MDM2]: We can pull much of this from last year's proposal.

for All study that is piloting healthy retail programs in rural Orange County) along with interested residents and corner store owners or staff. We will develop an application (see Appendix for the application from the state program, which we will model our's on), conduct outreach with corner stores to identify two stores willing to participate in each zone (using the map being further developed in **Goal 2** and information FSA staff gather on which stores residents frequent most often), assist store owners to determine needed equipment and provide technical assistance for them to accept SNAP and WIC if they do not already. We will develop and test messages to encourage healthy eating working directly with the populations who frequent the stores. The Center for Health Promotion & Disease Prevention will provide evaluation support for the success of the program.

Goal 4. Collaborate with other food councils in the state

The council coordinator will schedule meetings with at least two other North Carolina Food Councils to share success and challenges of operating as conveners to strengthen local food systems. Over the past five years, numerous food councils have formed across the state. There are now over 30 active food councils in North Carolina. They do not all look the same in how they are structured, but they all share the purpose of acting as conveners of disparate groups that come together to achieve common goals centered around food - be it nutrition, access, economic development, sustainability, etc. When brought together in the same room, these different groups find that many of their individual efforts help accomplish the goals of another group (Ex. A public school's desire to serve local, fresh food in the cafeteria can work in concert with a farmer's desire to sell more of their product locally and survive as a family farm. The gap in the supply chain of scaling up produce grown by local farmers to supply that school with enough product could be filled by a local entrepreneur). The new-ness of the food council model in this state means that the learning curve is steep, and the various councils have much to learn from each other to capitalize off of other's successes and anticipate pitfalls. We plan to collaborate with other councils to engage in this learning process and better serve the residents of Orange County. Learning best practices and collaborating with other regional resources will help OCFC better accomplish all of the mentioned program goals.

e) Describe the community need or problem to be addressed in relation to the <u>Chapel Hill</u> <u>Human Services Needs Assessment</u>, <u>Orange County BOCC Goals and Priorities</u>, <u>Town of</u> <u>Chapel Hill Council Goals</u>, <u>Carrboro Board Priorities</u>, or other community priorities (i.e. Council/Board Goals). Reference local data (using the provided links, i.e. Chapel Hill Human Services Needs Assessment) to support the need for this program.

Orange County has over 15,000 residents living in low-income/low food access areas with 15.4% of residents experiencing food insecurity. The rate is even higher among children in Orange County (20.1%). There is a disparity between north and south Orange County with children receiving Free and Reduced Price Lunch (43% vs. 28%). A further challenge to our county food system is that the average age of a farmer in Orange County is nearing retirement age (58.6 years). (US Census; US Ag Census data) These statistics provide evidence of community need for all four of our proposed goals.

Goal 1. Action Plan Development

In 2015-2016 the council collaborated on a quantitative and qualitative baseline community food assessment that was presented to the community. This assessment helped the council recognize gaps in the regional food system, which disproportionately impact those living in low-income and low-access communities. The assessment helped the council prioritize two areas which later became the council's two active work groups: Food Access and the Local Food Economy. These priority areas have been identified and now a formal plan will be developed to help coordinate action, create a task timeline, and determine a method for tracking outcomes. Goal 1 will help the PROGRAM INFORMATION 6/7/2017 10:05:33 AM Page 11 of 24

council achieve success and sustainable impact in the remaining 3 goals. The council's work around food security and the local food economy relates to directly to the Town of Chapel Hill's Human Service Needs Report that outlines the lack of affordable access to healthy foods and how this issue disproportionately affects low-income communities and school age children. The council's action plan will be a resource for future strategic planning to address human service needs and opportunities around food access and the local food economy.

Goal 2. Strategic Outreach & Engagement

The Orange County Food Council will continue to partner with the Family Success Alliance to convene organizations located in or around the identified priority Zones 4 and 6 that are addressing food access, childhood nutrition, and other food related issues and services. These Zones have been identified by the Family Success Alliance as low access areas that would benefit from increased healthy food access and more identified services for childhood nutrition and emergency summer foods. The council is working with a variety of partners to address these gaps by mapping available resources, convening organizations and Zone Navigators, producing an index and map of available services in these zones, and convening a work group to begin Goal 3's Healthy Food Retail program. Partners in this initiative include: Orange County Schools Nutrition, Family Success Alliance, Inter-Faith Council for Social Services, and UNC's Center for Health Promotion and Disease Prevention. This initiative aligns with the Orange County Board of County Commissioners Goal area 1 to, "Ensure a community network of basic human services and infrastructure that maintains, protects, and promotes the well-being of all county residents." Found on page 1 of the FY2016-17 BOCC Goals & Priorities.

Goal 3. Healthy Retail Program

Orange County has pockets of high food insecurity rates, which coincide with the Family Success Alliance focal zones. Addressing food insecurity by increasing access to healthy foods and promoting healthy eating are directly in line with areas of interest for Orange County. Chapel Hill and Carrboro. For example, in the Orange County Board of Health's 2016-2018 Strategic Plan (http://www.orangecountync.gov/BOH%20Strategic%20Plan%202016-2018%20-%20FINAL.pdf see p. 6) they direct their Physical Activity & Nutrition subcommittee to "explore providing incentives to food retailers to locate in and/or offer healthier food and beverage choices in underserved areas (food deserts)" and partner with the OCFC in this initiative. Further, this goal will address one of the top six priority areas (Food), identified by Chapel Hill's Human Services Advisory Board, specifically by addressing the need for affordable food and access to healthy food in Orange County. The food council's proposed activities will also support key goals in Carrboro. For example, the the healthy retail program will address the following policy in Carrboro's Vision 2020 document: Policy 1.31 to look for unmet need for human services. In addition, the town of Carrboro is seeking to use their Outside Agency funds to address social justice and equity as well as provide direct services. The healthy retail program will address racial inequities in food access by working specifically within communities of color.

Goal 4. Collaborate with Other Food Councils in the State

Collaborate with other North Carolina food councils to learn new strategies to strengthen the Orange County food system. While Orange County is host to a sizable number of local, organic, and/or sustainably produced foods, it also faces pockets of high food insecurity. A further challenge to our county food system is that the average age of a farmer in Orange County is nearing retirement age (58.6 years). *(US Census; US Ag Census data)* Councils in other regions have worked on or are currently working on similar issues. Collaborating with other food councils will help the Orange County Food Council achieve better success with out initiatives focused on Food Access and the Local Food Economy.

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f) Who is your target population of individuals to benefit from this program and how will they be identified and connected with the program?

For **Goals 1, 2, and 4**, the Orange County Food Council will continue to serve all residents of Orange County through our work to bring together parties interested in building a strong, local food system that addresses food access, farmland preservation, and a local living economy through implementation of our four goals. The council brings together representatives of town and county agencies including the Orange County Departments of Economic Development, Health, and Social Services, the Orange County Schools, the Chapel Hill Carrboro City Schools, elected officials, UNC representatives, representatives of non-profits, producers, and consumers. These diverse stakeholders and agencies already serve Orange County residents and by working together there is greater potential to strengthen the reach and impact including to vulnerable populations and the underserved.

For **Goal 3**, **Healthy Retail Program**, we will target low-income residents of the Family Success Alliance's two target zones (4 and 6).

g) Describe the credentials of the program manager and other key staff. (*Ex. Identify Program Manager and credentials, describe training provided to volunteers, etc.*)

Ashley Heger, Council Coordinator has a B.A. in Community Development from the University of North Carolina Asheville. She has worked with three food councils in the state of North Carolina including Asheville-Buncombe Food Policy Council, Forsyth Community Food Consortium, and now the Orange County Food Council.

Jenn Weaver, OCFC Co-Chair, Hillsborough Board of Commissioners

Cyril Murphy, OCFC Co-Chair, Camp Chestnut Ridge

Eva Bailey, OCFC Administrator, South Estes Community Garden

Ken Dawson, Orange County Ag Preservation Board Liaison

Stan Holt, United Way of the Greater Triangle

Molly De Marco, UNC Chapel Hill, Center for Health Promotion and Disease Prevention

Ashley Mercer, Healthy Carolinians, Orange County Health Department

Patrick Mateer, Seal the Seasons

Sammy Slade, Carrboro Board of Aldermen Member

Barry Jacobs, Board of County Commissioners

Sally Greene, Chapel Hill Town Council Member

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Valerie Green, Orange County Schools Childhood Nutrition Director

Julia Sendor, Anathoth Garden

Mike Ortosky, Orange County Economic Development

h) Describe the specific period over which the activities will be carried out and include an implementation timeline.

Activities	July	Aug	Sept	Nov	Dec	Jan	Feb	March	April	May	June
Hold monthly council meetings											
Develop healthy retail store application (Goal 3)											
Identify & recruit stores, sign MOUs, plan for program (Goal 3)											
Implement healthy retail program in four stores (Goal 3)											
Create a map and index of available food resources, programs, and additional services for low access Zones 4 and 6 - Receive feedback from Zone Navigators in April and may of 2018 (Goal 2)											
Evaluate the success of the healthy retail program, plan for expansion in Y2 (Goal 3)											
Meet w/other NC food councils to collaborate on how to be effective conveners (Goal 4)											
Develop and adopt Action Plan (Goal 1)											
Convene partners with Family Success Alliance to gain a better understanding of food resources, opportunities, and issues in Zones 4 and 6. (Goal 2)											

i) Why is funding this program a good investment for the community? How does funding this program add value to the community? (250 words OR LESS)

The Orange County Food Council is an intentionally cross-sector group made up of 15 volunteer council members who represent key areas of the food system and the communities of Chapel Hill, Carrboro, Hillsborough, and greater Orange County. Sectors currently represented on the council include public health, small-scale agriculture (farms and community gardens), economic development, local farm-to-table restaurants, town councils, county commissioners, non-profit leaders, school nutrition and higher education institutions. The food council model is inherently intersectional and based in collective impact methods. We work throughout the food system, which spans activities, people, institutions, and resources that are involved with getting food from the farm to the table. Food councils not only function as advocates for food access or buying local foods but work simultaneously to promote sustainable farming practices, environmental health, economic development, childhood nutrition, worker's rights, public health, etc. This collaboration among sectors - community, government, nonprofit, private - increases our ability to promote sustainable change through policy advocacy, quantitative and qualitative research, and partnership development. At our core, the Orange County Food Council is a

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convener for these sectors of the community. We create opportunities within the food system network to break individuals, communities, and institutions out of their separate silos and connect over shared goals (for example, a small farmer's desire to remain viable, an entrepreneur's desire to scale up the produce of local farms for distribution, and a public school's desire to serve local, fresh food may all find their work made easier by meeting in a food council to share ideas and resources). By working within the collective impact model, food councils are able to better leverage their resources to create long-term change in the local food system. Please see the attached graph of food council accomplishments in North Carolina.

j) Describe what would happen if requested funding is not awarded at all or if a reduced allocation is recommended.

Should no or partial funding be awarded we have strategies to address this. We will seek funds from the Town of Hillsborough. This is already planned. We can again seek funds through UNC-Chapel Hill's *Food For All* Academic Theme, likely to support the healthy retail program in part. We have in-kind funds from UNC to provide Spanish translation, printing and copying, and limited staff time that has enabled the writing of this and other proposals and provision of logistical and communications support to the council. Without full funding, however, we will likely not be able to support the purchase of equipment for the corner stores to facilitate healthy food promotion nor continue to employ a part-time coordinator. This will reduce the speed with which we may accomplish goals, put more burden on our UNC partners, and limit the healthy retail project to advice.

k) Include any other pertinent information.

Additional Program Information

I) Target Population

Complete the following tables, with <u>numbers</u> (not percentages) of individuals served and to be served, to the best of your ability.

The Orange County Food Council is not a direct service provider and therefore does not track "individuals served." We intend to collect some demographic data in partnership with the Family Success Alliance and UNC's Center for Health Promotion and Disease Prevention in goal areas 2 and 3.

Work Statement

m) Complete the Work Statement Chart to describe the work to be performed.

This chart is used to document program activities, program goals, performance measures, and actual results. (Add more rows as needed) If this is a new program, you will only document the projected information. Every program is required to have AT LEAST 1 Program Activity, which should be SMART (Specific, <u>Measurable</u>, <u>Achievable</u>, <u>Relevant</u>, and <u>Time-bound</u>. Click on <u>SMART Goals</u> to learn more.

- **Program Activities** should outline major activities the agency implements to accomplish its program goals. (i.e. Deliver meals to elderly/disabled residents.)
- **Program Goal** should explain what the program is trying to achieve/accomplish. Goals are statements about what the program should accomplish. *(i.e. Deliver 100 meals per day, Monday-Friday.)*
- **Performance Measures** describe how you will evaluate the degree in which you achieved the stated goals. (*i.e. Will track the number of meals delivered each day.*)
- Actual Program Results use program results to indicate the actual measureable achievement of goals. If goals were not met, please explain. (*i.e. Delivered an average of 105 meals per day.*)

1. Program Activity Name	Action Plan Development
Program Goal	Create a work plan to help focus, guide, track, and prioritize the council's work.
Performance Measures	Completed document that can be shared with both council members and the general public to provide transparency and focus for the council's work.
Previous Year Program Results	N/A, this will be the first action plan developed by the Orange County Food Council. Other councils have adopted Action Plans that have successfully guided the work of the council and helped them reach common goals with collective impact partners and municipalities
Current Year Estimated Results	Action Plan will be developed starting in July 2017 and formally adopted by the council before June 2018.
Next Year Projected Results	The Action Plan in combination with a council coordinator will help mobilize the council's action teams, reach strategic goals around priority issues, and develop long-term partnerships for sustainable, systems change work in the regional food system.

Work Statement Chart for Program _

Comment [MDM3]: Pull from last year...we just used the Orange County population statistics.

Comment [MDM4]: This is the big work!

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2. Program Activity Name	Strategic Outreach and Engagement (to community groups and area partners)
Program Goal	Increase knowledge of available resources to communities living with low food access.
Performance Measures	Create an index and map of resources in the Family Success Alliance priority Zones 4 and 6 that outlines emergency food resources, childhood nutrition services, and other food-related organizations and services. Convene existing partners and agencies outside of the Family Success Alliance network but located in/around Zones 4 and 6 around food issues Meet 1-2 times with FSA's Zone Navigators: 1) to present the index and map of available resources and 2) receive feedback on the usefulness of the map
Previous Year Program Results	N/A, this will be the first year of this program. We are currently working with the Family Success Alliance by attending some community meetings and workshops with partners in these zones to lay the groundwork for this program in 2017-2018 fy.
Current Year Estimated Results	Beginning in July of 2017 the council will start to attend regular meetings with FSA and the Alliance's partners in Zones 4 and 6, work on the resource index and map, and present and receive feedback from Zone Navigators by June 2018.
Next Year Projected Results	Update the map to include corner stores offering healthy retail options and identify corner stores accepting EBT/SNAP and WIC.
3. Program Activity Name	Healthy Retail Program
Program Goal	Increase access to healthy food for Orange County residents in Family Success Alliance zones 4 and 6.
Performance Measures	Change in sales of promoted healthy food via sales data from partnering stores. Change in self-reported healthy food access via survey administered pre and post implementation program by FSA staff
Previous Year Program Results	N/A, this is the first year of this program. Research shows,
	however, that interventions to assist corner stores to carry more healthy food increase healthy food access for nearby residents.
Current Year Estimated Results	
Current Year Estimated Results Next Year Projected Results	healthy food increase healthy food access for nearby residents. Residents in FSA zones 4 and 6 will have improved access to healthy foods within their communities over the July 2017-June 2018 time period.
	healthy food increase healthy food access for nearby residents. Residents in FSA zones 4 and 6 will have improved access to healthy foods within their communities over the July 2017-June 2018 time period. With an expansion in the number of participating corner stores, it is
Next Year Projected Results	 healthy food increase healthy food access for nearby residents. Residents in FSA zones 4 and 6 will have improved access to healthy foods within their communities over the July 2017-June 2018 time period. With an expansion in the number of participating corner stores, it is projected that access to healthy foods will continue to increase.
Next Year Projected Results 4. Program Activity Name	healthy food increase healthy food access for nearby residents. Residents in FSA zones 4 and 6 will have improved access to healthy foods within their communities over the July 2017-June 2018 time period. With an expansion in the number of participating corner stores, it is projected that access to healthy foods will continue to increase. Collaborate with Other Food Councils in the State Meeting with at least two other North Carolina Food Councils to

	County Food Council meeting with counterparts of another, or even a joint meeting that brings two councils together to learn how to do our work more effectively.
Previous Year Program Results	N/A, this is the first year of this program. Now that the council has a coordinator, OCFC's capacity to connect with other food councils and organizations working in areas of the food system will be streamlined.
Current Year Estimated Results	We will have additional information to inform council members so that we may better do our work and anticipate pitfalls. After both meetings are complete, the OCFC will submit a column for local newspapers to help educate the public about what we have learned, our work in progress, and our plans for the future.
Next Year Projected Results	Expanding the number of councils OCFC will be collaborating and convening with, it is expected that the council's scope of outreach will also increase. The council's participation in the classroom, at community events, at food conferences, and in other areas will increase.

n) Program Budget

Program Budget Detail

1. **Submit your program budget.** You may complete the provided template (separate xls file) or you may submit your own budget file (as long as it contains the same information, in the same format, as requested in the provided template).

Program Budgets are required to define budget amounts for the previous program year, current program year, and next program year for the following categories:

2. Program Budget Detail – Provide description of "other" budget items, not defined.

Program: Orange County Food Council 2017-2018 FY Quantity/Unit of Cost Element Cost Subtotal Measure Part-time Food Council Coordinator \$32 25 hours/week x 4 \$38,400 (Coordinator will lead the council in weeks x 12 months = setting meeting agendas, facilitating 1200 hours meetings along with the chair, guiding the work of the baseline community food assessment and creation of the action plan, and coordinating the logistics for the two community forums.) Two Community Forums (We will hold \$350 Costs include \$200 for \$700 two large community forums to engage refreshments and \$150 Orange County residents in developing meeting supplies the actions of the council, recruit including flipcharts, participants for the working groups, and easels, nametags: \$350 x 2 = \$700provide opportunities for sharing to facilitate collaboration.) Healthy Retail Program Up to \$2000/store for \$2000/store x 4 stores \$8000 = \$8000 four stores to provide refrigeration and freezer equipment, shelving and displays and signage and labeling to facilitate the provision of healthy food items. Up to \$200/store for four stores to purchase healthy food items such as fresh fruits and vegetables to mitigate risk to the store for items that may not sell. \$200/store x 4 stores = \$800 \$8000 Provision of child care to facilitate \$30 \$30 for on-site child care \$420 per community forum wide participation in council meetings, community forums, or workgroup and council meeting (14 Page 19 of 24 6/7/2017 10:05:33 AM **PROGRAM INFORMATION**

meetings as needed		total instances)	
Training for council members on democratic governance and consent-based decision-making and racial equity	\$35 x 16 for Racial Equity Training refresher course provided by the Racial Equity Institute	\$560	\$560
Translation services provided by CHICLE	\$55	Burmese/Karen live translation services provided by CHICLE required for two meetings at the rate of \$55 an hour for minimum of 2 hours. \$55/hour x 2 hours x 2 meetings = \$220 x 2 (Burmese and Karen) *Note, we have in-kind funding from UNC to cover Spanish translation.	\$440
Interpretation services provided by CHICLE	\$50	Document translation for up to 5 pages of documents, \$50 per page x 5= \$250 x 2 (Burmese and Karen) *Note, we have in-kind funding from UNC to cover Spanish interpretation.	\$500
Communication/marketing including graphic design for website development and reproduction of copies, printing of meeting materials	\$100	\$100/month x 12 months	\$1200
Transportation to statewide events such as county food council convenings and to council meetings to facilitate wide participation	\$150	\$150/month x 12 months	\$1800
Convening: Meetings & Workshops to host workshops and collaborative meetings with partners such as the Family Success Alliance Zone Navigators and other food councils in North Carolina	\$50	2 meetings with food councils at \$50/per meeting 2 meetings with Zone Navigators at \$50/meeting - these funds cover food/refreshments, workshop materials, and renting space.	\$200
		Total:	\$53,020

Orange County Food Council

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Budget for 2016-2017 FY

Funding: \$20,030

Chapel Hill: \$2000 Carrboro: \$1000 Hillsborough: \$1000 Orange County: \$16,030

UNC/HPDP: \$6000 (for Community Food Strategies for facilitation, training, meeting planning technical assistance)

Cost Element	Cost	Quantity/Unit of Measure	Subtotal
Part-time Food Council Coordinator (Coordinator will lead the council in setting meeting agendas, facilitating meetings along with the chair, guiding the work of the baseline community food assessment and creation of the action plan, and coordinating the logistics for the two community forums.)	\$32	12 hours/week x 4 weeks x 9 months = 432 hours	\$13,824
Two Community Forums (We will hold two large community forums to engage Orange County residents in developing the actions of the council, recruit participants for the working groups, and provide opportunities for sharing to facilitate collaboration.)	flipcharts, easels,		\$500
Conduct the qualitative portion of the baseline community food assessment including connecting with the Orange County Family Success Alliance and working directly in the two zones to assess food insecurity via stipends to graduate students.	\$20	10 hours/week for 4 weeks = 40 hours	\$800
Provision of child care to facilitate wide participation in community forums, or workgroup meetings as needed	\$30	\$30 for on-site child care per community forum and council meeting (up to 6 total instances)	\$180
Training for council members on democratic governance and consent-based decision-making and racial equity	\$2000 for governance training provided by Community Food Strategies (UNC funds), \$225 x 11 (10 council members + coordinator) to attend Racial Equity Training*	\$2000 (UNC funds) + \$2,475	\$4,475
Translation services provided by CHICLE	\$55	Burmese/Karen live translation services provided by CHICLE required for two meetings at the rate of \$55 an hour	\$440

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		for minimum of 2 hours. \$55/hour x 2 hours x 2 meetings = \$220 x 2 (Burmese and Karen) *Note, we have in-kind funding from UNC to cover Spanish translation.	
Interpretation services provided by CHICLE	\$50	Document translation for up to 5 pages of documents, \$50 per page x 5= \$250 x 2 (Burmese and Karen) *Note, we have in-kind funding from UNC to cover Spanish interpretation.	\$500
Communication/marketing including graphic design to produce a logo and reproduction of copies, printing of meeting materials	\$100	\$100/month x 9 months	\$900
Transportation to statewide events such as county food council convenings to facilitate wide participation	\$150	\$150/month x 2 events	\$300
		Total:	\$19,919

The Orange County Food Council was formally created in the spring of 2016 and therefore does not have a budget to share for any previous years, as the council was not in operation but in a steering committee phase of development before that time.

3. This program budget represents what percent of the agency budget? <u>100</u>% Note: In-kind support from the Orange County Health Department and the Center for Health Promotion & Disease Prevention will augment the requested funds to provide technical support, message testing, product placement consulting, and evaluation for the the Healthy Retail Program. Further, the council consists of 15 volunteer council members who will guide and carry out the majority of the proposed activities.

4. COST PER INDIVIDUAL

This Cost per Individual must reflect the total program budget divided by the total number of program individuals in this application.

		Actual 2015-16	Estimated 2016-17	Projected 2017-18	
	Total Cost of Program	\$22,030	\$53,020	\$75,000	
	Total # of Individuals	140,352 (population of Orange County, 2013)	141,354 (population of Orange County, 2015)	142,000	
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Cost Per Individual	15 cents	37 cents	53 cents

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4. ATTACHMENTS

4. Attachments

Orange County Budget: <u>http://www.orangecountync.gov/departments/FY2016-17%20Budget%20Ordinance%20Signed.pdf</u>

Orange County 2015 Audit:

http://www.orangecountync.gov/departments/2015OrangeCountyNCComprehensiveAnnualFinancialReport.pdf Graph of Accomplishments for North Carolina Food Councils: https://communityfoodstrategies.com/2016/12/22/2016-accomplishments/

Map of emergency food services created by Inter-Faith Council and Meals on Wheels (attached as a hard copy to this application).

Comment [MDM5]: All Orange County stuff..maybe place a statement that they will be our fiscal sponsor and will be supplying what is needed or waiving it???? We need to say something for the towns to be OK with.

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Orange County Food Council Roster Spring 2017

Jenn Weaver* (Hillsborough, NC) jenn.weaver@hillsboroughnc.org

Cyril Murphy (Efland, NC) cyril@campchestnutridge.org

Eva Bailey (Chapel Hill, NC) eva.bailey77@yahoo.com

Ken Dawson (Cedar Grove, NC) maple.spring.gardens@gmail.com

Molly De Marco (Chapel Hill, NC) molly_demarco@unc.edu

Ashley Mercer (Agency serves Orange County) <u>amercer@orangecountync.gov</u>

Valerie Green (Agency serves Orange County (outside of Chapel Hill-Carrboro)) Valerie.green@orange.k12.nc.us

Julia Sendor (Cedar Grove, NC) <u>anathothgarden@gmail.com</u>

Mike Ortosky (Agency serves Orange County) mortosky@orangecountync.gov

Sammy Slade* (Carrboro, NC) <u>sslade@townofcarrboro.org</u>

Mark Dorosin* (Orange County, NC) mdorosin@orangecountync.gov

Sally Greene* (Chapel Hill, NC) sgreene@townofchapelhill.org

* Denotes elected official

Examples of Food Policy Council Successes

Promotion of Local Food Economy

- Local Food Purchasing Policy: <u>Carrabus Farm & Food Council</u>, Carrabus County NC

- Advocated for county level policy to require 10% of all food served at county catered events and small department-sponsored meetings be sourced locally.
- Kitchen Incubator Policies & Program: Douglas County Food Policy Council, Lawrence KS
 - Increased access to food processing resources and kitchen facilities for local food entrepreneurs.

Land Use Policy

- Community Garden Initiative: <u>Savannah Chatham Food Policy Council</u>, Savannah GA

- Advocated for the development of a program to be administered by the City of Savannah to build community gardens on city-owned property through collaborative partnerships.
- <u>Common Ground Program</u>: <u>Douglas County Food Policy Council</u>, Lawrence KS
 - Advocated for a free lease program that would enable community gardeners to use vacant, under-utilized city owned properties.
- <u>Agricultural Amendment</u>: Asheville-Buncombe Food Policy Council, Asheville NC
 - Worked with the City of Asheville to develop and pass a policy allowing agriculture structures (including farm stands) on residentially zoned properties with no home structure and advocated for a livestock and fowl urban farming policy and permitting process.

- <u>Urban Agriculture Ordinance</u>: Forsyth Community Food Consortium, Winston-Salem NC

• Worked with the City of Winston-Salem's Planning Department and Forsyth County Cooperative Extension to create an urban farming ordinance and permitting process.

School Wellness Policy

School Wellness Regulation: Savannah Chatham Food Policy Council, Savannah GA

• Advocated with the County Board of Education for passage of a policy limiting sugary products available in vending machines at local public schools.

Food Access

Budget Line for Jackson County Food Bank: Kansas City Food Policy Council, Kansas City MO

• Advocated for passage of a budget that included a \$40,000 allocation to Harvesters – The Community Food Network to purchase food for distribution in Jackson County.

Other

Organics Conversion Policy: Woodbury Health Department, Woodbury County IA

• Advocated for passage of a policy to allow up to a \$50,000 property tax rebate for farms that convert from "conventional" farming techniques to "organic" methods.

H20 to Grow Pilot Grant Fund: Kansas City Food Policy Coalition, Kansas City, MO

• Advocated for passage of a policy to fund installation of water taps at community gardens and urban farms.



Agenda Item Abstract

File Number:17-196

Agenda Date: 6/13/2017

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Presentation of the Draft Economic Sustainability Plan **PURPOSE:** The purpose of this agenda item is to allow staff to present to the Board the work of the Economic Sustainability Commission's Plan. **DEPARTMENT:** Economic and Community Development

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

INFORMATION: In May of 2015 the ECD Director presented an update of the economic development goals for the Town. In a resolution, the Board directed staff to work on developing a local first campaign and to begin the process of updating the Local Living Economy Task Force Recommendations (Attachment 1).

In June of 2015 the Board appointed a group of business leaders and the group set out to develop the Think Local Campaign. Out of that group the Carrboro Business Alliance was born and have been meeting, creating networking opportunities and collaborating on retail marketing campaigns since. The brand for this group is the Carrboro logo with the tagline Local Matters (Attachment 2).

The ESC was given the task to update the Local Living Economy Task Force Recommendations. They developed an outline that has been the basis for research and discussion and the following purpose statement;

"This document is intended to be an easy to understand set of values, guiding principles, and action items for the continued development and economic well-being of the Town. It is expected that the document will be reviewed and updated bi-annually as action items are addressed and values and guiding principles continue to evolve. Further studies related to this plan could include prioritizing, needs assessments, implementation strategies, funding options, and partnership opportunities for action items. The Economic Sustainability Plan seeks to be a guiding document for the Economic Sustainability Commission's review of applications for loans, zoning permits, ordinance amendments, development plans and other documents submitted to them by the Board of Aldermen consist with their charge."

The plan was developed utilizing existing town plans as a blueprint and to ensure consistency. It addresses all three legs of sustainability; the environment and natural resources, people, and the local economy. There is a value statement for sustainability and each leg. Guiding principles were developed around such topics as art, community spaces, age-friendly, fresh foods, healthcare, walkability, public transit, bikability, and business.

Agenda Date: 6/13/2017 In Control: Board of Aldermen Version: 1

File Type: Agendas

Action items were adopted from the Climate Action Plan, Affordable Housing Plan, and the Local Living Economy Task Force Recommendations. The ESC looked at data around employment trends, housing cost, and retail leakage. There was a survey of the Carrboro businesses and action items were created that responded to their concerns. There is a section that addresses funding and capital needs of locally owned businesses. The plan also addresses equity and recommends three specific actions for the town;

- Create more opportunities for community conversations around racial equity and social justice issues to help develop a shared language and definition of equity
- Consider adopting a local government equity rating tool for use in governmental decision-making
- Partner with community organizations to assist residents that are not banked or are under banked with the financial capability by expanding access to financial education and coaching

The Economic Sustainability Commission voted to recommend the Board consider sending the plan out to other advisory boards and for public comment. (Attachment 3)

FISCAL & STAFF IMPACT: The plan has been developed in house by staff.

RECOMMENDATION: Staff recommends the Board refer the plan to other advisory boards and the CBA for comments.

A RESOLUTION TO ACCEPT AND CONSIDER RECOMMENDATIONS FROM THE LOCAL LIVING ECONOMY TASK FORCE Resolution No. 108/2009-10

WHEREAS, The Board of Aldermen established the Local Living Economy Task Force (LLETF) and charged it with investigating and evaluating strategies that the Town of Carrboro can use to help foster the further development of a sustainable, locally-owned and run economy; and Carrboro Board of Aldermen

WHEREAS, the studies included, but were not limited to, strategies regarding "thinking local first" and plugging market leaks, mobilizing small businesses, entrepreneurship training, investor mobilization, and public policy reform; and

WHEREAS, sustaining the arts and creating more affordable housing were other issues the group was to look into; and

WHEREAS, the LLETF has met for a period of about eighteen months, read materials, consulted with knowledgeable people on the topics considered relevant by the group and now has formulated concrete ideas to share with the Board of Aldermen.

NOW THEREFORE, THE CARRBORO BOARD OF ALDERMEN RESOLVES:

Section 1. The Board requests that the recommendations of the LLETF be forwarded to the town staff for budgetary consideration and next actions, and requests that the Economic Sustainability Commission follow-up on the Think Local First Campaign.

Section 2. That the town staff investigate whether it would be beneficial to hire a short-term staff member to pursue grant opportunities under the stimulus program.

Section 3. This resolution shall become effective upon adoption.

The following resolution having been submitted to a vote received the following vote and was duly adopted this 9th day of March 2010:

Ayes: Dan Coleman, Sammy Slade, Lydia Lavelle, Mark Chilton, Joal Hall Broun, Jacquelyn Gist, Randee Haven-O'Donnell

Noes: None

Absent or Excused: None

MOTION WAS MADE BY DAN COLEMAN AND SECONDED BY RANDEE HAVEN-O'DONNELL TO EXTEND THE BOARD'S THANKS AND APPRECIATION TO THE MEMBERS OF THE LOCAL LIVING ECONOMY TASK FORCE. VOTE: AFFIRMATIVE ALL





TOWN OF CARRBORO

ECONOMIC SUSTAINABILITY PLAN 2017



PURPOSE STATEMENT

This document is intended to be an simple to use set of values, guiding principles, and action items for the continued development and economic well being of the Town. It is expected that the document will be reviewed and updated bi-annually as action items are addressed and values and guiding principles continue to evolve. Further studies related to this plan should include prioritizing, needs assessments, implementation strategies, funding options, and partnership opportunities for action items. The Economic Sustainability Plan seeks to be a guiding document for the Economic Sustainability Commission's review of applications for loans, zoning permits, ordinance amendments, development plans and other documents submitted to them by the Board of Aldermen consist with their charge.

DUTIES AND RESPONSIBILITIES

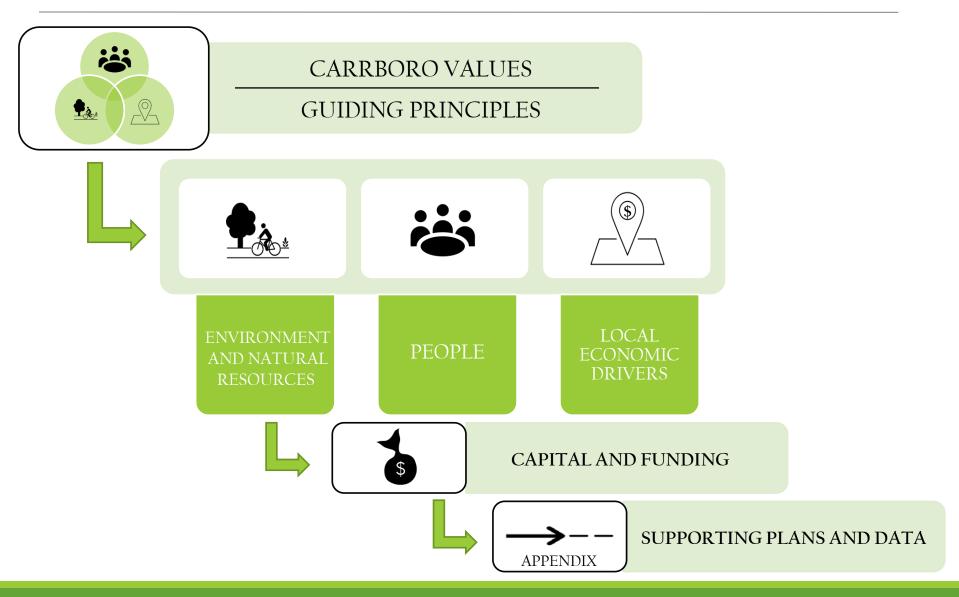
• Evaluate commercial growth, development, and redevelopment to ensure projects correspond with the town's sustainability goals and the triple bottom-line sustainability principles:

Do no harm to the environment and protect natural resources.

- Adhere to the principles of social justice and equity in economic and community development efforts.
- Return strong stakeholders value.
- Promote the development and expansion of diverse job opportunities, providing for economic opportunity and mobility.
- Administer the Revolving Loan Fund.
- Work closely with the Town Manager or his designee for dealing with sustainability issues.
- Make studies and recommend to the board plans, goals, and objectives relating to the growth, development, and redevelopment of the town.
- Recommend to the board site-specific plans for the commercial development of various lots within the town, showing recommended types of development for these specific lots.
- Recommend to the board plans for the improvement of access to and circulation within the town by motorists (including parking), public transportation users, bicyclists, and pedestrians.
- Upon request of the board of adjustment or Board of Aldermen, make recommendations to the respective board on requests for special or conditional use permits or land use ordinance text or zoning map changes.
- Perform any other duties assigned by the board.



PLAN ORGANIZATION



Carrboro Economic Sustainability Plan 2017

CARRBORO VALUES

Foundational to the Economic Sustainability Commission and the Department of Economic and Community Development is the principle of sustainability, a directive identified by Board of Aldermen.

SUSTAINABILITY

We value a fair, equitable, just, resilient, self-reliant, and sustainable local economic system. The value of sustainability affects how we plan for **people**, **natural resources**, and **a local economy**.



NATURAL RESOURCES

We value all of nature and the earth's resources and seek to implement policies and practices that are respectful of those limited resources and the impacts expending resources have on the environment.

PEOPLE

We value all human life and seek to promote an economic system that provides opportunity, prosperity, justice, equity and dignity for all people.

LOCAL ECONOMY

We value an economic system that is locally-owned in nature as the basis for a strong, vibrant community.

Carrboro Economic Sustainability Plan 2017





GUIDING PRINCIPLES

QUALITY OF LIFE MEASUREMENTS

ART



Investing in public art and performances are representative of Carrboro's commitment to the creative industries and also its interest in developing inclusive spaces. Incorporating public art in Carrboro's built performances environment will be pursued as a means of supporting the arts and beautifying public spaces.

COMMUNITY SPACES



We understand vibrant community spaces to be a source of civic pride and community attachment that sparks economic activity and investment. Carrboro seeks to grow shared public spaces that foster creativity and infuse value into our residential and business communities.



AGE-FRIENDLY

The growing population in Carrboro brings with it the social and economic interests of all ages. Planning for an age-friendly community is essential to growing Carrboro's inclusivity and benefiting local economic interests.

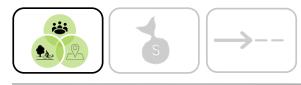


FRESH FOODS

Access to fresh, healthy foods has positive impacts on public health and local agricultural businesses. Carrboro seeks to grow community access to fresh food in pursuit of a sustainable, local economy.

HEALTHCARE

Greater access and affordability of healthcare options contributes to improved livelihood and economic productivity. Carrboro is committed to growing affordable healthcare options and supporting local businesses as they seek to care for their employees.



GUIDING PRINCIPLES

QUALITY OF LIFE MEASUREMENTS

WALKABILITY



Recognizing that a walkable community provides mobility, exercise, and an affordable transportation option, the Town of Carrboro seeks to grow its pedestrian network and connectivity to businesses.

PUBLIC TRANSIT

Access to public transit embodies Carrboro's commitment to sustainability, people, natural resources, and a local economy. Development efforts will use public transit access as a measure of economic success.

BIKE FRIENDLY



Increasing bikability contributes to the urban vitality of our commercial and residential neighborhoods. Carrboro is committed preserving and growing bikability as a means of attracting people and businesses.



EDUCATION

The link between strong education systems and economic opportunity is well-established. Carrboro seeks to strengthen partnerships with education and economic development as a means of connecting talent development and community assets.



BUSINESS

Locally owned and operated businesses are the cornerstone of a vibrant local economy. Carrboro seeks to support and grow its locally owned and operated business community.

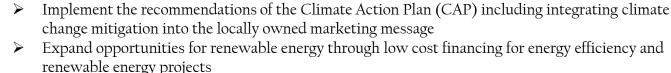


- ENVIRONMENT AND NATURAL RESOURCES

We value all of nature and the earth's resources and seek to implement policies and practices that are respectful of those limited resources and the impacts expending resources have on the environment.

ACTION ITEMS ENERGY





- Incentivize energy efficiency and green building to exceed minimum standards with special designations and recognition programs
- Explore changes to the Energy Efficiency Revolving Loan that would allow greater flexibility and more category of uses, including solar and geothermal



GREEN ECONOMY

- Consider Green Business with a special recognition program for businesses that meet or exceed climate change standards
- Support green economy initiatives consistent with the Local Living Economy Task Force
- > Study the economic development benefits of land conservation and preservation practices
- > Encourage the Tourism Development Authority to promote eco and agricultural tourism
- Encourage and support local sourcing between businesses as a means for reducing carbon footprints

COMMUNITY DEVELOPMENT

- > Support efforts to create a neighborhood energy diet program consistent with the CAP
- Support efforts to reduce utility cost for rental property to advance affordable housing and equity issues related to the environment
- ➤ Work with the Carrboro Bicycle Coalition to encourage bike friendly businesses
- \succ Prioritize integration of natural assets, greenways, and open space with development practices

Carrboro Economic Sustainability Plan 2017



PEOPLE

We value all human life and seek to promote an economic system that provides opportunity, prosperity, justice, equity and dignity for all people.

ACTION ITEMS DEVELOPMENT





- Support and implement goals of the Affordable Housing Plan including grants for critical home repairs and energy efficiency, up-fits to accommodate changing mobility and opportunities to decrease utility payments
- Provide greater incentives for developers to include affordable housing and commercial space in development projects
- Encourage transit oriented development and support goals to improve pedestrian and bike access in proposed developments

BUSINESS

- ➢ Encourage and support businesses to become Orange County Certified Living Wage employers
- Seek out and encourage opportunities for light manufacturing industries that can create livelyhoods with living wages
- > Engage residents in activities that push the local economy message in a fun or educational way

EQUITY

- Create more opportunities for community conversations around racial equity and social justice issues to help develop a shared language and definition of equity
- > Consider adopting a local government equity rating tool for use in governmental decision-making
- Partner with community organizations to assist residents that are not banked or are under banked with the financial capability by expanding access to financial education and coaching

-- LOCAL ECONOMY

We value an economic system that is locally-owned in nature as the basis for a strong, vibrant community.

ACTION ITEMS PARTNERSHIPS





- Continue to support locally owned and operated businesses through CBA and other networking opportunities
- Collaborate with regional partners to develop an online retail application that allows local businesses to compete with growing online retailers
- Encourage collaboration and impact investing among the Arts community by hosting joint work sessions between the ESC, Carrboro & CH Arts Committee, and the OC Arts Commission
- Maximize partnerships with Farmer's Market, SBTDC, SCORE, TDA and other organizations that support a thriving local economy.

MARKETING

- Actively educate citizens on the importance of buying local by communicating through various media channels, especially social media campaigns
- Increase awareness of the revolving loan fund through email, social media, newspaper articles, and peerto-peer communications
- > Develop marketing strategy to assist locally owned businesses in the recruitment of quality staff



ACCESSIBILITY

- Support small businesses with opportunities for affordable healthcare options by supporting affordable community clinics and health options like Piedmont Health Services
- Sponsor a health fair with both traditional health and alternative/healing arts providers to provide health education and awareness in the community
- > Implement wayfinding and parking strategies from 2017 Carrboro Parking Study
- Support locally owned businesses with access to capital through the revolving loan funds, connecting with investors, and business expansion options by supporting new affordable commercial space



FUNDING AND CAPITAL

We value a fair, just, resilient, self-reliant, and sustainable local economic system. The value of sustainability affects how we plan for people, natural resources, and a local economy.

ACTION ITEMS PARTNERSHIPS



- Collaborate with banks and other lenders to provide gap financing and lease assistance to local businesses and non-profits
- Work with local lenders and credit unions to develop incentive programs for funding locally owned businesses and non-profits
- Target light manufacturing opportunities, like development of the Old 86 town-owned property, and partner with the development community, banks, and other governmental agencies
- Work with local non-profits to increase awareness of capital funding sources including the Revolving Loan funds.

ACCESSIBILITY



- Update the Revolving Loan Fund and the Business Loan Fund application process to be more streamlined and efficient
- > Develop a process for micro-loans to small start-up businesses.
- Develop a policy for business investment grants that encourage job expansion and new business
- Help drive local consumers to businesses by continuing to market and educate the public on buying from and sourcing locally owned businesses
- Expand category of eligible expenditures for Energy Efficiency Revolving Loan Fund to help reduce cost for local businesses and non-profits improving affordability and equity





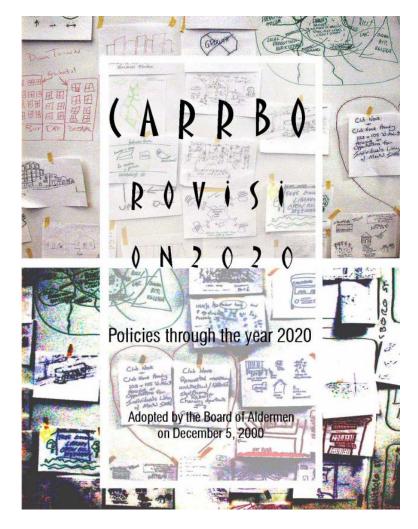
APPENDIX

SUPPORTING PLANS AND DATA





EXISTING PLANS



CARRBORO VISION 2020

PURPOSE

To establish guiding principles for growth and development in the Town of Carrboro through the year 2020.

PROCESS

A community-driven plan that involved citizen volunteers who were instrumental in facilitation and collection of ideas and visions for Town services, including economic development resources.

CONTENT

<u>Section 3.1</u> "With the population of Carrboro expected to increase during the Vision 2020 period, additional commercial development should be anticipated both downtown and in peripheral areas. Carrboro should seek to reduce the tax burden on single-family owners by increasing the percentage of commercial space in town."

<u>Section 3.2</u>: "Double the percentage of commercial space in the downtown and accomplish this by building up thereby increasing density."





EXISTING PLANS

REGIONAL TECHNOLOGY STRATEGIES

205 LLOYD STREET, SUITE 210, CARREORO, NC 27510 USA v. 919.933.6699 f. 919.933.6688 www.rtsinc.org

Creating Carrboro's Economic Future

Submitted by

Regional Technology Strategies, Inc September, 2006

CREATING CARRBORO'S ECONOMIC FUTURE

PURPOSE

To expand opportunities for citizens to have "more good jobs" and to "pursue meaningful work."

PROCESS

Developed by local economic development consulting firm, RTS. Recommendations were informed by interviews, data analyses, a community input process, and RTS' experience with similar communities.

CONTENT







LOCAL LIVING ECONOMY TASK FORCE RECOMMENDATIONS



IDENTIFIED STRATEGIES

- 🔔 🛛 Think Local First Campaign
- Local Options for Banking
- → Maintenance and Promotion of Revolving Loan Fund
- → Pursue Stimulus Funds
- ----- Branding and Marketing
- Support for Local Business Network

Continue implementation of the recommendations in Appendix B





CARRBORO BUSINESS ALLIANCE AND LOCAL MATTERS, 2014

Goals identified by Carrboro Business Alliance





Progress Achieved, Needs Identified

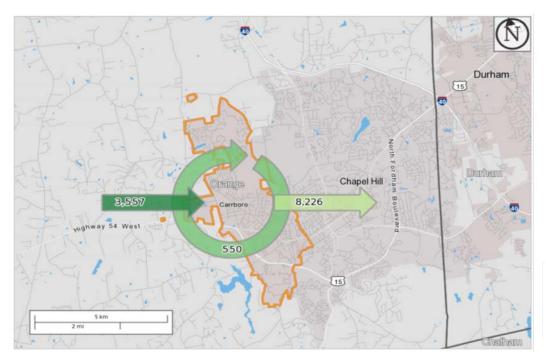
VISION 2020	CREATING CARRBORO'S ECONOMIC FUTURE	LOCAL LIVING ECONOMY TASK FORCE
ACHIEVED Increased commercial square footage	ACHIEVED Successful branding of local business and enhancement of creative assets	ACHIEVED All initial recommendations were implemented or investigated
IDENTIFIED Residential square footage increased at comparable rate How to target increased commercial activity?	IDENTIFIED Outside of branding, need for continued support and growth of creative assets	IDENTIFIED What's next for sustaining a local, living economy? Continue implementation of Appendix B





PEOPLE | LABOR MARKET

Town of Carrboro Counts of Primary Jobs, 2014



<u>Primary Job</u>: the job that earned the individual the most money.

<u>Labor market</u>: the number of jobs available versus the number of workers in any given geographical area.

Employed and Live in Carrboro: 4.5%

Employed in Carrboro, Live Outside of Carrboro: 28.8%

Live in Carrboro, Employed Outside of Carrboro: 66.7%

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics, Beginning of Quarter Employment, 2md Quarter, 2014







3.9% unemployment

Orange County, September 2016 Continues to be among lowest in the state, statewide 4.8%



\$911 average weekly wage

Orange County, 1st Quarter 2016 6th highest in state after Mecklenburg, Durham, Wake, Forsyth, and Iredell



annual population

Orange County, 2014-2019 Projected population



Sources: NC Department of Commerce, Bureau of Labor Statistics



SUPPORTING DATA



PEOPLE | ECONOMIC TRENDS

LIVING IN POVERTY*

MEDIAN HOUSEHOLD INCOMES**

HIGH EARNERS[^]

Carrboro 7% Orange County 23.3% North Carolina 26%

Carrboro \$51,310 Orange County \$57,261 North Carolina \$46,693

Carrboro 25.5% North Carolina 17.3%

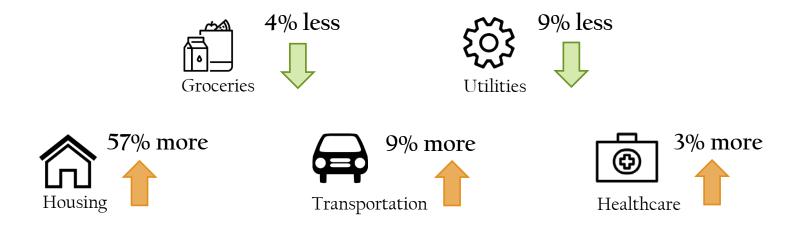
 \ast Poverty income level is defined as recording 50% or less than area median income

** 2010-2014 ACS 5-year estimates

^ High earners are here identified as households earning above \$100,000. Numbers expressed as percentage of all study area households. Source: Pew Charitable Trust



Prices in Chapel Hill-Carrboro as compared to Raleigh:



With a \$50,000 salary in Raleigh comparable to a \$57,582 salary in the Chapel Hill-Carrboro area, the Town of Carrboro recognizes the need to focus its economic development efforts to ensure that costs of living do not challenge our community's commitment to maintaining an economic system that provides opportunity, prosperity, justice, and dignity for all people.

Source: C2ER. December 2015





	MEDIAN CLOSING PRICE		
	Chapel Hill	\$350,000	
AREA HOUSING PRICES	Apex	\$315,000	
ΠΛ	Pittsboro	\$305,000	
	Hillsborough	\$244,000	
	Carrboro	\$215,000	
	Durham	\$207,000	
	Efland	\$206,000	

With Orange County's population expected to grow from an estimated 139,933 in 2014 to 172,586 by 2036, it is essential to Carrboro's economic vision that affordability of housing and commercial stock be prioritized so as to allow for the continued accessibility to Carrboro's vibrant community and economic offerings.

Source: National Association of Realtors, December 2016

*Original population based on NC Department of Commerce July 2014 Certified Population Estimate, 2036 estimate provided by NC Office of State Budget and Management.

Attachment D

TOWN OF CARRBORO ECONOMIC SUSTAINABILITY COMMISSION

301 West Main Street, Carrboro, North Carolina 27510

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

May 10, 2017

Consider Draft Economic Sustainability Plan

Motion was made by Bob Saunders and seconded by Robert Hash that the Economic Sustainability Commission recommends the Board of Aldermen consider referring the draft Economic Sustainability Plan out to the following advisory boards; 1)Planning, 2) EAB, 3) TAB, 4) Arts Committee, 5) Affordable Housing Commission. Further, the ESC recommended the plan be opened up for public comment, especially from the Carrboro Business Alliance.

<u>VOTE</u>: AYES: (6) ABSENT/EXCUSED: (3) NOES: (0) ABSTENTIONS: (0)

(Chair)

<u>May 10, 2017</u> (Date)