



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



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Tuesday, September 5, 2017

7:30 PM

Board Chambers - Room 110

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### 7:30-7:40

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

1. [17-250](#) Charge Issued to Recently Appointed Advisory Board Volunteer

### 7:40-7:45

#### B. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:45-8:05

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

1. [17-255](#) Presentation by James Williams on the Fredrick Douglass Bicentennial

### 8:05-8:10

#### D. CONSENT AGENDA

1. [17-252](#) Approval of Previous Meeting Minutes of June 27, July 3, and August 16, 2017
2. [17-246](#) An Ordinance Amending the Residency Requirements for Members of the Recreation and Parks Commission

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider adoption of an ordinance amending the residency requirements for members on the Recreation and Parks Commission.

**Attachments:** [Attachment A - An Ordinance Amending Section 3-27 Town Code Recreation and Parks](#)

3. [17-244](#) Town of Carrboro Emergency Operations Plan  
**PURPOSE:** The purpose is for the Board of Alderman to receive a high level overview of the updated Town of Carrboro Emergency Operations Plan and to adopt the plan via a resolution.  
**Attachments:** [Resolution-EMERGENCY OPERATIONS PLAN adoption](#)  
[Town of Carrboro EOP 2017](#)
4. [17-248](#) Request to set a Public Hearing on Land Use Ordinance Text Amendments Related to Flood Damage Prevention Provisions to Reflect New Maps  
**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider setting a public hearing on Land Use Ordinance Text Amendments related to flood damage prevention provisions.  
**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Draft Article XVI Part 1 2017 Flood Damage Prevention](#)  
[Attachment C - Annotated Article XVI Part I Flood Prevention](#)
5. [17-247](#) Request for Board Approval of Additional Design Services for 203 S. Greensboro Street  
**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider a resolution that ratifies a contract to Jim Spencer Associates for additional design services related to the 203 S. Greensboro Street project.
6. [17-251](#) Approval of Additional Funding for the Town Commons Renovation Project and Legal Notice Prior to Construction  
**PURPOSE:** The purpose of this agenda item is to request additional funding to offset the Town Commons Renovation so that the construction project contract can be awarded to Charles Hughes Construction. The attached legal notice meets the requirements of NCGS 160A-499.4.  
**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Notice to Proceed](#)  
[Attachment C - Bid Form](#)  
[Attachment D - Layout plan](#)  
[Attachment E - Playground](#)  
[Attachment F - Award Recommendation 2017-8-30](#)  
[Attachment G - Certified Bid Tab](#)

E. OTHER MATTERS

**8:10-8:30**

1. [17-249](#) Annual Report from OWASA Representatives

**Attachments:** [Attachment A - OWASA Quarterly Report - Carrboro August 2017.pdf](#)

**8:30-8:40**

2. [17-256](#) A Resolution Presented by Alderman Slade Requesting Carrboro's OWASA Appointees to Work Towards Getting OWASA to Stop Fluoridating Our Water

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

**8:40-8:55**

3. [17-245](#) Consideration of Town Code Amendment Creating a Stormwater Advisory Commission

**PURPOSE:** The purpose of this item is for the Board to consider an amendment to Chapter 3 of the Carrboro Town Code that would create a permanent resident advisory commission to assist in its stormwater management efforts.

**Attachments:** [Attachment A - SWAC Charter](#)

[Attachment B - SWAC Ordinance](#)

[Attachment C - Resolution Setting Public Hearing on EAB Powers and Duties LUO Revisions](#)

[Attachment D - Clarify EAB Powers and Duties Draft Ordinance](#)

**8:55-9:15**

4. [17-242](#) Update on Transportation Projects Anticipated to be Submitted by the DCHC-MPO for Ranking in the Prioritization Process (P5.0)

**PURPOSE:** The purpose of this item is to provide the Board with an update on the list of transportation projects likely to be submitted by the DCHC-MPO for consideration in the SPOT Prioritization Process 5.0.

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

[Attachment B - Memo - SPOT 5.0 prioritization](#)

[Attachment C - 2017-08-23 \(17-173\) SPOT 5.0 Project Lists - Carrboro Projects Highlighted](#)

[Attachment D - P5.0 Draft Schedule 5-23-17](#)

**9:15-9:45**

5. [17-240](#) Parking Plan Implementation Strategies

**PURPOSE:** The purpose of this item is to update the Board on Staff's proposal to implement the recommended strategies found in the Parking Plan.

**9:45-9:55**

6.     [17-253](#)     Request to Make Initial Appointments to the Carrboro Affordable Housing Advisory Commission

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make the initial appointments to the Carrboro Affordable Housing Advisory Commission.

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

[Attachment B - Advisory Board Applicant Information Matrix and Applications](#)

**9:55-10:00**

7.     [17-254](#)     Appointment of a Board of Aldermen Representative to the HOME Consortium

**F.     MATTERS BY BOARD MEMBERS**

**G.     MATTERS BY TOWN MANAGER**

**H.     MATTERS BY TOWN ATTORNEY**

**I.     CLOSED SESSION - PURSUANT TO NCGS 143-318.11(A)(5)**





# Town of Carrboro

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## Agenda Item Abstract

**File Number:**17-250

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### Charge Issued to Recently Appointed Advisory Board Volunteer

The following charge will be issued:

- 1) Heather Lewis, Arts Committee





# Town of Carrboro

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## Agenda Item Abstract

**File Number:**17-246

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

An Ordinance Amending the Residency Requirements for Members of the Recreation and Parks Commission

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider adoption of an ordinance amending the residency requirements for members on the Recreation and Parks Commission.

**DEPARTMENT:** Town Clerk, Town Attorney

**CONTACT INFORMATION:** Catherine Dorando, Nick Herman

**INFORMATION:** During the March 7, 2017 Board of Aldermen meeting, Alderman Gist requested that staff bring back a future item to amend the membership requirements for the Recreation and Parks Commission by removing the seats reserved for “out of town” residents. The Town Attorney drafted the attached ordinance to amend the “out of town seats” to “in-town seats.” Adoption of the ordinance will not change the current membership of the committee but will open future appointments to “in-town” residents.

**FISCAL & STAFF IMPACT:** None

**RECOMMENDATION:** Staff recommends that the Board of Alderman consider adopting the attached ordinance.

**AN ORDINANCE AMENDING CHAPTER 3 OF THE CARRBORO TOWN CODE TO  
REGARDING RESIDENCY REQUIREMENT FOR MEMBERS ON THE  
RECREATION AND PARKS COMMISSION**

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

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

Section 1. Article VII of Chapter 3 of the Carrboro Town Code is amended by rewriting Section 3-27(b) as follows:

(b) There shall be a recreation and parks commission composed of ten voting members appointed by the Board of Aldermen, and two non-voting liaison members. All members shall be residents of the Town. One of the voting members shall be a liaison member of the Youth Council and shall be selected from its membership. One non-voting member shall be appointed by the Board of Aldermen from its membership at its organizational meeting, and one non-voting members shall be selected by the Chapel Hill-Carrboro City Schools Board of Education from its membership at its organizational meeting and appointed by the Carrboro Board of Aldermen.

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 September, 2017.

Ayes: \_\_\_\_

Noes: \_\_\_\_

Absent or Excused: \_\_\_\_



# Town of Carrboro

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## Agenda Item Abstract

**File Number:** 17-244

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**Agenda Date:** 9/5/2017

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Town of Carrboro Emergency Operations Plan

**PURPOSE:** The purpose is for the Board of Alderman to receive a high level overview of the updated Town of Carrboro Emergency Operations Plan and to adopt the plan via a resolution.

**DEPARTMENT:** Carrboro Fire-Rescue Department

**CONTACT INFORMATION:** Susanna Schmitt Williams, Fire Chief

919-918-7349, [swilliams@townofcarrboro.org](mailto:swilliams@townofcarrboro.org)

**INFORMATION:** The purpose of the plan is to outline the Town of Carrboro's coordinated response to a variety of hazards. There are many potential hazards, natural and technological, that may pose a threat to the Town of Carrboro and significantly threaten lives, property, and cause disruption to normalcy. Staff from multiple departments (Town Management, Fire-Rescue, Planning, Police, and Public Works) met to discuss emergency planning for the Town of Carrboro. A threat assessment was conducted with risks/threats placed into a matrix into one of four categories based upon consequences and probability: low risk, moderate risk, high risk, and maximum risk.

A flow chart of needed steps was then developed to identify how the Town of Carrboro would address mitigation and recovery. Department Directors will be responsible for developing department specific plans and maintaining them. Additionally, Hazard or Incident Specific Supplements will remain in an electronic folder for access by Unified Command in the Emergency Operations Center.

**FISCAL & STAFF IMPACT:** Fiscal impacts stand to be great should the Town not have an adopted working plan. Adoption of the plan will involve the financial costs of Town personnel time spent training on the plan or taking recommended/required National Incident Management System (NIMS) Incident Command System (ICS) courses if they have not already.

Staff impact will be the personnel time spent training, maintaining the plan, developing training exercises, and participating in training exercises.

**RECOMMENDATION:** It is the recommendation that the Board of Alderman adopt the Emergency Operations Plan via resolution.

A RESOLUTION ADOPTING THE TOWN OF CARRBORO EMERGENCY OPERATIONS PLAN

Whereas the Town of Carrboro recognizes the need to plan and prepare for a variety of hazards,

Whereas the NC State § 166A sets forth the authority and responsibility of local governments in prevention of, preparation for, response to, and recovery from natural or man-made emergencies or hostile military or paramilitary action,

Whereas the NC State § 166A grants the authority of local governments to reduce the vulnerability of people and property of this State to damage, injury, and loss of life and property,

Whereas the NC State § 166A grants the authority of local governments to prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons,

Whereas the NC State § 166A grants the authority of local governments to provide for the rapid and orderly rehabilitation of persons and restoration of property,

Whereas the NC State § 166A grants the authority of local governments to provide for the cooperation and coordination of activities relating to emergency mitigation, preparedness, response, and recovery among agencies and officials of this State and with similar agencies of other states with local and federal governments, with interstate organizations, and with other private and quasi-official organizations.

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

Section 1. The Emergency Operations Plan as presented to the Board is hereby adopted.

Section 2. This resolution shall be effective immediately.



# Town of Carrboro

## Emergency Operations Plan 2017



## Promulgation

# Town of Carrboro - Emergency Operations Plan

The signatures below indicate that the appropriate members of the Town of Carrboro Government have reviewed the plan and confirm it is sufficient to act as a framework for the various activities in the management of an emergency.

All of the undersigned recognize that no plan is capable of predicting and planning for all eventualities and affirm the need to be flexible and responsive to all hazards that may affect the Town of Carrboro and South Orange Fire District.

Upon signature, this plan is promulgated throughout the jurisdiction and provides the appropriate members of the Town of Carrboro Government and others the authority and responsibility to take the necessary steps to prepare for emergencies.

Department Directors shall be responsible for creating and maintaining policies and procedures to assure full capabilities to respond as outlined in this plan regardless of hazard. Department Directors shall also plan for and participate in the necessary training, exercises, and plan maintenance as outlined within this document.

This edition supersedes all previous editions of any emergency operations plan for the Town of Carrboro. The approved and signed copy will reside with the Town Manager.

The Town Manager will have the authority to make non-policy changes to the document. These changes include updates and revisions based on changes in employment, changes in Town organizational structure, and others that do not impact the overall policy of response. The Fire Chief, as the Town Emergency Coordinator, will document the changes in the electronic copy and hard copy in the Town Manager's office. The Fire Chief will maintain the original digital version of the plan. Major changes that affect the overall policy of response shall require review by the Board of Aldermen.

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Lydia Lavelle, Mayor

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David Andrews, Town Manager

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Susanna Schmitt Williams, Fire Chief

Approved and activated on \_\_\_\_\_ day of \_\_\_\_\_, 2017





## Record of Changes - 2017 Version

Version Number	Date of Change(s)	Name	Description of change
2017.1			
2017.2			
2017.3			
2017.4			
2017.5			
2017.6			
2017.7			
2017.8			
2017.9			



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10	• Maximum Risk
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	• ENO Hazard Mitigation Plan
	• OC Active Assailant Plan
	• OC Emergency Operations Plan
	• OC Health Department National Stockpile Plan
	• NC DPS Emergency Operations Plan
	• OWASA DAM Emergency Operations Plan
	• CHCCS Emergency Operations Plan
	• UNC Pipeline Emergency Operations Plan



## Purpose

The purpose of this plan is to outline the Town of Carrboro's coordinated response to a variety of hazards. By utilizing this plan, the Town of Carrboro can potentially minimize the impact of disasters to the community while maximizing the safety and effectiveness of the response.

## Scope

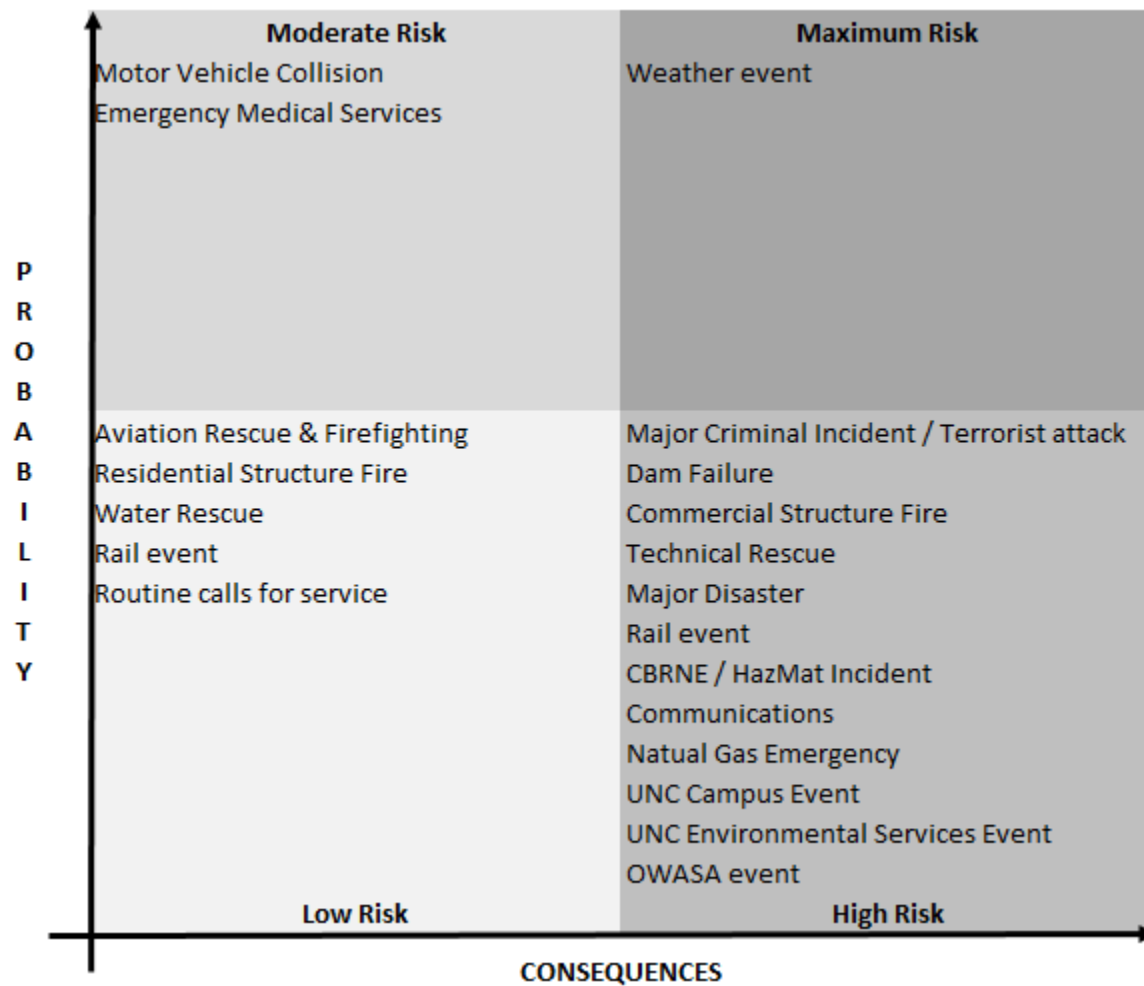
This document applies to the Town of Carrboro and South Orange Fire District. The key assumption of this document is that as an event grows in impact, it is not feasible for the Town of Carrboro to carry out all emergency response. Instead the Town of Carrboro will partner with other agencies (governmental and non-governmental) to respond in a unified manner.

## Situation Overview

There are many potential hazards, natural and technological, that may pose a threat to the Town of Carrboro and significantly threaten lives, property, and cause disruption to normalcy. See Concept of Operations. Hazards have been identified by probability and risk level for response planning.



# Threat Assessment



	<i>Probability</i>	<i>Consequences</i>
<b>Low Risk</b>	Low	Low
<b>Moderate Risk</b>	High	Low
<b>High Risk</b>	Low	High
<b>Maximum Risk</b>	High	High



## Low Risk Event

### Fire-Rescue

- Operations at normal level of response
- IC handled with daily staffing levels
- Notify Town Manager when warranted

### Police

- Operations at normal level of response
- IC handled with daily staffing levels
- Notify Town Manager when warranted

### Public Works

- Operations at normal level of response
- Notify Town Manager when warranted

### Communications

- Handled within department
- Consider social media alert



## Moderate Risk Event

### Fire-Rescue

- Operations at normal level of response
- IC handled with daily staffing levels
- Notify Town Manager when warranted

### Police

- Operations at normal level of response
- IC handled with daily staffing levels
- Notify Town Manager when warranted

### Public Works

- Operations at normal level of response
- Notify Town Manager when warranted

### Communications

- Handled within department
- Consider social media alert



## High Risk Event

### Fire-Rescue

- Town Command Center (CC) opened / Command Post Established
- Notify Town Manager
- Request opening of County EOC / assistance from County
- Unified Command established with Police
- Coordinate with County on event objectives
- Manage Town resources to meet event objectives

### Police

- Provide police command at Town CC / Command Post
- Unified Command established with Fire
- Coordinate with County on event objectives
- Manage Town resources to meet event objectives

### Town Manager / Elected Officials

- Provide Town representation at County EOC
- Provide representation at Town CC / Command Post
- Coordinate media messages with Town PIO
- Plan for Continuity of Town Operations
- Consider issuing State of Emergency

### Public Works

- Provide command level staff at Town CC / Command Post
- Coordinate with Town Unified Command to meet event objectives
- Manage Town resources to meet event objectives

### Communications

- Town PIO coordinate with Town CC / Command post on message to be delivered
- Town PIO coordinate with JIC on message delivered
- Provide representation at Town CC / Command post
- Consider representation at County JIC

### Other Departments

- Assist with special requests of Unified Command
- Consider Recreation & Parks opening limited shelter



## Maximum Risk Event

### Fire-Rescue

- Town Command Center (CC) opened / Command Post Established
- Notify Town Manager
- Request opening of County EOC / assistance from County
- Unified Command established with Police
- Coordinate with County on event objectives
- Manage Town resources to meet event objectives

### Police

- Provide police command at Town CC / Command Post
- Unified Command established with Fire
- Coordinate with County on event objectives
- Manage Town resources to meet event objectives

### Town Manager / Elected Officials

- Provide Town representation at County EOC
- Provide representation at Town CC / Command Post
- Coordinate media messages with Town PIO
- Plan for Continuity of Town Operations
- Consider issuing State of Emergency

### Public Works

- Provide command level staff at Town CC / Command Post
- Coordinate with Town Unified Command to meet event objectives
- Manage Town resources to meet event objectives

### Communications

- Town PIO coordinate with Town CC / Command post on message to be delivered
- Town PIO coordinate with JIC on message delivered
- Provide representation at Town CC / Command post
- Provide representation at County JIC

### Other Departments

- Assist with special requests of Unified Command
- Consider Recreation & Parks opening limited shelter





## Plan Development & Maintenance

### Core Planning Team

- Town Manager
- Fire Chief
- Police Chief
- Planning Director
- Public Works Director
- Town PIO

### Triggers for Review / Update of the Plan

- Every two years
- After a major incident or plan activated
- Change in operational resources
- Formal update of planning guidance or standards
- Change in elected officials
- Major exercises
- Change in jurisdiction demographics or hazard/threat profile
- Change in acceptability of risks
- Enactment of new or amended laws/ordinances

### Training

- Each Department Director will be responsible for ensuring personnel obtain NIMS ICS 100, 200, 700, and 800 training/certifications.
- Each Department Director will be responsible for maintaining records of NIMS ISC certificates of personnel.
- The Town of Carrboro will participate in regional emergency training.

### Exercise the plan

- Annually the Town of Carrboro shall conduct a training to exercise the current Emergency Operations Plan.
- After Action Report - after any activation of this Emergency Operations Plan for a high or maximum risk category an After Action Report will be conducted to critique the plan.



## Authorities and References

### Town of Carrboro

- [Chapter 9 - State of Emergency](#)

### North Carolina

- [NC Emergency Management Act](#)



## Hazard or Incident Specific Supplements

Each Department Director will be responsible for developing department specific plans and maintaining them in department files.

Department Directors will also share the department specific policies and procedures documents in the shared folder titled Emergency Operations Plan.

Files residing in the Emergency Operations Plan electronic folder:

- ToC Snow Removal
- ENO Hazard Mitigation Plan
- OC Active Assailant Plan
- OC Emergency Operations Plan
- OC Health Department National Stockpile Plan
- NC DPS Emergency Operations Plan
- OWASA DAM Emergency Operations Plan
- CHCCS Emergency Operations Plan
- UNC Pipeline Emergency Operations Plan





# Town of Carrboro

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301 W. Main St.  
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## Agenda Item Abstract

**File Number:** 17-248

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**Agenda Date:** 9/5/2017

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to set a Public Hearing on Land Use Ordinance Text Amendments Related to Flood Damage Prevention Provisions to Reflect New Maps

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider setting a public hearing on Land Use Ordinance Text Amendments related to flood damage prevention provisions.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Patricia McGuire, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)  
<<mailto:pmcguire@townofcarrboro.org>>, 919-918-7327; Christina Moon, [cmoon@townofcarrboro.org](mailto:cmoon@townofcarrboro.org)  
<<mailto:cmoon@townofcarrboro.org>>, 919-918-7325

**INFORMATION:** Revisions to the Flood Insurance Rate Maps (FIRMs) have been underway for several years. Updated LIDAR data have significantly increased the clarity and accuracy of elevation data and the digital modeling used to create these maps. State and Federal flood mapping officials have informed the Town that the maps are ready to become effective. Associated updates to flood modelling used to determine flood impacts have been developed as well. An updated state model ordinance has been made available. This update includes definitional changes and other provisions, and the reference to the date of the new FIRMs.

A draft ordinance has been prepared that incorporates the updated map reference and additional revisions from the model ordinance provided by State floodplain mapping. An annotated excerpt of Article XVI, Part I, Flood Damage Prevention, is also provided (Attachments B and C).

FEMA has notified the Town that its regulations must be updated to reference the updated maps by November 17<sup>th</sup>. In order to provide time for state and federal review of the Town's flood damage prevention ordinance provisions prior to November 17, a public hearing on September 28<sup>th</sup> is proposed. A resolution that sets a public hearing on September 26<sup>th</sup> and refers the draft ordinance to the Planning Board and Environmental Advisory Board is provided for the Board's consideration. In order to provide 30 days review to Orange County, the draft ordinance was sent to Orange County staff on August 26<sup>th</sup>.

**FISCAL & STAFF IMPACT:** Typical costs associated with public hearings on Land Use Ordinance text amendments are anticipated.

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

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**RECOMMENDATION:** It is recommended that the Board of Aldermen adopt the attached resolution (Attachment A) which sets a public hearing and refers the draft ordinance for review.

A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE  
CARRBORO LAND USE ORDINANCE PROVISIONS RELATING TO FLOOD DAMAGE  
PREVENTION PROVISIONS TO REFLECT NEW MAPS

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

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on September 26, 2017, to consider adopting “An Ordinance Amending the Carrboro Land Use Ordinance Provisions Relating to Flood Damage Provisions to Reflect New Maps.”

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County and the Town of Carrboro Planning Board for consideration and recommendation prior to the specified public hearing date.

BE IT FURTHER RESOLVED that the draft ordinance is also referred to the following Town of Carrboro advisory boards and commissions.

☐

Appearance Commission

☐

Recreation and Parks Commission

☐

Transportation Advisory Board

☐

Northern Transition Area Advisory  
Committee

☒

Environmental Advisory Board

☐

\_\_\_\_\_

☐

Economic Sustainability Commission

☐

\_\_\_\_\_

This is the 5<sup>th</sup> day of September in the year 2017.

**AN ORDINANCE AMENDING TOWN OF CARRBORO LAND USE ORDINANCE  
TO UPDATE THE PROVISIONS RELATING TO FLOOD DAMAGE PREVENTION  
TO REFLECT NEW FLOOD MAPS**

\*Draft 8-25-2017\*

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Section 15-251 (Purpose and Objective), subsection (b) is amended with three new provisions added as ((b)(6) through (b)(8) and the existing provision (b)(6) renumbered to (b)(9) to read as follows:

(b) The objectives of this part are:

- (1) To protect human life and health;
- (2) To minimize expenditure of public money for costly flood control projects;
- (3) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) To minimize prolonged business losses and interruptions;
- (5) To minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (6) To minimize damage to private and public property due to flooding;
- (7) To make flood insurance available to the community through the National Flood Prevention Program;
- (8) To maintain the natural and beneficial functions of floodplains;
- (9) To ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

Section 2. Section 15-251.1 (Definitions) is rewritten as follows:

Section 15-251.1 Definitions

Unless otherwise specifically provided, or unless clearly required by the context, the words and phrases defined in this section shall have the meaning indicated when used in this article.



1. Accessory Structure (Appurtenant Structure). A structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.
2. Addition (to an existing building). An extension or increase in the floor area or height of a building or structure.
3. Alteration of a Watercourse. A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.
4. Appeal. A request for a review of the administrator's interpretation of any provision of this ordinance.
5. Area of Special Flood Hazard. See "Special Flood Hazard Area (SFHA)"
6. Basement. Any area of the building having its floor subgrade (below ground level) on all sides.
7. Base Flood. The flood having a one (1) percent chance of being equaled or exceeded in any given year.
8. Base Flood Elevation (BFE). A determination of the water surface elevations of the base flood as published in the Flood Insurance Study or, for areas not covered in the Flood Insurance Study, as may be obtained from engineering studies available from a Federal or State or other source using FEMA approved engineering methodologies. This elevation, when combined with the "Freeboard," establishes the "Regulatory Flood Protection Elevation."
9. Chemical Storage Facility. A building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.
10. Design Flood. See "Regulatory Flood Protection Elevation."
11. Development. Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.
12. Development Activity. Any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

13. Development Permit. A zoning, special use, conditional use, or sign permit required under the provisions of Article IV of this chapter.
14. Digital Flood Insurance Rate Map (DFIRM). The digital official map of the Town, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.
15. Disposal. As defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.
16. Elevated Building. A non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.
17. Encroachment. The advance or infringement of uses, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.
18. Existing Building and Existing Structure. Any building and/or structure for which the “start of construction” commenced before the date the Town’s first floodplain management ordinance was adopted.
19. Existing Manufactured Home Park or Manufactured Home Subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before the original effective date of the floodplain management regulations adopted by the town.
20. Flood or Flooding. A general and temporary condition of partial or complete inundation of normally dry land areas from:
  - (a) the overflow of inland waters; and/or
  - (b) the unusual and rapid accumulation of runoff of surface waters from any source.
21. Flood Insurance. The insurance coverage provided under the National Flood Insurance Program.
22. Flood Insurance Rate Map (FIRM). An official map provided to the town by the Federal Emergency Management Agency, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

23. Flood Insurance Study (FIS). An examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data provided to the town by the Federal Emergency Management Agency. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.
24. Flood Prone Area. See Floodplain.
25. Floodplain. Any land area susceptible to being inundated by water from any source.
26. Floodplain Management. The operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.
27. Floodplain Management Regulations. This ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power which control development in flood-prone areas. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.
28. Floodproofing. Any combination of structural and nonstructural additions, changes, or adjustments to structures, which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.
29. Flood-resistant Material. Any building product, material, component, or system capable of withstanding direct and prolonged contact (minimum of 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, available from FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.
30. Floodway. The channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.
31. Floodway Encroachment Analysis. An engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge.

The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and models.

32. Flood Zone. Means a geographical area shown on a Flood Hazard Boundary map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.
33. Freeboard. The height added to the Base Flood Elevation (BFE) to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization on the watershed. The Base Flood Elevation plus the freeboard establishes the “Regulatory Flood Protection Elevation”. The freeboard shall be two feet.
34. Functionally Dependent Facility. A facility which cannot be used for its intended purpose unless it is located in close proximity to water, such as a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.
35. Hazardous Waste Facility. As defined in NCGS 130A-290(a)(9), a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.
36. Highest Adjacent Grade (HAG). The highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.
37. Historic Structure. Any structure that is:
  - (a) listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register; or
  - (b) certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; or
  - (c) certified as contributing to the historical significance of any historic district that may be designated by the town.
38. Letter of Map Change (LOMC). An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:
  - (a) Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on

technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the based flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

- (b) Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
  - (c) Letter of Map Revision based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.
  - (d) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.
39. Light Duty Truck. Any motor vehicle rated at 8,500 pounds Gross Vehicular Weight or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:
- (a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle; or
  - (b) Designed primarily for the transportation of persons and has a capacity of more than 12 persons; or
  - (c) Available with special features enabling off-street or off-highway operation and use.
40. Lowest Adjacent Grade (LAG). The elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.
41. Lowest Floor. Lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building's lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.
42. Manufactured Home. A structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term "Manufactured Home" does not include a "Recreational Vehicle."

43. Manufactured Home Park or Subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.
44. Market Value. The building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.
45. New Construction. Structures for which the “Start of Construction” commenced on or after April 22, 1975 and includes any subsequent improvements to such structures.
46. Non-Encroachment Area. The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.
47. Post-FIRM. Means construction or other development for which the “Start of Construction” occurred on or after April 22, 1975.
48. Pre-FIRM. Construction or other development for which the “Start of Construction” occurred before April 22, 1975.
49. Principally Above Ground. At least 51% of the actual cash value of the structure is above ground.
50. Public Safety Hazard and/or Nuisance. Anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, river, bay, stream, canal, or basin.
51. Recreational Vehicle (RV). A vehicle, which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projection; (iii) designed to be self-propelled or permanently towable by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use, and (v) is fully licensed and ready for highway use.
52. Reference Level. The top of the lowest floor for structures within the Special Flood Hazard Area designated as Zone AE.
53. Regulatory Flood Protection Elevation. The “Base Flood Elevation” plus the “Freeboard.” In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus two (2) feet of freeboard.
54. Remedy a Violation means to bring the structure or other development into compliance with State and community floodplain management regulations, or if this is not possible, to reduce

the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing Federal financial exposure with regard to the structure or other development.

- 55. Riverine. Relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.
- 56. Salvage Yard. Any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.
- 57. Solid Waste. Solid waste as defined in NCGS 130A-290(a) (35).
- 58. Solid Waste Management Facility. As defined in NCGS 130A-290(a) (35), any facility involved in the disposal of solid waste.
- 59. Solid Waste Disposal Site. As defined in NCGS 130A-290(a) (36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.
- 60. Special Flood Hazard Area (SFHA). The land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year, as determined in Section 15-251.2(b) of this part.
- 61. Start of Construction. This term includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.
- 62. Structure. A walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.
- 63. Substantial Damage. Damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to it's before damaged condition would

equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of “Substantial Improvement.”

64. Substantial Improvement. Any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the “Start of Construction” of the improvement. This term includes structures which have incurred “Substantial Damage,” regardless of the actual repair work performed. The term does not, however, include either: (i) any correction of existing violations of State or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or (ii) any alteration of a historic structure, provided that the alteration will not preclude the structure’s continued designation as a historic structure.
65. Technical Bulletin and Technical Fact Sheet. A FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.
66. Temperature Controlled. Having the temperature regulated by a heating and/or cooling system, built-in or appliance.
67. Variance. A grant of relief from the requirements of this ordinance as authorized in Section 15-92 of this chapter. See also Section 15-251.5.
68. Violation. The failure of a structure or other development to be fully compliant with the provisions of this part. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this part is presumed to be in violation until such time as that documentation is provided.
69. Water Surface Elevation (WSE). The height, in relation to mean sea level, of floods of various magnitudes and frequencies in the floodplains of riverine areas.

Watercourse. A lake, river, creek, stream, wash, channel, or other topographic feature on or over which waters flow at least periodically.



Section 3. Section 15-251.2 (General Provisions), subsection (a), (b)(1) are amended to read as follows:

(a) This part shall apply to all Special Flood Hazard Areas within the town's planning jurisdiction and joint planning transition area (as those latter terms are defined in Section 15-15), as well as the Town's Extra-Territorial Jurisdiction (ETJ).

(b) The provisions of this part shall apply to the following two types of Special Flood Hazard Areas:

(1) Those Special Flood Hazard Areas that are identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) and its accompanying Flood Insurance Rate Maps (FIRM), for Orange County, dated [INSERT DATE OF ADOPTION], which are adopted by reference and declared to be a part of this ordinance.

Section 4. Section 15-251.2 (General Provisions), subsection (g) is rewritten as follows:

(g) A violation of the provisions of this part shall subject the violator to the penalties and remedies set forth in Article VII of this chapter. Additionally, violations of the provisions of this part or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variances or special exceptions, shall constitute a Class 1 Misdemeanor pursuant to N.C.G.S. § 143-215.58. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$100.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the Town from taking such other lawful action as is necessary to prevent or remedy any violation.

Section 5. Section 15-251.3 (Application Requirements), subsection (2) is rewritten as follows:

(2) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:

- a. Elevation in relation to North American Vertical Datum (NAVD) 1988 of the proposed reference level (including basement) of all structures;
- b. Elevation in relation to NAVD 1988 to which any non-residential structure in Zone AE will be flood-proofed; and
- c. Elevation in relation to NAVD 1988 to which any proposed utility systems will be elevated or floodproofed.

Section 6. Section 15-251.4 (Permit Requirements), subsections (1) and (6) are amended to read as follows:

- (1) A description of the development to be permitted under the floodplain development permit, (including by not limited to a house, garage, pool, septic, bulkhead, cabana, pier, bridge, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.).
- (6) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, unless the requirements of Section 15-251.10 of this ordinance have been met.

Section 7. Section 15-251.5 (Certificate Requirements), subsection (b) is rewritten and a new subsection (f) added to read as follows:

**(b) Floodproofing Certificate.**

1. If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form 086-0-34), with supporting data and an operational plan, is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data and plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make any required corrections shall be cause to deny a building permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.
2. A final Finished Construction Floodproofing Certificate (FEMA form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.

(f) For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator,

in coordination with the Building Official, shall: (i) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made; (ii) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined cost of improvements and repairs, if applicable, to the market value of the building or structure; (iii) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and (iv) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

Section 8. Section 15-251.6 (Duties and Responsibilities of the Administrator), subsection (17) is amended as follows:

(17) Maintain a current map repository to include, but not limited to, the FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with Subsection 15-251.2(b) of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.

Section 9. Section 15-251.8 (General Standards for Flood Hazard Reductions), subsection (3) is rewritten as follows:

(3) All new electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, appliances (washers, dryers, refrigerators, freezers, etc.), hot water heaters, and electric outlets/switches.

- (a) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.
- (b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consisted with the code and requirements for the original structure.

Section 10. Section 15-251.8 (General Standards for Flood Hazard Reductions), subsection (8) is deleted, and the subsequent subsections renumbered (8) through (13).

Section 11. Section 15-251.9 (Specific Standards for Flood Hazard Reductions), subsection (c) is amended to read as follows:

(c) Non-residential construction. New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation as defined by this ordinance. Structures located in the AE Zone may be floodproofed to the regulatory flood protection elevation Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the administrator along with the operational and maintenance plans.

Section 12. Section 15-251.9 (Specific Standards for Flood Hazard Reductions), subsection (e) is reorganized as follows, with a new provision (2) and the existing provisions (2) and (3) renumbered as (3) and (4):

(e) Elevated buildings. Fully enclosed areas of new construction and substantially improved structures that are below the lowest floor of buildings located with a SFHA:

- (1) Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
- (2) Shall not be temperature controlled or conditioned;
- (3) Shall be constructed entirely of flood resistant materials below the regulatory flood protection elevation;
- (4) Shall include flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:
  - a. A minimum of two flood openings on different sides of each enclosed area subject to flooding;
  - b. The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
  - c. If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
  - d. The bottom of all required flood openings shall be no higher than one (1) foot above the adjacent grade;
  - e. Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and

- f. Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.

Section 13. Section 15-251.9 (Specific Standards for Flood Hazard Reductions), is amended with a new subsection (f) to read as follows, and the existing subsection (f), (g) and (h) renumbered as (g)(h) and (k):

(f) Fill/Grading.

- (1) Fill is prohibited in the SFHA, consistent with this Ordinance.
- (2) Property owners shall be required to execute and record a non-conversion agreement prior to issuance of a building permit declaring that the area below the lowest floor shall not be improved, finished, or otherwise converted to habitable space; the Town will have the right to inspect the enclosed area. The Town will conduct annual inspections. This agreement shall be recorded with the Orange County Register of Deeds and shall transfer with the property in perpetuity.
- (3) Release of Restrictive Covenants. If a property which is bound by a non-conversion agreement is modified to remove enclosed area below BFE, then the owner may request release of restrictive covenants after staff inspection and submittal of confirming documentation.

Section 14. Section 15-251.9 (Specific Standards for Flood Hazard Reductions), is amended with two new subsections (i) and (j) and the existing subsection (h) renumbered as subsection (k) to read as follows:

(i) Tanks. When gas and liquid storage tanks are to be placed within a SFHA, the following criteria shall be met:

- (1) Underground Tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
- (2) Above-ground Tanks, Elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse, or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
- (3) Above-ground Tanks, Not Elevated. Above-ground tanks that do not meet the elevation requirements of Section (2) of this ordinance shall be permitted in flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-

related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of the contents in the floodwaters or infiltration of floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.

- (4) Tank Inlets and Vents. Tank inlets, fill openings, outlets, and vents shall be:
- a. At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
  - b. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

(k) Other Development.

- (1) Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Section 15-251.10 of this ordinance.
  - (2) Retaining walls, sidewalks, and driveways in regulated floodways or NEAs that involve the placement of fill in regulated floodways shall meet the limitations of Section 15-251.10 of this ordinance.
  - (3) Roads and watercourse crossings in floodways and NEAs, including roads, bridges, culverts, low-water crossings, and similar means for vehicles and pedestrians to travel from one side of a watercourse to the other, that encroach into regulated floodways shall meet the limitations of Section 15-251.10 of this ordinance.
- (j) Subsequent to the effective date of this subsection, no portion of any Special Flood Hazard Area outside of the floodway may be filled in with fill dirt or similar material for the purpose of elevating buildings. Whenever fill is placed within a SFHA for any other permitted purpose, slopes shall be adequately stabilized to withstand the erosive force of the base flood.

Section 15. All provisions of any Town Ordinance in conflict with this Ordinance are repealed.

Section 16. This Ordinance shall become effective upon adoption.

## ARTICLE XVI

### FLOOD DAMAGE PREVENTION, STORMWATER MANAGEMENT, AND WATERSHED PROTECTION

#### PART I. FLOOD DAMAGE PREVENTION (REWRITTEN) 1/16/07

Note: Edits in red text reflect proposed edits included in draft ordinance dated 8-25-1017

#### **Section 15-251 Purpose and Objective.**

(a) It is the purpose of this part to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

- (1) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- (5) Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

(b) The objectives of this part are:

- (1) To protect human life and health;
- (2) To minimize expenditure of public money for costly flood control projects;
- (3) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) To minimize prolonged business losses and interruptions;

- (5) To minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (6) To minimize damage to private and public property due to flooding;
- (7) To make flood insurance available to the community through the National Flood Prevention Program;
- (8) To maintain the natural and beneficial functions of floodplains;
- (69) To ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

### **Section 15-251.1 Definitions.**

Unless otherwise specifically provided, or unless clearly required by the context, the words and phrases defined in this section shall have the meaning indicated when used in this article.

1. Accessory Structure (Appurtenant Structure). A structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.
2. Addition (to an existing building). An extension or increase in the floor area or height of a building or structure.
3. Alteration of a Watercourse. A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.
4. Appeal. A request for a review of the administrator's interpretation of any provision of this ordinance.
5. Area of Special Flood Hazard. See “Special Flood Hazard Area (SFHA)”
6. Basement. Any area of the building having its floor subgrade (below ground level) on all sides.
7. Base Flood. The flood having a one (1) percent chance of being equaled or exceeded in any given year.



8. Base Flood Elevation (BFE). A determination of the water surface elevations of the base flood as published in the Flood Insurance Study or, for areas not covered in the Flood Insurance Study, as may be obtained from engineering studies available from a Federal or State or other source using FEMA approved engineering methodologies. This elevation, when combined with the “Freeboard,” establishes the “Regulatory Flood Protection Elevation.”
9. Chemical Storage Facility. A building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.
10. Design Flood. See “Regulatory Flood Protection Elevation.”
11. Development. Any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.
12. Development Activity. Any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.
13. Development Permit. A zoning, special use, conditional use, or sign permit required under the provisions of Article IV of this chapter.
14. Digital Flood Insurance Rate Map (DFIRM). The digital official map of the Town, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.
15. Disposal. As defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.
16. Elevated Building. A non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.
17. Encroachment. The advance or infringement of uses, fill, excavation, buildings, permanent structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.
18. Existing Building and Existing Structure. Any building and/or structure for which the “start of construction” commenced before the date the Town’s first floodplain management ordinance was adopted.

19. Existing Manufactured Home Park or Manufactured Home Subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before the original effective date of the floodplain management regulations adopted by the town.
20. Flood or Flooding. A general and temporary condition of partial or complete inundation of normally dry land areas from:
- (a) the overflow of inland waters; and/or
  - (b) the unusual and rapid accumulation of runoff of surface waters from any source.
21. Flood Insurance. The insurance coverage provided under the National Flood Insurance Program.
22. Flood Insurance Rate Map (FIRM). An official map provided to the town by the Federal Emergency Management Agency, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.
23. Flood Insurance Study (FIS). An examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data provided to the town by the Federal Emergency Management Agency. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.
24. Flood Prone Area. See Floodplain.
25. Floodplain. Any land area susceptible to being inundated by water from any source.
26. Floodplain Management. The operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.
27. Floodplain Management Regulations. This ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power which control development in flood-prone areas. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

28. Floodproofing. Any combination of structural and nonstructural additions, changes, or adjustments to structures, which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.
29. Flood-resistant Material. Any building product, material, component, or system capable of withstanding direct and prolonged contact (minimum of 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, available from FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.
30. Floodway. The channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.
31. Floodway Encroachment Analysis. An engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and models.
32. Flood Zone. Means a geographical area shown on a Flood Hazard Boundary map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.
33. Freeboard. The height added to the Base Flood Elevation (BFE) to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization on the watershed. The Base Flood Elevation plus the freeboard establishes the "Regulatory Flood Protection Elevation". The freeboard shall be two feet.
34. Functionally Dependent Facility. A facility which cannot be used for its intended purpose unless it is located in close proximity to water, such as a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.
35. Hazardous Waste Facility. As defined in NCGS 130A-290(a)(9), a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

36. Highest Adjacent Grade (HAG). The highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

37. Historic Structure. Any structure that is:

- (a) listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register; or
- (b) certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; or
- (c) certified as contributing to the historical significance of any historic district that may be designated by the town.

38. Letter of Map Change (LOMC). An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- (a) Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the based flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- (b) Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- (c) Letter of Map Revision based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.
- (d) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

39. Light Duty Truck. Any motor vehicle rated at 8,500 pounds Gross Vehicular Weight or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:
- (a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle; or
  - (b) Designed primarily for the transportation of persons and has a capacity of more than 12 persons; or
  - (c) Available with special features enabling off-street or off-highway operation and use.
40. Lowest Adjacent Grade (LAG). The elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.
41. Lowest Floor. Lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building's lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.
42. Manufactured Home. A structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term "Manufactured Home" does not include a "Recreational Vehicle."
43. Manufactured Home Park or Subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.
44. Market Value. The building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.
- ~~45. Mean Sea Level. For purposes of this part, the North American Vertical Datum (NAVD) as corrected in 1988 shall be used to determine elevation.~~
46. New Construction. Structures for which the "Start of Construction" commenced on or after April 22, 1975 and includes any subsequent improvements to such structures.
47. Non-Encroachment Area. The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

48. Post-FIRM. Means construction or other development for which the “Start of Construction” occurred on or after April 22, 1975.
49. Pre-FIRM. Construction or other development for which the “Start of Construction” occurred before April 22, 1975.
50. Principally Above Ground. At least 51% of the actual cash value of the structure is above ground.
51. Public Safety Hazard and/or Nuisance. Anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, river, bay, stream, canal, or basin.
52. Recreational Vehicle (RV). A vehicle, which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projection; (iii) designed to be self-propelled or permanently towable by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use, and (v) is fully licensed and ready for highway use.
53. Reference Level. The top of the lowest floor for structures within the Special Flood Hazard Area designated as Zone AE.
54. Regulatory Flood Protection Elevation. The “Base Flood Elevation” plus the “Freeboard.” In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus two (2) feet of freeboard.
55. Remedy a Violation means to bring the structure or other development into compliance with State and community floodplain management regulations, or if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing Federal financial exposure with regard to the structure or other development.
56. Riverine. Relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.
57. Salvage Yard. Any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.
58. Solid Waste. Solid waste as defined in NCGS 130A-290(a) (35).
59. Solid Waste Management Facility. As defined in NCGS 130A-290(a) (35), any facility involved in the disposal of solid waste.

60. Solid Waste Disposal Site. As defined in NCGS 130A-290(a) (36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.
61. Special Flood Hazard Area (SFHA). The land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year, as determined in Section 15-251.2(b) of this part.
62. Start of Construction. This term includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.
63. Structure. A walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.
64. Substantial Damage. Damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to it's before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of "Substantial Improvement."
65. Substantial Improvement. Any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the "Start of Construction" of the improvement. This term includes structures which have incurred "Substantial Damage," regardless of the actual repair work performed. The term does not, however, include either: (i) any correction of existing violations of State or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or (ii) any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.
66. Technical Bulletin and Technical Fact Sheet. A FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in Title

44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

67. Temperature Controlled. Having the temperature regulated by a heating and/or cooling system, built-in or appliance.
68. Variance. A grant of relief from the requirements of this ordinance as authorized in Section 15-92 of this chapter. See also Section 15-251.5.
69. Violation. The failure of a structure or other development to be fully compliant with the provisions of this part. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this part is presumed to be in violation until such time as that documentation is provided.
70. Water Surface Elevation (WSE). The height, in relation to mean sea level, of floods of various magnitudes and frequencies in the floodplains of riverine areas.
71. Watercourse. A lake, river, creek, stream, wash, channel, or other topographic feature on or over which waters flow at least periodically.

#### **Section 15-251.2 General Provisions.**

(a) This part shall apply to all Special Flood Hazard Areas within the town's planning jurisdiction and joint planning transition area (as those latter terms are defined in Section 15-15), as well as the Town's Extra-Territorial Jurisdiction (ETJ).

(b) The provisions of this part shall apply to the following two types of Special Flood Hazard Areas:

(1) Those Special Flood Hazard Areas that are identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) and its accompanying Flood Insurance Rate Maps (FIRM), for Orange County, dated ~~February 2, 2007~~ **INSERT EFFECTIVE DATE**, which are adopted by reference and declared to be a part of this ordinance.

(2) Those Special Flood Hazard Areas that are designated by the town ordinance following appropriate engineering studies. Such SFHAs may be delineated by showing them on a map, by a written description, or any combination thereof. Such description shall be filed with the Orange County Clerk of Superior Court and Register of Deeds.



(c) As set forth in Part I of Article IV of this chapter, no development may take place within Special Flood Hazard Areas unless an appropriate permit has been issued authorizing such development, and no such permit shall be issued unless the proposed development is in full compliance with the provisions of this chapter.

(d) The provisions of this part are not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where the provisions of this part and the provisions or another ordinance conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

(e) In the interpretation and application of this part, all provisions shall be considered as minimum requirements, liberally construed in favor of the town, and deemed neither to limit nor repeal any other powers granted under State statutes.

(f) The degree of flood protection required by this part is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the town or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

(g) A violation of the provisions of this part shall subject the violator to the penalties and remedies set forth in Article VII of this chapter. Additionally, violations of the provisions of this part or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variances or special exceptions, shall constitute a Class 1 Misdemeanor pursuant to N.C.G.S. § 143-215.58. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$100.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the Town from taking such other lawful action as is necessary to prevent or remedy any violation.

### **Section 15-251.3 Application Requirements**

As provided in Section 15-46, no development may occur without a development permit, and no such permit shall be issued unless the administrator determines, based upon the plans and information submitted, that the development will comply with all the provisions of this chapter, including those applicable to development within Special Flood Hazard Areas. Appendix A to this chapter sets forth requirements related to the information that must generally be submitted with a permit application in order to demonstrate compliance with the requirements of this chapter. However, when the lot or tract with respect to which a development permit is sought contains a SFHA, the following information shall also be submitted to the administrator:

(1) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:

- a. The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
- b. The boundary of the Special Flood Hazard or a statement that the entire lot is within the Special Flood Hazard Area;
- c. Flood zone(s) designation of the proposed development area as determined on the Flood Insurance Rate Map;
- d. The boundary of the floodway(s) or non-encroachment area(s);
- e. Base Flood Elevation (BFE) information;
- f. The old and new location of any watercourse that will be altered or relocated as a result of proposed development and any changes in Special Flood Hazard Areas that occur as a consequence of such changes.

(2) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:

- a. Elevation in relation to ~~mean-sea-level~~NAVD 1988 of the proposed reference level (including basement) of all structures;
- b. Elevation in relation to ~~mean-sea-level~~NAVD 1988 to which any non-residential structure in Zone AE will be flood-proofed; and
- c. Elevation in relation to ~~mean-sea-level~~NAVD 1988 to which any proposed utility systems will be elevated or floodproofed;

(3) If floodproofing, a Floodproofing Certificate (*FEMA Form 81-65*) with supporting data and an operational plan that includes, but is not limited to, installation, exercise, and maintenance of floodproofing measures.

(4) Plans drawn to scale, shall include details of the proposed construction or development, and must demonstrate, among other things, that the foundation system requirements and other provisions of this ordinance are met. These details include but are not limited to:

- a. The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls);
- b. Openings to facilitate equalization of hydrostatic flood forces on walls in accordance with Subsection 15-251.9(e) (3) when solid foundation perimeter walls are used in Zone AE;
- c. Usage details of any enclosed areas below the regulatory flood protection elevation.
- d. Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage;
- e. Copies of all other Local, State and Federal permits required prior to development permit issuance (Wetlands, Endangered Species, Erosion and Sedimentation Control, Riparian Buffers, Mining, etc.)
- f. A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on the plot plan) showing the location of the proposed watercourse alteration or relocation and any changes in Special Flood Hazard Areas that occur as a consequence of such changes.

#### **Section 15-251.4 Permit Requirements.**

To the extent that a development permit is issued for a lot or tract that includes a SFHA, such permit (including the plans incorporated into the permit) shall contain at least the following information:

- (1) A description of the development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.).
- (2) The location of the Special Flood Hazard Area.
- (3) The regulatory flood protection elevation required for the reference level and all attendant utilities.
- (4) The regulatory flood protection elevation required for the protection of all public utilities.
- (5) All certification submittal requirements with timelines.

- (6) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, ~~as applicable~~ unless the requirements of Section 15-251.10 of this ordinance have been met.
- (7) The flood openings requirements, if in Zone AE.

### **Section 15-251.5 Certification Requirements**

(a) Elevation certificates or information shall be required for the construction of structures on properties where Special Flood Hazard Areas are located, as set forth in this section.

- (1) An application for a development permit authorizing the construction of a structure on a lot containing a SFHA shall include information designating the elevation of the reference level in relation to mean sea level and demonstrating that the reference level will be elevated to a level that is consistent with the requirements of Section 15-251.9.
  - (2) Upon completion of the foundation survey, the permit holder shall calculate the elevation of the reference level, in relation to mean sea level, based upon the foundation survey and the approved flooring system and shall certify to the administrator that the reference level will be elevated to a level that is consistent with the requirements of Section 15-251.9.
  - (3) A final as-built Elevation Certificate is required after construction is completed and prior to issuance of a Certificate of Compliance/Occupancy. For construction within a FEMA established Special Flood Hazard Area, FEMA Form 81-31 shall be used. For other construction covered by this subsection (a), the administrator may designate an alternative form. It shall be the duty of the permit holder to submit to the administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.
- (b) Floodproofing Certificate.
- (i) ~~If non-residential floodproofing is used to meet the regulatory flood protection elevation~~ Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form ~~81-65~~ 086-0-34), with supporting data and an operational plan, is required prior to the actual start of any new construction. It

shall be the duty of the permit holder to submit to the ~~building inspector~~ Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to ~~mean sea level~~ NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The ~~building inspector~~ Floodplain Administrator shall review the certificate data and plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make any required corrections shall be cause to deny a building permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

(ii) A final Finished Construction Floodproofing Certificate (FEMA form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.

(c) Foundation Certificate. If a manufactured home is placed within Zone AE, and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required per Section 15-253.9(d).

(d) Certificate Exemption. Accessory structures of less than 150 square feet in size, if located within Zone AE, are exempt from the elevation/floodproofing certification requirements specified in subsections (a) and (b) of this section.

(e) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.

(f) For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage,

and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall: (i) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made; (ii) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined cost of improvements and repairs, if applicable, to the market value of the building or structure; (iii) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and (iv) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

#### **Section 15-251.6 Duties and Responsibilities of the Administrator**

As set forth in Part I of Article IV of this chapter, development permits (including permits for development within Special Flood Hazard Areas), shall not be issued unless the requirements of this chapter have been satisfied. In addition to his or her permit responsibilities, the administrator's responsibilities relating to the administration and enforcement of the provisions of this part shall include but shall not be limited to the following duties:

(1) Advise permit recipients that additional Federal or State permits (Wetlands, Endangered Species, Erosion and Sedimentation Control, Riparian Buffers, Mining, etc.) may be required, and require that copies of such permits be provided and maintained on file with the development permit.

(2) Notify adjacent communities and the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).

(3) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is not diminished.

(4) Prevent encroachments into floodways and non-encroachment areas except as authorized under Section 15-251.10.

(5) Obtain actual elevation (in relation to mean sea level) of the reference level (including basement) and all attendant utilities of all new or substantially improved structures, in accordance with Subsection 15-251.5(a)(3).

(6) Obtain actual elevation (in relation to mean sea level) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with Subsection 15-251.5(b).

(7) Obtain actual elevation (in relation to mean sea level) of all public utilities in accordance with Subsection 15-251.5(a) (3).

(8) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with Section 15-251.5 and Subsection 15-251.9(b).

(9) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation in accordance with the following principles:

- a. In areas between official cross-sections on the Flood Insurance Rate Maps, SFHA, floodway, and non-encroachment area boundaries shall be determined by scaling distances on these maps.
- b. The base flood elevation shall in all cases be the controlling factor in locating the outer limits of a SFHA boundary.
- c. Interpretations of floodway and non-encroachment area boundaries shall be based on the current procedures for interpreting such boundaries in accordance with FEMA guidelines.
- d. Appeals of the determinations of the administrator under this subsection may be taken to the board of adjustment in accordance with the provisions of Section 15-91 of this chapter.

(10) When the lowest ground elevation of a parcel or structure in a Special Flood Hazard Area is above the Base Flood Elevation, advise the property owner of the option to apply for a Letter of Map Amendment (LOMA) from FEMA. Maintain a copy of the Letter of Map Amendment (LOMA) issued by FEMA in the floodplain development permit file.

(11) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection.

(12) Make on-site inspections of work in progress. As the work pursuant to a development permit progresses, the administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of this chapter and the terms of the permit.

(13) Issue stop-work orders as pursuant to Section 15-117 of this chapter.

(14) Revoke or recommend the revocation of development permits for violations of the provisions of this part as set forth in Section 15-115.

(15) Otherwise enforce the provisions of this part as provided in Article VII of this chapter.

(16) Review, provide input, and make recommendations for variance requests.

(17) Maintain a current map repository to include, but not limited to, the FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with Subsection 15-251.2(b) of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.

(18) Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-F) and Letters of Map Revision (LOMR).

### **Section 15-251.7 Variance Procedures**

Variances from the restrictions of this part may be granted by the board of adjustment in accordance with the provisions of Section 15-92 of this chapter.

### **Section 15-251.8 General Standards for Flood Hazard Reductions**

In all Special Flood Hazard Areas, if and to the extent any development is allowed, the following requirements shall be applicable:

(1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.

(2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

(3) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.

(3) All new electrical ~~Electrical~~, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, appliances (washers, dryers, refrigerators, freezers, etc.), hot water heaters, and electric outlets/switches.

(a) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.



(b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consisted with the code and requirements for the original structure.

(5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.

(6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.

(7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.

~~(8) Any alteration, repair, reconstruction, or improvements to a structure, which is in compliance with the provisions of this ordinance, shall meet the requirements of "new construction" as contained in this ordinance.~~

(9) Nothing in this article shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this article and located totally or partially within the floodway or non-encroachment area, provided there is no additional encroachment below the regulatory flood protection elevation in the floodway or non-encroachment area, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this article.

(10) New solid waste management facilities and sites, hazardous waste facilities, salvage yards, and chemical storage facilities shall not be permitted. A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the regulatory flood protection elevation and certified according to Subsection 15-251.5(b) of this part.

(11) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.

(12) All subdivision proposals and other development proposals shall have utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.

(13) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.

(14) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required

by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.

### **Section 15-251.9 Specific Standards for Flood Hazard Reductions**

(a) New structures generally prohibited within SFHAs. Within a Special Flood Hazard Area, no new structure (as defined in this part) may be constructed or located, and no substantial improvement of an existing structure may take place, unless and to the extent that the permit issuing authority for the proposed use determines that, in the absence of an authorization to do so, the owner would be deprived of all reasonable use of the subject property. Notwithstanding the foregoing, manufactured homes that are nonconforming because they are located within a SFHA may be replaced with another manufactured home. If such construction (or replacement of manufactured homes) is authorized, all such construction (or replacement) shall be in conformity with the remaining provisions of this section in addition to those set forth in Section 15-251.8.

(b) Residential construction. New construction and substantial improvement of any residential structure (including manufactured homes) located within a Special Flood Hazard Area or on any lot where a SFHA is located shall have the reference level, including basement, elevated no lower than the regulatory flood protection elevation.

(c) Non-residential construction. New construction and substantial improvement of any commercial, industrial, or other non-residential structure ~~located within a SFHA~~ shall have the reference level, including basement, elevated no lower than the ~~regulatory flood protection elevation~~ Regulatory Flood Protection Elevation as defined by this ordinance. Structures located in the AE Zone may be floodproofed to the regulatory flood protection elevation Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the ~~regulatory flood protection elevation~~ Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the administrator along with the operational and maintenance plans.

(d) Manufactured homes. Manufactured homes that are located within a SFHA or on a lot where a SFHA is located shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by engineer certification, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required. Finally, all enclosures or skirting below the lowest floor shall meet the requirements of subsection (e).

(e) Elevated buildings. Fully enclosed areas of new construction and substantially improved structures that are below the lowest floor of buildings located with a SFHA:

(1) Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;

(2) Shall not be temperature controlled or conditioned;

(2) (3) Shall be constructed entirely of flood resistant materials below the regulatory flood protection elevation;

(3)(4) Shall include flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria;

- i. A minimum of two flood openings on different sides of each enclosed area subject to flooding;
- ii. The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
- iii. If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
- iv. The bottom of all required flood openings shall be no higher than one (1) foot above the adjacent grade;
- v. Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
- vi. Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.

(5) Fill/Grading.

- i. Fill is prohibited in the SFHA, consistent with this Ordinance.

(6) Property owners shall be required to execute and record a non-conversion agreement prior to issuance of a building permit declaring that the area below the lowest floor shall not be improved, finished, or otherwise converted to habitable space; the Town will have the right to inspect the enclosed area. The Town will conduct annual inspections. This agreement

shall be recorded with the Orange County Register of Deeds and shall transfer with the property in perpetuity.

- (7) Release of Restrictive Covenants. If a property which is bound by a non-conversion agreement is modified to remove enclosed area below BFE, then the owner may request release of restrictive covenants after staff inspection and submittal of confirming documentation.

(f) **Additions/Improvements.** With respect to additions and improvements to structures that are nonconforming because they are located within a Special Flood Hazard Area:

- (1) When the addition or improvement constitutes a substantial improvement as defined in Section 15-251.1, both the existing structure and the addition or improvement must comply with the standards for new construction.
- (2) When the addition or improvement does not constitute a substantial improvement, the addition or improvement must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.

(g) **Accessory Structures.** When accessory structures (sheds, detached garages, etc.) are allowed to be placed within a Special Flood Hazard Area pursuant to the provisions of subsection (a) of this section, the following criteria shall be met:

- (1) Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
- (2) Accessory structures shall not be temperature-controlled;
- (3) Accessory structures shall be designed to have low flood damage potential;
- (4) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
- (5) Accessory structures shall be firmly anchored in accordance with Section 15-251.8;
- (6) All service facilities such as electrical shall be installed in accordance with Section 15-251.8; and
- (7) Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below regulatory flood protection elevation in conformance with Subsection (e) of this section.

- (8) An accessory structure with a footprint less than 150 square feet that satisfies the criteria outlined above does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures.

(h) Subsequent to the effective date of this subsection, no portion of any Special Flood Hazard Area outside of the floodway may be filled in with fill dirt or similar material for the purpose of elevating buildings. Whenever fill is placed within a SFHA for any other permitted purpose, slopes shall be adequately stabilized to withstand the erosive force of the base flood.

(i) Tanks. When gas and liquid storage tanks are to be placed within a SFHA, the following criteria shall be met:

- i. Underground Tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
- ii. Above-ground Tanks, Elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse, or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
- iii. Above-ground Tanks, Not Elevated. Above-ground tanks that do not meet the elevation requirements of Section (ii) of this ordinance shall be permitted in flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of the contents in the floodwaters or infiltration of floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.
- iv. Tank Inlets and Vents. Tank inlets, fill openings, outlets, and vents shall be:
  1. At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
  2. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

(j) Other Development.

- i. Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Section 15-251.10 of this ordinance.
- ii. Retaining walls, sidewalks, and driveways in regulated floodways or NEAs that involve the placement of fill in regulated floodways shall meet the limitations of Section 15-251.10 of this ordinance.
- iii. Roads and watercourse crossings in floodways and NEAs, including roads, bridges, culverts, low-water crossings, and similar means for vehicles and pedestrians to travel from one side of a watercourse to the other, that encroach into regulated floodways shall meet the limitations of Section 15-251.10 of this ordinance.

**Section 15-251.10 Floodways and Non-Encroachment Areas**

(a) Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Subsection 15-251.2(b) (1). The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The requirements set forth in the remaining provisions of this section, in addition to the standards set forth in Sections 15-251.8 and 15-251.9 shall apply to all development within such areas.

(b) No encroachments, including fill, new construction, substantial improvements or other development shall be permitted within a floodway or non-encroachment area unless: **(AMENDED 11/23/10).**

- (1) The proposed encroachment would not result in any impact to the flood levels during the occurrence of the base flood, as demonstrated by hydrologic and hydraulic analysis performed in accordance with standard engineering practice and presented to the administrator prior to approval of construction plans authorizing such encroachment; or
- (2) A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. Prior to the issuance of a zoning, special, or conditional use permit, the developer must demonstrate to the permit issuing authority, by the submission to the town of the CLOMR study, that it is reasonably likely that a CLOMR will be issued. The CLOMR must be received by the town prior to approval of construction plans authorizing such encroachment.

(b1) When an encroachment within a floodway or non-encroachment area is authorized pursuant to a CLOMR as provided in subsection (b)(2) of this section, then upon completion of the encroachment, the developer must obtain from FEMA a Letter of Map Revision (LOMR)

pertaining to such encroachment. If such a LOMR is required for an encroachment, then (i) if the encroachment occurs within a subdivided development, a final plat for the phase of the subdivision where the encroachment occurs shall not be approved until the LOMR has been received by the town, and (ii) if the encroachment occurs within an unsubdivided development, such property may not be used or occupied until the LOMR has been received by the town, except that such occupancy, use, or sale of lots shall be allowed if sufficient security is provided pursuant to Sections 15-53 or 15-60 to ensure that the developer does what is necessary to obtain the LOMR (**AMENDED 11/23/10**).

(c) Any development within a floodway or non-encroachment area that is authorized by this section shall comply with all applicable flood hazard reduction provisions of this part.

(d) No manufactured homes shall be permitted, except replacement manufactured homes in an existing manufactured home park or subdivision, provided the following provisions are met:

- (1) The anchoring and the elevation standards of Subsection 15-251.9(d); and
- (2) The no encroachment standard of Subsection 15-251.10(b) (1).

#### **Section 15-251.11 Special Provisions for Subdivisions**

(a) An applicant for a conditional use permit or special use permit authorizing a major subdivision and an applicant for minor subdivision final plat approval shall be informed by the planning department of the use and construction restrictions contained in this Article if any portion of the land to be subdivided lies within a Special Flood Hazard Area.

(b) A conditional use permit or special use permit for a major subdivision may not be issued, and final plat approval for any subdivision may not be granted, if any portion of one or more lots lies within a Special Flood Hazard Area unless it reasonably appears that:

- (1) With respect to each lot that lies wholly or partly within a Special Flood Hazard area, either (i) a building of the type that is consistent with the zoning of the property can practicably be located in accordance with applicable regulations on the portion of such lot that is located outside the SFHA, or (ii) such lot has already been developed, or (iii) such lot is formed as the result of an adjustment of lot lines between lots in existence on the effective date of this section, and such readjustment does not result in a previously developable lot being rendered undevelopable, or (iv) it plainly appears that such lot is intended to be devoted to a permissible use that does not involve the construction of any building (e.g. that such lot is reserved or dedicated for open space purposes).
- (2) Creation of each lot that does not satisfy the criteria set forth in subdivision (1) of this subsection is necessary to avoid depriving the owner of the property of all reasonable use of the tract taken as a whole.

(c) Final plat approval for any subdivision containing land that lies within a Special Flood Hazard Area may not be given unless the plat shows the boundary of the SFHA according to the best information available at the time the final plat is approved and contains in clearly discernible print the following statement: *“Use of land within a special flood hazard area is substantially restricted by Article XVI of Chapter 15 of the Carrboro Town Code.”* If, at the time final plat approval is granted, a Conditional Letter of Map Revision (CLOMR) affecting such subdivision has been approved, or the town is otherwise aware that some action is pending that would likely alter the location of the boundary of the SFHA as it affects such subdivision, then the statement on such plat referenced immediately above shall include a note similar to the following: *“The location of the boundary of the special flood hazard area may be altered by a request for a special flood hazard map revision now pending before the Federal Emergency Management Agency.”*

**Section 15-252 through 15-260 Reserved.**





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-247

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request for Board Approval of Additional Design Services for 203 S. Greensboro Street

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider a resolution that ratifies a contract to Jim Spencer Associates for additional design services related to the 203 S. Greensboro Street project.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Patricia McGuire - 919-918-7327; Bob Hornik - 919-929-3909

**INFORMATION:** On June 20 and 27th, the Board of Aldermen received presentations and held a public hearing on design options for the Town's property at 203 S. Greensboro Street (insert link to agenda items).

IN order for work on the project to continue during the summer months, the Town Manager communicated with the Board members a plan for contracting with Jim Spencer Architects on additional design work to respond to Board questions and prepare for an RFQ process for the development project. The attached resolution ratifies the contract, which was executed in early August, and exempts the procurement process from NCGS 143-64.32.

**FISCAL & STAFF IMPACT:** The additional design services are contracted at a price of \$25,000, and available from the Capital Projects Ordinance adopted by the Board of Aldermen on June 20, 2017.

**RECOMMENDATION:** Staff recommends that the Board consider adopting the resolution provided (Attachment A).





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-251

**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Approval of Additional Funding for the Town Commons Renovation Project and Legal Notice Prior to Construction

**PURPOSE:** The purpose of this agenda item is to request additional funding to offset the Town Commons Renovation so that the construction project contract can be awarded to Charles Hughes Construction. The attached legal notice meets the requirements of NCGS 160A-499.4.

**DEPARTMENT:** Recreation and Parks

**CONTACT INFORMATION:** Anita Jones-McNair, [amcnair@townofcarrboro.org](mailto:amcnair@townofcarrboro.org)  
<<mailto:amcnair@townofcarrboro.org>> - 919-918-7381 and Wendell Rodgers, [wrodgers@townofcarrboro.org](mailto:wrodgers@townofcarrboro.org)  
<<mailto:wrodgers@townofcarrboro.org>> 919-918-7371

**INFORMATION:** The first bid opening on August 1<sup>st</sup> generated no bids. The re-bid occurred August 25 which generated one bid from Charles Hughes Construction, LLC for \$1,304,974 which includes contingency and 3 alternates. (see Attachment C) The current amount budgeted for this project is \$917,800.

**FISCAL & STAFF IMPACT:** The base bid amount is \$1,019,419,

Alt 1 - Cost to install the pervious concrete sidewalk instead of standard concrete - \$20,200. The base bid included the standard concrete sidewalk. (\$1,500 per 20 cubic yards of unsuitable soil. This is to cover the Town in case they hit bad material. See Attachment D for location )

Alt 2 -Cost for the new playground equipment - \$28,500 (Attachment E)

Alt 3 - Cost of the irrigation system is \$8,000. The bid assumed a well depth of 250 feet and that unit price means you will get back \$14.50 per foot if it's less than 250' deep, or it will be \$14.50 per foot extra if the well is deeper - estimated cost of the well is \$11,360.

A Bid Bond was included with this bid as required.

Total contract price with 3 alternates is \$1,087,479

An additional 20% contingency of \$217,495

Project allocation to \$1,304,974. (see Attachments F and G)

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Proposed schedule is as follows:

August 2 - September 7 - requesting additional funds from BOA and Town manager approves contract.

November 1 - Begin construction

November 2017 - March 2018 construction phase

**RECOMMENDATION:** Recommend awarding Charles Hughes Construction, LLC the contract for the project, which shall include the Base Bid, Alternate 1, Alternate 2, and Alternate 3 for a total contract price of \$1,087,479. An additional 20% contingency of \$217,495 is being requested, which brings the total project allocation requested to \$1,304,974.

A RESOLUTION TO APPROVE ADDITIONAL FUNDING FOR THE TOWN COMMONS  
RENOVATION PROJECT

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

Section 1. Additional funding is hereby granted to award the project to Charles Hughes LLC to complete renovations in the amount of \$1,304,974 including contingency and three alternates or

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Section 2. The resolution shall become effective upon adoption.

## **LEGAL NOTICE**

**Notice To Property Owners Prior to Construction Section Pursuant to NCGS  
160A-499.4**

The Town of Carrboro hereby provides notice that Construction for the “Town Commons Improvement” project is scheduled to begin after November 1, 2017 and continue through March 2018. The location of the project is 301 West Main St, Carrboro, NC.

# BID FORM

*Town Commons Improvements,  
Town of Carrboro, North Carolina*

*McGill Associates, PA  
Project #16.01908*

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## ARTICLE 1 – BID RECIPIENT

This Bid is submitted to:

**Town of Carrboro**  
**Attn: Sandy Svoboda**  
**301 West Main Street**  
**Carrboro, North Carolina 27510**

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

## ARTICLE 2 – BIDDER'S ACKNOWLEDGEMENTS

- 2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for **60** days after the date of the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

## ARTICLE 3 – BIDDER'S REPRESENTATIONS

- 3.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

<u>Addendum No.</u>	<u>Addendum Date</u>
<u>1</u>	<u>7-19-2017</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

- B. Bidder has visited the Project Site and has become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures, including Underground Facilities, at or contiguous to the Site which have been included as a part of the Contract Documents.



- E. Bidder has obtained and carefully studied (or accepts the consequences for not doing so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.
- F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- I. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder or, if no written response was made by Engineer, that Bidder has resolved the issue to its satisfaction prior to the submittal of its Bid.
- J. The Bidding Documents are sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
- K. Bidder will submit written evidence of its authority to do business in the state where the Project is located not later than the date of its execution of the Agreement.
- L. Bidder has not relied upon any information provided by the Engineer except information which is part of the Bidding Documents and is in writing and in the form of a formal addendum.
- M. The submission of a Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of the Bid Documents and the Instructions to Bidders, and that without exception the Bid is premised upon performing and furnishing the Work required by the Bidding Documents and applying any specific means, methods, techniques, sequences, and procedures of construction that may be shown or indicated or expressly required by the Bidding Documents.

#### **ARTICLE 4 – FURTHER REPRESENTATIONS**

##### **4.01 Bidder further represents that:**

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;

- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

## ARTICLE 5 – BASIS OF BID

Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

### LUMP SUM BASE BID

Lump Sum Base Bid Price: ONE million nineteen thousand  
four hundred nineteen & no/100  
\_\_\_\_\_ dollars

(words)

(\$ 1,019,419<sup>00</sup>)  
(numbers)

### UNIT PRICE BID ITEMS:

#### Unsuitable Soils

The unit price amount entered below shall be an **addition** to the lump sum base bid amount for the removal of unsuitable soils and replacement with engineered backfill as determined necessary by the engineer.

Amount (in numbers): \$ 1500<sup>00</sup> (per 20 cubic yards)

### ALTERNATES, IF ANY:

The lump sum and unit price alternate bid amounts entered below may be considered at the time of contract award at the Owner's discretion. The Owner reserves the right to select any combination of the Base Bid and Alternate Bid Items.

#### 1. Alternate Bid Item #1 – Pervious Concrete Sidewalk

Replace standard concrete sidewalk in courtyard with pervious concrete. Pervious concrete sidewalk shall match detail for pervious concrete parking lot pavement. The alternate bid amount entered below shall be an **addition** to the lump sum base bid amount.

Amount (in numbers): \$ 20,200<sup>00</sup>

## 2. Alternate Bid Item #2 – New Playground Equipment

Remove and dispose of existing playground equipment. Install new playground equipment as identified on Construction Drawings. Color palette of playground shall be coordinated with the owner. Playground equipment to be installed per all manufacturer's specifications. The alternate bid amount entered below shall be an addition to the lump sum base bid amount.

Amount (in numbers): \$ 28,500.<sup>00</sup>

## 3. Alternate Bid Item #3 – Irrigation System and Well

Drill well behind the proposed pre-fabricated restroom building. This well is to have a 4" casing pipe and be drilled to an estimated depth of 250'. This well is to serve an irrigation system. Contractor shall provide design and installation of irrigation system, which will serve areas as identified on the Planting Plan (Sheet LA-1).

The alternate bid amount entered below shall be an addition to the lump sum base bid amount and represent the cost of the irrigation system.

Amount (in numbers): \$ 8,000.<sup>00</sup>

The alternate bid amount entered below shall be an addition to the lump sum base bid amount and represent the cost of the well to a depth of 250', pump, electrical controls, and wiring to serve the irrigation system.

Amount (in numbers): \$ 11,360.<sup>00</sup>

The alternate bid amount entered below shall be an addition or subtraction to the lump sum base bid amount and represent the actual depth of well if different than 250'.

Amount (in numbers): \$ 14.50 (per foot)

## ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete within 120 calendar days after the date when the Contract Times commence to run as provided in the Modified General Conditions, and will be completed and ready for final payment in accordance with the Modified General Conditions within 150 calendar days after the date when the Contract Times commence to run.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the Contract Times.

## ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are attached to and made a condition of this Bid:
- A. Required Bid security in the form of Bid Bond or Certified Check for 5% of Bid Amount
  - B. List of Proposed Subcontractors
  - C. List of Proposed Suppliers
  - D. List of Project References
  - E. Required Bidder Qualification Statement with Supporting Data

F. Affidavit of Non-Collusion

G. E-Verify Affidavit

H. Iran Divestment Act



**ARTICLE 8 – BID SUBMITTAL**

**This Bid Submitted By:**

If Bidder is:

An Individual

Name (typed or printed): \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
(Individual's signature)

Doing business as: \_\_\_\_\_

A Partnership

Partnership Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_  
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

A Corporation

Corporation Name: Charles W. Hughes Construction LLC (SEAL)

State of Incorporation: North Carolina  
Type (General Business, Professional, Service, Limited Liability): LLC

By: [Signature]  
(Signature -- attach evidence of authority to sign)

Name (typed or printed): Charles Hughes

Title: member (CORPORATE SEAL)

Attest Wade C. Hughes

Date of Authorization to do business in [State Where Project is Located] is North Carolina  
6-20-2011

A Joint Venture

Name of Joint Venture: \_\_\_\_\_

First Joint Venturer Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_  
(Signature of first joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

Second Joint Venturer Name: \_\_\_\_\_ (SEAL)

By: \_\_\_\_\_  
(Signature of second joint venture partner -- attach evidence of authority to sign)

Name (typed or printed): \_\_\_\_\_

Title: \_\_\_\_\_

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is a party to the joint venture should be in the manner indicated above.)

Bidder's Business Address

4675 Ben Dail Rd  
La Grange NC 28557

Phone No. 252-566-5040 Fax No. 252-566-5033

SUBMITTED on 8-25, 2017.

State Contractor License No. 74643.



# SITE LAYOUT NOTES

1. DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
2. ALL ANGLES ARE 90 DEGREES UNLESS OTHERWISE NOTED.
3. CONTRACTOR SHALL STAKE OUT SITE IMPROVEMENTS FOR THE ENGINEER'S REVIEW PRIOR TO BEGINNING CONSTRUCTION.
4. REFERENCE DEMOLITION PLAN CD-101 FOR EXTENTS OF DEMOLITION AND REMOVAL OF CONCRETE, PAVEMENT, UTILITIES AND VEGETATION.
5. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN OF CARRBORO STANDARDS AND SPECIFICATIONS.
6. TWO EXISTING BENCHES SHALL BE RELOCATED PER PLANS.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES MADE TO THE BENCHES DURING THE INSTALLATION.
8. FOUR POSTS SUPPORTING SHADE OVER PLAYGROUND TO BE RELOCATED. INSTALLATION OF POSTS AND SHADE SHALL MATCH OR EXCEED THE EXISTING CONDITION.

## PARKING CALCULATIONS

EXISTING CONDITIONS:	
ADA	5 SPACES
STANDARD	27 SPACES
PROPOSED CONDITIONS:	
ADA	3 SPACES
STANDARD	34 SPACES

## IMPERVIOUS CALCULATIONS

EXISTING CONDITIONS:	
TURFSTONE	5,719 SF
50% IMP. CREDIT	2,858 SF
IMPERVIOUS SURFACE	27,419 SF
TOTAL IMPERVIOUS	30,277 SF
PROPOSED CONDITIONS:	
PERMEABLE PAVEMENT	10,088 SF
50% IMP. CREDIT	5,044 SF
PERMEABLE GRID	5,227 SF
50% IMP. CREDIT	2,614 SF
TURFSTONE	3,298 SF
50% IMP. CREDIT	1,649 SF
IMPERVIOUS SURFACE	17,931 SF
TOTAL IMPERVIOUS	27,238 SF
TOTAL IMPERVIOUS REDUCTION	3,039 SF

## BOLLARD NOTES

1. BOLLARD TO BE INNOPLAST PCRB4 - 4.5" REMOVABLE POWER COATED BOLLARD, OR EQUIVALENT.
2. BOLLARD TO HAVE YELLOW FINISH.
3. BOLLARDS TO BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS

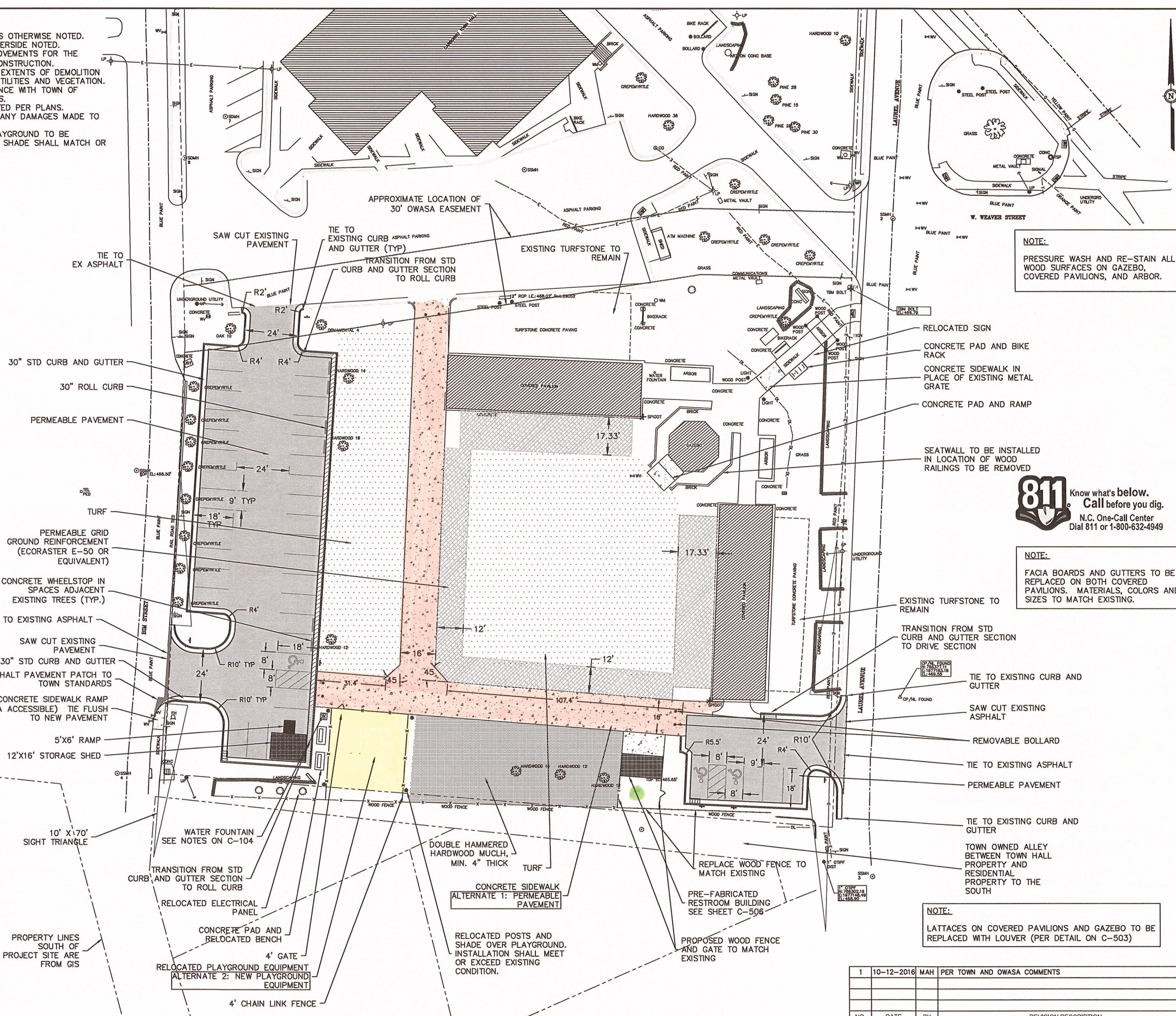
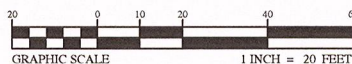
## PLAYGROUND NOTES

1. FLOOR OF PLAYGROUND TO BE BLACK PLAYSFAFER RUBBER MULCH OR EQUIVALENT.
2. RUBBER MULCH TO BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS.
3. BASE BID OF PROJECT INCLUDES RELOCATING EXISTING PLAYGROUND EQUIPMENT.
4. ALTERNATE BID #2 INCLUDES NEW PLAYGROUND EQUIPMENT. SEE DETAIL ON SHEET C-505.

## STORAGE SHED NOTES

1. STORAGE SHED TO BE CAROLINA YARD BARN, LLC HERITAGE WITH 10/12 ROOF PITCH.
2. SHED TO HAVE TIN ROOF.
3. SHED TO BE 12'X16' WITH 8' SIDEWALL AND SMARTSIDE PANEL SIDING.
4. SHED TO HAVE DOUBLE DOOR OPENING ON 16' SIDE OF STRUCTURE.
5. SHED SHALL HAVE STRAP HINGES ON WOODEN DOORS.
6. SHED TO HAVE 12'X4' UPPER LOFT ON BOTH ENDS OF INTERIOR OF STRUCTURE.
7. 12' WORKBENCH ON BOTH ENDS OF INTERIOR OF STRUCTURE.
8. SHED SHALL HAVE TRANSOM WINDOW, NO OTHER WINDOWS SHALL BE INCLUDED.
9. SHED TO HAVE 5'X6' TREATED LUMBER RAMP WITH DIAMOND PLATE THRESHOLD.
10. ANCHORING PACKAGE TO BE INCLUDED IF NECESSARY.

## PLAN



## NOTE:

PRESSURE WASH AND RE-STAIN ALL WOOD SURFACES ON GAZEBO, COVERED PAVILIONS, AND ARBOR.



N.C. One-Call Center  
Dial 811 or 1-800-632-4949

## NOTE:

FACIA BOARDS AND GUTTERS TO BE REPLACED ON BOTH COVERED PAVILIONS. MATERIALS, COLORS AND SIZES TO MATCH EXISTING.

## NOTE:

LATTICES ON COVERED PAVILIONS AND GAZEBO TO BE REPLACED WITH LOUVER (PER DETAIL ON C-503)



1	10-12-2016	MAH	PER TOWN AND OWASA COMMENTS
NO.	DATE	BY	REVISION DESCRIPTION



[Home](#) [ / ] / [Products](#) [/products] / [Structures](#) [/products/structures] / [Super Circuit](#)

## **Super Circuit (10-95392)**



## **Product Information**

### Play System





August 30, 2017

Mr. Wendell C. Rodgers  
Town of Carrboro Public Works  
100 Public Works Drive  
Carrboro, NC 27510

RE: Town of Carrboro  
Town Commons Improvements  
Bid Results and Recommendation

Dear Mr. Rodgers:

On August 25, 2017 at 2:00 PM in the conference room at Carrboro Town Hall, bids for the above referenced project were received and opened.

This was a re-bid so only one bid was required to open. One (1) complete bid was submitted by Charles Hughes Construction, LLC. Address: 4675 Ben Dail Rd, La Grange, North Carolina 28551. Their Base Bid amount was \$1,019,419, with a Unit Price Bid Item of \$1,500, Alternate #1 being \$20,200 and Alternate #2 being \$28,500. The bid for Alternate 3 included the irrigation system being priced at \$8,000, well installation at \$11,360, and a cost of \$14.50 to add or deduct well depth. A Bid Bond was included with this bid as required. We recommend awarding Charles Hughes Construction, LLC the contract for the project, which shall include the Base Bid, Alternate 1, Alternate 2, and Alternate 3 for a total contract price of \$1,087,479. An additional 20% contingency of \$217,495 is being requested, which brings the project allocation to \$1,304,974. A Certified Bid Tabulation is attached.

As always, do not hesitate to contact me if you have any questions.

Sincerely,  
McGILL ASSOCIATES, P.A.

A handwritten signature in blue ink that reads "Mark Hamlett".

MARK HAMLETT, PE  
Senior Project Manager

**BID TABULATION**

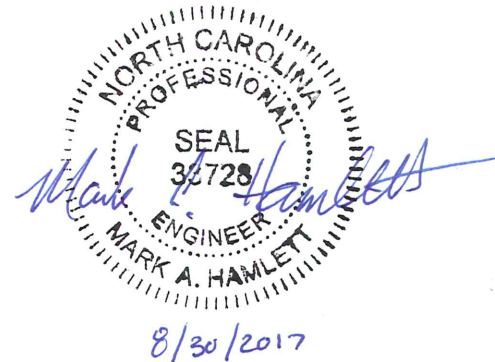
Town of Carrboro  
Town Commons Improvements  
August 25, 2017 - 2:00PM

Bidder	Total Base Bid	Unit Price Bid Item	Alt. 1	Alt. 2	Alt.3		
					Irrigation	Well	Add/Deduct Well Depth
Charles Hughes Construction, LLC	\$1,019,419	\$1,500	\$20,200	\$28,500	\$8,000	\$11,360	\$14.50

This is to certify that the bids tabulated herein were publicly opened and read aloud at 2:00 pm local time on the 25th day of August, 2017, at the Cary Office, located at 1915 Evans Road, Cary, North Carolina 27513.

Mark Hamlett, PE

 **McGill**  
ASSOCIATES  
ENGINEERING · PLANNING · FINANCE  
1915 Evans Road Cary, North Carolina 27513  
Firm License No. C-0459





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-249

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### Annual Report from OWASA Representatives

The purpose of this item is to receive a report from the Town of Carrboro's representatives on the OWASA Board of Directors. Robert Morgan (Chair of the OWASA Board) and Yinka Ayankoya (Secretary of the OWASA Board) will attend and present key items from this report and answer questions from the BOA. Ed Kerwin (Executive Director) will also attend to assist with questions.



# ORANGE WATER AND SEWER AUTHORITY

*A community-owned agency providing water, sewer and reclaimed water services  
to the Carrboro-Chapel Hill community.*

August 22, 2017

Mayor Pam Hemminger  
Town of Chapel Hill  
405 Martin Luther King Jr.  
Boulevard  
Chapel Hill, NC 27514

Mayor Lydia Lavelle  
Town of Carrboro  
301 West Main Street  
Carrboro, NC 27510

Chair Mark Dorosin  
Orange County Board of  
Commissioners  
P.O. Box 8181  
Hillsborough, NC 27278

Dear Mayor Hemminger, Mayor Lavelle and Chair Dorosin:

We are pleased to submit this report on our services, projects and initiatives in the last three months.

## **Advanced Metering Infrastructure (AMI)**

On May 25<sup>th</sup>, we awarded a contract to Mueller Systems for installing an AMI system. AMI allows remote meter reading via radio transmissions, more frequent meter readings and faster detection of water leaks. The capital cost of the system is about \$5.4 million, and it will take about two years to complete.

We are beginning the next phase of our work to inform and engage our customers as we move forward with the project and consider proposed policy changes related to AMI.

Later this year, we will begin using a new name, *Agua La Vista*, for AMI. The name “Agua la Vista” is an adaptation of the Spanish translation of “water in sight.”

## **Resolving Taste and Odor in Our Drinking Water in Spring and Early Summer**

In May, OWASA customers and staff noticed earthy or musty taste and odor in our drinking water. We identified and monitored the compound causing taste and odor (one produced by algae in our lakes), adjusted our treatment process and released water from hydrants across our service area to resolve the taste and odor.

We distributed several news releases to keep customers informed in May and June and published a [new webpage on taste and odor](#). In July and early August, accountholders received a [Blue Thumb newsletter](#) about the cause of the taste and odor and our follow-up actions.

## **Sewers for the Historic Rogers Road Area**

The Orange County Commissioners awarded the construction contract on June 6<sup>th</sup> to Moffat Pipe, Inc. Sewer installation is expected to begin this fall and be complete in the summer of 2018.

## **New Board Members and Reappointment**

Ray DuBose and John Morris took the oath of office on July 5<sup>th</sup> and are completing an orientation which includes touring our facilities and reservoirs.

We welcome John and Ray and congratulate Ruchir Vora on his reappointment, and we look forward to our work together with the benefit of their expertise and insights.

## **Fluoridating Drinking Water**

As previously reported, we decided on March 9<sup>th</sup> to continue our policy of fluoridating drinking water to help prevent tooth decay as recommended by the Orange County Health Department, US Centers for Disease Control, American Dental Association and others. We continue to monitor scientific developments, best practices and recommendations regarding fluoridation.

On June 12<sup>th</sup>, we provided to you an informative [one-page summary](#) developed with the Orange County Health Department regarding topics such as fluoridation in the US, organizations which support fluoridation, the national guideline for fluoridation and our annual fluoridation cost.

We expect to complete improvements in the fluoride feed system at our Jones Ferry Road Water Treatment Plant in September as follow-up to the water service interruption for about 26 hours on February 3<sup>rd</sup> and 4<sup>th</sup> related to a fluoride overfeed which was contained within the plant.

When the improvements are complete, we will inform you and our customers of the date when we will resume fluoridation.

## **Diversity and Inclusion Program**

On June 8<sup>th</sup>, we received a progress report on the [initial implementation plan for the Employee Diversity and Inclusion Program](#). Our consultant, Visions LLC of Rocky Mount, NC, will work with OWASA employees, assess our organizational culture and develop enhancement strategies.

## **Financial Management**

On June 8<sup>th</sup>, we adopted the budget for the fiscal year from July 2017 through June 2018, rates effective in October 2017, and a 5-year capital improvements program. This is the sixth consecutive year with no increase in our monthly rates for water, sewer and reclaimed water service.

Based on preliminary (unaudited) data for the fiscal year from July 2016 through June 2017, we continue to meet our financial performance objectives. The table below shows budget and actual revenues and expenditures for the fiscal years indicated.

	<b>FY 2017 Budget</b>	<b>FY 2017 Actual (unaudited)</b>	<b>FY 2018 Budget</b>	<b>FY 2017 Actual compared to FY 2017 Budget</b>	<b>FY 2017 Actual compared to FY 2018 Budget</b>
<b>Total revenue</b>	\$36,853,951	\$37,988,910	\$37,346,390	3.1%	-1.7%
<b>Operating expenses</b>	(21,007,583)	(21,009,593)	(21,920,477)	0.0%	4.3%
<b>Debt service</b>	(6,932,059)	(6,944,764)	(6,949,537)	0.2%	0.1%
<b>Capital equipment expenditures</b>	(1,727,000)	(1,724,456)	(1,231,100)	-0.1%	-28.6%
<b>Capital Improvement Program expenditures</b>	(13,148,000)	(9,692,697)	(15,085,000)	-26.3%	55.6%
<b>Net decrease in fund balance</b>	(\$5,960,691)	(\$1,382,600)	(\$7,839,724)	76.8%	-467.0%

### **Incorrect Electronic Bill Notices to Some Customers in June**

On June 14th, a mistake by a third-party service provider caused errors in electronic bill reminders sent to about 1,600 OWASA customers. The errors only impacted information in the e-mail reminders. Account balances in OWASA's on-line information and our paper bills were not affected.

We apologized to the customers who received the incorrect information and we followed up with the service provider to prevent recurrence of the mistake.

### **40<sup>th</sup> Anniversary Celebrations**

We are planning open houses on Saturdays this fall (October 21<sup>st</sup> at the Cane Creek Reservoir and November 4<sup>th</sup> at 400 Jones Ferry Road). Upcoming publicity will have information about activities in these family-friendly events.

### **Long-Range Water Supply Plan Update**

The next step in updating the Long-Range Water Supply Plan will be to develop projections of demand through 2065. These projections will be based on 2045 growth projections which the local governments are developing as part of regional transportation planning.

### **Infrastructure Investments**

Capital investments, including debt payments for capital projects, account for about half of our costs and therefore half of our bills to customers.

*Current projects*

- Water line replacement on Hillsborough Street
- Sewer replacement near Emory Drive and Brigham Road
- Renovating sewers and manholes at various places
- Renovating a sewer on Prestwick Road near Hamilton Road
- Renovating sewer pump stations near Cleland Drive, Eastowne Drive, Eubanks Road and Barbee Chapel Road
- Replacing a water line and repairing a stream bank at Lake Ellen

*Upcoming Projects*

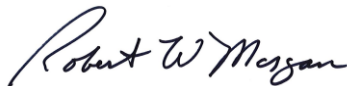
- Replacing water and sewer lines on Dobbins Drive
- Replacing sewers on Bolinwood Drive
- Replacing a water line on Brandywine Road

*Completed in the Last Three Months*

- Renovating two of the four biosolids treatment tanks at the Mason Farm Wastewater Treatment Plant
- Constructing a facility at the Cane Creek Reservoir to store and pump sodium permanganate to improve water quality

We would be happy to provide you more detailed information on the items above or other topics of interest as desired. Please feel free to contact Ed Kerwin, Executive Director ([ekerwin@owasa.org](mailto:ekerwin@owasa.org) or 919-537-4211), or me.

Sincerely,



Robert Morgan, Chair  
OWASA Board of Directors

c: Mr. David Andrews, Carrboro Town Manager  
Ms. Bonnie Hammersley, Orange County Manager  
Mr. Roger L. Stancil, Chapel Hill Town Manager  
OWASA Board of Directors  
Ed Kerwin, OWASA Executive Director







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-256

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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A Resolution Presented by Alderman Slade Requesting Carrboro's OWASA Appointees to Work Towards Getting OWASA to Stop Fluoridating Our Water

Alderman Sammy Slade presented the attached resolution and the Board of Aldermen will discuss the item.

**RESOLUTION REQUESTING CARRBORO'S OWASA APPOINTEES TO WORK  
TOWARDS GETTING OWASA TO STOP FLUORIDATING OUR WATER**

WHEREAS Fluoride inhibits dental decay when concentrated amounts are applied topically

WHEREAS Fluoride may have adverse health affects for some people when ingested even in "optimal" concentrations

WHEREAS Informed Consent is a process for getting express and revocable individual permission before conducting any healthcare intervention on a person.

WHEREAS Adequate Informed Consent is rooted in respecting a person's dignity and is a concept of bioethics and human rights

WHEREAS OWASA medicates Carrboro's drinking water with Fluoride

WHEREAS the Carrboro Board of Alderman acknowledges that neither it nor its appointees can ethically provide consent on behalf of individual Carrboro citizens

WHEREAS Carrboro appoints 2 OWASA Board members

THEREFORE BE IT RESOLVED the Carrboro Board of alderman requests of its OWASA appointees to do everything they can to stop fluoridating our drinking water

BE IT FURTHER RESOLVED the Carrboro BOA requests of its OWASA representatives to consider applying monies that OWASA currently spends on fluoridating water instead towards making available to its customers free fluoridated toothpaste and/or any other alternative that effectively inhibits tooth decay and that customers have a choice in having.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-245

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Consideration of Town Code Amendment Creating a Stormwater Advisory Commission

**PURPOSE:** The purpose of this item is for the Board to consider an amendment to Chapter 3 of the Carrboro Town Code that would create a permanent resident advisory commission to assist in its stormwater management efforts.

**DEPARTMENT:** Town Manager's Office, Planning Department, Public Works Department

**CONTACT INFORMATION:** Nate Broman-Fulks, Assistant to the Town Manager, [nbroman-fulks@townofcarrboro.org](mailto:nbroman-fulks@townofcarrboro.org) <<mailto:nbroman-fulks@townofcarrboro.org>>, 919-918-7314; Patricia McGuire, Planning, Zoning, and Inspections Director, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org) <<mailto:pmcguire@townofcarrboro.org>>; Anita Jones-McNair, Acting Public Works Director and Recreation and Parks Director, [amcnair@townofcarrboro.org](mailto:amcnair@townofcarrboro.org) <<mailto:amcnair@townofcarrboro.org>>

**INFORMATION:** Carrboro has and continues to implement stormwater management activities to remain a leader in environmental health, comply with state and federal regulations on water quality and quantity, and respond to resident needs. Carrboro's Vision 2020 states "*Carrboro should be proactive in managing its stormwater, promoting active maintenance of facilities, reducing impacts of increased impervious surface, and minimizing impacts on waterways*".

Since the creation of Vision 2020, the Town has seen an increase in the frequency and severity of storms, leading to higher levels of stormwater impact on residences and existing infrastructure. During this same period, state and federal mandates requiring new and increased levels of stormwater management practices have been created. The Town's current stormwater responsibilities and activities act on behalf of the community's environmental values, react to state and federal requirements, and respond to residents' needs.

Due to state and federal mandates and the increased impact of storms, the need for stormwater management activities has increased. The Town is responding to these needs. The possible creation of a permanent resident advisory board for stormwater, entitled Stormwater Advisory Commission (SWAC), is one step in the Town's response.

At the June 6, 2017 Board of Aldermen meeting, staff presented a timeline for actions related to

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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stormwater management. Approving the creation of the Commission will serve to accomplish Activity 3. Below is an update on the stormwater timeline for year one that was presented to the Board that night.

**Implementation Plan - Year 1: July 2017 - June 2018**

Activity	Update
1. Create Stormwater Management Utility	The Utility was created and funded in this year's budget.
2. Advertise and hire Stormwater Utility Manager	The Town is currently advertising the position and accepting applications.
3. Create a permanent resident advisory commission	For the Board's consideration at this meeting.
4. Present permanent service delivery and funding structure options to the Board	Options will be brought to the Board after the Stormwater Utility Manager and SWAC establish them.

If the Board pursues the creation of the SWAC, the SWAC's charge would include stormwater related work that the Environmental Advisory Board (EAB) has had in their powers and duties. In order to avoid confusion and clarify the powers and duties of the two commissions, an amendment to the EAB's administrative mechanisms specified in the Land Use Ordinance is needed. Staff has prepared a draft ordinance (Attachment D) that can be scheduled for advisory board review and public hearing; a resolution setting a hearing for October 24<sup>th</sup> is attached.

**Board Consideration**

Staff asks the Board to consider the draft Carrboro Stormwater Advisory Commission Charter found in Attachment A. If the Board wishes to create this commission, it may do so by approving Attachment B, "An Ordinance Amending Chapter 3 of the Carrboro Town Code to Establish a Carrboro Stormwater Advisory Commission".

If the Board approves the ordinance in Attachment B, staff asks the Board to consider approving the resolution in Attachment C setting a public hearing date for the consideration of an amendment to the Land Use Ordinance to modify the powers and duties of the Environmental Advisory Board.

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

**RECOMMENDATION:** Staff recommends the Board consider the draft charter for a Carrboro Stormwater Advisory Commission. If the Board wishes to create this commission, it may do so by approving attachment B, "An Ordinance Amending Chapter 3 of the Carrboro Town Code to Establish a Carrboro Stormwater Advisory Commission," and approving Attachment C, a resolution setting a public hearing on a Land Use Ordinance Text Amendment to clarify the purview of the Environmental Advisory Board.



## **Carrboro Stormwater Advisory Commission Charter**

### **Composition – 7 members**

- Five residents of the Town of Carrboro, to be appointed by the Board of Aldermen
- One resident of the Town of Carrboro or the extraterritorial planning jurisdiction, to be appointed by the Board of Aldermen
- One member who is not required to be a resident of the Town of Carrboro, but has special expertise related to stormwater management, to be appointed by the Board of Aldermen
- A liaison from the Board of Aldermen, selected by the Board of Aldermen
- Members shall serve three-year staggered terms, but may continue to serve until their successors have been appointed. Members may be appointed to successive terms in the Board of Aldermen's discretion.

### **Quorum and Voting**

- A quorum will be four of seven members of the Commission.
- Majority vote of the members attending a meeting in which a quorum has been established will constitute a valid vote.

### **Meetings and Engagement**

- The Commission shall hold regular meetings monthly and/or as needed.
- The Commission shall designate one of its members to serve as chairperson and one member to serve as vice-chairperson. Those officers shall be selected annually at the Commission's first regular meeting in December and shall serve terms of one year unless their terms of appointment to the Commission sooner expire. The chairperson and vice-chairperson shall take part in all deliberations and vote on all issues.
- The staff liaison shall notify the chair and Town Clerk on an as needed basis if there are members that are presenting attendance problems.
- Unless the chair waives the requirement, members shall be removed if they are absent without prior notice from three consecutive 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 10 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 that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.
- All meetings will be open public meetings and the Commission shall publish a schedule of its proposed meeting in accordance with the Open Meetings Law.

### **Responsibilities**

- To advise the Board of Aldermen on policies, ordinances and administrative procedures regarding stormwater management;

- To review and make recommendations to the Board of Aldermen for new or revised policies regarding the Town's Stormwater Management Utility and Stormwater Management Enterprise Fund;
- To review and make recommendations to the Board of Aldermen concerning new or revised land use ordinance provisions related to stormwater management;
- To review the Town's Stormwater Management Program and Plan, stormwater compliance activities, and other stormwater related plans, and make recommendations to prioritize or adjust activities;
- To provide recommendations regarding stormwater runoff for new development and re-development projects when requested by the Board or staff;
- To review and approve annual (and other) staff reports to the Board of Aldermen regarding the Town's stormwater management duties; and
- To fulfill the Town's requirements under its NPDES Phase II stormwater permit for citizens' input of stormwater management activities; and
- Organize subcommittees concerning specific topics or issues related to stormwater management as needed or as requested by Town Staff.

**AN ORDINANCE AMENDING CHAPTER 3 OF THE CARRBORO TOWN CODE TO  
ESTABLISH A CARRBORO STORMWATER 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 3-24.15 as follows:

**Section 3-24.15 Carrboro Stormwater Advisory Commission**

(a) Composition. There shall be a Carrboro Stormwater Advisory Commission composed of seven (7) members and one (1) liaison member. The liaison member shall be a member of the Board of Aldermen 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 stormwater management.

(b) Term. The seven (7) regular members of the Commission shall serve three (3) year, staggered terms, and shall continue to serve as members until their successors have been appointed. Members may serve up to two (2) consecutive full terms in the discretion of the Board of Aldermen.

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

(1) To advise the Board of Aldermen on policies, ordinances and administrative procedures regarding stormwater management;

(2) To review and make recommendations to the Board of Aldermen for new or revised policies regarding the Town's Stormwater Management Utility and Stormwater Management Enterprise Fund;

(3) To review and make recommendations to the Board of Aldermen concerning new or revised land use ordinance provisions related to stormwater management;

(4) To review the Town's Stormwater Management Program and Plan, stormwater compliance activities, and other stormwater related plans, and make recommendations to prioritize or adjust activities;

(6) To provide recommendations regarding stormwater runoff for new development and re-development projects when requested by the Board or staff;

(7) To review and approve annual (and other) staff reports to the Board of Aldermen regarding the Town's stormwater management duties; and

(8) To fulfill the Town's requirements under its NPDES Phase II stormwater permit for citizens' input of stormwater management activities; and

(9) Organize subcommittees concerning specific topics or issues related to stormwater management as needed or as requested by Town Staff.

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

(e) The Carrboro Stormwater 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 Stormwater 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 annually 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 September, 2017.

Ayes: \_\_\_\_

Noes: \_\_\_\_

Absent or Excused: \_\_\_\_

RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING  
THE CARRBORO LAND USE ORDINANCE TO CLARIFY THE POWERS AND  
DUTIES OF THE ENVIRONMENTAL ADVISORY BOARD

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

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on October 24, 1017, to consider adopting “An Ordinance Amending the Carrboro Land Use Ordinance to clarify the powers and duties of the Environmental Advisory Board.”

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County and the Town of Carrboro Planning Board for consideration and recommendation prior to the specified public hearing date.

BE IT FURTHER RESOLVED that the draft ordinance is referred to the following Board/Commission for information and review:

- |   |  |
|---|--|
| <input type="checkbox"/> Appearance Commission              | <input type="checkbox"/> Recreation and Parks Commission             |
| <input type="checkbox"/> Transportation Advisory Board      | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Environmental Advisory Board       | <input type="checkbox"/> Board of Adjustment                         |
| <input type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> _____                                       |

This is Tuesday, the 5th day of September in the year 2017.

**AN ORDINANCE AMENDING SECTION 15-45.2 OF THE LAND USE  
ORDINANCE TO CLARIFY THE POWERS AND DUTIES OF THE  
ENVIRONMENTAL ADVISORY BOARD**

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Land Use Ordinance Section 15-45.2 is amended to read as follows:

**Section 15-45.2 Powers and Duties of the EAB**

The Environmental Advisory Board may:

(a) Advise the Board of Aldermen on policies, ordinances, and administrative procedures regarding environmental protection and the conservation of natural resources. The areas of review for the EAB include new development, solid waste, air quality, climate protection and resilience, energy conservation, solar energy, groundwater, natural resources, and other areas.

(b) Provide recommendations for green building and low impact development as part of new development and redevelopment, including site planning and design, energy efficiency and renewable energy, water efficiency, materials efficiency and waste reduction, indoor environmental quality, and the minimization of pollution.

(c) Adopt a set of guiding principles or goals for the EAB and review these goals periodically to determine if they are being obtained.

(d) Take any other action authorized by this chapter or any other ordinance or resolution of the Board of Alderman.

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

Section 3. This ordinance shall become effective upon establishment and regular meetings of the Stormwater Advisory Commission.

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

Ayes: \_\_\_\_

Noes: \_\_\_\_

Absent or Excused: \_\_\_\_





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-242

**Agenda Date:** 9/5/2017

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Update on Transportation Projects Anticipated to be Submitted by the DCHC-MPO for Ranking in the Prioritization Process (P5.0)

**PURPOSE:** The purpose of this item is to provide the Board with an update on the list of transportation projects likely to be submitted by the DCHC-MPO for consideration in the SPOT Prioritization Process 5.0.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon - 919-918-7325; Patricia McGuire - 919-918-7217

**INFORMATION:** At the April 4, 2017 regular meeting, staff provided the Board of Aldermen with an overview of the Prioritization Process for developing the FY 2020-2019 State Transportation Improvement Program (STIP) and identified a list of potential projects to be submitted for consideration. (Materials from the April 4<sup>th</sup> meeting may be found at: (<https://carrboro.legistar.com/MeetingDetail.aspx?ID=532831&GUID=D297768D-C3AE-4BE6-B6AB-58846363C5FC&Options=&Search=>>). Three bike-ped projects and three highways projects were discussed in detail. The bike-ped projects included: 1) a sidepath along the north side of NC 54 from West Main Street to Anderson Park, 2) bike lanes on both sides and a sidewalk on one side of Seawell School Road from Estes Drive to Homestead Road, and 3) bike lanes along NC 86 (Hillsborough Road) from Farm House Road to Calvander. The highway projects included: 1) intersection improvements at NC 54 and Old Fayetteville Road, 2) upgrading NC 54 to a superstreet from West Main Street/James Street to Old Fayetteville Road and 3) intersection improvements at West Main Street/James Street. The intersection improvement at NC 54 and Old Fayetteville Road was considered a “sibling” project (related) to other improvements on NC 54 and as such was automatically entered for reconsideration for P5.0; staff was working with NCDOT to see if the other two highway projects could be considered “sibling” projects as well and bundled into a single project that NCDOT would fund and manage. The cost of any bike-ped improvements “betterments,” however, would likely be subject to a 30-percent local match, compared to the 20-percent local match for the entire cost of a standalone bike-ped project.

Subsequent to the April meeting, staff became aware that Orange County had submitted a request for a roundabout at Calvander, the intersection of NC Hwy 86, Dairyland and Homestead roads-intended to enhance safety at the intersection and improve traffic flow while facilitating a safe left turn for bicyclists. During the summer, MPO staff inputted all highway and bike-ped projects into the NCDOT scoring program to obtain a general sense of how projects are likely to score during the formal process and, the based on this preliminary ranking, the Calvander roundabout project seemed to score well. The Carrboro Comprehensive Bicycle

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Transportation Plan recommends intersection improvements at Calvander but does not specify a particular design. With this in mind, Carrboro staff has offered to submit the project instead of Orange County, with a modified description that describes the concerns, particularly for cyclists turning left onto Dairyland but does not specify a proposed design, thereby allowing the analysis to inform the design. The proposal would qualify as a highway project, (NCDOT funded and managed) and, as a Carrboro submittal rather than an Orange County submittal, if programmed, the Town would have more influence on the scope and design of the project.

It should be noted that Seawell School Road, NC 86, and the Calvander intersection, extend into two jurisdictions. Seawell School Road is in Carrboro and Chapel Hill; the eastern side of NC 86 and Calvander are in Carrboro and the western side in Orange County. If programmed, agreements relating to management and cost-sharing would be needed. The Town of Chapel Hill's project for part of the Campus to Campus Connector, the Tanyard Branch extension, would likely also require an agreement for it includes a small segment in Carrboro.

**FISCAL & STAFF IMPACT:** Future fiscal impacts are dependent on the selection of projects during the P5.0 process. Based on the most recent cost estimates, if all three of the bike-ped projects are funded and constructed as standalone projects the total cost would be approximately \$6,882,989 and the local match \$1,376,597. Some local match would be subject to cost sharing with our neighboring jurisdictions, the Town of Chapel Hill and Orange County. Staff time would also be needed for project management. All projects selected for funding would come before the Board for final approval and appropriation of required matching funds prior to contract execution and design.

**RECOMMENDATION:** Staff recommends that the Board consider the resolution (Attachment A) accepting the update, and providing any additional comments to be conveyed via the Town's liaisons or via staff to the DCHC-MPO Board.

A RESOLUTION FOR THE CONSIDERATION OF TRANSPORTATION  
PROJECTS FOR THE P5.0 PRIORITIZATION PROCESS

WHEREAS, the 2020-2029 Statewide Transportation Improvement Program (STIP) process, which provides an opportunity for local governments to submit transportation project priorities to the North Carolina Department of Transportation (NCDOT) has begun; and

WHEREAS, the DCHC-MPO has requested that local governments identify new and unfunded transportation projects for P5.0 prioritization; and

WHEREAS, the Town identified three highway projects at its April 4, 2017 meeting: intersection improvements at NC 54 and Old Fayetteville Road, and at James Street and West Main, and a corridor improvement project for the segment of NC 54 that extends in between those two intersections, and all three projects have been subsequently combined into one multi-part project; and

WHEREAS, the Town identified three bike-ped projects for P5.0 on April 4th: a sidepath along NC 54 from James Street to Anderson Park, bike lanes and a sidewalk on one side of Seawell School Road, and bike lanes along both sides of Old NC 86-Hillsborough Road from Homestead Road to Farm House Road; and

WHEREAS, the Town has identified one new highway project to upgrade a segment of Old NC 86 from Old Fayetteville Road to Calvander and to improve the intersection at Calvander to improve the safety for users of all modes.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the Board directs staff to submit the three bike-ped projects, the multi-part highway project and the new highway project along Old 86 and Calvander for consideration in the P5.0 prioritization process.

BE IT FURTHER RESOLVED:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

This the 5<sup>th</sup> day of September 2017.



## TOWN OF CARRBORO

NORTH CAROLINA

### MEMORANDUM

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

**DATE:** August 28, 2017

**TO:** David Andrews, Town Manager  
Mayor and Board of Aldermen

**FROM:** Tina Moon, Planning Administrator/Transportation Planner

**RE:** SPOT 5.0 Transportation Project Prioritization

#### Summary

At the April 4, 2017 regular meeting, staff provided the Board with a presentation on the SPOT Prioritization 5.0 (P5.0) process. (A link to the meeting materials may be found here: <https://carrboro.legistar.com/LegislationDetail.aspx?ID=3011486&GUID=C3C96E4F-3BDA-4D5C-9F54-E96B38C7731E&Options=&Search=>) The presentation included an update on the status of Town projects submitted as part of P4.0 and identified potential projects for inclusion in P5.0 along with associated cost estimates. Each member of the Durham-Chapel Hill-Carrboro-Metropolitan Planning Organization (DCHC-MPO) went through a similar process to identify projects. The MPO Technical Committee (staff working group) met during the summer to review all of the projects in greater detail, to discuss each project's ranking after preliminary scoring and, based on that scoring and local input, to determine which projects—highway and bike-ped--should be included in the list forwarded to the MPO Board for consideration at its September 6, 2017 meeting, and if approved, submitted to NCDOT for formal scoring. Subsequent to the release of the scoring results (anticipated for March 2018) MPOs will have an opportunity to assign local points to regional and divisional projects to increase their chances for funding. It is anticipated that NCDOT will release a draft FY2020-29 STIP in January of 2019. (The most current schedule for the P5.0 process is included as Attachment D).

#### Carrboro Proposed Projects

Following the Board's direction from April 4<sup>th</sup>, staff submitted the three bike-ped projects that did not receive funding as part of P4.0 to the MPO for consideration for P5.0. These include: a sidepath along the north side of NC 54 from James Street/West Main Street to Anderson Park, bike lanes and a sidewalk along one side of Seawell School Road, and bike lanes along NC 86 from Farm House Road to Calvander. Staff also submitted two new highway projects for P5.0: intersection improvements at the junction of West Main Street and James Street with a focus on bike-ped enhancements, and a highway project to enlarge a section of NC 54 from West Main to Old Fayetteville to a superstreet (or synchronized street) cross section. Staff has been in



conversations with NCDOT to determine if the two new highway projects can be combined with the proposed intersection improvement project at NC 54 and Old Fayetteville Road as a further extension of “sibling” project status, on the basis of their relationship to other intersection improvements along the NC 54 corridor that have been identified for funding. Per the most recent correspondence, it appears that the projects will be reviewed as a comprehensive corridor and submitted to P5.0 for scoring, without counting toward the total number of projects that the MPO is allocated. Should the combined project be selected, NCDOT will manage and fund the project, except for new bike-ped enhancements. The Town would be subject to a local match of 30-percent for those “betterments.” The local match for a standalone bike-ped project is 20-percent.

### **Possible New Highway Project**

Carrboro usually discusses potential transportation projects with Chapel Hill for potential collaboration but has not held similar conversations with Orange County, since county staff have not typically submitted projects in the vicinity of Carrboro. Subsequent to the April 4<sup>th</sup> Board meeting, however, staff learned that Orange County had submitted three projects for prioritization that are in Carrboro’s jurisdiction. These include two bike/ped projects: 1) the construction of bike lanes along both sides of Old NC 86/Hillsborough Road from Old Fayetteville to Homestead Road (Calvander), and 2) the construction of bike lanes and sidewalks along Homestead Road. The County also submitted as a highway project, a request for a roundabout at Calvander, the intersection of NC Hwy 86, Dairyland and Homestead roads—intended to enhance safety at the intersection and improve traffic flow while facilitating a safe left turn for bicyclists. The projects were put forward on the recommendation of the Orange Unified Transportation Board (OUTBoard), the County’s transportation advisory board; some OUTBoard members live in Chapel Hill and Carrboro. After discussion at a MPO Technical Committee meeting, County staff withdrew the two bike-ped projects, in part because of the requirement for local match and management.

The roundabout project at Calvander is an interesting idea. It is a large intersection that is heavily used by recreational cyclists heading out of town and onto the rural road network surrounding Maple View Farm. The Town of Carrboro Comprehensive Bicycle Transportation Plan speaks to the need for improving the intersection but does not identify a particular design, nor have the Board or Transportation Advisory Board vetted potential design. If selected, however, there is potential for NCDOT to pick-up the Old NC 86 bike lanes as a sibling project and thereby fund and manage both projects (except for certain bike-ped improvements). With this in mind, Carrboro staff has developed an alternative project proposal for the intersection, one that provides a more detailed description of the corridor and intersection improvements in terms of existing issues but does not recommend a specific design in order to allow the analysis inform the design. The current project description reads as follows:

Upgrade roadway corridor and intersection to improve safety of all users. Construct two-lane improvements on Old NC 86 with left turn lanes at appropriate locations, such as John's Woods Road, and on-road bicycle facilities--paved shoulders and bicycle lane markings; design of roadway and facilities may vary along the corridor. Improve intersection at Calvander (Old NC 86/Homestead/Dairyland (SR 1004/1113/1777)) for all modes: increase capacity for vehicles and provide bicycle and pedestrian facilities to improve safety. Safety is a particular concern for cyclists

(individuals and groups) waiting to make a left turn from Old NC 86 onto Dairyland Road.

Should the project be selected for funding, the Town of Carrboro would be the direct contact with NCDOT for the design and public outreach efforts. There would still need to be an agreement with Orange County, since the boundary line between the two jurisdictions runs along NC 86, and we would likely share the costs of the bike-ped “betterments,” but Carrboro would take over as the lead local agency rather than the County. Similar agreements and cost-sharing would be needed for the bike lanes along NC 86 from Farm House Road to Calvander, if the project was funded as a standalone bike-ped project, and the Seawell School Road project which meanders into Chapel Hill and Carrboro along its almost two-mile length. A final project, submitted by Chapel Hill to complete a segment of the Campus to Campus project which would include a short section in Carrboro—from the north end of Broad Street extension to the Chapel Hill line along the railroad corridor, would also be subject to cost-sharing.

Updated costs relating to the bike-ped projects are shown in the following table. Local match costs (20 percent) are listed for the entire improvement and do not take into account the reductions associated with possible cost-sharing. By submitting some of the proposals as both bike-ped projects and highway projects, the Town will have an opportunity to compare the costs of the NC 54 sidepath and the NC 86 bike lanes as standalone bike-ped projects subject to a 20-percent local match and as elements of larger NCDOT highway projects, subject to a 30-percent of new bike-ped facilities. Updated costs, derived from a NCDOT cost estimator tool, is provided for the bike and pedestrian projects in the table below. The total list of project considered as part the P5.0 process is provided as (Attachment C), with Carrboro projects highlighted in yellow.

<b>Highway Projects Discussed on April 4, 2017</b>				
<b>Route</b>	<b>From / To</b>	<b>Description</b>	<b>Total Cost</b>	<b>Local Match</b>
Hwy 54	Old Fayetteville	Intersection improvements		
Hwy 54	West Main St/Old Fayetteville	Improve to Superstreet		
West Main St	James Street	Intersection Improvement		

<b>Bike-Pedestrian Projects Discussed on April 4, 2017</b>				
<b>Route</b>	<b>From / To</b>	<b>Description</b>	<b>Total Cost</b>	<b>Local Match</b>
Hwy 54	/ Anderson Park	Construct sidepath along north NC 54 side	\$1,468,142	\$293,628
Seawell School Rd.	Estes / Homestead	Construct bike lanes and sidewalks	\$4,176,940	\$835,388
Old NC 86	Farmhouse/ Homestead	Construct bike lanes, and sidewalk along the east side	\$1,237,907	\$247,581
<b>Proposed New Highway Project</b>				
<b>Route</b>	<b>From / To</b>	<b>Description</b>	<b>Total Cost</b>	<b>Local Match</b>
Old NC 86/Dairyland Road/ Homestead Road	Old Fayetteville Road/Dairyland/ Homestead Road	Upgrade roadway corridor and intersection to improve safety of all users. Construct two-lane improvements on Old NC 86 with left turn lanes at appropriate locations, such as John's Woods Road, and on-road bicycle facilities--paved shoulders and bicycle lane markings; design of roadway and facilities may vary along the corridor. Improve intersection at Calvander (Old NC 86/Homestead/Dairyland (SR 1004/1113/1777)) for all modes: increase capacity for vehicles and provide bicycle and pedestrian facilities to improve safety. Safety is a particular concern for cyclists (individuals and groups) waiting to make a left turn from Old NC 86 onto Dairyland Road.		

## Proposed Highway Project Submittals for SPOT 5.0

Submitted By	Category	Route / Facility Name	From / Cross Street	To / Cross Street	Description	Notes
Durham	Statewide Mobility	NC 147	Elba St.	Trent Dr.	Construct roundabout at the intersection of Elba St., Trent Dr., and NC 147 ramps.	
Durham	Statewide Mobility	US 15/501 Bypass	NC 147	US Business 70 (Hillsborough Road)	Signalize collector-distributor ramp intersections to improve safety.	
Chatham County	Regional Impact	NC 751	O'Kelly Chapel Rd (SR1731)	Lewter Shop Rd (SR1740)	Widen to 4 Lanes with Bicycle accommodations on Existing Location.	
Durham	Regional Impact	NC 751	NC 54	Southpoint Auto Park Blvd	Widen roadway to four lanes with a median with bicycle, pedestrian and transit facilities as appropriate.	
Durham	Regional Impact	NC 751 (Hope Valley Road)	South Roxboro Rd	Woodcroft Parkway	Widen NC 751 (S. Roxboro Rd to NC 54) to four lanes with bike lanes and sidewalks. This project includes the realignment of the NC 751 & South Roxboro Road intersection.	
Durham	Regional Impact	NC 98 (Holloway St./Wake Forest Hwy.)	SR 1838 (Junction Rd.)	Lynn Rd. or Mineral Springs Rd.	Safety improvements, access management, widen to add median, bicycle lanes, sidewalks, transit stop improvements, traffic signals where needed.	End point could be Mineral Springs or Lynn
Durham	Regional Impact	US 15/501 Business (Roxboro Street)	Pettigrew St	Main St	Widen Roxboro St and rebuild NC Railroad bridge. Ramseur St may be reconstructed at grade.	
Durham	Regional Impact	US 501 (Roxboro Rd.)	US 501 Bypass (Duke Street)	Omega Rd.	Construct median, access management, and safety improvements, bicycle and pedestrian facilities, transit stop improvements.	
Durham	Regional Impact	US 501 Business (Roxboro Rd.)	Avondale Dr.	Old Oxford Rd.	Construct turn lanes at Lavender, Bon Air, and Murray. Pedestrian and streetscape improvements.	
Durham	Regional Impact	US 501 Business (Roxboro Rd.)	Horton Rd.		Construct turn lanes at Horton Rd.	Only one of the two highlighted projects will be submitted.
Durham	Regional Impact	US 501 Business (Roxboro Rd.)	Fairfield St.	US 501 (Duke St.)	Construct turn lanes at Horton Rd. Pedestrian facilities, streetscape improvements	
Durham	Regional Impact	US 70 Business and SR 1380 (Great Jones St.) and SR 2266 (Liberty St.)	US 15/501 Business (Roxboro St.)	US 15/501 Business (Roxboro St.)	Convert the Downtown Loop and Liberty Street to two-way traffic. Project includes realigning portions of the Loop, traffic signals, bicycle facilities, sidewalks, signage.	
Hillsborough	Regional Impact	NC 86	US 70 Bypass	North of NC 57	Widen roadway to four lanes with a median and improve intersections at US 70 Bypass and NC 57. Incorporate pedestrian crossing at intersection on NC 57 and NC 86.	

Orange County	Regional Impact	US 70 Connector	US 70		Reconstruct interchange to allow for an at-grade intersection permitting all turning movements, i.e. allowing left turns from the US 70 Connector northbound onto US 70 and right turns from US 70 eastbound onto the US 70 Connector (these movements currently not allowed). Remove/abandon structurally deficient bridge. The improvement to the I-85/US 70 Connector, US 70 interchange area will create a better alternative for truck and automobile traffic that currently use SR-1004/Efland-Cedar Grove Road, Forest Ave, Mt. Willing Road to travel to I-40/I-85. This project will also support economic development on parcels to the west of the US 70 Connector.	
Carrboro	Division Needs	Old NC 86	Homestead Road	Old Fayetteville Road	Upgrade roadway corridor and intersection to improve safety of all users. Construct two-lane improvements on Old NC 86 with left turn lanes at appropriate locations, such as John's Woods Road, and on-road bicycle facilities--paved shoulders and bicycle lane markings; design of roadway and facilities may vary along the corridor. Improve intersection at Calvander (Old NC 86/Homestead/Dairyland (SR 1004/1113/1777)) for all modes; increase capacity for vehicles and provide bicycle and pedestrian facilities to improve safety.	
Chapel Hill	Division Needs	Elliott Rd	US 15/501 (Fordham Blvd)	Ephesus Church Rd	Construct extension of existing roadway (Elliott Rd) on new location between Ephesus Church Rd and US 15/501. The primary benefit of the new segment of road is to alleviate traffic at the intersection of US 15/501 & Ephesus Church Road, as well as congestion on US 15/501 between Ephesus Church and Elliott.	
Chatham County	Division Needs	Farrington Point Rd SR 1008/Old Farrington Rd (SR 1728)	SR 1109 (Farrington Road)	Jack Bennett/Lystra (SR 1717)	Modernize roadway.	
Chatham County	Division Needs	O'Kelly Chapel Rd	NC 751	Yates Store Road	Widen to 4 lane and bicycle accommodations on existing location.	
Durham	Division Needs	Hillandale Rd.	Horton Rd.		Construct roundabout	

Durham	Division Needs	New Route - Northern Durham Parkway	Old Oxford Rd.	I-85	Construct multi-lane roadway on new location.	
Durham	Division Needs	New Route - Northern Durham Parkway	US 70	NC 98/Wake Forest Hwy/Holloway St	Construct multi-lane roadway on new location.	
Durham	Division Needs	Riddle Rd.	Alston Ave.		Construct roundabout	
Durham	Division Needs	SR 1116 (Garrett Rd.)	NC 751	SR 2220 (Old Chapel Hill Rd.)	Upgrade roadway corridor, increase capacity, bicycle and pedestrian facilities, transit stop improvements.	
Durham	Division Needs	SR 1978 (Hopson Rd.)	Distribution Dr.	NC 54	Widen roadway to a four lane divided roadway with bicycle and pedestrian facilities.	
Hillsborough	Division Needs	SR 1006 (Orange Grove Road)	SR 1148 (Eno Mountain Road)/SR 1192 (Mayo Street)		Construct new section of SR 1184 (Eno Mountain Road) to align with SR 1192 (Mayo Street) and install signal.	

## Highway Projects Not Recommended for Submittal for SPOT 5.0

Submitted By	Category	Route / Facility Name	From / Cross Street	To / Cross Street	Description	Notes
Durham	Regional Impact	NC 55	Cecil St.	Lawson St.	Add median and turn lanes with bicycle, pedestrian, and transit facilities as appropriate.	Project may not be necessary since there are turn lanes at Lawson and Cecil Streets. Potential negative impacts to houses on NC 55.
Durham	Regional Impact	US 15/501 Business (Durham-Chapel Hill Blvd.)	Nation Ave.	University Dr.	Construct roundabouts at Legion, Hope Valley, Midvale, and James. Access management, driveway consolidation or closures, median, protected bicycle facilities, sidewalks, transit stop improvements, safety improvements.	Wait until US 15-501 Corridor Study is completed.
Durham	Regional Impact	US 15/501 Business (Roxboro and Mangum Streets)	US 15/501 Business (Lakewood Ave.)	Markham Ave.	Convert Roxboro St. and Mangum St. to two-way traffic. Includes traffic signals, bicycle facilities, and sidewalks.	Not supported by Division without further study.
Chapel Hill	Division Needs	Legion Road Extension	Legion Rd	Fordham Blvd	Construct extension of existing roadway (Legion Rd extension) on new location between Legion Road and US 15-501. Project shall include bicycle and pedestrian facilities.	Not projected to score well.
Chatham County	Division Needs	Jack Bennett/Lystra Rd (SR 1717)	US 15501	Farrington Mill/Point Rd (SR1008)	Modernization	Not projected to score well.
Durham	Division Needs	Globe Road	Miami Blvd	Page Road	Construct new location roadway	Does not score well. Very expensive.
Durham	Division Needs	Leesville Road	Leesville Road	Page Road Extension	Construct new location roadway	Does not score well. Could it be included within scope of US 70 project?
Durham	Division Needs	Roxboro St	Cornwallis Rd	MLK Pkwy	Construct new location roadway	Does not score well. May be more appropriate as a City project.
Durham	Division Needs	SR 1327 (Gregson St.), SR 1361 (Vickers Ave.) and SR 1445 (Duke St.)	US 15/501 Business (Lakewood Ave.)	I-85	Convert Gregson St./Vickers Ave. and Duke St. to two-way traffic. Includes traffic signals, bicycle facilities, and sidewalks.	Not supported by Division without further study.
Orange County	Division Needs	Orange Grove Road	New Grady Brown School Road	Patriot's Pointe Drive	This project would be to construct one additional lane between Patriot's Pointe Drive and New Grady Brown School Road. This project would include both pedestrian and bicycle improvements along the roadway. The I-40 bridge would be widened to accommodate both pedestrian and bicycle amenities and one additional travel lane.	Not in MTP or CTP.

## Proposed Bike/Ped Project Submittals for SPOT 5.0

Submitted by	Category	Route / Facility Name	From / Cross Street	To / Cross Street	Description
Carrboro	Division Needs	NC 54	James Street	Anderson Park	Construct sidepath on the north side of the road to accommodate two-direction bicycle transportation.
Carrboro	Division Needs	Old NC 86 - Hillsborough Road	SR 1777 (Homestead Road)	Farm House Road	Construct bicycle lanes on both sides of roadway
Carrboro	Division Needs	SR 1843 (Seawell School Road)	SR 1780 (Estes Drive Extension)	SR 1777 (Homestead Road)	Construct bicycle lanes where they do not currently exist on both sides of roadway
Chapel Hill	Division Needs	Martin Luther King Jr. Blvd.	Estes Drive	Homestead Rd	Bike lane addition and sidewalk upgrade.
Chapel Hill	Division Needs	Partial Campus to Campus Connector/ Tanyard Branch extension	Broad Street	Village Dr. & Tanyard Branch Greenway	Off-road Multit-use path
Chapel Hill	Division Needs	Pope Road/Ephesus Church Road	Old Durham-Chapel Hill Rd	Fordham Blvd	Construct sidewalks and bicycle lanes. Between Legion Rd and the Durham County line, the project consists mostly of filling in missing sidewalk. Between the County line and Old Durham Rd, the project involves constructing bicycle lanes and filling in missing gaps.
Chapel Hill	Division Needs	US 15/501 (Fordham Blvd)	Willow Drive	Old Durham Chapel Hill Road	Construct multi-use side paths paralleling US 15/501 (Fordham Blvd), both sides from Willow Drive to Ephesus Church Road and just the east side from Ephesus Church Road to Old Durham Chapel Hill Road. Construct enhanced pedestrian and bicyclist crossing accommodations at intersections and crossing locations.
Chatham County (Cary)	Division Needs	American Tobacco Trail	O'Kelly Chapel Road		Construct pedestrian and bicycle crossing (tunnel) improvements at the American Tobacco Trail (multi-use trail) crossing of O'Kelly Chapel Road.
Durham	Division Needs	Academy	Duke University Rd	Cornwallis Rd	Construct bicycle and Pedestrian Facilities
Durham	Division Needs	Club Blvd	Broad St	Washington Street/Ellerbe Creek Trail	Construct protected bicycle lanes on both sides of the street, install pedestrian hybrid signal at Watts and Club
Durham	Division Needs	Cook Rd	American Tobacco Trail	Martin Luther king Jr Parkway	Connect the American Tobacco Trail (through Hillside High School) to MLK Jr Parkway with buffered bike lanes and sidewalks on both sides of the road
Durham	Division Needs	Durham-Chapel Hill Boulevard	Nation Ave.	University Dr.	Sidewalks, improve bike lanes



Durham	Division Needs	Hardee St	NC 98 (Holloway St)	SR 1800 (Cheek Rd)	Construct Sidewalks and Bike Lanes.
Durham	Division Needs	Holloway Street	Ganyard Farm Way	US-70 Bypass	Construct sidewalk on both sides of the road and intersection improvements.
Durham	Division Needs	Horton Road	Guess Rd.	N. Roxboro Rd	Construct multi-use path <u>or</u> Construct Bicycle and Pedestrian Facilities
Durham	Division Needs	Miami Boulevard	Ellis Rd	Cornwallis Rd	Construct multi-use path along east side of roadway.
Durham	Division Needs	NC 54	RTP Trail	American Tobacco Trail	Construct shared use path along east side of roadway and intersection improvements/sidewalk connections to transit stops on both sides of the road.
Durham	Division Needs	NC 55	American Tobacco Trail	Cornwallis Rd	Construct shared use path on one side of roadway and make intersection improvements.
Durham	Division Needs	Sandy Creek Trail	Sandy Creek Trail	Cornwallis Rd. at Al Buehler Trail	Construct a shared use trail
Durham	Division Needs	Tunnel	Ramseur Street	American Tobacco Trail	Construct tunnel underneath NCRR railbed.
Durham	Division Needs	University Dr	Garrett Rd	MLK Parkway	Construct shared use path
Durham	Division Needs	US 501 (N. Roxboro Rd.)	Fairfield Road	Milton Road	Construct shared use path on one side of the street, sidewalk connections to transit on both sides, and intersection improvements.
Durham	Division Needs	Warren Creek Trail Phase II	Mountains-to-Sea Trail	Warren Creek Trail	Construct a shared use trail and sidewalks connecting the Rocky Creek Trail, the American Tobacco Trail, and the Hayti Heritage Center

## Bike/Ped Projects For Division Submittal or Not Recommended for Submittal

Submitted By	Route / Facility Name	From / Cross Street	To / Cross Street	Description	Notes
Chapel Hill	Finley Golf Course Road	US 15-501/NC 54	NC 54	Construct sidepath on one side or bicycle lanes.	Division 7 will submit.
Chapel Hill	Mt. Carmel Church Road	US 15-501	Bennett Road	Multit-use path one side	Division 7 will submit.
Chatham County	O'Kelly Chapel Rd Side St Trail	American Tobacco Trail	Green Level Church Rd (SR 1630)	Construct 10' wide Streetside trail along O'Kelly Chapel Rd between existing trail at Green Level Church Rd and American Tobacco Trail	Removed at request of Town of Cary.
Chatham County	Pittard Sears	O'Kelly Chapel Rd	trailhead at American Tobacco Trail	Construct sidewalk along western side of Pittard Sears Rd between O'Kelly Chapel Rd and trailhead	Removed at request of Town of Cary.
Durham	Alston Ave. and NC 54	Cornwallis Rd.	NC 54 RTP Trail	Bike lanes, sidewalk	
Durham	Club	Ambridge St	Dearborn Dr	Construct Bicycle and Pedestrian Facilities	Not projected to score well.
Durham	Cornwallis Road	American Tobacco Trail	NC 55	Construct sidewalk on one side of the road and intersection improvements/sidewalk connections to transit stops on both sides of the road.	Not projected to score well.
Durham	Erwin Road	NC 751 at Al Buehler Trail	Sage Rd.	Buffered bike lanes	Project extends into Orange County. Not clear who would manage. Request submission by Division 5
Durham	NC 55	NC 54	Carpenter Fletcher Rd	Construct sidewalk on one side of the road and intersection improvements/sidewalk connections to transit stops on both sides of the road.	Request submission by Division 5
Durham	Old Durham-Chapel Hill Road Bridge over I-40			Add bicycle and pedestrian facilities to an existing bridge.	Request submission by Division 5
Durham	Rose of Sharon/Hillandale	Guess Rd.	Horton Rd.	Sidewalks	Not projected to score well.

Durham	Stadium/ Olympic/ Roxboro/ Old Oxford	Ellerbe Creek Trail	Hebron Road	Bike lanes, side path combination	
Durham	University Dr.	Woodridge	West Forest Hills	Sidewalks, improve bike lanes	Not in Durham Bike + Walk Plan. Request submission by Division 5.

## Proposed Transit Project Submittals for SPOT 5.0

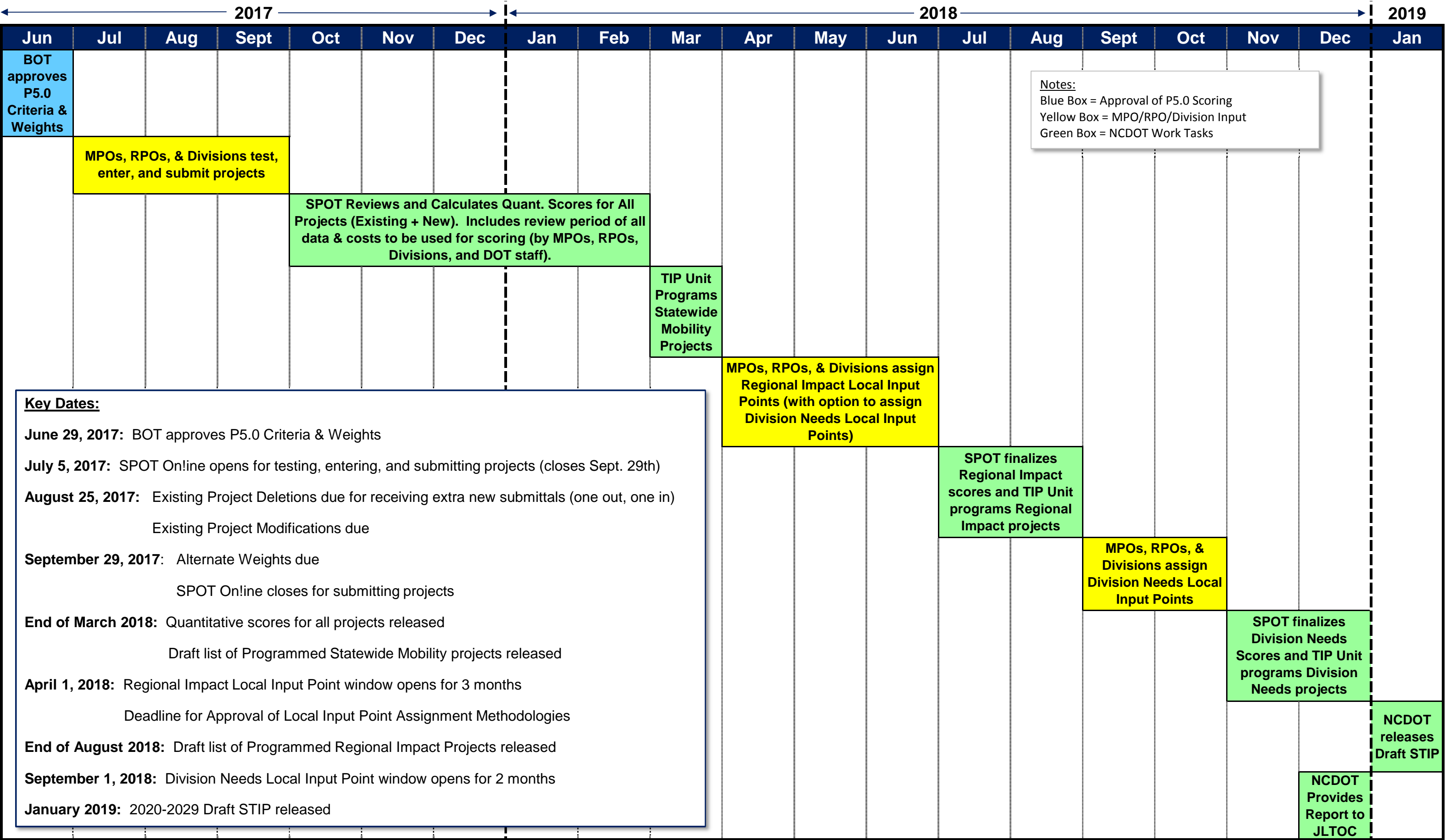
Submitted by	Category	Route / Facility Name	Description
Durham	Regional Impact	New Durham/Garner Commuter Rail line	Proposed 37-mile alignment from West Durham to Greenfield Parkway in Garner via Durham, the Research Triangle Park, Morrisville, Cary, Raleigh, and Garner (12 stations total with downtown connections).
GoTriangle	Regional Impact	Durham-Orange Light-Rail Transit Project (D-O LRT)	UNC Hospitals in Chapel Hill to North Carolina Central University in Durham. Construct light rail system
GoTriangle	Regional Impact	GoTriangle Expansion Vehicle FY23	1 vehicle to support bus service expansion
GoTriangle	Regional Impact	GoTriangle Expansion Vehicle FY24	1 vehicle to support bus service expansion
GoTriangle	Regional Impact	GoTriangle Expansion Vehicles FY19	4 vehicles to support bus service expansion
GoTriangle	Regional Impact	GoTriangle Expansion Vehicles FY21	2 vehicles to support bus service expansion
GoTriangle	Regional Impact	GoTriangle Rougemont Park & Ride	Construct Rougemont Park and Ride
Chapel Hill	Division Needs	Bus Rapid Transit (BRT) system along Martin Luther King, Jr Blvd and 15/501 South	Chapel Hill Transit North South Corridor BRT Project (formerly Alternatives Analysis) - Bus Rapid Transit along Martin Luther King Jr. Blvd and South Columbia Streets, between Eubanks Park-and-Ride and Southern Village.
Chapel Hill	Division Needs	Chapel Hill Transit Chapel Hill FY19 F Route CW Route J Route G Route Expansion Vehicles	Add peak hour service on buses to the existing CW route (Carrboro, Jones Ferry Park and Ride and Weaver ST). The project will also include additional peak hour service for 1 year on route F (Colony Woods, Franklin St and McDougle School).
Chapel Hill	Division Needs	Chapel Hill Transit FY17 CL&D RouteVeh2Expansion	Expand CL&D route and service hours. Extend service from Chapel Hill to connect with DATA and Triangle Transit at New Hope Commons. This will introduce four (4) revenue vehicles.
Chapel Hill	Division Needs	Chapel Hill Transit FY18 54 CorridorVehicle2Expansion	Extend local bus service from Friday Center to serve demand in 54 corridor to I-40 or beyond by adding four (4) revenue vehicles.
Chapel Hill	Division Needs	Chapel Hill Transit FY20 MLK CorridorVeh2Expansion	Four additional buses (4) will be introduced along the Martin Luther King Jr. - South Columbia - 15/501 corridor (T Route, NU Route, A Route, NS Route). Improvements will include headway reduction and amenity improvements along the corridor.
GoTriangle	Division Needs	Fayetteville St Transit Corridor Improvements	Fayetteville St Transit Corridor; Transit Corridor improvements (access and stop improvements, bus shelters) GoDurham 5, 5K

GoTriangle	Division Needs	GoDurham AVL/Real-Time System Replacement	Replacement and/or Reconfiguration of current Automated Vehicle Location (AVL) software, including additional features for more efficient safety/security, vehicle health, and incident management.
GoTriangle	Division Needs	GoDurham Expansion Vehicle FY23	1 vehicle to support bus service expansion
GoTriangle	Division Needs	GoDurham Expansion Vehicle FY21	1 vehicle to support bus service expansion
GoTriangle	Division Needs	GoDurham Expansion Vehicle FY22	1 vehicle to support bus service expansion
GoTriangle	Division Needs	GoDurham Expansion Vehicle FY24	1 vehicle to support bus service expansion
GoTriangle	Division Needs	GoDurham Operations and Maintenance Facility	Build a new garage facility to accommodate additional vehicles due to expanded bus service and maintain or replace existing facility after end of useful life
GoTriangle	Division Needs	Village Neighborhood Transit Center	Design and Construction of NTC: Village Neighborhood Transit Center. GoDurham 2B, 3, 16, 16A, 16B.
Orange County	Division Needs	Orange County Public Transportation Circulator II	Purchase one transit vehicle to begin the Hillsborough Circulator II route in Hillsborough

## Proposed Rail Project Submittals for SPOT 5.0

Submitted by	Category	Route / Facility Name	Description	Notes
Durham	Statewide Mobility	NS H	Triple track bridge over I-40	Rail Division and Railroads do not support project.
Durham	Statewide Mobility	NS H	Construct grade separation at Neal Rd.	
Durham	Statewide Mobility	NS H	Construct double track from West of the rail yard at Funston to East Durham yard.	Rail Division and Railroads do not support project.
Durham	Statewide Mobility	NS H	Construct double track from Alexander Drive to Nelson.	Rail Division and Railroads do not support project.
Durham	Statewide Mobility	NS H	Construct improved at grade crossings at Duke Street, Blackwell St, Mangum St, Dillard St, Fayetteville St, and Grant St in Durham. Improvements may include traffic signal and crossing protection device upgrades, and/or installation of new traffic signals and crossing protection devices at intersections adjacent to the crossings to incorporate additional crossing protection devices.	
NCDOT Rail	Statewide Mobility	NCRR/NS	University Station mainline realignment, straighten out curves in the line in the University Station area.	
NCDOT Rail	Statewide Mobility	NCRR/NS	Curve realignments from west of Hillsborough to Efland.	
Orange County	Statewide Mobility	NS H	Improve current Dimmocks Mill Rd grade separation and close Bellvue St	
Hillsborough	Division Needs	NS H	Improve the current trestle at Exchange Park Lane to accommodate pedestrian traffic to support a pedestrian link from the proposed Hillsborough Train Station to downtown Hillsborough.	
NCDOT Rail	Division Needs	NCRR	Add to existing platform at Durham Station and construct center island.	

Prioritization 5.0 Schedule









# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-240

**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Parking Plan Implementation Strategies

**PURPOSE:** The purpose of this item is to update the Board on Staff's proposal to implement the recommended strategies found in the Parking Plan.

**DEPARTMENT:** Planning and Economic and Community Development

**CONTACT INFORMATION:** Annette Stone, ECD Director [astone@townofcarrboro.org](mailto:astone@townofcarrboro.org)  
<<mailto:astone@townofcarrboro.org>> and Patricia McGuire Planning Director [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)

**INFORMATION:** In April 2017, the Board of Aldermen officially adopted the parking study and the associated recommendations that came out of the planning process as the town's Parking Plan. By resolution, the Board directed staff to begin to develop a strategy and timeline for the implementation of the plan, including prioritization of the recommended management strategies and the rationale for the prioritization. Page 61 Table 15 of the Parking Plan includes the recommended parking management strategies by category and implementation year. Staff has determined that the following strategies can be implemented within year 1 and 2 of the planning period by priority.

A top priority is create a wayfinding plan and standardization of the town's regulatory signage. The study found during various peak times of use there was still available parking. Directing users to existing spaces is a top priority for managing the existing parking available. The CTDA has earmarked money for a study and is committed to funding signage based on a wayfinding plan. The town's public works department is equipped to create and replace new regulatory signage once new regulatory sign guidelines have been adopted. A wayfinding study and recommendations for regulatory signage can be completed end June 30, 2018. In year 2 of the plan, it is expected that new signage will be created and installed throughout downtown by the end of June 30, 2019.

Another top priority is to reach out to coordinate shared parking arrangements among property owners. Utilizing data from the parking plan, staff will contact owners who were identified as having occupancy of 55% or less utilization in their lots and work to pair those with owners who were identified with 70% or greater utilization. Negotiations for shared parking will be the responsibility of the property owners. Communications with property owners will begin in October and continue until all owners have been contacted. Staff expects this type of outreach to be on-going, as conditions change in the downtown.

VHB's work on development of the Parking Plan included an evaluation of the Town's parking requirements.

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Staff is reviewing that evaluation for additional strategies and possible changes to parking standards.

**FISCAL & STAFF IMPACT:** Funds in the CTDA budget are anticipated to be sufficient to cover work on wayfinding and sign standardization. Staff impacts to implement the shared parking outreach and arrangements is not anticipated to be extraordinary.

**RECOMMENDATION:** Staff recommends that the Board consider this update.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-253

**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Request to Make Initial Appointments to the Carrboro Affordable Housing Advisory Commission

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make the initial appointments to the Carrboro Affordable Housing Advisory Commission.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Carrboro Affordable Housing Advisory Commission was created on June 13, 2017. Vacancies for the position were advertised and seventeen applications were received. All applications, with an applicant information matrix, are included in the packet for the Board of Aldermen to review.

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.

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.

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;

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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(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.

All seats are open and are details are shown below:

Seat Designation	Term Expiration
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In-Town	2/2021
In-Town	2/2020
In-Town	2/2019
In-Town	2/2020
In-Town	2/2019
ETJ or In-Town	2/2021
Special Expertise Related to Affordable Housing	2/2021
Board of Aldermen Liaison	

Ballots will be available on Tuesday night.

The attached resolution appoints allows the Board to make the first appointments to the Commission.

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

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



## ATTACHMENT A

### A RESOLUTION MAKING APPOINTMENT(S) TO THE AFFORDABLE HOUSING ADVISORY COMMISSION

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

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town		2/2021
In-Town		2/2020
In-Town		2/2019
In-Town		2/2020
In-Town		2/2019
ETJ		2/2021
Special Expertise Related to Affordable Housing		2/2021
Board of Aldermen Liaison		

Section 2. This resolution shall become effective upon adoption.





Information Matrix  
Affordable Housing Advisory Commission Applicant Information

Name	City	Corporate Limits of Carrboro	ETJ	Year of Birth	Length of Residence in Carrboro/OC	Gender	Race/Ethnicity	Occupation	Special Expertise	Past Carrboro Advisory Board Experience
Amber Mathwig	Carrboro	Yes	No	1982	2 Years	Female	Caucasian	Education		No
Amy Singleton	Carrboro	Yes	No	1968	26 Years	Female	Caucasian	Administrator	Former Community Home Trust Employee and Real Estate Broker	Yes
Cain Twyman	Carrboro	Yes	No	1994	2 Months	Female	Black	Content Marketing	Has Worked with Orange County Affordable Housing Advisory Committee	No
Chase Debnam	Carrboro	Yes	No	1987	4 Years	Male	Caucasian	Accounting Manager		No
Chris Moran	Pittsboro	No	No	1947		Male	White	Retired Social Worker	IFC work with Affordable Housing Issues	No
Gabriel Vinas	Carrboro	Yes	No	1979	7 Years	Male	Latino	Spanish Medical Interpreter		No
Janet Archer	Carrboro	Yes	No	1959	10 Years	Female	White	Project Manager		No
Joshua Watson	Carrboro	Yes	No	1985	2 Years	Male	Caucasian	Business Owner		No
Lynn Steinberg	Carrboro	Yes	No	1975	4 Years	Female	White	Marketing Content Writer		No

Information Matrix  
Affordable Housing Advisory Commission Applicant Information

Name	City	Corporate Limits of Carrboro	ETJ	Year of Birth	Length of Residence in Carrboro/OC	Gender	Race/Ethnicity	Occupation	Special Expertise	Past Carrboro Advisory Board Experience
Michael Webb	Carrboro	Yes	No	1986	3.5 Years	Male	Caucasian	Researcher	Section 8 Work with Community Empowerment Fund	No
Phaedra Kelly	Carrboro	Yes	No	1969	12 Years	Female	Caucasian	Program Manager		Yes
Quinton Harper	Carrboro	Yes	No	1985	8 Years	Male	African American	Field Director		Yes
Steevie Jane Parks	Carrboro	Yes	No	1956	19 years	Female	Caucasian	Psychologist/Coach/Multimedia Artist		No
Stephanie Cholensky	Carrboro	Yes	No	1981	5 Years	Female	Caucasian	Biochemistry Lab Tech		No
Terri Buckner	Orange County	No	Yes			Female	White	Project Manager		Yes
Tyran Hill	Raleigh	No	No	1992		Male	African American	Housing Policy Officer	NC Housing Coalition	No
Vijay Sivaraman	Carrboro	Yes	No	1979	14 Years	Male	Indian	Professor		No



## Catherine Dorando

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**From:** Amber Mathwig <amber.mathwig@gmail.com>  
**Sent:** Thursday, July 20, 2017 4:56 PM  
**To:** Catherine Dorando  
**Subject:** Fwd: Online Form Submittal: Advisory Board Application

----- Forwarded message -----

From: <noreply@civicplus.com>  
Date: Wed, Jul 19, 2017 at 4:50 PM  
Subject: Online Form Submittal: Advisory Board Application  
To: [amber.mathwig@gmail.com](mailto:amber.mathwig@gmail.com)

### Advisory Board Application

Name	Amber Mathwig
Date	7/19/2017
Address1	222 Old Fayetteville Road
Address2	Apt L101
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	612-790-19
Email Address	<a href="mailto:amber.mathwig@gmail.com">amber.mathwig@gmail.com</a>
Date of Birth	4/12/1982
Race	Caucasian
Sex	female
Occupation	Education
Are you a registered	Yes

Orange County Voter?

Length of Residence in Orange County	2 years
Length of Residence in the Town of Carrboro	2 years
I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	Field not completed.
Advisory Board Preference	Field not completed.
*Employer/Self Employed	UNC Chapel Hill
Number of Years Employed	2 years
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	N/A
Community Activities/Organizational Memberships	Chapel Hill Carrboro NAACP NC Piedmont Democratic Socialists of America
Experience to Aid You in Working on Advisory Boards	Between 10 years in the military and 3 years working in higher education as well as multiple service industry jobs throughout my life, I have a multifaceted skill set that enables me to think critically, work through conflict, and consider long term implications of implementing policies or actions that will have an impact on the community.
Reasons You Wish to be Appointed	Every weekend I take my dogs on long walks throughout Carrboro and enjoy the quirkiness and brightness that our community has to offer. I also often think of how unstable living in this community can be for many who lack the access to actual financial capital or generational wealth. I believe strongly that affordable housing in Carrboro needs to go beyond

providing bare bones apartments to low income households. We need to assess how our city implements policies, approves building and transportation projects, and utilizes our taxes to honor the importance of stable housing in our community across the great and vast divides of financial status. We must establish strong and resilient communities by providing high quality and affordable housing to those in need, limit the sale of private homes to corporate investors while duly enabling Carrboro residents to become home owners and reinvest back in the community, while ensuring the other needs and wants of daily life - food, childcare, entertainment, transportation - also remain accessible and affordable to these residents. Only through making sure Carrboro remains accessible to all its citizens do we honor its uniquely egalitarian character and spirit that makes us openly Carrboro.

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

No

If yes, which one(s)?

*Field not completed.*

Are you currently serving on a Town Board or Committee?

No

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

No

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

N/A

Solidarity,  
Amber  
Pronouns: She/her/hers  
NC Piedmont DSA Co-Chair  
DSA Veterans Working Group Acting Co-chair



## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 14, 2017 4:46 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Amy Singleton
Date	6/14/2017
Address1	1215 Hillsborough Road
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9196026011
Email Address	<a href="mailto:amy@pcolar.com">amy@pcolar.com</a>
Date of Birth	7/9/1968
Race	Caucasion
Sex	Female
Occupation	Administrator
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	26 years
Length of Residence in the Town of Carrboro	26 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	UNC-Chapel Hill
Number of Years Employed	31/2 years
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	N/A
Community Activities/Organizational Memberships	I regularly participate in many community activities including Carrboro Music Festival, Carrboro 4th of July celebration, Carrboro Day, and recently enjoyed the Freight Train Music Series. For over a decade, I organized, successfully sought local sponsorship, coached and played for a local co-recreational Carrboro Parks and Recreation softball team.
Experience to Aid You in Working on Advisory Boards	I was on the founding board of directors of Girls Rock! NC. I served as Chair of my son's Child Care Board at the Carrboro United Methodist Church for two years. I also served one three-year term as a member of their Board of Trustees.
Reasons You Wish to be Appointed	I have been an actively licensed NC Real Estate Broker since 2002. I first became interested in obtaining my Broker's license after resigning my full-time position with the Town of Carrboro, and accepting an Office Clerk position with Weaver Street Realty where over the course of four years, I worked and gained valuable experience. Shortly after my son started elementary school, I was hired at the Community Home Trust as a Sales and Marketing Broker. My responsibilities included, but were not limited to, orienting and assisting qualified applicants with the marketing, purchase and sale of Home Trust homes. I worked there for seven years prior to resigning in order to go back to school full time in order to attain my Bachelor's degree. While I now work at UNC-Chapel Hill, I



maintain an active Broker's license, and remain a Carrboro citizen actively committed to assuring quality affordable housing exist within the Town of Carrboro, and feel my experience and passion would make an excellent fit for your Affordable Housing Advisory Commission.

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

Yes

If yes, which one(s)?

Vision 20/20 Planning Committee, Carrboro Day Planning Committee, Economic Development Commission

Are you currently serving on a Town Board or Committee?

No

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

No

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

N/A

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, August 29, 2017 3:58 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Cain Twyman
Date	8/29/2017
Address1	112 Hwy 54 Apt W1
Address2	<i>Field not completed.</i>
City	Carrboro
State	North Carolina
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	3363242443
Email Address	<a href="mailto:twyman.cain@gmail.com">twyman.cain@gmail.com</a>
Date of Birth	12/10/1994
Race	Black
Sex	Woman
Occupation	Content Marketing
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	4 years
Length of Residence in the Town of Carrboro	2 months

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission, Board of Adjustment, Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	1. Board of Adjustment, 2. Affordable Housing
*Employer/Self Employed	Oracle + Bronto
Number of Years Employed	3 months
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Orange County Affordable Housing Advisory Committee, Democracy North Carolina, Young Nonprofit Professionals Network of the Triangle
Experience to Aid You in Working on Advisory Boards	I currently serve on the Affordable Housing Advisory Board for Orange County, additionally I have worked in the General Assembly for Senator Valerie Foushee in 2017 and campaigned for members of the CHALT Alliance in the Chapel Hill Town Council election in 2015.
Reasons You Wish to be Appointed	I want to be involved in my community, there is so much that is great about Carrboro but there is also room for improvement. Adding my voice and being able to represent others that look like me is very important to me and it is important to politics. I hope to bring my experience and my passion to these advisory boards.
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving on a Town Board or	No

Committee?

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If yes, are you applying for a third consecutive term?	No
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If yes, please describe how you meet one, or more, of the following exceptions noted below. *Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15-45(c) 3-7(d), 3-24(c))	N/A
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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Monday, June 19, 2017 8:15 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Chase Debnam
Date	6/19/2017
Address1	200 Purple Leaf Place
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9842150515
Email Address	<a href="mailto:debnam.chase@gmail.com">debnam.chase@gmail.com</a>
Date of Birth	10/28/1987
Race	Caucasian
Sex	Male
Occupation	Accounting Manager
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	4 years
Length of Residence in the Town of Carrboro	4 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission, Arts Committee
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Arts Committee
*Employer/Self Employed	University of North Carolina at Chapel Hill
Number of Years Employed	5
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Sigma Xi, Scientific Research Society Science Policy Action Network Notary Public
Experience to Aid You in Working on Advisory Boards	AdvocateScience, a local 501(c)(3), board member, treasurer, and Vice President Raleigh March for Science core organizer Managerial experience Background in finance and accounting Pianist, 17 years, previous volunteer teacher - Carolina Music Outreach
Reasons You Wish to be Appointed	I've recently decided to stay in Carrboro and call it home. I'd like to become more involved promoting our town's well-being.
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving on a Town Board or Committee?	No
If yes, are you applying for a third consecutive	No

term?

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

N/A

\*Members of the Board  
of Adjustment,  
Environmental Advisory  
Board, Human Services  
Advisory Commission,  
and Transportation  
Advisory Board may be  
reappointed to successive  
terms without limitation  
(Sections 15-29(c), 15-  
45(c) 3-7(d), 3-24(c))

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Monday, June 26, 2017 7:17 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Chris Moran
Date	6/26/2017
Address1	166 Prestonwood Dr
Address2	<i>Field not completed.</i>
City	Pittsboro
State	NC
Zip	27312
Is this address located within the corporate limits of the Town of Carrboro?	No
Telephone	9194175230
Email Address	<a href="mailto:cmoran@nc.rr.com">cmoran@nc.rr.com</a>
Date of Birth	4/22/1947
Race	White
Sex	Male
Occupation	Retired Social Worker
Are you a registered Orange County Voter?	No
Length of Residence in Orange County	Worked in Orange County for 30 years. Lived in Orange County for 7 years
Length of Residence in the Town of Carrboro	Worked in Carrboro



I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Affordable Housing
*Employer/Self Employed	Retired Executive Director IFC
Number of Years Employed	30 years
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Executive Director of the IFC.
Experience to Aid You in Working on Advisory Boards	30 years at InterFaith Council for Social Services working for affordable housing and poverty issues.
Reasons You Wish to be Appointed	To provide my experience and knowledge to address issues of homelessness.
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving on a Town Board or Committee?	No
If yes, are you applying for a third consecutive term?	No
If yes, please describe	NA

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

\*Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15-45(c) 3-7(d), 3-24(c))

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Sunday, August 27, 2017 9:33 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Gabriel Vinas
Date	8/28/2017
Address1	200 Barrington Hill Road
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	8285456366
Email Address	<a href="mailto:ginasj@gmail.com">ginasj@gmail.com</a>
Date of Birth	10/15/1979
Race	Latino
Sex	Male
Occupation	Spanish Medical Interpreter
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	7 years
Length of Residence in the Town of Carrboro	7 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	NA
Advisory Board Preference	Affordable Housing Advisory Commission
*Employer/Self Employed	UNC Healthcare
Number of Years Employed	3
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	NA
Community Activities/Organizational Memberships	United Church of Chapel Hill
Experience to Aid You in Working on Advisory Boards	I work with the Latinx community on a daily basis as a Spanish Medical Interpreter. Many of my patients are low-income, and experience challenges with housing and meeting their family's other basic needs. I am aware of the challenges many Latinxs and other low-income people face in finding affordable housing in our community. I am passionate about affordable housing and have gotten to know many of the nonprofits working to address affordable housing issues in Carrboro. I look forward to being part of helping identify resources and solutions to address these issues.
Reasons You Wish to be Appointed	After living in Carrboro for several years, I am interested in becoming more engaged in the community where I am raising my children and plan on living for a long time. As a bilingual Latino, I feel that I might be able to add unique insights to the issues facing Latinxs and immigrants in our community. Carrboro is a wonderful town, and can be further strengthened by having greater diversity on its boards and commissions.
Have you ever served on any Town of Carrboro	No



Committee or Board?

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If yes, which one(s)?      NA

---

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

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

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

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Saturday, August 26, 2017 2:50 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Janet Archer
Date	8/26/2017
Address1	1905 North Hawick Ct
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	North Carolina
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9199697774
Email Address	<a href="mailto:jnt.archer@gmail.com">jnt.archer@gmail.com</a>
Date of Birth	11/2/1959
Race	White
Sex	Female
Occupation	Project Manager
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	18 years
Length of Residence in the Town of Carrboro	10 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission, Human Services Commission, Northern Transition Area Advisory Committee
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Human Services - 1 Affordable - 2
*Employer/Self Employed	Social & Scientific Systems Inc
Number of Years Employed	17
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Habitat For Humanity - volunteer IFC- soup kitchen - volunteer
Experience to Aid You in Working on Advisory Boards	Volunteered extensively in the Chapel Hill Carrboro schools systems for 11 years. Am a project manager at my job, so accustomed to working and organizing people and resources towards a common goal. Read/write/evaluate proposals for work mostly in the science /research areas. Travel extensively for work/pleasure both in the USA and internationally and appreciate hearing about and considering different points of view.
Reasons You Wish to be Appointed	Wish to learn more about my immediate community and find a way to serve that community. Am interested in serving people who are under represented or live in poverty. Also interested in how growth and expansion is impacting our community.
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving	No

on a Town Board or  
Committee?

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

No

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

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I have typed "no" to the questions above so not sure why I  
have to complete this field

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Monday, August 28, 2017 8:17 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Joshua Watson
Date	8/28/2017
Address1	100 CREST ST APT B
Address2	<i>Field not completed.</i>
City	CARRBORO
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	919-923-15
Email Address	<a href="mailto:joshua.wb.watson@gmail.com">joshua.wb.watson@gmail.com</a>
Date of Birth	12/18/1985
Race	Caucasian
Sex	M
Occupation	Business owner
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	2 years
Length of Residence in the Town of Carrboro	2 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	Self-Employed at Piedmont Plaster & Drywall, inc.
Number of Years Employed	2 years
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	N/A
Community Activities/Organizational Memberships	Board Member - Weaver Community Housing Association
Experience to Aid You in Working on Advisory Boards	Board member for over 1 year for WCHA Part of the planning team for the creation of the Orange County Food Council Active resident/member at the Bolin Creek Co-op, requiring monthly meetings and constant discussion and cooperation.
Reasons You Wish to be Appointed	I would like to be appointed to this commission because I have experienced firsthand the necessity for available low-income housing in Carrboro. As someone who decides (and turns away) who gets to move into available low-income apartments I have seen how demand far outstrips supply for affordable housing in this area. For example, Carrboro has an excellent school system, yet for single parents it can be impossible to find housing that is within financial reach. For this town to continue to be the engaging, culturally-forward place that it is, we absolutely need to find more solutions to support our lower-income residents. I want to be part of that.
Have you ever served on any Town of Carrboro Committee or Board?	No

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

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

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

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

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## Catherine Dorando

**From:** noreply@civicplus.com  
**Sent:** Wednesday, August 16, 2017 2:47 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Lynn Steinberg
Date	8/16/1975
Address1	309 Rossburn Way
Address2	Field not completed.
City	Chapel Hill
State	North Carolina
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9192605014
Email Address	<u><a href="mailto:lms0315@mac.com">lms0315@mac.com</a></u>
Date of Birth	1/25/1975
Race	White
Sex	Female
Occupation	Marketing Content Writer
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	6 years
Length of Residence in the Town of Carrboro	4 years



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

Affordable Housing Advisory Commission

Other (advisory board not listed):

*Field not completed.*

Advisory Board Preference

*Field not completed.*

\*Employer/Self Employed

Self Employed

Number of Years Employed

4

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

*Field not completed.*

Community Activities/Organizational Memberships

none

Experience to Aid You in Working on Advisory Boards

I have been a Board Of Directors for Roots Ethiopia, a nonprofit operating in Ethiopia for over 4 years. I recently ended my term, but remain as an Advisory member.

Reasons You Wish to be Appointed

Affordable housing is a cause that I care very deeply about. I feel that safe, secure, affordable housing is a basic human right. Affordable housing is the base that makes good health, education, and cultural exposure a possibility. As Carrboro continues to develop I want to be a voice for those who might be feeling driven out of the area due to rising rents and development. I want to make sure that Carrboro remains a town for all people.

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

No

If yes, which one(s)?

*Field not completed.*

Are you currently serving on a Town Board or

No

Committee?

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If yes, are you applying for a third consecutive term?	No
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If yes, please describe how you meet one, or more, of the following exceptions noted below. *Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15-45(c) 3-7(d), 3-24(c))	x
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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Saturday, June 17, 2017 11:13 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Michael WEbb
Date	6/17/2017
Address1	306 Estes Drive Ext #G16
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	4192345207
Email Address	<a href="mailto:mdw283@gmail.com">mdw283@gmail.com</a>
Date of Birth	6/20/1986
Race	Caucasian
Sex	Male
Occupation	Researcher
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	3.5 years
Length of Residence in the Town of Carrboro	3.5 years



I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	UNC-Chapel Hill
Number of Years Employed	3.5 years
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	N/A
Community Activities/Organizational Memberships	Have done pro bono consulting work for the Community Empowerment Fund, particularly around issues of helping residents with Section 8 vouchers find housing in high-opportunity neighborhoods.
Experience to Aid You in Working on Advisory Boards	I have over a decade of experience both working with community-based non-profits and researching affordable housing policy. A particular focus of my research is in practical solutions to identifying affordable housing solutions. Beyond my research, I have led a community empowerment survey in a low-income neighborhood to identify residents' solutions for affordable housing problems, volunteered with a community development/empowerment non-profit for 6 years prior to moving to Carrboro, and worked closely with the Charlotte Housing Authority to identify ways to expand their affordable housing portfolio.
Reasons You Wish to be Appointed	I am very interested in identifying ways to keep Carrboro affordable. I have lived at Estes Park Apartments for the past 3.5 years, and have noticed the complex's changing orientation from low-income families to students over the years. Seeing as this is one of the most affordable complexes in Carrboro, this change represents a loss of affordable housing opportunities for families with children. I think Carrboro needs creative solutions to tackle its affordability problems, and I'm excited to



bring my practical knowledge to bear on these issues.

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

No

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

Are you currently serving  
on a Town Board or  
Committee?

No

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

No

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

N/A

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, August 29, 2017 8:23 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Phaedra Kelly
Date	8/29/2017
Address1	308 Lindsay St.
Address2	Field not completed.
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9192593687
Email Address	<a href="mailto:phaedrakelly@gmail.com">phaedrakelly@gmail.com</a>
Date of Birth	1/15/1969
Race	caucasian
Sex	female
Occupation	program manager
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	20 years
Length of Residence in the Town of Carrboro	12 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	Duke University
Number of Years Employed	1 year
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Previously served as Chair of Carrboro Tourism Dev. Authority for 2+ years;
Experience to Aid You in Working on Advisory Boards	I helped created some of the organizations structures and the grant documents for the Carrboro TTA and was its Chair. I worked at The ArtsCenter for 11 years. For many years, I was on the Board of Directors for Internationalist Books & Community Center (though that is going back 10 years or so).
Reasons You Wish to be Appointed	I miss being involved in local gov't. I believe affordable housing should be a top priority of the Town, or else it's going to lose much of its diversity. I think the people who work in Carrboro should be able to live in Carrboro. Else the Town falls short of what it strives to be.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	TDA
Are you currently serving on a Town Board or Committee?	No

If yes, are you applying for a third consecutive term?	No
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If yes, please describe how you meet one, or more, of the following exceptions noted below. *Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15-45(c) 3-7(d), 3-24(c))	n/a
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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Monday, June 19, 2017 10:26 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Quinton Harper
Date	6/19/2017
Address1	501 Jones Ferry Rd., U7
Address2	U7
City	Carrboro
State	NC
Zip	27510-2128
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	2525608506
Email Address	quinton.harper@gmail.com
Date of Birth	7/8/1985
Race	African American
Sex	Male
Occupation	Field Director
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	13
Length of Residence in the Town of Carrboro	8



I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	Affordable Housing Advisory Commission
Advisory Board Preference	Affordable Housing Advisory Commission
*Employer/Self Employed	Democracy North Carolina
Number of Years Employed	1.5
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Field Director, Democracy NC Member, UNC Center for AIDS Research Community Outreach Dissemination and Education Advisory Board Member, Human Services Commission Campaign Manager, Committee to Election Barbara Foushee to the Carrboro Board of Aldermen
Experience to Aid You in Working on Advisory Boards	<ul style="list-style-type: none"> <li>- previous service on multiple advisory boards - impacted by the lack of affordable housing in Carrboro; invested in the issue</li> <li>- connected to Carrboro residents significantly impacted by the lack of affordable housing - recruited and encouraged several applicants to apply to service on this Board - connected to leaders of non-profits and local community organizers working to address lack of affordable housing - met with Alderwomen Jacquie Gist about issue; familiar with work of Aldermen Michelle Johnson and Damon Seils on Affordable Housing taskforce - Will be convening a community listening session on Affordable Housing - engaged in dialogue and discussion with community leaders around the country (via Camp Wellstone, etc.) on potentially innovative strategies/models to address lack of affordable housing (i.e. Cleveland; innovative partnerships with District School Boards in Denver and other Colorado communities; resident-owned housing co-ops) - interested in bold strategies to address affordable housing (i.e. utilizing Human Services Funding; convening owners/managers of</li> </ul>

apartment complexes; working with developers to pursue development of affordable housing;

Reasons You Wish to be Appointed

I believe that our community is at a tipping point with regard to affordable housing. Either we initiate, take bold steps and proactively choose to shape & protect the character and future of Carrboro, or we continue to erase and marginalize the history of this community and its people. Affordable housing, or the lack thereof, impacts: 1. the diversity and demographic make-up of our community ; 2. the composition of students in our school system and the teachers that educate them; 3. the ability of service workers and University employees to live and play where they work As a 8-year-resident of Carrboro, I have seen working class, Black and brown families, and young people priced out of Carrboro. I have seen neighbors evicted from rental housing and senior citizens struggle to maintain home ownership as a result of property taxes. My neighbors downstairs (young people born and raised in this community) who work at Love Overboard (a pet grooming and kennel service) and Elmos, are being priced out of the community that they've called home. I, too, am facing the threat of being priced out of Carrboro due to the rising cost of rent. By truly living our values of equity, inclusion, diversity and opportunity, we must take bold steps to address this challenge and secure affordable housing. We must protect the character of Carrboro. I believe that I have the skills and qualification as a community organizer to support efforts to keep Carrboro affordable. I want to join the Affordable Housing Commission to fight for my neighbors, to fight for my community and to fight for myself.  
#QLovesCarrboro

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

Yes

If yes, which one(s)?

OWASA Board of Directors; Human Services Commission

Are you currently serving on a Town Board or Committee?

Yes

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

No

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



\*Members of the Board  
of Adjustment,  
Environmental Advisory  
Board, Human Services  
Advisory Commission,  
and Transportation  
Advisory Board may be  
reappointed to successive  
terms without limitation  
(Sections 15-29(c), 15-  
45(c) 3-7(d), 3-24(c))

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 20, 2017 12:02 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Steevie Jane Parks
Date	6/20/2017
Address1	304 Springvalley Road
Address2	<i>Field not completed.</i>
City	Carrboro
State	North Carolina
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9199181014
Email Address	<a href="mailto:drsiparks@gmail.com">drsiparks@gmail.com</a>
Date of Birth	2/6/1956
Race	caucasian
Sex	Female
Occupation	Psychologist/Coach/Multi Media Artist
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	20 years
Length of Residence in the Town of Carrboro	19 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission, Arts Committee, Human Services Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Arts1. Affordable Housing 2
*Employer/Self Employed	Self Employed
Number of Years Employed	30
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	I promote creativity workshops here and Arts Events.
Community Activities/Organizational Memberships	IndivisibleNC Health Insurance Committee Previous Board Member of Special Education PTA Previous PTA Member Previous Board Member Ethical Humanist Association of the Triangle when it was located in Carrboro Member of the Human Rights Committee at the Arc of the Triangle
Experience to Aid You in Working on Advisory Boards	I've been a Board Member for The North Carolina Society of Clinical Hypnosis for the last six years. I am on the Human Rights Committee for the Arc of the Triangle which is really an 'Advisory Board'. I have been a Clinical Psychologist in private practice for the last 30 years and have consulted with a wide range of community organizations as part of my practice.
Reasons You Wish to be Appointed	I am interested in affordable housing opportunities in Carrboro because without them we run the risk of becoming too homogeneous and much less interesting as a place to live and work.
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving	No

on a Town Board or  
Committee?

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If yes, are you applying for a third consecutive term?	No
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If yes, please describe how you meet one, or more, of the following exceptions noted below. *Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15- 45(c) 3-7(d), 3-24(c))	no
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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Thursday, June 15, 2017 2:39 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Stephanie Cholensky
Date	6/15/2017
Address1	201 NC 54
Address2	Apt 726
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	6127036104
Email Address	<a href="mailto:cholensky.s@gmail.com">cholensky.s@gmail.com</a>
Date of Birth	7/30/1981
Race	caucasian
Sex	female
Occupation	biochemistry lab tech
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	6 years
Length of Residence in the Town of Carrboro	5 years

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	University of North Carolina-Chapel Hill
Number of Years Employed	5
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Carolina Food Alliance Equality NC Goathouse refuge IWW-Triangle chapter Triangle People's Assembly Triangle Unity May Day Coalition
Experience to Aid You in Working on Advisory Boards	I worked with many coalitions on a variety of projects throughout my 15 years history as a community activist. I have also experienced first hand the benefits and pitfalls of affordable housing programs in 4 different states and a dozen different communities.
Reasons You Wish to be Appointed	Affordable housing and gentrification are the most important issues facing our community today. I moved to North Carolina as a recent graduate, to join my partner after he received a scholarship to UNC-Chapel Hill. UNC was his first choice school, but affordable housing was not easy to find, and we struggled every month to scrape together enough money to make rent. We are not alone in having to go into debt just to keep a roof over our head, this is a problem for many students and recent grads in the area. I worry that promising students will be turned away from our community and recent graduates will leave simply because they've priced out of the town they once called home. I would like to do what I can to ensure people of all backgrounds and incomes can find a home and thrive in Carrboro. There are several groups that would benefit from a comprehensive affordable housing system: students,

recent graduates, struggling new families, and seniors especially. I would like to make sure that the resources dedicated to affordable housing are used wisely and provide the most benefit to our community.

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

No

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If yes, which one(s)?

*Field not completed.*

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Are you currently serving on a Town Board or Committee?

No

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

No

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

\*Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15-45(c) 3-7(d), 3-24(c))

I think there is a mistake, I selected 'No' (I have never served a single term), but it still says this field is required.

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Saturday, July 01, 2017 9:01 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Terri Buckner
Date	7/1/2017
Address1	306 Yorktown Drive
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	No
Telephone	9196728271
Email Address	<a href="mailto:tbuckner@ibiblio.org">tbuckner@ibiblio.org</a>
Date of Birth	12/12/2012
Race	W
Sex	F
Occupation	project manager
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	20+
Length of Residence in the Town of Carrboro	8

I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission, Economic Sustainability Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	<i>Field not completed.</i>
Number of Years Employed	20+
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Past membership on: Carrboro Transportation Advisory Board, OWASA BOD, Chapel Hill Technology Advisory Board, Orange County Commission for the environment
Experience to Aid You in Working on Advisory Boards	Creative problem solver, knowledge of the community
Reasons You Wish to be Appointed	I believe affordable housing and economic sustainability are closely related and critical to the future of this community. (I did not provide my actual DOB--DOB is protected private information when combined with name and gender.)
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	see above
Are you currently serving on a Town Board or Committee?	No
If yes, are you applying for a third consecutive	No

term?

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

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 20, 2017 2:38 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Tyran Hill
Date	6/20/2017
Address1	5800 Faringdon Pl
Address2	<i>Field not completed.</i>
City	Raleigh
State	NC
Zip	27609
Is this address located within the corporate limits of the Town of Carrboro?	No
Telephone	3365960036
Email Address	<a href="mailto:thill@nchousing.org">thill@nchousing.org</a>
Date of Birth	4/16/1992
Race	African American
Sex	Male
Occupation	Housing Policy Officer
Are you a registered Orange County Voter?	No
Length of Residence in Orange County	N/A
Length of Residence in the Town of Carrboro	N/A



I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	NC Housing Coalition
Number of Years Employed	1
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Wake County Affordable Housing Steering Committee Member Habitat for Humanity of Wake County Policy & Advocacy Committee Member Leadership North Carolina Class XXIV
Experience to Aid You in Working on Advisory Boards	I have no direct experience but I believe my affordable housing knowledge and experience would be a key asset for this board.
Reasons You Wish to be Appointed	I have been working with a group called Parent Advocates for Adult Children with Intellectual and/or Developmental Disabilities in North Carolina (PACIDNC) based in Orange County. It is comprised of over 150 families with adult or nearly adult children who have intellectual and/or developmental disabilities (ID/D). These parents have helped me better understand affordable housing needs in Chapel Hill and I recognize similar trends in Carrboro that could be leveraged to increase the affordable housing stock. The Town of Carrboro has been very progressive in their affordable housing planning and I would like to assist in crafting a plan for all populations in the future.
Have you ever served on any Town of Carrboro Committee or Board?	No

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

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

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

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

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Thursday, July 06, 2017 12:27 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

Name	Viay Sivaraman
Date	7/7/2017
Address1	200 High St.
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9193608825
Email Address	<a href="mailto:vijayridesabike@yahoo.com">vijayridesabike@yahoo.com</a>
Date of Birth	9/18/1979
Race	indian
Sex	Male
Occupation	Professor
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	14 years
Length of Residence in the Town of Carrboro	14 years



I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Three):	Affordable Housing Advisory Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	<i>Field not completed.</i>
*Employer/Self Employed	North Carolina Central University
Number of Years Employed	4
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	ReCyclery.org- Board of Directors Transit Advocates NEXT
Experience to Aid You in Working on Advisory Boards	I am a proud Carrboro Resident and home owner. As an academic, I have the training and patience to discuss complex issues and address problems that our community is facing, such as fair housing.
Reasons You Wish to be Appointed	I am excited to serve and volunteer for our town, to effect policy and improve our community.
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving on a Town Board or Committee?	No
If yes, are you applying for a third consecutive term?	No

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

Not applicable

\*Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15-45(c) 3-7(d), 3-24(c))

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-254

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**Agenda Date:** 9/5/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### Appointment of a Board of Aldermen Representative to the HOME Consortium

The Board of Aldermen will select a representative from their membership to serve on the HOME Consortium. The current seat is vacant after Michelle Johnson's resignation from the Board of Aldermen.