



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



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Tuesday, October 3, 2017

7:30 PM

Board Chambers - Room 110

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### 7:30-7:45

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

1. [17-289](#) Charge Issued to Recently Appointed Advisory Board Volunteer
2. [17-296](#) Resolution in Support of a State and National Goal of 100% Clean Energy by 2050 and the Creation of Green Jobs  
**Attachments:** [Resolution in Support of a State and National Goal of 100% Clean Energy by 2050](#)
3. [17-265](#) Fire Prevention Week proclamation

### 7:45-7:50

#### B. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:50-8:00

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

### 8:00-8:05

#### D. CONSENT AGENDA

1. [17-288](#) Approval of Previous Meeting Minutes of September 19, 2017 and September 26, 2017
2. [17-287](#) Request to Make an Appointment to the Board of Adjustment

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

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Chair Forms and Application](#)

3. [17-295](#) Update on Transportation Projects

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen with an update on a variety of transportation projects that have been ongoing for the last several months.

**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - BOA Update on Transportation Projects-10-4-2017-c](#)

**8:05-8:35**

**E. PUBLIC HEARING**

1. [17-298](#) Public Hearing - Continued Public Discussion for the Town-owned Property at 203 S. Greensboro

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen with an opportunity to receive public comment on additional concept plan options for the Town's 203 S. Greensboro Street property.

**Attachments:** [Attachment A - Presentation of Design Options 9-19-17](#)

**F. OTHER MATTERS**

**8:35-8:55**

1. [17-297](#) Community Climate Action Plan Implementation Update

**PURPOSE:** The purpose of this item is to update the Board on Community Climate Action Plan implementation efforts.

**Attachments:** [Attachment A - Implementation Plan Overview](#)  
[Attachment B - Progress Update for Board 10-3-17](#)

**8:55-9:15**

2. [17-291](#) Paid Leave Options for Full Time Town Employees

**PURPOSE:** The purpose of this item is for the Board to consider various options for paying employees during some or all of the work time missed while on Family and Medical Leave, or other approved leave.

**Attachments:** [Attachment A - TOC Paid Parental Leave Poll 8-2017 - Attachment A for BOA 10-3-2017.pdf](#)

**9:15-9:45**

3. [17-170](#) Review and Discussion of Draft Rules of Procedure for Boards and Commissions

**PURPOSE:** The purpose of this item is to allow the Board of Aldermen to review and discuss the draft Rules and Procedures for Boards and Commission. After discussion, the rules will be included in the Draft Advisory Board Guidelines and brought back to the Board of Aldermen for adoption. There are there policy questions that the Board of Aldermen has requested to address.

**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Rules of Procedure for Boards and Commissions.docx](#)  
[Attachnement C - 7-7-17 - Memorandum from Nick Herman on Remote Participation on Planning Board.pdf](#)

**G. MATTERS BY BOARD MEMBERS**

**H. MATTERS BY TOWN MANAGER**

**I. MATTERS BY TOWN ATTORNEY**

**J. MATTERS BY TOWN CLERK**



# Town of Carrboro

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## Agenda Item Abstract

**File Number:**17-289

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**Agenda Date:** 10/3/2017

**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) Vijay Sivaraman, Amy Singleton, and Terri Buckner - Affordable Housing Advisory Commission



# Town of Carrboro

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## Agenda Item Abstract

**File Number:**17-296

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**Agenda Date:** 10/3/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Resolution in Support of a State and National Goal of 100% Clean Energy by 2050 and the Creation of Green Jobs

**RESOLUTION IN SUPPORT OF A STATE AND NATIONAL GOAL OF  
100% CLEAN ENERGY BY 2050 AND THE CREATION OF GREEN JOBS  
10-3-17**

WHEREAS, by the end of 2015, the Earth's average surface temperature has increased by about 1.0 degree Celsius (1.8 degrees Fahrenheit) since the late-19th century according to NASA;

WHEREAS, climate change is expected to increasingly impact North Carolina's temperatures, precipitation and sea level with harmful consequences in coming years;

WHEREAS, climate change and global average temperature increases are primarily due to human-caused fossil fuels emissions, including coal, oil and natural gas, according to the United Nations Intergovernmental Panel on Climate Change, National Academy of Sciences, American Meteorological Society, United States Environmental Protection Agency, United States Department of Defense, and numerous other leading scientific, academic and governmental authorities both in the United States and internationally;

WHEREAS, a final agreement of the United Nations Conference of Parties (COP21), which included the United States and a total of 195 nations, was reached in Paris, France on December 12, 2015, that states the aim is to "holding the increase in the global average temperature to well below 2 degrees Celsius above preindustrial levels and pursuing efforts to limit the temperature increase to 1.5 degrees Celsius above preindustrial levels" and entered into force on November 4, 2016;

WHEREAS, scientists have concluded the concentration of carbon dioxide, the leading greenhouse gas, in the Earth's atmosphere is currently and consistently over 400 parts per million (ppm) and will likely stay above this level for the indefinite future for the first time in millions of years;

WHEREAS, sixteen of the seventeen hottest years on record have occurred in the twenty-first century and 2016 is the hottest year on record;

WHEREAS, an increase in the global average temperature is having and will continue to increasingly have major adverse impacts, if not stopped by eliminating the use of fossil fuels, on both the natural and human-made environments due to longer, more intense heat waves, prolonged droughts, spread of infectious diseases, rising sea levels, ocean acidification, wildfires, and more intense and frequent extreme weather events;

WHEREAS, these physical effects are expected to lead to water scarcity, food insecurity, increasing numbers of refugees, increased poverty, and the mass extinction of species;

WHEREAS, studies completed by the International Monetary Fund (IMF), the Risky Business Project, Duke University, and others point to the severe economic costs of climate change and continuing use of fossil fuel, estimating billions of dollars a year in costs nationally and trillions globally;

WHEREAS, leading economists, policy experts, and business leaders conclude that transitioning to a clean energy economy available for all would create millions of green jobs nationally, improve health and living standards, and boost economic growth in coming years;

WHEREAS, a study cited two of the twenty dirtiest coal plants in the country in North Carolina, the Belews Creek plant and the Roxboro Steam plant;

WHEREAS, low-income communities and communities of color in North Carolina and the United States are inordinately exposed to pollution, that causes serious health problems such as cancer and asthma, from fossil fuels, including the dirtiest coal-fired power plants which produce coal ash, and need to be empowered and have access to educational tools and an awareness of climate issues;

WHEREAS, a Stanford University and University of California-Berkeley study concludes the United States energy supply could be based entirely on renewable energy by the year 2050 using current technologies and 80% renewable energy by 2030 while creating numerous green jobs;

WHEREAS, municipalities, organizations, businesses, and academic institutions throughout the world have set a goal to achieve carbon or climate neutrality by 2050 or earlier;

WHEREAS, the United States Conference of Mayors in 2017 passed a resolution supporting 100% clean renewable energy community-wide for cities by 2035;

WHEREAS, the following North Carolina municipalities passed resolutions supporting a goal of 100 percent renewable energy for all energy sectors by 2050 for the State of North Carolina and the United States: Town of Boone; Watauga County; Town of Sylva; City of Asheville, Town of Webster; Chatham County, Town of Canton, Macon County, Town of Franklin, Town of Hillsborough, and the Town of Waynesville, as well as Orange County;

WHEREAS, nearly 40 American municipalities outside North Carolina have committed to some version of a goal of 100% renewable energy including Atlanta, St. Petersburg, Las Vegas, Sarasota, Pittsburgh, San Francisco, Portland, OR, San Diego, Salt Lake City, Seattle, Honolulu, Santa Barbara, San Jose, Aspen, Burlington, VT, Ithaca, NY, Greensburg, KS, Lancaster, CA, Palo Alto, CA, Rochester, MN, East Hampton, NY, Columbia, MD, Moab, UT, Edmonds, WA and others;

WHEREAS, over 600 American colleges and universities have made a commitment to reduce greenhouse gases, including Appalachian State University, Blue Ridge Community College, Carteret Community College, Catawba College, Central Carolina Community College, Davidson College, Duke University, Elizabeth City State University, Fayetteville State University, Guilford College, North Carolina Central University, Queens University of Charlotte, Southeastern Community College, University of North Carolina at Chapel Hill, University of North Carolina at Charlotte, University of North Carolina at Greensboro, University of North Carolina at Pembroke, Wake Technical Community College, and Warren Wilson College;

WHEREAS, North Carolina installed 1,140 MW of solar electric capacity in 2015, ranking it second nationally; nearly \$1.7 billion was invested on solar installations in North Carolina, a 159% increase over the previous year; there are currently more than 200 solar companies at work throughout the value chain in North Carolina, the state companies employing some 6,000 people; North Carolina ranks third in the nation in installed solar capacity, enough to power 260,000 homes; and solar photovoltaic system prices in the U.S. have dropped by 66% since 2010; Whereas, North Carolina has more offshore wind energy potential than any other Atlantic state;

WHEREAS, the Intergovernmental Panel on Climate Change Fifth Assessment Report recommended a global goal of achieving near zero greenhouse gas emissions or below, which is necessary to stabilize the global average temperature to avoid climate catastrophe;

Now, therefore, Be it resolved by the Carrboro Board of Aldermen that it endorses the following:

SECTION 1. The State of North Carolina and the United States shall establish a transition from fossil fuels to 100% clean renewable energy for all energy sectors by 2050 or sooner and 80% clean renewable energy for all energy sectors by 2030 to avoid climate catastrophe, to promote job creation and economic growth, and to protect the Earth for current and future generations from climate catastrophe.

SECTION 2. This resolution is effective upon adoption.



# Town of Carrboro

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## Agenda Item Abstract

**File Number:**17-287

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**Agenda Date:** 10/3/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make an Appointment to the Board of Adjustment

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

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** There are three vacant seats on the Board of Adjustment; two in-town seats and one ETJ seat. Brian Hageman has applied to the Board of Adjustment and David Collins, the chair, has provided the summary forms for the Board of Aldermen to review.

The attached resolution appoints Brian Hageman to the Board of Adjustment.

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

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

**ATTACHMENT A**

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

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

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	Brian Hageman	2/2021

Section 2. This resolution shall become effective upon adoption.

## Board Chair Recommendation Form

Advisory Board Name      Board of Adjustment

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Applicant Name              Brian Hageman

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Outstanding Qualifications      Brian has extensive volunteer experience. He currently serves as the Orange County representative on the Chapel Hill Transportation and Connectivity Advisory Board. He also has worked with multiple non-profit organizations before moving to Carrboro from Oakland, CA.

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How applicant compliments current board composition:      Brian currently works in the transportation industry. He has extensive knowledge of transportation and connectivity challenges facing communities today.

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Other comments:              *Field not completed.*

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Applicant Name              *Field not completed.*

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Outstanding Qualifications      *Field not completed.*

---

Other Comments:              *Field not completed.*

---

Applicant Name              *Field not completed.*

---

Outstanding Qualifications:      *Field not completed.*

---

Other Comments:              *Field not completed.*

---

Applicant Name              *Field not completed.*

---

Outstanding Qualifications:      *Field not completed.*

---

Other Comments:              *Field not completed.*

---

Applicant Name              *Field not completed.*

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Outstanding Qualifications:      *Field not completed.*

---

Other Comments:              *Field not completed.*

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## Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Board of Adjustment

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Applicant Name: Brian Hageman

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Date of last contact with applicant: 9/6/2017

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Summary of Qualifications: Brian has extensive volunteer experience. He currently serves as the Orange County representative on the Chapel Hill Transportation and Connectivity Advisory Board. He has also worked with multiple non-profit organizations before moving to Carrboro from Oakland, CA.

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

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

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Applicant attended advisory board meeting prior to BOA review: Yes

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If yes, date of advisory board meeting: 6/21/2017

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

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

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In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community: Occupation, experience or special skills

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

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

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

## Advisory Board Application

Name	Brian Hageman
Date	6/20/2017
Address1	1227 Hillsborough Rd
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	4156991019
Email Address	<a href="mailto:brian.hageman@gmail.com">brian.hageman@gmail.com</a>
Date of Birth	6/11/1967
Race	Caucasian
Sex	Male
Occupation	Account Executive
Are you a registered Orange County Voter?	No
Length of Residence in Orange County	One year
Length of Residence in the Town of Carrboro	One year
I wish to be considered for appointment to the following committee/board(s) (Do	Board of Adjustment, Transportation Advisory Board

Not Select More Than Three):

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

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Advisory Board Preference *Field not completed.*

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\*Employer/Self Employed TransLoc

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Number of Years Employed One year

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\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro. *Field not completed.*

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Community Activities/Organizational Memberships I have extensive volunteer experience. I currently serve as the Orange County representative on the Chapel Hill Transportation and Connectivity Advisory Board. I have also worked with multiple non-profit organizations before moving to Carrboro from Oakland, CA.

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Experience to Aid You in Working on Advisory Boards I currently work in the transportation industry, so I have extensive knowledge of transportation and connectivity challenges facing communities today.

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Reasons You Wish to be Appointed When my wife and I were looking for a home in the Raleigh-Durham area, we specifically chose Carrboro over Chapel Hill, Raleigh, Durham or Cary. We believe that it is a unique town and that its special properties need to be protected and nurtured for the benefits of current residents and business owners and to insure its values for future residents and businesses.

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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 No

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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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# Town of Carrboro

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## Agenda Item Abstract

**File Number:**17-295

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**Agenda Date:** 10/3/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Update on Transportation Projects

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen with an update on a variety of transportation projects that have been ongoing for the last several months.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon - 919-918-7325, Patricia McGuire - 919-918-7327

**INFORMATION:** The Board has received presentations on a number of transportation projects in the last couple of weeks, including strategies for implementing the parking plan, NCDOT managed intersection improvements, Town projects under consideration for the upcoming prioritization process, and the Metropolitan Transportation Plan (MTP), but a number of other projects have been going on in the background. The purpose of this update is to provide the Board with more contextual information about key projects along with a status report of their progress.

**FISCAL & STAFF IMPACT:** None associated with receiving the report.

**RECOMMENDATION:** Staff recommends that the Board consider the resolution receiving the report. Staff can provide answers to questions or comments, as they may arise, at future meetings.

A RESOLUTION RECEIVING AN UPDATE ON TRANSPORTATION  
PROJECTS

WHEREAS, the Board of Aldermen has received presentations on important long range regional transportation plans, such as the Comprehensive Transportation Plan (CTP), the Metropolitan Transportation Plan (MTP) and the Orange County Transit Plan; and

WHEREAS, the Town of Carrboro has a number of local transportation projects that are in process; and

WHEREAS, Town staff have requested Board input and approvals at key milestones; and

WHEREAS, staff have provided the Board with updates on particularly projects at regular intervals.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the Board receives this comprehensive update on a number of transportation projects that have been ongoing for the last several months.

This the 3<sup>rd</sup> day of October in 2017.



# TOWN OF CARRBORO

NORTH CAROLINA

## TRANSMITTAL

## PLANNING DEPARTMENT

DELIVERED VIA:  HAND  MAIL  FAX  EMAIL

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

**From:** Tina Moon, Planning Administrator

**Date:** September 29, 2017

**Subject:** Update on Transportation Projects

### Summary

This memorandum is intended to provide the Board of Aldermen with an update on a number of different transportation projects which have been moving forward during the last several months. Projects are roughly organized in the following manner: residential traffic calming, transportation infrastructure, bicycle facilities and bicycle planning, and pedestrian safety.

### Residential Traffic Calming

The Town's Residential Traffic Management Plan for Speed and Traffic Control was adopted in 1996 and subsequently revised in 1997, 2005 and 2006. The Plan sets out a multistep process for residents to work among themselves (by developing consensus) as well with Planning staff to identify traffic calming concerns on Town-owned streets and to consider possible options for addressing those concerns either by awareness campaigns and education (Stage 1) or by the installation of physical measures to control traffic speeds (Stage 2). The latter involves the development of a professionally prepared traffic calming plan with neighbor input, Transportation Advisory Board recommendation, and Board approval. Installation is dependent on cost and timing as it relates to the budget cycle.

On March 21, 2017, the Board received updates on Stage 2 traffic calming plans for segments of two local streets: Blue Ridge Road and Tallyho Trail. The Board approved the design for Blue Ridge Road subject to recommendations from neighbors for minor refinements related to the exact placement of four devices: two speed tables, one curb extension and one choker or neck down. Planning and Public Works staff met in the field with a representative from the neighborhood in early May to mark the

locations of each device prior to installation. Funding became available in July; construction began in September, and is anticipated to be finished by the end of the month.

Residents along Tallyho Trail were unable to reach a consensus on a final design for their street, but have expressed a preference for speed tables and not mini roundabouts. Planning staff met with a group of residents in late July, and walked much of the western end of Tallyho Trail with a focus on the areas identified for speed tables; the locations for three speed tables were confirmed. The group agreed that it made sense to postpone the installation of traffic calming devices along the eastern half of the road until the completion of the Rogers Road sewer project, since the line extends through the Highlands North neighborhood and underneath Tallyho Trail. Residents noted, however, the importance of locating at least one more speed table east of the sewer line, near the overhead utility lines.

Subsequent to the field visit, planning staff reviewed the proposal with the Town engineer and Fire Department to consider the possibility of designing a mid-block choker between Rogers Road and Staffield Lane that would slow traffic and serve as an attractive stormwater BMP. Fire Department staff expressed concern with the potential for traffic calming devices to delay EMS response time, particularly the cumulative additional delay for residents living further back on Tallyho Trail. A follow-up meeting is anticipated for early October.

The process outlined in the Residential Traffic Management Plan remains timely in several regards, particularly the use of a petition system to gauge neighbor interests early on. Staff have noted, however, that certain aspects of the plan may be improved so as to decrease the processing time and clarify the budgeting allocations for physical and other improvements. Staff is working with an intern to review the existing plan, to compare it with similar plans in other jurisdictions and to prepare recommendations for revisions for future Board consideration. Key elements of note include:

- Changing the timeline; requests would be considered during a limited window of time once a year to provide an opportunity for traffic counts during the school year, the design of a plan, and if approved by the Board, identification of funds for installation during the budget process.
- Limiting the number of projects each year either by a certain number and/or a certain cost.
- Prioritizing proposals on the basis of some sort of rating system so that projects are distributed throughout town rather than being concentrated in certain areas.

### **Infrastructure – NCDOT Projects**

#### **Estes Drive/North Greensboro Street Intersection Improvement (TIP #U-5846)**

Staff provided the Board with a status report on the intersection improvement project at its September 19<sup>th</sup> regular meeting. The project, funded and managed by NCDOT, has been scheduled for design work in FY2017 and construction in FY2018. The right-of-way acquisition process is currently underway. Right-of-way plans can be found with the agenda materials (<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3156312&GUID=1816D3ED-38DE-4B52-AE33-9575C81F418F&Options=&Search=>). Staff has received a handful of inquiries from residents who have received mailed notice from NCDOT, with questions about the project and/or the schedule moving forward. Some correspondence has included suggestions for refining the design or questions regarding the impact of stormwater improvements proposed as part of the project; this information has been forwarded to NCDOT.

While design work is typically finished by the time a project has reached the right-of-way acquisition phase, staff have been in contact with NCDOT to discuss opportunities to further enhance the project, particularly as it relates to the facilities for cyclists and pedestrians and stormwater management. Staff has encouraged NCDOT to keep the roundabout as small as possible in the interest of all users, taking into consideration the need for a seamless connection to the Frances Shetley bikeway as well as future bike-ped improvements along Estes Drive.

#### Merritt Mill/Franklin/East Main/Brewer Intersection Improvement (TIP #U-5847)

The Board of Aldermen received an update on the proposed intersection improvement project at Merritt Mill Road, Franklin Street, East Main Street and Brewer Lane on September 19<sup>th</sup> as well. (<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3158181&GUID=0616F2E0-976F-473A-AD60-C575DE1D968E&Options=&Search=>). The project was programmed for funding in the 2016-2025 STIP with an anticipated timeline of construction occurring in FY2019. Spanning the jurisdictional line between Carrboro and Chapel Hill, the project has proven challenging, due in part to the skewed alignment of the existing road network and in part due to its categorization as a highway project with an intended focus on improving vehicular level of service (LOS).

After reviewing a number of design options, elected officials and staff from the towns of Carrboro and Chapel Hill met with NCDOT in late August to discuss the project and possible next steps.

Two designs were evaluated:

- a proposal for a five-way roundabout (or “beanabout”) seemed to achieve some vehicular LOS improvement, but the need for right-of-way acquisition was significant and the anticipated costs exceeded the programmed budget, and
- a proposal to provide dual left turns from Merritt Mill to East Main Street, which facilitated that movement, only.

At the close of the August meeting, a representative from the NCDOT Board noted a possibility of another federal funding source that might be available for use toward the bike-ped improvements in the project—costs that have not yet been determined. Town staff also shared a “back of an envelope” sketch of potential bike-ped facilities--extending curbs to reduce crossing distances and adding pavement markings to better define crosswalks--that would improve the bike-ped experience, and clarify the appropriate path for all users traveling through the intersection. Subsequently, at the September 13<sup>th</sup> DCHC-MPO Board meeting, per the recommendation of NCDOT staff, the MPO Board included a bike-ped version of the project in the list of P5.0 projects to be submitted to NCDOT for formal scoring in the prioritization process for the FY2020-2029 STIP. If the bike-ped version scores well, it would provide the towns with an opportunity to compare project scopes and determine the most appropriate improvement for the location, while keeping a version of the original highway project on track.

#### Jones Ferry Spot Safety Project – Protected Bike Lanes

On March 27, 2012, the Board held a public hearing to seek input on a conceptual design for safety improvements on Jones Ferry Road. The project, funded and managed by NCDOT, changed the road cross section from the Willow Creek Shopping Center to the OWASA complex. Improvements included, in particular, a road diet, bike lanes, high visibility crosswalks, and a traffic signal at the intersection with Davie Road. Interest in protected bike lanes—including some sort of physical barrier between the bicycle and vehicular lanes was expressed and conveyed to NCDOT. While the project included pavement markings with a hatched separation space between the bike lane and vehicular lane,

the installation of physical barriers—such as curbing and/or delineators--were determined to be outside of the scope of the project, and the project was closed out.

Town staff have explored the use of a relatively new product called Tuff Curb, recommended by a local citizen (<http://www.impactrecovery.com/products/tuff-curb1>). Sungate Design ran into considerable delays getting cost information from the Tuff Curb representative as part of the preparation of a design for construction and NCDOT encroachment agreement. Once Sungate Design connected with the representative, it was clear that the product was cost-prohibitive (at more than \$30 per linear foot, the total cost would have come to around \$90,000 to \$100,000 for purchase and installation). Per staff's request, Sungate Design updated the estimate using a more standard thermoplastic paint and bolted reflective delineators. The cost would depend on whether the Town could complete the installation in-house or would need to hire a contractor for installation, but the range is around \$4000-\$8500 for the tubular delineators and \$10,000 to \$15,000 for a contractor to install—plus traffic control. Staff anticipates meeting with Sungate Design and others, in the field in the next week or so to finalize the design, and submit to NCDOT for an encroachment agreement. Funds for installation would also need to be identified.

### **Infrastructure – Town Managed Projects**

#### **Bicycle Loop Detectors (TIP #U-4726-DF)**

On November 22, 2011, the Board of Aldermen approved a Municipal Agreement with NCDOT and a capital improvement project ordinance to install bicycle detectors (loops embedded in the pavement to trigger a light change) at specific signalized intersections in the downtown (U-4726-DF). The Board subsequently contracted with Atkins North America, Inc., for preliminary engineering. Work on the project has been hindered by a number of factors including issues associated with right-of-way certification, changing staff at the consulting firm and changing specifications standards at NCDOT, leaving planning staff to prepare much of the specification manual. Staff submitted all of the materials to NCDOT on August 11<sup>th</sup> and has received verbal construction authorization. Once an updated supplemental agreement has been prepared, staff anticipates receiving authorization to advertise the project for bid, in early October.

#### **Morgan Creek Greenway (TIP #EL-4828)**

The Board of Aldermen approved the Morgan Creek Greenway Concept Plan on March 16, 2010 and subsequently entered into a Municipal Agreement with NCDOT and a contract with Coulter, Jewell, Thames (CJT) for preliminary engineering. On October 16, 2012, staff reported to the Board challenges associated with the bridge crossing in Phase 1 of the project, conveyed by CJT, and the need to make a decision relating to the alternative design to keep the project moving forward. Issues relating to the location of potential crossings and flood certification (no rise/CLOMR), which have been further impacted by the unknown schedule for the adoption of the new flood map have slowed down the design. Staff met with CJT during the summer to confirm the path forward and again on September 15<sup>th</sup> to discuss the timeline, tentatively this fall, for submitting materials to NCDOT for construction authorization.

#### **Homestead Road-Chapel Hill High School Multi-Use Path (Bolin Creek Phase 1B) (TIP #U-4726-DE)**

After three bid cycles, the Town selected a contractor, Fred Smith, to construct the Homestead Road-Chapel Hill High School Multi-Use Path (HCHHS-MUP) in 2015. The Town's request for concurrence from NCDOT involved a request for \$212,000 in additional FY 17 STP-DA & TAP

Funds from the DCHC-MPO, since the 2015 bid opening yielded bids significantly higher than the engineer's estimates. When the Town received concurrence from NCDOT in December 2015 to award the construction contract, the Town met with the Fred Smith to discuss how to schedule the project such that the approximately a third of the work would occur in or after October 2016 when the additional MPO funds would be available. The announcement of the preconstruction meeting, lead to a series of public meetings regarding the project design and its associated alignments, delaying the anticipated project start time by about two months, from mid-May to mid-July, 2016.

The bid documents included preliminary design information for the pedestrian bridge and associated substructure, but required the contractor to field verify the substructure design, finalize the bridge design and order the bridge for fabrication, a process which was anticipated to take about six to nine weeks. Clearing and other site work was scheduled to occur during the time that the bridge was being fabricated so that the project would continue in a timely manner. A question relating to the bridge substructure required the design engineer and contractor engineer to reevaluate the design and conduct additional geotechnical analysis. The substructure design has been resolved and approved by NCDOT, but the process delayed the project, and the fabrication of the bridge. Staff continues to work with Fred Smith to remobilize its subcontractors so that work can commence while the bridge is being made. Staff is also meeting with Fred Smith, Summit Design (CEI) and NCDOT to review the delays and determine if modifications to the project agreements, or final costs are warranted.

#### Jones Creek Greenway (TIP #C-5181)

On April 5, 2016, the Board approved the Town's execution of a Municipal Agreement with NCDOT and the adoption of capital improvement project ordinance for the Jones Creek Greenway. The project consists of the construction of a bridge and a paved trail to fill the gap between the upper Bolin Creek Trail and the Twin Creeks Greenway. Town staff spent time over the summer working the NCDOT to finalize a Request for Letters of Interest (RFLOI) for preliminary engineering services and anticipates advertising in the near future. The process was complicated by the need to address the Town's Finance Department standards within the NCDOT RFLOI format. Staff anticipates releasing the RFLOI in early October.

#### South Greensboro Street Sidewalk (TIP #U-4726-DX)

Staff has been working closely with MPO staff to assemble sufficient funding to initiate a municipal agreement with NCDOT for the South Greensboro Street sidewalk project. With the Board's approval to allocate STBGP-DA funds to the sidewalk project on April 4, 2017 and the subsequent adoption of the Orange County Transit Plan on April 28<sup>th</sup>, sufficient funds have been identified to begin the municipal agreement process. Staff ran into an unexpected delay over the summer because federally funded projects are assigned with a different numbering system than state funded projects. The use of funding from both sources requires NCDOT to assign a new number to the project; a decision made at the NCDOT Board level. Town staff will be notified once the NCDOT Board agenda is set and the new project number identified, that the online initiation process can begin.

#### Other Infrastructure Projects with Funding

Other ongoing projects that the Board may find of interest include: the development of agreement templates with GoTriangle for use in the recently adopted Orange County and Durham County transit plans. The Town is programmed to receive \$100,000 of Orange County Transit monies to develop a corridor study of Estes Drive prior to the preliminary design work for the Estes Drive bike-ped infrastructure enhancements. The corridor study should help establish a seamless connection

between the Estes Drive improvements and the Estes Drive/North Greensboro Street roundabout, as well as the connection to bike-ped improvements in the Chapel Hill end of the corridor. Questions from property owners along Estes Drive have, moreover, brought to the forefront the importance of coordination, particularly as it relates to stormwater.

Other future bike-ped infrastructure projects that have been programmed for funding in the FY2018-2027 State Transportation Improvement Program (STIP) as part of P4.0 but have not yet been begun include: the construction of a sidewalk along the 500 block of West Main Street in front of O-2 Fitness (funded through the Orange County Transit Plan), the construction of bike-ped improvements on Estes Drive (TIP #EB-5886), sidewalks on Jones Ferry Road (TIP #EB-5880) and Barnes Street (TIP #EB-5890), and minor improvements to the Carrboro end of the Campus to Campus bikeway. The Board received an update on the results of the P4.0 process on April 4<sup>th</sup>, as part of the consideration of new projects for P5.0. (Meeting materials may be found at the following link: <https://carrboro.legistar.com/LegislationDetail.aspx?ID=3011486&GUID=C3C96E4F-3BDA-4D5C-9F54-E96B38C7731E&Options=ID%7cText%7c&Search=p5.0>.)

#### Transportation Projects Anticipated to be Submitted for P5.0

Staff presented the Board with an updated list of projects anticipated to be submitted to NCDOT by the DCHC-MPO for consideration in the FY 2020-2029 STIP on September 5<sup>th</sup> (<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3144236&GUID=B6D7B935-9E9E-4601-A868-34DF8F9CA55B&Options=&Search=>). These include two highway projects: a combined multipart intersection and corridor improvement project at NC 54 and Old Fayetteville Road, James Street and West Main, and the segment of NC 54 that extends in between those two intersections, and a combined project to upgrade a segment of Old NC 86 from Old Fayetteville Road to Calvander and improve the Calvander intersection. The three bike-ped projects include: 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. The Board requested at the September meeting that a sidepath along Seawell School Road also be submitted for consideration.

#### NC 54 Corridor Study

The NC 54 Corridor Study officially began on September 12<sup>th</sup> in Town Hall with a meeting of planning staff from the counties and relevant municipalities of Orange and Alamance counties, NCDOT, the MPO and the selected consultant, VHB. VHB is in the data collection phase, conducting counts at key locations and obtaining land use plans and zoning information from the different jurisdictions. Staff will continue to keep the Board up to speed as the project moves along, particularly with regard to public meetings or other opportunities for citizen input. The study is anticipated to be finished in about a year.

#### Stroud Lane

Public Works staff have installed improved the Stroud Lane access to Anderson Park. A new gravel bike path extends from the access to the end of the cul-de-sac by Field #3, the far softball field. Staff is still refining the gravel surface to improve its compaction.

#### Fixit stations

The ribbon cutting for the Town's first Dero Fixit stations was held on March 25<sup>th</sup>, and included demonstrations at all three stations: Town Commons, Wilson Park and the Libba Cotton bike path.

Members of the Carrboro Bicycle Coalition have reached out to staff regarding signage and demonstrations at the stations, particularly the unit at Town Commons. Hopefully education and outreach regarding the use of the fixit stations will also help reduce the incidences of vandalism.

### Bike Share

The Board received a student presentation on the feasibility of a bike share program in November 17, 2015, outlining different options for developing a program based on existing systems in similar jurisdictions, and ultimately recommending a collaborative approach with the Town of Chapel Hill and UNC-Chapel Hill. As bike shares gain in popularity the Town continues to be courted by different companies, each offering a slightly different system. The three most recent companies to reach out to the Town include Zagster (<https://www.zagster.com/>), Gotcha (<https://gotchabike.com/>), and Lime (<https://www.limebike.com/>). Lime offers an opportunity try their system as a pilot program with as many or as few bikes as needed. Bikes have their own locking mechanism so no specialized rack system is needed. Technicians check every bike electronically on a daily basis, making repairs and “rebalancing” or relocating bikes to their assigned locations. Costs run around \$0.50 per ride for students and \$1.00 for non-students.

### Bike Plan update/BFC

Staff is on track to submit an application for NCDOT Division of Bicycle and Pedestrian and Transportation Planning Branch 2018 planning grant cycle. Carrboro received a grant in 2007 and applied the funding (approximately \$45,000) toward the development of the Town’s 2009 Comprehensive Bicycle Transportation Plan. The Board adopted a resolution of support on September 19<sup>th</sup>, and, on September 27<sup>th</sup>, the DCHC-MPO Technical Committee endorsed a similar resolution that will be forwarded to the MPO Board for consideration at its meeting in October. An update of the bike plan should enhance the Town’s application for gold status in the League of American Bicyclists, Bicycle Friendly Communities Program (BFC) during the upcoming round of consideration. Staff anticipates advertising a RFLOI for a transportation engineering to guide some work related to the bike plan and to assist with the preparation of the BFC application.

Improvements to bicycle infrastructure should also strengthen the Town’s BFC application. Examples of low-hanging fruit include adding pavement markings, such as sharrows, on Town streets per the Carrboro Comprehensive Bicycle Transportation Plan, during Town or NCDOT resurfacing. Installing bike loop detectors to help “trip” traffic lights so that cyclists travel with the light cycle at key intersections, and using green striping to identify the bike route within the intersection can also enhance the existing network. A request for the Town to install a bike boulevard, specifically for Pathway Drive and Cobblestone Drive, is being explored with assistance from an intern. Staff is also considering bike facilities as part of traffic calming designs, when the opportunity arises.

### Bike-Pedestrian Safety

In late March, staff presented a follow-up report to the Board relating to a citizen concern and request for pedestrian safety improvements in the downtown (<https://carrboro.legistar.com/LegislationDetail.aspx?ID=2991262&GUID=074F7B90-45E0-4ED2-9929-F1513E033B8B&Options=&Search=>.) The report provided a review of different types of safety devices along with appropriate locations and approximate costs. The update also included some of the information assembled by the Transportation Advisory Board during its outreach efforts and Wiki map. The Board directed staff to use the recommendations in existing plans such as the Safe Routes to

Schools Action Plan and the Carrboro Comprehensive Bicycle Transportation Plan to help guide the prioritization of infrastructure improvements. Staff related its discussions with NCDOT, focusing in particular, on the idea of a slow zone downtown and challenging crossings along Homestead Road and NC 54. The Town is considering preparing a RFLOI for engineering services to help guide efforts for infrastructure improvements, and to begin work on design, construction estimates and the preparation of encroachment agreements for NCDOT roads.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-298

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**Agenda Date:** 10/3/2017

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Public Hearing - Continued Public Discussion for the Town-owned Property at 203 S. Greensboro

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen with an opportunity to receive public comment on additional concept plan options for the Town's 203 S. Greensboro Street property.

**DEPARTMENT:** Planning and Manager's Office

**CONTACT INFORMATION:** Trish McGuire, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org) <<mailto:pmcguire@townofcarrboro.org>>, 919-918-7327; David Andrews, [dandrews@townofcarrboro.org](mailto:dandrews@townofcarrboro.org), 919-918-7308

**INFORMATION:** Updated conceptual design options for the 203 S. Greensboro Street property were developed in response to Board and citizen comments in June and presented to the community on September 19<sup>th</sup> (see item 17-278 at this [link <https://carrboro.legistar.com/MeetingDetail.aspx?ID=532837&GUID=A7711104-31F4-4BB8-AE0C-23C5B8BEBDCC&Options=&Search=>](https://carrboro.legistar.com/MeetingDetail.aspx?ID=532837&GUID=A7711104-31F4-4BB8-AE0C-23C5B8BEBDCC&Options=&Search=>)). Board and community members discussed the parking options and community input strategies, and asked questions about costs.

Jim Spencer, architect with Jim Spencer Architects, P.A., will review the design options this evening and a copy of the presentation materials is attached to this agenda item (*Attachment A*).

Other background information is available in previous agenda items. On June 20<sup>th</sup>, the Board of Aldermen received a presentation on the concept plan for the 203 S. Greensboro Street property. Agenda materials are available at this [link <https://carrboro.legistar.com/LegislationDetail.aspx?ID=3084136&GUID=676CEE1B-088E-457F-93FB-6CD4076789EC&Options=&Search=>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=3084136&GUID=676CEE1B-088E-457F-93FB-6CD4076789EC&Options=&Search=>). On June 27<sup>th</sup>, the Board of Aldermen received public comments on the concept plan. Agenda materials and minutes are available at [<https://carrboro.legistar.com/DepartmentDetail.aspx?ID=20277&GUID=2CC72A69-CFDE-4143-92E2-BC02C8A0FC9A&Mode=MainBody>](https://carrboro.legistar.com/DepartmentDetail.aspx?ID=20277&GUID=2CC72A69-CFDE-4143-92E2-BC02C8A0FC9A&Mode=MainBody>).

The concepts continue to seek to provide for possible co-location of principle uses, including Town offices, contemplated Orange County Southern Branch Library and additional supplemental and related potential uses (e.g. the ArtsCenter, Virtual Justice Center, an initiative of North Carolina Central University School of Law (

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<http://law.nccu.edu/technology/virtual-justice-project-2/virtual-justice-project/> ), a seed library ( <http://seedlibrarian.com/>), WCOM radio ( <http://wcomfm.org/> ), and a teen center). Options with parking to support possible uses and replace and augment existing surface parking provided on the property are depicted on the site and in the vicinity.

Town staff continue to explore temporary (i.e. during construction) parking areas and possible alternative locations for permanent parking demand generated by the 203 S. Greensboro project and will update the Town as information is available.

Public outreach for this hearing has been provided via the Town's website and social media.

**FISCAL & STAFF IMPACT:** Fiscal and staff impacts associated with considering this information are minimal.

**RECOMMENDATION:** It is recommended that the Board of Aldermen receive public comments on the concept plan options.

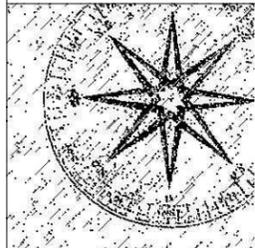


## Opportunity at 203 S Greensboro

- Orange County Southern Branch Library
- Additional Space for Town of Carrboro
- Structured Parking
- Potential for Private / Public Venture
- Other

**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510

[jimspencerarchitects.com](http://jimspencerarchitects.com)  
 919.960.6680



## Town of Carrboro Architectural Space Planning and Prioritization Project

### 203 South Greensboro Building Project

Takeaways from June 27, 2017 Board of Aldermen Meeting:

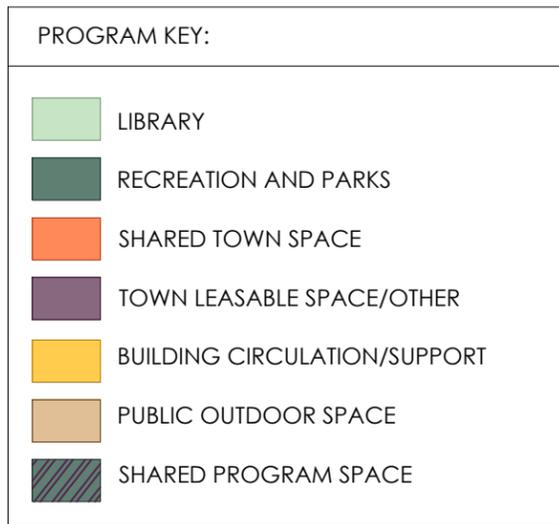
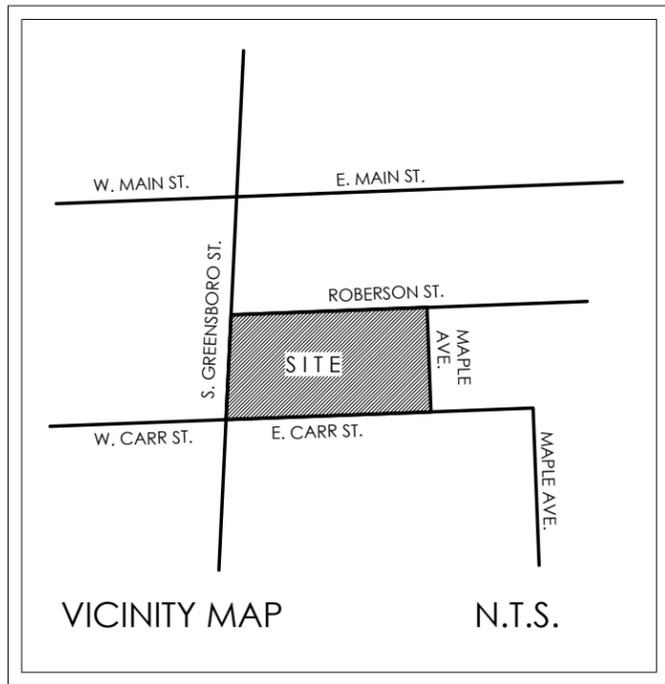
- Enthusiasm for library and other uses on site
- Primary challenge is to meet transportation needs without letting parking dictate
- Take opportunity to think big- accomplish multiple goals with project
- Create synergy between uses, but also between this project and neighboring uses
- Create good outdoor space and buildings/streetscapes with appropriate scale
- Think about how consolidation of parking can help this and other projects/uses downtown
- Bottom line costs: How to pay for larger project or more parking
- Re-think Roberson and other streetscapes to maximize access and flexibility
- Create quality architecture that fits into Carrboro's existing fabric
- Innovation in buildings/construction methods - prioritize sustainability

**Jim Spencer Architects, PA**  
103 Lloyd Street, Ground Floor  
Carrboro, NC 27510

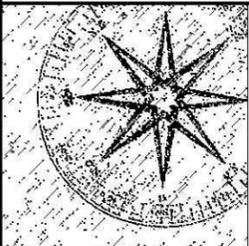
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919.960.6680

203 S Greensboro // June 27 Summary

Summary of Issues  
Sept 19, 2017



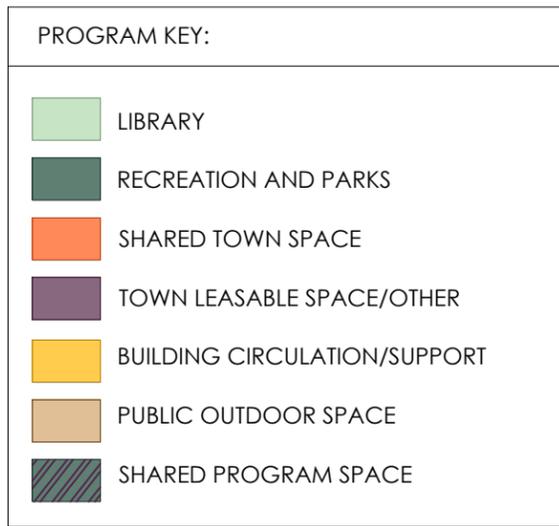
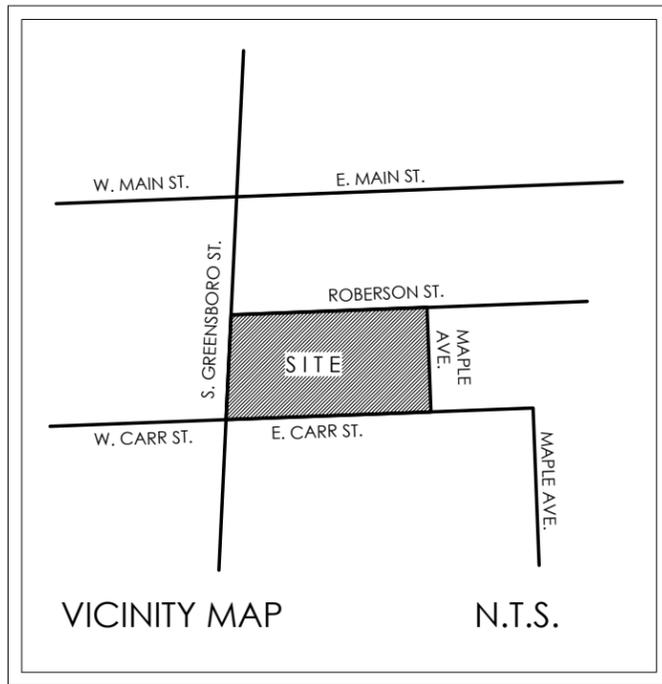
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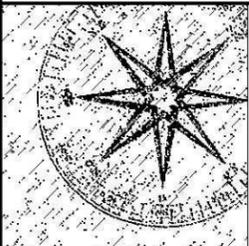
**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510  
 jimspencerarchitects.com  
 919.960.6680

# 203 S Greensboro // Parking Deck Onsite

Parking Deck Onsite  
 Sept 19, 2017



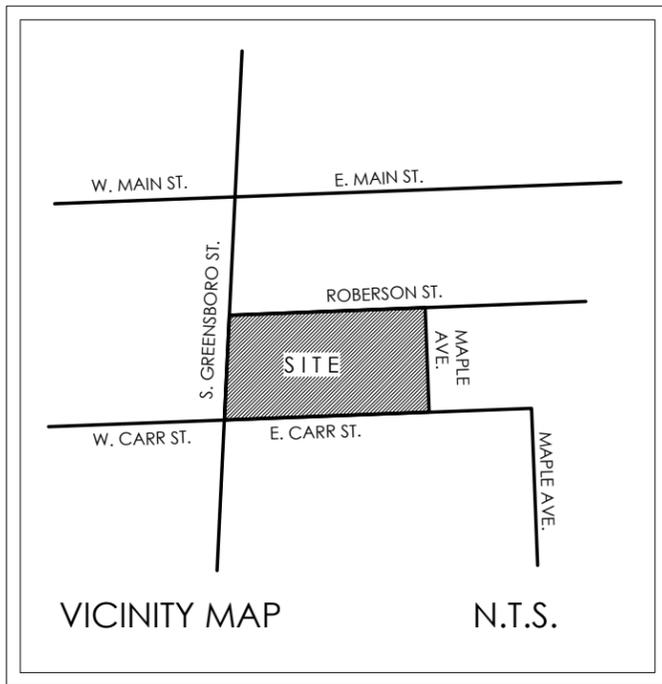
**SITE PLAN SCALE: 1" = 40'**



**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510  
 jimspencerarchitects.com  
 919.960.6680

# 203 S Greensboro // Parking Deck Onsite - Underground

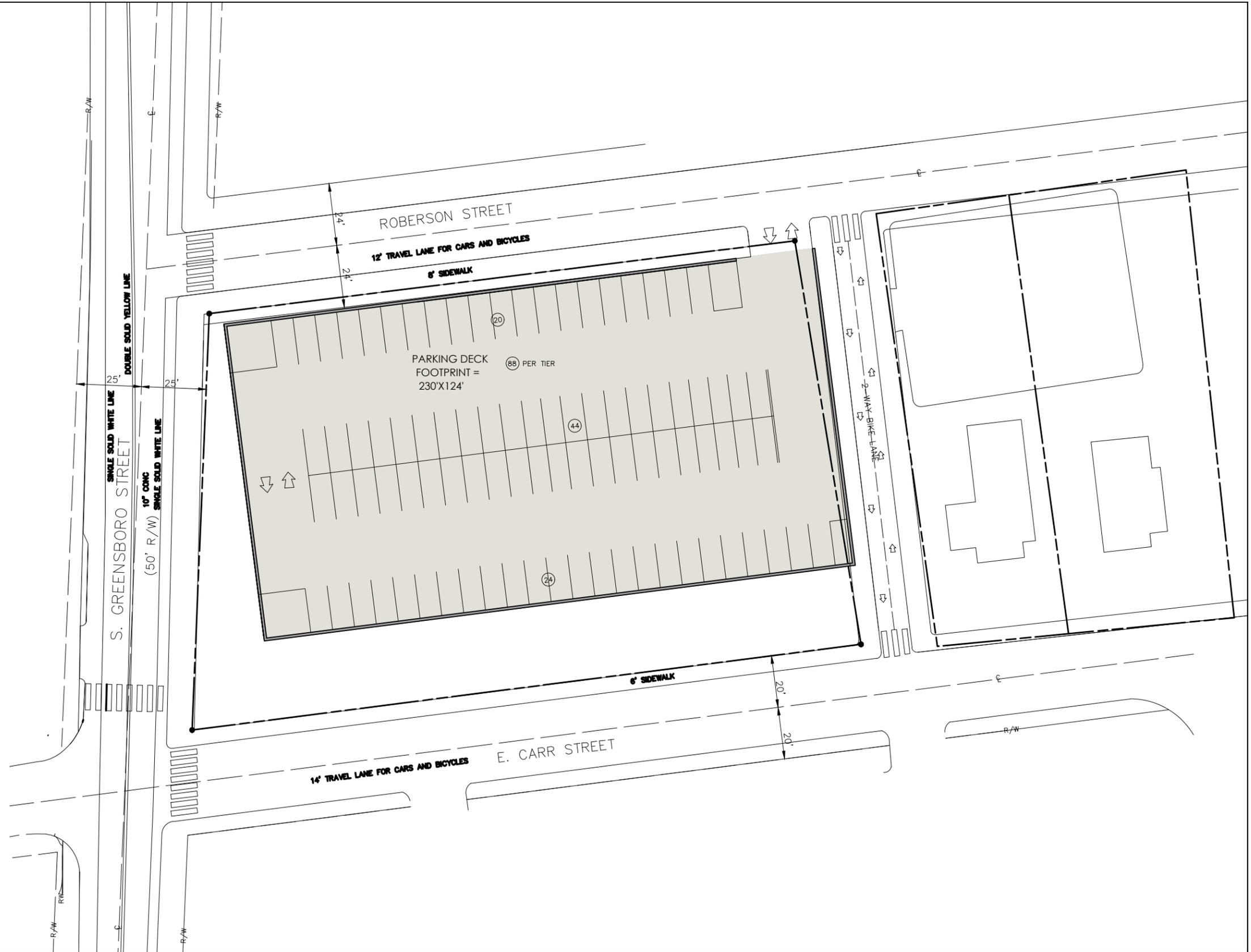
Parking Deck Onsite - Underground  
 September 19, 2017



PROGRAM KEY:

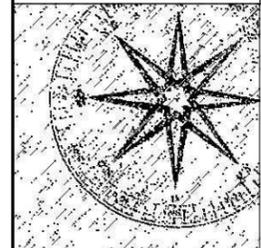
	LIBRARY
	RECREATION AND PARKS
	SHARED TOWN SPACE
	TOWN LEASABLE SPACE/OTHER
	BUILDING CIRCULATION/SUPPORT
	PUBLIC OUTDOOR SPACE
	SHARED PROGRAM SPACE

SITE PLAN SCALE: 1" = 40'





SCALE: 1:1500



**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510

*jimspencerarchitects.com*  
 919.960.6680

# 203 S Greensboro // Remote Parking Options

Remote Parking Options  
 September 19, 2017



**101 Weaver Street**  
 Approximately 380' from 203 S Greensboro

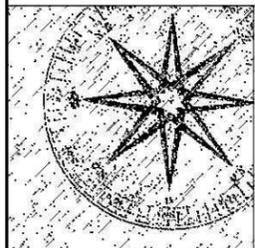


**200 S Greensboro Street**  
 Approximately 50' from 203 S Greensboro



**201 & 203 E Carr Street**  
 Approximately 30' from 203 S Greensboro

SCALE: 1:1000



**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510

*jimspencerarchitects.com*  
 919.960.6680

203 S Greensboro // Remote Parking Options

Remote Parking Options  
 September 19, 2017

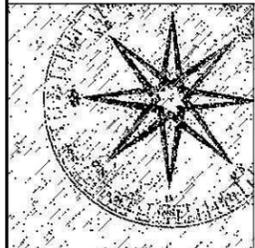


**201 Maple Avenue**  
 Approximately 150' from 203 S Greensboro



**200 E Main Street**  
 Approximately 450' from 203 S Greensboro

SCALE: 1:1000

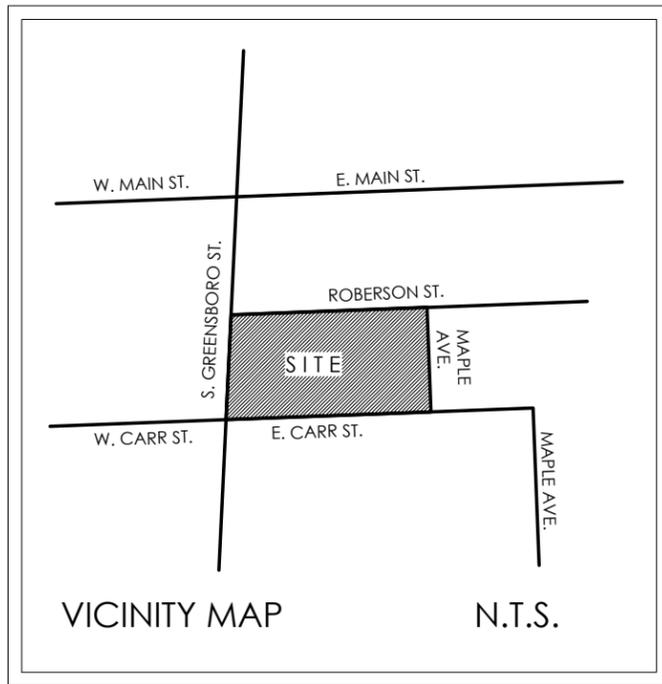


**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510

*jimspencerarchitects.com*  
 919.960.6680

203 S Greensboro // Remote Parking Options

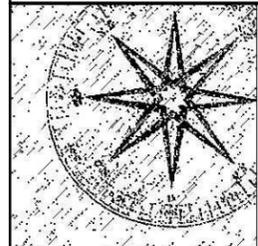
Remote Parking Options  
 September 19, 2017



PROGRAM KEY:

	LIBRARY
	RECREATION AND PARKS
	SHARED TOWN SPACE
	TOWN LEASABLE SPACE/OTHER
	BUILDING CIRCULATION/SUPPORT
	PUBLIC OUTDOOR SPACE
	SHARED PROGRAM SPACE

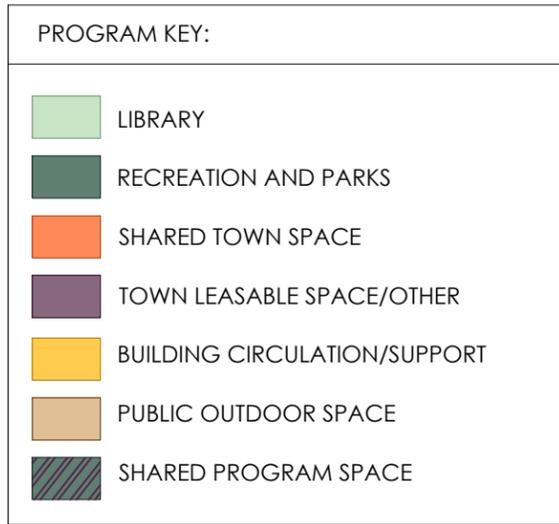
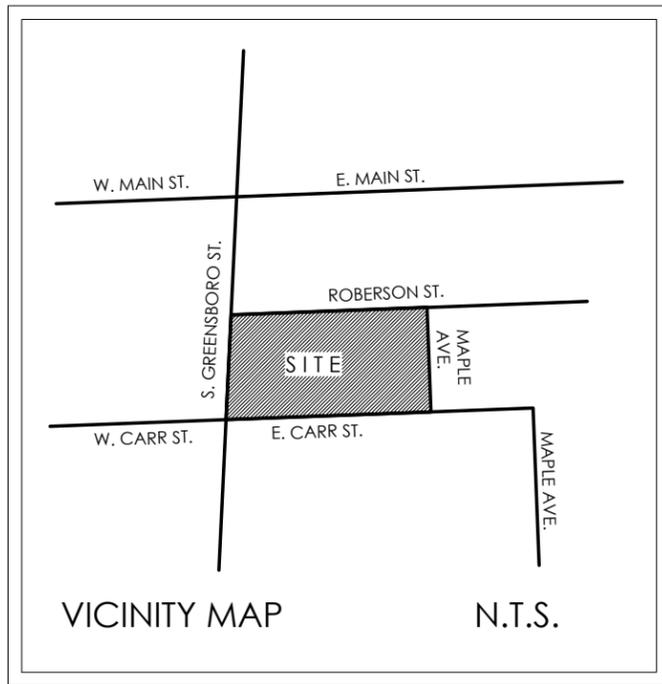
SITE PLAN SCALE: 1" = 40'



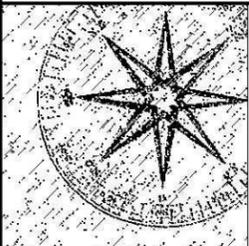
**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510  
 jimspencerarchitects.com  
 919.960.6680

# 203 S Greensboro // Offsite Parking - Single Building

Offsite Parking - Single Building  
 September 19, 2017



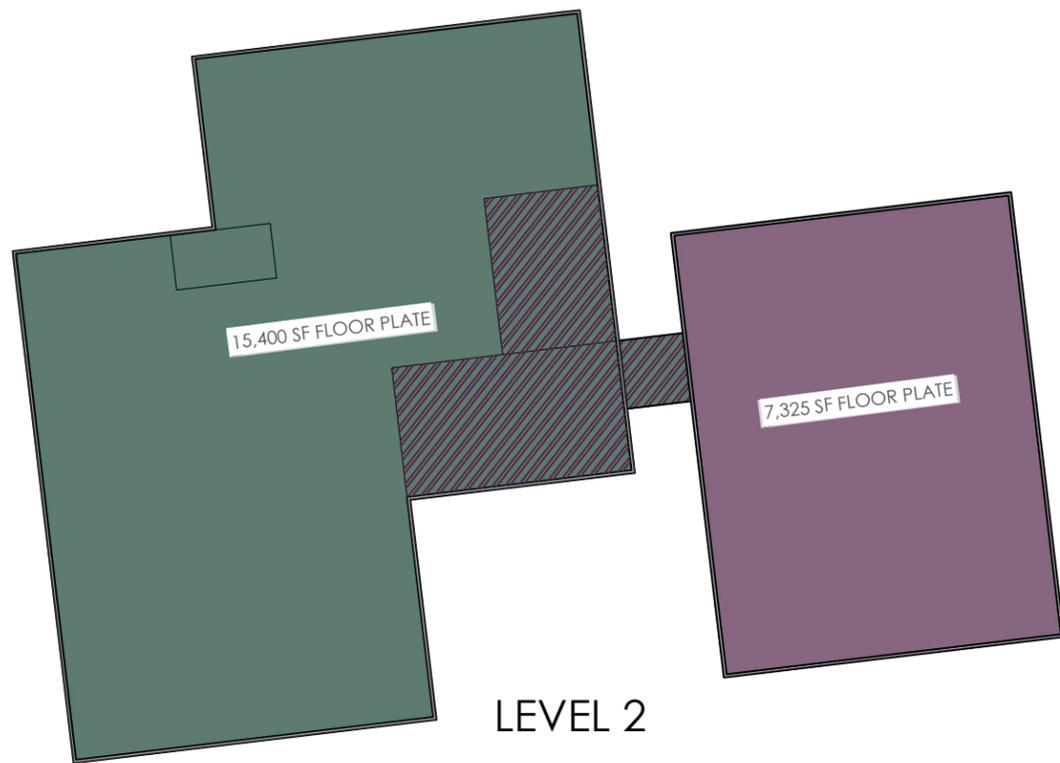
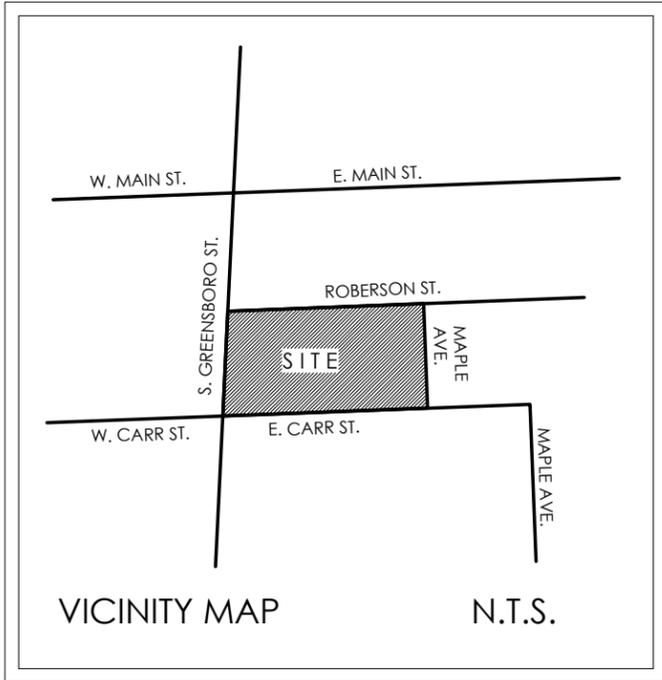
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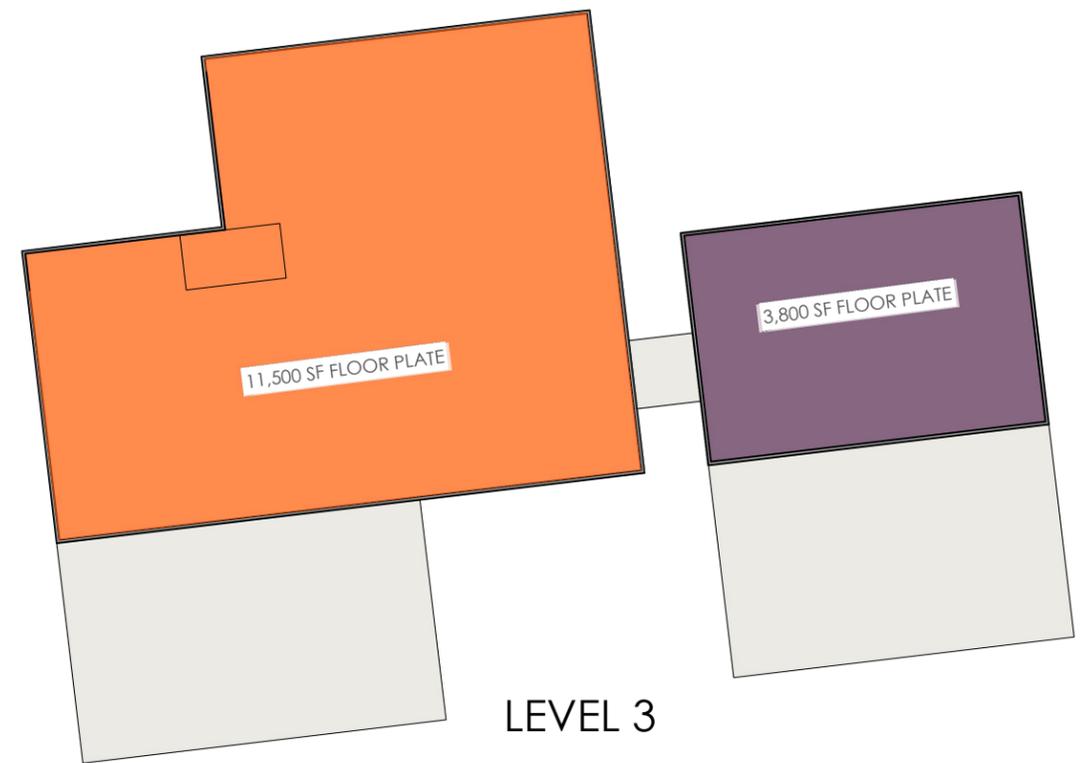
**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510  
 jimspencerarchitects.com  
 919.960.6680

203 S Greensboro // Offsite Parking - Development Parcel

Offsite Parking - Development Parcel  
 September 19, 2017



LEVEL 2



LEVEL 3

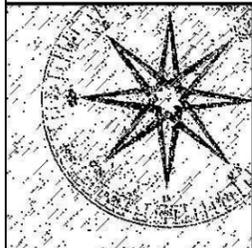


LEVEL 4

PROGRAM KEY:

	LIBRARY
	RECREATION AND PARKS
	SHARED TOWN SPACE
	TOWN LEASABLE SPACE/OTHER
	BUILDING CIRCULATION/SUPPORT
	PUBLIC OUTDOOR SPACE
	SHARED PROGRAM SPACE

SITE PLAN SCALE: 1" = 40'



**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510

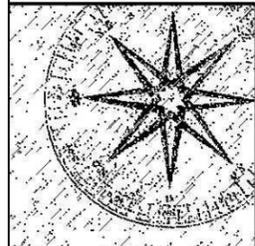
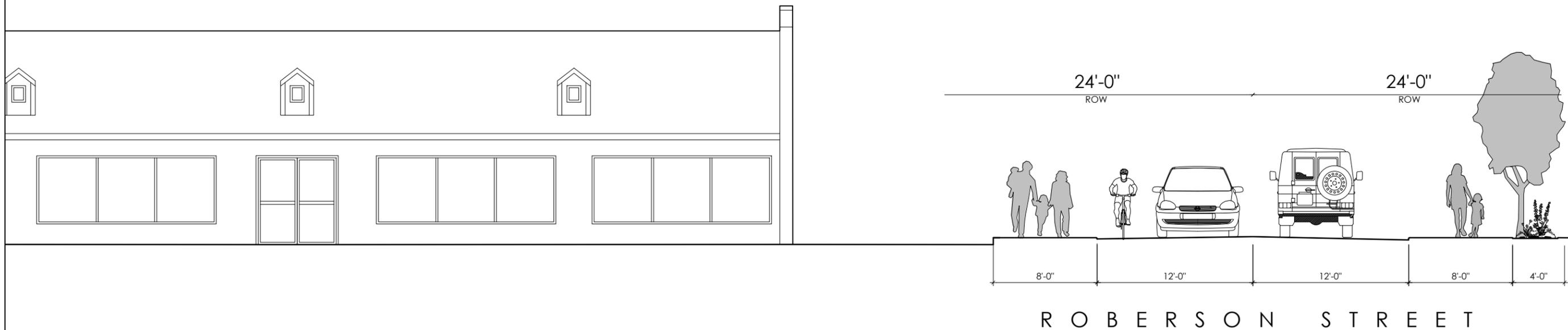
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# 203 S Greensboro // Offsite Parking - Development Parcel

Offsite Parking - Development Parcel  
 September 19, 2017



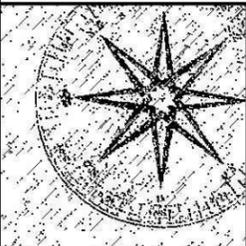
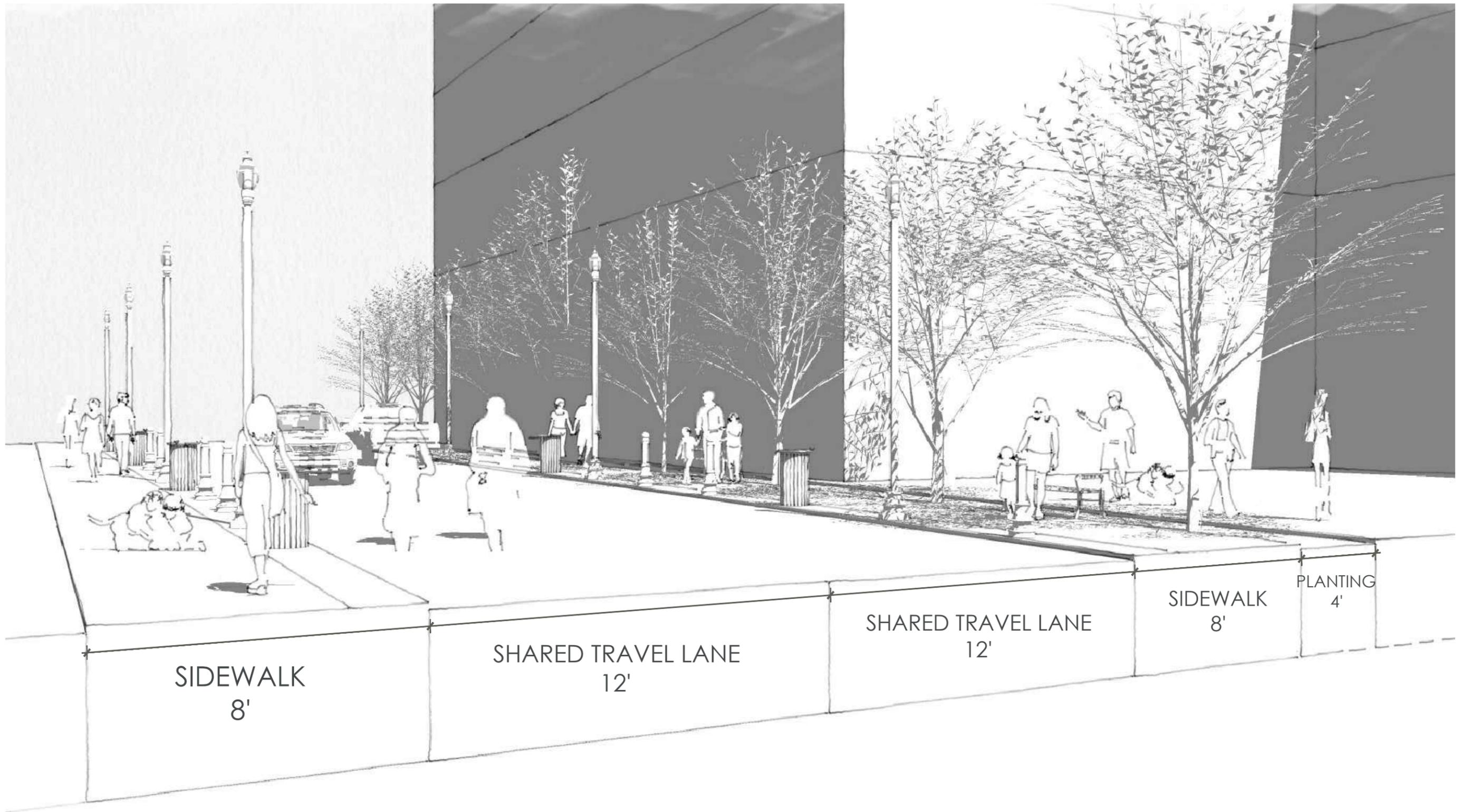
Pedestrian Friendly Streetscape - Wall Street, Asheville NC



**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510  
 jimspencerarchitects.com  
 919.960.6680

203 S Greensboro // Reimagining Roberson Street

Reimagining Roberson Street  
 September 19, 2017



**Jim Spencer Architects, PA**  
 103 Lloyd Street, Ground Floor  
 Carrboro, NC 27510

*jimspencerarchitects.com*  
 919.960.6680

203 S Greensboro // Reimagining Roberson Street

Reimagining Roberson Street  
 September 19, 2017

**Town of Carrboro Space Planning and Prioritization Project  
203 South Greensboro Building Project**

**Original Site Plan - Parking Deck On Site Option  
(Building Program of Approximately 55,000 SF, Parking for 300 Vehicles)**

**Potential Advantages:**

- Utilizing site already owned by Town of Carrboro
- Compact, dense site plan with all program elements on site
- Generally meets the Town of Carrboro ordinances/comprehensive plans
- Ample parking for program requirements + additional uses/other projects

**Potential Disadvantages :**

- Parking driving site design - large deck near neighborhood
- Building Footprint dictated by remaining square footage on site - (L-shaped plan)
- Quality of building - light and access to site
- Lack of outdoor /public space

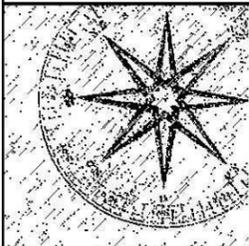
**Parking Deck On Site - Underground Parking Option  
(Building Program of Approximately 55,000-70,000 SF, Parking for 180-200 Vehicles)**

**Potential Advantages:**

- Parking hidden on site - allows more contiguous footprints and more public/outdoor spaces
- De-emphasizes the car and emphasizes other modes of accessing the site (pedestrians/bikes/bus)
- Generally meets the Town of Carrboro ordinances/comprehensive plans
- Also contained on existing Town of Carrboro property

**Potential Disadvantages :**

- Quality and quantity of parking - underground environment and fewer spaces unless 3 tiers underground
- Potentially very expensive sub-grade and building construction (also mechanical exhaust/sprinkler)
- Unknowns of sub-grade work - reference potential costs/complications of subsurface report



**Jim Spencer Architects, PA**  
103 Lloyd Street, Ground Floor  
Carrboro, NC 27510

*jimspencerarchitects.com*  
919.960.6680

**Town of Carrboro Space Planning and Prioritization Project  
203 South Greensboro Building Project**

**Off Site Parking - Single Building Option  
(Building Program of Approximately 55,000-70,000 SF, Parking for 300 Vehicles)**

**Potential Advantages:**

- Parking consolidated for 203 and potentially other uses
- More open site plan - with open multi-use public and outdoor space
- Generally meets the Town of Carrboro ordinances/comprehensive plans
- Quality of building space - more daylight, easier construction and upfit with more contiguous footprints
- Quality of and scale of downtown environment

**Potential Disadvantages :**

- Additional cost and complication of acquiring other parcels and development of separate parcels
- Limits of potential building and open space by parking space counts and distance
- Quantity of Accessible/Convenience Parking

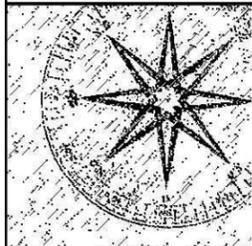
**Off Site Parking - Development Parcel Option  
(Building Program of Approximately 55,000-70,000 SF, Parking for 180-200 Vehicles)**

**Potential Advantages:**

- Potential revenue/development opportunity which may be taken advantage of now or in future
- More open site plan - with open multi-use public and outdoor space
- Generally meets the Town of Carrboro ordinances/comprehensive plans
- Quality of building space - more daylight, easier construction and upfit with more contiguous footprints
- Quality of and scale of downtown environment

**Potential Disadvantages :**

- Additional cost and complication of acquiring other parcels and development of separate parcels
- Potential need to control type of uses and synergy between parcels on one small site







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-297

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**Agenda Date:** 10/3/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Community Climate Action Plan Implementation Update

**PURPOSE:** The purpose of this item is to update the Board on Community Climate Action Plan implementation efforts.

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** Trish McGuire, Planning, Zoning, and Inspections Director,  
[pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org) <<mailto:pmcguire@townofcarrboro.org>>; 919-918-7327

**INFORMATION:** In 2001, the Carrboro Board of Aldermen joined the Cities for Climate Protection Campaign and committed to develop and implement a local action plan to reduce greenhouse gas and air polluting emissions (see page 11 at <[http://www01.townofcarrboro.org/BoA/Minutes/2001/06\\_26\\_2001.pdf](http://www01.townofcarrboro.org/BoA/Minutes/2001/06_26_2001.pdf)>). In 2009, after completing an inventory of local greenhouse gas emissions with Orange County and Chapel Hill, the Board passed a resolution committing the Town to take steps to reduce emissions of greenhouse gases in relation to the CO2 limit of 350 parts per million (ppm; see page 12 at <[http://www01.townofcarrboro.org/BoA/Minutes/2009/12\\_08\\_2009.pdf](http://www01.townofcarrboro.org/BoA/Minutes/2009/12_08_2009.pdf)>). In doing so, and through work both before and after the resolution, the Town has joined a group of more than 1,000 municipalities around the world taking action. A town-specific inventory was completed in 2011 (<[http://www01.townofcarrboro.org/BoA/Agendas/2011/04\\_19\\_2011\\_D1.pdf](http://www01.townofcarrboro.org/BoA/Agendas/2011/04_19_2011_D1.pdf)>), the annual tracking of greenhouse gas emissions of Town activities got underway in 2013, and a Strategic Energy and Climate Action Plan for Town functions and service provision was accepted in 2014 (<<https://carrboro.legistar.com/LegislationDetail.aspx?ID=1799514&GUID=4487305B-F63B-431C-ACC6-F3F6C0F0FAB7&Options=&Search=>>>).

In the fall of 2014, Carrboro held a series of 3 forums <<http://www.townofcarrboro.org/934/Planning-Board-Fall-Forums>> related to climate action planning. Shortly thereafter, a Task Force <<http://www.townofcarrboro.org/718/Energy-and-Climate-Task-Force>> was created and began work drafting a Community Climate Action Plan (CCAP). Drafts of the plan were presented to the Board of Aldermen <<http://www.townofcarrboro.org/248/Board-of-Aldermen>> and Carrboro advisory boards <<http://www.townofcarrboro.org/228/Advisory-Boards-Commissions>> and a public hearing on the plan was held in 2016. The Board of Aldermen accepted the plan in January 2017 (<<https://carrboro.legistar.com/LegislationDetail.aspx?ID=2942871&GUID=F9B55891-569E-49F0-A4CE-705C811601C3&Options=&Search=>>>= and see page 1 at

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**Agenda Date:** 10/3/2017

**File Type:**Agendas

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**Version:** 1

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<https://carrboro.legistar.com/View.ashx?M=M&ID=525877&GUID=00FE6A10-718B-4FE5-82D7-8FD5C44B5668%20> ).

The purpose of this agenda item is to provide a full update to the Board on the climate action related activities the Town has conducted since the Board passed the 2009 resolution, as well as providing an overview of the implementation plan for the CCAP.

*Attachment A* of this agenda item provides an overview of the Town's Implementation Plan. In *Attachment B*, the Board can find an update on the climate action related work the Town has conducted since 2009.

**FISCAL & STAFF IMPACT:** There is no fiscal or staff impact related to this update to the Board.

**RECOMMENDATION:** Staff recommends the Board accept the update and provide related feedback.



# Community Climate Action Plan (CCAP)

“ARGUABLY, NO OTHER ISSUE THREATENS OUR PLANET WITH SUCH DRAMATIC, FAR-REACHING IMPACTS, AND NO OTHER ISSUE IS SO CLEARLY A WORLDWIDE PROBLEM.” – TOWN OF CARRBORO CCAP

## Goal: Cut emissions in half by 2025

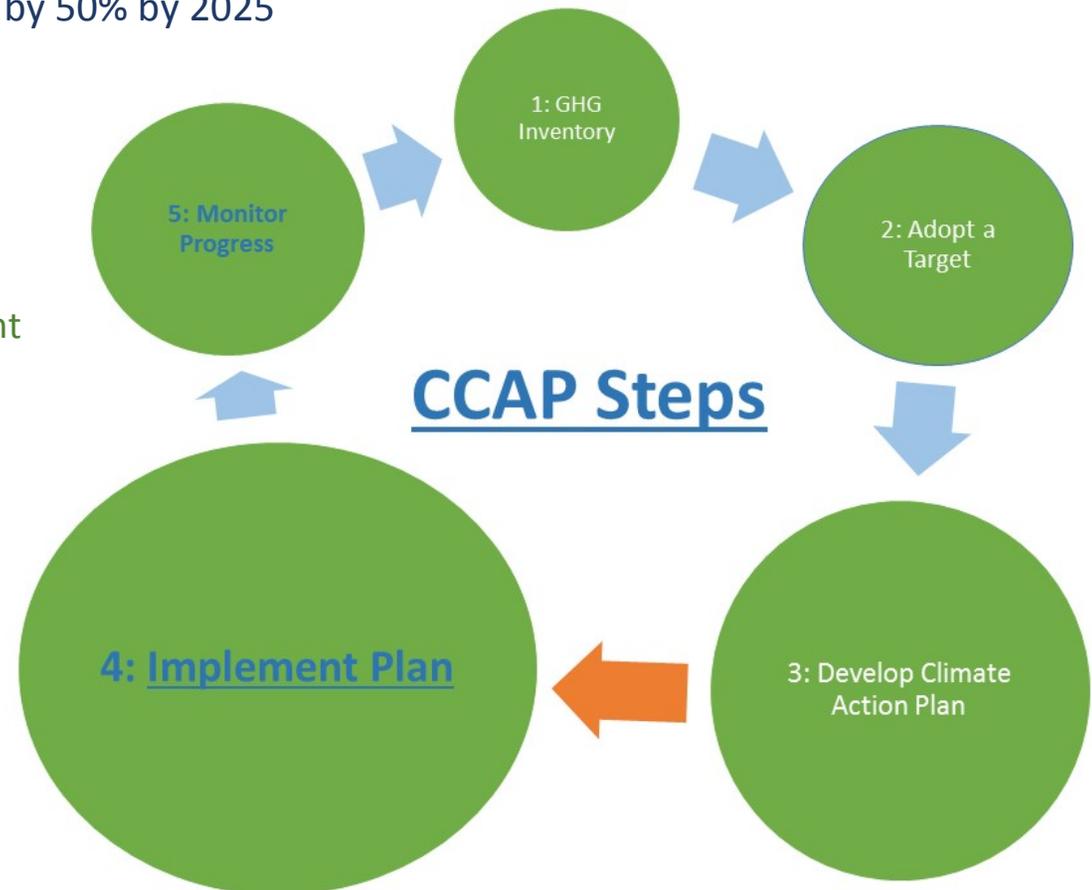
- Reduce greenhouse gas emissions per capita by 50% by 2025

### Implementation:

1. A broad community campaign
2. **Cross-departmental implementation team**
  - a. Community Integration
  - b. Ecosystem Protection and Enhancement

### Themes:

1. Community Integration
2. Energy Efficiency
3. Transportation
4. Renewable Energy
5. Ecosystem Protection and Enhancement
6. Food Choice Measures





# Town of Carrboro Community Climate Action Plan

Theme	Task ID	Recommendation	Department
Community Integration	CI1	Create Grassroots Partnerships	Manager's Office
	CI2	Expand Public Partnerships	Manager's Office ECD Planning
	CI3	Create Green Neighborhood Program	Manager's Office
	CI4	Integrate CCAP with Local Living Economy	ECD
	CI5	Expand Capacity for Sustainability Initiatives	Manager's Office Planning
	CI6	Low Cost Financing for Renewable Energy	Manager's Office, Planning
	CI7	Integrate CAP with Social Equity Initiatives	Manager's Office
Energy Efficiency of Buildings	BE1	Reduce Building Emissions by 50% by 2025	
	BE2	Energy Audit / Performance Rating	Town Clerk Planning
	BE3	Energy Performance Ratings	Town Clerk Planning
	BE 4	Create Rental Property Task Force	ECD
	BE5	Rental Property Registry & Certification	Town Clerk ECD
	BE6	Municipal Buildings	PW Planning
	BE7	Outdoor lighting retrofits with LEDs	PW Town Clerk
Transportation	TM1	Reduce Vehicle Emissions by 50% by 2025	
	TM2	Enhance Transit Service	Planning
	TM3	Improve Vanpool/Carpool Options	Planning



	TM4	Further Promote Walking/Biking/Transit	Planning
	TM5	Limit Idling in School Loading Zones	Planning
	TM6	Improve Bicycle and Pedestrian Infrastructure	Planning
	TM7	Municipal Fleet	PW Planning PD
Renewable Energy	RE1	Pursue Community Solar Projects	Planning
	RE2	Downtown Geothermal Heating & Cooling	Planning
	RE3	Create Rental Property Task Force	Planning
	RE4	Renewable Portfolio	Planning
Ecosystem Protection and Enhancement	ES1	Pursue Stormwater Utility	Public Works
	ES2	Evaluate Deer Population	Planning
	ES3	Organic Waste Collection & Composting	Public Works
	ES4	Tree Preservation, Protection, and Conservation (Create a Tree Coalition)	Planning PW
	ES5	Invasive Species/Native Plants Regulations	Town Clerk Planning
	ES6	Pursue Watershed Restoration Actions to Protect Local Streams from Changes in Rainfall Due to Climate Change	PW
	ES7	Public Trees	PW
	ES8	Solid Waste	PW
Food Choice Measures	FC1	Reduce Emissions from Diets by 50% by 2025	
	FC2	Develop Local Dietary Consumption and Associated GHG Profile	

# CCAP Progress Update

10-3-17

Theme	Progress
Community Integration	<ol style="list-style-type: none"> <li>1. Partnering with community group Plant-Based for the Planet in Carrboro for Food Choice Measures implementation</li> <li>2. Have established relationships with a second Carrboro community group interested in climate action</li> <li>3. Have created an internal workgroup to assist in implementing community integration strategies</li> </ol>
Energy Efficiency of Facilities and Infrastructure	<ol style="list-style-type: none"> <li>1. Pursuing LED outdoor lighting throughout town with Duke Energy</li> <li>2. Will be using LED outdoor lights at new South Green development</li> <li>3. Conducted LED lights pilot project at Anderson Park</li> <li>4. An upgrade to the Century Center HVAC system, including a new boiler, has been completed</li> <li>5. Replacing lighting fixtures and appliances in Town buildings with higher efficiency models (LED lights and Energy Star appliances)</li> <li>6. Investigating geothermal at 203 S. Greensboro site</li> <li>7. Energy Efficiency and Revolving Loan Fund</li> <li>8. Won a grant to run building energy efficiency program (WISE Program) - 2011</li> </ol>
Transportation	<ol style="list-style-type: none"> <li>1. Utilized grant funds to purchase a hybrid Solid Waste vehicle</li> <li>2. Purchased and installed Havis Vehicle Idling systems</li> <li>3. New electric vehicle charging station placed at Town Hall</li> <li>4. Conducting comprehensive vehicle fleet analysis to assist in implementing alternative fuel vehicles and vehicle rightsizing/downsizing</li> <li>5. Improved pedestrian and bicycle friendliness of town through a variety of methods - have been awarded Silver level bicycle friendliness designation, have created and are implementing a path to Gold</li> <li>6. Entire diesel fleet now running on B20 Biodiesel</li> <li>7. One of four locations in the Triangle supplying B100 for members of Piedmont Biofuels</li> </ol>
Renewable Energy	<ol style="list-style-type: none"> <li>1. Staff pursuing other options including with NCSU recent study of PV array as part of SolSmart initiative Improvement could be included in Century Center renovation, if it goes forward in conjunction with 203 S. Greensboro project Opportunity</li> <li>2. Town to accept donation from Carrboro Community Solar of array at Town Commons in 2018</li> <li>3. Have achieved Solar Friendly Community Gold Status under the SolSmart Program</li> <li>4. Provided support to the Solarize Carrboro campaign</li> </ol>
Ecosystem Protection and Enhancement	<ol style="list-style-type: none"> <li>1. The Town has created a Stormwater Utility, a Stormwater Advisory Commission, and is in the process of hiring a Stormwater Manager</li> <li>2. The Town has conducted a Solid Waste Study</li> <li>3. Public Works has been conducting a tree inventory for the Town</li> <li>4. Utilizing reclaimed water for irrigation</li> <li>5. Update to the LUO planned related to invasive species provisions</li> </ol>
Food Choice Measures	<ol style="list-style-type: none"> <li>1. The Town is working with community champions in food choice/plant based diet efforts, their first potluck event takes place Sunday, October 1st</li> </ol>



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-291

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**Agenda Date:** 10/3/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Paid Leave Options for Full Time Town Employees

**PURPOSE:** The purpose of this item is for the Board to consider various options for paying employees during some or all of the work time missed while on Family and Medical Leave, or other approved leave.

**DEPARTMENT:** Human Resources

**CONTACT INFORMATION:** Carol Dorsey, 919 918-7321

**INFORMATION:** Board members and employees have inquired about the possibility of adding some form of paid leave to the Town's benefit package. An increasing number of neighboring municipalities and national private sector employers are offering employees various paid leave options.

Options include paid sabbaticals, combining School and Petty Leave, paid parental leave for mothers and father, etc.

Attachment A shows data from neighboring municipalities regarding paid parental leave. Research shows that currently most municipalities are restricting paid leave to parental leave only - - though some are considering the addition of pay for general Family and Medical Leave.

**FISCAL & STAFF IMPACT:** Fiscal and Staff impact will depend on the type and duration of leave that the Board approves.

**RECOMMENDATION:** Staff recommends that Board considers options and provides feedback.

## Paid Parental Leave (PPL) Poll 8/21

City/Town	YES	NO	Wks per 12 mos
All cities with PPL run PPL concurrently with FMLA.			
Durham County	X		12
Orange County	X		6
OWASA	X		6M/3F
City of Raleigh	X		8
Town of Chapel Hill	X		6
Hillsborough	X		6
City of Charlotte	X		6
City of Greensboro	X		6
Town of Morrisville	X		6
Town of Cary	X		6
City of Durham	X		12
Winston Salem	X		6
City of Rocky Mount		X	
City of Kings Mtn		X	
Town of Nashville		X	
Town of Winterville		X	
Town of Farmville		X	
Apex		X	
Town of Butner		X	
Mebane		X	
City of Mount Airy		X	
City of Conover		X	
City of Jacksonville		X	
City of Oxford		X	
Lexington		X	
City of Kinston		X	



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-170

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**Agenda Date:** 10/3/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 2

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### **TITLE:**

Review and Discussion of Draft Rules of Procedure for Boards and Commissions

**PURPOSE:** The purpose of this item is to allow the Board of Aldermen to review and discuss the draft Rules and Procedures for Boards and Commission. After discussion, the rules will be included in the Draft Advisory Board Guidelines and brought back to the Board of Aldermen for adoption. There are there policy questions that the Board of Aldermen has requested to address.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Catherine Dorando

**INFORMATION:** In coordination with the Town's Management Team, the draft Rules of Procedure for Boards and Commissions were drafted for inclusion in the Advisory Board Guidelines and adoption as an administrative policy. This document is intended to formalize a policy that will allow staff and advisory boards to function effectively, efficiently, and consistently. After the Board discusses the Rules of Procedure, they will be adopted by the Town's Management Team as an internal policy and included in the Advisory Board Guidelines.

Consistency in process and adherence to public records laws is the impetus behind the creation of this draft policy.

The Town Clerk provided the draft document for the Board to comment on via email. It was then scheduled for this meeting so that the Board could discuss the questions and suggestions related to the draft.

Responses to Questions Posed:

1. Q: Meeting Agenda. Under what conditions does a witness require swearing in?

A: The only time a witness will be sworn in would be during a Board of Adjustment quasi-judicial hearing. No other advisory boards would require a swearing-in.

2. Q: Open Meetings. Can Advisory Board members ask that staff liaisons or Board liaisons leave the

room during a discussion item?

A: There is no statutory authority for an advisory board to enter into a closed session. Thus, all business shall be conducted in an open meeting and no person, including the liaison, shall be excluded.

Policy Questions for the Board to Discuss:

1. Alderman Gist suggested that although the draft references the code of ethics that it would be best if it explicitly stated that advisory board members must refrain from voting on items that financially impact themselves or their employer.
2. Alderman Chaney suggested further clarification of the Board Liaison role. For example, can board liaison's call or cancel meeting? Influence agendas? Vote? How heavily can or should liaisons participate in discussion of agenda items? As point of information only? After this discussion, if the Board wishes to clarify or define the roll of the Board of Aldermen liaison, they should direct the Clerk/Attorney to draft an ordinance to bring back to a future meeting.
3. Alderman Chaney suggested that all Advisory Board and Commission meetings be audio recorded. It is suggested that if audio recordings of board meetings are created, then the staff liaison shall maintain these audio recordings in accordance with the public records laws. Audio/video media do not have a permanent life span (based on NCGS), and it would be inconvenient and difficult to continually copy audio/video minutes to ensure their permanent status. Technology is constantly changing and the particular media used to record minutes might become obsolete, again making it difficult to copy audio/video minutes to maintain their permanent status.
4. Remote attendance: (Memo of 7-7-17 attached) Attorney Nick Herman has suggested that the Board of Aldermen decide if consistency in remote participation should be standard throughout the Town Code. If so, he recommends that it mimic the remote participation standards of the Planning Board, due to state law, as shown below:

*At the discretion of the Chair and provided that quorum requirements are otherwise met, a regular member who is unable to attend a meeting due to physical incapacitation or absence from the Town beyond a reasonable travel distance may participate by teleconference, subject to the availability of functioning equipment, and will be considered present but not able to vote. A member wishing to participate by teleconference should contact the Chair at least 24 hours prior to the meeting.*

After this discussion, if the Board wishes to define remote participation, they should direct the

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**Agenda Date:** 10/3/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 2

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Clerk/Attorney to draft an ordinance to bring back to a future meeting.

**FISCAL & STAFF IMPACT:** Each advisory board has a budget and added use of audio recording should be achievable with existing funds.

**RECOMMENDATION:** It is recommended that the Board of Aldermen discuss the draft Rules of Procedure for Boards and Commission and the three questions posed above and authorize the inclusion of the Rules of Procedure in the Advisory Board Guidelines and for internal adoption as an administrative policy.

A RESOLUTION PROVIDING COMMENTS TO STAFF REGARDING THE RULES  
OF PROCEDURE FOR BOARDS AND COMMISSIONS

NOW, THEREFORE BE IT RESOLVED BY THE CARRBORO BOARD OF  
ALDERMEN THAT THE FOLLOWING COMMENTS ARE HEREBY PROVIDED  
FOR DIRECTION TO STAFF:

- 1.
- 2.
- 3.
- 4.
5. Staff will incorporate the comments and finalize the internal policy. Staff will also include the policy in the Advisory Board Guidelines and bring those back to the Board of Aldermen on a future consent agenda for adoption.

**ADMINISTRATIVE  
POLICY #**

**RULES OF PROCEDURE FOR TOWN OF CARRBORO BOARDS AND  
COMMISSIONS**

**Purpose:** This policy for advisory boards/commissions (hereinafter “boards”) will provide efficient and equitable rules of procedures for all board members and staff liaisons to follow and provide general information and recommendations about how the boards conduct Town business.

This policy is not designed to create any additional rights or obligations, nor does it establish any procedural rights to any person that are not already provided for by law. The failure of any board member to adhere to the recommended procedures described herein shall not affect the validity of any meeting or action taken. To the extent there is conflict or any discrepancy between these procedures and the North Carolina General Statutes, case law, or Town ordinances (collectively “law”), the law shall prevail.

**1. Role of Board of Aldermen Liaison**

The Board of Aldermen will appoint a Board liaison(s) to each board at the organizational meeting held each election year. These appointees will serve as the elected official point of contact for the board.

**2. Role of Staff Liaison**

Each department director will have the responsibility of designating a staff person from their department to serve as the staff liaison for each advisory board(s) managed by their department. Additional staff from that department may also provide support roles as deemed necessary by the department director. The staff liaison will be the primary contact for the advisory board members. The staff liaison is responsible for providing board-specific orientation to board members. While the staff liaison serves as staff support to the board it should be clearly noted that staff work is directed only by the department director or their supervisor. Staff liaisons should refer to their supervisor with any questions related to advisory board work. It is the responsibility of the staff liaison to develop agendas and guide the work of the advisory board, as directed by the Board of Aldermen.

**3. Meeting Schedules**

Boards should adopt a yearly meeting schedule each year which takes into account Town-observed holidays and other frequently observed holidays and events. Once adopted, the meeting schedule is then posted in a public notice. Boards that meet on an as-needed basis only will provide appropriate public notice at least 96 hours (4 days) in advance of each meeting. Such notice will provide the date, time, location and purpose of the meeting. In addition, appropriate public notice, as required by law, will be given for any special meeting or work session that is not included on the regular meeting schedule.

#### **4. Meeting Agenda**

The purpose of the agenda is to organize materials to be considered and to give members an opportunity to study the issues before the meeting.

Board agendas are prepared by the staff liaison based upon information received from the Board of Aldermen, department directors, staff, or items continued or approved to be on the agenda by consensus of a majority of board members during the previous meeting. Advisory board chairpersons may provide input during agenda preparation but are not required nor expected to approve agendas as provided by the staff liaison.

The staff liaison will ensure that the agenda, and all supplementary material, is available on the Town's website at least 96 hours (4 days) prior to the board meeting. No changes will be made to the agenda once it has been posted. However, changes may be made at the beginning of the meeting if agreed to by a majority of the members present. If the agenda is not posted prior to 96 hours of the meeting, the meeting will be cancelled and items will be continued to the next properly posted meeting.

Items shall be placed on the agenda according to the order of business. The order of business for a regular meeting agenda follows. Agenda items may be considered in an order different from that shown on the agenda. In emergency situations, other items may be considered on the agenda.

- Call to Order: The presider (usually the chair) will always begin the meeting at the appointed time with a quorum present;
- Swearing in of witnesses, if required: A Town staff member who is a Notary Public may perform this duty in addition to other persons granted this authority by state law or other governing documents;
- Approval of previous meeting minutes: The board will adopt the minutes, as is, or with modifications by motion, second and vote of majority;
- Action and discussion items, reports, information items (including any public hearings);
- Old/New Business;
- Adjournment: The board shall adjourn meetings by motion in open session.

Some boards utilize committees to help carry out their business. The meetings of those committees are recognized to be more informal than regular meetings, and the public notice may also serve as the agenda. Items may not be added to the agenda of a committee meeting.

#### **7. Open Meetings Requirement**

Board members shall not deliberate, vote, or otherwise take action on any matter with the intention of making it impossible for persons attending a meeting of the board to understand what is being deliberated, voted, or acted on. Board members should strive to be clear about the matters they are considering and should refrain from referencing an item by letter, number, or other designation which might be conceived as a secret device or method. The board may deliberate, vote or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

## **8. Quorum**

Unless otherwise set forth in bylaws or other governing documents, a majority of the board, including the chair but excluding vacant seats, shall constitute a quorum. A majority is more than half of the board. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining a quorum.

## **9. Chair**

The chair shall have the following authority:

- To act as the parliamentarian during meetings of the board;
- To preside over public meetings of the board;
- To vote upon all measures before the board;
- To be counted for quorum purposes;
- To preserve order and decorum;
- To call a brief recess at any time;
- To adjourn in an emergency.

The chair may also

- Rule motions in or out of order;
- Determine when a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- Answer questions of procedure.

The board may, at its discretion, elect from its membership a vice chair to serve in the chair's absence or in case of sickness of the chair or other causes which would prevent the chair from attending to his or her duties. The vice chair shall be entitled to vote on all matters and shall be considered a board member for all purposes, including the determination of whether a quorum is present.

If both the chair and vice chair are absent from a meeting, the board may elect from among its members a temporary chairperson to preside at the meeting.

The chair as the meeting presider shall follow the principles below, which were taken from "Robert's Rules in Plain English":

- "Be on time and start on time."
- "Be organized. The presiding officer should have a detailed, well prepared agenda and stick to it."
- "Be prepared. The presiding officer should be familiar with the procedural rules..."
- "Be a teacher. The presiding officer should keep the group working together by explaining procedure clearly and communicating the next order of business. If a motion is confusing, it is his [her] duty to clarify it. This may mean helping a member rephrase a motion."
- "Be in control of the floor. The presiding officer should 'assign' the floor by recognizing those members who wish to speak by calling them by name. No other member may interrupt or call out remarks without being out of order. The presiding

officer should remind such a member that the floor has been assigned and request that his [her] remarks be held until the floor has been assigned to him [her]. In addition, private discussion between members while another has the floor is out of order and disruptive members should be reminded of this rule.”

- “Be impartial. The presiding officer should impartially call on members wishing to speak. He [she] should give members on both sides of an issue an opportunity to speak...”
- “Be composed. The presiding officer should remain calm and objective, keeping the meeting moving.”
- “Be precise. The presiding officer should always restate the motion before taking a vote. After taking the vote, he [she] announces the result of the vote by interpreting the action taken. The presiding officer should always be certain about the results of a voice vote. He [she] may retake the vote by requesting a show of hands on his [her] own accord.”
- “Be focused. The presiding officer should not allow irrelevant discussion. Restate the question and, if necessary, directly request the member to ‘confine remarks to the pending question’.”
- “Be temperate. The presiding officer should use the gavel sparingly, tapping it once to open and close the meeting.”

## **10. Action by boards**

Actions of the boards shall proceed by motion, unless agreed to proceed by unanimous consensus. Seconds are required to all motions. Only one motion at a time shall be allowed. Motions may be withdrawn at any time prior to a vote or in accordance with the law. Motions shall be adopted by a majority of the votes cast unless otherwise required by these rules or by the laws of North Carolina. A majority is defined as more than half of the board members present for the vote.

Every member of the board should actively participate in voting unless excused by the remaining members in accordance with state law. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member should be excused from voting except upon matters in which the member has a conflict of interest (as outlined in the North Carolina General Statutes and case law). In all other cases, a failure to vote by a member who is physically present in the meeting, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote. However, board members are encouraged to make their voting positions clear by verbalizing their votes rather than allowing their silence to represent an affirmative vote. If a vote is unclear to the chair, then it will be up to the chair to call for a vote by hand.

## **11. Minutes**

Generally, the minutes of all boards are considered public records. The public records laws should be relied upon in determining when all records, including minutes, are deemed public records. The staff member that is designated as the secretary or liaison to the board shall be considered the custodian of the minutes and should treat such documents as public record laws require. The North Carolina Department of Cultural Resources should be referred to as a necessary guide in determining the status of all records.

Draft minutes posted in a meeting documents packet shall be watermarked “DRAFT”. Once minutes are approved, they shall be posted in the appropriate section of the website module before the next meeting’s documents are posted and sent out.

Minutes will be “summary minutes” and will not be verbatim. The law requires that all minutes be “full and accurate”. The purpose of minutes is to provide a record of the actions taken by a board and not to provide a transcript of the discussions that occurred during the meeting. The minutes can also provide evidence on behalf of the board, that the board followed proper procedures in taking its actions. If no action is taken, the minutes may simply reflect that the meeting occurred, include the subject of the meeting and that no action occurred. It is not necessary to reflect the conversations and discussions of the board. The minutes should reflect motions made and seconds, identify the movants, dissenting votes, the general summary for the dissenting vote (or minority opinion), and the order in which the items before the board are addressed. All minutes shall be in written form. Minutes should contain enough information to act as an official record of the action taken, they should serve as a guide to staff and the Board in describing what action, if any, is recommended by the board, and they should be sufficient to be submitted as legal evidence as necessary. It is not necessary to record all discussions, particularly those discussions upon which no action is taken. Minutes for closed sessions shall be kept in accordance with the law and should provide a general account of the closed session so that a person not in attendance would have a reasonable understanding of what transpired.

Minutes for the Board of Adjustment should reflect in the record all findings pertaining to each hearing, every resolution acted upon by the board, and all votes of members of the board upon any resolution or upon the final determination of any question, indicating the names of members absent or failing to vote.

The following is an outline which may serve as a template for the boards in the preparation of meeting minutes.

- Name/identity of the board;
- Date, time and location of meeting;
- Time meeting called to order;
- Names of board members in attendance and those absent;
- Statement of whether or not there was a quorum present;
- Identification of subjects for consideration;
- Motions and seconds;
- Any conflicts of interest or abstainments from voting and votes thereon;
- Vote/Action taken by board;
- Dissenting opinion;
- Time meeting adjourned.

Each board shall vote to approve their minutes at their next meeting. Board members may suggest corrections to the minutes when they are in draft form. All board member suggested corrections should comply with this policy. Board members should not propose amendments to the minutes that conflict with this policy.

If audio recordings of board meetings are created, then the staff liaison shall maintain these audio recordings in accordance with the public records laws and Town policy.

**12. Committees of the Boards**

The board may create committees to facilitate the efficiency and effectiveness of the board's business by researching, studying, and deliberating issues on behalf of, and at the direction of, the full board. Recommendation and reports of any committee will be made to the full board for discussion and/or recommendation.

Minutes of committee meetings shall comply with this policy.

**13. Ethics**

Chapter 2, Appendix B of the Carrboro Town Code "The Code of Ethics for the Town of Carrboro Board of Alderman" shall also apply to all Town of Carrboro advisory board members.

**14. Coverage (Effective Date and Application)**

This policy shall be applicable to all appointed boards and committees until such time that the policy statement is altered, modified or rescinded.

## MEMORANDUM

TO: Cathy

CC: David and Lydia

RE: "Remote" Participation by Planning Board Members

FROM: Nick Herman

DATE: July 7, 2017

This Memorandum responds to the question of whether a member of the Planning Board may participate remotely in a Planning Board meeting. The answer is "yes," subject to the Planning Board Bylaws, which provide at Section XI I. H. as follows:

At the discretion of the Chair and provided that quorum requirements are otherwise met, a regular member who is unable to attend a meeting due to physical incapacitation or absence from the Town beyond a reasonable travel distance may participate by teleconference, subject to the availability of functioning equipment, and will be considered present but not able to vote. A member wishing to participate by teleconference should contact the Chair at least 24 hours prior to the meeting.

In my judgment, this provision of the Bylaws is lawful, although neither our statutes nor case law have specifically addressed the legality of remote board participation in this context. The Bylaws, as rules and regulations governing the procedures and operations of the Planning Board, are authorized by our LUO at Section 15-25 (b) and by G.S. 160A-71(c), which allows for rules "not inconsistent with the city charter, general law, or generally accepted principles of parliamentary procedure." The limitations in subsection H of the Bylaws quoted above that remote participation is authorized if quorum requirements are otherwise met and that a remote participant will be considered present but not able to vote guard against any legal challenge to the lawful quorum and voting requirements for Board action. So too, the Bylaws provision does not run afoul of the Open Meetings Law, which defines "official meeting" to include "the simultaneous communication by conference telephone or other electronic means." G.S. 143-318.10(d). The Bylaws provision also does not confer any "right" of a board member to participate remotely (there being no such "right" under the law), as the

decision to allow such participation is discretionary with the Chair and subject to the limitations that a quorum exists of members present and the remote participant cannot vote.

The only ambiguity in the Bylaws about remote participation is the question of whether remote participation counts in calculating the absenteeism of a board member and his/her potential removal from the Board under Section III. D 2. of the Bylaws, which provides that “Unless the Chair waives the requirement, members shall be removed from the Planning Board if they are absent from three consecutive Planning Board meetings or if they miss more than 30% of the meetings during a 12month period.” This issue might be considered by the Planning Board—i.e., to clarify the extent to which remote participation counts in determining absenteeism under this removal subsection so that remote participation is not abused.

Let me know if you need anything further on this.