



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Tuesday, October 10, 2017

7:30 PM

Board Chambers - Room 110

7:30-7:35

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

7:35-7:45

B. ANNOUNCEMENT OF UPCOMING MEETINGS

1. [17-272](#) Proclamation “Jesse Kalisher Day”
2. [17-302](#) Charge Issued to Recently Appointed Advisory Board Volunteer

7:45-7:50

C. WORK SESSION

7:50-8:30

1. [17-303](#) Orange County Food Council Scope of Work 2017-18
PURPOSE: The purpose of this item is for the Orange County Food Council to present a scope of work to the Board of Aldermen for funding in 2017-18.
Attachments: [Attachment 1](#)

8:30-9:00

2. [16-302](#) Concept Plan for Affordable Commercial - Development Potential of Old 86 - Town Owned Property

PURPOSE: The purpose of the agenda item is to update the Board on information and gather feedback from the Board of a proposal by staff to develop town-owned property for affordable commercial flex-space.
Attachments: [Attachment 1](#)
[Attachment 2](#)

9:00-9:30

3. [17-300](#) Consider Option to Lease Parking at 300 East Main Street Parking Deck
- PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to consider entering into a lease option with Main Street Partners to lease parking in the parking deck at 300 East Main
- Attachments:** [Attachment 1](#)
 [Attachment 2](#)
 [Attachment 3](#)

9:30-10:00

4. [17-301](#) National Register Historic Districts, Neighborhood Preservation Districts, Local Historic Districts and related Tools for Preservation
- PURPOSE:** The purpose of this agenda item is to facilitate a discussion of preservation tools that could possibly be applied to Center Street or to other downtown neighborhoods, including the steps involved in the designation process and the benefits of such designation.
- Attachments:** [Attachment A - Center Street Properties](#)
 [Attachment B - SHPO Study List Fact Sheet](#)
 [Attachment C - Digital Future Alliance-Small Cell Antenna Versus Macro Cell Tower](#)

D. MATTERS BY BOARD MEMBERS

E. MATTERS BY TOWN MANAGER

F. MATTERS BY TOWN ATTORNEY

G. MATTERS BY TOWN CLERK



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Agenda Item Abstract

File Number:17-272

Agenda Date: 10/10/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Proclamation “Jesse Kalisher Day”



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Agenda Date: 10/10/2017

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Charge Issued to Recently Appointed Advisory Board Volunteer

The following charge will be issued:

1) Vijay Sivaraman, Amy Singleton, and Quinton Harper - Affordable Housing Advisory Commission



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Agenda Item Abstract

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TITLE:

Orange County Food Council Scope of Work 2017-18

PURPOSE: The purpose of this item is for the Orange County Food Council to present a scope of work to the Board of Aldermen for funding in 2017-18.

DEPARTMENT: Economic and Community Development

CONTACT INFORMATION: Annette Stone, AICP Economic and Community Development 919 918 7319

INFORMATION: The Orange County Food Council will present the proposed scope of work for fiscal year 2017-18 to the Board of Aldermen.

FISCAL & STAFF IMPACT: \$3000 has been budgeted for the Orange County Food Council

RECOMMENDATION: Staff recommends the Board receive the presentation

Amendments to Scope of Services: Orange County Food Council 2017 - 2018 Fiscal Year

Amendments to Scope of Services

- The only change to the Scope of Services agreement for the Orange County Food Council's 2017-2018 fiscal year is applied to Goal area 3. The original version of this goal is highlighted and the amended version is written in black text below. This goal area had to be amended due to a lack of funding for the Healthy Corner Store initiative.

Goal 1. Action Plan development

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

Goal 2. Strategic Outreach & Engagement

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

Goal 3. We will convene a workgroup to develop and implement a **healthy retail program** working in corner stores in Family Success Alliance Zones 4 and 6 to address food insecurity in food deserts where our most vulnerable residents live by providing equipment, signage, and marketing to increase access to healthy foods. We will base the program on the *North Carolina State Healthy Food Small Retailer Program* recently funded by the North Carolina General Assembly (one current OCFC member, Dr. Molly De Marco is an advisor to that program). The

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

Food Council's goals in partnership with the Orange County Board of Health and the [BOH 2016-2018 strategic plan](#) include but may not be fully limited to:

1) Work with the Board of Health Strategic Plan Manager to research successful models and policies that address food access issues through healthy corner store programs and improve healthy food access in "food deserts" using the [USDA definition](#). The Food Council will also help draft policies with the BOH Strategic Plan Manager and the BOH Physical Activity and Nutrition Sub-Committee if a policy proposal is considered a necessary next step.

This goal area will include but not be limited to:

- Research policy alternatives that seek change in food policies that provide incentives and help subsidize purchasing healthy, fresh foods. Focus on policies that are not proscriptive but empowering.
- Increase potential to coordinate across sectors and with more regional food groups and organizations.
- Help educate Orange County residents and community members about existing services that increase healthy food access and the barriers that limit healthy food access.

2) Designated OCFC members will give a presentation on the state of food access and food security in Orange County to the Board of Health on either October 25 or November 29.

3) Research successful "soda tax" and healthy eating incentive programs and policies with the Board of Health Strategic Plan Manager and, if deemed appropriate, help draft a policy proposal.

The Food Council will be using this [Race Equity and Social Justice Toolkit](#) for areas 1 and 3.

Goal 4. Collaborate with other food councils in the state

The council coordinator will schedule meetings with at least two other North Carolina Food Councils to share success and challenges of operating as conveners to strengthen local food systems. Over the past five years, numerous food councils have formed across the state. There are now over 30 active food councils in North Carolina. They do not all look the same in how they are structured, but they all share the purpose of acting as conveners of disparate groups that come together to achieve common goals

centered around food – be it nutrition, access, economic development, sustainability, etc. When brought together in the same room, these different groups find that many of their individual efforts help accomplish the goals of another group (Ex. A public school’s desire to serve local, fresh food in the cafeteria can work in concert with a farmer’s desire to sell more of their product locally and survive as a family farm. The gap in the supply chain of scaling up produce grown by local farmers to supply that school with enough product could be filled by a local entrepreneur). The new-ness of the food council model in this state means that the learning curve is steep, and the various councils have much to learn from each other to capitalize off of other’s successes and anticipate pitfalls. We plan to collaborate with other councils to engage in this learning process and better serve the residents of Orange County. Learning best practices and collaborating with other regional resources will help OCFC better accomplish all of the mentioned program goals.

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

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



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TITLE:

Concept Plan for Affordable Commercial - Development Potential of Old 86 - Town Owned Property

PURPOSE: The purpose of the agenda item is to update the Board on information and gather feedback from the Board of a proposal by staff to develop town-owned property for affordable commercial flex-space.

DEPARTMENT: Economic and Community Development

CONTACT INFORMATION: Annette Stone, AICP, ECD Director

INFORMATION: Available affordable space for flex warehouse/light manufacturing is very limited in Carrboro, therefore the Board of Aldermen directed staff to identify opportunities to lift barriers to develop this type of space. Availability and cost of land is a limiting factor affecting commercial development and the town's ability to attract or retain light manufacturing companies. Staff reported preliminary findings to the Board in May 2017 after initial community input and has been working over the summer to seek alternative financial models, such as co-ops, grant funding sources, and continue to refine the site plan concept for estimating purposes.

The property, located approximately one mile north of Calvander was originally purchased by the town in 2001 for \$767,000 and was intended for a new public works facility. The town has now determined that this location is no longer needed for that purpose, therefore staff has begun studying the property for commercial development potential. Preliminary study reveals a building program of approximately 90,000 square feet of warehouse/flex commercial space is possible (see attachment 1). Since last reported to the Board in May, staff has been working with local design professional Jim Spencer, to refine the site concept plan to reduce cost and lessen potential impacts to neighboring properties.

The 22 acre parcel is currently zoned RR, Rural Residential. The property could be rezoned to for an Office/Assembly district which would allow for light manufacturing low impact commercial uses that generate little or no customer trips. Additionally, the property would require annexation to allow for taxation of the improvements and to generate revenue for the town. Other revenues could come from leasing the land, the lease should be tied to the amount of square footage as it is built to help with cost and to keep rents affordable. Keeping land cost low will be key in keeping the project affordable for attracting and retaining local manufacturers, service providers, makers and artisans.

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The project would require extension of sewer utilities which are available near Lake Hogan Farms, and a turning lane to accommodate turning traffic which should include employees, services vehicles, and delivery trucks only. Preliminary cost estimates put these off-site improvements at approximately \$1.5M. Staff has been seeking opportunities to off-set these cost with grant funds and 0% loans to maintain affordability of the commercial space.

A grant opportunity was identified by staff and a request was made to the Orange County Board of Commissioners to support a Golden Leaf Grant application that was due on October 20, 2017. That request to support the project for a Golden Leaf grant was rejected with a vote of 5 - 2. Many of the County Commissioners were in favor of the concept, but felt more details needed to be developed. There was a brief discussion and requests by Commissioner Penny Rich that the County revisit the distribution formula for the .25 cents sales tax set aside for Economic Development in the County.

So far, staff has had two meetings with neighbors. One at the Fire station on Homestead on May 11, 2017 and another meeting on site that was called by the neighborhood to discuss the project. Neighbors are concerned about traffic, noise, lighting, and the rural character of the community (Attachment 2).

A survey of the business community and discussions with County Economic Development staff suggested possible uses are small scale manufacturing i.e. furniture, hardware, metal works; food processing including craft breweries, coffee roasters, food truck prep; service companies, plumbing and HVAC; tv/video/photography production; carpentry/woodworking. Staff routinely gets request for space from 500 sq ft up to 10,000 plus square feet.

Finally, in considering other possible uses for the property, the town could sell the land, however this could potentially allow for the property to be developed as multi-family residential, having a much greater impact to the surrounding properties. Development of affordable light manufacturing/flex warehouse space would meet a need and priority of the town.

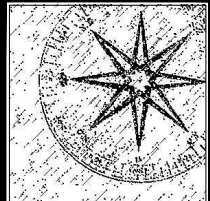
Staff's proposal would be to continue working toward an RFP with input from the neighboring properties for a development that sets forth certain development criteria dictating development standards and conditions related to; required square footage, leasing terms with the town, aesthetics of the construction, proposed site plan, rent control proposal, etc., with considerations for preserving the feel and character of the property and careful thought be given to the aesthetic and the rural nature of the area.

FISCAL & STAFF IMPACT: Staff time involved with neighborhood outreach and developing an RFP plus design and consultation fees.

RECOMMENDATION: Staff recommends the Board discuss and consider the concept of issuing an RFP. The RFP should come back to the board for final approval.

TOWN OF CARRBORO

concept plans for old 86 project



JIM SPENCER
ARCHITECTS, PA

103 LLOYD STREET
MAIN LEVEL
CARRBORO, NC 27510

919.960.6680 o
919.960.6682 f
jspencerjsa@gmail.com

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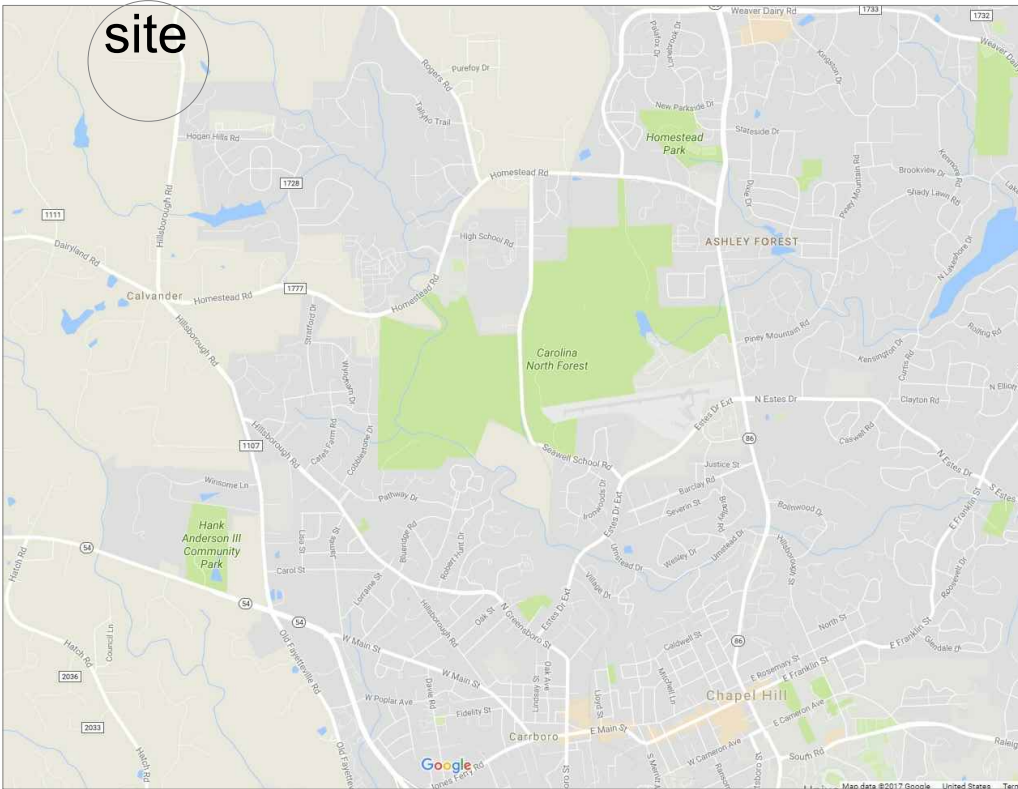
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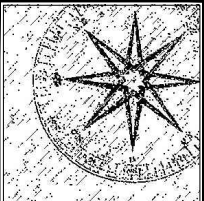




1
EC1

EXISTING SITE AERIAL

SCALE: 1:150



JIM SPENCER
ARCHITECTS, PA

103 LLOYD STREET
MAIN LEVEL
CARRBORO, NC 27510

919.960.6680 o
919.960.6682 f
jspencerjsa@gmail.com

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EC1

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pre-engineered metal buildings
with added warmer materials and
scale elements

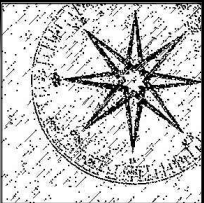


1

PRE

PRECEDENT BUILDINGS

SCALE: NTS



JIM SPENCER
ARCHITECTS, PA

103 LLOYD STREET
MAIN LEVEL
CARRBORO, NC 27510

919.960.6680 o
919.960.6682 f
jspencerjsa@gmail.com

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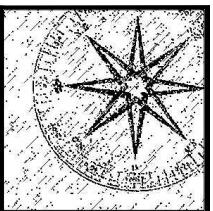
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Sheet Number



1
SD1.1

SITE PLAN
SCALE: 1:150



JIM SPENCER
ARCHITECTS, PA

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MAIN LEVEL
CARRBORO, NC 27510
919.960.6680 o
919.960.6682 f
jspencerjsa@gmail.com

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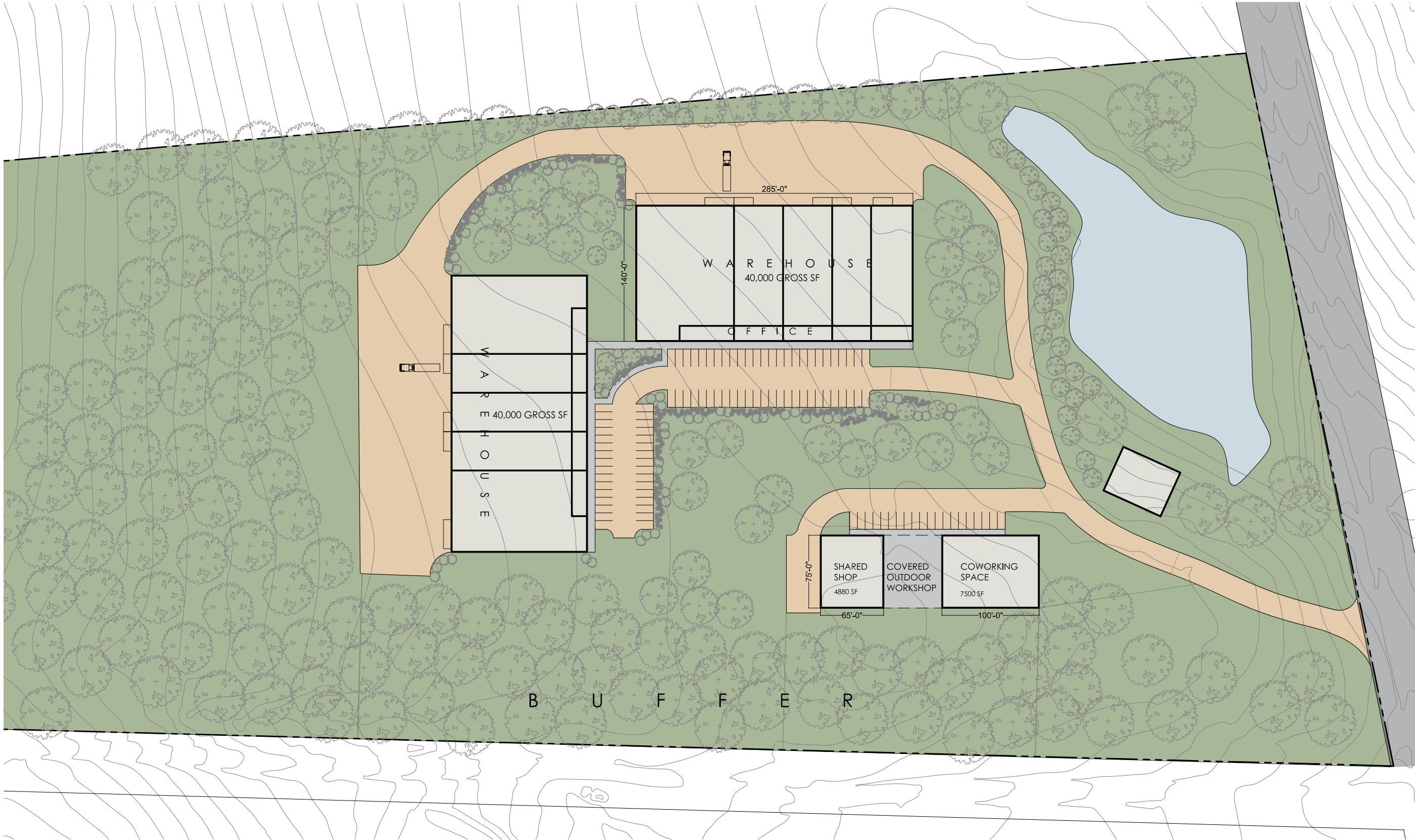
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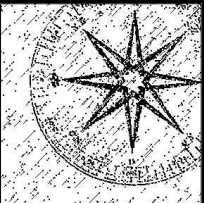
SD1.1

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1
SD1.1A

SITE PLAN
SCALE: 1:100



JIM SPENCER
ARCHITECTS, PA

103 LLOYD STREET
MAIN LEVEL
CARRBORO, NC 27510

919.960.6680 o
919.960.6682 f
jspencerjsa@gmail.com

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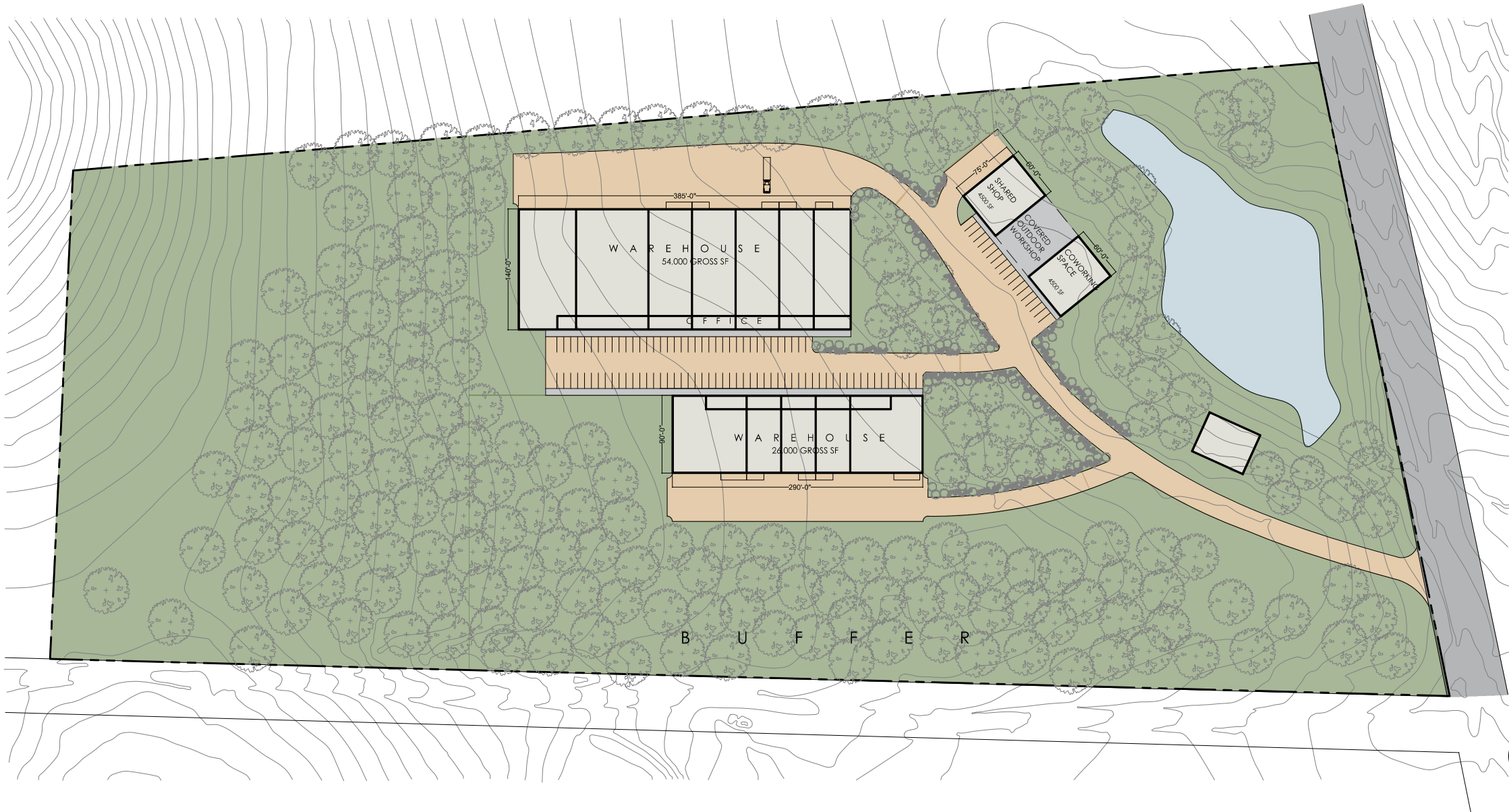
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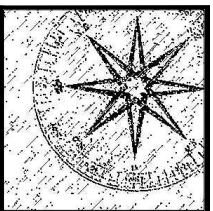
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Sheet Number



1
SD1.2

SITE PLAN - LAYOUT OPTION 2
SCALE: 1:150



JIM SPENCER
ARCHITECTS, PA

103 LLOYD STREET
MAIN LEVEL
CARRBORO, NC 27510
919.960.6680 o
919.960.6682 f
jspencerjsa@gmail.com

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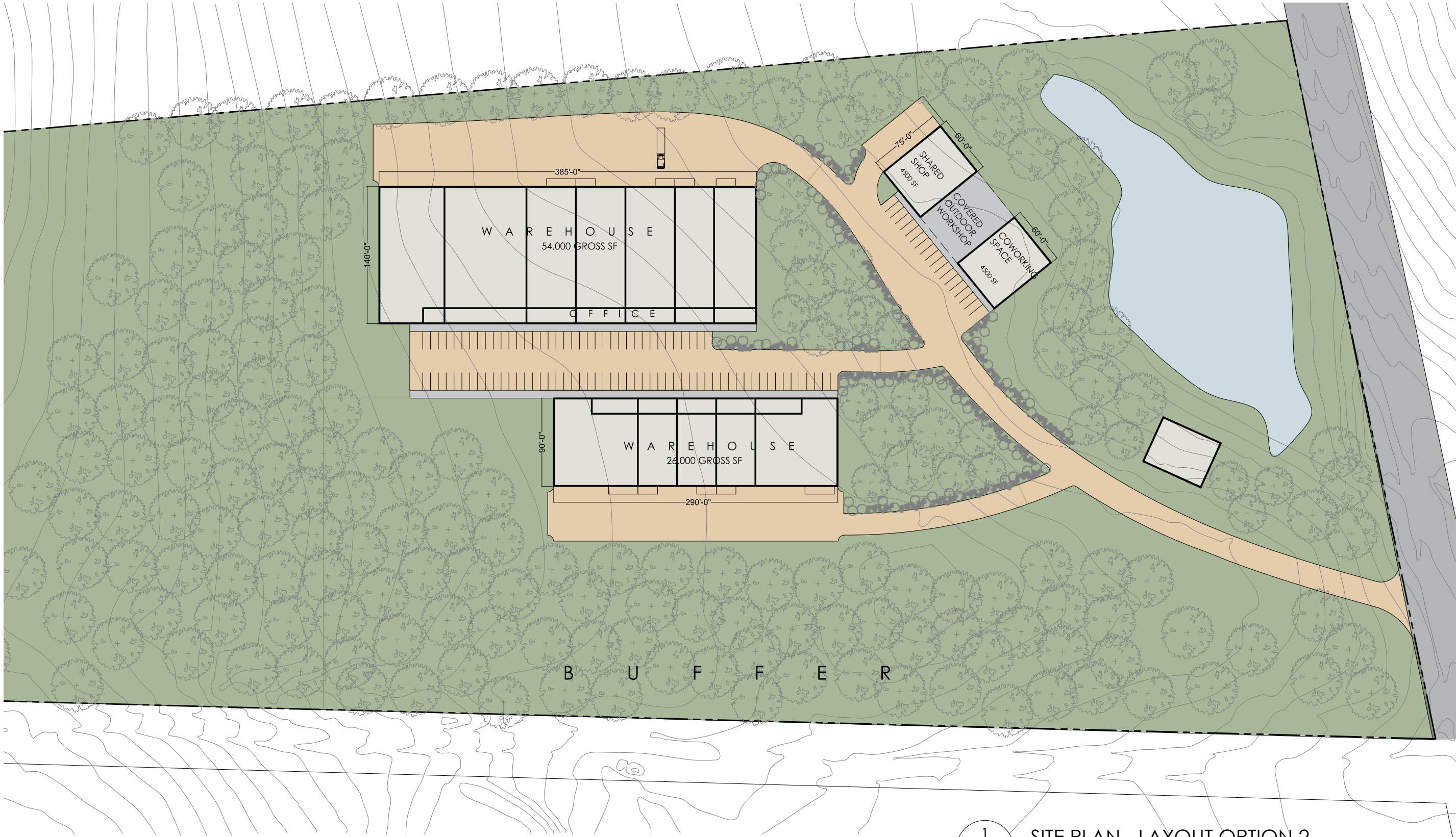
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SD1.2

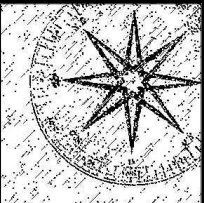
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1
SD1.2A

SITE PLAN - LAYOUT OPTION 2

SCALE: 1:100



JIM SPENCER
ARCHITECTS, PA

103 LLOYD STREET
MAIN LEVEL
CARRBORO, NC 27510

919.960.6680 o
919.960.6682 f
jspencerjsa@gmail.com

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SD1.2A

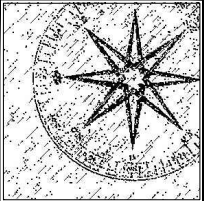
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1
A1

AERIAL VIEW FROM THE NORTHEAST

SCALE: NTS



JIM SPENCER
ARCHITECTS, PA

103 LLOYD STREET
MAIN LEVEL
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919.960.6680 o
919.960.6682 f
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CONCEPT PLAN

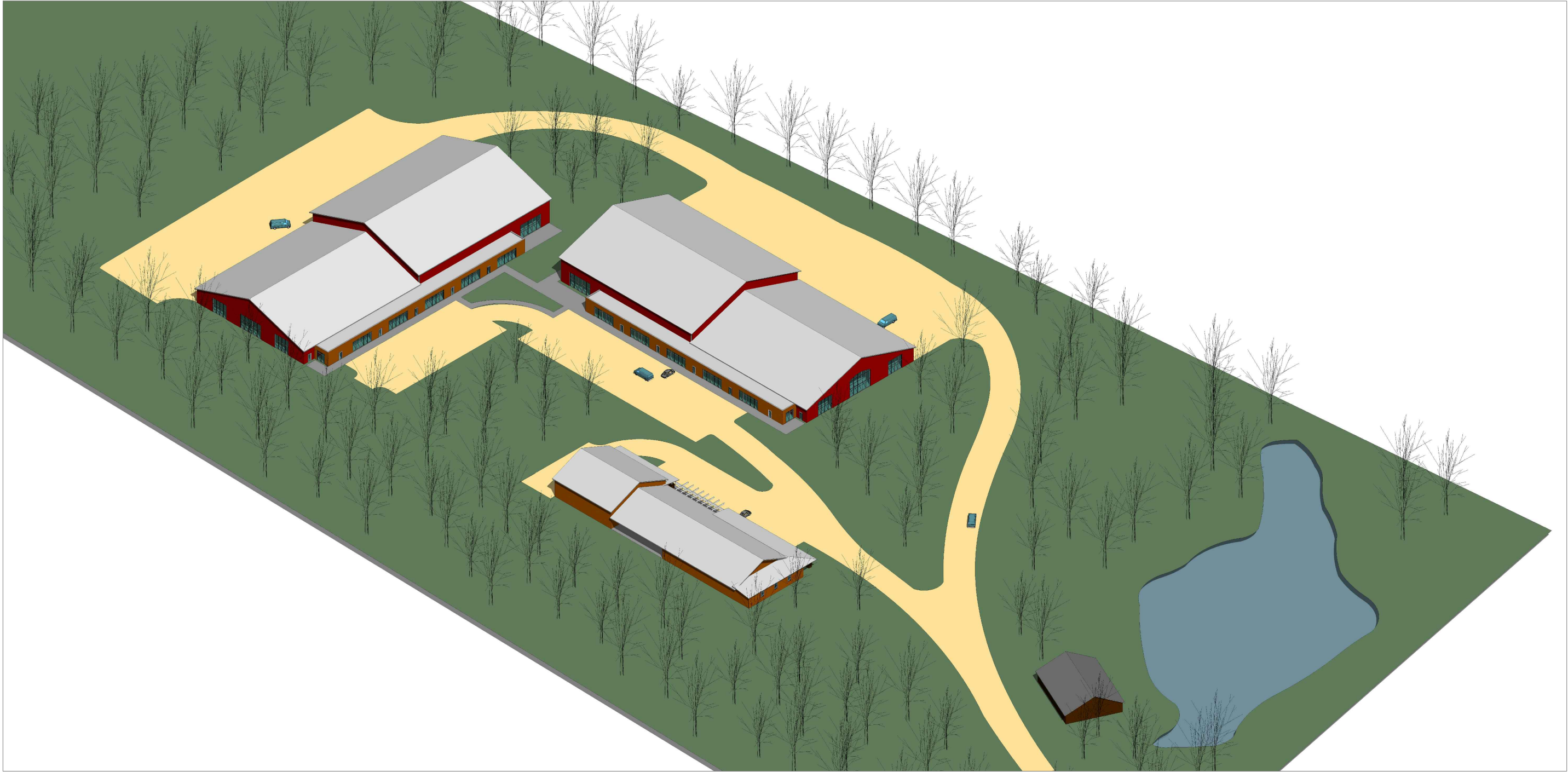
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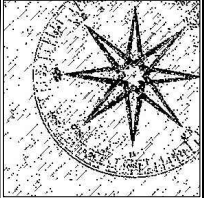
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Sheet Number



1
A2

AERIAL VIEW FROM THE SOUTHEAST
SCALE: NTS



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ARCHITECTS, PA

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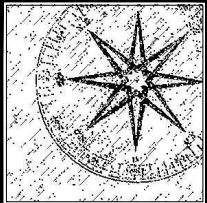
Sheet Title:

A2

Sheet Number



1
A3 PERSPECTIVE VIEW
SCALE: NTS



JIM SPENCER
ARCHITECTS, PA

103 LLOYD STREET
MAIN LEVEL
CARRBORO, NC 27510

919.960.6680 o
919.960.6682 f
jspencerjsa@gmail.com

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Project:

CONCEPT PLAN FOR:

TOWN OF
CARRBORO

OLD 86
PROJECT

7917 OLD NC 86
CHAPEL HILL,
NORTH CAROLINA
27516

CONCEPT PLAN

Job Number:

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Date	JULY 5, 2017
	AUG. 22, 2017
	OCT. 4, 2017

Sheet Title:

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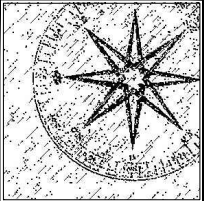
Sheet Number



1
A4

PERSPECTIVE VIEW

SCALE: NTS



JIM SPENCER
ARCHITECTS, PA

103 LLOYD STREET
MAIN LEVEL
CARRBORO, NC 27510

919.960.6680 o
919.960.6682 f
jspencerjsa@gmail.com

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CONCEPT PLAN FOR:

TOWN OF
CARRBORO

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Sheet Title:

A4

Sheet Number

From the NTAAC

- Timing regarding a presentation and discussion with the NTAAC and community meeting
- Concerns over traffic and the delay in developing the connector road on the Twin Creeks park project.
- Cost/Benefit Analysis
- Have other sites been considered
- More clarity on light manufacturing uses
- Noise, night time use, what type of performance standards would there be
- Smaller scale buildings
- Community Outreach

From the community meeting

May 11, 2017 –

- O/A would be out of character for the area
- Scale of the buildings and large parking lots were a concern
- Has any other uses been considered for the property?
- Concern over uses
- Traffic on Old 86 and type of trucks that would utilize the site
- Concerned extension of sewer would encourage more development
- How cost effective and how would we measure outcomes
- Would the property be clear cut?
- There was an interest in extending natural gas that neighbors could access

Steve Brantley commented there were a number of businesses that he encounters that would be interested and could utilize space like this, including many for the County PFAT facility, furniture makers, metal working, pottery, etc.

Carrboro Plumbing was present offered insight to the need for this facility and they type of uses that she sees were she is located now and the types of traffic that it generates.

Several emails from the business community that were in favor and interested in this type of space.



Town of Carrboro

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

Agenda Item Abstract

File Number: 17-300

Agenda Date: 10/10/2017

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Consider Option to Lease Parking at 300 East Main Street Parking Deck

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to consider entering into a lease option with Main Street Partners to lease parking in the parking deck at 300 East Main

DEPARTMENT: Economic and Community Development

CONTACT INFORMATION: Annette Stone, AICP Economic and Community Development Director (919) 918 7319; Patricia McGuire, AICP, pmcguire@townofcarrboro.org pmcguire@townofcarrboro.org, 919-918-7327

INFORMATION: The Town of Carrboro originally entered into a lease agreement for parking with 300 East Main as an economic development opportunity to expedite construction of the new Hampton Inn and Suites. Attached are the minutes from the March 15, 2011 Board of Aldermen meeting (Attachment 1) where the Board discussed the benefits of moving construction of the hotel forward. According the attached minutes Mayor Chilton stated “it is critical to understand that this project simply cannot happen without the parking deck being built and the Town’s participation. This project will not place a heavy burden on municipal resources but will be a huge net benefit to the Town both in the short and long term. It will increase the walkability and bikability of the downtown area. He stated that the investment will also create new jobs for Carrboro. The parking deck will also increase the availability of downtown parking during the short-term.” The resolution to authorize the manager to execute a parking lease agreement passed unanimously among Board members present.

The Board at their March 8, 2016 meeting discussed the desire to consider an option to extend the lease agreement as a portion of the discussion relating to the construction of a second hotel, Hilton Garden Inn, and a modification to 300 East Main CUP. The Board made the following motion; Motion was made by Aldermen Johnson, seconded by Alderman Haven O’Donnell to allow staff to proceed with efforts to amend the current lease to add an option that will allow the Town, at the Town’s sole discretion, to extend the lease of the parking deck at 300 East Main for a period of three years. This may also be included in a condition in the conditional use permit at 107 Padgett Lane, if the modification is approved. The motion passed unanimously.

Subsequently at the March 8, 2016 meeting, following the public hearing on the modification of 300 East Main conditional use permit the following conditions were included as part of the approval;

- 1) The developer proposes to use the existing parking garage at 300 East Main Street (the “Property”) to

accommodate some of the parking requirements related to the construction of a 5- story Hilton Hotel at 107 Padgett Lane. As a condition of approval of the modified Conditional Use Permit for 107 Padgett Lane for the construction of a 5-story Hilton Hotel, the developer Town of Carrboro Page 11 March 8, 2016 shall, within ninety (90) days of approval of the modified conditional use permit, cause a study to be conducted by a qualified professional of the actual usage of parking at the existing 300 East Main Street parking garage and at the existing surface parking (together referred to as the “Onsite Parking”) at the Property. A report of the parking study shall be delivered to the Town within 150 days of approval of a modified Conditional Use Permit for 107 Padgett Lane. If the results of such study show that the existing parking capacity of the On-site Parking is insufficient to meet the peak demand for parking generated by the existing uses at the Property, then the developer shall be required to present to the Town a plan demonstrating how the developer will provide additional parking or take other steps to meet the demand for parking generated by the existing uses at the Property and the hotel prior to the issuance of a building permit for the hotel; and

2) The developer shall execute an option agreement to extend the existing parking lease and agreement with the Town in accordance with the Board of Alderman’s resolution of March 8th, 2016 that authorizes this option agreement.

MSP delivered the results of the required study of parking deck in November 2016 (Attachment 2). The results indicated that 88% of the usage of the parking deck was by 300 East Main customers. Staff reported the results to the Board of Aldermen and recommended that the terms of the option be renegotiated to not increase the annual lease rate from \$90,000 to the previously recommended \$120,000 since the majority of the users of the deck were already 300 East Main customers. In addition, staff was directed to negotiate terms that allowed for no time-limited public parking during certain days for Town sponsored events.

Staff and the Town Attorney have been working with 300 East Main and negotiated the following terms. The option is for the Town to extend a lease agreement with Main Street Partners for a 3 year period on or before February 19, 2018 prior to August 2018, which is when the current lease agreement expires. The agreement has the town leasing the same number of spaces currently leased with the same payment of \$90,000 annually, until the issuance of the CO for the second hotel at which time the annual payment goes up to \$120,000.00. In addition, the town has the option to exercise up to eight (8) calendar days a year that the deck can be used during Town events without time constraints on the spaces (Attachment 3).

In addition, the Town has undertaken a parking study and adopted a parking plan which can be found at the following link (<<http://www.townofcarrboro.org/DocumentCenter/View/4877>>). As detailed in the plan the public sector only represents 16 percent of the total public parking supply, leased and owned by the town.

In 2015 as the Parking Plan effort was getting underway, a student intern assisted staff with data compilation regarding satellite parking agreements in the downtown. Planning staff have not had an opportunity to fully evaluate the work completed since then. At the time, as reported to the Transportation Advisory Board, the most up to date files for businesses were reviewed for information on parking agreements. In most cases, these agreements are voluntarily obtained by businesses in locations exempt from meeting the presumptive parking requirements of the Land Use Ordinance. Files for 76 businesses were reviewed, 49 of which were no longer operating, leaving twenty-seven businesses active at the time.

Agenda Date: 10/10/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

The TAB minutes from April 16, 2015 recorded that nine of the businesses had sufficient parking and 18 did not. Twelve had signed agreements (official) and six others had something “unofficial.” Further work on this, including mapping the locations where the agreements have been in place, will be incorporated in the Parking Plan implementation.

FISCAL & STAFF IMPACT: Currently the lease payment is split with the Tourism Development Authority at \$45,000 each. Based on what is allowed by General Statutes, at the time that the lease increases to the \$120,000, the TDA would be able to pay an estimated \$100,000 of the lease.

RECOMMENDATION: Staff recommends the Board of Aldermen consider authorizing the Town Manager to execute the lease option with Main Street Partners.

Absent or Excused: Joal Hall Broun

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE A LEASE FOR PARKING SPACES AT THE 300 EAST MAIN SHOPPING CENTER

The purpose of this agenda item was for the Board to consider a request to authorize the Town Manager to execute a lease agreement with Main Street Properties of Chapel Hill, LLC for parking spaces at the 300 East Main Shopping Center.

Steve Stewart, Town Manager, explained that there would be no additional insurance cost associated with the liability insurance requirement. If the Town creates an occupancy tax, current local legislation requires that the net proceeds of the tax be expended by the Carrboro Tourism Development Authority (CTDA). The Town's current parking space lease agreements are calculated on the tax value of the lot and include surface parking only.

Laura Van Sant, a representative of Main Street Properties LLC, addressed the Board. After the lease expires, it is their plan to have all parking spaces metered.

Mike Brough, Town Attorney, explained that Carrboro's Room Occupancy Tax authority was established in G.S. 160A-215 along with several other municipalities and limited by the current statute language.

Laurie Paolicelli, director of the Orange County Visitors Bureau, congratulated Carrboro on the hotel and stated that it will bring many positives to the Town. Orange County uses their occupancy tax to promote additional tourist revenue. There are guidelines from the NC Travel and Tourism Commission that guide Orange County's fund distribution. She requested that the Town contribute a portion of the Occupancy Tax revenues to the Orange County Visitors Bureau.

Mayor Chilton stated that the five-year lease period for the parking spaces will help boost parking availability within the Town. After the lease is up, there will need to be another discussion regarding parking. He stated that he appreciates the Orange County Visitors Bureau promotion of Carrboro and he looks forward to working with them in the future.

Alderman Coleman stated that he would not usually support the forgiving of property tax revenues but that this item is occurring at a unique moment. This development will help generate property tax and occupancy tax revenues in the Town.

Alderman Lavelle stated that the Town is agreeing to a lease that will help an important commercial development move along.

Mayor Chilton stated that it is critical to understand that this project simply cannot happen without the parking deck being built and the Town's participation. This project will not place a heavy burden on municipal resources but will be a huge net benefit to the Town both in the short and long term. It will increase the walkability and bikability of the downtown area. He stated that the investment will also create new jobs for Carrboro. The parking deck will also increase the availability of downtown parking during the short-term.

Alderman Haven-O'Donnell thanked Laura Van Sant and Laurie Paolicelli for their presentations and stated that she is excited about the hotel in Carrboro. She stated that the business community is very excited about the new business space and the hotel.

Alderman Slade stated that this is a great project and asked if the Town can stipulate that the private parking lot not tow cars away unless there is an obvious need. Currently, Carr Mill Mall tows cars when the lot is only half-full. He would like to find a way to negotiate towing. He asked that the towing discussion be considered in the future.

Alderman Gist asked that the towing item be tabled for future discussion.

The following resolution was introduced by Alderman Coleman and duly seconded by Alderman Lavelle:

**A RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE A LEASE FOR PARKING
SPACES AT THE 300 EAST MAIN SHOPPING CENTER**

Resolution No. 88/2010-11

WHEREAS, Main Street Properties has offered to lease certain undesignated parking spaces in the parking deck and surface lots to be constructed on and within the 300 East Main Shopping Center, for use as free public parking; and

WHEREAS, The initial term of this lease will be for a period of five (5) years, commencing on the date on which Certificates of Occupancy have been secured for the hotel building within the 300 East Main Shopping Center and for the first phase of the parking deck; and

WHEREAS, the Town agrees to pay annual rent to Main Street Properties in an amount equivalent to 3% of the gross receipts of the Hampton Inn & Suites Hotel to be constructed within the 300 East Main Shopping Center, however, that the rent due from the Town to Main Street Properties shall be capped at \$90,000 per year during the term of this lease; and

WHEREAS, If at any time during the term of this lease Main Street Properties does not make the required minimum number of parking spaces available for public parking within the time periods established by the lease, then the rent due from the Town to Main Street Properties shall be reduced pro rata to reflect the lesser number of parking spaces made available for public parking. Such reduction in rent shall persist unless or until Main Street Properties is able to provide the required minimum number of parking spaces established by the lease for use as free public parking.

WHEREAS, the Town of Carrboro has committed to doubling the commercial square footage in Carrboro; and

WHEREAS, the Town recognizes that the global economic recession since the approval of this project has created unique and unprecedented challenges to commercial development; and,

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

Section 1. The Town Manager is authorized to execute a lease agreement with Main Street Properties for parking spaces at the 300 East Main Shopping Center.

Section 2. The Town Manager is directed to prepare, at the appropriate time, materials for Board Consideration that would establish a Hotel Occupancy Tax.

Section 3. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote received the following vote and was duly adopted this 15th day of March 2011;

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

Noes: None

Absent or Excused: Joal Hall Broun

201 NORTH GREENSBORO PROJECT

MOTION WAS MADE BY ALDERMAN GIST AND SECONDED BY ALDERMAN COLEMAN TO ASK THE PROPOSED 201 NORTH GREENSBORO PROJECT APPLICANT TO EXPAND THE SCOPE OF THE TRAFFIC IMPACT STUDY BEYOND NORTH GREENSBORO AND WEAVER STREET TO INCLUDE OAK, POPLAR AND LINDSAY STREETS AND TO LET THE APPLICANT KNOW THAT THE BOARD IS INTERESTED IN THE FINANCIAL IMPACT OF THE PROPOSED DEVELOPMENT ON NEIGHBORING PROPERTY VALUES. VOTE: AFFIRMATIVE SIX, ABSENT ONE (BROUN).

Mike Brough, Town Attorney, stated that no application has been submitted and no public hearing has been scheduled at this time. The applicant does not have an obligation to demonstrate that there is no adverse financial effect on adjoining properties but that it can be made clear to applicant that the Board is interested in the financial impact on neighboring properties.

OWASA

Alderman Gist stated that at some point in the future, the Board should have a conversation on the draft OWASA Forest Management Plan, and the New Hope Audubon Society's concerns regarding that plan. She also suggested having a conversation with the Board's OWASA representatives so that they are aware of the Board's concerns.

Alderman Haven-O'Donnell suggested that the Board plan a worksession with the OWASA representatives to discuss the importance of having the Board's voice expressed on the OWASA Board. She asked that the Town's OWASA representatives be invited to the worksession.



November 11, 2016

Mr. Kevin Benedict
Main Street Properties
370-200 E. Main Street
Carrboro, NC 27510

RE: *Parking Study - 300 East Main, Carrboro, North Carolina*

Dear Mr. Benedict:

Per your request, Kimley-Horn completed a review of parking data as well as parking destination surveys for the 300 East Main site in Carrboro. The purpose of this study is to evaluate the viability of allocating a portion of the existing parking to an adjacent site where a hotel is proposed to be constructed.

Background

We understand that a hotel is proposed to be built immediately south of the existing 300 East Main property. We also understand that CUP documents related to the hotel development indicate that up to 157 parking spaces are required for the hotel, of which 39 will be built on the hotel site and 118 are to be provided on the 300 East Main property. We also understand that 43 to 51 new spaces are planned to be built adjacent to the hotel but located on 300 East Main property, leaving 67 to 75 spaces to be provided within the existing 300 East Main development.

Parking Accumulation Counts

Parking accumulation count data were collected by VHB in early 2016 for major parking locations in Carrboro, including all existing 300 East Main parking facilities. The accumulation counts indicated that parking accumulation generally peaks in the evening (6 to 9 PM) on the 300 East Main site. Occupancy was relatively high on the surface parking and first level of the parking deck on the site, but significantly lower on the higher levels (and basement level) of the parking deck. Overall, the parking study indicated a total parking supply of 593 spaces on the site, with 221 occupied at peak in the evening for a 37% occupancy rate. The overwhelming majority of the 372 unoccupied spaces were in the parking deck. Parking accumulation data from the VHB study are summarized on the attached Exhibit 1.

Parking Destination Surveys



Kimley-Horn completed parking surveys on Friday April 22, 2016 at the 300 East Main site in Carrboro to determine the approximate percentage of people parking on site who are not patronizing on-site businesses. The attached summary provides the general notes from the data collection team. In addition, the following summarizes the general findings from the data collection:

Parking Survey Results Summary April 22, 2016 – 300 East Main Street	
Total Surveys	179
Invalid Surveys	9
Valid Surveys	170
Patrons going solely off-site	23 (13.5% of valid surveys)
Patrons going to at least one on-site destination	147 (86.5% of valid surveys)

It should be noted that the multiple events held throughout the 300 East Main site that evening (as further detailed on the attached summary) indicate that this was an unusually busy evening and likely a peak event condition. Further, the inclement weather throughout the day, even though the weather cleared substantially in the evening, is likely to have significantly reduced the percentage of people who parked in the deck for the purpose visiting a more distant location. Accordingly, we expect the percent going solely to off-site destinations is higher than 13.5% on a typical evening.

Conclusions and Recommendations

Given the substantial availability documented in the existing parking structure as noted in the VHB parking study, and the percentage of people parking in the deck solely for off-site purposes, we can conclude that the 300 East Main Development has more than adequate parking for its current needs and can accommodate significant additional development, including 67 to 75 spaces allocated to a potential second hotel, without requiring additional parking construction.

In addition, we note that the parking data we reviewed appears to show demand consistent with or lower than the forecasts shown in the Town-approved flexible parking table that accompanies the Conditional Use Permits, and amendments thereto, in place with respect to the 300 East Main site.



Further, we observed that little to no enforcement effort is currently applied to the time and use restrictions on parking in the 300 East Main site. Accordingly, the current peak parking demand can be modulated through the implementation of various accepted parking control measures which can be implemented on an as-needed basis in the future. For example, subject to compliance with the non-exclusive parking lease in effect between Main Street Properties and the Town of Carrboro, the future implementation of parking fees or the enforcement of the currently existing time limits will reduce the usage of the deck by persons not patronizing on-site businesses, and thus will free up significant additional parking capacity for on-site uses.

Please let me know if you have any questions or require any further information at this time.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in black ink that reads "Richard C. Adams".

Richard C. Adams, P.E.

Vice President

Attachments: Exhibit 1: Carrboro Parking Study Parking Accumulation Count Data

Exhibit 2: Data Collection Efforts Summary Report

K:\RAL_TPTO_Traffic\017378000 Carrboro Parking Study - Main St. Properties\T5 - Report-Submittals\Carrboro Parking Study.docx

Exhibit 1
Parking Accumulation Count Data - 300 East Main Site

ACCESSTYPE	OWNEDBY	BusinessName	Existing Parking Spaces					Parking Occupancy - Cars				Parking Occupancy - Percentage				BusinessName
			Regular	Reserved	ADA	Other	Total	9-11 am	11-1 pm	2-5 pm	6-9 pm	Occu9-11	Occu11-1	Occu2-5	Occu6-9	
Private	Private	Hampton Inn				12	12	2	5	0	4	17%	42%	0%	33%	Hampton Inn
Private	Private	Arts Center	83		5		88	54	33	38	65	61%	38%	43%	74%	Arts Center
Private	Private	Parking Deck - Basement		28			28	10	8	6	4	36%	29%	21%	14%	Parking Deck - Basement
Public	Leased	Parking Deck - First	60	8	3		71	43	45	47	66	61%	63%	66%	93%	Parking Deck - First
Public	Leased	Parking Deck - Second	72		3		75	0	2	4	33	0%	3%	5%	44%	Parking Deck - Second
Public	Leased	Parking Deck - Third	77		2		79	30	28	22	6	38%	35%	28%	8%	Parking Deck - Third
Public/Private	Leased	Parking Deck - Fourth	24	53	2		79	19	13	30	32	24%	16%	38%	41%	Parking Deck - Fourth
Private	Private	Parking Deck - Fifth		78			78	10	7	2	7	13%	9%	3%	9%	Parking Deck - Fifth
Private	Private	Parking Deck - Roof		83			83	19	18	19	4	23%	22%	23%	5%	Parking Deck - Roof
			316	250	15	12	593	187	159	168	221	32%	27%	28%	37%	

Source: Carrboro Parking Study, VHB

Occupancy counts collected on Thursday January 14, 2016



Exhibit 2

Carrboro Parking Study | Data Collection Efforts | Friday April 22, 2016 | 5:10-8:45

Weather: It was warm and raining much of the day, which improved to drizzly conditions upon our arrival, before clearing, but remaining overcast and wet, and getting cooler as the evening progressed.

Teaming: The surveyors broke into three teams of two and were stationed at rear of deck, front of deck, and around the surface lot.

Capture rate: We had 179 total responses. In the early part of the study period, we would estimate between $\frac{1}{2}$ and $\frac{2}{3}$ of people exiting the parking facility stopped and took our survey, though the percent capture decreased as event and show times approached.

Events: 2 shows at Cat's Cradle (one in main Cradle space and one in the Back Room), The Arts Center was hosting the UNC Med School Skit Night, and the hotel had high occupancy and a dinner-based event for Seder in its meeting space.

General Notes from Team:

The percentage of people parking and traveling off-site likely were affected by the weather and/or the number of concurrent events taking place. Generally, when it is raining or the threat of rain persists, people are less likely to park in a central location and walk some distance to their desired location (i.e, people will put in extra effort to park closer to their destination when there is inclement weather, or they change their destination to someplace that they know has ample close-by parking). The time of day might have affected this as well, as the need of students to park elsewhere and walk to campus may be diminished on weekend evenings.

OPTION TO EXTEND LEASE AGREEMENT

THIS OPTION TO EXTEND LEASE AGREEMENT ("Agreement") is made this ____ day of _____, 2017, by and between Main Street Properties of Chapel Hill, LLC, a North Carolina Limited Liability Company, ("Lessor"), having a mailing address of _____ and the Town of Carrboro, a North Carolina municipal corporation, ("Lessee"), having its offices at 201 W. Main Street, Carrboro, NC 27510.

I. OPTION TO EXTEND LEASE

1. **Grant of Option.** Lessor is the owner of certain real property and improvements thereon, known as 300 East Main Street in Carrboro (the "Property"). Presently there is a parking garage and a parking lot owned and operated by Lessor situated on a portion of the Property, and the Town and Lessor are parties to an existing Parking Lease and Agreement with a term that expires in August 2018. A copy of that Parking Lease and Agreement is attached hereto as Exhibit A. In accordance with the conditions attached to a Conditional Use Permit Modification for the Property granted on March ____, 2016, Lessor hereby grants to the Town and the Town accepts from the Lessor an option to extend the Parking Lease and Agreement as more particularly stated below.

2. **Option Term.** The Town may exercise its right to extend the Parking Lease and Agreement by notifying Lessor in writing of its intention to do so at any time on or before February 19, 2018.

3. **Consideration for Option.** Consideration for the Initial Term of the Option granted hereunder shall be Ten and No/100 Dollars (\$10.00) ("Option Consideration"), the receipt and sufficiency of which Lessor acknowledges..

4. **Extension of Option.** This Option may be further extended by written agreement of Lessor and the Town at any time prior to the expiration of the then-existing term of this Option.

5. **Title.** Lessor warrants that Lessor is seized of good and marketable title to the Property and Premises and has the full authority and power to enter into and execute this Agreement. Lessor further warrants that there are no deeds to secure debt, mortgages, liens, judgments, restrictive covenants, or other encumbrances on the title to the Property and Premises that would prevent Lessee from using the Premises for the uses intended by Lessee as set forth in this Agreement.

6. **Transfer of Option.** The provisions of this Agreement shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective heirs, successors, and assigns, as may be applicable. Lessor may not assign or otherwise transfer its rights under this Option without Lessor's written consent.

7. **Lapse of Option.** Should the Town fail to timely exercise its option within the term of the Option, all rights and privileges granted in this Agreement shall be deemed

completely surrendered, this Option terminated, no additional money shall be payable by either party to the other in connection with this Option, and the parties shall have no further rights, obligations or liabilities with respect to each other in connection with this Option.

9. **Exercise of Option.** Should the Town exercise this Option, notice shall be given to the Lessor by regular as well as certified mail, return receipt requested, addressed to Lessor's mailing address set forth in the introductory paragraph of this Agreement. Mailed notice shall be deemed effective on the date it is posted. Upon the tender of written notice of the Town's intent to exercise the Option, the terms of this Agreement applying to the lease of the Premises shall govern the relationship of the parties and this Agreement shall thereafter be referred to as the "Lease."

II. LEASE AGREEMENT

The terms of the existing Parking Lease and Agreement (Exhibit A) shall remain in effect upon exercise by the Town of its option to extend such Agreement, except that the existing Agreement shall be modified as follows:

1. **Term and Rental.** The Parking Lease and Agreement may be extended for up to three (3) years beyond its current expiration date of August 19, 2018. During any such extension term, the Town shall pay to Lessor as "rent" for the number and type of parking spaces described in paragraph 2 below, an annual payment equal to three percent (3%) of the combined gross receipts of the Hampton Inn & Suites hotel now existing on the Property and the Hilton Garden Inn hotel planned to be constructed on the Property up to a maximum annual rate of \$90,000.00 and (b) upon the issuance of a certificate of occupancy for the proposed Hilton Garden Inn to be built at 107 Padgett Lane the maximum annual rent shall increase to \$120,000.00.

2. **Parking Spaces Leased – Number, Location and Time.** During any option term, the Town may lease from Lessor, and Lessor shall make available "public parking", at least 150 undesignated parking spaces at the Property during daytime hours (7:00 a.m. until 5:30 p.m.) and at least 250 undesignated parking spaces during night time hours (5:30 p.m. until 3:00 a.m.). These "public parking" spaces shall be available free of charge to the public for increments of at least three (3) consecutive hours per user on terms at least as favorable as the most favorable terms offered for other "undesignated" parking spaces at the Property. During any option term, Lessor may not reduce the number of undesignated parking spaces made available to the public pursuant to the terms of the Parking Lease and Agreement without the Town's consent, which consent shall not be unreasonably withheld, conditioned or delayed.

3. **Town's Right to Opt Out.** Upon six (6) months advance written notice to Lessor, the Town may during any "option year" (i.e., during any year beginning on or after August 19, 2018), (a) "opt out" of the remaining term of the Parking Lease and Agreement, or (b) reduce the number of parking spaces available to the Town and the public as "public parking", and if the Town does so then the annual rent payable at that time shall be reduced proportionately.

4. **Roberson Street/Main Street Parking Lot.** Lessor and the Town acknowledge that Lessor owns additional property used as a parking lot, located at the corner of Roberson Street and Main Street, and that parking spaces at this lot are now counted toward satisfying Lessor's parking requirements at the Property. Should any of the parking spaces located in the Roberson Street/Main Street parking lot be eliminated by Lessor for any reason, the elimination of such parking spaces shall not reduce the number of undesignated parking spaces required by the Parking Lease and Agreement to be made available as "undesignated public parking".

5. **Special Event Parking Coordination.** Lessor and the Town acknowledge that better coordination of parking spaces available at the Property during "special events", including Town-sponsored events, would be mutually beneficial to Lessor and the Town. Therefore, and with this mutual interest in mind, Lessor and the Town agree to work together to develop a plan to improve communication and coordination concerning the availability and use of parking spaces at the Property and at the parking garage, particularly during events for which the Lessor or the Town anticipate significant extraordinary demand for parking. Furthermore, Lessor and Town agree that notwithstanding any provision in this Agreement to the contrary, Lessor shall suspend the maximum time limitation on parking established in paragraph 2 above (relating only to spaces covered by this Agreement) for up to eight (8) days each calendar year for Town-sponsored special events, provided that the Town must give Lessor at least sixty (60) days advance written notice of each date for which the time limitation is to be suspended. The Town may request additional suspensions of the time limitations on a case-by-case basis in connection with special events sponsored by Carrboro-area community organizations. Provided that the Town provides parking monitoring services at its expense for large or weekend special events, Lessor will use reasonable efforts not to refuse access to parking spaces available for Town use during special events unless the maximum number of undesignated available parking spaces are occupied, and the Town and Lessor shall cooperate to provide sufficient qualified staff to be paid by the Town to monitor the use of parking spaces on the Property during Town-sponsored special events.

6. **Survival of Existing Parking Lease and Agreement Terms.** Except as specifically set forth herein, the terms of the existing Parking Lease and Agreement shall remain in full force and effect during any option year under this agreement. To the extent that there may be any conflict between the terms of this Option to Extend Lease Agreement and the Parking Lease and Agreement, the terms of this Agreement shall control.

LESSOR:

Main Street Properties of Chapel Hill, LLC

By: _____

Name: _____

Title: _____

TOWN OF CARRBORO

By: _____

David Andrews, Town Manager

EXHIBIT A TO LEASE

Deed/Legal Description of Property

(TO BE PROVIDED)



Town of Carrboro

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

Agenda Item Abstract

File Number:17-301

Agenda Date: 10/10/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

National Register Historic Districts, Neighborhood Preservation Districts, Local Historic Districts and related Tools for Preservation

PURPOSE: The purpose of this agenda item is to facilitate a discussion of preservation tools that could possibly be applied to Center Street or to other downtown neighborhoods, including the steps involved in the designation process and the benefits of such designation.

DEPARTMENT: Planning

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

INFORMATION: “Carrboro” exists as a result of a unique juncture of space in time. The architectural features reflecting this place at its inception are evident in the Town’s oldest residential and commercial buildings. Since these buildings did not spring up, fully formed at one time, in total, this historic building stock reflects changes experienced in the town, the state and the nation - including technology, culture, and economy over a number of years. During 1980-1981, more than 150 buildings over 50 years in age - the threshold for obtaining historic significance--were recorded as part of the Town’s effort to inventory its historic properties. (A link to *Carrboro, N.C., An Architectural & Historic Inventory* may be found at <http://www.townofcarrboro.org/DocumentCenter/Home/View/1917>.) With the passage of time, this number will have increased.

The Town has made some use of the regulatory mechanisms communities use to maintain these architectural connections, principally historic districts, local and national and conservation or preservation districts. The use of each of these mechanisms or tools depends in large part on the existing level of history, architectural character and integrity that remains in the potential district, and the community’s interest in balancing new growth, including buildings with innovative design, in ways that recognize and enhance, rather than diminish or replace historic building fabric, particularly within the commercial section of downtown. Board discussions in the spring and fall of 2016 began to delve into these topics (September 20, 2017 agenda materials: <https://carrboro.legistar.com/MeetingDetail.aspx?ID=456734&GUID=7ABB377D-5EAE-4532-B0BF-E6D467C9A7A7&Options=&Search=>>).

More recently, consideration of potential development at the corner of North Greensboro and West Weaver streets lead to interest in Center Street, its potential as a historic district and the steps to pursue such designation. The Land Use Ordinance recognizes all four types of tools that can be used alone or in combination to preserve the integrity of historic neighborhoods. These include designation in special districts

such as National Register Historic Districts, Neighborhood Preservation Districts and Local Historic Districts. Zoning can also be used to protect elements of historic fabric through dimensional requirements such as limits to building height and massing.

The National Register of Historic Places is a federal program, administered at the state level by the State Historic Preservation Office (SHPO). The designation process typically begins with the preparation of a study list application for initial consideration. If the property, or group of properties (district) included in a study list appears to be a strong candidate, a formal nomination is prepared, reviewed by SHPO staff and, if appropriate, reviewed by the North Carolina National Register Advisory Commission (NRAC). Selected nominations are forwarded to the Keeper of the National Register, in Washington, D.C., for final consideration.

Listing in the National Register is primarily an honorary designation. Owners considering changes to their properties are encouraged to follow the Secretary of the Interior's Standards for Rehabilitation but there is no formal enforcement. Owners of properties listed individually or as a contributing properties a historic districts may also be eligible for rehabilitation tax credits for certified rehabilitations.

Neighborhood Preservation Districts (NPD), known elsewhere as conservation districts, are administered at the local level. Designation follows the process used for rezoning; the Neighborhood Preservation Commission (Appearance Commission) prepares a report on the special historical or cultural qualities of an area and participates in a joint public hearing with the Board of Aldermen to consider adopting an ordinance designating the district. Article XXI, Part I of the Land Use Ordinance outlines the intended process for residents to use adopted guidelines when modifying their buildings to encourage compatible designs. Recent changes to state statutes, limits the power of local government to control design elements on single family residential buildings other than those listed in the National Register or through the local historic designation programs-i.e. local historic districts or local landmarks. Protections afforded by this type of designation are therefore voluntary in nature, but any use of guidelines, even for advisory purposes may provide an educational benefit and help residents to modify their homes in a way that is more in keeping with the original character of the house and surrounding homes.

The Town of Carrboro has the authority to designate local historic districts. Article XXI, Part II, of the LUO, outlines a process whereby the Historic District Commission (Appearance Commission) prepares a report describing the significance of all buildings, structures, features, sites or surroundings in the proposed district. The report is forwarded to the Planning Board for comments and the Department of Cultural Resources (SHPO) for analysis and recommendation. The Board of Aldermen ultimately holds a joint public hearing with the Historic District Commission to consider adopting an ordinance to designate the district. Properties within locally designated historic districts are subject to design review for certificates of appropriateness (COA). Rules of procedures and design guidelines must also be in place before the Historic District Commission considers changes to any property in the district. Local historic districts provide the strongest level of protection, in that changes to the exterior of buildings are subject an enforceable formal review process.

Town staff has reached out to the Survey and National Register Branch of the SHPO to discuss whether Center Street would be a good candidate for a local or national register historic district and has encouraged the state staff to visit Carrboro for recommendations along that particular corridor as well as potentially expanding the

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boundaries of the existing districts downtown. An excerpt from *Carrboro, N.C., An Architectural & Historic Inventory* showing the buildings along Center Street and a series of photos showing the buildings as they look today, is provided (Attachment A). The SHPO has encouraged the Town to proceed with a study list application, noting that some building may no longer possess the level of integrity necessary for listing in the National Register due to changes in materials, but that there may be the potential for designating a local historic district which would provide the Historic District Commission (Appearance Commission) regulatory review of changes proposed to the properties and to new development proposed within the district boundaries--which could possibly include the lot at the corner of North Greensboro and West Weaver streets, owned by CVS. A short fact sheet about the National Register Study List is provided (Attachment B).

Designation as an individual property or a historic district in the National Register also triggers consideration in the Section 106 (of the 1966 National Historic Preservation Act) process for federally funded or licensed projects to assess impacts on historic properties. Such review requirements apply to telecommunications towers permitted by the Federal Communications Commission. A timely issue that is related to the nature of the downtown and potential impacts to historic buildings is the short window to review small wireless communication towers (small cell towers) following the recent passage of S.L. 2017-159 (HB 310), the statute that simplified the review process for towers up to 50 feet in height when located in public right-of-way or on property that is not single-family residential.

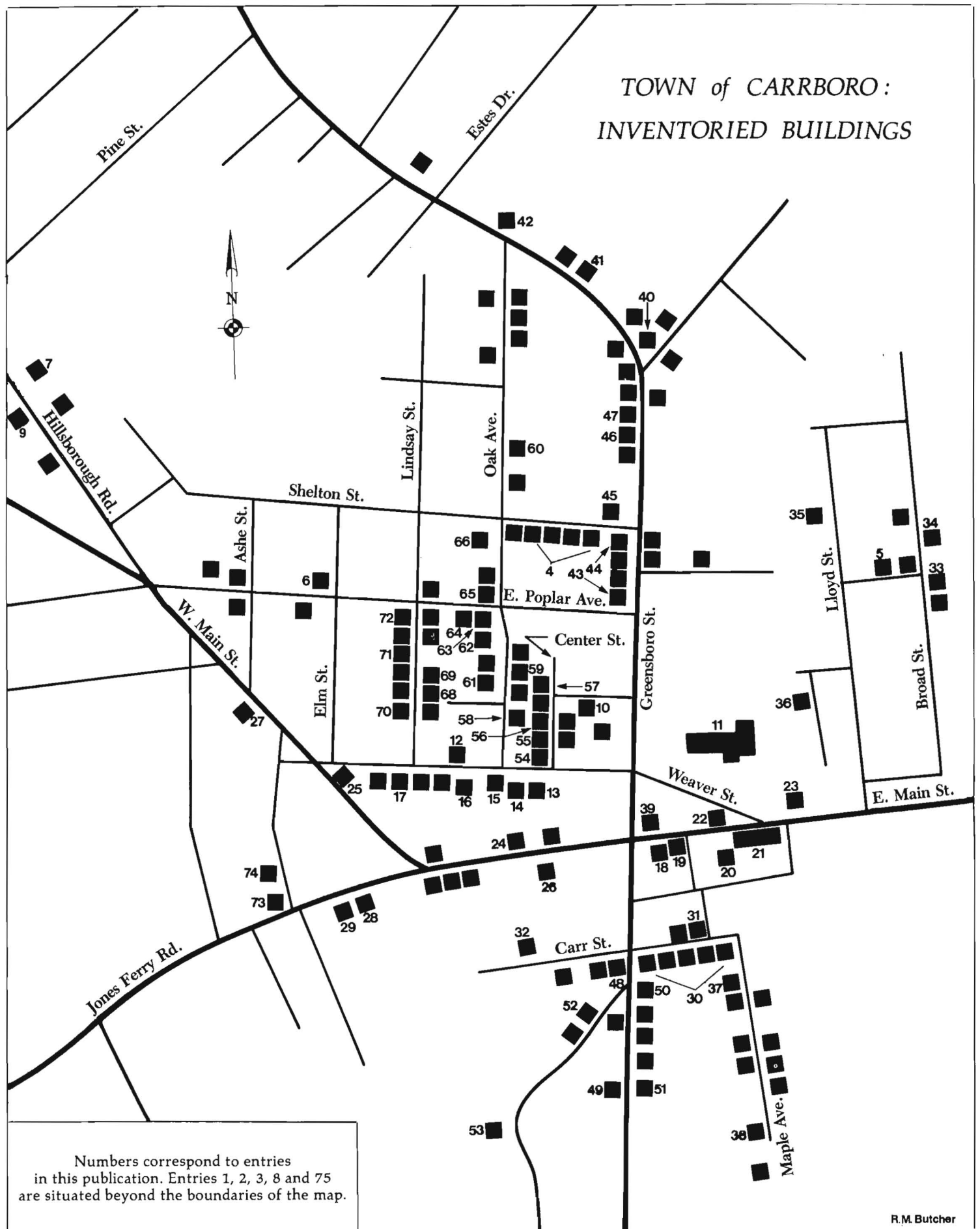
Staff is evaluating how the Town will review small cell towers in accordance with existing provisions for telecommunication towers and antennas in the Land Use Ordinance, and issues such as handicapped and other accessibility, safety, sight distance relating to access in public rights-of-way. Meanwhile, applications for two towers have been submitted. The state clearing house process allows for comments on towers that may impact historic properties that are individually listed in the National Register or as state or local historic landmarks or are part of national register or local historic districts.

Staff has consulted with the Environmental Review Branch of the North Carolina SHPO regarding a measured approach toward evaluating the impacts of small cell towers in the downtown area to the Town's national register historic districts for the purposes of reviewing these applications. The suggested approach was to identify conditions, or design specifications to towers. Conditions or parameters have been noted, such as no associated cabinets, co-location on existing street light poles; use of wood poles with canisters, or metal poles, (painted a dark color), with concealed antennas. An image showing a metal pole with a concealed small cell antenna compared with a standard telecommunication tower with projecting receptors is provided as an example (Attachment C).

FISCAL & STAFF IMPACT: None associated with the discussion of these topics.

RECOMMENDATION: The Board is asked to discuss and provide input and direction to staff.

TOWN of CARRBORO : INVENTORIED BUILDINGS





10. 105 Short Street



12. 302 Weaver Street



11. Alberta Cotton Mill/Durham Hosiery Mills No. 4

10. House

105 Short Street

Although in a state of disrepair, this house, built around 1898 to accommodate workers in Thomas F. Lloyd's Alberta Cotton Mill, stands virtually intact. The typical mill house form of a one-room-deep main portion with a rear ell has a center hall plan and an interior chimney serving two fireplaces

back to back in one of the front rooms and a room in the ell. The other front room has an interior flue. The original sawnwork spandrels with encircled four-point stars decorate the simple posts supporting the shed-roofed front porch. Most of the detailing is concentrated at the roofline where the patterned pressed tin roof is defined by molded box cornices with returns and plain frieze boards below.

11. Alberta Cotton Mill/Durham Hosiery Mills No. 4

Northeast corner of Weaver Street and North Greensboro Street

In 1898, as his cotton gin and grist mill behind the depot prospered, Thomas F. Lloyd, at almost sixty years of age, embarked upon a new venture. With the issuance of \$75,000 of capital stock, he began the Alberta Cotton Mill, with which West End would develop into a full-fledged community, eventually named Carrboro. By the spring of 1899 the rectangular two-story building was completed, situated little more than 150 yards northwest of the depot. The standard mill construction utilizing a very heavy, slow-burning timber frame with chamfered supporting beams provided the large open interior spaces and strong floors necessary to accommodate the machinery. The red brick exterior is characterized by tall and narrow segmental-arched windows that admitted light and ventilation to the factory floors. This regular fenestration of double-hung windows with lintels and heavy wooden sills, along with a string course, emphasizes the building's horizontality. At the middle of the south side of the mill, a four-story tower containing a round-headed entrance, stairs and a 10,000 gallon water tank at the top added a vertical accent. Here, decorative corbelled caps enhanced the straightforward design. Elsewhere, ornamental features were limited to the heavy curved sawn rafter ends exposed in the deep overhang of the very low-pitched gable roof. A one-story power house extended from the northeast corner of the mill. To the north there was a 250,000-gallon reservoir, and to the southeast a one-story frame cotton warehouse. The surrounding lawn planted with hardwoods was punctuated by a small frame one-story office and four six-sided brick well houses (later fire hose houses) with knuckle joints and pyramidal roofs. East and northeast of the mill, on the same tract, Lloyd built twelve one-story frame houses for his laborers.

At first, Lloyd's cotton thread spinning operation occupied only the first floor of the

mill. In 1902 he leased the second floor to William E. Lindsay and Isaac W. Pritchard's Blanche Hosiery Mill. As Lloyd's enterprise grew, the Blanche mill had to move to new quarters so that the Alberta Cotton Mill could use the entire building. In March, 1909, Lloyd sold his company and the mill and grounds to Julian S. Carr of Durham. Having experienced twenty-five years of success with his textile industries in Durham, Carr was rapidly expanding his eleven-year-old Durham Hosiery Mills Corporation with the acquisition of small spinning and knitting mills, such as the Alberta Cotton Mill, throughout North Carolina. In 1913, Carr and his family bought the Thomas F. Lloyd Manufacturing Company, another textile mill built by Lloyd and others on the south side of E. Main St. in 1909 to 1910; Carr renamed this later building Durham Hosiery Mills No. 7.

The Alberta Cotton Mill became Durham Hosiery Mills No. 4 with several departments on its two floors. For several years, winding, warping and carding were carried out on the first floor, and spinning, knitting and finishing on the second. Eventually, all of the cotton thread department took up the first floor and the second story was used extensively for knitting children's cotton stockings. To keep up with the steadily increasing demand for cotton hosiery, Durham Hosiery Mills soon began expanding Mill No. 4. In 1912, the building was almost doubled in size with a two-story extension continuing the original design of the mill added to its west end. A two-story tower with narrow segmental-arched windows projects at the juncture of the new and old construction on the south elevation, balancing the original tower to the west. At the same time, a one-story brick wing with a rounded frame entrance hood was built on the southeast corner and a new, separate power house was erected northeast of the reservoir. Around 1918, the original power house wing on the northeast corner of the mill was enlarged to two stories, with a two-story tower projecting from its north elevation and a three-story tower from its south. The four mill towers all were built with

house for an apartment, all executed by Mr. Partin.

In 1945, Cliff Partin purchased the Carrboro Cash Store, the town's last true "general store," located in a building dating from 1888 on Lloyd St. Partin and his son, Wilbur, operated the business until 1954 when competition from modern stores forced them to close. (The store building was torn down around 1960.) In 1956, Cliff and Vinnie Partin moved from this house to the country southwest of Carrboro. Later, Mrs. Partin returned to Carrboro to an old house that she refurbished.

52. House

102 Old Pittsboro Road

This turn-of-the-century house is a fairly intact example of the one-story, one-room-deep form with a triple-A roofline that was so popular across North Carolina during the 19th and early 20th centuries. Detailing is restricted to the molded box cornices with returns, diamond-shaped attic vent, and patterned pressed tin covering the roof. An exterior chimney survives in one of the gable ends. The porch along one side of the rear ell has been enclosed. The most significant alteration to the house was its move to the present location. Originally, the house was situated a couple blocks away at the southwest corner of W. Main St. and S. Greensboro St. Information about its builder and early occupants has not been determined.

53. Sparrow House

116 Old Pittsboro Road

In the mid-1910s, Jody and Mattie ("Bob") Sparrow built a simple one-story, three-room frame house on this hillcrest. In the next decade, it was completely re-worked as the present one-and-one-half-story, brick-veneered bungalow with the splayed gable roof engaging the porch across the main facade. The sizeable surrounding tract actually is more significant in Carrboro's history than the house: At the close of World War I, the Sparrows built a concrete swimming

pool—a novelty at that time—northwest of the house, across the stream at the foot of the hill. A gravel parking lot was placed at the top of the hill and bath houses and concession stands (run by members of the Partin family) were built near the pool. Admission was charged, and Sparrow's Pool quickly became one of the major recreation spots between Burlington and Raleigh, supplementing Mr. Sparrow's income as an employee of the UNC power plant and Chapel Hill's inspections department. The pool remained open to the public during warm weather until around 1940. In 1961, Mr. and Mrs. Ben Bost purchased the property. They remodelled the interior of the house and removed the parking lot, bath houses and concession stands. They maintain the pool for their private use.

54. House

101 Center Street

The compact one-story form with the all-encompassing gable-front roof exhibited here is a typical variation of small bungalows. The recessed full-facade front porch with tapered box posts on brick plinths is among the most characteristic bungalow features. A shed addition has been built across the rear facade. Originally, a one-story house owned by the neighboring cotton and hosiery mill occupied the site; around 1920 that house burned and was replaced with the present structure. The builder and occupants of this house have not been identified. In the late 1970s the building was converted from a dwelling to offices.

55. House

103 Center Street

According to the Sanborn Insurance Maps, the history of this property is similar to that of the neighboring lot at 101 Center St.: 103 Center St. originally was occupied by a one-story dwelling that resembled the majority of houses on this street developed by the cotton and hosiery mill one block away. After a fire around 1920, that house was replaced by the present tiny structure. Off-



51. Partin House



53. Sparrow House



54. 101 Center Street



52. 102 Old Pittsboro Road



53. Sparrow's Pool



55. 103 Center Street

set shingles in the full-facade front gable embellish the diminutive cottage. The present owner of the house is noted for his small yard which he fills with flower beds every spring and summer.



56. 105 Center Street



58. 100 Oak Avenue



60. 404 Oak Avenue

56. House
105 Center Street

This house represents one of the variations of the simple one-story, one-room-deep houses with rear ells built by the Alberta Cotton Mill (and possibly augmented by the Durham Hosiery Mills when it bought the plant) for rental to its laborers. Here, the front porch is a simple shed extending just beyond the windows and supported by simple posts with spandrels. The spandrels are cut-out curved brackets inscribed with a

57. (Former) Elementary School
109 Center Street

59. 202 Oak Avenue

circle containing a four-point star. The main block of the house is arranged in a center hall plan and furnished on the exterior with plain box cornices, frieze boards, and narrow corner boards.

The present owners of the house purchased it in 1981 and immediately embarked upon an extensive renovation that has entailed the preservation of the four main rooms and the replacement of the rear porch with a passive solar living room and a laundry and bathroom.

57. (Former) Elementary School
109 Center Street

As originally constructed around 1898 by the Alberta Cotton Mill, this house was in the ubiquitous one-room-deep form with a rear ell and a three-bay main facade. The siting of this house—at a slight angle to the street and out of alignment with the other

houses to either side—suggests that it was the first house built on this side of Center St. This typical mill house soon was adapted as the community's first school and served this function until around 1908 when the Carrboro Public School was built at 114 W. Main St. At that time, this building was reconverted to a house, occupied until around 1915 by Nannie Riggsbee Williams. In the late 1910s, the north gable end was extended so that the house now has a wide, four-bay facade. This addition may have been built expressly for industrial purposes. Shortly thereafter, the Durham Hosiery Mills, outgrowing its No. 4 mill as it increased production, installed additional looping machines (for joining the toe to the main body of socks and stockings) in this house. A few years later, after the mill was enlarged, the building was converted once again to a residence. The wide but shallow hip-roofed front porch features slightly chamfered supports and a railing with simple square-in-section balusters. The few alterations to the house include the application of asbestos shingles to the exterior walls.

58. House
100 Oak Avenue

This house, along with 200 and 202 Oak Ave., was built in the early 1920s by a local contractor, probably for speculative rental to mill hands. The house exhibits the one-story, one-room-deep form with a rear ell that was so popular throughout the 19th century and well in the 20th. Unlike most Carrboro examples of the type, however, this house has a very short rear ell that is only one room deep. The house was built with a center hall plan, an interior chimney serving two fireplaces—one each in the living room and kitchen—and wooden shingles sheathing the roof. The rear porch was enclosed shortly after construction; much later, the front porch was removed. Early occupants of the house included Bryan Hackney. Later the Cheek family lived here for many years. When the Cheek estate was being settled in the late 1970s and it was learned that a prospective buyer planned to

demolish it, the present owners purchased it for use as rental property. In the course of renovating the house, the new owners chose to accent its aspects they found most appealing. They restored the fireplaces and mantelpieces, refinished the pine flooring, doors and trim, and selected an exterior paint scheme that enhances the proportions of the house. For the necessary replacement of the roof, raised seam tin was used.

59. House
202 Oak Avenue

Built in the early 1920s by a local contractor, this house remains relatively intact on the exterior. The typical one-story, one-room-deep form with a two-room rear ell retains its front porch with a shallow hipped roof supported by slender tapered box posts resting on short brick plinths. After Oak Ave. was widened, the short fence was added for demarcation of the small front yard. Whether the contractor was privately commissioned or built the house for his own speculative sale or rental has not been determined. The present owner has cultivated his yard with carefully landscaped gardens that surround the house.

60. House
404 Oak Avenue

In recent years, this one-and-one-half-story house has undergone renovations that have modernized its exterior without destroying its original character. It is one of three originally very similar houses (with 400 and 408 Oak Ave.) built in a row on large lots around 1910. It is not known if these privately built houses were constructed by owner-occupants or for speculative sale or rental. They all exhibited the tall hip-roofed form with a center hall, two-room-deep plan and a shed porch across the rear elevation. In spite of the recent alterations, this house remains the most intact of the three, having retained both its original roofline and hip-roofed front porch with turned posts. In addition to enclosure of the rear porch, some of the fenestration has been replaced with single-

Center Street – Carrboro, NC, September 2017



101 Center Street



103 Center Street



105 Center Street



107 Center Street



109 Center Street



109 Center Street



201 Center Street



140 Short Street (Fitch Lumber)



103 Short Street



103 Short Street



104 Center Street



102 Center Street



Center Street looking north



201 North Greensboro Street (building demolished)

STATE HISTORIC PRESERVATION OFFICE
OFFICE OF ARCHIVES AND HISTORY
NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

**THE "STUDY LIST" AND
THE NATIONAL REGISTER OF HISTORIC PLACES
IN NORTH CAROLINA**

The use of a Study List as a preliminary step in the review of potential nominations to the National Register of Historic Places is not a requirement under federal program regulations. In practice, most state preservation offices employ some sort of early screening mechanism to remove consideration of properties that are clearly not eligible for the National Register. This screening is usually done by the State Historic Preservation Officer or his or her staff. North Carolina may be unique in that this process is codified in the state administrative code and that the National Register Advisory Committee (NRAC) is directly involved. (Subchapter 4R, section .0304 of the administrative code.) The Study List has been part of North Carolina's National Register program since the first nominations were reviewed and submitted from the state in 1969.

Over the years the Study List has proved to be a useful mechanism in the following ways:

1. The Study List screens out properties that are clearly not eligible or that are highly unlikely to be eligible for the National Register, saving time and effort on the part of the properties' sponsors and the State Historic Preservation Office (HPO) staff in preparing and reviewing unproductive nominations.

Sponsors of a property that has been rejected by the NRAC for the Study List may nevertheless later submit a formal nomination for review by the NRAC. If the property is rejected again by the NRAC, and if the State Historic Preservation Officer concurs in the rejection, the sponsors may appeal directly to the Keeper of the National Register. This has occurred once in almost fifty years of National Register program operations in North Carolina.

2. By the same token, the Study List identifies properties and districts that are likely to be eligible for the National Register, giving the green light to sponsors and staff to proceed with a formal nomination with reasonable assurance that the property can be successfully nominated. Out of more than 2,900 nominations submitted from North Carolina since 1969, less than fifteen have been rejected outright by the National Register as not eligible.

Inclusion in the Study List is not an absolute guarantee of eligibility. Over time properties may require reevaluation due to changes or deterioration. Also, properties once considered not eligible may later become eligible with the passage of time or with additional knowledge about the historical themes they may represent. Nevertheless, the success rate of North Carolina's National Register nominations is an indication of the utility of the Study List as a screening mechanism.

3. The Study List is a useful tool for local preservation planning. A comprehensive county or community survey provides a broad perspective on principal themes in local history and identifies properties and districts that appear likely to be eligible for the National Register. The Study List acknowledges the potential significance of properties and districts long before they can be formally nominated to the National Register and may help stimulate preservation activity at the local level. This may include follow-up multiple property nominations and/or the establishment of local preservation commissions on the strength of interest generated by the survey. In addition, a Study List presentation following a survey is the first exposure many historic property owners have to the National Register and preservation programs. This exposure sometimes generates privately sponsored nominations and preservation initiatives.
4. The Study List has no official role in environmental review procedures, but it does have a practical role. Under federal law, all federal actions are reviewed for their potential effects on properties and districts that are listed in *or eligible for listing in* the National Register. Where no previous survey or identification of National Register eligibility has taken place, this may require time-consuming and expensive field surveys and evaluations. An official "determination of eligibility" (DOE) is made either (1) through concurrence of the HPO and the applicant agency that properties or districts affected by the project are eligible or (2) by formal determination by the Keeper of the National Register if the HPO and the applicant agency do not concur.

Environmental review is streamlined in counties and communities where comprehensive surveys have been conducted and where professional evaluation of potential eligibility has been made by staff and the NRAC in advance of project planning. HPO staff can review project papers quickly with reasonable assurance that potentially significant properties within impact areas have been identified. Project applicants are more likely to concur with decisions made by the NRAC under neutral circumstances and less likely to perceive such judgments as bureaucratic road blocks set up by HPO staff. Thus the Study List can help avoid conflict and lead to early mitigation of impacts on significant properties.

Applicant agencies are not required to accept Study List status as "proof" of eligibility, however, and may choose to go through the formal DOE process. Also, the passage of time and changing circumstances of properties require the reevaluation of eligibility of Study List and other properties within an impact area at the time of project review. But the Study List does provide a positive step in federal review. It does not make environmental review more complex or more expensive, and in fact facilitates review activities.

State law does not provide protection for properties that are determined eligible but not listed in the National Register. Thus neither placement on the Study List nor a formal determination of eligibility by the Keeper of the National Register has an official role in state environmental review procedures.



V.S.

