



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Tuesday, November 14, 2017

7:30 PM

Board Chambers - Room 110

7:30-7:40

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

1. [17-350](#) Proclamation: Jaguar Women's Volleyball
2. [17-352](#) Charges Issued to Youth Advisory Board Members
3. [17-355](#) A Resolution regarding immigrants living in North Carolina with Temporary Protected Status
PURPOSE:

7:40-7:45

B. ANNOUNCEMENT OF UPCOMING MEETINGS

7:45-7:55

C. CONSENT AGENDA

1. [17-351](#) Approval of Previous Meeting Minutes of October 10th, October 17th, and October 24th, 2017
2. [17-342](#) Consideration of an Affordable Housing Funding Request for Critical Home Repairs
PURPOSE: The purpose of this item is for the Board to consider approving a request for home repair funds from Rebuilding Together of the Triangle.
Attachments: [Attachment A- Funding Request](#)
[Attachment B - Eligibility Analysis](#)
[Attachment C - Resolution](#)

3. [17-343](#) Consideration of an Affordable Housing Funding Request for Critical Home Repairs
PURPOSE: The purpose of this item is for the Board to consider approving a request for home repair funds from Rebuilding Together of the Triangle.
Attachments: [Attachment A- Funding Request](#)
[Attachment B - Eligibility Analysis](#)
[Attachment C - Resolution](#)
4. [17-336](#) Consideration of an Affordable Housing Funding Request for Critical Home Repairs
PURPOSE: The purpose of this item is for the Board to consider approving a request for home repair funds from Habitat for Humanity of Orange County.
Attachments: [Attachement A - Funding Request](#)
[Attachment B - Eligibility Analysis](#)
[Attachment C - Resolution](#)
5. [17-320](#) Amendment to Capital Project Ordinance for Construction of Dr. Martin Luther King Jr Park

PURPOSE: The purpose of this item is for the Board of Aldermen to consider appropriating approximately \$40,000 from fund balance in the General Fund for transfer to the Capital Projects Fund for completion of the Dr. Martin Luther King Jr. Park project.
Attachments: [Attachment A - MLK PROJECT ORDINANCE AMENDMENT 10-2015](#)

7:55-10:00**D. ADVISORY BOARD REPORTS**

1. [17-335](#) Youth Advisory Board

PURPOSE: The purpose of this item is to provide an update from the Youth Advisory Board.
2. [17-337](#) Affordable Housing Advisory Commission

PURPOSE: The purpose of this item is to provide the Board of Aldermen an update from the Affordable Housing Advisory Commission.

3. [17-328](#) Appearance Commission

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to receive a report from a representative of the Appearance Commission.

4. [17-338](#) Arts Committee

PURPOSE: The purpose of this agenda item is for the Arts Committee to update the Board of Aldermen on accomplishments in the past year and goals for the upcoming year.

5. [17-348](#) Board of Adjustment

PURPOSE: The purpose of this agenda item is for the Board to receive a report from the Board of Adjustment

6. [17-339](#) Economic Sustainability Commission

PURPOSE: The purpose of the agenda item is for the ESC to update the Board on the past year accomplishments and upcoming goals for next year.

7. [17-331](#) Environmental Advisory Board

PURPOSE: The purpose of this agenda item is for the Board to receive a report from the Environmental Advisory Board.

8. [17-346](#) Greenways Commission

PURPOSE: The purpose of this agenda item is for the Board to receive an update on Greenways Commission activities.

9. [17-340](#) Human Services Advisory Board

PURPOSE: The purpose of this agenda item is for the HSAB to update the Board on activities from the past year.

10. [17-354](#) Northern Transition Area Advisory Committee

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to receive an update on Northern Transition Area Advisory Committee activities.

11. [17-344](#) Planning Board

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to receive an update on Planning Board activities.

12. [17-347](#) Safe Routes to School Implementation Committee

PURPOSE: The purpose of this agenda item is for the Board to receive an update on Safe Routes to School Implementation Committee activities.

13. [17-349](#) Transportation Advisory Board

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to receive an update on Transportation Advisory Board activities.

E. MATTERS BY BOARD MEMBERS

F. MATTERS BY TOWN MANAGER

G. MATTERS BY TOWN ATTORNEY

H. MATTERS BY TOWN CLERK



Town of Carrboro

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Carrboro, NC 27510

Agenda Item Abstract

File Number:17-350

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Proclamation: Jaguar Women's Volleyball



Town of Carrboro

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

Agenda Item Abstract

File Number:17-352

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Charges Issued to Youth Advisory Board Members



Town of Carrboro

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

Agenda Item Abstract

File Number:17-355

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

A Resolution regarding immigrants living in North Carolina with Temporary Protected Status

PURPOSE:

DEPARTMENT:

CONTACT INFORMATION:

INFORMATION:

FISCAL & STAFF IMPACT:

RECOMMENDATION:



Town of Carrboro

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Agenda Item Abstract

File Number:17-351

Agenda Date: 11/14/2017

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In Control: Board of Aldermen

Version: 1

Approval of Previous Meeting Minutes of October 10th, October 17th, and October 24th, 2017



Town of Carrboro

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

Agenda Item Abstract

File Number: 17-342

Agenda Date: 11/14/2017

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Consideration of an Affordable Housing Funding Request for Critical Home Repairs

PURPOSE: The purpose of this item is for the Board to consider approving a request for home repair funds from Rebuilding Together of the Triangle.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Julie Eckenrode, 919-918-7308, jeckenrode@townofcarrboro.org

INFORMATION: Rebuilding Together of the Triangle is requesting a grant of \$8,855 to be used for repairs at the home of 1016 Tallyho Trail in Carrboro. The repairs to be performed include:

- Replace existing HVAC Gas Pack Gas Pack 2.5 Ton 14/15 SEER B410A. Replace all ducts in attic over bedrooms, supply & return, replace all ducts, supply & return in crawlspace, replace all ducts in access area off second floor. Start -up system, check for balance air flow.

The complete request for funding can be found in Attachment A.

Town staff has evaluated this request and determined that it meets all eligibility analysis criteria. A full analysis of eligibility can be found in Attachment B.

If the Board chooses to fund this request, it may do so by passing the resolution in Attachment C.

FISCAL & STAFF IMPACT: Rebuilding Together of the Triangle is requesting a grant of \$8,855 to come out of the Affordable Housing Fund.

RECOMMENDATION: Staff recommends the Board consider approving the resolution in Attachment C.

Mitzie Feltch Bio – 1016 Tallyho Trail – Chapel Hill, NC 27516

Mitzie is divorced and her 28 year old son lives with her. Mitzi has mental and physical disabilities and her son was diagnosed with developmental disabilities as a child which has allowed him to not be able to hold a full-time job or live independently. Mitzie and her son both receive Social Security Disability which does not allow her to make the necessary repairs or to purchase a new HVAC system for her home. Mitzie was involved in two car accidents which has caused her physical health to decline. Mitzie has undergone back and neck surgeries and multiple spine fusions and is currently waiting for another spine fusion and gall bladder surgery. Mitzi contacted our agency after hearing about our services through a friend. Mitzie currently has no heat and as the weather gets colder this will continue to be a major concern.

10/31/17

Work Scope – Mitzie, Feltch

1016 Tally Ho Trail, Chapel Hill (Carrboro), NC

Repair Task	Repair Specification	Estimated Cost
HVAC Replacement	Replace existing HVAC Gas Pack system with new 2.5 Ton 14/15 SEER B410A Gas Package unit Start-up system, check for balance air flow	\$5200
Ductwork Replacement	Replace all ducts in attic over bedrooms, supply & return, replace all ducts, supply & return in crawlspace, replace all ducts in access area off second floor.	\$2500
Project Management	15% of total project cost	\$1155
	Total Cost Est.	\$8855

**All materials/fixtures will be recommended and/or approved by Rehabilitation Specialist



Boer Brothers Heating and Cooling
104 R Highway 54 W. #333
Carrboro, NC 27510
USA
919-929-9886

Quote

Bill To

Rebuilding Together Triad
Raleigh NC 27207
919-349-4447

Service Address

1016 Talley ho
1016 Tallyho Trail
Chapel Hill NC 27516

Estimate	76391
Estimate Date	
Total	\$7,700.00
Payments	\$0.00
Balance Remaining	\$7,700.00

daniel.sargent@rebuildingtogethertriangle.org
Primary Phone: 919-349-4447
Alt Phone:

Primary Contact: Rebuilding Together 919-349-4447

Description	Unit Cost	Quantity	Line Total
We propose to install and service under warranty these products and equipment for your home or business according to the terms of this proposal.	\$0.00	1.0	\$0.00
Good Option: Installation of a Trane XR14C 14 seer gas pack/air conditioner with 410A (Puron) refrigerant. 4YCC4030A1070 AHR# 7501863	\$5,200.00	1.0	\$5,200.00
Condensate Drain Hookup (Primary) Refrigerant Copper Liquid Line Refrigerant Copper Suction Line With Insulation Condensate Pump (if required/as needed)	\$0.00	1.0	\$0.00
Installation of the following controls and electrical systems: New all copper, insulated, electrical circuits with disconnect switch box(es), circuit breakers and weatherproof conduit and connectors at outside unit. As needed Honeywell thermostat Condensate safety switch (to to safely shut unit down in case of drainage issue)	\$0.00	1.0	\$0.00
All work done in accordance with existing codes Removal of the existing equipment from the premises Weather resistant vibration proof isolation pads Pad for outside unit as needed All work to be performed in a neat and professional manner by journeyman class technicians. Sweeping, dusting, and vacuuming will be accomplished at the conclusion of each day's work, and all debris removed from the premises.	\$0.00	1.0	\$0.00
Optional system enhancements: Trane Clean effects electronic air cleaner (cleans air and odors) add \$1075.00 Aprilaire 2310 whole house media air cleaner/filter (cleans air) add \$325.00 Nexia WIFI programmable thermostat with smartphone app add 245.00 Ecobee 3 or Nest thermostat WIFI programmable thermostat with smartphone app add \$295.00 Aprilaire 800 steam humidifier with humidistat ducting and drains add \$1500.00 Aprilaire fan powered humidifier with humidistat add \$795.00 Ultra-air 98H whole house dehumidifier with ducting, controls and drains add \$3400.00 This unit controls humidity year round and can bring fresh air into the house	\$0.00	1.0	\$0.00
1 Year warranty on labor 10 Year manufacturer warranty on compressor (12 year on best) 10 Year manufacturer warranty on coil 10 Year manufacturer warranty on indoor coil 10 Year warranty on heat exchanger (20 Year on best) With registration. units need to be maintained for warranty Upon receipt in our office of your signed proposal we will provide one energy saving precision tune-up and professional cleans during the first year free of charge. (\$89.00 after that. discount for multiple units)	\$0.00	1.0	\$0.00

Boer Brothers participates in the Duke Energy Super Saver Rebate program on qualifying equipment installations but not the ductwork or thermostat programs.	\$0.00	1.0	\$0.00
Duct work is in very bad shape, a lot of runs are cut in half upstairs. Duct work is beyond repairing and needs to be replaced	\$2,500.00	1.0	\$2,500.00
Air distribution including:			
New Supply Plenum			
New Return Plenum			
Replace all duct work			
Sheet Metal insulated maintrunk and flexible branch and return duct			
Pressed aluminum perma-guard stapled and taped joints			
Optional perma-flexmastic seal and waterproof duct joints			
Balance system for for uniform air distribution			
1' Fiberglass disposable filters			
		Subtotal	\$7,700.00
		Tax	\$0.00
		Total:	\$7,700.00

Terms
 We Propose To Install and service under warranty (as stated here) All specified equipment, accessories, products and materials for your home or business in accordance with conditions set forth in this Proposal. Estimate is good for 30 days

Notes
 I agree to the completion of the above work under the terms of this agreement and agree to pay in full at the completion of the job Signature_____

Date_____



Affordable Housing Fund Application Eligibility Analysis:
Rebuilding Together of the Triangle
11-14-17

Application Procedures:

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

AH Fund Eligibility Criteria:

Criteria	Requirement	This Application	Criteria Met
1. Who May Apply	Nonprofit or Individual	Rebuilding Together of the Triangle	✓
2. Eligible Use	Meet the goal of the fund: 1. Established Eligible Use 2. Goal/Strategy of AH Plan	Eligible Use i. To provide for emergency home repairs and the maintenance of properties in the affordable housing stock that are falling into disrepair.	✓
3. Eligible Beneficiary	1. Home located in Carrboro 2. Owner or occupant of the property after acquisition 3. House to have an anticipated life of at least 20 years 4. Household income of 115%, priority given to households at 80% of AMI	1. Home located at 1016 Tallyho Trail in Carrboro 2. The current homeowner will remain the owner 3. House has an anticipated life of greater than 20 years 4. Less than 80% AMI priority met	✓

A RESOLUTION APPROVING A REQUEST FOR GRANT FUNDS FROM THE AFFORDABLE
HOUSING SPECIAL REVENUE FUND TO MAKE CRITICAL HOME REPAIRS
11-14-2017

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

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

WHEREAS, the Affordable Housing Special Revenue Fund was also designed to provide critical home repair for Carrboro residents without the means to do them on their own; and

WHEREAS, Rebuilding Together of the Triangle has requested funding from the Affordable Housing Special Revenue Fund for repairs at the home located at 1016 Tallyho Trail.; and

WHEREAS, the request is for \$8,855; and

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

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

Section 1. The Board of Aldermen approves the grant to Rebuilding Together of the Triangle for Critical Home Repairs in the amount of \$8,855.

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

Section 3. This resolution shall become effective upon adoption.



Town of Carrboro

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

Agenda Item Abstract

File Number:17-343

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Consideration of an Affordable Housing Funding Request for Critical Home Repairs

PURPOSE: The purpose of this item is for the Board to consider approving a request for home repair funds from Rebuilding Together of the Triangle.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Julie Eckenrode, 919-918-7308, jeckenrode@townofcarrboro.org

INFORMATION: Rebuilding Together of the Triangle is requesting a grant of \$8137 to be used for repairs at the home of 123 Bert Street in Carrboro. The repairs to be performed include:

- Kitchen floor repair
- Kitchen sink faucet
- Replace missing smoke detector
- Front porch-handrail
- Front porch- side porch masonry repairs
- Bathroom sink

The complete request for funding can be found in Attachment A.

Town staff has evaluated this request and determined that it meets all eligibility analysis criteria. A full analysis of eligibility can be found in Attachment B.

If the Board chooses to fund this request, it may do so by passing the resolution in Attachment C.

FISCAL & STAFF IMPACT: Rebuilding Together of the Triangle is requesting a grant of \$8137 to come out of the Affordable Housing Fund.

RECOMMENDATION: Staff recommends the Board consider approving the resolution in Attachment C.

Nannie Johnson Bio – 123 Bert Street – Carrboro, NC 27510

Ms. Johnson has been in Carrboro for fifty years; she has a daughter living nearby as well as four grandchildren. She worked as a seamstress doing alterations for years. While there has been plenty of new construction around her home, she is continuing to maintain her house which was built in 1962. Though Ms. Johnson continues to get around quite well, as a senior living alone, she needs assistance in terms of making some repairs to her house. A few of the main priorities for this project include fixing a hole in her kitchen floor and securing the stairs and hand rails that provide entry and exit to the structure.

10/31/17

Work Scope –Nannie Johnson –
123 Burt Street, Carrboro, NC 27510, 919-342-4361, 919-932-0941

Repair Task	Repair Specification	Estimated Cost
Kitchen Floor Repair	Move contents of kitchen – stove, water heater, shelving, dining table, upright freezer, china cabinet with glassware. Remove approximately 64 sq ft of sub floor to assist repair of water damage from past water heater. Damage goes under kitchen/living room wall. Lower kitchen cabinets may need removal to complete repairs. If damaged beyond repair then replace. Area needs inspection for damage with subfloor removed. Repair floor joist as needed. Treat for mold under cabinets and floor. Install new subfloor. Install new vinyl floor. Kitchen measures 7'-5" x 15'-10"	\$3500
Kitchen Sink Facet	Replace kitchen sink, facet & drain	\$200
Replace Missing Smoke Detectors - Hall	Replace missing smoke detector in Hallway, 110 volt wire and old bracket on ceiling, 1 bedroom missing smoke detector	\$125
Front Porch - Handrail	Current handrail is metal square tubing that has rusted off as it meets the concrete slab top. To repair or replace the handrail a sub-contractor experienced in metal handrail, welding & concrete core drill will be required. Porch measures 15'-0" x 5'-3", 5 steps need repair and handrail. (see pictures)	\$2200
Front Porch, Side Porch Masonry Repairs	Front porch & side porch has loose bricks in steps that need extensive masonry repair and point-up (see pictures) to hold new handrail. Existing steps vary in height and need correction.	\$850
Bathroom Sink	Replace sink facet and drain	\$200
Project Management	15% of Total Project Cost	\$1062
	Total Cost Est.	\$8137

**All materials/fixtures will be recommended and/or approved by Rehabilitation Specialist



Affordable Housing Fund Application Eligibility Analysis:
Rebuilding Together of the Triangle
11-14-17

Application Procedures:

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

AH Fund Eligibility Criteria:

Criteria	Requirement	This Application	Criteria Met
1. Who May Apply	Nonprofit or Individual	Rebuilding Together of the Triangle	✓
2. Eligible Use	Meet the goal of the fund: 1. Established Eligible Use 2. Goal/Strategy of AH Plan	Eligible Use i. To provide for emergency home repairs and the maintenance of properties in the affordable housing stock that are falling into disrepair.	✓
3. Eligible Beneficiary	1. Home located in Carrboro 2. Owner or occupant of the property after acquisition 3. House to have an anticipated life of at least 20 years 4. Household income of 115%, priority given to households at 80% of AMI	1. Home located at 123 Bert St. in Carrboro 2. The current homeowner will remain the owner 3. House has an anticipated life of greater than 20 years 4. Less than 80% AMI priority met	✓

A RESOLUTION APPROVING A REQUEST FOR GRANT FUNDS FROM THE AFFORDABLE
HOUSING SPECIAL REVENUE FUND TO MAKE CRITICAL HOME REPAIRS
11-14-2017

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

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

WHEREAS, the Affordable Housing Special Revenue Fund was also designed to provide critical home repair for Carrboro residents without the means to do them on their own; and

WHEREAS, Rebuilding Together of the Triangle has requested funding from the Affordable Housing Special Revenue Fund for repairs at the home located at 123 Bert St.; and

WHEREAS, the request is for \$8,137; and

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

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

Section 1. The Board of Aldermen approves the grant to Rebuilding Together of the Triangle for Critical Home Repairs in the amount of \$8,137.

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

Section 3. This resolution shall become effective upon adoption.



Town of Carrboro

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

Agenda Item Abstract

File Number: 17-336

Agenda Date: 11/14/2017

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Consideration of an Affordable Housing Funding Request for Critical Home Repairs

PURPOSE: The purpose of this item is for the Board to consider approving a request for home repair funds from Habitat for Humanity of Orange County.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Julie Eckenrode, 919-918-7308, jeckenrode@townofcarrboro.org

INFORMATION: Habitat for Humanity of Orange County is requesting a grant of \$1,200 to be used for repairs at the home of 116 Eugene Street in Carrboro. The repairs to be performed include:

- Replacing a section of shingles on the side of the home due to a leak in the roof

The complete request for funding can be found in Attachment A.

Town staff has evaluated this request and determined that it meets all eligibility analysis criteria. A full analysis of eligibility can be found in Attachment B.

If the Board chooses to fund this request, it may do so by passing the resolution in Attachment C.

FISCAL & STAFF IMPACT: Habitat for Humanity is requesting a grant of \$1,200 to come out of the Affordable Housing Fund.

RECOMMENDATION: Staff recommends the Board consider approving the resolution in Attachment C.



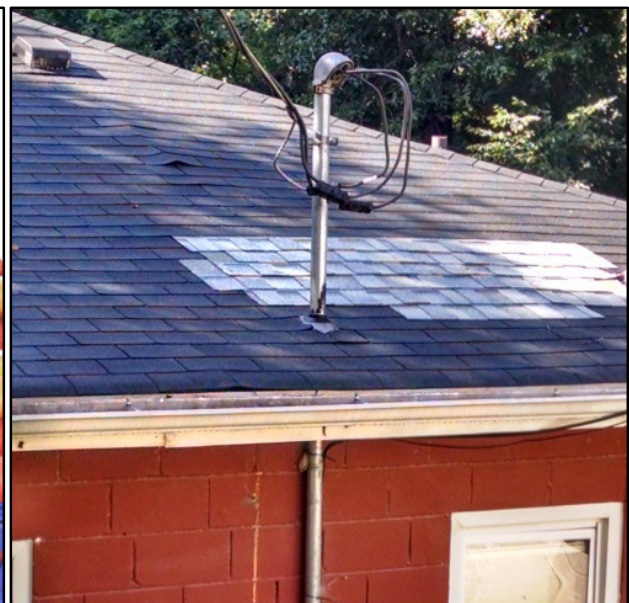
88 Vilcom Center Drive, Suite L110
Chapel Hill, NC 27514
P (919) 932-7077, F (919) 932-7079
www.orangehabitat.org
development@orangehabitat.org

Habitat for Humanity of Orange County respectfully requests a grant of \$1,800 from the Town of Carrboro's Affordable Housing Special Revenue Fund. These funds will be used to repair the home located at 116 Eugene Street in Carrboro. Work to be performed includes:

- Replacing a section of shingles on the side of the home due to a leak in the roof

This project meets the Fund's criteria of eligible uses under "i. To provide for emergency home repairs and the maintenance of properties in the affordable housing stock that are falling into disrepair." Through its Home Preservation program, Habitat seeks to do just that. Recipients of this program own affordable homes. But living on a low or fixed income can make it difficult to keep up with both critical repairs and preventative maintenance. In order to preserve affordable housing stock, Habitat offers low-cost repairs to homeowners in Orange County. Recipients pay a small fee calculated on a sliding scale, and volunteer on the project as able. If the work allows it, volunteers from the community will also help complete the project. Since 2009, Habitat has completed 101 repair projects in Orange County.

Mr. Donnie Riggsbee is 61 years old and lives in a part of Carrboro called Tin Top. Several generations of his family have lived in the house on Eugene Street, and he has lived there his entire life. He comes from a large family of twelve siblings, three of whom are deceased. Mr. Riggsbee has commented that his late sister would appreciate the work, and he keeps a sign with the names of his late parents in the front yard. Mr. Riggsbee is doing his best to preserve the home on a fixed income. He has held many different jobs during his lifetime. His favorite was the four years he spent as a nurse's aide – he really enjoyed caring for the elderly. Mr. Riggsbee has diabetes, and had a health scare a few years ago with a mild heart attack. His health care regimen includes exercising a few days a week at the Wellness Center. His passion for the elderly persists, and he has befriended many of the more senior members there. Mr. Riggsbee has a dog named Casper, and is a huge Tar Heel fan. He is incredibly warm and friendly with a great sense of humor—it is nearly impossible not to smile when you talk with him! He is extremely grateful for the opportunity to partner with Habitat to repair his home.





Affordable Housing Fund Application Eligibility Analysis:
Habitat for Humanity of Orange County

9-26-17

Application Procedures:

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

AH Fund Eligibility Criteria:

Criteria	Requirement	This Application	Criteria Met
1. Who May Apply	Nonprofit or Individual	Habitat for Humanity of Orange County	✓
2. Eligible Use	Meet the goal of the fund: 1. Established Eligible Use 2. Goal/Strategy of AH Plan	Eligible Use i. To provide for emergency home repairs and the maintenance of properties in the affordable housing stock that are falling into disrepair.	✓
3. Eligible Beneficiary	1. Home located in Carrboro 2. Owner or occupant of the property after acquisition 3. House to have an anticipated life of at least 20 years 4. Household income of 115%, priority given to households at 80% of AMI	1. Home located at 116 Eugene St in Carrboro 2. The current homeowner will remain the owner 3. House has an anticipated life of greater than 20 years 4. Less than 80% AMI priority met	✓

A RESOLUTION APPROVING A REQUEST FOR GRANT FUNDS FROM THE AFFORDABLE
HOUSING SPECIAL REVENUE FUND TO MAKE CRITICAL HOME REPAIRS
11-14-2017

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

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

WHEREAS, the Affordable Housing Special Revenue Fund was also designed to provide critical home repair for Carrboro residents without the means to do them on their own; and

WHEREAS, Habitat for Humanity of Orange County has requested funding from the Affordable Housing Special Revenue Fund for repairs at the home located at 116 Eugene St.; and

WHEREAS, the request is for \$1,200; and

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

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

Section 1. The Board of Aldermen approves the grant to Habitat for Humanity of Orange County for Critical Home Repairs in the amount of \$1,200.

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

Section 3. This resolution shall become effective upon adoption.



Town of Carrboro

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

Agenda Item Abstract

File Number: 17-320

Agenda Date: 11/14/2017

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Amendment to Capital Project Ordinance for Construction of Dr. Martin Luther King Jr Park

PURPOSE: The purpose of this item is for the Board of Aldermen to consider appropriating approximately \$40,000 from fund balance in the General Fund for transfer to the Capital Projects Fund for completion of the Dr. Martin Luther King Jr. Park project.

DEPARTMENT: Recreation and Parks Department

CONTACT INFORMATION: Anita Jones-McNair -
919-918-7381/amcnair@townofcarrboro.org <<mailto:919-918-7381/amcnair@townofcarrboro.org>> and Wendell Rodgers -
919-918-7371/wrodgers@townofcarrboro.org <<mailto:919-918-7371/wrodgers@townofcarrboro.org>>

INFORMATION: Stewart Inc. is currently working to satisfy the final stages of the Dr. Martin Luther King Jr Park construction permitting process. Specifically Stewart Inc. and Sungate have identified a workable solution to meet the Town's standards for storm water measures as it relates to TSS reduction (total suspended solids) and peak flow reduction.

1. Sand media will be placed in the middle of the pump tracks to slow water runoff.
2. Underdrainage will be installed to send water from pump tracks to a vegetated swale, which also slows and filters water
3. A vegetated filter strip and level spreader will slow and filter water as a pre-treatment device. This will be easy for maintenance staff to clean out any sediment that gathers.
4. A Filterra system, which is the regulatory TSS (total suspended solids) removal and primary SCM (stormwater control measure). This will replace the existing storm inlet on the parcel edge and tie into the Town's storm pipe network.

The approximate \$40,000 additional funds will address the storm water measures required by the Town's Land

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Development Ordinance for the pump tracks. The park design will meet the Department of Water Quality requirements for erosion control without the need for additional funds.

FISCAL & STAFF IMPACT: Appropriately \$40,000 from General Fund to Capital Projects Fund.

RECOMMENDATION: Recommend to appropriate \$40,000 from fund balance in the General Fund for transfer to the Capital Projects Fund for completion of the Dr. Martin Luther King project.

**AMENDMENT TO CAPITAL PROJECT ORDINANCE FOR CONSTRUCTION OF
MARTIN LUTHER KING JR. PARK**

WHEREAS, the Board of Aldermen for the Town of Carrboro has adopted a Capital Project Ordinance for the construction of Martin Luther King, Jr. Park; and

WHEREAS, the Town has been advised that is necessary to address storm water measures required to meet Town standards and satisfy Division of Water Quality erosion control requirements; and,

WHEREAS, additional funds are necessary to address these storm water measures;

NOW THEREFORE, PURSUANT TO N.C.G.S. 159-13.2, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO:

Section 1: Capital Project Ordinance # _____ is hereby amended to increase the construction budget by \$40,000 from \$1,472,454 to \$1,512,454.

Section 2: The total project costs, including land, design and construction is increased from \$2,177,155 to \$2,217,155.

Section 3: Funds in the amount of \$40,000 are appropriated from fund balance in the General Fund for transfer to the Capital Projects Fund for completion of the project.

Section 4. All other provisions of Project Ordinance # ____ shall remain in effect.

Section 5: Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

Section 6: This capital project ordinance shall be effective immediately upon adoption.



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Agenda Item Abstract

File Number:17-335

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Youth Advisory Board

PURPOSE: The purpose of this item is to provide an update from the Youth Advisory Board.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Julie Eckenrode 919-918-7308

INFORMATION: Lena Cohen, 2016-17 Board Chair, will provide an update on the Youth Advisory Board.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: N/A



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Agenda Item Abstract

File Number:17-337

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Affordable Housing Advisory Commission

PURPOSE: The purpose of this item is to provide the Board of Aldermen an update from the Affordable Housing Advisory Commission.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Julie Eckenrode, 919-918-7308

INFORMATION: Quinton Harper, Commission Chair, will provide an update to the Board of Aldermen.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: N/A



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Agenda Item Abstract

File Number:17-328

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Appearance Commission

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to receive a report from a representative of the Appearance Commission.

DEPARTMENT: Planning Department

CONTACT INFORMATION: James Thomas- staff liaison, Sheryl Forbis- presenter

INFORMATION: The Appearance Commission presently has seven (7) members- having this many members is a first in many years and offers a setting of many different eyes on a project.

The Appearance Commission: 1.) continues to take part in the Development Review Meeting held the 1st Thursday of the month and offer comments on projects in the varying stages of the development review process 2.) complete curtesy reviews of all sign applications and offer suggestion to the applicant to improve the aesthetics of the proposed signs 3.) recently the Appearance Commission has completed a curtesy reviews of new dwelling units that are being built within the Neighborhood Protection District (NPD) on Old Pittsboro Street.

Some projects that stand out where the Appearance Commission took an in depth review and offered detailed comments to the permit issuing authority would be the new hotel that is to be constructed at the 300 East Main Street site. The Appearance Commission brought numerous ideas to the meeting, such as integrating brick from The Tobacco Campus into the new hotel, incorporating more green features into the hotel etc.

Another project that stands out would be the review of the improvements to the Wendy's Restaurant- in essence, the applicant brought one set of plans to the Appearance Commission's meeting and members stated that the aesthetics of the restaurant DID NOT fit into the architecture of Carrboro. The applicant came back the following month with a revised set of drawing that included all comments from the Appearance Commission.

The Appearance Commission continues to offer a comfortable setting where members and the applicant/developer can come to a mutual consensus. This is one the "gleaming" points of the Appearance Commission.

FISCAL & STAFF IMPACT: N/A

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RECOMMENDATION: N/A



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Agenda Item Abstract

File Number:17-338

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Arts Committee

PURPOSE: The purpose of this agenda item is for the Arts Committee to update the Board of Aldermen on accomplishments in the past year and goals for the upcoming year.

DEPARTMENT: Economic and Community Development

CONTACT INFORMATION: Annette Stone-Lafferty, ECD Director (919) 918-7319

INFORMATION: The Arts Committee Chair Beven Ramsey will update the Board on the Arts Committee.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: N/A



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Agenda Item Abstract

File Number:17-348

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Board of Adjustment

PURPOSE: The purpose of this agenda item is for the Board to receive a report from the Board of Adjustment

DEPARTMENT: Planning Department

CONTACT INFORMATION: Marty Roupe, Development Review Administrator, 919-918-7333

INFORMATION: David Collins, Board of Adjustment Chair, will present a report to the Board of Adjustment.

FISCAL & STAFF IMPACT: No fiscal impacts associated with receiving this report.

RECOMMENDATION: Town staff recommends that the Board of Aldermen receive the report.



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File Number:17-339

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Economic Sustainability Commission

PURPOSE: The purpose of the agenda item is for the ESC to update the Board on the past year accomplishments and upcoming goals for next year.

DEPARTMENT: Economic and Community Development

CONTACT INFORMATION: Annette Stone-Lafferty, ECD Director (919) 918-7319

INFORMATION: The ESC Chair, Bob Saunders will update the Board on accomplishments and goals for the ESC.

FISCAL & STAFF IMPACT: N/A.

RECOMMENDATION: N/A



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File Number:17-331

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Environmental Advisory Board

PURPOSE: The purpose of this agenda item is for the Board to receive a report from the Environmental Advisory Board.

DEPARTMENT: Planning

CONTACT INFORMATION: Randy Dodd - 919 918-7326, Tim Turner (EAB chair) - 919 280-7663.

INFORMATION: The Environmental Advisory Board (EAB) is a seven member Board; all members shall either reside, own property, or operate a business within the Town's Planning Jurisdiction. The EAB's charge indicates that the EAB may:

- (a) Advise the Board of Aldermen on policies, ordinances, and administrative procedures regarding environmental protection and the conservation of natural resources. The areas of review for the EAB include new development, solid waste, air quality, climate protection and resilience, energy conservation, solar energy, groundwater, natural resources, and other areas.
- (b) Provide recommendations for green building and low impact development as part of new development and redevelopment, including site planning and design, energy efficiency and renewable energy, water efficiency, materials efficiency and waste reduction, indoor environmental quality, and the minimization of pollution.
- (c) Adopt a set of guiding principles or goals for the EAB and review these goals periodically to determine if they are being obtained.
- (d) Take any other action authorized by the Board of Alderman.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: N/A



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File Number:17-346

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Greenways Commission

PURPOSE: The purpose of this agenda item is for the Board to receive an update on Greenways Commission activities.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon - 919-918-7325, cmoon@townofcarrboro.org

INFORMATION: Charlie Hileman, Greenways Commission Chair, will provide an update.

The Town of Carrboro Greenways Commission is provided for in Chapter 3 of the Town Code, Section 3-24.5 (<http://www.townofcarrboro.org/DocumentCenter/View/99>). The commission charge and duty is described below:

The commission shall recommend to the Board policies, programs, and actions that may assist the town in safeguarding the water quality, environment and livability of the community by establishing greenways. For purposes of this section, the term “greenways” refers to unbroken chains of preserved open space surrounding stream and wildlife corridors, headwaters, water recharge areas, and significant ecosystems that also provide bicycle and pedestrian connections between neighborhoods and for the community. The commission may also encourage effective stewardship and management of such greenways and promote educational, recreational, and public health usage consistent with the protection of this resource.

There are six members appointed by the Board of Aldermen. The Greenways Commission has been meeting on the second Monday of the month.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: N/A.



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File Number:17-340

Agenda Date: 11/14/2017

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In Control: Board of Aldermen

Version: 1

TITLE:

Human Services Advisory Board

PURPOSE: The purpose of this agenda item is for the HSAB to update the Board on activities from the past year.

DEPARTMENT: Economic and Community Development

CONTACT INFORMATION: Annette Stone-Lafferty, ECD Director (919) 918-7319

INFORMATION: The HSAB Chair Andrea Tanner will update the Board on the activities of the Human Services Advisory Board

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: N/A



Town of Carrboro

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Agenda Item Abstract

File Number:17-354

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Northern Transition Area Advisory Committee

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to receive an update on Northern Transition Area Advisory Committee activities.

DEPARTMENT: Planning

CONTACT INFORMATION: Jeff Kleaveland - 919-918-7332, jkleaveland@townofcarrboro.org.

INFORMATION: Amy Jeroloman, Northern Transition Area Advisory Committee (NTAAC) Chair, will provide the update.

Section 15-27 of the Land Use Ordinance describes the NTAAC. Subsections (a) and (h), excerpted below, describe the geographic area and commission makeup, and powers and duties:

(a) There shall be a Northern Transition Area Advisory Committee consisting of five members, three appointed by the Orange County Board of Commissioners and two by the Board of Aldermen. If the Board of Commissioners fails to make these appointments within ninety days after receiving a resolution from the Board of Aldermen requesting that they be made, the Board of Aldermen may make them. All members shall be residents of the Northern Transition Area. For the purposes of this section, the Northern Transition Area shall include those unannexed portions of the Northern Study Area. The Northern Study Area is defined as follows:

The boundaries of this area are Carrboro's joint planning jurisdiction line to the north and Carrboro's Town limits to the south. The Carrboro/Chapel Hill joint planning jurisdiction line serves as the boundary to the east. It begins north of Eubanks Road, follows Rogers Road to Homestead, then proceeds southwest on Homestead road to High School Road and finally turns south and east to the railroad right-of-way. A primary ridge line serves as the northwest boundary line just east of Union Grove Church Road down to Dairyland Road, where the road serves as the boundary heading southeast until it intersects, and Old NC 86 serves as the boundary then turning southeast and running along Hillsborough Road to Greensboro Street.

(h) The committee shall have the following powers and duties:

- (1) Review zoning amendment requests and special and conditional use permit applications for developments within the Northern Transition Area and make recommendations on the same to the board of adjustment or Board of Aldermen, respectively.

- (2) Initiate studies related to the special character of the Northern Study Area.
 - a) Inventory of areas of cultural, archaeological, or historical significance.
 - b) Inventory of open space character and scenic qualities.
 - c) Inventory of agricultural uses
 - 1. Land in Use Value
 - a. Horticultural
 - b. Agricultural
 - c. Timber
 - 2. Farming as business
 - a. Large field crops
 - b. Metro farms, specialty crops
 - d) Inventory of biological value
 - 1. Tree species diversity, exceptional tracts of forest land
 - 2. Rare occurrences (i.e. Upland Depression Swamp)
 - 3. Wildlife
 - a. Audubon annual bird count
 - b. Deer population
- (3) Use the studies above as the basis of its development of, and recommendations for, additional policies, objectives, goals, plans, ordinances, and administrative actions that will preserve and enhance that special character, and relate to its growth.
- (4) Develop and recommend to the Board of Aldermen policies, ordinances, administrative procedures and other means for carrying out plans in an efficient and coordinated manner.
- (5) Track and review other studies and plans that will have an impact on the Northern Study Area - including those of the Chapel Hill Town Council, The Orange County Board of County Commissioners and their appointed committees - and give feedback to the originating governing body.
- (6) Meet annually with the Carrboro Planning Board for a joint planning session.
- (7) Submit regular reports to the Orange County Board of Commissioners
- (8) Perform other duties as assigned by the Board of Aldermen.

The NTAAC typically meets once a month, on the first Thursday.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: N/A



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TITLE:

Planning Board

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to receive an update on Planning Board activities.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon - 919-918-7325, cmoon@townofcarrboro.org

INFORMATION: Catherine Adamson, Planning Board Chair, will provide the update.

The duties and requirements of the Town of Carrboro Planning Board are described in the Land Use Ordinance in Article III, Administrative Mechanisms, Part I. Section 15-25, Powers and Duties of the Planning Board, include the following:

- (1) Make studies and recommend to the Board of Aldermen plans, goals and objectives relating to the growth, development and redevelopment of the town and the surrounding extraterritorial planning area.
- (2) Develop and recommend to the Board of Aldermen policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner.
- (3) Make recommendations to the Board of Aldermen concerning proposed conditional use permits and proposed land use ordinance and zoning map changes as provided by Section 15-57 and 15-322.
- (4) Perform any other duties assigned by the Board of Aldermen.

There are eleven members, nine appointed by the Board of Aldermen and two appointed by the Orange County Board of County Commissioners. The Planning Board typically meets twice a month, on the first and third Thursdays.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: N/A



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Agenda Item Abstract

File Number:17-347

Agenda Date: 11/14/2017

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Safe Routes to School Implementation Committee

PURPOSE: The purpose of this agenda item is for the Board to receive an update on Safe Routes to School Implementation Committee activities.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon - 919-918-7325, cmoon@townofcarrboro.org

INFORMATION: Eric Allman, Safe Routes to School Implementation Committee Chair, will provide the update.

The SRTS Implementation Committee was created subsequent to the adoption of the Town's Safe Routes to School Action Plan in 2012. The committee is described in Chapter 3 of the Town Code (<http://www.townofcarrboro.org/DocumentCenter/View/99>).

Section 3-24.10 outlines the specific duties and charges as follows. The Committee shall:

- recommend transportation projects, policies, programs, or activities that serve to increase the safety and convenience of walking and bicycling to school
- provide guidance and support for implementing the recommendations of the adopted Safe Routes to School Action Plan and evaluating implementation progress
- provide assistance with seeking project or program funding, including applying for grants, Safe Routes to School event planning, and data collection.

Language also reiterates the purpose of the Safe Routes to School program to focus efforts on elementary and middle schools, within Town limits. The detailed committee requirements include 13 members intended to provide a good cross section of students, school officials, and staff with health and transportation expertise. These include:

- a member of the Board of Aldermen appointed by the Board as a liaison member. One member of the Chapel Hill-Carrboro City Schools Board of Education,
- one member of the Chapel Hill-Carrboro City Schools administration,
- one member of the administration, faculty, or staff of Carrboro Elementary School,
- one member of the administration, faculty, or staff of McDougle Elementary School
- one member of the administration, faculty, or staff of Morris Grove Elementary School

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- one member of the Transportation Advisory Board
- one representative of the North Carolina Department of Transportation
- one parent of a student attending an elementary school in Carrboro
- one resident of the Town with a demonstrated background in public health, physical activity promotion, or active transportation
- one youth member enrolled in high school
- one youth member enrolled in middle school, and one youth member enrolled in elementary school.

The SRTS committee typically meets four times a year, but has had difficulty meeting quorum requirements for the last several meetings.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: N/A



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Agenda Date: 11/14/2017

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In Control: Board of Aldermen

Version: 1

TITLE:

Transportation Advisory Board

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to receive an update on Transportation Advisory Board activities.

DEPARTMENT: Planning

CONTACT INFORMATION: Christina Moon - 919-918-7325, cmoon@townofcarrboro.org

INFORMATION: Colleen Barclay, Transportation Advisory Board Chair, will provide the update.

The establishment of the Transportation Advisory Board (TAB) is provided for in the Town Code, under Chapter 3, Article V, Planning and Regulation for Development.

<http://www.townofcarrboro.org/DocumentCenter/View/99>. The duties and requirements of the TAB are described in Section 3-24, as follows:

(a) The TAB shall conduct studies and advise and make recommendations to the board of aldermen concerning all matters relating to the transportation within the Town of Carrboro and the surrounding area, including, but not limited to, the need for the construction, operation, relocation, or improvement of streets, sidewalks, and bikeways, as well as the establishment and improvement of alternative methods of mass transportation.

(b) The TAB shall report to the board of aldermen as requested by the Board and shall undertake such studies or perform such duties as the Board may request from time to time.

The TAB consists of eight members, appointed by the Board of Aldermen. Six members must be residents of the town, and one member shall be a resident either of the town, the town's extraterritorial planning jurisdiction, or the town's joint planning transition area. The TAB typically meets twice a month, on the first and third Thursdays.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: N/A