



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



---

Tuesday, January 16, 2018

7:30 PM

Board Chambers - Room 110

---

### 7:30-7:35

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

### 7:35-7:40

#### B. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:40-7:45

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

### 7:45-8:00

#### D. CONSENT AGENDA

1. [17-379](#) Request to Consider Resolution to Continue Participation in the Transportation Demand Management Program.  
**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider authorizing the Town Manager to Execute a Memorandum of Agreement with the Town of Chapel Hill for Carrboro's participation in the Regional Transportation Demand Management program for FY2018-2019.

**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Triangle TDM Grant Program](#)  
[Attachment C - NCDOT-Overview](#)

2. [17-386](#) General Fund Budget Ordinance Amendment

**PURPOSE:** The Board is requested to amend the adopted FY 2017-18 budget ordinance to recognize additional revenues and appropriate them for use.

**Attachments:** [Att A - Budget Ordinance Amendment](#)  
[Att B - Carol Woods Donation Letter](#)

3. [17-383](#) A Resolution Declaring Two Refuse Trucks as Surplus and Authorizing the Sale on GovDeals

**PURPOSE:** To request the Board adopt a resolution declaring the refuse trucks as surplus property and authorizing the sale of these items on GovDeals, an online auction.

**Attachments:** [Att A - Resolution for Surplus Property](#)

**E. OTHER MATTERS**

**8:00-8:20**

1. [17-385](#) Community Climate Action Plan Implementation Update

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

**Attachments:** [Progress Update for Board 1-16-18](#)

**8:20-8:50**

2. [17-378](#) Discussion of Road and Sidewalk Requirements

**PURPOSE:** The purpose of this agenda item is to provide the Board with an opportunity to have a policy discussion relating to the road and sidewalk requirements in the Land Use Ordinance.

**Attachments:** [Attachment A - Ordinance No. 20 2016-17 An Ordinance Amending the LUO Related to Provisions of Road and Sidewalk Requirements 6-6-17](#)  
[Attachment B - Article XIV with adopted language underlined](#)  
[Attachment C - BOA minutes 6-6-2017 Minutes \(38\)](#)

**8:50-9:20**

3. [17-384](#) Discussion of Options for the 2018 Board of Aldermen Retreat

**PURPOSE:** The purpose of this item is for the Board of Aldermen to discuss various options for a Board retreat.

**F. MATTERS BY BOARD MEMBERS**

**G. MATTERS BY TOWN MANAGER**

**H. MATTERS BY TOWN ATTORNEY**

**I. MATTERS BY TOWN CLERK**



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-379

**Agenda Date:** 1/16/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### TITLE:

Request to Consider Resolution to Continue Participation in the Transportation Demand Management Program.

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider authorizing the Town Manager to Execute a Memorandum of Agreement with the Town of Chapel Hill for Carrboro's participation in the Regional Transportation Demand Management program for FY2018-2019.

**DEPARTMENT:** Planning

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

**INFORMATION:** Transportation Demand Management (TDM) programs promote alternatives to single-occupant vehicles for personal commuter transportation for the purpose of improving air quality, reducing transportation congestion, and expanding mobility options. In 2006-2007, Go Triangle, Triangle J Council of Governments (COG), the two Metropolitan Planning Organizations (Capital Area MPO and Durham-Chapel Hill-Carrboro MPO) and the North Carolina Department of Transportation created the Triangle Region Seven-Year Long Range Travel Demand Management Plan to improve TDM efforts in the Triangle. The regional program, funded by NCDOT is administered by Triangle J COG as a reimbursement-based grant program. Information about the program is provided (*Attachment B and Attachment C*).

The Town of Carrboro has participated with the Town of Chapel Hill in the regional Transportation Demand Management (TDM) program for the last several years. Chapel Hill serves as the grant recipient and the Town of Carrboro partners as a sub-recipient. The Town of Carrboro receives up to a 50 percent match on staff and vehicle costs for activities such as the Open Streets event in April, and a 5 percent reimbursement of the Transportation Planner's salary for the year. For its participation in the upcoming year, Carrboro is anticipated to receive up to \$4,500 in reimbursement. If costs are less than anticipated, reimbursement will be correspondingly less as well. The Board of Aldermen approved the TDM budget for last year at its June 27, 2017 meeting. A recent update to the program requirements from NCDOT has changed the submittal schedule, and subsequently the request for a new agreement earlier in the year than previous cycles.

**FISCAL & STAFF IMPACT:** The anticipated fiscal impact for the Town's participation in the TDM program for FY2018-2019 is up to \$4,500-50 percent reimbursement for staff and vehicle costs for specific activities such as the April Open Streets Event and approximately 5 percent of the Transportation Planner Salary.

---

**Agenda Date:** 1/16/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

**RECOMMENDATION:** Staff recommends that the Board consider adopting the resolution ( *Attachment A*) to authorize the Town Manager to execute a Memorandum of Agreement with the Town of Chapel Hill for the FY2018-2019 Transportation Demand Management program, a grant from Triangle J. Council of Government.

A RESOLUTION AUTHORIZING THE MANAGER TO EXECUTE A  
MEMORANDUM OF AGREEMENT WITH THE TOWN OF CHAPEL HILL FOR  
CARRBORO'S PARTICIPATION IN THE REGIONAL TRANSPORTATION  
DEMAND MANAGEMENT PROGRAM FOR FISCAL YEAR 2018-19

WHEREAS, the North Carolina Department of Transportation, Capital Area MPO, and Durham-Chapel Hill-Carrboro MPO have provided funding to the Triangle J Council of Governments to support Transportation Demand Management activities in the region; and

WHEREAS, the Triangle J Council of Governments has issued a call for Transportation Demand Management grant applications for FY18-19; and

WHEREAS, the Town of Carrboro has partnered with the Town of Chapel Hill since 2010 on Transportation Demand Management program promotions; and

WHEREAS, Carrboro has developed a set of Transportation Demand Management activities as a sub-recipient of the Town of Chapel Hill's FY18-19 Transportation Demand Management grant application;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Carrboro that the Board approves continued participation in an application for regional Transportation Demand Management funding in FY18-19, and authorizes the Town Manager to execute a Memorandum of Agreement with the Town of Chapel High for that purpose.

This the 16<sup>th</sup> day of January 2018.

# TRIANGLE TDM GRANT PROGRAM

## ROLES AND RESPONSIBILITIES

*Updated December, 2016*

---

### NC DEPARTMENT OF TRANSPORTATION

The NC Department of Transportation (NCDOT) provides the overall policy framework for TDM in North Carolina and provides state funding and fiscal oversight for regional TDM programs and individual Transportation Management Associations. NCDOT's involvement is guided by the Statewide Transportation Demand Management Plan (April 2004) and administered by the Public Transportation Division. NCDOT also provides funding for the statewide ride-matching program software (managed by GoTriangle) as well as other TDM programs, projects (e.g., Fortify), and studies. NCDOT has contributed funding to the Triangle TDM program since 2007.

---

### METROPOLITAN PLANNING ORGANIZATIONS

The two Triangle MPOs, Capital Area Metropolitan Planning Organization (CAMPO) and Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO), provide federal Congestion Mitigation and Air Quality Improvement Program funding for the Triangle TDM Program. The MPOs serve as the coordinating agencies between local governments, NCDOT, and FHWA. The MPOs are responsible for carrying out an annual work program, a portion of which includes updating Metropolitan Transportation Improvement Programs (a seven-year project programming schedule) and the Long-Range Transportation Plan (a minimum twenty-year forecast of projects and programs). Triangle Transportation Demand Management has been a part of the Metropolitan Transportation Improvement Programs since 2008.

---

### OVERSIGHT COMMITTEE

The Triangle TDM Program Oversight Committee is made up of representatives from the three ongoing program funders (NCDOT, CAMPO, and DCHC MPO) as well as the NC Department of Environment and Natural Resources' Division of Air Quality and Triangle J Council of Governments (TJCOG; which assists in coordinating regional planning efforts and transportation modeling for the two Triangle MPOs) in an advisory capacity.

The Oversight Committee releases the annual call for projects (Request for Proposals), reviews proposals and funding requests, provides comments as appropriate, and approves the budget for the program as well as budgets for individual sub-recipients. The Oversight Committee also provides strategic direction for the program, establishing program priorities and coordinating the program with other transportation issues and considerations and overseeing updates to the 7-Year Plan.

---

### TDM PROGRAM ADMINISTRATOR

Triangle J Council of Governments (TJCOG) serves as the administrator of the Triangle TDM Program, linking state and MPO policies and funding with local and regional service providers. As such, TJCOG is primarily responsible for the Program Administration Performance Area in the 7-Year TDM Plan, which includes ensuring TDM programs are consistent with the 7-Year TDM Plan, providing overall management and dispersal of TDM funds as approved by the Triangle TDM Oversight Committee, and coordinating evaluation and monitoring activities for the Program (surveys, annual impact reports, etc.). In this role, TJCOG coordinates contracts, provides administrative support for the Oversight Committee, liaises among the Oversight Committee and Service Providers as well as among the Service Providers

themselves, answers budget questions, and attends monthly GoPartner meetings to help coordinate local and regional programs.

TJCOG has responsibilities under other Performance Areas as well. For example, TJCOG is responsible for several Strategies under the Planning Performance Area, such as identifying and promoting TDM-supportive public policies. TJCOG also administers the regional Best Workplaces for Commuters program, which encourages employers to provide and support TDM employee benefits and recognizes their efforts.

---

## REGIONAL SERVICE PROVIDER

As the regional Service Provider, GoTriangle's TDM division implements and coordinates regional TDM services and is the lead agency on all regional marketing and outreach initiatives. GoTriangle manages the regional brand and coordinates closely with local Service Providers through the GoPartners committee to plan and conduct numerous TDM initiatives, campaigns, and services. GoTriangle also coordinates the region's ridematching system and vanpool services under its TDM grant.

Additionally, GoTriangle functions as a local Service Provider in Durham County and provides services to specified Wake County work clusters (and/or other Oversight Committee-approved special projects and work clusters not covered by other local Service Providers).

---

## LOCAL SERVICE PROVIDER

Local Service Providers are primarily responsible for developing and implementing campaigns that market TDM services (Performance Area 4) and provide TDM outreach (Performance Area 5) in their specific hotspots. Local Service Providers are expected to be the local experts in their TDM target audiences' characteristics and needs and to craft campaigns to increase TDM participation locally. Local Service Providers are encouraged to collaborate with other Service Providers and create appropriate partnerships to continually improve the marketing and use of TDM services within their hotspots. Local Service Providers of course also have responsibilities for monitoring and reporting on their activities (see Performance Area 2).

In addition to promoting TDM services locally, local Service Providers also attend GoPartner regional meetings, support regional outreach efforts, coordinate closely with other Services Providers (including GoTriangle), and actively support regional initiatives.

## **TRANSPORTATION DEMAND MANAGEMENT (TDM) PROGRAM OVERVIEW**

### **BACKGROUND**

TDM programs promote alternative transportation options to the single occupant vehicle. Included among these alternatives are carpooling, vanpooling, telecommuting, transit, bicycle, flexible work hours, compressed workweeks and parking policies/pricing structures. The NCDOT Public Transportation Division (PTD) is funding these TDM programs to continue supporting the provisions of the Ambient Air Quality Improvement Act of 1999, Senate Bill 953, which addressed concerns over ground level ozone pollution from motor vehicles and the need to deal with increasing vehicle miles traveled (VMT) and NOx emissions. The bill established a goal of reducing the growth of commuter VMT in the state by 25 percent from 2000 until 2009 and that goal was achieved. Continuing strides have been made in the years following this achievement.

The organizations applying must be public bodies responsible for promotion of TDM activities with a TDM Plan in place and may also provide services such as carpool/vanpool matching and vehicles for use in vanpooling. It is the intent of this program to fund only one organization per region. Urban areas in the state that are interested in a TDM Program but do not currently receive state TDM funds should contact Gretchen Vetter, Transportation Program Planner, at (919) 707-4695 or e-mail [gavetter@ncdot.gov](mailto:gavetter@ncdot.gov) to discuss planning requirements for establishing a TDM Program. New applicants are required to submit a final adopted TDM Plan with their application.

### **ELIGIBLE COSTS**

This program funds ONLY administrative costs associated with TDM programs, up to 50 percent of the total administrative expenses. This includes salaries, fringe benefits, office supplies, marketing and other program related items. The entire list of eligible administrative items is included in the TDM application form in Partner Connect. Detailed definitions of each item are contained in the Uniform Public Transportation Accounting System document. Please contact Gretchen Vetter at (919) 707-4695 or [gavetter@ncdot.gov](mailto:gavetter@ncdot.gov) if you would like a copy of this document. This program does not fund capital expenses such as vehicle or vehicle parts acquisition, building costs, or operating costs like vehicle maintenance. This program also does not provide funding for prizes and incentives and does not provide funding for food for events/meetings/etc. (except personal per diem during travel, as stated in the NCDOT Travel Policy).

### **PROGRAM GOAL**

The goal of the statewide TDM Program is to continue the average annual percentage reduction in the growth of commuter VMT that was achieved between 2000 and 2015. There are six TDM Strategies listed below that all applicants should employ to accomplish the TDM Program Goal.



## **STRATEGIES**

There are six TDM Strategies that all applicants should employ to accomplish the TDM Program Goal and should be included in their TDM Plans:

1. Conduct marketing efforts/activities identified in a marketing plan;
2. Coordinate with local transportation and land use planning efforts;
3. Facilitate ridematching services through the [ShareTheRideNC](http://www.ShareTheRideNC.org) website;
4. Promote the Best Workplaces for Commuter Program;
5. Collect and calculate data on VMT reductions through TDM activities; and
6. Operate in a manner consistent with the NCDOT goals regarding making our transportation network safer, making our transportation network move people and goods more efficiently, and making our infrastructure last longer.

## **WORKPLAN**

Every application must include a spreadsheet outlining activities the TDM Program will be undertaking in support of the six strategies listed above. The TDM workplan spreadsheet must be formatted to have headers titled with the following information:

1. Activity/Task Description
2. Products/Deliverables
3. Purpose - Desired Result - Why?
4. When Will Activity Be Performed
5. How Will You Measure Your Efforts?
6. Work Completed to Date column

The last column will be left blank when submitting your application. It will need to be filled in during the course of the funding year and submitted with quarterly invoices for payment. An example format is included in the application materials. Use this format in your application. There are five major activities that must be included in every TDM work plan. They are described below:

- 1. Promotion:** TDM Programs must actively promote the rideshare matching website [www.ShareTheRideNC.org](http://www.ShareTheRideNC.org) and increase the number of registrants in the database. This is the main venue through which the public can easily access match lists, and it also includes matching for biking and information on transit. The [website](#) provides access for the public and also provides reports for individual employers, which can assist the TDM Program in promotion and event planning. This promotion must include employer on-site events as well as public marketing campaigns.
- 2. Best Workplaces for Commuters:** The work plans of the TDM Programs must have an emphasis on the Best Workplaces for Commuters Program. The TDM Programs must have measurable goals and objectives for achieving designation of

## TDM Program Overview

employers as BWC. This will include a goal of identifying a certain number of target employers who already offer some commuter benefits and/or have a large employee base which would make them prime candidates for BWC designation. All TDM Programs must be knowledgeable of the BWC Program components and requirements, and assist employers in getting designated as a BWC if needed.

3. **Monitoring and Reporting:** TDM Programs must gather data such as trip length, number of carpools/vanpools, number of telecommuters, etc. during the year so that they can calculate progress in reducing the growth of commuter VMT. These reductions are the justification for state funding of the expenses incurred in administering and marketing the TDM Programs.
4. **Public Relations:** TDM Coordinators must be visible in local planning efforts and TDM issues/activities need to be part of Planning Commission, Transit Board, City Council, County Commission and MPO/RPO agendas. Elected and appointed officials need to be aware of the social, environmental, economic and financial benefits accruing from the TDM Programs in order to support the program and integrate it into the community. Also, TDM needs to be included in land use planning and transportation planning components of an area, particularly long range transportation plans and congestion management plans.
5. **Marketing:** TDM Programs must include an activity and budget for development of a marketing plan during FY 2018, if a marketing plan is not already developed. This plan will provide the framework for the timing of marketing activities, the relationship between the different marketing activities, and the purpose of the marketing activities. It also will document how the proposed marketing campaigns and activities will be analyzed for effectiveness, such as market penetration and name recognition. This will permit an assessment of the value of various marketing activities in order to target the most effective marketing techniques. The marketing plan is comprised of 4 elements:

1. Identification of Audiences
2. Development of Key Messages
3. Delivery Options
4. Feedback Measures

## **SUCCESS PLAN**

All existing TDM Programs and potential applicants must develop a NCDOT initiated Success Plan in order to receive TDM funds. These success plans allow an organization to strategically plan for future development and growth. Outcomes and measurables from this plan will be used to gauge the effectiveness of TDM programs across the state. Existing TDM programs will continue to work on developing success plans through quarterly NCDOT training sessions and upcoming performance planning initiatives, while new applicants should contact Gretchen Vetter for questions regarding plan development.

## **PERFORMANCE MEASURES**

All activities in the TDM Work plan must include performance measures, which will be detailed in column 5 - How Will You Measure Your Efforts? These are indicators used to determine the effect that activities are having in accomplishing desired results, and will be included in the TDM Workplan column space. They commonly involve an input measure, output measure, process measure, and outcome measure.

**Input Measure:** Describes the amount of resources used to conduct an activity, produce an output or provide a service.

**Example:** Number of employers targeted for BWC designation.

**Output Measure:** Describes the amount of work completed or produced.

**Example:** Number of employers designated BWC employer.

**Process Measure:** Describes the quality or timeliness of a service.

**Example:** Number of employers designated as BWC employers by End of Year Celebration event

**Outcome Measure:** Describes the results achieved by an activity, process, or program.

**Example:** Percentage of targeted employers who became designated as a BWC employer

The quarterly reports of program progress will include use of measurable performance measures and the effectiveness of each activity toward reaching the goal as described above. In particular, specify how the TDM tasks will reduce the amount of commuter VMT.

## **FUNDING REQUEST JUSTIFICATION**

Each applicant must complete a Funding Request Justification form. Applicants should use this form to provide a brief description of their project, outline the benefits of the proposed program, and discuss the impacts that would result should their program not be funded.

## **INVOICING AND REPORTING**

Each TDM program must invoice NCDOT at least quarterly, per contract requirements. The quarterly invoices will be due no later than 30 days past the end of the quarter. The quarter time periods are July to September, October to December, January to March and April to June. The final invoice is due no later than 90 days past the end of the funding year. A status report on tasks/activities accomplishments (see information on workplan spreadsheet in the Workplan and Performance Measures section) will be required to be submitted with the quarterly invoices along with other supporting documentation. The final invoice will include a summary of the entire year's tasks/activities accomplishments as specified in the workplan format, as well as calculations of commuter VMT reductions attributable to the TDM program activities.

**TIMETABLE**

August 25, 2016 - TDM application package sent to all TDM Programs

November 4, 2016 - FY 2016 TDM applications and budget to be submitted in Partner Connect

March 2017 - FY 2018 TDM Projects will be presented to the NC Board of Transportation

July 1, 2017 - Beginning of state fiscal year and Period of Performance for FY 2018 TDM Programs



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-386

---

**Agenda Date:** 1/16/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

General Fund Budget Ordinance Amendment

**PURPOSE:** The Board is requested to amend the adopted FY 2017-18 budget ordinance to recognize additional revenues and appropriate them for use.

**DEPARTMENT:** Finance

**CONTACT INFORMATION:** Arche McAdoo, 918-7439

**INFORMATION:** The Carrboro Tourism Development Authority has appropriated \$7,500 to support the Freight Train Blues Series and \$53,000 for design of a comprehensive wayfinding program for the Town.

The Carol Woods Retirement Community has donated \$5,000 to be used for Recreation & Parks Department Active Life programs.

**FISCAL & STAFF IMPACT:** The FY 2017-18 budget for the Freight Train Blues Series is 7,500. Economic and Community Development budget for contract services will increase by \$53,000 to support a contract for wayfinding design. Recreation & Parks budget will increase by \$5,000. The total General Fund adopted budget will increase from \$22,869,686 to \$22,935,186.

**RECOMMENDATION:** The staff recommends that the Board of Aldermen adopt the attached amendment for the FY 2017-18 Budget Ordinance.

## AMENDMENT TO ANNUAL BUDGET ORDINANCE FY 2017-18

WHEREAS, the Town Board of the Town of Carrboro on June 20, 2017 adopted annual budget ordinance number 23/2016-17 for the fiscal year beginning July 1, 2017 and ending June 30, 2018; and

WHEREAS, it is appropriate to amend certain budget accounts in the general fund to provide for increased revenues and expenses for the reasons stated.

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15, the following revenue and expense accounts are amended as shown and that the total amount for the funds are herewith appropriated for the purposes shown:

ACCOUNT CODE			ACCOUNT NAME	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
ORG	OBJECT	PROJ				
6604	436202	54220	FREIGHT TRAIN BLUES REVENUE	\$ -	\$ 7,500.00	\$ 7,500.00
623	504703	54220	FREIGHT TRAIN BLUES EXPENSE	\$ -	\$ 7,500.00	\$ 7,500.00
421	433500		ECON. DEV. MISC. REVENUE	\$ -	\$ 53,000.00	\$ 53,000.00
421	504500		CONTRACT SERVICES	\$ 47,785.00	\$ 53,000.00	\$ 100,785.00
6604	433500		REC. & PARK MISC. REVENUE	\$ 18.00	\$ 5,000.00	\$ 5,018.00
623	TBD		ACTIVE LIFE PROGRAMS	\$ -	\$ 5,000.00	\$ 5,000.00

**REASON:** To recognize revenues from the Carrboro Tourism Development Authority for support of the Freight Train Blues Series and the design of a comprehensive wayfinding program; and the donation from the Carol Woods Retirement Community.



# CAROL WOODS

RETIREMENT COMMUNITY

750 Weaver Dairy Rd., Chapel Hill, NC 27514-1502

919/968-4511 • FAX 919/918-3349 • [www.carolwoods.org](http://www.carolwoods.org)

December 8, 2017

The Honorable Lydia Lavelle  
Town of Carrboro  
301 W. Main St.  
Carrboro, NC 27510

Dear Mayor Lavelle:

In alignment with our not-for-profit mission, the Carol Woods Board of Directors approved the enclosed charitable gift of \$5,000 to the Town of Carrboro. This gift is offered in support of the Recreation & Parks Department's Active Life programs. We appreciate the Town's efforts to increase and enhance the variety of programs available to older adults in Carrboro and Orange County.

We hope you can come to the first Residents Association meeting of 2018 on Tuesday, January 9<sup>th</sup> from 10 - 11am. The first part of the meeting will be dedicated to hearing very briefly from each charitable gift recipient. It is your chance to share with residents how their gift will support your organization's efforts. An RSVP is required so that we know to include you on the list of speakers.

Please contact my assistant, Dyana Morgan, at 919-918-3281 or [dmorgan@carolwoods.org](mailto:dmorgan@carolwoods.org) by Friday, December 21<sup>st</sup> to let her know whether you or another representative of the town will attend.

Best wishes for a productive and successful new year.

Sincerely,

Patricia E. Sprigg  
President and CEO

cc: Mr. David Andrews, Town Manager



Carol Woods is an accredited, not-for-profit community







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-383

---

**Agenda Date:** 1/16/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

A Resolution Declaring Two Refuse Trucks as Surplus and Authorizing the Sale on GovDeals

**PURPOSE:** To request the Board adopt a resolution declaring the refuse trucks as surplus property and authorizing the sale of these items on GovDeals, an online auction.

**DEPARTMENT:** Finance

**CONTACT INFORMATION:** Sandra Svoboda, Purchasing Officer 918-7301

**INFORMATION:** The Public Works Department has identified two refuse trucks as surplus: a 2001 Volvo Frontloader with 105,646 miles; and a 2004 Autocar Sideloaders with 63,085 miles. Article VIII Section 3-39 (a) (1) of the Town Code authorizes the Town Manager to dispose of surplus property with a fair market value of less than \$30,000. The refuse trucks have an estimated fair market value of \$30,000 and therefore require Board approval.

**FISCAL & STAFF IMPACT:** Funds from the sale will be deposited in the General Fund.

**RECOMMENDATION:** The staff recommends that the Board adopt the attached resolution declaring the refuse trucks as surplus property and authorizing the sale of these items on GovDeals, an online auction.

**A RESOLUTION DECLARING TWO REFUSE TRUCKS AS SURPLUS PROPERTY AND AUTHORIZING THE SALE BY ONLINE AUCTION**

WHEREAS, Article 12 of the General Statutes, Chapter 160A, authorizes the Town to dispose of personal property; and

WHEREAS, the Town desires to dispose of surplus property.

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO HEREBY RESOLVES,

Section 1: The following items of Town personal property are hereby declared surplus:

2001 Volvo Frontloader  
2004 Autocar Sideloaders

Section 2: The Town Manager is hereby authorized to dispose of the surplus property listed in Section 1 at GovDeals online auction.

Section 3: The auction listed in Section 1 will begin February 1, 2018 at 10:00 AM and end February 15, 2018 at 9:00 PM. Bids can be placed online at [www.govdeals.com](http://www.govdeals.com).

Section 4: Advertisement of the online auction will be posted to the Town of Carrboro website not less than 10 days before the date of the auction.

Section 5: The terms of the sale shall be to the highest bidder. Items specifying a minimum bid price shall be to the highest bidder equaling or exceeding the established minimum. All sales shall be designated final on the day of the auction.

Section 6: All items shall be sold on an "as is" and "where is" basis and the Town makes no guarantee of merchantability or any other implied or express warranty and assumes no responsibility for any of the items.

This resolution is effective upon adoption.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-385

**Agenda Date:** 1/16/2018

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### TITLE:

Community Climate Action Plan Implementation Update

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

**DEPARTMENT:** Planning Department

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

**INFORMATION:** The purpose of this agenda item is to provide a quarterly update to the Board on the implementation plan for the CCAP. Work has been underway since the Board's adoption of the plan in January 24, 2017. An update was provided on October 3<sup>rd</sup>, available at <https://carrboro.legistar.com/LegislationDetail.aspx?ID=3167045&GUID=6D31E877-11CB-46C5-91A3-60BD61A55F8A&Options=&Search=&FullText=1>. An overview of the actions carried out since the October report is provided as *Attachment A*. A complete copy of the CCAP may be found at <http://www.townofcarrboro.org/DocumentCenter/Home/View/4116>.

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

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

## CCAP Progress Update - 1-16-18

Community Integration	<ol style="list-style-type: none"> <li>1. Plant-Based for the Planet is exploring creation of a non-profit that would promote and fundraise for implementation of climate action planning.</li> <li>2. Internal workgroup to continue working to assist with implementation strategies.</li> </ol>
Energy Efficiency of Facilities and Infrastructure	<ol style="list-style-type: none"> <li>1. Coordination with Duke Energy on LED street lighting continues.</li> </ol>
Transportation	<ol style="list-style-type: none"> <li>1. New electric vehicle charging station in operation at Town Hall sees regular usage.</li> </ol>
Renewable Energy	<ol style="list-style-type: none"> <li>1. Town working on details of acceptance from Carrboro Community Solar of array at Town Commons.</li> </ol>
Ecosystem Protection and Enhancement	<ol style="list-style-type: none"> <li>1. The Town has hired a stormwater utility manager, will present applicants for appointment to storm water advisory commission on January 23rd, and is conducting a revenue/rate structure study to inform the FY 18-19 annual budget.</li> <li>2. Following the Board of Aldermen acceptance of the Solid Waste Study Final Report on October 17, 2017, public works staff began consideration of every-other-week garbage pickup.</li> <li>3. LUO amendments regarding tree canopy and update of reference to invasive plants - public hearing on January 23rd.</li> </ol>
Food Choice Measures	<ol style="list-style-type: none"> <li>1. Monthly 'Plant-Based for the Planet' potlucks are continuing (schedule to be provided).</li> </ol>



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-378

**Agenda Date:** 1/16/2018

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### TITLE:

Discussion of Road and Sidewalk Requirements

**PURPOSE:** The purpose of this agenda item is to provide the Board with an opportunity to have a policy discussion relating to the road and sidewalk requirements in the Land Use Ordinance.

**DEPARTMENT:** Planning

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

**INFORMATION:** On May 23, 2017, the Board of Aldermen held a public hearing on a proposed text amendment to the Land Use Ordinance relating to the road and sidewalk requirements found in Article XIV, Section 15-221. The Board requested minor refinements and a revised ordinance was brought back on June 6, 2017, and subsequently adopted (*Attachment A*). Prior to the Board's decision, Alderman Slade requested that the ordinance be brought back to the Board for a further policy discussion at a future meeting. The purpose of this agenda item is to facilitate the beginning of that discussion.

Article XIV, Streets and Sidewalks, is provided in its entirety for context with the final language adopted in June, Section 15-221(b), shown in underlined text (*Attachment B*) on page 13. Minutes from the meeting are also included (*Attachment C*). The agenda materials and video may be found at the following link:

<https://carrboro.legistar.com/MeetingDetail.aspx?ID=532846&GUID=18FEED17-9F07-4414-9CAD-38DC4BBBD4FE&Options=&Search=>>).

**FISCAL & STAFF IMPACT:** None associated with the discussion of this topic.

**RECOMMENDATION:** Staff recommends that the Board discuss the topic and provide direction for possible next steps.

**A motion was made by Alderman Slade, seconded by Alderman Seils, that this ordinance be approved.**

**AN ORDINANCE AMENDING TOWN OF CARRBORO LAND USE ORDINANCE  
PROVISIONS RELATING TO ROAD AND SIDEWALK REQUIREMENTS**

Ordinance No. 20/2016-17

Section 1. Subparagraph (b) of the Town of Carrboro Land Use Ordinance Section 15-221, Road and Sidewalk Requirements in Unsubdivided Development, is amended to read as follows:

(b) Whenever (i) a lot is proposed to be developed residentially for more than four dwelling units or non-residentially in such a fashion as to generate more than 40 vehicle trips per day, and (ii) if the lot were to be subdivided, a street would be required running through the lot to provide a connection between existing or planned adjacent streets in accordance with the provisions of Sections 15-214 and 15-271(a), then the developer shall be required to construct and dedicate the same street that would have been required had the property been subdivided. On Town-owned properties, the Board of Aldermen may eliminate or reduce the requirements of this section for reservation and/or connection of right-of-way.

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

Section 3. This Ordinance shall become effective upon adoption.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Johnson, Alderman Gist, Alderman Haven-O'Donnell

## **ARTICLE XIV**

### **STREETS AND SIDEWALKS**

#### **Section 15-210 Street Classification.**

(a) In all new subdivisions, streets that are dedicated to public use shall be classified as provided in subsection (b).

- (1) The classification shall be based upon the projected volume of traffic to be carried by the street, stated in terms of the number of trips per day;
- (2) The number of dwelling units to be served by the street may be used as a useful indicator of the number of trips but is not conclusive;
- (3) Whenever a subdivision street continues an existing street that formerly terminated outside the subdivision or it is expected that a subdivision street will be continued beyond the subdivision at some future time, the classification of the street will be based upon the street in its entirety, both within and outside of the subdivision.

(b) The classification of streets shall be as follows:

- (1) **MINOR:** A street whose sole function is to provide access to abutting properties. It serves or is designed to serve not more than nine dwelling units and is expected to or does handle up to seventy-five trips per day.
- (2) **LOCAL:** A street whose sole function is to provide access to abutting properties. It serves or is designed to serve at least ten but not more than twenty-five dwelling units and is expected to or does handle between seventy-five and two hundred trips per day.
- (3) **CUL-DE-SAC:** A street that terminates in a vehicular turn-around.
- (4) **SUBCOLLECTOR:** A street whose principal function is to provide access to abutting properties but is also designed to be used or is used to connect minor and local streets with collector or arterial streets. Including residences indirectly served through connecting streets, it serves or is designed to serve at least twenty-six but not more than one hundred dwelling units and is expected to or does handle between two hundred and eight hundred trips per day.
- (5) **COLLECTOR:** A street whose principle function is to carry traffic between minor, local, and subcollector streets and arterial streets but that may also provide direct access to abutting properties. It serves or is designed to serve,

*Art. XIV STREET AND SIDEWALKS (con't)*

directly or indirectly, more than one hundred dwelling units and is designed to be used or is used to carry more than eight hundred trips per day.

- (6) **ARTERIAL:** A major street in the town's street system that serves as an avenue for the circulation of traffic into, out, or around the town and carries high volumes of traffic. The following streets are arterial streets:

Culbreth Road	Main Street
Dairyland Road	Merritt Mill Road
Damascus Church Road	N.C. Hwy 54
Estes Drive	Old Greensboro Road
Eubanks Road	Old Hwy 86
Greensboro Street	Old Fayetteville Rd.
Hillsborough Road	Rogers Road
Homestead Road	Smith Level Road
Jones Ferry Road	Weaver Street

(AMENDED 06/04/91)

- (7) **MARGINAL ACCESS STREET:** A street that is parallel to and adjacent to an arterial street and that is designed to provide access to abutting properties so that these properties are somewhat sheltered from the effects of the through traffic on the arterial street and so that the flow of traffic on the arterial street is not impeded by direct driveway access from a large number of abutting properties.
- (8) **LOOP STREET.** A street having two points of intersection with the same street. (AMENDED 06/21/94)
- (9) **ALLEY.** A one-way service road providing a secondary means of public access to abutting property and not intended for general traffic circulation with a maximum length of 550 feet. (AMENDED 09/27/94)

**Section 15-211 Access to Public Streets in General.**

Every lot shall have access to it that is sufficient to afford a reasonable means of ingress and egress for emergency vehicles as well as for all those likely to need or desire access to the property in its intended use. (AMENDED 5/10/83; 4/24/84)

**Section 15-212 Access to Arterial Streets.**

Whenever a major subdivision that involves the creation of one or more new streets borders on or contains an existing or proposed arterial street, no direct driveway access may be provided from the lots within this subdivision onto this street.



**Section 15-213 Entrances to Streets.**

(a) All driveway entrances and other openings onto streets within the town's planning jurisdiction shall be constructed so that:

- (1) Vehicles can enter and exit from the lot in question without posing any substantial danger to themselves, pedestrians, or vehicles traveling on abutting streets; and
- (2) Interference with the free and convenient flow of traffic in abutting or surrounding streets is minimized.
- (3) In considering (1) and (2) above, the following factors shall be considered: **(AMENDED 2/4/86)**
  - a. The nature of the abutting street, its capacity, use, speed and flow, and reasonably anticipated changes to the street; and
  - b. The nature of the proposed use of the land, the traffic generated, the existence and number of drive-in window(s), the internal system for moving vehicles while on the lot; and
  - c. The nature of the exit and entrance, the site distance, the distance from intersections, the alignment with other drives and streets, turning controls or limitations.
  - d. As a minimum, no drive should be located within 250 feet of an intersection of an existing or planned arterial or collector road.

(b) As provided in G.S. 136-93, no person may construct any driveway entrance or other opening onto a state-maintained street except in accordance with a permit issued by the North Carolina Department of Transportation. Issuance of this permit is prima facie evidence of compliance with the standard set forth in subsection (a).

(c) If driveway entrances and other openings onto town-maintained streets are constructed in accordance with the specifications set forth in Appendix B to this chapter, this shall be deemed prima facie evidence of compliance with the standard set forth in subsection (a).

(d) For purposes of this section, the term "prima facie evidence" means that the permit-issuing authority may (but is not required to) conclude from this evidence alone that the proposed development complies with subsection (a).

**Section 15-214 Coordination with Surrounding Streets.**

(a) The street system of a subdivision shall be coordinated with existing, proposed and anticipated streets outside the subdivision or outside the portion of a single tract that is being divided into lots (hereinafter, "surrounding streets") as provided in this section.

*Art. XIV STREET AND SIDEWALKS (con't)*

(b) Collector streets shall intersect with surrounding collector or arterial streets at safe and convenient locations.

(c) Subject to subsection 15-217(a), subcollector, local, and minor residential streets shall connect with all surrounding streets to permit safe, convenient movement of traffic between residential neighborhoods and to facilitate access to neighborhoods by emergency and other service vehicles. The connections shall be created in such a way that they do not encourage the use of such streets by substantial through traffic. **(AMENDED 09/16/97; 05/06/03)**

(d) Whenever connections to anticipated or proposed surrounding streets are required by this section, the street right-of-way shall be extended and the street developed to the property line of the subdivided property (or to the edge of the remaining undeveloped portion of a single tract) at the point where the connection to the anticipated or proposed street is expected. In addition, the permit-issuing authority may require temporary turnarounds to be constructed at the end of such streets pending their extension when such turnarounds appear necessary to facilitate the flow of traffic or accommodate emergency vehicles. Notwithstanding the other provisions of this subsection, no temporary dead-end street in excess of 1,000 feet may be created unless no other practicable alternative is available.

**Section 15-215 Relationship of Streets to Topography.**

(a) Streets shall be related appropriately to the topography. In particular, streets shall be designed to facilitate the drainage and stormwater runoff objectives set forth in Article XVI, and subject to the design requirements relating to maximum grades set forth in subsection (b), street grades shall conform as closely as practicable to the original topography.

(b) As indicated in Section 15-216, the maximum grade at any point on a street constructed without curb and gutter shall be 8%. On streets constructed with curb and gutter the grade shall not exceed 8% unless no other practicable alternative is available. However, in no case may streets be constructed with grades that, in the professional opinion of the public works director, create a substantial danger to the public safety.

**Section 15-216 Street Width, Sidewalk, and Drainage Requirements in Subdivisions**  
**(AMENDED 08/27/96)**

(a) Minor and local streets where the grade does not exceed 8% may be constructed without curb and gutter in accordance with the standards set forth in subsection (b). All other streets shall be constructed in accordance with the standards set forth in subsection (c). **(AMENDED 05/12/98)**

(b) Subject to subsections (d), (e), and (f), streets constructed without curb and gutter shall conform to the following standards as well as the specifications referenced in Section 15-219. To the extent practicable, the side slope of the drainage swale shall not exceed 4:1 on the street side and on the back side shall not exceed 3:1. When necessary, the minimum right-of-way

*Art. XIV STREET AND SIDEWALKS (con't)*

shall be expanded to accommodate the proper construction of the travel lane, shoulders, swales, and (if applicable) a sidewalk within the right-of-way.

<b>TYPE STREET with Swales</b>	<b>MINIMUM ROW WIDTH</b>	<b>MINIMUM PAVEMENT WIDTH</b>	<b>BIKE LANES</b>	<b>MINIMUM SHOULDER 1                  2 WIDTH</b>	<b>SIDEWALK REQUIREMENT</b>
<b>MINOR</b>	<b>47'</b>	<b>18'</b>	<b>NONE</b>	<b>6'                  8'</b>	<b>NONE</b>
<b>LOCAL</b>	<b>47'</b>	<b>20'</b>	<b>NONE</b>	<b>6'                  8'</b>	<b>ONE SIDE</b>

(AMENDED 11/19/96; 05/12/98)

(c) Subject to subsections (d), (e), and (f), collector streets and other streets not constructed according to the requirement of subsection (b) shall conform to the requirements of this subsection and the specifications referenced in Section 15-219. Only standard 90<sup>0</sup> curb may be constructed, except that roll-type curb may be authorized by the permit issuing authority. Street pavement width shall be measured from curb face to curb face where 90<sup>0</sup> curb is used, and from the back of one curb to the back of the opposite curb where roll-type curb is used.

<b>TYPE STREET with Curb &amp; Gutter</b>	<b>MINIMUM ROW WIDTH</b>	<b>MINIMUM PAVE- MENT WIDTH</b>	<b>BIKE LANES</b>	<b>SIDEWALK REQUIREMENT</b>
<b>ALLEY (One-way)</b>	<b>20'</b>	<b>12'</b>	<b>NONE</b>	<b>NONE</b>
<b>Minor</b>	<b>37'</b>	<b>18'</b>	<b>NONE</b>	<b>NONE</b>
<b>Local</b>	<b>43'</b>	<b>20'</b>	<b>NONE</b>	<b>ONE SIDE</b>
<b>Subcollector</b>	<b>50'</b>	<b>26'</b>	<b>NONE</b>	<b>BOTH SIDES</b>
<b>Collector</b>	<b>60'</b>	<b>34'</b>	<b>BOTH SIDES</b>	<b>BOTH SIDES</b>
<b>Arterial</b>	<b>NCDOT Standards</b>	<b>NCDOT Standards</b>	<b>BOTH SIDES</b>	<b>BOTH SIDES</b>

(AMENDED 11/19/96; 05/12/98)

(d) The Board may allow a deviation from the standards set forth in subsections (b) and (c) to allow the construction of a street divided by a landscaped median with one-way traffic proceeding in opposite directions on either side of the median. The Board may allow such a street if it finds that, if completed as proposed, such a street will (i) adequately and safely serve the functions streets are designed to serve, and (ii) will not impose on the town any undue or unreasonable costs or burdens relating to repair and maintenance.

(e) The Board may allow a deviation from the right-of-way minimums set forth in subsections (b) and (c) if it finds that (i) the deviation is needed because in order for a development to be served by a public street the street must be constructed within an area that is not of sufficient width to comply with the right-of-way criteria set forth above, (ii) a street that meets the pavement width criteria and substantially complies with the other criteria set forth above can be constructed within the right-of-way that can be made available; and (iii) that the applicant show that he has made a reasonable effort and attempted to purchase the necessary right-of-way.

(f) The Board may allow a deviation from the standard right-of-way minimums set forth in subsections (b) and (c) if it finds that the developer has obtained an agreement from the utility companies whose lines will need to be located within a street right-of-way to install such

*Art. XIV STREET AND SIDEWALKS (con't)*

lines in a single trench or in some other fashion that allows the street right-of-way to serve all of its intended purposes with a lesser width than that specified in subsections (b) and (c).

(g) The sidewalks required by this section shall be at least five feet wide and constructed with concrete according to the specification set forth in Appendix C, except that the permit issuing authority may permit the installation of walkways constructed with mortarless laid brick pavement according to specifications set forth in Appendix C when it concludes that: **(AMENDED 12/08/98)**

- (1) Such walkways shall serve the residents of the development as adequately as concrete sidewalks; and
- (2) Such walkways shall be more environmentally desirable or more in keeping with the overall design of the development.

(h) Whenever the permit issuing authority finds that a means of pedestrian access is necessary from the subdivision to schools, parks, playgrounds, or other roads or facilities and that such access is not conveniently provided by sidewalks adjacent to the streets, the developer may be required to reserve an unobstructed easement of at least ten feet in width to provide such access.

(i) In subdivision developments that abut a public street, sidewalks shall be constructed adjacent to such street if a sidewalk in that location is required by the officially adopted town sidewalk master plan. Whenever possible, such sidewalk shall be constructed within the public right-of-way.

(j) The sidewalks required by this section along streets with curb and gutter shall be constructed with a planting strip at least three feet in width, unless the permit-issuing authority allows the strip to be omitted or constructed at a lesser width upon a finding that such deviation from the presumptive standard is warranted to avoid environmental damage or to promote public safety. For purposes of this subsection, a planting strip shall mean a strip of land located between the back of the curb and the walkway. Such planting strips shall be planted with grass or otherwise landscaped. **(AMENDED 11/19/96; 12/08/98)**

**Section 15-216.1 Street Widths, Sidewalk and Drainage Requirements in Certain Developments** **(AMENDED 05/06/03)**

- (a) When any tract of land is developed under circumstances requiring the issuance of a special or conditional use permit, the street and road design requirements for streets other than collector streets that would otherwise be determined in accordance with the provisions of Sections 15-216 and 15-221 may be modified, by approval of the permit-issuing authority, to alternative street width and construction specifications, sidewalk and drainage requirements, as illustrated in Appendix C, for developments that

*Art. XIV STREET AND SIDEWALKS (con't)*

- 1) involve the extension of, or connection to, existing Town streets, the construction specifications of which do not meet the minimum standards established in Section 15-216 in association with Section 15-210 Street Classification;
- 2) meet the following low-impact development criteria:
  - a) preserves open space and minimizes land disturbance;
  - b) protects natural systems and preserves natural processes (including, but not limited to, drainage ways, vegetation, soils, and other sensitive areas);
  - c) maximizes the incorporation of natural site elements (including, but not limited to, wetlands, stream corridors, and mature forests), and;
  - d) decentralizes and micromanages stormwater at its source to the maximum extent practicable.
- 3) include a minimum of 15 percent affordable housing units (as defined in Section 15-182.4(a)).

(b) Streets constructed in accordance with this Section shall conform to the following standards as well as specifications presented in Appendix C.

<b>Type Street Alternative</b>	<b>Minimum ROW Width</b>	<b>Minimum Pavement Width</b>	<b>Bike Lanes</b>	<b>Minimum Shoulder Width 1 2</b>	<b>Sidewalk Requirement</b>
<b>Local</b>	59'	20'	NONE	9 (2)	ONE SIDE
<b>Subcollector</b>	73'	26'(1)	NONE	9 (2)	BOTH SIDES (3)

- (1) Minimum pavement width may include the concrete grade beam illustrated in Standard Drawing No. 27, or structural equivalent as approved by the Town Engineer.
  - (2) Nine feet of width may include a 3-foot planting strip, 5-foot sidewalk, and 1-foot separation between sidewalk and drainage/water quality structure.
  - (3) May be modified by the permit-issuing authority.
  - (4) Construction requirements as required in Appendix C and D of the Land Use Ordinance, unless otherwise specifically modified by these provisions or the notes included on standards in Appendix C and D.
- (c) The permit-issuing authority may reduce the sidewalk requirement for subcollector streets meeting the alternative street standard from both sides to one side of the road if
- a. The development contains a parallel system that is integrally designed and provides pedestrian access to the interior of the site;
  - b. Any new public street passing through the development and the bulk of the facilities and activities are to occur on one side of the road;

*Art. XIV STREET AND SIDEWALKS (con't)*

- c. Any new public street connects to an existing street that does not meet public street standards and where the site conditions indicate that the full upgrade of the street to the town standards would not be practicable; and
- d. The developer is participating in off-site construction of, or improvements to public sidewalks that will connect the new development with the town's sidewalk system.

**Section 15-217 General Layout of Streets.**

(a) To the extent practicable, all streets shall be interconnected. Cul-de-sacs shall not be used unless the topography of the land does not allow a design that would make an interconnecting street practicable. **(AMENDED 09/16/97; 09/28/99)**

(b) All permanent dead-end streets [as opposed to temporary dead-end streets, see subsection 15-214(d)] shall be developed as cul-de-sacs in accordance with the standards set forth in subsection (c), unless construction of such cul-de-sacs is not reasonably possible given such factors as steep slopes or right-of-way limitations. Under such circumstances, the town may approve alternative designs that will provide a safe and convenient means for vehicular traffic to turn around (alternatives are suggested in Appendix C, Standard Drawing No. 19). Except where no other practicable alternative is available, such streets may not extend more than 550 feet (measured to the center of the turn-around). **(AMENDED 09/27/94, 09/16/97)**

(c) The right-of-way of a cul-de-sac shall have a radius of 60 feet if constructed without curb and gutter or a radius of 52 feet if constructed with curb and gutter. The radius of the paved portion of the turn-around for streets constructed without curb and gutter shall be 42' (measured to the outer edge of pavement) and for streets constructed with curb and gutter shall be 44.5' (measured to the back of the outer curb). If a developer chooses to provide an unpaved center island in the cul-de-sac, the island shall be landscaped and shall not be dedicated to the public; it shall remain under the ownership and control of the developer (or his successor) or a homeowners association or similar organization that satisfies the criteria established in Section 15-201. Cul-de-sacs containing center islands shall have a minimum pavement width of 18 feet if constructed without curb and gutter or 20 feet if constructed with curb and gutter (measured from inner edge of pavement to face of curb). Mountable 45° curbing shall be installed around the island in accordance with Town of Carrboro design specifications. Minimum design and construction specifications for cul-de-sacs are set forth in Appendix C.

Asymmetrical cul-de-sacs may be allowed with the approval of the public works director, town engineer, fire chief, and the applicable permit issuing authorities. **(AMENDED 2/20/90; 08/08/95; 09/16/97)**

(d) Half streets (i.e., streets of less than the full required right-of-way and payment width) shall not be permitted except where such streets, when combined with a similar street (developed previously or simultaneously) on property adjacent to the subdivision, creates or comprises a street that meets the right-of-way and pavement requirements of this chapter. **(AMENDED 09/16/97)**

*Art. XIV STREET AND SIDEWALKS (con't)*

(e) Streets shall be laid out so that residential blocks do not exceed 1,000 feet, unless no other practicable alternative is available. **(AMENDED 09/16/97)**

(f) Alleys shall not intersect with any arterials and shall meet the “Entrances to Streets” standards of Section 15-213. Alley radii at street intersections shall not be less than 15 feet. Alleys may run adjacent to lot line boundaries only and not parallel and adjacent to street right-of-way or front property boundaries. In determining conformance with Section 15-184(a), Setback Requirements, the right-of-way lines associated with alleys shall be regarded as lot boundary lines and not street right-of-way lines. **(AMENDED 09/27/94; 09/16/97)**

(g) To the extent practicable, portions of subcollector and collector streets that consist of stretches of 800 feet or more uninterrupted by intersections suitable for stop signs shall contain design features intended to discourage speeding and cut-through traffic, including but not limited to one or more of the following:

- (1) Curves with radius of 800 feet or less; or
- (2) Design features described in the town’s Residential Traffic Management Plan.

**(AMENDED 09/16/97)**

**Section 15-218 Street Intersections.**

(a) Streets shall intersect as nearly as possible at right angles, and no two streets may intersect at less than 60°. Not more than two streets shall intersect at any one point, unless the public works director certifies to the permit issuing authority that such an intersection can be constructed with no extraordinary danger to public safety.

(b) Whenever possible, proposed intersections along one side of a street shall coincide with existing or proposed intersections on the opposite side of such street. In any event, where a center line offset (jog) occurs at an intersection, the distance between centerlines of the intersecting streets shall be not less than 150 feet except as provided in subsection (d). **(AMENDED 4/26/88)**

(c) Except as otherwise provided in subsection (d) and (e): **(AMENDED 4/26/88; REWRITTEN 1/26/10)**

- (1) No two streets may intersect with any other street on the same side at a distance of less than 400 feet measured from centerline to centerline of the intersecting street.
- (2) When the intersected street is an arterial, the distance between intersecting streets shall be at least 1,000 feet.

*Art. XIV STREET AND SIDEWALKS (con't)*

(d) The provisions of this section shall not operate to prohibit any property from having direct access onto an adjacent public street, and when a literal application of the provisions of this section would otherwise prohibit all such access, the permit-issuing authority may allow the minimum deviation from the requirements of this section that is necessary to provide reasonable access. **(AMENDED 4/26/88)**

(e) Notwithstanding the foregoing, two streets may intersect with another street on the same side at a distance of less than 400 feet, measured from centerline to centerline of the intersecting streets, if the street with which the two streets intersect is connected to a street within a village mixed use development and a development itself is adjacent to a village mixed use development. However, in no event, may the two streets intersect at a distance of less than 125 feet. **(AMENDED 1/26/10).**

**Section 15-219 Construction Standards and Specifications.**

Construction and design standards and specifications for streets, sidewalks, and curbs and gutters are contained in Appendix C, and all such facilities shall be completed in accordance with these standards.

**Section 15-220 Public Streets and Private Roads in Subdivisions.**

(a) Except as otherwise provided in this section, all lots created after the effective date of this section shall abut a public street at least to the extent necessary to comply with the access requirement set forth in Section 15-211. For purposes of this subsection, the term “public street” includes a pre-existing public street as well as a street created by the subdivider that meets the public street standards of this chapter and is dedicated for public use. Unless the recorded plat of a subdivision clearly shows a street to be private, the recording of such a plat shall constitute an offer of dedication of such street. **(AMENDED 2/14/84)**

(b) Architecturally integrated residential subdivisions containing either twenty-five or more units, or consisting of four or more multi-family townhomes, may be developed with private roads that do not meet the public street and sidewalk standards of this chapter as long as: **(AMENDED 11/26/85; 6/25/02)**

- (1) The proposed development will have direct access onto a public street or, if the tract has access to a public street only via a private road, such private road is improved to public street standards;
- (2) No road intended to be private is planned to be extended to serve property outside that development; and
- (3) The standards applicable to unsubdivided developments set forth in Section 15-221 and 15-222 are complied with.



*Art. XIV STREET AND SIDEWALKS (con't)*

(c) Subdivisions containing any number of lots may be developed with private roads that do meet the public street and sidewalk standards of this chapter but that are not intended for dedication to the public so long as:

- (1) The proposed development will have direct access onto a public street or, if the tract has access to a public street only via a private road, such private road is improved to public street standards;
- (2) No road intended to be private is planned or expected to be extended to serve property outside the development; and
- (3) The subdivider demonstrates to the reasonable satisfaction of the Board that the private roads will be properly maintained.

(d) A subdivision in which the access requirement of Section 15-211 is satisfied by a private road that meets neither the public street standards nor the standards set forth in Section 15-221 may be developed so long as, since the effective date of this chapter, not more than three lots have been created out of that same tract.

- (1) The intent of this subsection is primarily to allow the creation of not more than three lots developed for single-family residential purposes. Therefore, the permit-issuing authority may not approve any subdivision served by a private road authorized under this subsection in which one or more of the lots thereby created is intended for (i) two-family or multi-family residential user or (ii) any non- residential use that would tend to generate more traffic than that customarily generated by three single-family residences.
- (2) To ensure that the intent of this subsection is not subverted, the permit-issuing authority may, among other possible options, require that the approved plans show the types and locations of buildings on each lot or that the lots in a residential subdivision served by a private road authorized under this subsection be smaller than the permissible size lots on which two-family or multi- family developments could be located or that restrictive covenants limiting the use of the subdivided property in accordance with this subsection be recorded before final plat approval.

(e) No final plat that shows lots served by private roads may be recorded unless the final plat contains the following notations:

- (1) “Further subdivision of any lot shown on this plat as served by a private road may be prohibited by the Carrboro Land Use Ordinance.”
- (2) “The policy of the Town of Carrboro is that, if the town improves streets (i) that were never constructed to the standards required in the Carrboro Land Use Ordinance for dedicated streets, and (ii) on which 75% of the dwelling

*Art. XIV STREET AND SIDEWALKS (con't)*

units were constructed after July 1, 1979, 100% of the costs of such improvements shall be assessed to abutting landowners.”

(f) The recorded plat of any subdivision that includes a private road shall clearly state that such road is a private road. Further, the initial purchaser of a newly created lot served by a private road shall be furnished by the seller with a disclosure statement outlining the maintenance responsibilities for the road, in accordance with the requirements set forth in G.S. 136-102.6. The intention of this subsection is to afford the same protection to purchasers of lots on private roads within the town as is provided to purchasers of lots outside the town by G.S. 136-102.6.

(g) For purposes of this section, a private road meets the public street and sidewalk standards of this chapter if it is designed and constructed and sufficient setbacks are provided so that, if intended for dedication, it could be accepted as a public street in conformity with the requirements of this chapter. **(AMENDED 11/26/85)**

(h) Notwithstanding the other provisions of this section, the town may prohibit the creation of a private road if the creation of such a road would avoid the public street interconnection requirements set forth in Sections 15-214 and 15-217(a). **(AMENDED 6/25/02)**

**Section 15-220.1 Design Standards for Village Mixed Use Developments (AMENDED 5/28/02)**

- (a) Village mixed use developments may be designed in accordance with the North Carolina Department of Transportation Traditional Neighborhood Development (TND) Guidelines, August 2000. Where specific NCDOT TND design guidelines have been established, these may supercede any related street design standards contained in this Ordinance, as well as standards and guidelines for utilities, landscaping and similar considerations. In the absence of TND specific design guidelines, the existing standards, criteria, guidelines or policies shall be applied.
- (b) For purposes of implementing the NCDOT TND Guidelines, a village mixed use development shall be deemed to be a “classic” TND.

**Section 15-221 Road and Sidewalk Requirements in Unsubdivided Developments.**

(a) Within unsubdivided developments, all private roads and access ways shall be designed and constructed to facilitate the safe and convenient movement of motor vehicle and pedestrian traffic. Width of roads, use of curb and gutter, and paving specifications shall be determined by the provisions of this chapter dealing with parking (Article XVIII) and drainage (Article XVI). To the extent not otherwise covered in the foregoing articles, and to the extent that the requirements set forth in this article for subdivision streets may be relevant to the roads in unsubdivided developments, the requirements of this article may be applied to satisfy the standards set forth in the first sentence of this subsection.

*Art. XIV STREET AND SIDEWALKS (con't)*

(b) Whenever (i) a lot is proposed to be developed residentially for more than four dwelling units or non-residentially in such a fashion as to generate more than 40 vehicle trips per day, and (ii) if the lot were to be subdivided, a street would be required running through the lot to provide a connection between existing or planned adjacent streets in accordance with the provisions of Sections 15-214 and 15-217(a), then the developer shall be required to construct and dedicate the same street that would have been required had the property been subdivided. On Town-owned properties, the Board of Aldermen may eliminate or reduce the requirements of this section for reservation and/or connection of right-of-way.

**(AMENDED 6/25/02; 06/06/17)**

(c) In all unsubdivided residential developments, sidewalks shall be provided linking dwelling units with other dwelling units, the public street, and on-site activity centers such as parking areas, laundry facilities, and recreational areas and facilities. Notwithstanding the foregoing, sidewalks shall not be required where pedestrians have access to a road that serves not more than nine dwelling units. **(AMENDED 4/24/84)**

(d) Whenever the permit issuing authority finds that a means of pedestrian access is necessary from an unsubdivided development to schools, parks, playgrounds, or other roads or facilities and that such access is not conveniently provided by sidewalks adjacent to the roads, the developer may be required to reserve an unobstructed easement of at least ten feet to provide such access.

(e) In unsubdivided nonresidential developments that abut a public street, sidewalks shall be constructed adjacent to such street if a sidewalk in that location is required by the officially adopted town sidewalk master plan. Whenever possible, such sidewalk shall be constructed within the public right-of-way.

(f) The sidewalks required by this section shall be at least five feet wide, except that, where practicable, the sidewalks in the B-l(c), B-l(g), B-2, and C-T zoning districts shall be at least ten feet wide. Sidewalks are to be constructed according to the specifications set forth in Appendix C, except that the permit issuing authority may permit the installation of walkways constructed with other suitable materials when it concludes that: **(AMENDED 12/08/98; 4/8/03)**

- (1) Such walkways would serve the residents of the development as adequately as concrete sidewalks; and
- (2) Such walkways could be more environmentally desirable or more in keeping with the overall design of the development.

**Section 15-222 Attention to Handicapped in Street and Sidewalk Construction.**

(a) As provided in G.S. 136-44.14, whenever curb and gutter construction is used in public streets, wheelchair ramps for the handicapped shall be provided at intersections and other major points of pedestrian flow. Wheelchair ramps and depressed curbs shall be constructed in

*Art. XIV STREET AND SIDEWALKS (con't)*

accordance with published standards of the N.C. Department of Transportation, Division of Highways.

(b) In unsubdivided developments sidewalk construction for the handicapped shall conform to the requirements of Section (11X) of the North Carolina State Building Code.

**Section 15-223 Street Names and House Numbers.**

(a) Street names shall be assigned by the developer subject to the approval of the permit issuing authority. Proposed streets that are obviously in alignment with existing streets shall be given the same name. Newly created streets shall be given names that neither duplicate nor are phonetically similar to existing streets within the town's planning jurisdiction, regardless of the use of different suffixes [such as those set forth in subsection (b)].

(b) Street names shall include a suffix such as the following:

- (1) Circle: A short street that returns to itself.
- (2) Court or Place: A cul-de-sac or dead-end street.
- (3) Loop: A street that begins at the intersection with one street and circles back to end at another intersection with the same street.
- (4) Street: All public streets not designated by another suffix.

(c) Building numbers shall be assigned by the town as provided in Section 7-32 of the Town Code.

**Section 15-224 Bridges.**

All bridges in subdivided and unsubdivided developments shall be constructed in accordance with the standards and specifications of the N.C. Department of Transportation, except that bridges on roads not intended for public dedication in unsubdivided developments may be approved if designed by a licensed architect or engineer.

**Section 15-225 Utilities.**

Utilities installed in public rights-of-way or along private roads shall conform to the requirements set forth in Article XV, Utilities.

**Section 15-226 Road Standards in the University Lake Watershed.**

Notwithstanding any provision in this ordinance to the contrary, roads in the University Lake Watershed shall not be constructed with curb and gutter. (AMENDED 11/11/86)

**Section 15-227 through 15-235 Reserved.**



## Town of Carrboro

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

### Meeting Minutes Board of Aldermen

Tuesday, June 6, 2017

7:30 PM

Board Chambers - Room 110

**Present:** Mayor Lydia Lavelle, Alderman Damon Seils, Alderman Sammy Slade, Alderman Bethany Chaney, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell

**Also Present:** David Andrews, Town Manager, Catherine Dorando, Town Clerk, Nick Herman, Town Attorney

\*\*\*\*\*

#### **POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS**

Ilana Dubester and Gary Phillips, the Town's poet laureate, read a poem entitled "A Love Song for My People" in Spanish and English in honor of Immigrant Heritage Month.

\*\*\*\*\*

#### **ANNOUNCEMENT OF POLICE DEPARTMENT PROMOTIONS - SERGEANT JAMES WALKER TO LIEUTENANT AND OFFICER TREY KENNEDY TO SERGEANT**

Chief Walter Horton announced the promotions of Lieutenant James Walker and Sergeant Trey Kennedy.

\*\*\*\*\*

#### **PROCLAMATION: HONORING CARRBORO HIGH SCHOOL WOMEN'S SOCCER TEAM FOR THEIR 3RD STRAIGHT STATE CHAMPIONSHIP**

Mayor Lavelle proclaimed June 7th as "Carrboro High School Women's Soccer Day" in the Town of Carrboro and presented the proclamation to the team and coaches.

\*\*\*\*\*

#### **PROCLAMATION: IMMIGRANT HERITAGE MONTH**

Mayor Lavelle proclaimed June 2017 as "Immigrant Heritage Month" in the Town of Carrboro and presented the proclamation to Gio Mollinedo representing El Centro Hispano.

\*\*\*\*\*

**PROCLAMATION: CARRBORO POLLINATOR WEEK**

Mayor Lavelle proclaimed the week of June 18th as "Carrboro Pollinator Week" in the Town of Carrboro and presented the proclamation to Randy Dodd, the Town's Environmental Planner.

\*\*\*\*\*

**PROCLAMATION: PRIDE MONTH**

Mayor Lavelle proclaimed June as "LGBT Pride Month" in the Town of Carrboro.

\*\*\*\*\*

**ANNOUNCEMENT OF UPCOMING MEETINGS**

Catherine Dorando, the Town Clerk, announced the upcoming public meetings.

\*\*\*\*\*

**APPROVAL OF PREVIOUS MEETING MINUTES OF MAY 16, 2017 AND MAY 23, 2017**

**MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN HAVEN-O'DONNELL TO APPROVE THE MEETING MINUTES OF MAY 16, 2017 AND MAY 23, 2017, AS AMENDED. VOTE: AFFIRMATIVE ALL**

\*\*\*\*\*

**BEE CITY USA UPDATE**

The purpose of this item was to provide an update on the Town's participation in the Bee City USA program.

\*\*\*\*\*

**CONSIDERATION OF LAND USE ORDINANCE AMENDMENT RELATING TO ROAD AND SIDEWALK REQUIREMENTS**

The purpose of this agenda item was to provide an opportunity for the Board of Aldermen to consider adoption of an amendment to the Land Use Ordinance relating to road and sidewalk requirements in unsubdivided developments.

Alderman Slade asked that this ordinance be brought back after MLK is developed for further policy discussion.

**A motion was made by Alderman Seils, seconded by Alderman Slade, that this resolution be approved.**

**A RESOLUTION ADOPTING A STATEMENT EXPLAINING THE BOARD OF ALDERMEN'S REASONS FOR ADOPTING AN AMENDMENT TO THE TEXT OF THE CARRBORO LAND USE ORDINANCE**

WHEREAS, an amendment to the text of the Carrboro Land Use Ordinance has been proposed, which amendment is described or identified as follows: AN ORDINANCE AMENDING THE TOWN OF CARRBORO LAND USE ORDINANCE PROVISIONS RELATING TO ROAD AND SIDEWALK REQUIREMENTS.

NOW, THEREFORE, the Board of Aldermen of the Town of Carrboro Resolves:

Section 1. The Board concludes that the above described amendment is consistent with the Board's desire to respond to interests that are identified through site-specific community planning efforts for public facilities.

Section 2. The Board further concludes that the above described amendment is reasonable and in the public interest because it gives an additional layer of consideration by the Board of Aldermen, since the development of town-owned property is approved administratively with a zoning permit and therefore not subject to a quasi-judicial review process.

Section 3. This resolution becomes effective upon adoption.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

**A motion was made by Alderman Slade, seconded by Alderman Seils, that this ordinance be approved.**

**AN ORDINANCE AMENDING TOWN OF CARRBORO LAND USE ORDINANCE  
PROVISIONS RELATING TO ROAD AND SIDEWALK REQUIREMENTS**  
Ordinance No. 20/2016-17

Section 1. Subparagraph (b) of the Town of Carrboro Land Use Ordinance Section 15-221, Road and Sidewalk Requirements in Unsubdivided Development, is amended to read as follows:

(b) Whenever (i) a lot is proposed to be developed residentially for more than four dwelling units or non-residentially in such a fashion as to generate more than 40 vehicle trips per day, and (ii) if the lot were to be subdivided, a street would be required running through the lot to provide a connection between existing or planned adjacent streets in accordance with the provisions of Sections 15-214 and 15-271(a), then the developer shall be required to construct and dedicate the same street that would have been required had the property been subdivided. On Town-owned properties, the Board of Aldermen may eliminate or reduce the requirements of this section for reservation and/or connection of right-of-way.

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

Section 3. This Ordinance shall become effective upon adoption.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

\*\*\*\*\*

**A REQUEST TO ADOPT A RESOLUTION TO AWARD A SERVICE SIDEARM TO A RETIRING POLICE OFFICER**

Police Lieutenant Doug Strowd will retire from the Town of Carrboro Police Department on July 1, 2017 after approximately 30 years of service. The Police Department would like to award Lieutenant Strowd his service sidearm to recognize his dedication to duty and his service to the Town of Carrboro. The Board of Aldermen is requested to adopt by resolution, Town staff's recommendation to award the service side arm to Lieutenant Doug Strowd.

**A motion was made by Alderman Gist, seconded by Alderman Haven-O'Donnell, that this resolution be approved.**

**A RESOLUTION AWARDING A SERVICE SIDE ARM TO RETIRING POLICE OFFICER**

WHEREAS, Police Lieutenant Doug Strowd is retiring from the Town of Carrboro Police Department on July 1, 2017 after approximately thirty years of service; and

WHEREAS, Lieutenant Strowd has demonstrated his dedication to duty and to the citizens of the Town of Carrboro; and

WHEREAS, North Carolina General Statute 20-187.2 allows the governing body of a law enforcement agency to award to a retiring member, upon request, the service side arm of the retiring member;

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the Aldermen adopt this resolution awarding the service side arm to Lieutenant Doug Strowd.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

\*\*\*\*\*

**REQUEST TO AUTHORIZE THE TOWN MANAGER TO AWARD BID FOR 2016-2017 STREET RESURFACING CONTRACT**

The purpose of this agenda item was to grant the Town Manager the authority to approve the award of the bid for 2016-2017 Street Resurfacing Contract.

Alderman Gist requested that the street begin and end points be corrected.

**A motion was made by Alderman Gist, seconded by Alderman Seils, that this resolution be approved.**



**A RESOLUTION AWARDING A CONTRACT FOR THE PROJECT KNOWN AS THE  
2016-2017 STREET RESURFACING CONTRACT**

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

Section 1. The Town Manager is hereby granted the authority to approve the award of the bid for 2016-2017 Street Resurfacing Contract and any change orders with in the budgeted \$551,000.00 amount of the contract.

Section 2. The resolution shall become effective upon adoption.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

\*\*\*\*\*

**A REQUEST TO ISSUE PERMITS FOR THE ANNUAL FOUR ON THE FOURTH ROAD RACE, CARRBORO 10K ROAD RACE, AND THE GALLOP AND GORGE 8K ROAD RACE**

The purpose of this item was to consider Street Closing Permit Applications submitted by Cardinal Track Club for the following three annual road races: Four on the Fourth Road Race, Carrboro 10 K Road Race, and the Gallop and Gorge 8 K Road Race.

**A motion was made by Alderman Gist, seconded by Alderman Haven-O'Donnell, that this resolution be approved.**

**A RESOLUTION AUTHORIZING THE TEMPORARY CLOSING OF THE FOLLOWING  
STREETS TO ACCOMMODATE THE *FOUR ON THE FOURTH ROAD RACE, CARRBORO  
10K ROAD RACE, AND GALLOP AND GORGE 8K ROAD RACE.***

Section 1. The following streets shall be temporarily closed on Tuesday, July 4, 2017 from 7:45 AM to 10:00AM to accommodate the *Four on the Fourth Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Old Fayetteville Rd. to Carol St.
2. Carol Street to Lorraine St.
3. Lorraine Street to Hillsborough Rd.
4. Hillsborough Road to West. Main St.
5. West Main Street to James St.
6. James Street to Carol St.
7. Carol St. to Old. Fayetteville Rd.
8. Finish at McDougle Middle School

The following streets shall be temporarily closed on Saturday, October 7, 2017 from 8:00 AM to 11:00 AM to accommodate the *Carrboro 10 K Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Old Fayetteville Rd. to Carol St.
2. Carol St. to James St.
3. James St. to Lorraine St.
4. Lorraine St to Hillsborough Rd.
5. Hillsborough Road to Simpson St.
6. Simpson St. to West Main St.
7. West Main St. to Hillsborough St.
8. Hillsborough St. to Oak St.
9. Oak St. to North Greensboro St.
10. North Greensboro St. to Morningside Dr.
11. Morningside Dr. to Blueridge Rd.
12. Blueridge Rd. to Spring Valley Rd.
13. Spring Valley Rd to Pathway Dr.
14. Pathway Dr. to Parkview Dr.
15. Parkview Dr. to Hillsborough Rd.
16. Hillsborough Rd. to James St.
17. James St. to Rainbow Dr.
18. Rainbow Dr. to Lisa Dr.
19. Lisa Dr to Carol St.
20. Carol St. to Old Fayetteville Rd
21. Finish at McDougle Middle School

The following streets shall be temporarily closed on Thursday, November 23, 2017 from 8:00 AM to 11:00 AM to accommodate the *Gallop and Gorge 8K Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Weaver St. to Elm St.
2. Elm St. to E. Poplar St.
3. E. Poplar to W. Main St.
4. W. Main St. to Hillsborough Rd.
5. Hillsborough Rd. to High St.
6. High St. to W. Main St.
7. W. Main St. to Simpson St.
8. Simpson St. to Mary St.
9. Mary St. to Lorraine St.
10. Lorraine St. to James St.
11. James St. to Carol St.
12. Carol St. to Lisa Dr.
13. Lisa Dr. to Quail Roost Dr.
14. Quail Roost Dr. to James St.
15. James St. to Hillsborough Rd.
16. Hillsborough Rd. to Cheek St.
17. Cheek St. to Milton Dr.
18. Milton Dr. to N. Greensboro St.
19. N. Greensboro St. to Shelton St.
20. Shelton St. to Oak Ave.
21. Oak Ave. to W. Weaver St.
22. Finish on E. Weaver St.

Section 2. The Town shall supply the appropriate traffic control devices to give notice of the temporary traffic controls.

Section 3. No person may operate any vehicle contrary to the traffic control devices installed in accordance with Section 2 of this resolution.

Section 4. The Event Coordinator will be responsible for notifying Central Communications when the street is closed and when it is reopened to vehicular traffic.

Section 5. Applicant shall post signs at roadway intersections along race course, 5-7 days before the event, to notify the public about the running race.

Section 6. Applicant will be responsible for all costs incurred by Police, Fire and Public Works to facilitate this event. Applicant will be sent an itemized bill for the final costs incurred by Police, Fire and Public Works.

Section 7. This resolution shall become effective upon adoption.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

\*\*\*\*\*

**APPROVAL OF COMMUNICATIONS PLAN**

The purpose of this item was to adopt the Communications Plan originally presented to the Board of Aldermen in April.

**MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN HAVEN-O'DONNELL TO APPROVE THE COMMUNICATIONS PLAN. VOTE: AFFIRMATIVE ALL**

\*\*\*\*\*

**CONTRACT AMENDMENT FOR TRANSPORTATION PLANNING SERVICES WITH VHB ENGINEERING FOR THE PARKING PLAN**

The purpose of this item was for the Board of Aldermen to consider authorizing the Town Manager to approve an amendment to the contract with VHB for transportation planning services relating to the Parking Plan.

**A motion was made by Alderman Slade, seconded by Alderman Seils, that this resolution be approved.**

**A RESOLUTION AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH VHB ENGINEERING FOR TRANSPORTATION PLANNING SERVICES FOR THE PARKING PLAN**

WHEREAS, on November 18, 2015, the Board of Aldermen awarded a contract to VHB Engineering for transportation planning services to prepare a parking plan at a cost not to exceed \$75,000; and,

WHEREAS, the costs associated with completion of the plan is expected to total \$78,500.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Town Manager is authorized to negotiate and amend the existing contract with VHB Engineering for completion of the parking plan at a cost not to exceed \$78,500.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

\*\*\*\*\*

**CONSIDERATION OF TOWN CODE AMENDMENTS RELATING TO BIKE LANES AND ON-STREET PARKING**

The purpose of this agenda item was for the Board of Aldermen to consider four amendments to the Town Code relating to bike lanes and on-street parking.

Tina Moon, the Town's Planning Administrator, provided the staff report.

Michael Meredith, a resident of Bolin Forest, questioned the traffic peak hours on Pathway Drive, the year in which the ordinance was adopted, Cobblestone private parking, and stated that it is awkward to not have on street parking on Pathway Drive.

Susan Heaton, a resident of 207 Broad Street, stated that if you start making special requests for each house then you will end up having a bigger issue with parking. She suggested that the resident fix her gate rather than wasting tax money to restrict parking. She stated that she does not go down Cobb Street because the trucks are stopped for deliveries.

Cinnamon Larson, a resident of Pathway Drive, stated that cars that are parked on the street have not been an issue and that most people bike in the center of the street. She stated that it is safer to have cars parked on the street rather than in driveways that need to be shuffled.

Glem Self, a resident of Broad Street, stated that they do not want parking on both sides of the street and that the owner of the property should have their gate open in a different direction. She stated that Cobb Street is the main passage way to Broad Street but is usually blocked by delivery trucks. She stated that there does not need to be additional parking on Cobb Street.

Cambise Aguafor, a resident of Pathway Drive, stated that he agrees with Cinnamon's statement and that there are certain types of the year acorns fall heavily and he has found an area on the street where he can protect his car the most and that he feels limiting the on-street parking is unfair.

Heidi Middendorf, a resident of Pathway Drive, read an email from her husband that is a member of the Carolina Tarwheel Bicycling club, he stated that bike lanes are helpful when there is a high volume of traffic. She suggested that the need for bike lanes be studied on Pathway Drive.

Wes Johnson, a resident of Pathway Drive, stated that he thinks the resident on Cobb Street should fix their gate, that a delivery zone should be added to Broad Street, and asked why there are bike lanes on Pathway Drive.

Tom Barta, a resident of Pathway Drive, stated that he is generally a fan of bike lanes but Pathway Drive is a dead-end. He stated that the driveways are not constructed large enough in the neighborhood and that on-street parking is convenient. He also stated that on-street parking is necessary for guest parking.

Carolyn Strowd, a resident of 214 Broad Street, stated that the parking should stay as-is and that landlords should have enough parking for their renters. She stated that the neighbor should fix the fence instead of marking the street with more white lines. She stated that Cobb Street is often blocked and that is a problem for access.

Alderman Chaney asked if there was a mechanism to allow auxiliary short-term event parking on Hillsborough Road during temporary events such as estate sales, bereavements, or family celebrations. Nick Herman stated that the Police Department would look at those situations as a non-enforcement situation. Alderman Chaney suggested some way of providing guidance within the ordinance on how to handle instances with such parking need.

**A motion was made by Alderman Seils, seconded by Alderman Haven-O'Donnell, that this ordinance be approved.**

AN ORDINANCE AMENDING THE TOWN CODE TO EXTEND BIKE LANES ALONG  
HILLSBOROUGH ROAD  
Ordinance No.21/2016-17

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. Article VIII of Chapter 6, Section 6-34 of the Carrboro Town Code (Establishment of Bikeways) (1)(g) is amended to read as follows:

(g) A 6-foot strip along the outside edge of the roadway on both sides of Hillsborough Road from Main Street to Old Fayetteville Road.

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

Section 3. This ordinance shall become effective upon adoption. Mayor Lavelle closed the public hearing.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Alderman Seils stated that he would like to know if there had been a speed study on Pathway Drive. He stated that he would rather see a sharrow than a bicycle lane on Pathway Drive and that he feels ok with leaving the remainder of Pathway Drive, as-is.

Alderman Chaney stated that she agrees with the residents that the gate placement should be addressed on Broad Street. She also stated that she wants to monitor the residential parking provided for renters. She stated that she is not in favor of adding markings in front of the gate, as additional owners may request the same in the future. She stated that the loading and unloading issue seems to be the problem

on Cobb Street. She stated that the peak hour does not make sense on Pathway Drive as it does downtown so she empathizes with the residents and is not in support of the parking restrictions at all. She asked if there could be a bicycle lane and a buffer that allows parking and the lane. She stated that she is unmoved by the effect of bike lanes on Pathway Drive toward the goal of achieving Gold Bicycle Friendly Community.

Alderman Gist stated that the fence should be fixed on Broad Street. She stated that on Cobb Street she would like to examine having a no-loading/unloading zone and if that is not possible, having a time-limited loading zone. She stated that she would like to see a report on parking restrictions on residences that are being rented so that parking is adequately provided. She stated that on Pathway Drive, the bike lanes may not make sense 30 years after they were approved. She stated that a sharrow or a bike boulevard would be a great option for the entirety of Pathway Drive. She stated that it is unfair to make people move their cars twice a day for no reason and would like to allow parking at all times.

Alderman Slade stated that when the bike plan is updated he would like to be more sensitive in placement of bike lanes placed by traffic volume. He stated that Poplar Avenue is a great example of multimodal transportation. He stated that he agrees that the gate should be moved rather than parking changed to accommodate that specific location.

Alderman Haven-O'Donnell stated that she would like a loading zone researched on Cobb Street. She asked that the businesses be included in the discussion about creating a loading zone. Tina Moon noted that there is a loading zone but that it could be reconfigured. She agreed that the gate be fixed on Broad Street. She stated that she agrees with others about Pathway Drive and would leave that part of Pathway Drive parking, as-is. She stated that along Pathway Drive, between Spring Valley and Cates Farm, that the restriction is for parking between the peak hours. She suggested that those hours be adjusted because those are not the true peak hours. She also stated that the morning peak restriction could also be examined or eliminated. She stated that she would like to see a bike boulevard researched on Pathway as well.

**MOTION WAS MADE BY ALDERMAN SLADE, SECONDED BY ALDERMAN CHANEY FOR STAFF TO REPORT BACK ON THE DISCUSSIONS PERTAINING TO COBB STREET, BROAD STREET, AND HILLSBOROUGH ROAD AT A LATER DATING KEEPING IN MIND THE BOARD'S DISCUSSION. STAFF SHOULD ALSO INCLUDE IF ROADS ARE WIDE ENOUGH FOR BOTH BICYCLE LANES AND DESIGNATED ON-STREET PARKING, AND REPOT ON PARKING REGULATIONS FOR RENTALS. VOTE: AFFIRMATIVE ALL**

\*\*\*\*\*

### **CREATION OF A STORMWATER MANAGEMENT UTILITY**

The purpose of this item was for the Board of Aldermen to consider approving an ordinance amending the town code to add a new chapter (18) establishing a stormwater management utility for the Town of Carrboro, effective July 1, 2017.

Nate Broman-Fulks, the assistant to the Town Manager, provided the staff report.

Alderman Chaney stated that duplexes do not show up in the definitions and asked staff to look into that. She stated that the utility will now allow for fee discounts or waivers based on income, and therefore wants to see funds added to the Affordable Housing Fund to assist with fees, especially for new units. She asked that the stormwater manager work with the Planning Department to examine impervious

surface requirements as related to grave and other landscaping techniques to better accommodate innovations and best practices in design as well as materials.

Alderman Slade stated that he wants the stormwater utility manager to be paid through the collected fees. He stated that many properties are located in flood plains and he wants to be clear that this utility will not solve every problem.

**A motion was made by Alderman Haven-O'Donnell, seconded by Alderman Gist, that this ordinance be approved.**

AN ORDINANCE AMENDING THE TOWN CODE OF THE TOWN OF CARRBORO TO ADD A  
NEW CHAPTER 18 ESTABLISHING A STORMWATER UTILITY PUBLIC ENTERPRISE FOR  
THE TOWN OF CARRBORO

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. The Town of Carrboro Town Code is amended to add a new Chapter 18, a copy of which is attached as Addendum A to this Ordinance and is incorporated herein by reference in its entirety.

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

Section 3. This ordinance shall become effective on July 1, 2017.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 6th day of June, 2017.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

CHAPTER 18

STORMWATER MANAGEMENT  
UTILITY

Article I – General Provisions

- Section 18-1 Findings
- Section 18-2 Purpose
- Section 18-3 Definitions Applicable to Article
- Section 18-4 Establishment of a Stormwater Management Utility and Enterprise Fund
- Section 18-5 Jurisdiction

Article II – Establishment of Stormwater Service Charge and Credits

- Section 18-6 Rate Structure
- Section 18-7 Schedule of Fees and Charges
- Section 18-8 Billing and Collection
- Section 18-9 Exemptions and Credits Applicable to Stormwater Management Service Charges

Article III – Use of Stormwater Utility Funds

- Section 18-10 Disposition of Service Charges and Fees
- Section 18-11 Miscellaneous

**Article I GENERAL**

**PROVISIONS**

Section 18-1 Findings

- (a) Water quality standards mandated by state and federal law require that local governments develop more detailed, advanced, and costly stormwater programs.
- (b) Effective stormwater management should be provided to protect, to the extent practicable, the citizens of the town from the loss of life and property damage from flooding.
- (c) The construction, operation, and maintenance of stormwater conveyance systems requires long term planning and stable and adequate funding.
- (d) G.S. Chapter 160A, Article 16, authorizes the town to acquire, construct, establish, enlarge, improve, extend, maintain, own, operate, and contract for the operation of stormwater management programs designed to protect water quality by controlling the level of pollutants in, and the quantity and flow of, stormwater and structural and natural stormwater and drainage systems of all types.
- (e) The establishment of a stormwater management utility that would be accounted for as a separate enterprise fund and would facilitate the provision of a stormwater management program is reasonable and in the public interest.
- (f) G.S. 160A-314 authorizes the Town of Carrboro to establish and revise, from time to time, a schedule of rates and charges to fund the stormwater management program activities including both structural and natural stormwater conveyance and drainage system services provided by the stormwater management utility.

Section 18-2 Establishment and Purpose

A stormwater management utility is hereby created for the purpose of comprehensively addressing the stormwater management needs of the town. The town's stormwater management needs are met herein (1) through programs designed to protect and manage water quality and quantity by controlling the level of pollutants in stormwater runoff, and the quantity and rate of stormwater received and conveyed by structural and natural stormwater and drainage systems of all types, (2) by providing for the establishment of a schedule of charges, (3) by defining the control, collection, and disbursement of funds, and (4) by setting forth penalties, methods of appeals and exemptions.

Section 18-3 Definitions applicable to article



For the purpose of this article, the following words, terms, and phrases shall have the meanings given to them in this section, except where the context clearly indicates a different meaning:

*Developed land* shall mean a land parcel altered from its natural state.

*Drainage system* shall mean natural and structural channels, swales, ditches, swamps, rivers, streams, creeks, wetlands, branches, reservoirs, ponds, drainage ways, inlets, catch basins, gutters, pipes, culverts, bridges, head walls, storm sewers, lakes, and other physical works, properties, and improvements that transfer, control, convey or otherwise influence the movement of storm water runoff.

*Equivalent residential unit (ERU)* is a unit of measure of impervious surface (in square feet) that represents the impervious surface area on the average single-family residential parcel in the town as a unit of comparison. ERU shall mean, for the purposes of this article, 2,800 square feet of impervious surface.

*Impervious surface* shall mean developed areas of land that prevent or significantly impede the infiltration of stormwater into the soil. Typical impervious surfaces include, but are not limited to: Roofs, sidewalks, walkways, patios, swimming pools, private driveways, parking lots, access extensions, alleys and other paved, engineered, compacted or gravel surfaces containing materials that prevent or significantly impede the natural infiltration of stormwater into the soil. *Natural state* shall describe existing undeveloped land where the soil and vegetation characteristics have not been substantially modified or disturbed by human activities and the hydrologic function is in an unaltered or natural condition.

*Nonresidential parcel* shall mean a parcel that is developed land not used as a single-family residence; this includes, but is not limited to, commercial, industrial, institutional properties, and apartment complexes.

*Residential parcel* shall mean a parcel with a single-family residential structure used as a single-family dwelling and whose primary uses is as a single-family residence; residential condominiums/townhomes subdivided as individual parcels are considered residential parcels.

*Service charge* shall mean a stormwater management service charge, applicable to a land parcel, which generally reflects the impact on or demand for stormwater management services provided by the town to properly control and manage stormwater runoff quantity and/or quality associated with the land parcel. The service charge may vary from one land parcel to another based on the impervious surface and pollution load. The service charge may vary for the same class of service in different areas of the town limits and may vary according to classes of service.

*Stormwater* shall mean the runoff from precipitation that travels over natural state or developed land surfaces and enters a drainage system.

*Stormwater utility manager* is a person working for or on behalf of the town to administer the stormwater management program.

*Stormwater management program* shall mean an identified set of measures and activities designed to protect, restore and/or manage stormwater quality by controlling and/or reducing pollutants and to reduce and/or manage stormwater quantity by controlling velocity, volume, and rate.

*Stormwater management utility* shall mean an organizational structure established by the town, that is responsible for funding, administering, and operating the town's stormwater management program, and that is supported through a rate structure based on the impervious surface area and found on land parcels located within the town limits.

*Town limits* shall mean all land within the corporate limits of the Town of Carrboro.

*Undeveloped land* shall mean all land that is not altered from its natural state.

#### Section 18-4 Establishment of a stormwater management utility and enterprise fund

- (a) There is hereby established a Town of Carrboro Stormwater Management Utility that shall be responsible for implementing, operating, and administering the town's stormwater management program as defined herein.
- (b) There is hereby established a Town of Carrboro Stormwater Management Enterprise Fund for the purpose of dedicating and protecting funding applicable to the responsibilities of the stormwater management utility including, but not limited to, rents, rates, fees, charges, and penalties as may be established after due notice having been given and a public hearing held by the Board of Aldermen as required by G.S. 160A-314(a1)(1). The hearing may be held concurrently with the public hearing on the proposed budget ordinance. Funding may also include other funds transferred or allocated to the stormwater management utility by the Board of Aldermen. All revenues and receipts of the stormwater management utility shall be placed in the stormwater management enterprise fund and all expenses of the stormwater management utility shall be paid from the stormwater management enterprise fund, except that other revenues, receipts, and resources not accounted for in the stormwater management enterprise fund may be applied to stormwater management activities as deemed appropriate by the Board of Aldermen.

#### Section 18-5 Jurisdiction

The jurisdiction of the stormwater management utility shall extend throughout the town limits of the Town of Carrboro.

### **Article II**

#### **ESTABLISHMENT OF STORMWATER SERVICE CHARGE AND CREDITS**

#### Section 18-6 Rate structure (Reserved for future adoption)

#### Section 18-7 Schedule of fees and charges

The schedule of rates, fees, charges, and penalties, if any, related to this article shall be adopted after notice and a public hearing as required by G.S. 160A-314. As set out in G.S. 160A-314, the hearing may be held concurrently with the public hearing on the town's proposed budget. The schedule of rates, fees, charges, and penalties shall apply to all land parcels within the town limits, except as may be altered by credits or exemptions provided in this article.

#### Section 18-8 Billing and collection

- (a) *Method of billing.* Billing and collection of the stormwater management utility service charges for stormwater management services and facilities which may be adopted shall be billed with property taxes under the general administration of the town manager. Stormwater management utility service charges may be made payable in the same manner as property taxes, or in such other manner as may be determined by the town manager.
- (b) *Delinquencies.* Stormwater management utility service charge billings that are not paid within the time allowed for the payment of property taxes shall be collected by any remedy provided by law for collecting and enforcing private debts or in any other manner authorized by law.

- (c) *Application of payment.* Payment will be applied to a customer's bill in the following order:
- (1) Interest, to the extent allowed by law.
  - (2) Civil penalties assessed pursuant to this article.
  - (3) Stormwater management utility service charge.
- (d) *Appeal of disputed bills and adjustments.* If any citizen wishes to dispute a stormwater management utility service charge billing or any other rents, rates, fees, charges, or penalties adopted pursuant to this article, that citizen must submit a written appeal within 60 days from the date of billing, stating the reasons for the appeal, and providing information pertinent to the calculation of the billed charge. A timely appeal shall stay the penalty deadlines. An appeal of a disputed bill shall be filed with the stormwater utility manager for review and disposition. If the citizen is not satisfied with the disposition of the appeal, the citizen may further appeal the disputed charge to the town manager or his designee who shall make the final ruling on the validity of the appeal.

#### Section 18-9 Exemptions and credits applicable to stormwater management service charges

- (a) *Statement of policy.* Except as provided in this section, no public or private property shall be exempt from stormwater management utility service charges or receive a credit or offset against such stormwater management utility service charges. No exemption or reduction in stormwater management utility service charges shall be granted based on the age, tax or economic status, race, or religion of the customer, or other condition unrelated to the cost of providing stormwater services and facilities.
- (b) *Exemptions.* No public or private property shall be exempt from stormwater management utility service charges, with the following exceptions:
- (1) Publically dedicated roads, streets, greenways, sidewalks and other publically dedicated rights-of-way and easements for vehicular or pedestrian traffic that are available for use by the general public for transportation purposes, shall be exempt from town stormwater management utility service charges. This exemption shall not apply to internal site roadways within public or private facilities.
  - (2) Railroad rights-of-way used or formerly used for trackage shall be exempt from town stormwater management utility service charges. This exemption shall not be construed to apply to railroad stations, maintenance buildings, or other developed land used for railroad purposes.
  - (3) Undeveloped land, open space or land parcels with fewer than 500 square feet of impervious surface area.
  - (4) Parcels maintained by homeowner associations as open space or with engineered stormwater control measures.
  - (5) Town-owned property.
- (c) *Credits.* The following credits may be allowed upon adoption of a credit application instruction manual by the Town Board:
- (1) Non-residential parcels that provide measures to mitigate the impacts of runoff on the stormwater system beyond what was required at the time the project was approved by the town may be eligible for one or more credits to the stormwater management utility service charge.
  - (2) The credit application instruction manual may be approved by the Town Board and placed on

file with the town clerk at which time it shall be followed in establishing applicable credits to a customer's stormwater management utility service charge.

- (3) Each credit allowed against a customer's stormwater management utility service charge shall be conditioned on continuing compliance with the performance standards set forth in the credit application instruction manual and may be rescinded for noncompliance with those standards.
- (4) Each credit for which a customer applies shall be subject to review and approval by the stormwater utility manager. The stormwater utility manager may approve or reject any application for a credit in whole or in part.

### **Article III**

## **USE OF STORMWATER UTILITY ENTERPRISE FUNDS**

### **Section 18-10 Disposition of service charges and fees**

Stormwater management utility service charge and fee revenues shall be assigned and dedicated solely to the stormwater management enterprise fund in the town budget and accounting system, which shall be and remain separate from other funds, and shall be used only to fund identified stormwater management program activities. The services charges and fees paid to and collected by virtue of the provision of this article shall not be used for general or other governmental or proprietary purposes of the town, except to pay for costs incurred by the town in rendering services associated with the stormwater management utility.

### **Section 18-11 Miscellaneous**

- (a) The ordinance from which this article is derived supersedes all other town ordinances, or parts of ordinances in conflict herewith.
- (b) Any part or provision of the ordinance from which this article is derived found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or of the State of North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the Ordinance.

\*\*\*\*\*

## **REVIEW OF ALTERNATIVES - INTERSECTION IMPROVEMENTS AT MERRITT MILL- FRANKLIN-E. MAIN - BREWER**

The purpose of this item was for the Board of Aldermen to receive information on alternative improvements being designed to alleviate congestion and increase safety at this intersection and consider communicating support for NCDOT's continued work on the project.

Trish McGuire, the Town's Planning Administrator, provided the staff report.

Alderman Gist stressed the importance of public participation on this project.

Mayor Lavelle stated that it may help the intersection to have a flashing light or pedestrian crossing

added at Boyd Street and East Main Street for Alternative 7.

Alderman Chaney asked for town staff to talk to the affected owners to understand their perspective on the proposed designs.

Neighborhood notification is very important for the meetings.

Alderman Haven-O'Donnell stated that she is concerned about the longstanding businesses and asked that they all be contacted. She stated that the AME church is a historic building in Carrboro.

Alderman Seils stated that while he understands that this is a highway funds project that he would rather focus more on what the Town can do to better pedestrian improvements. Trish McGuire stated that at some point, this project may not be a highway project due to the pedestrian features. At that time, the project would need to be rescored but she feels that the project may be moving in that direction.

**A motion was made by Alderman Haven-O'Donnell, seconded by Alderman Seils, that this resolution be approved.**

**A RESOLUTION PROVIDING INPUT ON U-5847, INTERSECTION IMPROVEMENTS AT MERRITT MILL-FRANKLIN –MAIN-BREWER**

WHEREAS, a project to improve the intersection of Brewer Lane-West Franklin Street-East Main Street-Merritt Mill Road Lane received State funding and is programmed to be constructed in FY19; and

WHEREAS, conceptual design has been underway with an alternatives analysis yielding descriptions of benefits associated with the different types of improvements; and

WHEREAS, NCDOT has requested information from the Towns of Carrboro and Chapel Hill on whether there is continued interest in this project; and

WHEREAS, staff of both towns have reviewed the alternatives, identified two that seem to meet many of the identified interests, and requested clarifying information from the project designers; and

WHEREAS, the Board of Aldermen has received information on the project and discussed the alternatives.

NOW, THEREFORE BE IT RESOLVED that the Carrboro Board of Aldermen requests that the North Carolina Department of Transportation (NCDOT) proceed with its work to evaluate and select improvements to the Merritt Mill-Franklin-Main-Brewer intersection,

BE IT FURTHER RESOLVED that the Carrboro Board of Aldermen directs staff to meet with affected property owners to gain their perspective on the proposed alternatives.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

\*\*\*\*\*

**A DISCUSSION OF OPTIONS RELATED TO FILLING A VACANT SEAT ON THE  
CARRBORO BOARD OF ALDERMEN**

The purpose of this item was to allow the Board of Aldermen to discuss options available for filling a vacant seat on the Board and if decided, to call a special election.

**A motion was made by Alderman Slade, seconded by Alderman Gist, that this resolution be approved.**

**A RESOLUTION DECIDING HOW A VACANCY ON THE CARRBORO BOARD OF ALDERMEN  
SHALL BE FILLED**

WHEREAS, Michelle Johnson resigned from the Board of Aldermen effective May 31, 2017, and;

WHEREAS, Michelle Johnson's term expires in December of 2019, and;

WHEREAS, the Charter of the Town of Carrboro requires that whenever a seat on the Board of Aldermen (other than that of the Mayor) becomes vacant at a time when one year or more of the term of office of that seat remains unexpired, that such seat shall be filled by an appointment by the board of aldermen in accordance with provisions of G.S. 160A-63 or by special election, and;

WHEREAS, the special election shall be called by the Board of Aldermen by the adoption of a resolution pursuant to G.S. 163-287 at the next regular meeting of the Board after the vacancy occurs, and;

WHEREAS, the special election may be set as the same date as the municipal general election on November 7, 2017.

**SECTION 1. NOW, THEREFORE, BE IT RESOLVED BY THE CARRBORO BOARD OF  
ALDERMAN THAT:**

1. A special election is hereby called for: November 7, 2017
2. The Filing Fee shall be: \$10.00
3. The filing period shall be: July 7, 2017 at noon and ending on July 21<sup>st</sup>, 2017 at noon.
4. Early voting locations will be the same as the general municipal election and begin on October 19, 2017.
5. The Town Clerk is hereby authorized to forthwith deliver this Resolution to and call upon the Orange County Board of Elections to conduct the election described in this Resolution.
6. If there is a Board Meeting scheduled for the Tuesday of the Election, it is hereby cancelled.
7. This resolution shall be effective immediately upon adoption.

**This the 6th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Slade, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

\*\*\*\*\*

**CLOSED SESSION - NCGS 143.318.11(A)(3)(4)**

**MOTION WAS MADE BY ALDERMAN CHANEY, SECONDED BY ALDERMAN SEILS TO ENTER INTO CLOSED SESSION PURSUANT TO NCGS 143.318.11(A)(3)(4). VOTE: AFFIRMATIVE ALL**

\*\*\*\*\*

**OPEN SESSION**

**MOTION WAS MADE BY ALDERMAN SLADE, SECONDED BY ALDERMAN CHANEY TO ENTER INTO OPEN SESSION. VOTE: AFFIRMATIVE ALL**

\*\*\*\*\*

**ADJOURNMENT**

**MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN HAVEN-O'DONNELL TO ADJOURN THE MEETING. VOTE: AFFIRMATIVE ALL**







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 17-384

---

**Agenda Date:** 1/16/2018

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

---

### **TITLE:**

Discussion of Options for the 2018 Board of Aldermen Retreat

**PURPOSE:** The purpose of this item is for the Board of Aldermen to discuss various options for a Board retreat.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Rebecca Buzzard, 918-7438

**INFORMATION:** Staff requests further Board direction on several items related to planning the retreat.

1. Please discuss possible dates.
2. Does the Board have any suggestions for locations? Past retreats have been held at the Rizzo Conference Center, OWASA offices, Carrboro High School and the Stone House. Other locations could be considered such as the Aquaduct, Carrboro Elementary Library, the ArtsCenter or the Hampton Inn.
3. Does the Board wish to appoint a retreat planning committee?
4. What topics does the Board want on the agenda this year?
5. Does the Board wish to have the retreat facilitated?

After this discussion, staff should be able to prepare a future agenda item that will schedule the retreat.

**FISCAL & STAFF IMPACT:** Cost of the 2018 retreat will depend on the Board's proposed location, length of the retreat, and the choice of a facilitator (if needed).

**RECOMMENDATION:** Town staff recommends that the Board discuss the various issues associated with planning a retreat. If a planning committee is selected, the Board should vote to appoint the members.