



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Tuesday, April 10, 2018

7:30 PM

Board Chambers - Room 110

7:30-7:40

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

7:40-7:45

B. ANNOUNCEMENT OF UPCOMING MEETINGS

7:45-7:50

C. CONSENT AGENDA

1. [17-476](#) Approval of Previous Meeting Minutes of March 27, 2018
PURPOSE:
2. [17-477](#) Amendment to the Town of Carrboro Advisory Board Recruitment and Appointment Policy to Clarify Dual Advisory Board Membership

PURPOSE: The purpose of this item is to clarify the Board's preference to appoint volunteers to only one advisory board at a time.

Attachments: [Attachment A - Draft - A RESOLUTION AMENDING THE TOWN OF CARRBORO ADVISORY BOARD RECRUITMENT AND APPOINTMENT POLICY TO CLARIFY DUAL ADVISORY BOARD MEMBERSHIP.docx](#)

3. [17-475](#) Request to Make an Appointment to the Economic Sustainability Commission

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to make an appointment to the Economic Sustainability Commission.

Attachments: [Attachment A - Appointment Resolution](#)
[Economic Sustainability Commission Applications 2018.pdf](#)

D. OTHER MATTERS

7:50-8:00

1. [17-473](#) Consideration and Possible Approval of a Development Agreement Between the Town of Carrboro and the ArtsCenter Regarding the 203 South Greensboro Project

PURPOSE: The purpose of this item is to provide the Board of Aldermen with an opportunity to consider and approve a Development Agreement between the Town and the ArtsCenter that will allow both parties to cooperatively proceed with the planning, design, and construction of the project, and possibly to incorporate space specifically designed for use by the ArtsCenter.

Attachments: [Attachment A - Resolution](#)
[Attachment B - Development Agreement](#)

8:00-8:15

2. [17-474](#) Request to Make Appointments to the Transportation Advisory Board

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to make appointments to the Transportation Advisory Board

Attachments: [Attachment A - Appointment Resolution](#)
[Attachment B -Chair Forms and Applications](#)
[Attachment C - Transportation Advisory Board Information Matrix April 2018.pdf](#)

E. WORK SESSION**8:15-9:00**

1. [17-472](#) Assessing and Engaging Stakeholders towards a Comprehensive Plan for Carrboro

PURPOSE: The purpose of this item is to provide the Board of Aldermen with an opportunity to consider a strategy for identifying and engaging stakeholders of a comprehensive plan for the Town.

Attachments: [Attachment A - Memo](#)
[Attachment B - 1-9-2018 Worksession notes](#)

F. MATTERS BY TOWN MANAGER**G. MATTERS BY TOWN ATTORNEY**

H. MATTERS BY BOARD MEMBERS



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Agenda Item Abstract

File Number:17-477

Agenda Date: 4/10/2018

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Amendment to the Town of Carrboro Advisory Board Recruitment and Appointment Policy to Clarify Dual Advisory Board Membership

PURPOSE: The purpose of this item is to clarify the Board's preference to appoint volunteers to only one advisory board at a time.

DEPARTMENT: Town Clerk/Town Attorney

CONTACT INFORMATION: Cathy Dorando and Nick Herman

INFORMATION: During the April 4, 2018 Board of Aldermen meeting the Board directed the Town Clerk and Town Attorney to draft language to include in the Town of Carrboro Advisory Board Recruitment and Appointment Policy that clarifies the Board's preference of appointing volunteers to serve on only one advisory board at a time.

The attached resolution authorizes the Town Clerk to amend the policy by adding language to the "Recruitment and Appointment Process" section as follows:

o. As a presumptive policy, the Board of Aldermen will not appoint a person to serve on multiple advisory boards or commissions at the same time. However, the Board retains the discretion to make exceptions to this policy.

The resolution also authorizes the Town Clerk to amend the advisory board application to reflect this change.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: It is recommended that the Board of Aldermen adopt the attached resolution.

A RESOLUTION AMENDING THE TOWN OF CARRBORO ADVISORY BOARD
RECRUITMENT AND APPOINTMENT POLICY TO CLARIFY DUAL ADVISORY
BOARD MEMBERSHIP

NOW, THEREFORE BE IT RESOLVED, BY THE CARRBORO BOARD OF ALDERMEN
THAT THE TOWN CLERK IS HEREBY DIRECTED TO:

Section 1: Amend the Town of Carrboro Advisory Board Recruitment and Appointment Policy
by adding the following language to the “Recruitment and Appointment Process” section:

- o. As a presumptive policy, the Board of Aldermen will not appoint a
person to serve on multiple advisory boards or commissions at the
same time. However, the Board retains the discretion to make
exceptions to this policy.

Section 2: Amend the Advisory Board Application to reflect this language

Section 3: This resolution is effective immediately upon adoption.



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Version: 1

TITLE:

Request to Make an Appointment to the Economic Sustainability Commission

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to make an appointment to the Economic Sustainability Commission.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Cathy Dorando, 919-918-7309

INFORMATION: The Economic Sustainability Commission currently has three seats available for appointment. Bob Saunders is the current chair of the Economic Sustainability Commission and while he did not provide the chair forms for the Board's review, he indicated via email that he recommends all applicants for appointment. The Board appointed David Darr, Tanya Jisa and reappointed Arthur "Beven" Ramsey to the Economic Sustainability Commission on April 3, 2018. The Town Clerk checked with Jim Porto on his advisory board preference (he had indicated an interest in two advisory boards) and he wants to be appointed to the Economic Sustainability Commission.

The attached resolution appoints Jim Porto to the Commission.

FISCAL & STAFF IMPACT: N/A

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

ATTACHMENT A

**A RESOLUTION MAKING APPOINTMENT(S) TO THE
ECONOMIC SUSTAINABILITY COMMISSION**

Section 1: THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING
APPLICANT(S) TO THE ECONOMIC SUSTAINABILITY COMMISSION:

Seat Designation	Appointee	Term Expiration
Downtown Resident	Jim Porto	2/2019

Section 2. This resolution shall become effective upon adoption.

Print

Advisory Board Application - Submission #2925

Date Submitted: 12/7/2017

First Name*

Jim

Last Name*

Porto

Date*

12/7/2017

Select today's date

Address1*

107 Watters RD

Address2

City*

Carrboro

State

NC

Zip*

27510

Is this address located within the corporate limits of the Town of Carrboro?*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?*

No

Telephone*

919 967-69

Please enter your primary contact phone number.

Email Address*

jim_porto@unc.edu

Enter your primary email address.

Date of Birth*

9/2/1946

Please enter your Month/Day/Year of Birth

Race*

W

Please enter your race.

Sex*

M

Please enter your sex.

Occupation*

Retired Faculty

Please enter your occupation.

Are you a registered Orange County Voter?*

Yes

Please answer Yes or No

Length of Residence in Orange County*

44 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

44 years

How long have you been a resident of the Town of Carrboro?

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

- | | |
|--|---|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Animal Control Board of Appeals | <input type="checkbox"/> OWASA Board of Directors |
| <input checked="" type="checkbox"/> Appearance Commission/NPDC | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Arts Committee | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Safe Routes to School Implementation Committee |
| <input checked="" type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> Stormwater Advisory Commission |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Tourism Development Authority* |
| <input type="checkbox"/> Human Services Commission | <input type="checkbox"/> Transportation Advisory Board |
| <input type="checkbox"/> Greenways Commission | |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

Other (advisory board not listed):

Please indicate by typing the advisory board that you are applying for.

Advisory Board Preference*

Appearance Commission

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

***Employer/Self Employed**

Retired

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

Number of Years Employed*

28 years

Enter the number of years you have been employed at the organization listed to the left.

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

Required only for the Tourism Development Authority Application.

Community Activities/Organizational Memberships*

Committee Member, SECU Advisory Committee (2016-present)
 Committee Member, Weaver Street Market Elections Committee (2016-present).
 Committee Member, Debt Affordability Advisory Committee (2005-2013). Appointed by Speaker of the House
 Board Member, N.C. Capital Facilities Financing Agency (2001-2004). Appointed by Speaker of the House
 Past Mayor (1983-1987), Town of Carrboro, North Carolina. Served two terms.
 Past Chair(1979-1983), Carrboro Appearance Commission, Carrboro, North Carolina.
 Past Board of Directors (1983-1987), Chapel Hill-Carrboro Economic Development Corporation.
 Past Member, Carrboro Community of Excellence Task Force, Carrboro, North Carolina.
 Past Member, Executive Committee of the Public/Private Partnership Conference of the Chapel Hill-Carrboro Chamber of Commerce.

Please enter the requested information.

Experience to Aid You in Working on Advisory Boards*

I am a retired faculty from the UNC School of Public Health, Health Policy and Administration. I have analytical, organizing and project development skills.

Reasons You Wish to be Appointed*

I have always taken an active interest in Carrboro. Community Appearance and Economic Sustainability are two key qualities that make a community livable and affordable. I would like to help where I can to ensure these qualities continue to be present, and are improved, in Carrboro.

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

Yes ☒ No ☐

If yes, which one(s)?

Appearance Commission

Are you currently serving on a Town Board or Committee?*

☐ Yes

☒ No

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

☐ Yes

☒ No

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

I checked No. So this does not apply.

After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. To provide continuity in oversight of a major, on-going project; 3. To keep a member who provides expertise otherwise unavailable on an advisory board (e.g., an engineer on the Planning Board or Board of Adjustment); or 4. A lack of qualified applicants.



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Version: 1

TITLE:

Consideration and Possible Approval of a Development Agreement Between the Town of Carrboro and the ArtsCenter Regarding the 203 South Greensboro Project

PURPOSE: The purpose of this item is to provide the Board of Aldermen with an opportunity to consider and approve a Development Agreement between the Town and the ArtsCenter that will allow both parties to cooperatively proceed with the planning, design, and construction of the project, and possibly to incorporate space specifically designed for use by the ArtsCenter.

DEPARTMENT: Town Attorney and Manager's Office

CONTACT INFORMATION: Bob Hornick, hornik@broughlawfirm.com
<<mailto:hornik@broughlawfirm.com>>; David Andrews, dandrews@townofcarrboro.org
<<mailto:dandrews@townofcarrboro.org>>

INFORMATION: The Board of Aldermen authorized the Town to enter into a development agreement regarding the 203 South Greensboro Project with Orange County on December 4, 2017 for development of an approximately 65,000 square foot building, and associated parking improvements at the property to house an Orange County Southern Branch Library, Town offices to be owned and operated by the Town, and potentially other occupants at the Town's discretion.

The ArtsCenter owns property located at 300 East Main Street in Carrboro and operates from that location, but desires to possibly relocate its operations to newer space more suitable for its current and anticipated future operations. The Town and ArtsCenter have each determined that they may derive benefits for themselves and for the residents of the Town if they can cooperatively plan for incorporation into the 203 S. Greensboro Street site.

This Agreement will allow for the Town and ArtsCenter to establish terms pursuant to which they will cooperatively proceed with the planning, design, and construction of the property

Exhibits A & B are included in the packet, Exhibit C will be shared at a later date, after review by the ArtCenter.

FISCAL & STAFF IMPACT: Minimal costs estimated in association with authorization to execute the

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agreement.

RECOMMENDATION: It is recommended that the Board of Aldermen consider the agenda materials and adoption of the resolution authorizing execution of the agreement (*Attachment A*).

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO SIGN A DEVELOPMENT AGREEMENT REGARDING 203 SOUTH GREENSBORO STREET BY AND BETWEEN THE TOWN OF CARRBORO, NORTH CAROLINA AND THE ARTSCENTER

WHEREAS, the Town owns real property known as 203 South Greensboro Street (the "Property") in Carrboro and has entered into a Development Agreement (the "OC Development Agreement") with Orange County (the "County") dated December 4, 2017 for development of an approximately 65,000 square foot building and associated parking improvements at the Property to house (i) an Orange County Southern Branch Library to be owned and operated by the County, (ii) Town offices to be owned and operated by the Town, and (iii) potentially other occupants at the Town's discretion; and

WHEREAS, ArtsCenter owns property located at 300 East Main Street in Carrboro and operates from that location, but desires to relocate its operations to newer space more suitable for its current and anticipated future operations; and

WHEREAS, the Town and ArtsCenter have each determined that they may each derive benefits for themselves and for the residents of the Town if they can cooperatively plan for the incorporation of space in the facility to be constructed on the Property, to be designed for and owned and occupied by ArtsCenter; and

WHEREAS, the Town and ArtsCenter desire to establish terms pursuant to which they will cooperatively proceed with the planning, design and construction of the Property to incorporate space specifically designed to be owned and occupied by ArtsCenter; and

WHEREAS, the Town is authorized to enter into this contract pursuant to, *inter alia*, the North Carolina General Statutes ("N.C.G.S.") 160A-16, and the Town's Board of Aldermen has determined that it is in the best interests of their citizens to do so.

WHEREAS, the Board of Aldermen has reviewed a draft of the Development Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Carrboro hereby authorizes the Town Manager, David L. Andrews, to execute the Development Agreement with the ArtsCenter on the Board's behalf.

This the 10th day of April in the year 2018.

**STATE OF NORTH CAROLINA
COUNTY OF ORANGE**

**DEVELOPMENT AGREEMENT REGARDING 203 SOUTH GREENSBORO STREET
BY AND BETWEEN
THE TOWN OF CARRBORO, NORTH CAROLINA
AND
THE ARTS CENTER**

THIS DEVELOPMENT AGREEMENT (the “*Agreement*”), made and entered into this _____ day of _____, 2018, by and between the **TOWN OF CARRBORO**, a North Carolina municipal corporation(hereafter referred to as the “*Town*”), and **The Arts Center**, a North Carolina not-for-profit corporation, with its principal office located at 300 East Main Street, Carrboro, NC (hereafter referred to as “ArtsCenter”). Collectively, the Town and ArtsCenter are sometimes referred to in this Agreement as the “Parties”.

W I T N E S S E T H:

WHEREAS, the Town owns real property known as 203 South Greensboro Street (the “Property”) in Carrboro and has entered into a Development Agreement (the “OC Development Agreement”) with Orange County (the “County”) dated December 4, 2017 for development of an approximately 65,000 square foot building and associated parking improvements at the Property to house (i) an Orange County Southern Branch Library to be owned and operated by the County, (ii) Town offices to be owned and operated by the Town, and (iii) potentially other occupants at the Town’s discretion; and

WHEREAS, ArtsCenter owns property located at 300 East Main Street in Carrboro and operates from that location, but desires to relocate its operations to newer space more suitable for its current and anticipated future operations; and

WHEREAS, the Town and ArtsCenter have each determined that they may each derive benefits for themselves and for the residents of the Town if they can cooperatively plan for the incorporation of approximately 10,000 square feet of gross floor area in the facility to be constructed on the Property, to be designed for and owned and occupied by ArtsCenter; and

WHEREAS, the Town and ArtsCenter desire to establish terms pursuant to which they will cooperatively proceed with the planning, design and construction of the Property to incorporate space specifically designed to be owned and occupied by ArtsCenter; and

WHEREAS, the Town is authorized to enter into this contract pursuant to, *inter alia*, the North Carolina General Statutes (“*N.C.G.S.*”) 160A-16, and the Town’s Board of Aldermen has determined that it is in the best interests of their citizens to do so.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and ArtsCenter intending to be legally bound do hereby agree as follows:

ARTICLE I

Definitions

“Agreement” shall have the meaning set forth in the preamble.

“County” means Orange County, North Carolina.

“Common Area” means portions of the Facilities constructed on the Property (but not the land itself) that are necessary for the Parties, the County and potentially others, to function as occupants of the space. Common areas include but are not limited to stairwells, emergency egress areas, building lobbies, elevator services, restroom facilities, and equipment rooms housing electric, mechanical and other building systems.

“Condominium” means the designation of portions of the Property for separate ownership and the remainder of which is designated for common ownership solely by the owners of those portions, consistent with Chapter 47C of the North Carolina General Statutes.

“Condominium documents” means the declaration of covenants and restrictions governing the condominiums proposed for the Property, including the description and delegation of rights and obligations of the Town, the County and any other potential condominium owner regarding access to and use of parking spaces, common areas and other common elements described in such documents. These documents also include the organizational and operating documents that will guide the condominium association regarding the operation, maintenance, and other business associated with the Property.

“Development” means the planning, design and construction of the Facility on the Property.

“Development Permit” means a building permit, zoning permit, subdivision approval, special or conditional use permit, variance, or any other official action of Local Government having the effect of permitting the development of the Property.

“Development Standards” means the standards for Development set forth in the Town’s Land Use Ordinance.

“Facility” or “Facilities” shall have the meaning set forth in the recitals.

“Governing Body” means, with respect to the Town, the Board of Aldermen.

“Gross floor area” as used in this Agreement means the area of space within the building to be constructed at the Property occupied by the Town, ArtsCenter and Orange County, plus the proportional share of Common Areas attributable to each party (i.e., Common Areas shall be apportioned between the parties in proportion to the amount of “gross floor area” each occupies in the building). The proportion of “gross floor area” occupied by each party shall be finally calculated upon completion of the construction

plans for the building and parking deck to be constructed on or near the Property, and a written schedule signed by each party shall be attached to this Agreement as an Addendum at that time.

“Land Development Regulations” means the Town’s Land Use Ordinance (“LUO”) and/or those ordinances and regulations enacted by the Town for the regulation of any aspect of development and includes zoning, subdivision, or any other land development ordinances.

“Laws” means all ordinances, resolutions, regulations, comprehensive plans, land development regulations, policies, and rules adopted by the Town affecting the development of the Property, and includes laws governing permitted uses of the property, density, design, and improvements.

“Local Government” shall mean the Town of Carrboro, North Carolina.

“N.C.G.S.” means the North Carolina General Statutes.

“NCDOT” means the North Carolina Department of Transportation

“Project” means the planning, design and construction of an approximately 65,000 gross square foot building, site improvements, and associated parking spaces and/or structure with adequate capacity for the Project at the Property and/or in reasonable proximity thereto. Project characteristics will include sustainable design and operation elements. It is anticipated that upon completion of construction, the parties will execute such instruments as may be necessary to convert to a condominium form of ownership of the gross floor area they each occupy, to be governed by covenants adopted by mutual agreement of the Town, ArtsCenter, Orange County, and any other potential condominium unit owner.

“Public facilities” means the major capital improvements, including, but not limited to, transportation, sanitary sewer, solid waste, drainage, potable water, educational, parks and recreational, and health systems and facilities.

“Schematic Design Acceptance” means the point in time defined by the mutual acceptance of the Town, Orange County and ArtsCenter of the final Schematic Design offered by the Designer of the Project.

“Shared Areas” are areas exclusive to a condominium owner that may be reasonably offered for use by other Parties according to a mutual agreement.

“Town” means the Town of Carrboro, North Carolina.

“Upfit costs” means the cost of interior finishes of space in the building to be constructed on the Property such as, but not necessarily limited to, floor finishes and carpets, wall treatments, electric outlets and fixtures, plumbing fixtures, and furnishings.

ARTICLE II

Description Of Development Agreement

- A. ***Legal Description; Property Owner.*** The Town owns the Property. A map and the legal description of the Property is contained in Exhibit A. It is contemplated by the Parties that upon completion of construction of the building proposed for the Property, ArtsCenter will acquire a condominium interest in approximately 10,000 square feet of gross floor area it will design and occupy in the building. The Town and ArtsCenter understand and agree that the Town and the County have entered into a Development Agreement pursuant to which the County will own and occupy the first (ground) floor of the building (except for common areas) to be constructed on the property for use as the Orange County Southern Branch Library, and that the Town will own and occupy one or more upper floors of the building (except for common areas) for its use.
- B. ***Permitted Uses.*** The uses permitted on the Property, including population densities and building types, intensities, placement on the Site and design, are controlled by the applicable zoning designation for the Properties under the Town's Land Use Ordinance ("*LUO*").
- C. ***Public Facilities.*** The following public facilities will service the Development:
1. ***Off-Site Infrastructure:*** The Properties are served by public water and sanitary sewer (Orange Water and Sewer Authority). The Properties are also served by public roads under NCDOT jurisdiction and Town jurisdiction, and by storm water services administered by the Town.
 2. ***On-Site Infrastructure:*** ArtsCenter shall cooperate with the Town and the County with respect to the design of the Facilities, including the planning and development of any onsite infrastructure necessary for the construction, use and operation of the Facilities at the Property in accordance with the terms of this Agreement.
- D. ***Development Standards.*** The Project shall be subject to the Town's policies and procedures regarding standards of development, as set forth in the Town's Land Use Ordinance.

ARTICLE III

Parties' Responsibilities

- A. The Parties agree to negotiate and enter into such other agreements as may be necessary or appropriate to facilitate the financing and construction of the Project. The Parties intend that upon substantial completion of construction, they may convert ownership of the Facilities to be constructed on the Property pursuant to this Agreement, or portions thereof, to a condominium form of ownership to be governed by mutually agreed upon covenants.

- B. The Town, in accordance with applicable laws pertaining to public construction projects, will select a designer for the Project. The Town and ArtsCenter will work together with the selected designer to prepare the necessary local government permit application(s) for the Project. The design of the Facilities shall be mutually agreed upon by the Parties and the County. The Town, the County and ArtsCenter will bear the costs for the preparation of schematic design drawings in accordance with Article IV.A of this Agreement.
- C. The Town, as Owner of the Property, will be primarily responsible for procuring all necessary development approvals for the Project. ArtsCenter will support the Town's efforts to secure the necessary permits.
- D. Provided the Town approves and issues all necessary development permits for the Project, the Town, the County and ArtsCenter will work together with the selected design professional(s) to complete construction drawings for the Project.
- E. The Town, in accordance with applicable laws pertaining to public construction projects, will enter into contract(s) for development of the construction documents for the Project.
- F. Intentionally omitted.
- G. Upon approval of the construction documents and issuance of the necessary permits (the "Building Permit(s)"), the Town will at a time reasonably agreed between the Parties begin construction of the Project.
- H. The Parties will finance their respective shares of the Project costs as set forth in Exhibit C – Elements of Value. The Town will arrange for construction financing of its proportional share of the Project costs (based on Exhibit C), subject to Local Government Commission approval of the financing plan. ArtsCenter shall arrange for financing of its proportionate share of the Project costs in such a manner as it may determine, provided that ArtsCenter shall provide the Town with written confirmation, satisfactory to the Town, of ArtsCenter's ability to finance its proportionate share within thirty (30) days of completion of the schematic design for the Project and, upon its failure to do so, this Agreement may be declared by the Town to be null and void, in the Town's sole discretion. The Town shall be responsible for design and construction administration pursuant to an agreement among the Parties and the County allocating costs of such administration.
- I. The Town will contract with professionals for the construction of the Project, using a legally permitted construction delivery method. Upon completion, the Facilities, including the Building and any associated structured parking, shall be subject to a condominium declaration with terms mutually agreed upon by the Town, the County and ArtsCenter, pursuant to which ArtsCenter will acquire a fee simple condominium interest in the assigned parking areas and in the space constructed for ArtsCenter as part of the Project.

- J. The Town will enter into a construction contract for the work.
- K. The Parties agree that the Town shall have the right in its sole discretion to lease, or subdivide and convey title to, those portions of the Property and any improvements thereon which are not conveyed to the ArtsCenter, to third parties, provided that any such third party shall not use any portion of the Property in a way which competes with ArtsCenter's programming and use of the Property. The Town shall provide ArtsCenter with advance written notice of the Town's intent to lease, subdivide, and/or convey an interest in a portion of the Property to a third party and ArtsCenter shall have ten (10) days from the date of such notice to submit a written objection to the Town.
- L. As contemplated by this Agreement and the OC Development Agreement, upon completion of construction the building and associated parking facility shall be converted to condominium ownership, with the Town, the County and ArtsCenter (and potentially others) each owning condominium interests in building space and associated parking spaces. This includes parking spaces in any constructed parking structure and ground spaces. As part of the condominium arrangement, the parties will also have an undivided interest in the Common Areas designated on the final plans, and which Common Areas will be subject to the rules, rights and responsibilities established in the condominium documents. The parties agree that the conversion of spaces in the parking deck to condominium ownership will include in the condominium documents language establishing appropriate easements for ingress, egress and access to and between the public right of way and all parking spaces and establishing rules and regulations concerning use, management and maintenance of parking spaces. The parties understand and agree that the Town will police and enforce all parking rules and regulations for the Facility. Each party shall be responsible for managing their condominium units unless the parties mutually agree otherwise in writing.

ARTICLE IV

Allocation Of Project Costs

The Parties shall share in the costs of the Project as follows:

- A. Pre-development costs, site improvement costs, building design and construction costs, financing costs, and contingency costs shall be shared by the parties in accordance with the Elements of Value attached as Exhibit C to this Agreement. The parties recognize and agree that some of these Values and the corresponding level of proportionality may not be finally established until after the majority of the design work is completed (and after this Agreement is executed). The parties acknowledge that Exhibit C represents their general understanding of the cost sharing; however, the parties agree to negotiate in good faith the fair and equitable share of all costs associated with this project as soon as possible after the Schematic Design work is completed. If the parties are unable to come to an agreement within

forty five (45) days after the Schematic Design Acceptance date (such date of completion to be established by written notice to the parties from the design professional) then either party may terminate this agreement by providing ten (10) days advance written notice to the other party of its intention to terminate this agreement. Upon such termination, each party shall be responsible for all costs it has incurred in connection with this project through the date of termination.

- B. The parties will each be responsible for their own legal and financing expenses incurred in relation to the Project, and all upfit costs for the space they will occupy in the building.

ARTICLE V

Term And Termination

This Agreement shall be effective upon the full execution by the Parties and shall continue until completion of the Project and conveyance of condominium units unless earlier terminated as provided herein.

This Agreement may be terminated: (i) at any time by either party within forty five (45) days after the design professional has confirmed to the parties in writing that the Schematic Design for the building and associated parking facility is substantially completed should the parties fail to reach an agreement on cost allocation as set forth in Article IV.A above, (ii) at any other time by mutual agreement of the Parties; or (iii) by the Town, upon the material breach by ArtsCenter of any provision contained herein which material breach remains uncured after the Town delivers thirty (30) days written notice of said material breach to ArtsCenter, or (iv) by ArtsCenter, upon the material breach by the Town of any provision contained herein which material breach remains uncured by the Town after ArtsCenter delivers thirty (30) days written notice of said material breach to the Town.

ARTICLE VI

Conditions Precedent And Contingencies

The Parties understand and agree that there are a number of conditions precedent and contingencies that will impact their ability to enter into the Contracts for the Project. At a minimum, the Parties understand and agree that the following must be resolved to the Town's and ArtsCenter's satisfaction:

- A. The Town obtaining all Permits, including zoning, conditional/special use permits, variances, subdivision plats, approvals, permits, easements and licenses for the Project and the Town grants all necessary Permits which allow for the proposed use of the Properties.
- B. The Town secures all necessary approvals from its governing Board or Manager as delegated by the Board to proceed with the Project at mutually agreed, predefined points during the project (for example: sizing and elements of exclusive, shared, and common area spaces, the selection of Designer, schematic design, construction method, etc.)

- C. The Town and ArtsCenter are able to procure suitable financing for their respective components of the Project. The parties contemplate that upon completion of construction, the parties may divide the Facilities, or parts thereof, into condominium units to be owned by the Town, the County and ArtsCenter, respectively. The parties acknowledge that these contemplated financing agreements and transactions may be altered by mutual agreement of the Parties and are or may be subject to approval of the North Carolina Treasurer, Local Government Commission.
- D. The negotiation and completion of agreements and documents guiding the selection of designers and contractors, the timelines for the completion of various aspects of the design work, the methods and scheduling input, and other specific design and construction coordination necessary to ensure the successful completion of the Project.
- E. The negotiation and execution of this Agreement under which the Parties shall have the right to construct the improvements on the Property subject to the Parties' obligation to subject all improvements constructed on the Property to a condominium.
- F. Confirmation that adequate utilities services suitable for the proposed uses to be included on the Properties are available for connection within a reasonable distance from the Property.
- G. All governmental and other third party consents and approvals shall be obtained; there shall be no significant pending or threatened litigation materially adversely affecting the Property.
- H. The Parties under this Agreement (prior to the completion of construction) and as condominium unit owners (following the completion of construction) agree to contribute pro rata to the common area maintenance and insurance provided by the Town and/or by any condominium owners association to be formed by the Parties, for the Project including a reasonable pro-rata contribution for maintenance of the sidewalks and other shared amenities at the Property.
- I. Consistent with the scope of each Party's responsibilities hereunder, all necessary and appropriate construction and crane easements will be secured by the Town from all adjacent landowners.

ARTICLE VII

Representations And Warranties

The Town and ArtsCenter each represent to the other to the best of their respective knowledge:

- A. The Town and ArtsCenter have all requisite power and authority to execute this Agreement, and any other instruments required to be delivered by the Town or ArtsCenter hereunder.
- B. The Town's and ArtsCenter's entry into this Agreement will not violate any private restriction or agreement or, to the best of the parties' knowledge without investigation or inquiry, any applicable statute, ordinance, governmental restriction or regulation.
- C. During the term of this Agreement, the Town will not execute or create any lease, contract, option, easement, covenant, condition, restriction, lien or encumbrance with respect to the Property or any portion thereof without the written consent of the ArtsCenter unless the same is terminable upon no more than sixty (60) days written notice, or otherwise may be cleared on or before any Closing or Lease Commencement Date that may be contemplated in any Contract that may be entered into between the Town and ArtsCenter.
- D. There is no pending or threatened action, litigation, bankruptcy, condemnation, or other proceeding of any kind pending against the Town which materially adversely affects the Property.
- E. No broker, finder or other intermediary is involved in the transaction contemplated by this Agreement, and that no brokerage fee or commission is due and payable by the Town or ArtsCenter upon any lease or conveyance of the Property.
- F. The Town has not received written notice of any violations of any laws, ordinances or similar rules and regulations relating and/or applicable to the ownership, use and operation of the Property as now operated, and/or other licenses or permits, which remain uncured.
- G. No assessments or special assessments for public improvements or otherwise have been levied or are now affecting the Property.
- H. To the best of the Town's and ArtsCenter's present knowledge, the Property is not within an area determined to be flood-prone under the Federal Flood Protection Act of 1973.

ARTICLE VIII

Remedies And Dispute Resolution

- A. Concerning Remedies. The exercise of a particular remedy does not preclude the exercise of any or all other available remedies herein except as provided herein. No delay in the exercise of a remedy shall constitute a waiver of that remedy. Nothing in this Agreement is intended to relieve a party from its common law duty to mitigate damages.

- B. Disputes. The parties shall attempt in good faith to resolve any dispute, controversy or claim arising out of this Agreement between them by negotiations by those representatives of the Town and ArtsCenter who have authority to act and who will promptly meet for negotiations to attempt to settle the dispute.

ARTICLE IX

Miscellaneous

- A. Assignment. The rights under this Agreement may not be transferred and assigned except with the written consent of the non-assigning Party.
- B. Fees and Expenses. Except as may be specifically provided in this Agreement, each Party will be responsible for his or its own legal fees and expenses incurred in connection with the transactions contemplated by this Agreement.
- C. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina. Any dispute regarding this Agreement shall be filed in a court of competent jurisdiction located in Orange County, NC.
- D. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same document. A signed copy of this Agreement delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy.
- E. Amendment. This Agreement shall not be amended except by a written instrument executed by both the Town and ArtsCenter.
- F. No Third Party Beneficiaries. Nothing contained in this Agreement shall be deemed to create a contractual relationship with, or a cause of action in favor of, any third party against the Town or ArtsCenter.
- G. Entire Agreement, Amendment; Construction. This Agreement, together with the Exhibits attached hereto and all other agreements referred to herein or relating to the subject matter hereof, contains the entire agreement between the parties as to the subject matter referenced herein, and supersedes all prior agreements, understandings or undertakings (whether oral, written, electronic or otherwise) between the parties with respect to the subject matter hereof. No amendment may be made to this Agreement except with the prior written consent of all parties hereto. The section titles and headings herein are for convenience of reference only and do not define, modify or limit any of the terms and provisions hereof. Article, Section and Exhibit references herein are to Articles, Sections and Exhibits of this Agreement unless otherwise noted. The use of words "include" or "including" in this Agreement shall be by way of example rather than by limitation. The use of the words "or," "either" or "any" shall not be exclusive.

- H. Representations and Warranties of the Parties. Each of the parties, and each person executing this Agreement on behalf thereof, represent and warrant, as applicable, that (1) such party or person has the full power and authority to enter into this Agreement and the agreements or instruments referred to herein, to execute them on behalf of the party indicated on the signature page thereof, and to perform the obligations hereunder and thereunder, (2) such party is acting on its own behalf and on behalf of its members, successors and assigns, (3) this Agreement and the other agreements referenced herein are the valid and binding obligations of such party, enforceable against it in accordance with their terms, (4) entering into this Agreement and the other agreements referenced herein does not conflict with any other agreements entered into by either party, and (5) the execution, delivery and performance of this Agreement has been duly and validly authorized by all necessary corporate or governmental action on its part.
- I. Exhibit List. The following exhibits are hereby incorporated by reference:

EXHIBIT A: Map Denoting Site, Legal Description of Site, Legal and Equitable Owners

EXHIBIT B Sustainable Design and Operations Elements Guidelines

EXHIBIT C Elements of Value

[signatures contained on next page]

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

TOWN OF CARRBORO

(Town Seal)

BY: _____
David Andrews, Town Manager

ATTEST:

Catherine Dorando, Town Clerk

This document is sufficient as to form.

Town Attorney

This instrument has been pre-audited in the manner proscribed by the Local Government Finance Act.

Finance Director

ARTSCENTER

(County Seal)

BY: _____
_____(name), _____(title)

ATTEST:

_____ County, North Carolina

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that she is the Town Clerk/Deputy Town Clerk of the Town of Carrboro, and that the seal affixed to the foregoing instrument in writing is the corporate seal of said Town, and that said writing was signed and sealed by her in behalf of said corporation by its authority duly given and the said person acknowledged this writing to be the act a deed of said corporation.

WITNESS my hand and official stamp (or seal), this the ____ day of _____, 2018.

(S E A L)

Notary Public
My Commission Expires: _____

_____ County, North Carolina

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that he/she is the _____ of ArtsCenter, and that the seal affixed to the foregoing instrument in writing is the corporate seal of ArtsCenter, and that said writing was signed and sealed by his/her in behalf of said corporation by its authority duly given and the said person acknowledged this writing to be the act a deed of said corporation.

WITNESS my hand and official stamp (or seal), this the ____ day of _____, 2018.

(S E A L)

Notary Public
My Commission Expires: _____

Exhibit A - 203 S. Greensboro St.

Attachment B - 15 of 21





20130410000065470 DEED
Bk:RB5582 Pg:486
04/10/2013 10:41:55 AM 1/4

FILED Deborah B. Brooks
Register of Deeds, Orange Co., NC
Recording Fee: \$26.00
NC Real Estate TX: \$1200.00

Prepared by: Ellis & Winters LLP (DLH), 1100 Crescent Green Drive, Suite 200, Cary, NC 27518
Return to: Grantee

Brief Description for the Index

203 S. Greensboro Street

STATE OF NORTH CAROLINA)

) SPECIAL WARRANTY DEED

ORANGE COUNTY)

Excise Tax: \$1,200.00
Pin(s): 9778-85-7932 *to*

THIS DEED made this 10th day of April, 2013, by and between

GRANTOR

SunTrust Bank,
a Georgia banking corporation
whose mailing address is:
303 Peachtree Street, N.E., 36th Floor
Atlanta, GA 30308

GRANTEE

The Town of Carrboro,
a North Carolina municipal corporation
whose mailing address is:
301 W. Main Street,
Carrboro, NC 27510

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee, as used herein, shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that Grantor, for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration in hand paid at and before the delivery of these presents, the receipt and sufficiency of which are hereby acknowledged, has granted, bargained, sold, transferred, conveyed and confirmed and by these presents does grant, bargain, sell, and convey unto the Grantee in fee simple, all that certain tract or parcel of land lying and being in Orange County, North Carolina, being more particularly described on



EXHIBIT A (the "Property") attached hereto and incorporated herein by reference.

The Property hereinabove described was acquired by Grantor by instrument recorded in Book 5517, Page 541, Orange County Registry.

The Property herein conveyed does not include the primary residence of Grantor.

TO HAVE AND TO HOLD the aforesaid Property and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And Grantor covenants with Grantee, that Grantor has done nothing to title to impair such title as Grantor received, and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor, except for the exceptions hereinafter stated.

Title to the Property is subject to the following exceptions: (i) the lien of real estate taxes, taxes imposed by special assessment and water, sewer, vault, public space and other public charges which are not yet due and payable, (ii) all applicable laws (including zoning, building ordinances and land use regulations), (iii) all easements, restrictions, covenants, agreements, conditions, and other matters of record, and (iv) all matters that may be revealed by a current and accurate survey or inspection of the Property.

Grantor makes no warranty or representation as to the condition of the Property or any improvements thereon, including without limitation, any latent or environmental defects in the Property or in any improvements thereon and the serviceability or fitness for a particular purpose of the Property or any improvements thereon, and Grantee accepts the Property and any improvements thereon "AS IS" without recourse against Grantor.

[Signature page follows.]



IN WITNESS WHEREOF, Grantor has caused this instrument to be signed in its name and delivered as of the date indicated on the first page of this Deed.

GRANTOR:

SunTrust Bank,
a Georgia banking corporation

By: 

Name: Erica S. Henning

Title: Vice President

Wake County, North Carolina

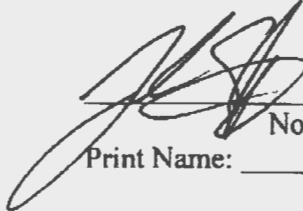
I certify that the following person personally appeared before me this day and acknowledged to me that she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Erica S. Henning.

Date: 4/5/2013

My Commission Expires:

8/31/2014

[Affix Notary Stamp or Seal]


Notary Public
Print Name: John Flynt

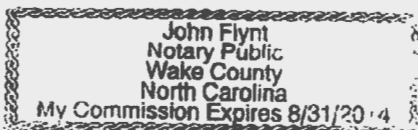


EXHIBIT A
(to Special Warranty Deed)



Legal Description of Property

All of that property consisting of 0.883 acres, surveyed as "Fakhoury Property" per Recombination Map of Fakhoury Property" surveyed by Kenneth Close, Inc. recorded in Book of Maps 94, Page 24, Orange County Registry, formerly identified as Tract 1 and Tract 2, now combined.

New Parcel # 9778-85-7932 from old Parcel #s 9778-85-5886 and 9778-85-6892

16X

Exhibit B – Sustainable Design and Operations Elements Guidelines

The Development Agreement recognizes the goals of Orange County and the Town of Carrboro to be guided by design and operations elements of the High Performance Building Standards developed by the Triangle J Council of Governments (“TJCOG”) in 2001. Orange County adopted this standard as part of its Space Development criteria in 2005.

These High Performance Building Standards were initially developed by a task force led by TJCOG, including representatives from Orange County, and design professionals within the Triangle Area. These published guidelines have been nationally recognized and formed the basis for the Leadership in Energy and Environmental Design (“LEED”) version II, established by the United States Green Building Council (“USGBC”). The standards are recognized for their innovation and quality of results related to sustainable, energy efficient, and resilient building outcomes.

Orange County and Carrboro recognize the current initiative to update these guidelines consistent with current benchmarks and advances in design and building science. Sustainable design, construction and operations methods will be evident within the design and build process and will be explicitly communicated throughout the development process.



Town of Carrboro

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

Agenda Item Abstract

File Number:17-474

Agenda Date: 4/10/2018

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Request to Make Appointments to the Transportation Advisory Board

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to make appointments to the Transportation Advisory Board

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Cathy Dorando, 919-918-7309

INFORMATION: The Carrboro Transportation Advisory Board has one expiring term seat and one vacant seat available for appointments. Applications were received from Allison Clonch, Jill Ricks, David Swan, and Linda Haac (current member/term expiring). All applications, with an applicant information matrix, are provided for the Board of Aldermen to review in the resolution.

Colleen Barclay, the chair at the time of the submission of forms, completed forms for the Board to review as information.

Ballots will be provided for the Board of Aldermen during the meeting.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: It is recommended that the Board adopt the resolution.

A RESOLUTION MAKING APPOINTMENTS TO THE TRANSPORTATION ADVISORY
BOARD

Section 1: The Board of Aldermen hereby makes the following appointments:

Seat Designation	Appointee	Term Expiration
Member		2/2021
Member		2/2021

Catherine Dorando

From: noreply@civicplus.com
Sent: Wednesday, February 28, 2018 4:40 PM
To: Catherine Dorando; Sharmin Mirman
Subject: Online Form Submittal: Advisory Board Chair Recommendation Form

Advisory Board Chair Recommendation Form

Advisory Board Name Transportation Advisory Board

Applicant Name Allison Clonch

Outstanding Qualifications Demonstrable interest and activity in issues related to planning and transportation. Enthusiasm.

How applicant compliments current board composition: Young (we're currently a middle-aged bunch).

Other comments: Students have come and gone from the TAB in my 4.5 years on it. They tend to bring knowledge and energy, but are often only members for a year or so.

Applicant Name Jill Ricks

Outstanding Qualifications None noted.

Other Comments: Her expressed interest is related to gaining experience for a future town government seat. Jill would bring racial diversity to the TAB.

Applicant Name David Swan

Outstanding Qualifications: None noted.

Other Comments: David seems sincerely interested in serving on the TAB.

Applicant Name Linda Haac

Outstanding Qualifications: Linda has been a member of the TAB since 2011.

Other Comments: Before reappointment, perhaps Linda would be willing to commit to more regular attendance at meetings.

Catherine Dorando

From: noreply@civicplus.com
Sent: Wednesday, February 28, 2018 4:30 PM
To: Catherine Dorando; Sharmin Mirman
Subject: Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Transportation Advisory Board

Applicant Name: Linda Haac

Date of last contact with applicant 1/9/2018

Summary of Qualifications: Linda has served on the TAB since 2011.

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

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 1/18/2018

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: No

If no, briefly explain: In the past year, Linda was absent from a substantial proportion of TAB meetings, due to family obligations. I suggest that her reappointment be contingent on a commitment to attend meetings more regularly.

In addition to your comments above, please check other qualities that Gender diversity

the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.

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

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

Catherine Dorando

From: noreply@civicplus.com
Sent: Monday, February 12, 2018 11:57 AM
To: Catherine Dorando; Sharmin Mirman
Subject: Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Transportation Advisory Board

Applicant Name: Jill Ricks

Date of last contact with applicant 2/1/2018

Summary of Qualifications: Jill notes that she has a few months of experience on an unspecified county-level board.

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

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/1/2018

Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: No

If no, briefly explain: Unsure about this. When Jill alerted me that she'd have to leave early the evening she attended the TAB, I emailed to make sure she knew that the meetings tend to go until 9:30 or later. I received no response to this.

In addition to your comments above, please check other qualities that Gender diversity, Racial or ethnic diversity

the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.

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

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

Catherine Dorando

From: noreply@civicplus.com
Sent: Monday, February 12, 2018 11:51 AM
To: Catherine Dorando; Sharmin Mirman
Subject: Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Transportation Advisory Board

Applicant Name: David Swan

Date of last contact with applicant 2/1/2018

Summary of Qualifications: David has attended meetings of the Carrboro Bicycle Coalition, where he was an active participant. His background is in marketing (not directly applicable) but he notes that he is experienced in collecting information from stakeholders and building consensus.

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

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: 2/1/2018

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

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

In addition to your comments above, please check other qualities that *Field not completed.*

the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.

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

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

Catherine Dorando

From: noreply@civicplus.com
Sent: Monday, February 12, 2018 11:47 AM
To: Catherine Dorando; Sharmin Mirman
Subject: Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Transportation Advisory Board

Applicant Name: Allison Clonch

Date of last contact with applicant 2/1/2018

Summary of Qualifications: Allison is a student in the UNC Department of City and Regional Planning. She currently serves as a GoTriangle Transit Ambassador; formerly a Wake County resident, she was active there in WakeUp Wake County Transportation and Environmental Boards, including advocating t=for Wake County's major 2016 Transportation referendum. Allison notes that she has extensive training in mediation and conflict resolution. She is very enthusiastic about joining the TAB.

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

If no, briefly explain *Field not completed.*

Applicant attended advisory board meeting prior to BOA review: Yes

If yes, date of advisory board meeting: *Field not completed.*

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

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

In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.

Gender diversity, Previous public service or community involvement

If other, please explain:

Field not completed.

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

Sharmin Mirman

From: Catherine Dorando
Sent: Wednesday, December 06, 2017 3:31 PM
To: Sharmin Mirman
Subject: FW: Online Form Submittal: Advisory Board Application

From: noreply@civicplus.com [<mailto:noreply@civicplus.com>]
Sent: Wednesday, November 08, 2017 1:24 PM
To: Catherine Dorando; Sharmin Mirman
Subject: Online Form Submittal: Advisory Board Application

Advisory Board Application

First Name Allison

Last Name Clonch

Date 11/8/2017

Address1 107 Hill St

Address2 Apt B

City Carrboro

State NC

Zip 27510

Is this address located
within the corporate
limits of the Town of
Carrboro? Yes

Is this address located
within the Town's ETJ,
Planning Jurisdiction, or
Northern Transition
Area? No

Telephone 9198025573

Email Address acclonch@live.unc.edu

Date of Birth 1/6/1993

Race	White
Sex	Female
Occupation	Student
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	2 years
Length of Residence in the Town of Carrboro	2 years
I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Two):	Planning Board, Transportation Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Planning Board
*Employer/Self Employed	UNC Chapel Hill/RTI International
Number of Years Employed	2 years/Less than 1 year
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	N/A
Community Activities/Organizational Memberships	I am primarily active in the community through my role as a student in the Department of City and Regional Planning and Gillings School of Global Public Health at UNC. I currently serve as a GoTriangle Transit Ambassador - a position I have held for two years. Additionally, I was involved in last year's Carrboro Complete Streets festival. I also participated in the campaign of Allen Buansi for Chapel Hill Town Council this year, a pursuit in which he was successful. I was also vocal at many public meetings on the subject of the Durham-Orange Light Rail project plan that was recently approved. Before

moving to Carrboro, I was a resident of Wake County, where I was active in WakeUp Wake County Environment and Transportation Committees, and I was extremely active in advocating for the approval of Wake County's major transit referendum of 2016.

Experience to Aid You in Working on Advisory Boards

All of my above experience will aid me in working on an advisory board. Additionally, my schooling and education in urban planning has provided me with key insights into the functioning of local government. I have experience working with diverse communities and handling sensitive issues. I have had extensive training in mediation and conflict resolution, and I am an excellent verbal and written communicator.

Reasons You Wish to be Appointed

I would like to be more connected to my community and be able to advocate for changes that benefit everyone that resides in Carrboro. I would also like to gain more hands-on experience with local governmental processes to aid in my professional development for my future career as a public servant.

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

No

If yes, which one(s)?

Field not completed.

Are you currently serving on a Town Board or Committee?

No

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

No

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

N/A

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

Rebecca Buzzard

From: noreply@civicplus.com
Sent: Tuesday, November 07, 2017 10:15 AM
To: Catherine Dorando; Sharmin Mirman
Subject: Online Form Submittal: Advisory Board Application

Advisory Board Application

First Name	Jill
Last Name	Ricks
Date	11/7/2017
Address1	306 estes dr ext apt k4
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	3369910093
Email Address	Jilla.ricks@gmail.com
Date of Birth	11/7/2017
Race	N/A
Sex	N/A
Occupation	N/A

Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	1 year
Length of Residence in the Town of Carrboro	1 year
I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Two):	Planning Board, Transportation Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Planning Board
*Employer/Self Employed	<i>Field not completed.</i>
Number of Years Employed	0
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	International City/County Management Association (ICMA)
Experience to Aid You in Working on Advisory Boards	I have a few months of experience serving on an advisory board, but that was on a county level. I am open to assistance or mentorship.
Reasons You Wish to be Appointed	I would like to be involved with the Town of Carrboro because it is my place of residence but more importantly to provide honest and willing participation. I plan to gain a position in local government and believe it is always good to begin serving first to learn about the organization and its constituents. Thank you.

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

No

If yes, which one(s)?

Field not completed.

Are you currently serving
on a Town Board or
Committee?

No

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

No

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

N/A

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

Rebecca Buzzard

From: noreply@civicplus.com
Sent: Tuesday, October 17, 2017 4:39 PM
To: Catherine Dorando
Subject: Online Form Submittal: Advisory Board Application

Advisory Board Application

Name	David Swan
Date	10/17/2017
Address1	506 Bolin Creek Dr
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Telephone	9193818222
Email Address	nawsdivad@gmail.com
Date of Birth	8/14/1977
Race	White
Sex	Male
Occupation	Marketer
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	10 years
Length of Residence in the Town of Carrboro	10 years

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

Affordable Housing Advisory Commission, Safe Routes to School Implementation Committee, Transportation Advisory Board

Other (advisory board not listed):

Field not completed.

Advisory Board Preference

Transportation Advisory Board 1

*Employer/Self Employed

Self Employed

Number of Years Employed

1

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

Field not completed.

Community Activities/Organizational Memberships

Member of the Carrboro Bike Coalition/Bike Carrboro

Experience to Aid You in Working on Advisory Boards

My experience working in marketing have provided me with good communication skills, but, more importantly, I am a great listener. I am adept at collecting information from all stakeholders and building consensus on where to focus our efforts to move forward.

Reasons You Wish to be Appointed

Quite simply, I want to be a part of the process of making Carrboro an even better place to live. My wife, who works at Piedmont Health as a dentist, and I own a home in the Bolin Forest neighborhood, where I am also the HOA president. My 3 year old daughter was born here, and we want to make this community an even better and more inclusive place for her to grow up in. My passion is for bike and pedestrian planning, because I think that improvements in those areas will make the community better for everyone. But that is also why I am interested in the Safe Routes to School committee, and the Affordable Housing Commission. The more effective that we are, as a community, in making our great town accessible to everyone, the more that we will grow culturally and economically.

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

No

If yes, which one(s)?

Field not completed.

Are you currently serving
on a Town Board or
Committee?

No

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

No

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

Not applicable.

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

Rebecca Buzzard

From: noreply@civicplus.com
Sent: Thursday, February 01, 2018 7:57 PM
To: Catherine Dorando; Rebecca Buzzard; Julie Eckenrode
Subject: Online Form Submittal: Advisory Board Application

Advisory Board Application

First Name	Linda
Last Name	Haac
Date	2/1/2018
Address1	102 Mill Rock Ct.
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	919-357-20
Email Address	Lindahaac@yahoo.com
Date of Birth	2/19/1949
Race	Native American/wwhite
Sex	Female
Occupation	Writer

Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	42 years
Length of Residence in the Town of Carrboro	24 years
I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Two):	Planning Board, Transportation Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	TAB
*Employer/Self Employed	Self
Number of Years Employed	40
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Serve on Carrboro TAB, also on advisory board of Friends of Bolin Creek. Have served as CH-Carrboro PTA President as well as PTA Council President. Been schools advocate for years. Instrumental in preservation and acquisition of the Adams Tract, along with many other community activities.
Experience to Aid You in Working on Advisory Boards	Several years in TAB, including serving as chair. Interest in representing all of Carrboro, including Northern Carrboro and underserved communities.
Reasons You Wish to be Appointed	To provide diversity to TAB and represent wide variety of stakeholders, as well as to ensure safety of our transportation efforts/infrastructure.

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

If yes, which one(s)? TAB

Are you currently serving on a Town Board or Committee? Yes

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

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

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

Diversity, voice for wider community in terms of stakeholders, long-term significant knowledge of challenges facing Carrboro in terms of transportation, including bike and pedestrian needs. Ability to balance multiple needs and voices.

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

Information Matrix
Transportation Advisory Board

	Name	Address	Corporate Limits of Carrboro	Year of Birth	Length of Residence in Carrboro	Gender	Race/Ethnicity	Occupation	Past Advisory Board Experience	Community Activities
Current Member	Kurt Stolka	102 Todd Street	Yes	1981	6 Years	Male	Western Slav	Transportation Planner	Yes	TAB experience, currently working professionally as a transportation planner at UNC.
Current Member	Diana McDuffee	2226 Pathway Drive	Yes	1948	27 Years	Female	White	Librarian	Yes	Former Alderman, Employment at UNC, TAB, Friends of Carrboro Library Board
Current Member	Colleen Barclay, Chair	116 Pine Street	Yes	1957	5 years	Female	White	Research Associate	Yes	Carrboro Bicycle Coalition, Kidical Mass, the Rogers Road Community Center Bike Rodeo, and Friday Night Lights.
Current Member	John Nicopoulos	245 Sweet Bay Place	Yes	1951	12 Years	Male	White	Semi-Retired Attorney	Yes	TAB, Cyclist, Attorney
Current Member	Robert Dow	105 Pine Street	Yes	1978	11 Years	Male	Caucasian	IT Systems Admin	Yes	Resident, cyclist, driver, pedestrian, parent.

Information Matrix
Transportation Advisory Board

	Name	Address	Corporate Limits of Carrboro	Year of Birth	Length of Residence in Carrboro	Gender	Race/Ethnicity	Occupation	Past Advisory Board Experience	Community Activities
Current Member/Applicant	Linda Haac	102 Millrock Court	Yes	1949	24 Years	Female	Native American/White	Writer	Yes	TAB, Friends of Bolin Creek, CH-Carrboro PTA
Applicant	Allison Clonch	107 Hill Street	Yes	1993	2 Years	Female	White	Student	No	Student City and Regional Planning, Gillings School of Global Public Health, GoTriangle Transit Ambassador, Complete Streets Festival, Allen Buansi for CH Town Council Campaign participant
Applicant	Jill Ricks	306 Estes Drive	Yes	Unknown	1 Year	Unknown	Unknown	Unknown	Unknown	International City/County Management Association
Applicant	David Swan	506 Bolin Creek Drive	Yes	1977	10 Years	Male	White	Marketer	No	Communication skills, listening, HOA president (Bolin Forest)



Town of Carrboro

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

Agenda Item Abstract

File Number:17-472

Agenda Date: 4/10/2018

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Assessing and Engaging Stakeholders towards a Comprehensive Plan for Carrboro

PURPOSE: The purpose of this item is to provide the Board of Aldermen with an opportunity to consider a strategy for identifying and engaging stakeholders of a comprehensive plan for the Town.

DEPARTMENT: Planning

CONTACT INFORMATION: Trish McGuire, pmcguire@townofcarrboro.org
<<mailto:pmcguire@townofcarrboro.org>>, 919-918-7327

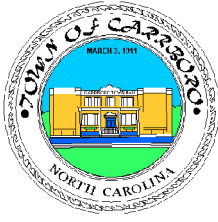
INFORMATION: The Board of Aldermen held a worksession on January 9, 2018 on the topic of comprehensive planning. The direction to staff was to develop a strategy for gauging community interest.

Agenda materials and notes from the worksession may be found at
<<https://carrboro.legistar.com/MeetingDetail.aspx?ID=571448&GUID=6E79CD92-282A-4071-86E3-E2261AA03043&Options=&Search>>= .

Organizing the planning process and identifying stakeholders are two key steps to development of a successful planning process. A memo that describes a strategy and time frame for engaging the community to help define the range of stakeholders and understand interest in a comprehensive plan is provided (*Attachment A*). With the guidance provided by the Board of Aldermen previously, the outcome of these efforts would be anticipated to inform the development of a request for qualifications for consultant assistance. Notes from the January 9th worksession are also included as *Attachment B*.

FISCAL & STAFF IMPACT: A cost estimate is in preparation. Staff impacts vary but are expected to be manageable with existing staff.

RECOMMENDATION: It is recommended that the Board of Aldermen discuss this matter and convey to staff its interest in proceeding with outreach, education, and survey activities described or otherwise noted.



TOWN OF CARRBORO

NORTH CAROLINA

MEMORANDUM

PLANNING DEPARTMENT

DELIVERED VIA: ☐ HAND ☐ MAIL ☐ FAX ☒ EMAIL

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

From: Patricia J. McGuire, Planning Director

Date: April 2, 2018

Subject: Identifying stakeholders and interest in a comprehensive plan for the Town

Purpose. The Board of Aldermen held a worksession on January 9th to review and consider whether to undertake development of a comprehensive plan. The direction to staff was to develop a strategy for gauging community interest. This agenda item provides an opportunity for the Board of Aldermen to consider a process for doing so.

Background: The worksession followed from discussions in recent years on the status of Carrboro Vision2020 as the Town's guiding policy document, on the review of demographic trends, and on consideration of incorporating racial equity and social justice more deliberately and transparently in Town actions.

Board members discussed the topic broadly and then focused on three questions:

- 1) Are there opportunities that you see arising through a comprehensive planning process?
- 2) Are there limitations or concerns associated with undertaking a comprehensive planning process?
- 3) Is comprehensive planning a high priority for you? Why or why not?

The discussion was extensive and interesting; meeting notes are included as Attachment B and agenda materials and notes are available on the town's website at <https://carrboro.legistar.com/MeetingDetail.aspx?ID=571448&GUID=6E79CD92-282A-4071-86E3-E2261AA03043&Options=&Search=> .

During the worksession the Board determined that getting input from the community through various avenues such as public hearings, check-ins with advisory boards, and communication with groups and individuals outside of those who typically participate, would be an important first step in the process.

Proposal. Broadly speaking, comprehensive plans are prepared through a process of assessing existing conditions, identifying what and how a community envisions its future, and specifying when and by what means the vision will be achieved. The process needs to be organized and focused and appropriately prioritized and funded. The associated workload is not insignificant. The necessity of involving as many of the interests as possible in such a process is self-evident. An education component on existing plans and policies is often included as a starting point to orient participants to the conditions that have yielded the current pattern of development and range of services and programs and the economic effects of those choices. This component can also serve as the framework for gauging the range and type of community interests regarding a comprehensive plan. Possible actions that could be taken in 2018 are listed below.

1. Part I. May – September.

- a. Prepare materials –organize for participation. The purpose of this step will be to gather the materials that will educate the community on how Carrboro plans for the future now and describe a comprehensive plan, including why and how one is prepared and the time and resource costs involved. The information needed to accomplish this step is largely in place. Major efforts in this step will be consolidating the information in ways that are accessible to as broad an audience as possible.
- b. Reach out to community members – identify and get to know interest groups. Presentations to and meetings with the general public, focused groups, advisory boards, and others will be the emphasis in this step. This step is expected to be somewhat iterative as we would seek to identify and contact additional groups or interests as they came to be known. Methods of outreach would likely include direct communication with community groups, mailed notice to the general population, printed notices, email lists, neighborhood social media.
- c. Online survey and questionnaires. The purpose of this step would be to determine what respondents know about the Town's planning and policies, whether they identify with any particular interests, and what they know about comprehensive planning.

2. Part II. October

- a. Present information from Part I to the Board of Aldermen and hold a public hearing on the topic.

3. Part III. November- January

- a. Include questions on bi-annual community survey to determine knowledge and community interest.
- b. Board of Aldermen receives responses to survey questions and formulates plan vision.

Costs. Preparation and presentation of materials and support for outreach activities is anticipated to be handled by existing staff. An estimate of materials and mailing costs is in preparation.



Town of Carrboro

301 W. Main St.

Town Hall

Carrboro, NC 27510

Meeting Minutes Board of Aldermen

Tuesday, January 9, 2018

7:30 PM

Board Chambers - Room 110

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

Also Present: David Andrews, Town Manager, Rebecca Buzzard, Deputy Town Clerk, Kevin Hornik, Town Attorney

ACKNOWLEDGEMENT OF TOWN EMPLOYEES' WORK DURING EMERGENCY EVENTS

Mayor Lavelle complimented the Public Works Department for their rapid and thorough response during the snow storm. She also commented on the great way many localities came together to respond to a local fire.

ANNOUNCEMENT OF UPCOMING MEETINGS

Deputy Town Clerk, Rebecca Buzzard, announced the upcoming public meetings.

APPROVAL OF PREVIOUS MEETING MINUTES OF NOVEMBER 28, 2017 AND DECEMBER 5, 2017

MOTION WAS MADE BY ALDERMAN SLADE SECONDED BY ALDERMAN HAVEN-O'DONNELL TO APPROVE THE MINUTES OF NOVEMBER 28, 2017 AND DECEMBER 5, 2017 AS AMENDED. VOTE: AFFIRMATIVE ALL

CONSIDERATION OF A COMPREHENSIVE PLAN FOR THE TOWN OF CARRBORO

The purpose of this item was to provide the Board of Aldermen with an opportunity to consider whether to undertake development of a comprehensive plan.

Patricia McGuire, Planning Director, gave the staff presentation on the comprehensive plan. She talked about the realm of comprehensive planning in terms of Carrboro. The town already has many plans and policy documents in place, and experience in the realm of comprehensive planning, but not on this specific approach. It would involve assessing the statistics of the Town and taking stock of the community's needs and values to create a shared vision for how the Town should move forward.

Alderman Gist stressed that she did not want Carrboro to have form based zoning and development, like Chapel Hill, with less citizen input. It is important to her that a comprehensive plan would not take away from the planning/permission process. She asked if there would be less citizen input and less decision making for the Board if a Comprehensive Plan was in place. Patricia McGuire stated that the comprehensive plan informs planning and zoning, it does not set the specific requirements for zoning or permitting. The concept of the comprehensive plan is representative of an effort that supports the zoning and land use maps.

Town Manager Andrews said that it is not a legally binding document. The underlying zoning remains. It states the preference from the board so that developers have a better idea of what the Town wants to look like. Patricia McGuire said that it is not the same thing as zoning, you want them to be consistent, but it's not binding.

Alderman Gist asked about the cost estimate. Planning Director McGuire said that \$200,000 was an estimate of cost, but certainly there are other options.

Alderman Gist mentioned that she has been through processes like this with the Town before and warned that if the Town goes forward with this project, to be sure to hire an organization that did not benefit from the results of the plan, or have preconceived notions of what Carrboro should look like, and that it should be truly community based.

In response to a question by Alderman Haven-O'Donnell about an upcoming Land Use Ordinance amendment, Planning Director McGuire explained that the issue of consistency to a planning framework is being strengthened at the state level. What the Town has been doing for over 10 years is looking to guiding principles, which in Carrboro's case has been the Vision 2020 plan, because the Town does not have a Land Use Plan for the Town as a whole. The biggest change is that if you want to adopt an amendment that is not consistent with a policy than the statutes require that the policy be amended to prevent inconsistencies.

Alderman Haven-O'Donnell asked about legal challenges when decisions are not consistent with the plan. Patricia McGuire explained that, for example, when a permit is being issued (special and conditional use for finding of fact) one has to find that there is not an inconsistency. If you act otherwise, there can be a legal challenge. Therefore the plan needs to be clear and updated frequently.

Alderman Haven-O'Donnell asked about having a consultant and how the Town can best assure that they do not experience pitfalls associated with consultants looking at planning from very progressive large city lenses. She would like a potential consultant to really look at who Carrboro is.

The Planning Director explained that with the 20/20 plan, it was mostly Town driven, and was really a community event. The Board and staff will articulate their values and interests before hiring someone and can use multiple consultants. This process will make sure the comprehensive plan is responsive to the interests here.

Alderman Slade commented that the best consultant will facilitate the process. If it is a successful process it will be reflective of the community. Also, look at how to include existing plans and perhaps make them more consistent and accessible.

Alderman Chaney asked Attorney Hornik about the limitations and opportunities of a comprehensive plan. Attorney Hornik said zoning always has to be consistent with a comprehensive plan. The comprehensive plan reflects general policy of what the Town should look like. Recent amendments to the General Statutes specifically state that one has to adopt a statement indicating how a particular amendment is consistent with the comprehensive plan. The legal benefit of one document is that it provides consistency. With smaller plans you're more likely to run into inconsistencies.

Alderman Chaney asked about the difference between a visioning document and a comprehensive plan. Attorney Hornik said that there is not a significant legal difference. But, from a practical perspective, a comprehensive plan would be much more detailed than a visioning document. Vision projects the future, while the comprehensive plan shows how to get there.

Alderman Foushee asked if a comprehensive plan goes more in the line of a policy based document. Attorney Hornik replied that there is not necessarily a real legal difference between the two. Both project what we would like to see happen in the town.

Alderman Seils said that he sees the vision as a component of a comprehensive plan, really the starting point. The comprehensive plan then includes how you get there, and gives the framework for how to achieve your vision and implement it.

The following notes were taken as comments from the board:

Question 1: Are there opportunities that you see arising through a comprehensive planning process?

- As a foundation for land use that reflects community conditions and values.
- Opportunity to engage the community – hear about goals, hopes, and dreams.
- Chance to identify vision that reflects the community.
- Opportunity to establish some alignment and coordination - with regional plans and other plans and policies.
- Make sure that existing plans mesh and that all work together.
- Opportunity to establish a framework for regular check-ins (example from Chapel Hill's annual feedback and updating – concept of plan as a 'living document.')
- See this as a way to orchestrate plans and policies, incorporating work already done so that the wheel does not have to be reinvented.
- With a consultant's involvement, could seek to have much broader outreach.

- Way to touch base to see if plan/vision is still reflective of community, also to capture other ideas.
- Consultant could engage broader community in updating the plan – especially affordable housing and climate action efforts that used task forces for development.
- Opportunity to make it all more accessible, to upgrade the appearance.
- Make land use and regulations match community desires.
- Way to reframe/reuse and how we plan for that, especially in relation to overall affordability
- Opportunity to think about who will live here in the future and how they'll live.
- Engage youth, especially because the current decision makers will all be gone.
- Engage people and make it fun - celebrate the engagement.
- Involve the natural creativity of people in Carrboro.
- Opportunity to think about how to design a process that is engaging – brings out stories.
- Create a document that is usable and readable.
- Not highlighting 'fun' to gloss over details or complexity – but to provide a way to discuss and make visual the places where there is not agreement.
- A way for people to learn more about their community.

Guidance/Considerations

- Allow only Carrboro participants.
- Not a preconceived notion of what is of interest
- Apprehension about the process
- Need for planning process to develop a detailed RFP, attract the right team – get what we pay for.

Question 2: Are there limitations or concerns associated with undertaking a comprehensive planning process?

- How do we ensure community engagement? The town has 20,000 people with very diverse backgrounds. How do we engage everyone?
- How do we incorporate all the other plans that have been done? How do we make sure they're adequately represented in this plan, in a way that does them justice (they have many common themes).
- How do you prioritize one plan over another and make sure they reflect our current community?
- How to you represent competing interests?
- A comprehensive plan can strive to be too much and it is important to make the objectives clear so that too much is not undertaken. Some of the plans we have in place work and do not need to be redone.
- Are we looking to update an outdated planning process?
- Building on new land is not the issue, but re-use is!
- Is the cost, of an estimated \$200,000 over two years palatable to the general public? What are we getting out of it?
- Concerned about the process being manipulated by a small group of people. The process needs has to have integrity.
- Don't let us turn into Chapel Hill. No dogmatic development ideas that will make Carrboro less inclusive.
- Slant of consultant. The Town should guide the person hired. We tell them what we want, they help us get there.

- Be clear in the Request for Proposals. Visioning is great but we need to take it further. Involve the community.
- If we decide to do it, commit to use it.
- Does the community want it? Are we doing this for the right reason? We need to reflect what the community wants. Do it right so that only a small group isn't being represented.
- Concern of creating a rigid document – make sure it's a living document. Not having a way to have it updated as the community values change.
- Make sure all the major topics are harmonious, like economic development, climate change, environment, social equity.
- Plan for the plan. Would you be comfortable with a plan that didn't have implementation? If it's in the plan, there is a way to do it.
- How can updating the plan and a community involvement piece be incorporated regularly?

Question 3: Is comprehensive planning a high priority for you? Why or why not?

- Thinking about Vision 2020 discussion from Planning Board a year or so ago, which ended without clear direction on what to do next. Vision 2020 expresses community values but doesn't do much beyond that. Comprehensive plan would have more teeth and express values over a 40 to 50 year timeframe and would explain how to get there.
- Yes on it being a high priority as a way to create a fuller framework for reaching goals and focusing on values.
- Apprehensive about the process, but not the idea of a plan. The matter of process regarding how a consultant is chosen and how the process is conducted from there should be given high priority to ensure a fair process that includes all appropriate parties and be focused on what Carrboro residents want.
- Focus on matters like middle class affordability and commercial affordability should be given a high priority as well. Plan can create a framework for addressing lots of issues, these included.
- Comprehensive plan would offer a good opportunity to orchestrate lots of existing plans into one. And would help Board do their work by providing a clear framework and bird's eye view of all adopted policies.
- Comprehensive plan would help map out a schedule and goals in a way that Vision 2020 doesn't quite do. Vision document doesn't offer a rubric. Plan could help minimize picking and choosing policies from among the various plans. Very high priority. Does not like the current situation wherein developers and citizens do not feel like they know what is wanted. Having the underlying zoning act as a plan is not a good place to be. If certain types of growth are needed in order to make goals realistically happen, plan could help bring this to light. Currently making policy without good data to back it up.
- Would be good to provide a regularly scheduled update of the priorities and goals, like the annual review done in Chapel Hill now. Should help citizens feel that the town is working, listening, and more regularly staying on top of changing needs and wants.
- Comprehensive plan also could augment existing plans related to affordable housing goals and values.
- Regular updates could test the goals and policies included within the plan and help the Town remain accountable.
- Comprehensive plan would create better resiliency for the town. And provide a good framework for redevelopments in general and, more specifically, following any potential natural disasters that may occur in the future.

- High priority as related to racial and social equity. Plan would be a good vehicle to address these important issues. Certain firms specialize in this area and we should seek them out.
- Comprehensive plan would inform all decisions made at the Board level. Vetted discussions and goal setting would be set in place within one document. Yes on being a high priority.
- High priority to make sure every party in town is reached and offered an opportunity to provide input.
- Creation of plan should take as long as it takes, even if that means the process goes longer than two years.
- A significant amount of work should be done ahead of time to ensure that everyone in town feels comfortable with the idea of creating a plan and confident that no predetermined outcome exists.
- Yes, definitely interested in creating a plan. Concerned about the amount of money. Okay with it taking a long time if needed.
- Creation of plan could be broken up in a way that allows multiple consultants to handle different elements. Be careful and methodical. Retain enough leeway and flexibility to change if needed along the way during creation of the plan.
- High priority so that everyone, developers, citizens, etc., know with predictability what is wanted and expected in certain parts of town.

Alderman Haven-O'Donnell asked if there is an answer to the question of does the community want this. She wondered if the Board should move forward without first knowing this information by getting input from the community. Alderman Slade asked if the Town should we have a public hearing on the topic. Mayor Lavelle agreed and suggested that the Town can do outreach to see if the community wants this. Town Manager Andrews suggested checking with boards and commissions. Alderman Haven-O'Donnell said that she want to reach communities and individuals outside of those that usually participate Mayor Lavelle said that the new Communications Manager could help inform the Town on how to have the community engaged in this process.

TRANSPORTATION TOPICS: BICYCLE FRIENDLY COMMUNITY APPLICATION, BIKE PLAN AND RELATED INFRASTRUCTURE

The purpose of this agenda item was to provide the Board with an opportunity to discuss progress towards an application for upgrading the Town's Bicycle Friendly Community status, including the bike plan update and possible infrastructure improvements, and associated cost implications.

Tina Moon, Planning Administrator, gave the staff presentation. Carrboro has the Bicycle Friendly Community silver status, and is working toward gold. To increase the grades on the Bicycle Friendly Community report card, the Town can engage in more activities and education, as well as the bike plan for policy, and infrastructure updates. The bike plan was adopted in 2009 and it is time for an update to look at our priorities and new technologies. Design recommendations have changed a lot recently, for example with the location of crossings and making them more driver friendly. Long term planning can work well with the comprehensive plan. Instead of a lot of new infrastructure they are looking at better ways to do things. The Metropolitan Planning Organization presented on the long term Comprehensive Plan, which raised the issue of extending bike lanes from Rosemary St. to E. Main St.. This is a

Department of Transportation road and the Town could take advantage of their repaving timeline to develop these bike friendly improvements.

Alderman Slade asked how E. Main St. compares to Rosemary St. in terms of right of way width. Tina explained that Rosemary St. had two parallel roads which allowed for two areas for vehicular traffic, whereas E. Main only has one street, and some serious analysis will have to take place to determine the viability of this project. The analysis will show if this the best way to do this, or if the Town is better off re-routing bicycles through the neighborhoods. It is important to look at this as a larger project.

Alderman Gist asked if this plan would this decrease auto traffic by one lane. She stated this is a very crowded area, this could create more congestion, and there could be pushback about that.

Alderman Seils said that the analysis would show this information. The Town has data on the capacity of the roadway regarding vehicular travel. Some of the congestion could be mitigated by implementing the center left turn lane.

Tina Moon said that the timing of this interest is good because the discussion is going on about the Merritt Mill area as well, and that data can inform this decision.

Alderman Gist asked if they looked at how many people will be impacted – bikers, pedestrians, vehicles. Tina responded that the Town is asking these questions.

Mayor Lavelle asked if these plans ever help traffic. Tina replied that it depends on the situation.

Alderman Haven-O'Donnell said that the Town does not yet know about the hotel in this area and other redevelopment that may take place in the 300 East area, as well as the proposed library. She stated that it is great to vision this, but asked if it is a premature conversation considering the decisions that will impact this.

Alderman Slade stated that the analysis would include upcoming developments. The hotel would be accounted for. Tina explained that the Town would have to pay for the analysis and would supply the consultant with that information.

Alderman Foushee stated that according to the current Highway Transportation Plan the current cross section is adequate for the 2040 capacity.

Alderman Seils strongly supported moving forward with the analysis. Road resurfacing will happen in 2019 and the Town has a great opportunity improve the network, and complete a modification already incorporated in the Town's Bike Plan and Comprehensive Transportation Plan. There is a beautiful infrastructure coming in from the East that ends when one enters Carrboro, the silver level bicycle friendly community.

Alderman Gist stated that if one is in a position where life allows them to bike or walk, they are very fortunate. Not everyone has that privilege. We need to look at the number of bikes and cars on the streets. The vast majority of people will be very inconvenienced for a small group of people. To reduce the travel lanes for cars, which is how most people have to get to work, shop, get kids to activities, is not supported by the majority of the public. To cut in half the car travel lanes will produce a lot of unhappy people.

Alderman Chaney stated that the question is whether the Town wants to move forward with analysis and questioned the cost of the project. Tina said from the information gathered thus far, the estimate was \$16-24,000 for the W. Main St. project, so it should be in the window of \$20,000.

Alderman Chaney stated that the analysis should give the Town enough information about whether the plan would work. But, if it does not work, she asked if the analysis would provide an alternative solution. Tina Moon replied that the Town can still request that the Department of Transportation improve the lanes, such as by adding sharrows.

Alderman Slade stated that information is a point of departure for making a decision, and is important before one makes assumptions. This analysis will help the Town better communicate with the community about the issue. He is supportive of going forward with getting information and taking the next steps, especially with the opportunity to take advantage of the upcoming re-paving.

Mayor Lavelle said that she is also in favor of the analysis.

Alderman Foushee asked if the on-call consultant services could be used for this project and if there could be a reduced cost. Tina said they are in the process researching about how to best get someone on board. There may also be data already available.

Alderman Seils said that the Aldermen do not know what the analysis will say. Maybe bike lanes or sharrows could be added without impacting traffic.

Alderman Haven-O'Donnell was in favor of the analysis, but wants to be careful that the analysis is taken back to the community. She said that the Town should not be wedded to the numbers and disregard the people, including the business community.

Town Manager Andrews asked if there was consensus to move forward. Alderman Gist said that there was not consensus but enough support amongst the Board to move forward.

Mayor Lavelle stated that direction was given.

Alderman Slade asked about the scope of the timeframe and steps needed to be taken towards gold status. He also suggested looking at the steps to achieve platinum level and suggested the Town look at a longer vision. Looking at the report card it is clear the Town is close to, or meeting, most items. But, he was surprised by the category scores where the Town is under average.

Mayor Lavelle said that any public education and outreach to the community could be coordinated by the new Communications Manager to help get the word out.

CLOSED SESSION PURSUANT TO NCGS 143-318.11 (A)(6) AND (3)

MOTION WAS MADE BY ALDERMAN CHANEY, SECONDED BY ALDERMAN SEILS TO ENTER INTO CLOSED SESSION PURSUANT TO N.C.G.S 143-318.11(6)(3). VOTE: AFFIRMATIVE ALL

OPEN SESSION

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

ADJOURNMENT

**MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN CHANEY TO
ADJOURN THE MEETING. VOTE: AFFIRMATIVE ALL**