



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Monday, September 17, 2018

6:30 PM

Board Chambers - Room 110

6:30-6:40

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

6:40-6:45

B. ANNOUNCEMENT OF UPCOMING MEETINGS

6:45-7:00

C. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

7:00-7:20

D. CONSENT AGENDA

1. [17-646](#) Approval of June 26, 2018 Meeting Minutes
2. [17-643](#) A Resolution Setting a Public Hearing on an Ordinance to Amend the Town Code and Land Use Ordinance to Establish Membership Limitations on Boards, Committees, and Commissions
PURPOSE: The purpose of this item is for the Board of Aldermen to set a public hearing on the draft ordinance for October 23, 2018 and to refer the item to the Planning Board and Orange County.

Attachments: [Attachment A - A Resolution Setting a Public Hearing on an Ordinance Amending the Town Code and Land Use Ordinance Regarding Term Limitations on Advisory Boards.doc](#)
[Attachment B - AN ORDINANCE TO AMEND THE CARRBORO TOWN CODE AND LAND USE ORDINANCE TO ESTABLISH MEMBERSHIP LIMITATIONS ON BOARDS.docx](#)

3. [17-642](#) Request to Make an Appointment(s) to the Appearance Commission/Neighborhood Preservation District Commission

PURPOSE: The purpose of this item is for the Board of Aldermen to make appointments to the Appearance Commission/Neighborhood Preservation District Commission.

Attachments: [Attachment A - Appointment Resolution](#)
[Attachment B - Appearance Commission Applications Summer-Fall 2018.pdf](#)

7:20-7:40

E. PUBLIC HEARING

1. [17-626](#) Public Hearing: Reasonable Accommodation request for 220 W. Winmore Ave.

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to review a reasonable accommodation request for a small deck and landing on the side of the house located at 220 W. Winmore Ave.

Attachments: [Attachment A- Notarized Applicaton](#)
[Attachment B - Reasonable Accomodation Request](#)
[Attachment C -Site Plan with Photos](#)
[Attachment D - Section 15-97](#)
[Attachment E- Resolution](#)

F. OTHER MATTERS

7:40-8:00

1. [17-645](#) Presentation on the Town of Chapel Hill's Public Housing Master Plan

PURPOSE: The purpose of this item is to share information with the Board on the development of the Town's Public Housing Master Plan.

8:00-8:45

2. [17-640](#) Short Term Parking Management Strategy

PURPOSE: The purpose of this item is to layout the short term parking management strategy that staff has designed to accommodate parking during the construction of The 203 Project.

G. MATTERS BY BOARD MEMBERS

H. MATTERS BY TOWN MANAGER

I. MATTERS BY TOWN ATTORNEY

J. CLOSED SESSION - POSSIBLE LAND ACQUISITION - NCGS 143-318.11(A)(5)



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Agenda Item Abstract

File Number:17-646

Agenda Date: 9/17/2018

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Approval of June 26, 2018 Meeting Minutes



Town of Carrboro

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

Agenda Item Abstract

File Number:17-643

Agenda Date: 9/17/2018

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

A Resolution Setting a Public Hearing on an Ordinance to Amend the Town Code and Land Use Ordinance to Establish Membership Limitations on Boards, Committees, and Commissions

PURPOSE: The purpose of this item is for the Board of Aldermen to set a public hearing on the draft ordinance for October 23, 2018 and to refer the item to the Planning Board and Orange County.

DEPARTMENT: Town Clerk and Planning Department

CONTACT INFORMATION: Catherine Dorando - cdorando@townofcarrboro.org
<<mailto:cdorando@townofcarrboro.org>> and Trish McGuire - pmcguire@townofcarrboro.org
<<mailto:pmcguire@townofcarrboro.org>>

INFORMATION: The Board of Aldermen has requested that term limitations be made consistent throughout the Town Code and Land Use Ordinance for all advisory boards, committees, and commissions. The attorney has prepared a draft ordinance that accomplishes this directive. The Board must hold a public hearing to amend the Land Use Ordinance. The item will be sent to the Town's Planning Board and Orange County as another requirement of amending the Land Use Ordinance. By adopting the attached resolution, the public hearing will be scheduled for October 23, 2018.

FISCAL & STAFF IMPACT: None

RECOMMENDATION: It is recommended that the Board of Aldermen adopt the resolution setting the public hearing for October 23, 2018.

**A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE TO AMEND
THE CARRBORO TOWN CODE AND LAND USE ORDINANCE TO ESTABLISH
MEMBERSHIP LIMITATIONS ON BOARDS, COMMITTEES, AND COMMISSIONS**

WHEREAS, the Board of Aldermen seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance;

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on October 23, 2018, to consider adopting “**An ordinance to amend the Carrboro Town Code and Land Use Ordinance to establish membership limitations on boards, committees, and commissions.**”

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County and the Town of Carrboro Planning Board for consideration and recommendation prior to the specified public hearing date.

BE IT FURTHER RESOLVED that the draft ordinance is also referred to the following Town of Carrboro advisory boards and commissions.

☐ Appearance Commission

☐ Recreation and Parks Commission

☐ Transportation Advisory Board

☐ Northern Transition Area Advisory Committee

☐ Environmental Advisory Board

☐ _____

☐ Economic Sustainability Commission

☐ _____

**AN ORDINANCE TO AMEND THE CARRBORO TOWN CODE AND LAND USE
ORDINANCE TO ESTABLISH MEMBERSHIP LIMITATIONS ON BOARDS,
COMMITTEES, AND COMMISSIONS**

BE IT ORDAINED BY THE CARRBORO BOARD OF ALDERMEN THE
FOLLOWING:

Section 1. Chapter 3 of Article VIII of the Town Code is amended to add a new section 3-45 as follows:

Section 3-45. Membership Limitations on Boards, Committees, and Commissions

A member may be appointed to the same board, committee, or commission for a maximum of two successive terms (or any part thereof). A member who has served for two successive terms (or any part thereof) on the same board, committee, or commission may be eligible for re-appointment after an absence from that board, committee, or commission of at least one year.

Section 2. Chapter 3 of Article VIII of the Town Code is amended to delete subsections 3-7(d), 3-9.1(d), and 3-24(d).

Section 3. Article III of the Land Use Ordinance is amended to add a new PART VII as follows:

PART VII. MEMBERSHIP LIMITATIONS ON BOARDS, COMMITTEES,
ADVISORY GROUPS, AND COMMISSIONS

A member may be appointed to the same board, committee, advisory group, or commission for a maximum of two successive terms (or any part thereof). A member who has served for two successive terms (or any part thereof) on the same board, committee, advisory group, or commission may be eligible for re-appointment after an absence from that board, committee, advisory group, or commission of at least one year.

Section 4. Article III of the Land Use Ordinance is amended to delete subsections 15-29(c), 15-42(c), and 15-45(c).

Section 5. All provisions of any Town ordinance or resolution in conflict with this ordinance are repealed, and this ordinance is effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this the ____ day of _____, 2018.

Ayes: ____

Noes: ____

Absent: ____



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Carrboro, NC 27510

Agenda Item Abstract

File Number:17-642

Agenda Date: 9/17/2018

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Request to Make an Appointment(s) to the Appearance Commission/Neighborhood Preservation District Commission

PURPOSE: The purpose of this item is for the Board of Aldermen to make appointments to the Appearance Commission/Neighborhood Preservation District Commission.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Cathy Dorando 918-7309

INFORMATION: The Appearance Commission currently has four vacant seats and is unable to make quorum requirements with current membership. The Town Clerk has received four applications for the Appearance Commission and made contact with all applicants to determine their willingness to serve and ability to attend the next meeting of the Appearance Commission. Emily Kreutzer is the current chair of the Appearance Commission and has contacted all four applicants. The resolution provided will make four appointments to the Commission and allow for them to meet on September 20th with a quorum. Chair forms are not included as this is a circumstance that prevents applicants from attending a meeting as applicants, due to lack of quorum.

The resolution appoints Vickie Brown, Sharon Reilly, Hallee Haygood, and Nicholas Johnson to the Appearance Commission. Terms are assigned based on order of application received date.

FISCAL IMPACT: N/A

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

Agenda Date: 9/17/2018

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ATTACHMENT A

**A RESOLUTION MAKING APPOINTMENTS TO THE
APPEARANCE COMMISSION**

THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING APPLICANT(S)
TO THE APPEARANCE COMMISSION:

Seat Designation	Appointee	Term Expiration
Member	Nicholas Johnson	2/2022
Member	Vickie Brown	2/2021
Member	Sharon Reilly	2/2021
Member	Hallee Haygood	2/2020

Section 2. This resolution shall become effective upon adoption.

Catherine Dorando

Sent to chair 7/2
Called 9/6 left message/spoke
Can attend 9/20? ~~No~~ Yes

From: noreply@civicplus.com
Sent: Tuesday, June 26, 2018 8:54 PM
To: Catherine Dorando; Rebecca Buzzard; Julie Eckenrode
Subject: Online Form Submittal: Advisory Board Application

Advisory Board Application

First Name	Nicholas
Last Name	Johnson
Date	6/26/2018
Address1	104 Purple Leaf Pl
Address2	Field not completed.
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	7037851002
Email Address	nichlj@gmail.com
Date of Birth	8/25/1980
Race	Caucasian
Sex	Male
Occupation	User Experience Designer
Are you a registered	Yes

Orange County Voter?

Length of Residence in Orange County	9 years
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Length of Residence in the Town of Carrboro	9 years
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I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Two):	Appearance Commission/NPDC
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Other (advisory board not listed):	<i>Field not completed.</i>
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Advisory Board Preference	Appearance Commission/NPDC
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*Employer/Self Employed	ChannelAdvisor
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Number of Years Employed	1
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* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
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Community Activities/Organizational Memberships	Member and co-chair of the Roberson Place Playground Committee for 8 months. Member of the Project Management Institute, and certified Project Management Professional since 2005.
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Experience to Aid You in Working on Advisory Boards	I have 15 years of experience as a user experience designer in the federal government, large corporations, and small startups. Many of the skills that I use daily as a user experience designer are transferrable to the work of town committees. For example, I must discover, understand, and represent the myriad needs of various stakeholders, while always remembering the ultimate project goals. And my focuses on both the user experience and visual design are particularly relevant to the Appearance Commission.
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Reasons You Wish to be Appointed	I wish to be on the Appearance Commission because I love Carrboro. I am already a 9-year resident of Carrboro, see the
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town as my forever home, and want to ensure that it remains a beautiful and welcoming place for all.

Have you ever served on any Town of Carrboro Committee or Board?	No
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If yes, which one(s)?	<i>Field not completed.</i>
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Are you currently serving on a Town Board or Committee?	No
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If yes, are you applying for a third consecutive term?	No
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If yes, please describe how you meet one, or more, of the following exceptions noted below. *Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15-45(c) 3-7(d), 3-24(c))	N/A
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Email not displaying correctly? [View it in your browser.](#)

Called 9/6 putt message
Can attend 9/20? NO

Catherine Dorando

From: noreply@civicplus.com
Sent: Saturday, July 07, 2018 7:37 AM
To: Catherine Dorando; Rebecca Buzzard; Julie Eckenrode
Subject: Online Form Submittal: Advisory Board Application

Advisory Board Application

First Name	Vickie
Last Name	Brown
Date	7/7/2018
Address1	503 Bolin Creek Drive
Address2	Field not completed.
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?	Planning Jurisdiction
Telephone	9192441119
Email Address	vmaysb@gmail.com
Date of Birth	10/15/1950
Race	white
Sex	female
Occupation	retired
Are you a registered	Yes

Orange County Voter?

Length of Residence in Orange County	33 years
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Length of Residence in the Town of Carrboro	9 years
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I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Two):	Appearance Commission/NPDC
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Other (advisory board not listed):	<i>Field not completed.</i>
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Advisory Board Preference	Appearance Commission
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*Employer/Self Employed	retired nurse
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Number of Years Employed	retired as of December 2017
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* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
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Community Activities/Organizational Memberships	Assistant Treasurer for Bolin Forest Homeowners Association Volunteer for Orange County Democratic Party Current member of the Hospital Infection Control Practices Advisory Committee (HICPAC)-CDC Past member Orange County Agriculture Preservation Board Past member Carrboro Civic Club
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Experience to Aid You in Working on Advisory Boards	My work with HICPAC has provided experience in coordinating input from a variety of experts to develop recommendations subsequently approved and published by the CDC. By serving on the Agriculture Preservation Board I saw the value in bringing a diverse group of local residents together to formulate recommendations that were financially realistic and consistent with the priorities of the county commissioners. I have also had experience serving on the conference planning committee and the Executive Board for the Association for Professionals in Infection Control and Epidemiology (APIC). I think these
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experiences will help me be an effective advisory board member.

Reasons You Wish to be Appointed

My community has been important to me since my early childhood. I grew up in a small rural NC community surrounded by family and neighbors who volunteered their time to support local fire departments, youth activities, and fund raisers for a community building. I would like to serve on the Appearance Board to help preserve our mill town history and to explore ways to improve the general appearance of the business district as well as residential neighborhoods. This is challenging for Carrboro due to the large number of students and rental property within the town.

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.](#)

9/20 7:30 Can you attend? yes

Catherine Dorando

From: noreply@civicplus.com
Sent: Thursday, July 26, 2018 10:18 PM
To: Catherine Dorando; Rebecca Buzzard; Julie Eckenrode
Subject: Online Form Submittal: Advisory Board Application

called 9/6 left message

Advisory Board Application

First Name	sharon
Last Name	reilly
Date	7/26/2018
Address1	206A Maple ave
Address2	Field not completed.
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	4346654949
Email Address	sharon@sharonreilly.com
Date of Birth	6/8/1956
Race	Caucasion
Sex	F
Occupation	Physician
Are you a registered	Yes

Orange County Voter?

Length of Residence in Orange County	3.5 yrs
Length of Residence in the Town of Carrboro	3.5 yrs
I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Two):	Appearance Commission/NPDC
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Appearance
*Employer/Self Employed	Piedmont Health services
Number of Years Employed	3.5 yrs
* 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	Roberson Place Townhome committee
Experience to Aid You in Working on Advisory Boards	Medical Director of large program Advisory board of Commonwealth Chorale Scholarship committee for Randolph Henry School
Reasons You Wish to be Appointed	To be more involved in keeping Carrboro a vibrant, livable, walkable city
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving	No

on a Town Board or
Committee?

If yes, are you applying for a third consecutive term?	No
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If yes, please describe how you meet one, or more, of the following exceptions noted below. *Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15- 45(c) 3-7(d), 3-24(c))	Na
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Email not displaying correctly? [View it in your browser.](#)

Emailed to Chair 9/4/2018

Called 9/6 left message

Can attend 9/20 meeting?
yes

Catherine Dorando

From: noreply@civicplus.com
Sent: Wednesday, August 15, 2018 6:49 PM
To: Catherine Dorando; Rebecca Buzzard; Julie Eckenrode
Subject: Online Form Submittal: Advisory Board Application

Advisory Board Application

First Name	Hallee
Last Name	Haygood
Date	8/15/2018
Address1	180 BPW Club Road
Address2	S08
City	Carborro
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?	Planning Jurisdiction
Telephone	9517640047
Email Address	hallee-haygood14@gmail.com
Date of Birth	9/16/1995
Race	White
Sex	Female
Occupation	Student
Are you a registered	Yes

Orange County Voter?

Length of Residence in Orange County	2 weeks
Length of Residence in the Town of Carrboro	2 weeks
I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Two):	Appearance Commission/NPDC, Recreation and Parks Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Appearance Commission/NPDC
*Employer/Self Employed	Student
Number of Years Employed	I start my employment in 2 weeks.
* 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	This is my first step in getting involved in the community. I moved here two weeks ago, and as someone with a love for local government, knew that one of the best ways I could get involved would be to apply for a commission. However, in my old city, the City of Iowa City, I was extremely involved in different organizations as a University of Iowa student. This is where I fell in love with public service, while working in the community to make our town and University better. After getting more involved in the city, I hope to find a church to attend as well as a non-profit to volunteer for.
Experience to Aid You in Working on Advisory Boards	While pursuing my undergraduate degree at the University of Iowa, I was a member of the University of Iowa Student Government. This allowed me to gain an area of knowledge about working among a group of people as a member, or in an advisory position. During my time I served in 6 of the 9 committees of the legislative branch, and eventually served as

the Speaker of the Senate. These committees called for a lot of work individually and handling your own projects, and as the Speaker I had to oversee all 50 members' projects. These positions allowed me to better learn how to implement plans and communicate goals of a group effectively to create change. I also worked heavily with the organization's Strategic Plan, so I know how to ensure that specific plans are met and the city can achieve what it sets out to. And during the summer before my sophomore year I was an intern for an Assemblywoman in my hometown of California, which allowed me to gain knowledge of how to deal with community remarks and ensure that change is made.

Reasons You Wish to be Appointed

After I graduate from UNC with my dual Master's degree my goal is to work in local government. I believe that serving on a commission will help me to better understand how cities run and how citizens can have a strong impact on the place around them. The Appearance Commission specifically is of great interest to me, because of my past research history. During my senior year at the University of Iowa I wrote my Honors Thesis on how citizens' mental health can be impacted by the appearance of their community. I specifically looked at how noise, disorder, and decay levels could affect people's quality of life in that area. I found a variety of results, but all point to the fact that mental health can truly be impacted by your built environment, which is why I hope to work on this within Carrboro. Whether it is general beautification or adding more trees to a walkway, I would love to be involved.

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,

N/A

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))

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



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Carrboro, NC 27510

Agenda Item Abstract

File Number: 17-626

Agenda Date: 9/17/2018

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Public Hearing: Reasonable Accommodation request for 220 W. Winmore Ave.

PURPOSE: The purpose of this agenda item is for the Board of Aldermen to review a reasonable accommodation request for a small deck and landing on the side of the house located at 220 W. Winmore Ave.

DEPARTMENT: Planning

CONTACT INFORMATION: Jeff Kleaveland 919-918-7332

INFORMATION: Ms. Joan Bryant, resident at 220 W. Winmore has applied a for 'reasonable accommodation' associated with her mobility issues, for a small deck and landing on the side of the house located at 220 W. Winmore Avenue (see Attachment A). Here letter of request and justification is attached (Attachment B)

The deck and landing were installed when the home was built at the request of the new residents. The builder erroneously installed them into the side-yard building setback consistent with his experience in other jurisdictions. To allow issuance of a Certificate of Occupancy with this setback non-conformity, staff required the builder post a security for the removal of the deck and steps while staff investigated other ways to bring the situation in compliance. See Attachment C for a site plan illustrating the situation along with supporting photos.

Based upon discussion with the new residents and the builder, the Town Attorney suggested that staff investigate a *reasonable accommodation* finding. Pursuant to this, it was clear that the LUO needed to be accordingly amended. Pursuant to this, the Board of Aldermen adopted Section 15-97 of the LUO which provides them with the authority to grant "reasonable accommodations" under the Federal Fair Housing Act and the Americans with Disabilities Act (Attachment D).

This is the first application under these new ordinance provisions.

Per 15-97, the Board shall grant a reasonable accommodation to any provision of the Land Use Ordinance if the Board finds by the greater weight of the evidence that the proposed reasonable accommodation is both *reasonable* and *necessary*, in accordance with the following:

Reasonable: An accommodation will be determined to be reasonable if it would not undermine the legitimate purposes and effects of existing zoning regulations, and if it will not impose significant financial and

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administrative burdens upon the Town and/or constitute a substantial or fundamental alteration of the Town's Land Use Ordinance provisions.

Staff response: In light of the egress limitations of the home; the small setback encroachment improves the safety and accessibility of the house, particularly for someone with mobility issues.

Necessary: An accommodation will be determined to be necessary if it would provide direct or meaningful therapeutic amelioration of the effects of the particular disability or handicap, and would afford persons with disabilities equal opportunity to enjoy and use housing in residential districts in the Town.

Staff response: The steps and landing ameliorated the limitations imposed by the resident's mobility limitations affording quick and safe egress from the building during emergencies.

Note that these arrangements are not transferrable to the next owners of the house unless they present evidence that can demonstrate a disability that warrants the accommodation. Because of this the following condition on the resolution is recommended:

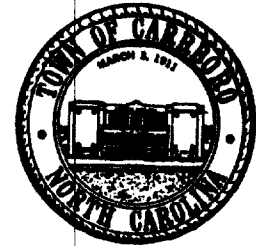
“That, prior to a change in ownership of the residence, the home be brought into compliance with the applicable provisions of the Land Use Ordinance.”

FISCAL & STAFF IMPACT: Staff time.

RECOMMENDATION: Staff recommends that the Board of Aldermen adopt the attached resolution (Attachment E) granting the request for reasonable accommodation subject to the condition therein for the deck and steps at 220 W. Winmore Ave.

TOWN OF CARRBORO

LAND USE PERMIT APPLICATION



DATE: August 14, 2018

FEE: N/A

APPLICANT: Joan P. Bryant		OWNER: Shaundra Bryant Daily	
ADDRESS: 220 W. Winmore		ADDRESS: 220 W. Winmore	
CITY/STATE/ZIP: Carrboro, NC 27516		CITY/STATE/ZIP: Carrboro, NC 27516	
TELEPHONE/EMAIL: 404-216-1739 PHONE: EMAIL: jsbryan1@bellsouth.net		TELEPHONE/EMAIL: PHONE: EMAIL:	
LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Mother		PIN: 9779296676	
PROPERTY ADDRESS: same		PROPOSED LAND USE & USE CLASSIFICATION: No change	
PRESENT LAND USE & USE CLASSIFICATION: single family residential		LOT AREA: .09 Acres 3775 Square Feet	
ZONING DISTRICT(S) AND AREA WITHIN EACH (including Overlay Districts):			
# OF BUILDINGS TO REMAIN no change		# OF BUILDINGS PROPOSED no change	
EXISTING GROSS FLOOR AREA OF BUILDING(S) 2607 square feet	GROSS FLOOR AREA (of proposed BUILDING / proposed ADDITION) no change square feet	AMOUNT OF IMPERVIOUS SURFACE / proposed no change square feet	

NAME OF PROJECT/DEVELOPMENT: Winmore Lot 90 - Request for Reasonable Accommodation for deck/steps encroachment per 15-97 of the LUO.

TYPE OF REQUEST	**INFORMATION REQUESTED (Refer to Attached Key)
SUBDIV. FINAL PLAT / EXEMPT PLAT	1, 18, 19, 21, 23, 31, 33, 34, 38
CONDITIONAL USE PERMIT (CUP)	1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 34, 35, 36, 37, 38
CUP MODIFICATION	SAME AS CONDITIONAL USE PERMIT (CUP)
SPECIAL USE PERMIT (SUP)	1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 34, 35, 36, 37, 38
SUP MODIFICATION	SAME AS SPECIAL USE PERMIT (SUP)
ZONING PERMIT (Project)	1, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30, 32, 34, 35, 36, 37, 38
ZONING PERMIT (Building) Residential Infill & Additions	9, 10, 22, 24, 34, 37 (also see "Building Permit Review - Residences Only" checklist)
SIGN PERMIT	1, 10, 13, 14, 17, 20, 38
VARIANCE	4, 5, 10, 20, 29, 34, 38, Attachment A
APPEAL	4, 5, 38, Attachment B
SPECIAL EXCEPTION	1, 4, 5, 8, 10, 20, 35, Attachment C

APPLICANT:

DATE: 8/14/18

OWNER:

DATE: 8/14/18



TOWN OF CARRBORO

NORTH CAROLINA

WWW.TOWNOFCARRBORO.ORG

RE: 220 W. WINMORE: APPLICANT and OWNER'S CERTIFICATE for REASONABLE ACCOMMODATION

NOTE: Per the provisions of Section 15-97 of the Town of Carrboro Land Use Ordinance, the following person(s) have applied for a request of *Reasonable Accommodation* for a 6' x 6' landing (approximate) with associated steps on the western side-yard of the above referenced property. These landing and steps create about a 3.5' encroachment into the 10' side-yard building setback.

Notary Certificate (to be completed with Land Use Permit Application):

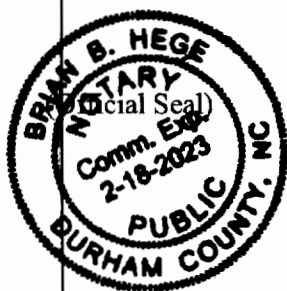
~~Durham~~
~~Orange~~ County, North Carolina

I, Brian B. Hege, a notary in the State of North Carolina, do hereby certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document (the Town of Carrboro Land Use Permit Application):

Printed Name(s): Joan P BRYANT Joan Bryant Shaundra Daily J P Bryant

Date: 8/14/18

Notary Publics name: Brian B. Hege



My commission expires: Feb. 18, 2023

From: [Joan P. Bryant](#)
To: [Jeff Kleaveland](#)
Subject: REFERENCE 220 W WINMORE AVE SIDE DECK
Date: Wednesday, May 30, 2018 11:10:21 AM

Good day, Jeff,

Thank you so much for speaking with my husband and me this morning about the side deck at the referenced property. We are writing to reiterate what we said to you about our situation:

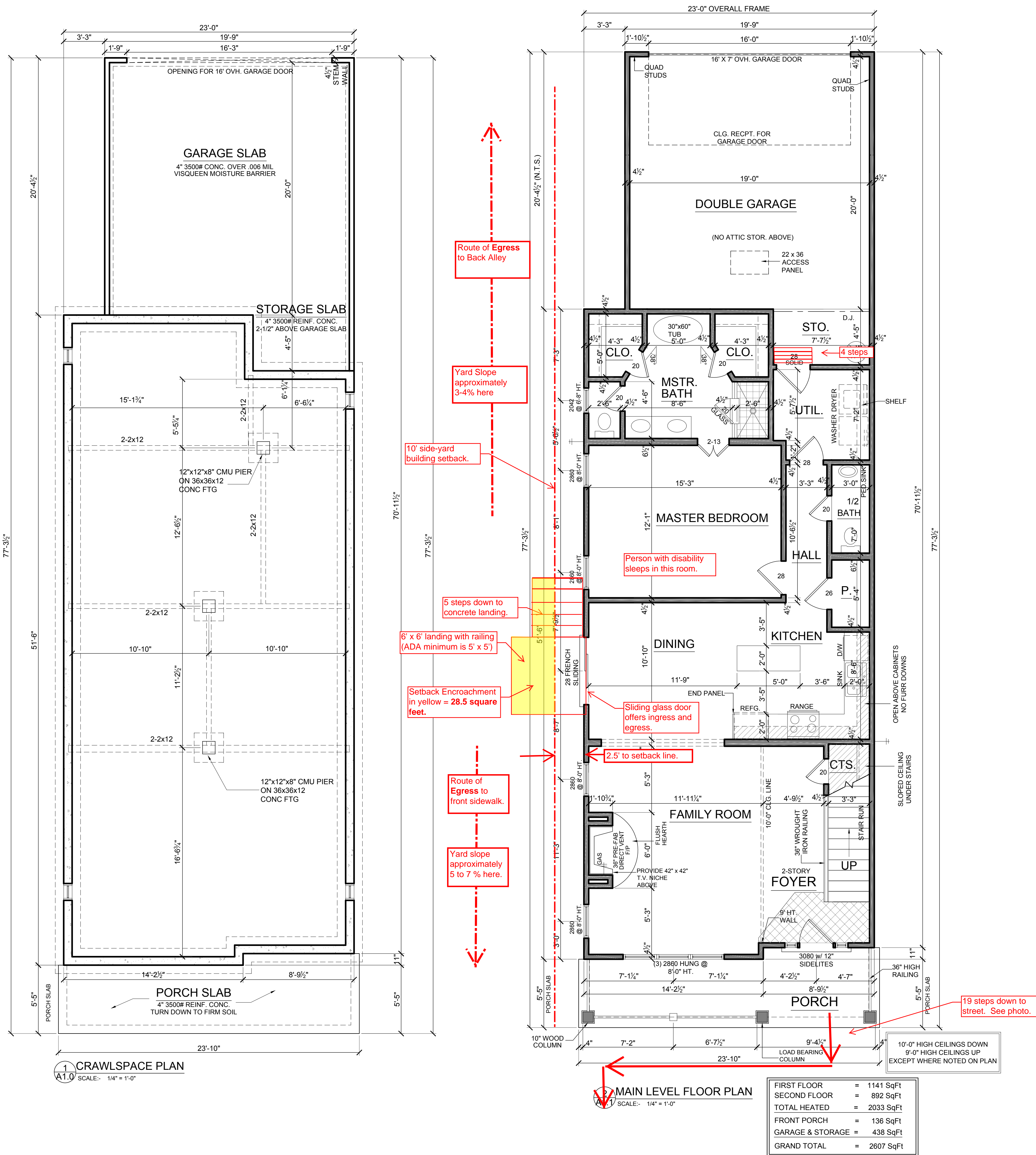
- o The home is actually being bought by our daughter, Shaundra Daily, with whom we are living as a multi-generational family. We have been living together for the past three years.
- o Our daughter is allowing us to have the downstairs master bedroom because of physical limitations.
- o My physical limitations include rheumatoid arthritis and having had both knees replaced.
- o In case of an emergency, having an enlarged side deck will make it easier for me to exit the home because of the following:
 - The steps in the front of the house are extremely steep and not navigable;
 - The steps to the garage require also opening the garage door to exit.
- o Should there be a need in the future to build a ramp to enter and exit the home, the side deck would make that possible.
- o We are both approaching 70 years of age (68 this year).
- o We have a long-term handicap sticker for my needs.

We are hoping that for these reasons, you and the Town of Carrboro will see this as a request for reasonable accommodations.

If you have further questions, please feel free to reach out to us at the number below.

Have a wonderfully, blessed day.

Joanie B



GENERAL NOTES & SPECIFICATIONS

*To minimize excessive moisture and mold condition, provide an approved vapor barrier under footings, slabs, and floor joists at ground level. Use an exterior sheathing with A sufficient perm rating on all outside walls. Properly design and size HVAC system and include a 10% fresh air intake.

*All "non" load bearing walls supported by wood floor joist systems to have at least one floor joist centered under and parallel to them.

*All load bearing walls supported by wood floor joist systems to have multiple joists or beams centered under and parallel to them sized by Certified Building Designer or Registered Engineer.

*All valleys in roofs to be supported midway to load bearing walls below.

*All standard, minimum code connection and fastening practices are to be adhered to by qualified foundation, framing, drywall, trim, and masonry contractors.

*If this home plan shows a door or window opening closer than 4'-0" to any exterior corner and a full 4" plywood sheathing cannot be placed within 8' of corner, use approved manufactured wall panel such as Simpson Strong Wall or equal.

*Dryer vents to run horizontally within the walls for a maximum distance of 25'. Every 90 degree turn reduces the maximum length by 5' unless approved sweep connection is used.

*If building on disturbed soil, building pad area to be compacted to within 95 % of solid, undisturbed soil conditions.

*Provide & locate smoke detectors in hallways adjacent to bedrooms & in every bedroom.

*All window sizes shown are nominal sizes only. Verify nominal sizes with window supply company of choice for comparable sizes and supply framer with rough opening sizes.

BEFORE CONSTRUCTION

THE HOME PLANS YOU PURCHASED WERE DESIGNED TO MEET MINIMUM CODES IN THE WEST TENNESSEE AREA. WE STRONGLY RECOMMEND THAT YOU CONSULT A LOCAL ENGINEER BEFORE CONSTRUCTION. SOIL CONDITIONS, WIND LOADS, EARTHQUAKE LOADS AND TEMPERATURE CHANGES ARE JUST A FEW OF THE FACTORS THAT COULD CHANGE THE WAY THESE PLANS SHOULD BE ENGINEERED FOR YOUR AREA.

NOTE!

*Wood windows are specified upstairs. If vinyl or aluminum windows are used Consult window manufacturer on egress regulations from bedrooms.



CUSTOM CHANGES

ReDesign HP

ORIGINAL DESIGN

Sullivan & Associates
2329 Germantown road S100
Germantown, Tennessee 38138
This plan is a derivative and has been modified by ReDesign HP from the original Sullivan & Associates stock home plan.

COPYRIGHT

These drawings are the exclusive property of Sullivan & Associates. Reproduction in whole or in part without the written permission of Sullivan & Associates is in violation and subject to penalties under the Copyright Laws.

LIMITED LICENSE

*You may use these plans for the construction of one and only one house as depicted by the plans. This license is non-transferable.

*You may change or modify the plans. By changing or modifying the plans, you release ReDesign HP and Sullivan & Associate of all liability associated with the modified design and plans.

*Building codes are subject to various changes and interpretations. The purchaser is responsible for compliance with all local and national building codes, ordinances, site conditions, subdivision restrictions, and structural design. A licensed engineer should review your plans before you apply for a building permit and before construction begins.

*Final selections of materials are the responsibility of the homeowner and/or builder, including, but not limited to proper installation of materials, mauling, gluing, caulking, insulating, flashing, roofing, waterproofing and many other small items and details not necessarily indicated on the plans, and over which ReDesign HP and Sullivan & Associates has no control or responsibility. ReDesign HP and Sullivan & Associates, shall not be held liable for any errors, omissions, or deficiencies in any form by any party whatsoever.

*You may loan all or part of the plans to third parties including contractors and sub-contractors for the sole purpose of the construction of your house. You agree to retrieve all loaned copies of the plans after construction is completed. Mortgage companies and building officials may return plans for their records.

Sullivan & Associates retains copyright ownership of the original plans and assumes sole copyright ownership of the modified plans. Your payment of a fee for the use of the plans does not transfer any right, title, or interest in the plans.

*Unauthorized use or copying of the plans, or the design they depict infringes upon rights under the copyright act. Copyright infringement carries penalties of up to \$100,000 per infringement.

Gemstone Homes
1304 Green oaks pkwy
Holly springs, NC 27540

DATE	: OCT/28/2017
SCALE	: AS NOTED
DRAWN BY	:
PROJECT	: Gemstone Homes
SHEET	

A1.0







**AN ORDINANCE TO AMEND THE TOWN OF CARRBORO'S
LAND USE ORDINANCE TO PROVIDE FOR REASONABLE ACCOMMODATIONS**

****DRAFT 4-2-2018****

BE IT ORDAINED BY THE CARRBORO BOARD OF ALDERMEN THE FOLLOWING:

Section 1. Article V of the Carrboro Land Use Ordinance is amended to establish the following new "Section 15-97 Reasonable Accommodations":

Section 15-97. Reasonable Accommodations

(a) The Board of Aldermen is authorized to grant reasonable accommodations under the Federal Fair Housing Act and Americans with Disabilities Act under the circumstances set forth in this section.

(b) An application for a reasonable accommodation may be filed only by the owner of the land affected by the reasonable accommodation; an agent, lessee, or contract purchaser specifically authorized by the owner to file such application; or any unit of government that is not the owner of the lot but proposes to acquire the lot by purchase, gift or condemnation.

(c) An application for a reasonable accommodation shall be filed with the Administrator and contain: (1) the applicant's contact information (name, mailing address, telephone number, fax number, and email address); (2) the contact information for the owner(s) of the property (if different from the applicant); (3) the address of the property at which the reasonable accommodation is requested; (4) a description of the reasonable accommodation requested; (5) a statement explaining how and why the request meets the standards for a reasonable accommodation (see subsection (f) below); and (6) the notarized signature of the applicant and property owner(s) (if different from the applicant). No filing fee shall be required for the application.

(d) The Board shall hold a quasi-judicial hearing on the proposed reasonable accommodation and shall decide the request upon a majority vote of the members.

(e) The quasi-judicial hearing shall be noticed in accordance with Section 15-102(1) and conducted in accordance with Sections 15-103 through 15-106 to the extent not inconsistent with this Section.

(f) The Board shall grant a reasonable accommodation to any provision of the Land Use Ordinance if the Board finds by the greater weight of the evidence that the proposed reasonable accommodation is both reasonable and necessary, in accordance with the following:

(1) “Reasonable”

An accommodation will be determined to be reasonable if it would not undermine the legitimate purposes and effects of existing zoning regulations, and if it will not impose significant financial and administrative burdens upon the Town and/or constitute a substantial or fundamental alteration of the Town’s Land Use Ordinance provisions; and

(2) “Necessary”

An accommodation will be determined to be necessary if it would provide direct or meaningful therapeutic amelioration of the affects of the particular disability or handicap, and would afford persons with disabilities equal opportunity to enjoy and use housing in residential districts in the Town.

(g) After the Board approves a reasonable accommodation, the applicant shall follow all applicable Land Use Ordinance procedures for the approval of any permits, certificates, or other approvals required in order to proceed with development or use of the property. All orders, decisions, determinations, and interpretations made by administrative officers under those procedures shall be consistent with the reasonable accommodation granted by the Board.

Section 2. All provisions of any Town ordinance or resolution in conflict with this ordinance are repealed.

Section 3. This ordinance is effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 2018.

Ayes: ____

Noes: ____

Absent: ____

The following resolution was introduced by Board of Aldermen member _____ and duly seconded by Board of Aldermen member _____.

A RESOLUTION APPROVING THE REQUEST FOR REASONABLE ACCOMODATION (PER SECTION 19-97 OF THE LAND USE ORDINANCE) FOR THE RESIDENT OF 220 W. WINMORE FOR A 6' X 6' DECK AND STEPS TO ADDRESS ACCESSIBILITY AND SAFTEY CONCERNS.

WHEREAS, the Carrboro Board of Aldermen approved Section 15-97 of the Land Use Ordinance authorizing them to grant reasonable accommodations based on the findings therein;

WHEREAS, the Town of Carrboro Land Use Ordinance requires building setbacks that have made the said deck and steps non-conforming; and

WHEREAS, the Board of Aldermen finds that the applicant has satisfied the requirements related to reasonable accommodations contained in the Land Use Ordinance as demonstrated by the materials provided by the applicant.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Board hereby approves the request for reasonable accommodation thereby permitting the 6' x 6' deck and steps to encroach in to the building setback subject to the following condition:

- That, prior to a change in ownership of the residence, the home be brought into compliance with the applicable provisions of the Land Use Ordinance.



Town of Carrboro

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

Agenda Item Abstract

File Number: 17-645

Agenda Date: 9/17/2018

File Type: Agendas

In Control: Board of Aldermen

Version: 2

TITLE:

Presentation on the Town of Chapel Hill's Public Housing Master Plan

PURPOSE: The purpose of this item is to share information with the Board on the development of the Town's Public Housing Master Plan.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Rebecca Buzzard, rbuzzard@townofcarrboro.org, 919-918-7438

INFORMATION: The Town of Chapel Hill's Executive Director for Housing and Community, Loryn Clark, and the Town's Director of Public Housing, Faith Thompson, will present information on the development of the Town's Public Housing Master Plan. The purpose of the Public Housing Master Plan for the Town's public housing communities, including the Oakwood neighborhood in Carrboro, is to inform decisions regarding renovation, rehabilitation or potential redevelopment of our properties.

A Public Housing Master Plan will be presented to the Chapel Hill Town Council in the fall for review. Some of the recommendations included in the plan may affect the residents of the Oakwood community.

FISCAL & STAFF IMPACT: There is no fiscal or staff impact to these changes.

RECOMMENDATION: The Board of Aldermen receive this report and share feedback about the Town's Public Housing Master Plan.



Town of Carrboro

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

Agenda Item Abstract

File Number: 17-640

Agenda Date: 9/17/2018

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Short Term Parking Management Strategy

PURPOSE: The purpose of this item is to layout the short term parking management strategy that staff has designed to accommodate parking during the construction of The 203 Project.

DEPARTMENT: Economic and Community Development

CONTACT INFORMATION: Annette Stone, Economic and Community Development Director
astone@townofcarrboro.org <<mailto:astone@townofcarrboro.org>> 919-918-7319

INFORMATION: First, the goal will be to provide spaces that are open and easily identifiable to the customers of the downtown. We will address both daytime use and nighttime use. A key strategy in doing this will be to move employees, park and ride, or other longer term parking out of core downtown lots including the West Weaver, Century Center, Armadillo, and Jean Ward's lot (next to Barber Shop on Main).

For daytime parking, staff is working with White Oak HOA to gain access for 30 parking spaces for Town Hall employees to park. With this shift, we will ask downtown employees currently parking in the West Weaver (or other downtown lots) to park at Town Hall. Staff has reached out to East Main Square to allow Century Center staff to park for more than the 3 hour period in the parking deck. We are working with the Bank of America to relocate 8 spaces reserved in the Century Center lot for the Police Department to the Bank of America lot. In addition, the parking study showed that the parking deck is underutilized during the day by around 50% (75 spaces). Our communication strategy will direct people to park in the deck, especially during underutilized daytime hours.

For nighttime parking, Fitch Lumber and Piedmont Health have agreed to allow parking after business hours and on weekends. There are approximately 50 spaces in the Fitch Lumber lot and 85+ in the Piedmont Health lot. We could consider a valet parking system for these lots. Staff is monitoring the CVS lot as a new owner is anticipated soon and talking with other private lot owners for shared/leasing options.

Enforcement of the core lots identified above are essential to this strategy to keep parking open and available for downtown customers. Staff is working on a plan to begin enforcement of the two-hour limited parking in these lots. Finally, our communication strategy will include temporary signage to direct users to available parking, updated story mapping at parkcarrboro.com, and a strong social media campaign on where to park in Carrboro.

Agenda Date: 9/17/2018

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Implementation of this plan will require participation on everyone's part. We are beginning with our own town employees and have had several meetings to discuss issues around parking including reasonable walking distances, alternative modes of transportation, and the special considerations that need to be considered in a shift in parking patterns. Staff has also begun to reach out to downtown businesses that utilize public parking lots for employees to inform them of the strategy for short term parking.

FISCAL & STAFF IMPACT: Cost and budgets for lease and/or upfit of parking lots are still being developed/negotiated, but will be included in the budget for the 203 Project.

RECOMMENDATION: Staff recommends the Board receive the report.