



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



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Tuesday, March 26, 2019

7:00 PM

Board Chambers - Room 110

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### 7:00-7:15

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

1. [19-120](#) Charges Issued
2. [19-123](#) Recognition of Randy Horton's Retirement from OWASA
3. [19-124](#) Consideration of a Resolution in Support of Earth Hour  
**PURPOSE:** The purpose of this agenda item is for the Board to consider adopting a resolution in support of participating in this year's Earth Hour and to encourage members of the community to participate as well.

**Attachments:** [Attachment A - Earth Hour Resolution 2019-rev](#)

### 7:15-7:20

#### B. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:20-7:25

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

### 7:25-7:30

#### D. CONSENT AGENDA

1. [19-119](#) Truth Plaque Task Force Update on Additional Plaque Work  
**PURPOSE:** The purpose of this item is for the Board of Aldermen to receive an updated work report from the Truth Plaque Task Force.
2. [19-126](#) Approval of March 19, 2019 Meeting Minutes

#### E. OTHER MATTERS

### 7:30-8:15

1. [19-117](#) Town of Carrboro Community Gardens Discussion
- PURPOSE:** The purpose of the item is to review the Carrboro Community Garden structure and development through the years. Community Gardeners from Dr. MLK Jr. garden and Baldwin Park will also provide a brief update of their accomplishments and goals.

**Attachments:** [Attachment A - Dr. Martin Luther King Jr Garden](#)  
[Attachment B - Baldwin Park Garden](#)  
[Attachment C - Community Garden History](#)  
[Attachment D Additional Community Garden Information](#)

**8:15-9:00**

2. [19-121](#) Developing a Scope of Work for a Comprehensive Plan for Carrboro

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen with an opportunity to consider a draft scope of work for the development of a comprehensive plan for the Town.

**Attachments:** [Attachment A - Draft CPlan Scope - v.1](#)

**F. MATTERS BY BOARD MEMBERS**

**G. CLOSED SESSION PURSUANT TO NCGS 143-318.11 (A) (3) - Attorney-Client Privilege**



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## Agenda Item Abstract

**File Number:**19-120

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### Charges Issued





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## Agenda Item Abstract

**File Number:**19-123

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Recognition of Randy Horton's Retirement from OWASA





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## Agenda Item Abstract

**File Number:**19-124

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### **TITLE:**

Consideration of a Resolution in Support of Earth Hour

**PURPOSE:** The purpose of this agenda item is for the Board to consider adopting a resolution in support of participating in this year's Earth Hour and to encourage members of the community to participate as well.

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** Laura Janway (919) 918-7326

**INFORMATION:** Every spring since 2010, the Board of Aldermen has adopted a resolution supporting Earth Hour, an international event designated by the World Wildlife Fund to raise awareness and demonstrate a commitment to address climate change. The event encourages people around the world to turn off their lights for one hour each year to show support for the planet and for stopping climate change. This year (2019), Earth Hour will be held at 8:30 p.m. on Saturday, March 30th. (The World Wildlife Fund website with information on Earth Hour may be found at the following link: <<https://www.worldwildlife.org/pages/earth-hour>>.)

Participation in the event is consistent with the Board's goals expressed in the Town's Energy and Climate Protection Plan accepted in 2014, targeting municipal operations, as well as the Community Climate Action Plan, accepted in 2017, and provides a simple but visible way to draw attention to this important topic. (Links to the Town webpage on Sustainability and Climate Change topics, including downloadable copies of the two plans may be found here: <http://www.townofcarrboro.org/262/Sustainability-Energy-Climate-Change>.)

A resolution has been prepared for the Board's use.

**FISCAL & STAFF IMPACT:** There are no fiscal or staff impacts associated with this item.

**RECOMMENDATION:** Staff recommends that the Board consider adopting the resolution (Attachment A) in support of Earth Hour 2019.

**A RESOLUTION FOR PARTICIPATION IN EARTH HOUR ON MARCH 30<sup>th</sup>, 2019**

WHEREAS, 8:30 P.M. on March 30<sup>th</sup>, 2019 has been designated as “Earth Hour” by the World Wildlife Fund as a reminder that, through collective action, individuals can make a positive impact in the fight against climate change; and

WHEREAS, Earth Hour 2019 aims to promote dialogue to address ecological challenges, inspire climate action, and raise awareness of the values of biodiversity; and

WHEREAS, cities and states across the country and around the world are joining with Carrboro to demonstrate a commitment to addressing climate change by supporting Earth Hour; and

WHEREAS, Earth Hour involves a simple action—turning off lights for one hour; and

WHEREAS, according to the World Wildlife Fund, 188 countries and territories as well as 18,000 landmarks switched off their lights in support of conservation and climate action in 2018, making Earth Hour the largest grassroots environmental movement in the world; and

WHEREAS, Carrboro has joined Cities for Climate Protection and is committed to reducing greenhouse emissions; and

WHEREAS, the Board of Aldermen adopted a climate protection resolution in December 2009, accepted the Energy and Climate Protection Plan in 2014, and accepted the Community Climate Action Plan in 2017; and

NOW THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Board of Aldermen hereby proclaims, March 30<sup>th</sup>, 2019 from 8:30–9:30 P.M. as “Earth Hour” in Carrboro and calls upon all residents and businesses of Carrboro to join in supporting the aims and goals of this effort.

BE IT FURTHER RESOLVED that the Carrboro Board of Aldermen directs staff to send out a public service announcement to publicize Earth Hour.

This 26<sup>th</sup> day of March, 2019





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## Agenda Item Abstract

**File Number:**19-119

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### **TITLE:**

Truth Plaque Task Force Update on Additional Plaque Work

**PURPOSE:** The purpose of this item is for the Board of Aldermen to receive an updated work report from the Truth Plaque Task Force.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando, 919-918-7309

**INFORMATION:** On May 1, 2018 the Board of Aldermen directed staff to work with the community to gather input for the possible installation of a “truth plaque” that will detail the ugly truth of the racist history of Julian Carr, the Town’s namesake.

At the February 5, 2019 Board of Aldermen meeting, the Truth Plaque Task Force received approval to erect the first Truth Plaque at Town Hall and to move forward with researching and writing additional plaques throughout town. The Truth Plaque Task Force told the Board of Aldermen that they would come back with a list of additional plaques to keep the Board informed of their ongoing work.

During the March 13, 2019 Truth Plaque Task Force meeting, the group developed the following additional work items:

- Freedman's School/Hackney School (same general vicinity, both black schools) - The Freedman’s School will be the groups next project. This school was located on the site of the current Carolina Carwash owned by Mr. Tom Tucker. Mr. Tucker has offered his support to this project.
- Carr Mill Mall
- Strayhorn House
- St. Paul's AME Church (same land donation from Quakers as Freedman's School)

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- Lion's Park (off Fidelity St)
- TinTop
- 1913 Lloyd Mill (WWII Ammo factory)
- Black business district on main street
- Government (Bob Drakeford, Mike Nelson, Ellie Kinnaird...)

**FISCAL & STAFF IMPACT:** The Board of Aldermen authorized \$5,000 on February 5th. There will also be \$5,000 budgeted for FY 19-20 with any remaining funds to be carried over.

**RECOMMENDATION:** It is recommended that the Board of Aldermen receive the report from the Truth Plaque Task Force.



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Approval of March 19, 2019 Meeting Minutes





# Town of Carrboro

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## Agenda Item Abstract

**File Number:**19-117

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### **TITLE:**

Town of Carrboro Community Gardens Discussion

**PURPOSE:** The purpose of the item is to review the Carrboro Community Garden structure and development through the years. Community Gardeners from Dr. MLK Jr. garden and Baldwin Park will also provide a brief update of their accomplishments and goals.

**DEPARTMENT:** Recreation and Parks

**CONTACT INFORMATION:** Anita Jones-McNair, Recreation and Parks Director - 919-918-7381 or Wendell Rodgers, Facilities Administrator - 919-918-7371.

**INFORMATION:** In recent month's Board of Aldermen members have asked about how park construction at Dr. Martin Luther King Jr. is affecting garden operations, the overall community garden structure, make up of garden participants, town obligations and current/future direction.

Currently, the Town of Carrboro is home to two community gardens in the Dr. Martin Luther King Jr. Park and one at Baldwin Park. Three organizations, The Carrboro Community Garden Coalition (CCGC), The Family Garden (formally managed by Orange County Partnership for Your Children) and Baldwin Park Community Garden supervise and recruit volunteers and manage garden operations.

The Family Garden is comprised of individual plots and a formal organization. CCGC has a loose communal organization where work and harvest are shared among the participants. Both organizations collaborate to maintain the joint site.

Both garden sites are active and self-sufficient with limited town involvement. For the purpose of completing this update, staff requested current information from each garden group.

Dr. MLK Jr Park Community Garden has been sustained through various grants such as The Robert Wood Johnson Foundation. Both garden groups at Dr. MLK Jr. Park and Baldwin Community Garden received funds from the Nourishing NC Garden Grant (funds provided by Nourishing North Carolina Program, Blue Cross & Blue Shield of NC and the NC Recreation and Parks Association) on April 12, 2012 to complete the garden watering systems.

See Attachment A for garden layout at Dr. Martin Luther King Jr. Park.

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See Attachment B for garden layout at Baldwin Park.

Staff interaction with the gardeners recently increased at the Dr. Martin Luther King Jr. site because of the recent park construction starting. The Dr. Martin Luther King Jr. Park garden site is not as active due to the park construction and The Family Garden has recently stopped scheduling gardening days. Staff and the construction company are trying to work with the gardeners so that gardening activities occur during construction as approved by the Board of Aldermen. However due to the construction timeline and limited space, it's becoming harder to access the site safely.

Dr. Martin Luther King Jr Park gardeners are also asking for consideration of various items:

Garden fence replacement - Replacement was not approved during the construction design phase for the park. Adding new fence for the expansion of the garden that ties into the existing garden fencing was approved.

Greenhouse installation - The Family Garden purchased a greenhouse and began installation. In the past garden representative(s) requested approval for any changes to the site prior to modifications. Staff recently asked the gardeners to cease installation due to the greenhouse not being included in the design or construction of the park, the need to confirm it meets the town's zoning and inspections criteria and awaiting park construction completion to see if it corresponds with the aesthetic make-up of the park.

Shading concerns - Gardeners would like additional tree removal along the north side entrance to the park and near the new garden expansion due to shading. Clearing of brush and some thinning of trees is included in the construction only.

Watering concerns - During construction cisterns are on site and if necessary PW can bring in water for the gardeners use. Cisterns and a rain catchment system are included in the park design. Also an alternative option includes OWASA water being used in which the Town incurs the cost. An onsite well is scheduled to be filled in during construction which would make inoperable.

Security cameras - An email was sent to the Board of Aldermen about an increased problem with theft in the community garden. A suggestion was made to install a security camera.

Gardening during construction - Both groups would like to continue gardening during construction. However, safety of gardeners and families along with liability concerns have heightened. Park closure signs are posted at park entrances and anyone that comes on the property during construction hours are informed by the construction company staff that the park is closed.

Management needs - recently the Family Garden requested the town take over management of their portion of the garden. The Family Garden has suggested funds from their garden group could pay for a garden manager possibly for the Family Garden as well as CCGC. CCGC has not requested a garden manager.

Note that any change from the current construction schedule and design is subject to modifications in the design, additional design cost, change orders and additional construction and supply costs.

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See Attachment C for a more detailed account of garden history.

See Attachment D for additional current information about the gardens.

**FISCAL & STAFF IMPACT:** None at this time

**RECOMMENDATION:** Accept staff report and direct staff on any changes.

Attachment A- Dr. Martin Luther King Jr Park Garden







## Attachment C - Community Garden History

### Martin Luther King Jr Park

- Early 2007 - Alderman Broun asked that the Board consider using space in Dr. Martin Luther King Jr. Park as open field for youth to enjoy active opportunities. Staff prepared an agenda item that outlined interim uses of the undeveloped property.
- March 13, 2007 - Board approved creating a temporary multi-purpose space in front of the park for unstructured play and a garden where community volunteers would create and maintain the space. The town collaborated with Orange County Partnership for Young Children and Carrboro Community Garden Coalition to manage the garden. The groups decided to separate garden space and manage accordingly based on different philosophy.
- May 15, 2007 - signing of the initial agreement including Public Works marking off the designated area of .78 acre and mowing around the site when possible. RP staff serving as town liaison to answer questions and advertising the gardens using “no cost” options. Both groups appointed a representative and were responsible for preparing and harvesting the gardens, purchasing materials and constructing a fence, supervising volunteers and participants. They were also responsible for advertising, recruiting volunteers and participants, purchasing supplies and equipment, maintaining garden site, complying with the Town’s Integrated Pesticide Management Policy and working together on a water plan. OCPYC provided up to \$5,000 for garden needs from the Healthy Kids Campaign.
- May 22, 2007 - Alderman Coleman asked the Board not to cap the well because CCGC wanted to install a solar pump used in conjunction with to provide water to the garden. No action was taken at that meeting; however the organization was encouraged to use rain barrels to collect water for irrigation.
- June 5, 2007 - a representative from CCGC asked the Board to reconsider using the well. Mayor Chilton requested that the matter be placed on a future agenda.
- June 19, 2007 - the Board discussed the request and directed staff not to seal the well and make it available for CCGC with the security measures outlined. CCGC will be responsible for the cost for installing, security and monitoring equipment and removing of the equipment at the end of the community garden term. The Board also asked that the CCGC become incorporated.
- January 24, 2008 - agreement was updated to include additional land for use .39 acres.
- June 3, 2008 - an update of the community garden was shared with the Board.
- October 6, 2009 - another update was provided to the Board.
- August 29, 2011 - change of CCGC contact, contract amended.



- October 4, 2011 - Board discussed future development of the park. Concern was expressed for the community garden. Maria Hitt, OCPYC Garden Project Manager asked the Board to continue to support the garden within that park and consider including permanently. The Board approved permanent space in the park for the community garden.
- Spring 2012 - OCPYC worked with the Town and OWASA to install a water line and spigot used as an alternative water source for the garden. The gardeners pay the monthly bill until the park is constructed and at that time, the Town will incur monthly water bill. The OWASA water line will remain the alternative source for water.
- February 2014 – Orange County Partnership for Young Children side of the garden asked the Town to consider in the upcoming budget providing a garden manager to manage the garden. CCGC wanted to remain independent. The Baldwin Park gardeners were also interested in someone helping to reduce the responsibility load. The request was not considered in the 2014-2015 budget.
- June 10, 2014 - gardeners provided an update to the Board.
- November 2016 – June 2017 – design period of the park. During this time, the Town held several meetings with the gardeners addressing their needs and concerns as well as garden expansion. Within the design of the park, the gardens will obtain a new shed, adjacent picnic area that can be shared, new fencing around expansion only and improved water system.
- January 29, 2019 – garden agreement updated.

### Baldwin Park

- Spring of 2009 - Alderman Gist suggested a community garden in Baldwin Park.
- November 16, 2010 - the Lloyd Street Neighborhood Association requested to construct and operate a community garden in Baldwin Park. Also the Carrboro Parks Project, (CPP) requested approval from the Board to fundraise for garden supplies and equipment. The Board approved the request.
- December 28, 2010 – signing of initial agreement modeled after the Dr. MLK Jr garden agreement.
- June 3, 2011 - change in leadership, agreement amended.
- November 22, 2011- Representative of the North Side Community Garden asked if they could join the Baldwin Park garden, move cistern, and shed on park property due to construction being done on school property.
- December 6, 2011 - Board approved request.

- January 17, 2012 - gardeners presented proposal to town staff for garden expansion, placement of cistern, shed, garden signage and installation of rainwater catchment system.
- February 7, 2012 - gardeners request went before the Board for expansion proposal, rain catchment plan and signage request. The expansion was granted and Board voted to tour the garden site and defer remainder of the proposal until February 21, 2012.
- February 21, 2012 - Board authorized Baldwin Park Garden Group to install cistern and rain catchment lines and system. Town will pay for sign and install.
- February 21, 2019 – recent agreement was being considered however placed on hold awaiting outcome of this agenda discussion.

## Attachment D **Additional Community Garden Information**

Garden groups were asked to update the agreement with the Town. Changes surfaced that warranted an updated agreement. Since the last agreement, there has been changes in management, the need for garden groups to have insurance and with the Dr. MLK Jr. Park Garden - OWASA water bill being paid by the Town once construction is completed. Dr. Martin Luther King Jr gardeners signed and turned in their agreement. Next, staff was scheduled to work with the Baldwin gardeners. After it was decided to place this item on agenda, staff decided to wait until any outcome of the agenda item.

Each agreement reflects the need by the garden groups to maintain an insurance policy so that the Town does not incur the complete liability of the community garden activities, which are currently run by volunteers. This insurance request is aligned with other event sponsors and groups that use town property. Dr. Martin Luther King Jr Park gardeners are not able to obtain insurance currently because of park construction. However, it was recently stated that Orange County Partnership for Young Children will to continue to cover them during the construction phase, but would like to see them eventually get their own policy. Staff asked that the Baldwin gardeners have insurance by April 30, 2019. Since that request, the gardeners expressed some concerns.

The fees and charges document approved by the Board states:

Insurance may be needed if the event includes major physical activity and moderate/severe exposure to participants; expected attendance of over 500; large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property; and food will be served, sold and/or given to the general public. The individual or group must provide general liability Insurance with a minimum limit of \$1 million general liability coverage endorsed to name The Town as an additional insured and provide a certificate for documentation.

## **The garden groups provided the following information –**

### **Carrboro Community Garden Coalition (CCGC)**

Currently there are 15-20 'regulars', some who have been gardening together for a decade, and others who started just last year. In addition, dozens of people visit or try it out each year. The garden is open to local residents without regard to income or status and the list serve has over 150 individuals on it. The gardeners share in the work and share in the harvest, which is planned to produce seasonally appropriate organically grown produce year round, a valuable supplement especially for those whom may have difficulty purchasing organic produce. We also share our knowledge about gardening and teach others about organic gardening, planting, harvesting, natural pest control, etc.

The CCGC has survived and prospered for over a decade with a loose organization with no formal leader. There is a Steering Committee, open to interested participants, that 'meets' regularly over the internet and either in the garden or an occasional formal meeting to plan such items as crop selection and rotation, planting schedules, budgets, purchases, and fund raising. Along with equipment and labor donations, we typically have a budget of \$500 – 700/year, for seeds, compost (before Compost Now), fencing, tools, and equipment. This is raised by free-will donations by members according to their willingness and ability to pay. The town has generously provided many loads of leaves and other yard mulch which has been invaluable in improving the soil and wintering beds.

We meet most Saturdays and, during the longer, warmer days, Tuesday or Wednesday evenings, depending on people's schedules. We have perhaps 8-12 people on a fine day and usually at least 2-5 people even on marginal winter Saturdays. A few people work at other times – Sunday or a weekday, as their schedules allow. A volunteer, often a member of the Steering Committee, will take on the leadership for a work session, organizing the people who show up to accomplish the tasks appropriate to them, their interests, the season and the weather. The leader will also put out a list serve reminder of the upcoming workday and a summary of accomplishments. As schedules require, the leader may change midway through a workday. Typically, the leader is not a master gardener and will solicit and receive recommendations from other gardeners more familiar (through experience or interests) in particular crops and problems.

A major draw for our members is the shared community of soil preparation, planting, tilling and harvesting, with each person sharing his or her knowledge, skills, interests, and efforts in a common goal. And, of course, the sharing of the weekly harvest of fresh, organic produce.

The activity of gardening provides community members the opportunity to get outside and get exercise throughout the year. The garden builds community and provides the opportunity for leadership. We of course also work closely with the Family Garden, coming together on joint projects and sharing knowledge, seedlings, and friendship.

We plant both the “usual” garden crops, as well as some “unusual” plants so that we can see and teach others how things grow. For example, we have grown peanuts, okra, Malabar spinach, a dozen kinds of tomatoes and lettuce; and flowers, cotton, loofah, and hops. These are plants of interest to both gardeners and those that walk-through.

We have in recent years worked to increase community awareness of the garden, including creating a website (that we pay to maintain), a continually updated Facebook page (40-80 views each week), and making brochures available on the garden fence for people to take if no one is there. We have also staffed a table at the Farmer's Market in past years with information about the garden.

The space is open to all, when we are working. We have had garden neighbors come by just to walk through and show the garden to their visiting friends and families. Other neighbors walk past the garden when walking their dogs to see the flowers and other plants.

When we have an abundance of food (in the summer months), we donate excess produce to local organizations, including the IFC Food Pantry and the Interfaith Council for Social Service, that provide food to the needy.

One measure of community support is Compost Now: <https://compostnow.org/garden-partners/#triangle> Currently, 1274 members share their compost with the CCGC and 951 members share with the Carrboro Family Garden, greatly enriching the sometimes nutrient- and tilth-poor soil in this area and recycling otherwise wasted or landfilled food scraps.

The garden provides a diverse habitat that is home to a number of pollinators. We have developed several pollinator beds, with native plant species that allow native pollinators to thrive in the immediate vicinity.

We are one of the few outdoor and year-round venues that have welcomed Volunteers for Youth, an organization that helps at-risk youth become responsible adults. Gardening with us is a safe and healthy way to work off extra energy (shoveling, moving leaf mulch, weeding, harvesting, etc.). CCGC is proud to be a VfY partner by providing one-on-one attention and mentoring to teenagers that elect to perform community service hours at our garden. The garden is a perfect place to see the value of their efforts: work done one week will lead to fresh greens, ripe tomatoes, and flowers to take home the next. In 2018, we had 6 teenagers garden for 22 hours in the Community Service Program, and three Teen Court kids come to the garden six times, for over 16 hours. We have had the families of teenagers who started gardening with us later join the Family Garden.

When possible, we participate in local education projects. In 2018, CCGC participated in two graduate school projects, where garden members were interviewed and observed for research purposes. We also hosted around 5 undergraduates for a class project.

Goals for 2019:

We would like to grow our membership, in part by being listed online as a part of

Carrboro's Recreational Programs.

We would like to continue to produce healthy food and expand our shared community, friendships and knowledge of gardening.

We plan to continue working with Volunteers for Youth.

Understanding that there are complications due to the construction, we will work with the Town and construction personnel to get through the construction period safely and productively..

### **Current concerns and issues**

-Driveway is currently closed, with no parking. (Access by foot or bike only using path to the left of construction driveway.)

-There is no current way to deliver needed bulk garden amendments or places to off-load them until used: wood chips, leaf mulch, compost.

-Learn about the new water collection system and devise and implement a workable integration with Garden storage tanks and distribution. When no feasible watering strategy exists, use OWASA water.

-Continue to work with the Family Garden and the Town on finding solutions to garden shading of a significant number of plots due to tall and growing trees around the site.

-Continue to work with the Town on resolving issues around the common garden fence: how it will be maintained and improved at acceptable cost.

-New Town of Carrboro requirement to have liability insurance and lack of a current insurer willing to cover CCGC during construction.

### **Mitigation ideas:**

Gardeners stay within planned garden area to avoid construction zone.

Coordinate deliveries with construction team (they do not see deliveries as a problem and team leader Clint Lightsey gave Michele his contact info for coordinating the timing based on their progress and weather).

Continue to plant, tend, harvest.

### **Impacts of Loss of one year of gardening:**

- Loss of plants, such as kale, potatoes and lettuces are already in the ground.



- Loss of plants currently being started in gardeners homes
- If we lose an entire growing season, we will lose a lot of momentum and volunteers
- A lot of land will be covered in weeds, poison ivy, snakes, and rats.
- The garden will be unsightly after a year of no gardening.

### **Appendix: Testimonials:**

- As a member of the Carrboro Community Garden Coalition for about seven years, I feel the garden embodies Carrboro at its best. It's a place where people gather as a community, young people learn skills, and the earth is treated with respect.

- I've been going to the community garden for about a year, and it has quickly become an important part of my week. I have very little gardening experience and was immediately welcomed by everyone. I've learned so much because everyone seems to have a different vein of knowledge and is generous in sharing and problem solving together. Most recently there have been some younger people doing community service at the garden, which is a great idea, as having youth adds to the diversity of people working together.

-I have been working at the Carrboro Community Garden for enough years that I forget, maybe ~5 or more. Having worked at other gardens for comparison, this one gives me the most enjoyable exposure to a diverse group whose common thread is love of the earth and healthy eating. We share ideas, tasks and produce communally, which creates a unique rich environment of cooperation. I learn a lot — about gardening and people and even about foods I am unaccustomed to eating. The community experience is important to me. V.L.

-When I moved from a shady neighborhood in Carrboro to my present, sunnier location in August of 2015, I had never before grown a vegetable. I heard about CCGC and decided to go one Saturday, in the hope of learning something I could use in my new home garden plot. I had a great time, and returned the next week, and the next, and practically every weekend since then! By going every weekend and learning from other more experienced people, I received a free informal apprenticeship in farming, as well as in technical aspects of our water-pumping system. When the primary workday leader retired, in late 2016, I eventually realized that I had enough knowledge to lead workdays (with the support of other more experienced gardeners), and since early 2017 I have been the most frequent Saturday workday leader.

We get a lot of visitors at the garden. When I orient them, I like to point out that the leaves we receive from the town decompose and are used as soil, that we receive finished compost from hundreds of people who selected CCGC as their compost recipient through CompostNow, and that we make our own compost from weeds and other scraps. I like to create an environment where we are all learning together; I am always learning and trying new things, and if I don't know what to do I will often try two ways and see which one works better! For me, CCGC has been a wonderful environment to make friends, grow as a person, promote sustainable agriculture, and enjoy the feeling of eating something that grew just a few blocks away. It has enriched my life and is a reason I continue to live in Carrboro. --Michele Easter

-I've been going to the community garden for about a year, and it has quickly become an important part of my week. I have very little gardening experience and was immediately welcomed by everyone. I've learned so much because everyone seems to have a different vein of knowledge and is generous in sharing and problem solving together. Most recently there have been some younger people doing community service at the garden, which is a great idea, as having youth adds to the diversity of people working together. (Anonymous)

-After walking around the MLK, Jr. Park Community Garden for many years, this year, I signed up to join the CCGC and have attended two work sessions, weeding 3 rows of beets, then 3 rows of spinach. I weeded for 5 hours, and loved every minute of it--the fresh air, the sun on my shoulders, the smell of the well-cared for earth. Now I can't believe the Town is considering halting its support of this wonderful resource. Heavy equipment is tearing up so much of the Park for a pump park. If the Town can support that kind of recreation, why not the community garden, which nourishes many, and in more ways than one. With climate change, it will become even more important for people to learn how to grow food and to take care of the earth. I ask that the Town continue its support of the Community Garden. Even for people who do not garden there themselves, it is an inspiration. I and others working at the garden this year all walked or biked there. We are the Park's neighbors, and we are stewards of the land. Please protect our garden and the soil it has taken years to build up. (Barb Stenross, age 72)

### **What the Carrboro Community Garden contributes to our community**

I am a British citizen and US Permanent Resident. My wife and I are semi- retired and we moved to the Chapel Hill/Carrboro area about 5 years ago. I was looking for things to do that aligned with my interests, kept me physically active and gave me the opportunity to make new friends. My wife read about the CCG on the internet and I went along one Saturday morning to find out more. The first thing that struck me was how friendly and welcoming the gardeners were. This proved to be a reliable first impression as I've made a number of good friends at the garden, and it's been a wonderful way of becoming part of a thriving local community. It's great to be the CCG team and to be able to see, and enjoy the fruits of our collective endeavours. One of my volunteering activities, in the UK and US, is mentoring school students. I've enjoyed working alongside community service students at the garden, I've tried to share my love of gardening and help them learn about planting and nurturing the things we grow. The gardeners are of all ages, physical abilities and nationalities. We share stories about our home countries and I've learnt about gardening practices in South America, mainland Europe and the Caucasus. We frequently have visitors; members of the public who stop by to ask about the garden and how they can get involved. It's very rewarding to show these people the same courtesy, and passion for community gardening that I experienced when I first visited Martin Luther King Junior Park back in 2014. I tell them that it's a great meeting place, and advertisement for the town. (David North)

-The garden is a working small-plot produce farm within the Carrboro city limits that is open to anyone and everyone who wanders by on Saturday morning. That's both unique and special. Like many volunteer-run organizations both its internal organization and its outreach wax and wane with time, and that's normal, but, again, through purely volunteer effort Carrboro basically has a teaching farm. We should NOT lose that resource. (Claire McLendon)

-When I moved to North Carolina for graduate school in 2017, I was looking for ways to get connected to the community. I was also moving from Washington, DC, and was looking for a way to reconnect to the environment. The Carrboro Community Garden Coalition puts the "community" in "community gardening." The CGCC embraced me with open arms from my very visit in August 2017. It has remained a place to ground myself throughout a difficult two years of my master program. It's been a place to grow as well, learning about sustainable agricultural aspects. Most importantly, the community garden promotes inter-generational connections. We are truly stronger together." (Anonymous)

I started participating in the CCGC this past fall (2018) when I was 9 months into my recovery from a moderate brain injury that I sustained after a bike accident. The 9 months of recovery prior to my CCGC participation were extremely challenging for my mental health. I was unable to do most of the things that I previously enjoyed because I was impaired on many levels, so I became socially isolated and battled with overall feelings of worthlessness and helplessness. I eventually decided to try community gardening because I felt that the gardening tasks could be simple enough that I could complete them with a sense of efficacy, and I also hoped that social interaction with other gardeners would improve my mental health. I was attracted the CCGC's website's welcoming invitation for anyone to participate, so I gave them a try. I got what I was hoping for! The garden participants were all very warm and welcoming, and they helped me find tasks that I could be successful in. Participating in the CCGC felt like a pivotal point in my recovery. I began to see that I was still capable of being productive and social, and I found my interactions with other gardeners to be uplifting. I am grateful for the CCGC for their kindness and also for sharing their passion for building community! (Laura Carrol, M.S. Candidate, Occupational Therapy)

I have participated in the Carrboro community garden since the second year of its inception. It has been a special part of my life. I have particularly liked that, unlike community gardens with individual plots, all gardeners share the work in one large garden. People with all levels of garden experience - from none to expert, have been represented and there is the opportunity to learn and share skills. There is also the opportunity to learn about other people's lives as you pull weeds beside them. Most important to me is the genuine spirit of cooperativeness and sharing and equality. This, and the fun of digging in the dirt would be enough, but then there's also the produce to take home (at times a portion of this has been donated to the women's shelter.) Gardeners have always been welcoming to newcomers, and we would welcome new members from all parts of the community. (William Michael Larter)

## Carrboro Family Garden

Bienvenido • Welcome • ကြိုဆိုပါဦး။ • တၢ်တူၢ်လိာ်မ့ၢ်

**CARRBORO Family GARDEN**

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### Our Mission

The mission of the Carrboro Community Family Garden is to provide space, resources and education for families with children to garden organically, promote healthy eating, encourage sustainable living and cultivate community.

### Our History

The garden was founded in 2008 by the Orange County Partnership for Young Children (OCPYC) our local Smart Start agency that supports programs and projects that help children start school healthy and ready to learn and succeed.

The gardens were started with grant funding from the Health and Wellness Trust Fund of NC, and later a grant from the Robert Wood Johnson Foundation provided continued funding.

In the early days, with more funding, the garden staff included a project manager, garden manager, multiple interns and volunteers and we provided more classes on cooking, gardening and children's programs. In October 2011, the Board of Alderman voted to always maintain a community garden as part of the MLK Park. In 2012, with funds from a Nourishing NC grant, a water line was installed to help keep the gardens hydrated through the long hot summers.

OCPYC has maintained the OWASA account and paid the water bill for the garden. As grants ended, management lessened with OCPYC now only providing minimal oversight. Four years ago OCPYC offered a series of community garden management workshops and several members of the garden attended. A garden advisory board made up of volunteer garden members was formed to help plan and oversee the day to day management of the garden.

As the garden transitioned to a volunteer-run group the makeup of garden members shifted to include more neighborhood residents. We continue to serve some low-income families, but with limited time and resources, we are no longer able to do much outreach, coordinate volunteers, or provide classes or children's activities. We mainly recruit new gardeners by word of mouth at this time.

### **Our Impact**

Part of our mission is to make space available to low-resource families with children to learn how to grow organic vegetables.

1. Currently, 40% of our gardeners list their income below 20k per year.
2. We are presently serving 57 children this year at the garden and provide individual garden space to 28 families from a wide variety of social and cultural backgrounds.
3. For fifteen of our families, English is not their native language.
4. 54% of our families have at least one member who is an ethnic or racial minority.
5. Since the garden began in 2008, well over 100 families and 150 children have participate in the program.

## **Our Leadership and Structure**

Currently, Carrboro Family Garden is run by a board of four volunteers. We are always exploring new ways to make the garden better and our main goal has been to focus on making the garden a long-term, sustainable project.

We accept a small annual \$20 - \$60 donation when families sign up each year that covers the cost of gardening supplies. The only stipulation for joining is that the person must have at least one school-aged child. We waive any financial contributions from families who cannot afford to give a donation to create an inclusive environment. Families with lower incomes are given first priority. We raise about \$700 per year in gardener donations.

Currently our fiscal agent is Orange County Partnership for Young Children. They are paying our water bill and providing our liability insurance and nonprofit status which allows us to work with the Cardinal Track Club and be eligible to volunteer for their three races every year. The grant we receive from them pays for more expensive garden needs such as wood for garden bed borders, fence repairs, extra loads of compost for new plots, tools, etc. Currently all of the money from any grants is held by OCPYC and goes directly back into the garden for project materials and there are no paid staff members. Our annual financial grant from the Cardinal Track Club is \$4000.

## **Our Community Partnerships**

We have formed community relationships with organizations like the Cardinal Track Club, the Chapel Hill Service League and various independent contractors who provide labor at reduced costs in order to help sustain our mission and our work for families in the community. We receive donations from Compost Now, Sow True Seed, Botanical Interests and kind strangers who leave supplies when we post a need on Next Door. Public Works delivers truckloads of leaves for mulch, and The Arborist drops off wood chips for paths when needed.

## **Here is what some of our families have to say about what the Carrboro Family Garden means to them**

“My family has been a member of the Carrboro Family Garden for 9 years. We started with the project when my son was in pre-K. I had gardened a lot with my own family as a child and I really wanted to pass on this tradition to my children. Going out to garden together, planting seeds, watering the seedlings, watching the plants grow... This is a process I have always loved.

The Garden was also a warm and caring community of diverse family. There are many Hispanic families, like us, Burmese and North Americans. The diversity of the community has enriched our experience because it has offered us the opportunity to learn about new culture through food! Over the years, in the garden and various events, we have learned about vegetables we didn't know existed and shared recipes.

Notwithstanding all of this, for my family, the most important thing the garden has offered is the opportunity to teach young children about food and where it comes from. Specifically, it has helped me to teach my children about the importance of eating a healthy diet, full of vegetables, taking care of our Mother Earth and not filling it with toxic chemicals, and the beauty of spending time outside with a community of people who share the same ideals. Perhaps the most significant and palpable consequence of being part of the community garden has been the change in my children's attitude towards food. They have grown from children who would not eat anything green to young people who love to go to the garden, harvest their own vegetables and enjoy eating meals prepared with the food they have grown. “

- Hélène de Fays and Abel Muñoz

“Since we joined the Carrboro Family Garden in 2013, we have met some amazing people and close friends. More importantly, our daughter has learned so much. She can identify most vegetables and herbs by sight, and she knows how to plant seeds and when to harvest the food. The garden has really given us an appreciation for our farmers and those who grow food for everyone. It is not an easy job! We feel so fortunate to have these wonderful gardens all within walking distance. It is truly one of the things that makes Carrboro such a great place to live.”

- Aaron and Brandy Pickrell

The garden community itself is fantastic - led by energetic, positive people trying their best to bring everyone together through the act of growing and producing our own food. It is truly a gem in this town. For years before we had children, my wife and I would walk past the garden and daydream of the time when we had kids and could expose them to the garden - we are so blessed to have been able to do so for the past two years and really hope we can continue!

Thanks!

- John, Alicia, Jack & Wes Verrier

"We recently moved to the area. This is our first season at the garden, and while we haven't even planted a single seed, we have found the community garden the most welcoming and community

oriented group of people we have interacted with so far. Having the garden as a common space to spend time outdoors with our toddler, as well as teaching her about community values, is something invaluable."

- Isaiah Taylor & Malavika Ramakrishna

"I joined the garden just a year ago and was thrilled to have a little patch of land to share my love of gardening with my daughter. I also appreciate the chance to work side by side with neighbors from all across Carrboro, many of whom are from countries around the world. Diverse common spaces are becoming a rarity, I hope the Carrboro Family Garden is allowed to continue to grow."

- Jenny Cook

### **The Baldwin Park Gardeners**

Gardeners did not share information for this report.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-121

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**Agenda Date:** 3/26/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Developing a Scope of Work for a Comprehensive Plan for Carrboro

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen with an opportunity to consider a draft scope of work for the development of a comprehensive plan for the Town.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Trish McGuire, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)  
<<mailto:pmcguire@townofcarrboro.org>>, 919-918-7327

**INFORMATION:** The Board of Aldermen discussed comprehensive planning, including the assessment of community interest and engagement, for the Town on January 9<sup>th</sup> and April 4<sup>th</sup> 2018. Following the April 4<sup>th</sup> meeting, Planning staff hosted a table at Carrboro Day in early May 2018 where information on the Town's land use and planning policies and regulations was disseminated. Interest in preparing a plan has grown.

Numerous other efforts underway throughout 2018 and early 2019 provided insights to organizing a planning process and identifying stakeholders. The planning process for the 203 Project, market analysis and development of zoning strategies in the Historic Rogers Road neighborhood, the update of Town's comprehensive bicycle plan and discussions related to racial equity in policing and Town governance overall, for example, have all been helpful in considering how a comprehensive planning effort might be scoped.

A draft scope of work is provided for the Board's review (*Attachment A*). Please note that this initial draft does not yet outline tasks, experience, desired qualifications, et cetera, that might be of interest in a consultant sought to assist with completion of the plan, nor does it include the standard administrative information related to procurement of such services. Staff anticipates continued refinement of the scope between now and June in order to allow advertisement for consultant's services by July 1, 2019. The goal of this effort is to prepare a plan that would guide development and Town operations in ways that are equitable, environmentally responsible and fiscally sustainable.

**FISCAL & STAFF IMPACT:** Costs are estimated to total \$ 400,000 over two years, with approximately \$250,000 for consultant services.

**RECOMMENDATION:** It is recommended that the Board of Aldermen discuss this matter and convey

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additional comments for further development and completion of the scope.

# Comprehensive Plan scope – DRAFTv.1

For Board of Aldermen reference – March 26, 2019

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## Introduction

Background/history/geography/demographics

## Project Purpose

The goal of this project is to develop a product that expresses and establishes a framework for achieving the community's vision, expectations and guidance for growth and development/redevelopment, and town services. Plan policies will address land use regulations and decisions, which serve as the foundation for economic development/fiscal stability, as well as the Town's ability to provide direct services and support other initiatives. A planning horizon of 20 years is anticipated, with regular reviews of progress and continued relevance/update every five years.

## Overview of planning process

To date, comprehensive planning in Carrboro has been completed though primarily land use planning, capital improvement planning, and annual budgeting. Focused planning efforts have also been completed for Affordable Housing, Climate Action, Recreation and Parks, Economic Development, Bicycle Transportation, Greenways, Stormwater Management, Safe Routes to Schools and in conjunction with other entities, Hazard Mitigation. This planning process is envisioned as one that will include technical updates to existing conditions and projections of future conditions so as to inform policy choices. Existing planning documents adopted within five years of the comprehensive planning process can be incorporated directly into the comprehensive plan; ones completed earlier are to be updated and incorporated. A policy linkage map that makes clear the interrelationships between town, county, regional, and state plans and policies will be prepared. Consultant services are anticipated for technical planning assistance including primary responsibility for preparation of most of the comprehensive plan elements. Support is also anticipated in the identification of implementation and measurement components, public outreach and engagement, and interaction with community organizations, officials, a comprehensive plan stakeholders board, and staff. A comprehensive plan task force structure, with the Planning Board chair and vice chairs serving as lead on the overall effort, is envisioned. Specific consultant tasks to be provided as the draft project scope is refined.

## Expected project milestones

- Phase I – Project preparation (4-6 months; July 2019 launch)
  - Plan proposal (scope, elements, background)
  - Steering/advisory structure
  - Staff resources/assignments
  - Consultant selection
- Phase II – Plan development (12 months; January 2020-January 2021)
  - Public outreach/engagement
  - Visioning, issues, values
  - Plan/policy review and development
  - Public review
  - Plan drafting and revisions
- Phase III- Plan recommendation/adoption (4-5 months; February – June 2021)
  - Comp plan components and matrix integrating new and existing
  - Implementation/strategic plan and update schedule
  - Public review
  - Advisory board review
  - Board of Aldermen review

## Major themes

- Climate Action/Hazard Mitigation and Resilience
- Racial Equity
- Economic/Fiscal Sustainability (evaluating costs and benefits of policies/plans)

## Plan principles

1. Inclusive – incorporates needs and opinions of the population, especially those that may have been underrepresented in planning processes.
2. Community – rooted in the interests of people that live, learn, earn, and play in Carrboro.
3. Consensus – relies on an agreed-upon vision and associated values.
4. Clarity – the process and the plan and its impacts are open and clear.
5. Accountable- all parties recognize their roles and responsibilities and commit to doing their best in the preparation and implementation of the plan. A system for assessing progress and redirecting/reprioritizing plan strategies will be key.
6. Accessible – written and presented in ways that make the plan a clear, useful, and interesting roadmap for Carrboro’s future.
7. Strategic – action-oriented, the plan will focus on steps and measures to achieve its goals and values.

8. Systems-based – plans formulated with the explicit recognition of the complexities of climate and social conditions and the interconnectedness of governmental responsibilities and functions are necessary, appropriate, and effective in prioritizing and effectuating action.

## Geographic scope

The Town's entire jurisdiction – Municipal limits, extra-territorial jurisdiction, and Transition Areas/joint planning jurisdiction – will be the focus of this planning effort.

## Recent questions/key trends

1. Infrastructure needs in relation to changing climate conditions
2. Downtown development/redevelopment and revitalization
3. Transit-oriented development opportunities
4. Street connectivity and completeness (e.g. facilities for all modes and appropriate speeds)
5. Public engagement and participation/demographic trends
6. Historic Preservation – residential and commercial areas
7. Temporary and accessory housing (e.g. short-term rentals, accessory dwelling units)

## Community Engagement

Recent experience and feedback from the community survey makes it clear that in order to maximize participation by community members, a variety of engagement strategies are needed, with those listed below expected:

- Focus groups with civic/community/religious/neighborhood groups
- Community information sessions (e.g. digging into the plan details)
- Town events (e.g. Carrboro Day, July 4th, Farmers' Markets)
- Community events and meetings (e.g., Holiday Parade, Carrboro Business Alliance)
- Citizens Academy
- Web-based portal for education and input
- Social media campaign
- Coffee hours/face-to-face conversations
- Public meetings and hearings

## Comprehensive Plan Task Force Structure (25 total)

Representative staff from each Town Department (9 in total) is expected as support to this planning and policy initiative and are not included in the total number for members of the task force. Staff from neighboring local governments (varying departments, based on subject matter) and institutions (e.g. Orange County, UNC-Chapel Hillsborough) would also be invited to participate and serve as resources to this effort.

1. Planning Board (Chair, vice-chairs and 2 other members – 5 total)
2. Economic Sustainability Commission (2 members)
3. Transportation Advisory Board (1 member)
4. Recreation and Parks Commission (1 member)
5. Affordable Housing Advisory Commission (1 member)
6. Environmental Advisory Board (1 member)
7. Northern Transition Area Advisory Committee (1 member)
8. Greenways Commission (1 member)
9. Stormwater Advisory Commission (1 member)
10. Arts Commission (1 member)
11. Human Services Advisory Commission (1 member)
12. Youth Advisory Board (1 member)
13. Carrboro Business Alliance (1 member)
14. At-large, community members (7 members)

## Plan Components

The descriptions below are not expected to preclude a different organization in the final product, especially related to systems analysis and prioritization/fiscal capacity to be developed in the planning process.

Component	New/Update	Lead Staff/author(s)
Executive Summary	New- highlights of overall plan with summary of vision, goals, and elements	Consultant, staff (Planning)
Who, What, How and Why of the Comprehensive Plan	Description of the background, process, data, and decisions that lead to the final plan.	Consultant, staff (Planning)
Framing Element – Major Topics	New – Description of the major topics that form the basis for community goals, strategies, budgetary decision-making,	Consultant, Departmental staff involved with plan development (expected to be all)

Component	New/Update	Lead Staff/author(s)
	including cost-benefit analysis, and operations	
Action Element	New – Plan strategies in a go-to format, with operational and fiscal performance measures, including time frames and prioritization	Consultant, Departmental staff involved with plan development (expected to be all)
Land Use and Design	Assessment and recommended updates to Land Use Ordinance and Vision 2020	Consultant, staff (Planning with assistance from Public Works, Fire, Police, Recreation and Parks)
Economic Sustainability	Incorporation of 2017 ESP	Consultant, staff (Economic and Community Development)
Housing Affordability	Component of Land Use and Design assessment; Update of 2015 Affordable Housing Goals and Strategies	Consultant, staff (Planning, Manager's Office)
Recreation, Parks, and Open Space; Arts and Culture	Update of 2004 Comprehensive Recreation and Parks Master Plan; assessment and update of relevant Carrboro Vision2020 policies. Update and inclusion of Physical Activity and/or Healthy Community planning perspective.	Consultant, staff (Recreation and Parks, Planning, Economic and Community Development)
Infrastructure		
-Transportation	Integration of recently updated Bicycle Plan, update of Greenways Plans, Sidewalk Policy, and Residential Traffic Management Plan. Recognition of interrelationships with Chapel Hill (including Chapel Hill Transit, Orange County, Go Triangle, and DCHC MPO/Comprehensive and Metropolitan Transportation Plans. Incorporation of street conditions analysis, repaving schedules, Powell Bill funds	Consultant, staff (Planning, Public Works)

<b>Component</b>	<b>New/Update</b>	<b>Lead Staff/author(s)</b>
-Water and Wastewater	Recognition of interrelationship with OWASA, Climate Action Plan/GHG reductions associated with water conservation.	Consultant, staff (Planning)
-Energy (electricity, natural gas, solar)	Energy supply, with info on local and non-local sources, quantities and climate impacts	Consultant, energy providers, staff (Planning)
-Conduit, fiber optic, wireless	Anticipate inclusion of pending Fiber optic Plan and incorporation into policy matrix and action element	Consultant, (Planning, Information Technology)
Environmental Systems and Resilience, including Stormwater Management	Expansion on 1999 Northern Study Area Plan and miscellaneous studies and reports	Consultant, staff (Planning, Public Works)
Human Capital, Engagement and Governance	New Communications Plan (build on Citizens' Bill of Rights), Human Services, Technology, and Innovation	Consultant, staff (Human Resources, Finance Department, Manager's Office, Economic and Community Development, Information Technology)
Public Services	New chapter on fire, police, public works services, publicly owned buildings, accessibility, public safety, future needs (interrelatedness to Capital Improvement Programming, Strategic Energy and Climate Action, specifically Solid Waste initiatives, waste reduction, fuel usage, building renovations and retrofits); incorporation of Eno-Haw Hazard Mitigation Plan, Town Emergency Operations Plan, and possible Continuity of Operations Plan	Consultant, Noted departments staff