



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



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Tuesday, May 28, 2019

7:00 PM

Board Chambers - Room 110

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### 7:00-7:10

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

1. [19-187](#) Charges Issued to Recently Appointed Advisory Board Members

### 7:10-7:15

#### B. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:15-7:25

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

### 7:25-7:30

#### D. CONSENT AGENDA

1. [19-188](#) Approval of Minutes May 7, 2109
2. [19-191](#) Recognition of Donation to the Carrboro Police Department from  
non-profit Vested Interest in K9s, Inc.

**PURPOSE:** The purpose of this item is to recognize the generous donation from Vested Interest in K9s, Inc. of three bullet and stab protective vests for police department service K9s.

Attachments: [ATTACHMENT A.pdf](#)

#### E. PUBLIC HEARING

### 7:30-7:50

1. [19-190](#) Public Hearing on Town Manager's Recommended Budget for FY

2019-20

**PURPOSE:** To hold a public hearing on the Town Manager's Recommended Budget for the upcoming fiscal year as required by G. S. 159-12 (b).

**7:50-8:20**

**2.     [19-186](#)**

Public Hearing on a Land Use Ordinance Amendment Regarding Civic Assembly in Village Mixed-Use Developments

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to consider a text amendment to the Land Use Ordinance regarding civic assembly in village mixed-use developments. A draft ordinance has been prepared. The Board must receive public input before reaching a decision on the draft ordinance.

**Attachments:**   [Attachment A - Consistency Resolution Civic Assembly](#)  
[Attachment B - Draft Ordinance Civic Assembly in VMU](#)  
[Attachment C - Application](#)  
[Attachment D - Comments Combined](#)

**8:20-8:50**

**3.     [19-185](#)**

Public Hearing on a Land Use Ordinance Amendment to Align References to the State Environmental Agencies and Nutrient Load Accounting Tool in the Town's Stormwater Volume Control Provisions.

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen consider to an amendment to the Land Use Ordinance. No substantive changes to the regulations are proposed as the purpose is to update the specific references to the names of the North Carolina agencies and analytical tools in the LUO so that the LUO is current and in alignment with the state. The Board must receive public input before reaching a decision on the draft ordinance.

**Attachments:**   [Attachment A - Consistency Resolution-Volume Control](#)  
[Attachment B - Draft Ordinance](#)  
[Attachment C - Draft Ordinance in context with tracking](#)  
[Attachment D - Recommendations Combined](#)

**F.     OTHER MATTERS**

**8:50-9:50**

**1.     [19-189](#)**

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 - Comprehensive Plan Scope - version 2](#)

**G. MATTERS BY BOARD MEMBERS**

**H. CLOSED SESSION - NCGS 143-318.11(A)(3) - Attorney-Client Privilege**



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-187

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**Agenda Date:** 5/28/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Charges Issued to Recently Appointed Advisory Board Members



# Town of Carrboro

Town Hall  
301 W. Main St.  
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## Agenda Item Abstract

**File Number:**19-188

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**Agenda Date:** 5/28/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Approval of Minutes May 7, 2109



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-191

**Agenda Date:** 5/28/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

**Recognition of Donation to the Carrboro Police Department from non-profit Vested Interest in K9s, Inc.**

**PURPOSE:** The purpose of this item is to recognize the generous donation from Vested Interest in K9s, Inc. of three bullet and stab protective vests for police department service K9s.

**DEPARTMENT:** Police

**CONTACT INFORMATION:** Chief Walter Horton, 919-918-7397

**INFORMATION:** Carrboro Police Department's K9s Titus, Blitz and Turbo will receive a bullet and stab protective vest thanks to a charitable donation from non-profit organization Vested Interest in K9s, Inc. Each vest has a value between \$1,744 - \$2,283. K9 Titus, Blitz and Turbo's vests will be embroidered with the sentiment "In memory of Officer Jordan Sheldon, Mooresville, NC - EOW 5/4/19".

Vested Interest in K9s, Inc. is a 501c (3) charity located in East Taunton, MA whose mission is to provide bullet and stab protective vests and other assistance to dogs of law enforcement and related agencies throughout the United States.

The program is open to dogs actively employed in the U.S. with law enforcement or related agencies who are certified and at least 20 months of age.

**FISCAL & STAFF IMPACT:** There is no fiscal impact and minimal staff impact.

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**Agenda Date:** 5/28/2019

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**RECOMMENDATION:** Town Staff recommend that the Board of Aldermen consider adopting the attached resolution.

## **ATTACHMENT A**

### **A RESOLUTION OF APPRECIATION TO VESTED INTEREST IN K9s, INC**

WHEREAS, Vested Interest in K9s, INC. has graciously donated three bullet and stab protective vest to Carrboro Police Department's K9s Titus, Blitz and Turbo; and

WHEREAS, this donation will provide potentially lifesaving body armor for Carrboro Police service dogs; and

WHEREAS, donation of these vest will enhance the Carrboro Police Department's efforts in keeping the community safe;

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that:

1. On behalf of the Town of Carrboro and its residents, the Board of Aldermen hereby expresses its sincere thanks and gratitude to Vested Interest in K9s, INC. for its generous donation.
2. The resolution shall be entered into the official minutes of the Board of Aldermen and a copy thereof shall be delivered to Vested Interest in K9s, INC.
3. This resolution shall become effective upon adoption.

This is the 28<sup>th</sup> day of May in the year 2019.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-190

**Agenda Date:** 5/28/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Public Hearing on Town Manager's Recommended Budget for FY 2019-20

**PURPOSE:** To hold a public hearing on the Town Manager's Recommended Budget for the upcoming fiscal year as required by G. S. 159-12 (b).

**DEPARTMENT:** Town Manager

**CONTACT INFORMATION:** David L. Andrews, 918-7315 and Arche L. McAdoo, 918-7439

**INFORMATION:** On May 7, 2019 the Town Manager presented his recommended budget for Fiscal Year 2019-20. The recommended budget totals, \$58,568,128 comprised of the following: General Fund \$24,279,533 (Operating Fund); Capital Projects Fund \$31,356,173; Special Revenue Fund \$2,145,422; and Stormwater Utility Enterprise Fund \$787,000.

To ensure that the public has access to the budget document and is aware of the public hearing, North Carolina G.S. 159-12 (a) requires the Town Clerk to have the budget document available for public inspection until the budget ordinance is adopted. The document is also available on the Town's website at [www.townofcarrboro.org](http://www.townofcarrboro.org).

The statute also requires the Town Clerk to make a copy of the budget available to all news media in the county and to publish a statement that the budget has been submitted to the governing board, and is available for public inspection. The statement must also give notice of the time and place of the budget public hearing.

**FISCAL & STAFF IMPACT:** The total recommended budget for FY 2019-20 is \$58.6 million comprised of the following: General Fund \$24.2 million; Capital Fund \$31.3 million; Special Revenue Fund \$2.1 million; and Stormwater Utility Enterprise Fund \$787 thousand.

**RECOMMENDATION:** The Board is requested to: 1) hold a public hearing and receive comments from the public on the Town Manager's recommended budget; and, 2) provide directions to the Town Manager for preparation of the final budget ordinance for FY 2019-20 for adoption on June 18, 2019.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-186

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**Agenda Date:** 5/28/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Public Hearing on a Land Use Ordinance Amendment Regarding Civic Assembly in Village Mixed-Use Developments

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to consider a text amendment to the Land Use Ordinance regarding civic assembly in village mixed-use developments. A draft ordinance has been prepared. The Board must receive public input before reaching a decision on the draft ordinance.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon - 919-918-7325, [cmoon@townofcarrboro.org](mailto:cmoon@townofcarrboro.org); Patricia McGuire - 919-918-7327; [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)

**INFORMATION:** The Town has received a request from Eric Chupp of Capkov Ventures to modify a provision in Article XI of the Land Use Ordinance relating to the design and development requirements for village mixed use developments (*Attachment C*). Section 15-141.2 indicates that one of the objectives of such a development is the “provision of buildings for civic assembly or for other common purposes that act as visual landmarks and symbols of identity within the community.” In his request, Mr. Chupp has asked to expand the provision for buildings *or structures*, to allow outdoor facilities to qualify for this requirement.

In considering the request, two aspects of the Winmore development are worth noting. First, the master plan and conditional use permit for Winmore identifies potential civic assembly uses and a particular lot where the civic assembly use is to be located. Mr. Chupp has indicated that Capkov Ventures has been unable to find a tenant who would be interested any of the potential uses on the civic assembly parcel, in part, because of limited parking in proximity to the site. Second, over the course of the last several years while the project has developed, residents have come to use the swimming pool and associated amenities as their main gathering area. This tendency to congregate outdoors at the pool and walking trails has occurred organically. The applicants believe that a defined outdoor area might provide a better civic assembly space and enhancement to the community than one that is enclosed within a building. Approval of the text amendment would allow the Capkov Ventures to apply for a CUP modification to design and install an outdoor civic assembly space elsewhere in the Winmore development.

The draft ordinance was referred to Orange County and presented to the Planning Board and Economic Sustainability Commission at their regular meetings in May. Comments are provided (*Attachment D*).

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**FISCAL & STAFF IMPACT:** Public hearings involve staff and public notice costs associated with advisory board and Board of Aldermen review. The applicant has submitted the appropriate fees for a text amendment review.

**RECOMMENDATION:** Staff recommends that the Board of Aldermen consider the attached resolution for consistency (*Attachment A*) and the draft ordinance (*Attachment B*).

A RESOLUTION ADOPTING A STATEMENT EXPLAINING THE BOARD OF  
ALDERMEN'S REASONS FOR ADOPTING AN AMENDMENT TO THE TEXT OF THE  
CARRBORO LAND USE ORDINANCE (N.C. Gen. Stat. 160A-383)

WHEREAS, an amendment to the text of the Carrboro Land Use Ordinance has been proposed, which amendment is described or identified as follows: A LAND USE ORDINANCE TEXT AMENDMENT RELATING TO CIVIC ASSEMBLY IN VILLAGE MIXED USE DEVELOPMENTS.

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

**Section 1. The Board has reviewed the draft amendment to the text of the Land Use Ordinance and concludes that the proposed amendment is:**

\_\_\_\_\_ *Consistent* with the description of the components of mixed use village centers noted in Section 4 of Facilitated Small Area Plan for the Northern Study Area, and the list of possible uses for the civic assembly space as noted in the approved conditional use permit for the development.

\_\_\_\_\_ *Inconsistent* with current adopted plans. The proposed action is *inconsistent* with the comprehensive plan for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ *Inconsistent* with the current adopted plans; however, because of the following changed circumstance(s), the Board of Aldermen's approval shall also be deemed an amendment to the existing adopted plan, \_\_\_\_\_, as described below.

Changed circumstance(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amendment to current adopted plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 2. The Board of Aldermen's action is reasonable and in the public interest for the following reason(s):**

The proposed text amendment which finds the proposed text amendment, is reasonable in the public interest because it clarifies and provides more flexibility in the standard.

**Section 3. Therefore, the Carrboro Board of Aldermen has: approved / denied the proposed amendment to the text of the Carrboro Land Use Ordinance.**

**Section 4. This resolution becomes effective upon adoption.**

Adopted by the Carrboro Board of Aldermen this 28<sup>nd</sup> day of May 2019.

**AN ORDINANCE TO AMEND THE TOWN OF CARRBORO'S LAND USE  
ORDINANCE RELATING TO CIVIC ASSEMBLY IN VILLAGE MIXED USE  
DEVELOPMENTS**

**\*\*DRAFT 4-26-2019\*\***

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

**Section 1.** Subsection 15-141.2, of the Carrboro Land Use Ordinance, Village Mixed Use District Established, (a), paragraph 7, is rewritten to read as follows:

7. Provision of buildings or structures for civic assembly or for other common purposes that act as visual landmarks and symbols of identity with the community.

**Section 2.** Subsection 15-176.2(e) is amended to include a new provision (5) to read as follows:

(5) Open Space owned by homeowners associations as Common Space may include Civic Uses for gathering or assembly as defined in Section 15-141.2(a)(7).

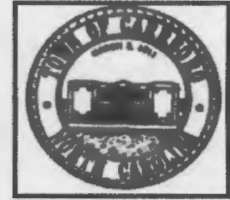
**Section 3.** All provisions of any Town ordinance or resolution in conflict with this ordinance are repealed.

**Section 4.** This ordinance is effective upon adoption.

Reid  
4/1/15  
PY

## TOWN OF CARRBORO

## LAND USE ORDINANCE AMENDMENT REQUEST



To the Board of Aldermen, the Planning Board, and the Appearance Commission, as appropriate, of the Town of Carrboro:

I (we), the undersigned do hereby respectfully make application and petition the Board of Aldermen to amend the Land Use Ordinance. In support of this application, the following facts are shown:

- 1) The Land Use Ordinance, at present, would allow (description/quote, page and number of section in question):

See Attached

- 2) The proposed amendment to the Land Use Ordinance would allow (describe briefly intended change):

See Attached

- 3) State the reasons for the proposed amendment:

See Attached

SIGNATURE:

E. B. Chapp  
applicant

Eric B. Chapp for Capkov Ventures Inc.  
(print)

ADDRESS:

258 East Wilmore Ave, Carrboro, NC 27510

TELEPHONE NUMBER:

(919) 260-7262



Tina Moon  
Planning/ Zoning Administrator  
Town of Carrboro  
301 West Main Street, Second Floor  
Carrboro, North Carolina 27510

Dear Ms. Moon,

Please accept this as a formal application from Capkov Ventures Inc. for a "Land Use Ordinance Amendment Request". I have filled out and executed the appropriate application form and attached it hereto.

Answers to Questions 1 – 3.

- 1) The Land Use Ordinance, at present, would allow (description/ quote, page and number of section in question):
  - a. The current Land Use Ordinance, Section 15-141.2(a)(7), page #14, reads that a Village Mixed Use community must achieve the objective by the "Provision of buildings for civic assembly or for other common purposes that act as visual landmarks and symbols of identity within the community."
  - b. The current Land Use Ordinance specifically references and allows Civic Uses to be placed in the Storefront Use Areas and the Townhouse Use areas.
- 2) The proposed amendment to the Land Use Ordinance would allow (describe briefly intended change):
  - a. The proposed amendment would revise Section 15-141.2(a)(7) to read that a Village Mixed Use Community must achieve the objective by the "Provision of buildings **or**

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**structures** for civic assembly or for other common purposes that act as visual landmarks and symbols of identity within the community". Adding the words "**or structures**" would recognize the fact that places for civic assembly are often not enclosed in a building in the technical sense as described in the paragraph below responding to question number (3).

- b. Adding Section 15-176.2(e)(5) to the Land Use Ordinance would specifically reference and allow the option of placing Civic Uses in homeowners association owned Common Space. The new sub-section (5) would read "Open Space owned by homeowners associations as Common Space may include Civic Uses for gathering or assembly as defined in Section 15-141.2(a)(7). Civic Uses shall be restricted to Common Space appropriate for gatherings or assembly."
- 3) State the reason for the proposed amendment:

Answer: Capkov Ventures Inc. has spent the last 15 years developing the Winmore community off Homestead Road in Carrboro. It was the Town's first, and to date the only, community to be built under the Village Mixed Use provisions within the Carrboro Land Use Ordinance. As you might imagine, when you develop an entirely new category of community development in a Land Use Ordinance you can expect to have a few glitches. We have discovered many things in developing the Winmore community that we might have planned better had we known then what we know today. Despite a few bumps along the way, not the least of which being the "Great Recession", I can stand back looking at Winmore and be proud of the community that has been built.

For the Winmore community the amendment will allow a twelve-unit condominium building to be constructed on the Civic Use lot that which has remained vacant for the last 13 years. The last lot in Winmore. We have followed every avenue we could think of to find a user for the lot to no avail. The lot is in a wonderful location within the community, across from the live work units, adjacent to existing town homes, and high on East Winmore Avenue. The problem is that there was never any parking allocated to the lot that would support any of the Civic Uses allowed. The vacant lot adds nothing to the community, leaves an unfinished look, and contributes only a fraction of what it should as a developed lot. The 12-unit condominium building would be consistent with the surrounding uses, be a significant visual improvement to the community, allow the community to maximize the allowable density by providing more homes, and add to Carrboro's and Orange Counties tax base. The architecture of the proposed building will require Town approval.

In addition to the benefit the amendment would provide to the Winmore community the amendment to the Village Mixed Use provisions in the Carrboro Land Use Ordinance would benefit the wider community and future Village Mixed Use communities by allowing more flexibility for the Board of Aldermen to approve civic oriented uses on community common area, and the types of civic uses which could be provided. One of the things that we learned in developing communities over the last 30 years is that home owners associations have limited resources, and they are generally insufficient to bear the burden of maintaining a

building as the Carrboro Land Use Ordinance currently requires of a Civic Use (Section 15-141.2(a)(7). This is certainly the case with Winmore. However, civic gathering spots could be integrated into the community on common space where no land value is assigned making Civic Uses financially feasible for communities. Examples of civic gathering places that are not necessarily "Buildings" in the technical sense are numerous. I think of the pit area on UNC campus behind the library where U.S Representative Price has spoken, amphitheaters that are generally associated with the US or North Carolina Parks System, the Forest Theater, and the roof of the downtown parking garage in Chapel Hill where summer movies are show. All wonderful Civic meeting places that don't require heating, air conditioning, electricity, cleaning, routine and long-term maintenance, not to mention the initial construction cost. We believe that amending the Carrboro Land Use Ordinance to allow Civic Uses on community common space, and to broaden the definition of Civic Uses to include structures other than "Buildings" will give the Board of Aldermen the flexibility to approve these types of alternative Civic Uses. We ask for your support in approving this Carrboro Land Use Ordinance Text Amendment.

Best Regards, Eric Chupp



4/1/2019

Director of Development  
Capkov Ventures Inc.  
(919) 260-7262  
[ericbchupp@bellsouth.net](mailto:ericbchupp@bellsouth.net)



# TOWN OF CARRBORO

## Planning Board

***301 West Main Street, Carrboro, North Carolina 27510***

# R E C O M M E N D A T I O N

**THURSDAY, MAY 16, 2019**

### **Land Use Ordinance Text Amendment Relating to Civic Assembly in Village Mixed Use Developments**

The Planning Board supports the idea that a civic use can be outdoors. It is clear from the CUP that sporting, exercise and recreational facilities are candidates for civic use. An open-air structure such as an amphitheater, plaza, or pavilion also seems appropriate.

However, we do not feel that a use can be considered civic unless it is open to all residents. We propose that the text amendment be updated so that paragraph 7 reads as follows:

7. Provision of buildings or structures, open to all residents of the VMU development, for civic assembly or for other common purposes that act as visual landmarks and symbols of identity within the community.

Motion was made by Foushee and seconded by Gaylord-Miles that the Planning of the Town of Carrboro recommends that the Board of Aldermen approve the draft ordinance.

#### **VOTE:**

AYES: (4) Foushee, Fray, Gaylord-Miles, Poulton

NOES: (0)

ABSENT/EXCUSED: (3) Clinton, Meyer, Whittemore

ABSTENTIONS: (0)

#### **Associated Findings**

By a unanimous show of hands, the Planning Board membership indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by Gaylord-Miles and seconded by Foushee that the Planning Board of the Town of Carrboro finds the proposed text amendment, is consistent with the description of the components of mixed use village centers noted in Section 4 of Facilitated Small Area Plan for the Northern Study Area.

Furthermore, the Planning Board of the Town of Carrboro finds the proposed text amendment, is reasonable in the public interest because it clarifies and provides more flexibility in the standard.

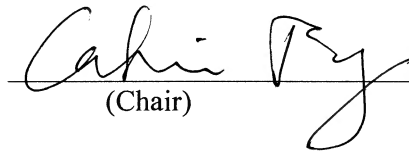
**VOTE:**

AYES: (4) Foushee, Fray, Gaylord-Miles, Poulton

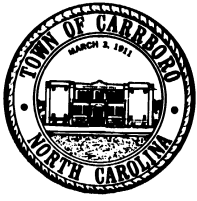
NOES: (0)

ABSENT/EXCUSED: (3) Clinton, Meyer, Whittemore

ABSTENTIONS: (0)

  
(Chair)

<sup>or</sup> 5/23/2019  
(Date)



# TOWN OF CARRBORO

## Economic Sustainability Commission

*301 West Main Street, Carrboro, North Carolina 27510*

# R E C O M M E N D A T I O N

**THURSDAY, MAY 2, 2019**

### **Land Use Ordinance Text Amendment Relating to Civic Assembly in Village Mixed Use Developments**

Motion was made by Tanya Jisa and seconded by David Jessee that the ESC of the Town of Carrboro recommends that the Board of Aldermen approve the draft ordinance.

#### **On the following condition:**

**Staff review definitions of open space, civic space and common space to ensure consistency and compliance to meet the intent of the ordinance.**

#### **VOTE:**

AYES: ( 8 )

ABSENT/EXCUSED: ( 1 )

NOES: ( 0 )

ABSTENTIONS: ( 0 )

#### **Associated Findings**

By a unanimous show of hands, the ESC membership indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by Dan Mayer and seconded by Tanya Jisa that the ESC of the Town of Carrboro finds the proposed text amendment, is consistent with the description of the components of mixed use village centers noted in Section 4 of Facilitated Small Area Plan for the Northern Study Area.

Furthermore, the ESC of the Town of Carrboro finds the proposed text amendment, is reasonable in the public interest because it clarifies and provides more flexibility in the standard.


#### **VOTE:**

AYES: ( 8 )

ABSENT/EXCUSED: ( 1 )

NOES: ( 0 )

ABSTENTIONS ( 0 )



(Signature)

## ORANGE COUNTY PLANNING & INSPECTIONS DEPARTMENT

Craig N. Benedict, AICP, Director

Administration  
(919) 245-2575  
(919) 644-3002 (FAX)  
[www.orangecountync.gov](http://www.orangecountync.gov)



131 W. Margaret Lane  
P O Box 8181  
Hillsborough,  
North Carolina, 27278



### TRANSMITTAL DELIVERED VIA EMAIL

May 8, 2019

Christina Moon, AICP  
Planning Administrator  
Town of Carrboro  
301 W. Main St.  
Carrboro, NC 27510

### **SUBJECT: Joint Planning Review of Proposed Ordinance Amendments**

Dear Tina:

Thank you for the opportunity to review the following Land Use Ordinance amendments received by us on April 26, 2019 and proposed for town public hearing on May 28, 2019:

- *An Ordinance to Amend the Town of Carrboro's Land Use Ordinance Relating to the Stormwater Volume Control Provisions.*
- *An Ordinance to Amend the Town of Carrboro's Land Use Ordinance Relating to Civic Assembly in Village Mixed Use Developments.*

We have reviewed the amendments and find no inconsistency with the adopted *Joint Planning Area Land Use Plan*. The amendment related to civic assembly uses in village mixed use development also appears to have no inconsistency with the *Facilitated Small Area Plan for Carrboro's Northern Study Area*.

If you have any questions or need additional information, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Perdita Holtz".

Perdita Holtz, AICP  
Planning Systems Coordinator



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-185

**Agenda Date:** 5/28/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Public Hearing on a Land Use Ordinance Amendment to Align References to the State Environmental Agencies and Nutrient Load Accounting Tool in the Town's Stormwater Volume Control Provisions.

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen consider to an amendment to the Land Use Ordinance. No substantive changes to the regulations are proposed as the purpose is to update the specific references to the names of the North Carolina agencies and analytical tools in the LUO so that the LUO is current and in alignment with the state. The Board must receive public input before reaching a decision on the draft ordinance.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon - 919-918-7325; Nick Herman - 919-929-3905

**INFORMATION:** At the April 16<sup>th</sup> Board of Aldermen meeting, the Board set a public hearing to consider a text amendment to update the Land Use Ordinance volume control provisions referencing state environmental agencies and associated stormwater management tools (agenda materials may be found at the following link: <https://carrboro.legistar.com/MeetingDetail.aspx?ID=678575&GUID=D1903920-6614-456A-8277-65BD80F24C9E&Options=&Search=>>). A draft ordinance has been prepared, which if adopted, would amend the Land Use Ordinance to reflect changes in state agency organization: the establishment of two agencies, DEQ and DEMLR, replacing the role of NCDENR, and the renaming of the BMP manual to the SCM manual. The draft ordinance would also remove the reference to the Jordan Lake Accounting Tool (JLAT) which is no longer used. Rather than replace the JLAT with Stormwater Nitrogen and Phosphorus v4.1 (SNAP), the new project-scale modeling tool, the proposed ordinance includes more generic references to the state's agencies and tools to avoid having to do future amendments because of state administrative reorganizations or changes to the name of software (*Attachment B and Attachment C*).

The draft ordinance was referred to Orange County, and presented to the Planning Board, Economic Sustainability Commission and Stormwater Advisory Commission for their May meetings. Comments are provided (*Attachment D*).

**FISCAL & STAFF IMPACT:** Public hearings involve staff and public notice costs associated with advisory board and Board of Aldermen review.

**RECOMMENDATION:** Staff recommends that the Board of Aldermen consider adopting the attached resolution for consistency (*Attachment A*) and the draft ordinance (*Attachment B*).



A RESOLUTION ADOPTING A STATEMENT EXPLAINING THE BOARD OF  
ALDERMEN'S REASONS FOR ADOPTING AN AMENDMENT TO THE TEXT OF THE  
CARRBORO LAND USE ORDINANCE (N.C. Gen. Stat. 160A-383)

WHEREAS, an amendment to the text of the Carrboro Land Use Ordinance has been proposed, which amendment is described or identified as follows: A LAND USE ORDINANCE TEXT AMENDMENT RELATING TO STORMWATER VOLUME CONTROL PROVISIONS.

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

**Section 1. The Board has reviewed the draft amendment to the text of the Land Use Ordinance and concludes that the proposed amendment is:**

\_\_\_\_\_ *Consistent* with current adopted plans such as Carrboro Vision 2020, particularly the provisions relating to proactive stormwater management.

\_\_\_\_\_ *Inconsistent* with current adopted plans. The proposed action is *inconsistent* with the comprehensive plan for the following reason(s):

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\_\_\_\_\_ *Inconsistent* with the current adopted plans; however, because of the following changed circumstance(s), the Board of Aldermen's approval shall also be deemed an amendment to the existing adopted plan, \_\_\_\_\_, as described below.

Changed circumstance(s):

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Amendment to current adopted plan:

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**Section 2. The Board of Aldermen's action is reasonable and in the public interest for the following reason(s):**

The proposed text amendment which aligns the Town's regulations with current state agency titles and terminology is reasonable and in the public interest.

**Section 3. Therefore, the Carrboro Board of Aldermen has: approved / denied the proposed amendment to the text of the Carrboro Land Use Ordinance.**

**Section 4. This resolution becomes effective upon adoption.**

Adopted by the Carrboro Board of Aldermen this 28<sup>th</sup> day of May 2019.



**AN ORDINANCE TO AMEND THE TOWN OF CARRBORO'S LAND USE  
ORDINANCE RELATING TO THE STORMWATER VOLUME CONTROL  
PROVISIONS**

**\*\*DRAFT 4-11-2019\*\***

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

**Section 1.** Subsection 15-263, of the Carrboro Land Use Ordinance, Management of  
Stormwater, (g)(3) is rewritten to read as follows:

(3) The Board finds that increases in the total annual volume of runoff associated with new development results in decreased groundwater recharge, increased stream channel instability/erosion and significant water quality degradation. Therefore to the maximum extent practicable developments shall install and maintain stormwater management systems such that the post-development total annual stormwater runoff volume shall not exceed the predevelopment volume by more than the limits set forth in the table below. The predevelopment and post-development annual stormwater runoff volume shall be calculated using the most up to date guidance and accounting methodology from North Carolina environmental regulatory agencies with stormwater management oversight.

**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.

## ARTICLE XVI

### FLOOD DAMAGE PREVENTION, STORMWATER MANAGEMENT, AND WATERSHED PROTECTION

#### PART II. STORM WATER MANAGEMENT

#### **Section 15-263 Management of Stormwater (REWRITTEN 6/26/07; AMENDED 6/24/08; AMENDED 10/28/08; 6/22/10; 11/23/10; REWRITTEN 6/26/12)**

(g) Developments shall be constructed and maintained so that their stormwater management systems meet the following minimum standards:

- (1) The post-development discharge rates shall be less than or equal to the pre- development discharge rates for the 1-, 2-, 5-, 10-, and 25-year 24-hour design storms.
- (2) For upstream properties, the 1% chance flood elevation may not be increased.
- (3) The Board finds that increases in the total annual volume of runoff associated with new development results in decreased groundwater recharge, increased stream channel instability/erosion and significant water quality degradation. Therefore **to the maximum extent practicable** developments shall install and maintain stormwater management systems such that the post-development total annual stormwater runoff volume shall not exceed the predevelopment volume by more than the limits set forth in the table below. The predevelopment and post-development annual stormwater runoff volume shall be calculated using the [most up to date guidance and accounting methodology from North Carolina environmental regulatory agencies with stormwater management oversight, Jordan Lake Accounting Tool \("JLAT"\)](#), ~~except that the following inputs for the use of permeable pavement shall apply. If the NCDENR Division of Water Quality (DWQ) revises the following table of inputs for the use of permeable pavement, this subsection shall be deemed amended to incorporate the most recent inputs established by DWQ.~~ (AMENDED 6/26/12) (AMENDED 2/26/13)

<b>Infiltrating Permeable Pavement</b>			
Soil Type	Infiltrating PP	Detention w/o Liner	Detention w/ Liner
A	90%	-	0
B	85%	-	0
C	80%	20%	0
D	75%	5%	0

*Art. XVI. FLOOD DAMAGE PREVENTION, STORMWATER MANAGEMENT, AND WATERSHED PROTECTION*

A composite curve number shall be assigned to the development site in the pre-development stage using the runoff curve number method described in USDA NRCS Technical Release 55, Urban Hydrology for Small Watersheds (June, 1986). See also Chapters 4 through 10 of NEH-4, SCS (1985).

<b>Preexisting Composite Curve Number*</b>	<b>Maximum allowable increase in annual stormwater runoff volume</b>
> 78	50%
>70-78	100%
> 64-70	200%
<=64	400%

**(AMENDED 2/26/13)**



# TOWN OF CARRBORO

## Planning Board

**301 West Main Street, Carrboro, North Carolina 27510**

# R E C O M M E N D A T I O N

**THURSDAY, MAY 2, 2019**

### **Land Use Ordinance Text Amendment Relating to Stormwater Volume Control Provisions**

Motion was made by Foushee and seconded by Gaylord-Miles that the Planning Board of the Town of Carrboro recommends that the Board of Aldermen approve the draft ordinance.

#### **VOTE:**

AYES: (6) Fray, Clinton, Gaylord-Miles, Meyer, Foushee, and Whittemore.

NOES: (0)

ABSENT/EXCUSED: (1) Poulton

ABSTENTIONS: (0)

#### **Associated Findings**

By a unanimous show of hands, the Planning Board membership indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by Gaylord-Miles and seconded by Meyer that the Planning Board of the Town of Carrboro finds the proposed text amendment, is consistent with the provisions in *Carrboro Vision2020* to be proactive in managing stormwater.

Furthermore, the Planning Board of the Town of Carrboro finds the proposed text amendment, is reasonable in the public interest because it updates Town standards to align with current state agency titles and terminology.

#### **VOTE:**

AYES: (6) Fray, Clinton, Gaylord-Miles, Meyer, Foushee, and Whittemore.

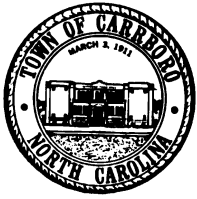
NOES: (0)

ABSENT/EXCUSED: (1) Poulton

ABSTENTIONS: (0)

Cadi Fray  
(Chair)

5/23/2019  
(Date)



# TOWN OF CARRBORO

## Stormwater Advisory Commission

***301 West Main Street, Carrboro, North Carolina 27510***

# R E C O M M E N D A T I O N

**MONDAY, APRIL 29, 2019**

### **Land Use Ordinance Text Amendment Relating to Stormwater Volume Control Provisions**

Motion was made by Dickson and seconded by Paul that the Stormwater Advisory Commission of the Town of Carrboro recommends that the Board of Aldermen approve the draft ordinance.

#### **VOTE:**

AYES: (Cox, Dickson, Paul)

ABSENT/EXCUSED: (Hoban, O'Connor)

NOES: ( )

ABSTENTIONS: ( )

#### **Associated Findings**

By a unanimous show of hands, the Stormwater Adviosry Commission membership indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by Paul and seconded by Dickson that the Stormwater Advisory Commission of the Town of Carrboro finds the proposed text amendment, is consistent with the provisions in *Carrboro Vision2020* to be proactive in managing stormwater.

Furthermore, the Stormwater Adviosry Commission of the Town of Carrboro finds the proposed text amendment, is reasonable in the public interest because it updates Town standards to align with current state agency titles and terminology.

#### **VOTE:**

AYES: (Cox, Dickson, Paul)

ABSENT/EXCUSED: (Hoban, O'Connor)

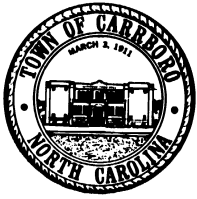
NOES: ( )

ABSTENTIONS: ( )

\_\_\_\_\_  
for (Chair)

4/30/2019

\_\_\_\_\_  
(Date)



# TOWN OF CARRBORO

## ECONOMIC SUSTAINABILITY COMMISSION

*301 West Main Street, Carrboro, North Carolina 27510*

### R E C O M M E N D A T I O N

THURSDAY, MAY 2, 2019

#### **Land Use Ordinance Text Amendment Relating to Stormwater Volume Control Provisions**

Motion was made by David Gange and seconded by David Jessee that the ESC of the Town of Carrboro recommends that the Board of Aldermen approve the draft ordinance.

**VOTE:**

AYES: ( 8 )

ABSENT/EXCUSED: ( 1 )

NOES: ( 0 )

ABSTENTIONS: ( 0 )

**Associated Findings**

By a unanimous show of hands, the ESC membership indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

Motion was made by Dan Mayer and seconded by Mark Vandegrift that the ESC of the Town of Carrboro finds the proposed text amendment, is consistent with the provisions in *Carrboro Vision2020* to be proactive in managing stormwater.

Furthermore, the \_ESC of the Town of Carrboro finds the proposed text amendment, is reasonable in the public interest because it updates Town standards to align with current state agency titles and terminology.

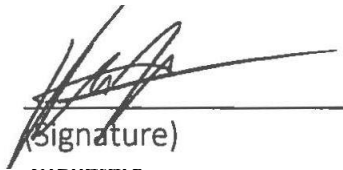
**VOTE:**

AYES: ( 8 )

ABSENT/EXCUSED: ( 1 )

NOES: ( 0 )

ABSTENTIONS: ( 0 )

  
(Signature)

May 8, 2019

## ORANGE COUNTY PLANNING & INSPECTIONS DEPARTMENT

Craig N. Benedict, AICP, Director

Administration  
(919) 245-2575  
(919) 644-3002 (FAX)  
[www.orangecountync.gov](http://www.orangecountync.gov)



131 W. Margaret Lane  
P O Box 8181  
Hillsborough,  
North Carolina, 27278



### TRANSMITTAL DELIVERED VIA EMAIL

May 8, 2019

Christina Moon, AICP  
Planning Administrator  
Town of Carrboro  
301 W. Main St.  
Carrboro, NC 27510

### **SUBJECT: Joint Planning Review of Proposed Ordinance Amendments**

Dear Tina:

Thank you for the opportunity to review the following Land Use Ordinance amendments received by us on April 26, 2019 and proposed for town public hearing on May 28, 2019:

- *An Ordinance to Amend the Town of Carrboro's Land Use Ordinance Relating to the Stormwater Volume Control Provisions.*
- *An Ordinance to Amend the Town of Carrboro's Land Use Ordinance Relating to Civic Assembly in Village Mixed Use Developments.*

We have reviewed the amendments and find no inconsistency with the adopted *Joint Planning Area Land Use Plan*. The amendment related to civic assembly uses in village mixed use development also appears to have no inconsistency with the *Facilitated Small Area Plan for Carrboro's Northern Study Area*.

If you have any questions or need additional information, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Perdita Holtz".

Perdita Holtz, AICP  
Planning Systems Coordinator







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-189

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**Agenda Date:** 5/28/2019

**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 reviewed a first draft of a scope of work for the development of a comprehensive plan on March 26<sup>th</sup>. An updated draft incorporates a number of comments and additional information in underlined text, as described below.

1. Importance of leaving room to discuss points of tension and how those areas can be worked through. Important for community engagement to be fun and spark creativity and involvement. Recognize possible need for a reality check with the consultant's timing and their timeline. Remain open to those changes. *Comments addressed in part, more work in progress. See edits in Project Purpose section.*
2. Recognize income inequality and the erosion of the middle class. *Topic listed in Recent questions/key trends section. Summary data tables to be included in next update.*
3. Be clear what the costs are going into the planning process so that the Board can be aware of the actual costs of the time. Include both commercial and residential affordability. Reference the Jones Ferry, Greensboro, and HWY 54 development corridors that are available for redevelopment. *Cost details in preparation. See edits in Major themes and Recent questions/key trends sections.*
4. Engagement piece is very important - ensure hours estimated are enough to thoroughly engage the community. Clarify how GARE initiatives will be implemented in the Comprehensive Plan work. *Comments addressed in part, additional information to be added. See edits in Background and Overview of the Planning Process sections.*
5. Refer to climate change initiatives as "Climate Action/ Extreme Weather Preparedness Mitigation and Resilience." Work with HOAs and community groups to meet where they are. Include two Carrboro Business

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**Agenda Date:** 5/28/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Alliance seats in the Task Force structure. Describe process for checking in on progress during the creation of the plan. *Comments addressed in part, additional edits to be made. See edits in Major themes and Comprehensive Plan Task Force Structure sections.*

6. Make sure that this does not distract from immediate climate action plans. Include follow-up from the parking study brought forward as a plan and included as part of the comprehensive plan. *See edits in Overview of the Planning Process.*

7. Summarize in introduction how Town has changed over 20 years. Engage students and the UNC-Chapel Hill planning program. *Data review for summary in preparation. Some possible research topics have been shared with DCRP - communication on other opportunities is expected to be ongoing with this and other programs.*

8. A draft of the consultant services has been added.

Work continues on some scope elements. 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 additional comments for further development and completion of the scope.

# Comprehensive Plan scope – DRAFTv.2

For Board of Aldermen reference – May 21, 2019

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## Introduction

Carrboro was first settled in 1882 around a University of North Carolina railroad spur. It was originally known as West End, due to its geographic location directly west of Chapel Hill. In 1911, the town was incorporated under the name Venable, for chemistry professor and University of North Carolina president Francis Preston Venable. It wasn't until 1913 that the town made its final name change in honor of Julian Shakespeare Carr, owner of the local textile mill, after Carr expanded the mill and provided electricity to the community.

For the first fifty years after its incorporation, Carrboro remained a small mill town with a slow, steady pace of growth. In 1960, approximately 2,000 people lived in the town. In the late 1960s the town's population began to increase stemming from the growth occurring at UNC-Chapel Hill and area businesses.

Also during the late 1960s, Carrboro began to become more progressive in its thinking. The development of housing in the latter part of the decade coincided with expansion at UNC-Chapel Hill. Today the town has a reputation as one of the most progressive communities in the South. Growth has continued through the 1980s, 90s, and 2000s. This has resulted in the creation of a vibrant and diverse community. Carrboro Farmer's Market, two venues that host national music acts (the ArtsCenter and Cat's Cradle), and the DSI Community Theatre all call Carrboro home. Carrboro was the first municipality in North Carolina to elect an openly gay Mayor in 1995, and was also the first in the state to grant domestic-partner benefits to same-sex couples. A Truth Plaque Task Force was established in 2018 to gather input for the possible installation of a "truth plaque" that would detail the ugly truth of the racist history of Julian Carr, the Town's namesake. The Town joined the Government Alliance on Race and Equity (GARE) in November 2018 as a focus of its efforts to advance equity in the Town's governance structure. The first Truth Plaque was approved on February 5, 2019 and installed on April 16, 2019, reading as follows:

Carrboro's roots began in the late 19<sup>th</sup> century when a branch of the North Carolina Railroad extended south to the edge of Chapel Hill, and the first local textile mill opened nearby. Informally known as West End and Lloydville, the community incorporated as a town named Venable in 1911.

Two years later, the state legislature renamed the town Carrboro at the request of Julian S. Carr, a post-Civil War business leader. He was also an active and influential participant in Jim Crow era efforts to create a system of racial segregation. Although the town continues to bear his name, the values and actions of Carr do not represent Carrboro today.

In the 1970s a group of Carrboro residents joined together to change the town's power structure and advocate for a community that fully included all residents. Thanks to their commitment, today

Carrboro honors its working-class roots while reaching toward the goals of social equity, environmental harmony, and fiscal responsibility.

The town also hosts annual events like the Carrboro Music Festival, Carrboro Film Festival, and the North Carolina Comedy Arts Festival. Today, over 20,000 people are able to call Carrboro home.

More information about the Town is available at <http://www.townofcarrboro.org/860/ABOUT-CARRBORO>, a page on the Town website where results of the most recent citizen survey, links to US Census demographic data and other resources are available.

## **Project Purpose**

The goal of this project is to inspire extensive community involvement in a process that, while recognizing both harmony and discord, will result in 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. This comprehensive planning process is intended as a framework for the incorporation of regular goal-setting, project identification and evaluation into the process of work planning and budget prioritization.

## **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, Economic Sustainability Plan, Recreation and Parks, Economic Development, Bicycle Transportation, Greenways, Stormwater Management, Safe Routes to Schools, Downtown Parking, Emergency Operations, 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. Ongoing work related to the implementation of adopted plans (e.g. Economic Sustainability Plan and Community Climate Action Plan) is not to be suspended, but is expected to be incorporated and evaluated during this planning process, as is beneficial to the community. The GARE strategies for advancing racial equity and transforming government are considered foundational to this effort. The process will seek to utilize best practices identified by GARE

communities and other leaders in these efforts. 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)
  - Comprehensive 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/Extreme Weather Preparedness Mitigation Mitigation and Resilience
- Racial Equity
- Economic/Fiscal Sustainability (evaluating costs and benefits of policies/plans)
- Decline in Commercial and Residential Affordability

## Plan principles

1. Creativity – process and products are rooted in accessible vision and execution, rather than mechanical completion of identified steps.
2. Inclusivity - incorporates needs and opinions of the population, especially those that may have been underrepresented in planning processes.
3. Community – rooted in the interests of people that live, learn, earn, and play in Carrboro.
4. Consensus – relies on an agreed-upon vision and associated values.
5. Clarity – the process and the plan and its impacts are open and clear.
6. 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.
7. Accessible – written and presented in ways that make the plan a clear, useful, and interesting roadmap for Carrboro’s future.
8. Strategic – action-oriented, the plan will focus on steps and measures to achieve its goals and values.
9. 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. Redevelopment opportunities, especially Jones Ferry Road and NC HWY 54 development corridors/nodes
4. Income inequality and erosion of the middle class
5. Transit-oriented development opportunities
6. Street connectivity and completeness (e.g. facilities for all modes and appropriate speeds)
7. Public engagement and participation/demographic trends
8. Historic Preservation – residential and commercial areas
9. 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 (2 members)
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.

<b>Component</b>	<b>New/Update</b>	<b>Lead Staff/author(s)</b>
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, including cost-benefit analysis, and operations	Consultant, Departmental staff involved with plan development (expected to be all)
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	Consultant, staff (Recreation and Parks, Planning, Economic and Community Development)



Component	New/Update	Lead Staff/author(s)
	Physical Activity and/or Healthy Community planning perspective.	
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)
-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 info 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)

Component	New/Update	Lead Staff/author(s)
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

### Detailed Consultant Services

1. Initial meeting with the staff to review and refine the project scope and schedule, as well as schedule initial meetings and begin the process of data compilation.
2. Obtain and review existing plans, maps and other documents relevant to the project. Meet with the Comprehensive Plan Task Force for regular updates.
3. Conduct meetings with key elected officials and stakeholders. The purpose of these meetings will be to obtain input and guidance as it relates to the process to obtain opinions on the future of the Town from a wide cross-section of individuals and to complete a consensus building process on this future and the Town's goals in all areas of growth and development and the provision of services.
4. Conduct periodic review meetings with staff on process.
5. Plan and coordinate extensive and diverse public participation process program, including, but not limited to: public meetings, drop-in meetings, pop-up engagement in a variety of locations, surveys, directed engagement with community groups, HOAs, informational brochures, website materials, and other outreach mechanisms.
6. Work with staff on elements of a robust outreach campaign that includes traditional print and broadcast communication as well as social media and digital communication.
7. Conduct public meetings and topic-specific focus groups as necessary.
8. Create material for the public meetings and media venues to inform and educate the public on the plan components.

9. Staff will be responsible for the production of the bulk of the GIS maps and materials; however, the selected consultant may be required to provide supporting information.
10. Develop goals, objectives, implementation strategies, as well as benchmarks to measure implementation progress
11. Analyze the consistency of current ordinances and policies in relationship to the goals and objectives developed through this process and create an implementation program.
12. Draft elements are to be completed and submitted to the Town for review, comment, and approval individually based upon a schedule developed at the beginning of the planning process.
13. Make periodic reports to the Task Force, the Board of Aldermen and other groups (e.g. advisory boards).
14. Work with the town to determine the final product(s) that best fit the interests and needs of Carrboro.
15. Prepare a "Public Draft" of the identified final products and present drafts to the community.
16. Prepare a "Final Draft" of the identified final products and make a final presentation at a public hearing and all associated meetings to secure adoption of the Plan.