



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



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Tuesday, June 18, 2019

6:00 PM

Board Chambers - Room 110

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### 6:00 -7:00

#### A. CLOSED SESSION - NCGS 143-318.11(a)(6)

### 7:00-7:15

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

1. [19-221](#) Resolution - Sara Romweber Day  
*Attachments:* [Attachment A - Resolution Sara Romweber Day](#)
2. [19-239](#) Introduction of Winners - "What Baseball/Softball Means to Me"  
Essay Contest

### 7:15-7:20

#### C. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:20-7:30

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

### 7:30-7:40

#### E. CONSENT AGENDA

1. [19-231](#) Approval of Minutes from May 28 and June 4, 2019
2. [19-207](#) Request to Consider Authorizing the Town Manager to Award a Contract for Preliminary Engineering for a Culvert Replacement  
**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider authorizing the Town Manager to select a contractor and award a contract, with funds from the Stormwater Enterprise Fund, for preliminary engineering for a culvert replacement on Broad Street.  
*Attachments:* [Att A-Capital Project Ordinance - Broad St Culvert](#)

3. [19-208](#) Request to Consider Authorizing the Town Manager to Award a Contract for Preliminary Engineering for a Stream Restoration Project  
**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider authorizing the Town Manager to select a contractor and award a contract, with funds from the Stormwater Enterprise Fund, for preliminary engineering for a stream restoration at Public Works.  
**Attachments:** [Att A Project Ordinance - PW Stream Restoration](#)
4. [19-211](#) Designation of Fund Balance for FY 2018-19 Budget Items Not Yet Spent or Encumbered  
**PURPOSE:** The Board of Aldermen is requested to designate fund balance in the General Fund to carry over to next year for certain budget items where funds have not been spent or encumbered.  
**Attachments:** [ATTACHMENT A - Designation of Fund Balance](#)
5. [19-212](#) A Request to Amend the Rogers Road Sidewalk Capital Improvement Project Ordinance  
**PURPOSE:** The purpose of this item is to request that the Board of Aldermen authorize the use of additional Sidewalk Bond Funds and amend the Capital Project Ordinance for the Rogers Road Sidewalk Project.  
**Attachments:** [Attachment A - Budget Amendment for Rogers Road Sidewalk Capital Improvement Project Ordinance](#)
6. [19-218](#) Adoption of an Ordinance Limiting the Amount of Contributions to Candidates  
**PURPOSE:** The purpose of this item is for the Board to adopt an ordinance limited campaign contributions to any candidate for town office.  
**Attachments:** [ATTACHMENT A - AN ORDINANCE TO REENACT THE EXPIRING PROVISIONS OF SECTION 5-15](#)
7. [19-222](#) A Resolution Making an Appointment to the Carrboro Tourism Development Authority  
**PURPOSE:** The purpose of this item is for the Board of Aldermen to appoint a member to the Carrboro Tourism Development Authority (CTDA).  
**Attachments:** [Attachment A - A Resolution Making an Appointment to the Carrboro Tourism Development Authority](#)  
[Attachment B - Carrboro Tourism Development Authority Application](#)
8. [19-223](#) Appointments to the Greenways Commission  
**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointments to the Greenways Commission.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Chair Forms and Applications.pdf](#)

9. [19-71](#)

Appointments to the Board of Adjustment

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointments to the Board of Adjustment.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Board of Adjustment Applications](#)

10. [19-136](#)

**Request to Authorize the Town Manager to approve a plat recording a water service easement on a Town property thereby providing access to OWASA water services.**

**PURPOSE:** The parcels identified as 1242, 1244 & 1246 Hillsborough Rd. utilize wells and do not have access to an OWASA water main. Specifically, the owners of 1244 & 1246 Hillsborough Rd. have requested an easement across the Town property located on Cates Farm Rd. to provide access to an existing OWASA waterline.

**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Town GIS with notes](#)  
[Attachment C - Town Property plat with easements and notes](#)  
[Attachment D - OWASA service options email](#)  
[Attachment E - Town Engineer email](#)

11. [19-235](#)

Human Services Funding for Fiscal Year 2019-20

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider human services funding allocation recommendations for FY 2019-20

**Attachments:** [Attachment A - Resolution to approve the 2019 Human Services Funding Request](#)  
[Attachment B - 2019 HS Recommendations](#)  
[Attachment C - FY 2019-20 Manager's Recommendation - Outside Agencies](#)  
[Attachment D - TOCH Outside Agency Funding 16-19 03 11 19 \(HSAB finalv1\)](#)

12. [19-230](#)

Proposed Technical Amendments to Chapter 11 (Solid Wastes, Scrap Metals, Abandoned Vehicles, Weeds) of the Town Code Related to Yard Waste Collection Services, Items Not Allowed Within the Mobile Containers, and Recycling

**PURPOSE:** The purpose of this agenda item is to amend the Town Code, Chapter 11 Solid Wastes, Scrap Metals, Abandoned Vehicles, Weeds Sections 11-19(g), 11-19(h), 11-19(j)(12), 11-24(a), 11-24(b), and 11-24(c), as it relates to yard waste collection services, loose leaf collection services, items that may not be placed within the mobile household trash containers, and recycling.

**Attachments:** [Attachment A - Ordinance Amending Various Provisions of Chapter 11 of the Town of Carrboro Town Code](#)

13. [19-228](#) Update on the design for the Jones Creek Greenway (C-5181)  
**PURPOSE:** The purpose of this agenda item is to provide the Board with an update on the Jones Creek Greenway.

**Attachments:** [Attachment A - Resoution](#)

## F. PUBLIC HEARING

### 7:40-9:00

1. [19-238](#) Public Hearing to Consider Rezoning Properties in the Historic Rogers Road Neighborhood and to Continue Deliberations of Associated Text Amendments  
**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to receive public comment on a proposal to amend the official zoning map of the Carrboro Land Use Ordinance to rezone thirty (30) properties in the Historic Rogers Road neighborhood from RR to either HR-R or HR-MU, and to continue its deliberation on associated text amendments establishing these new districts and related development requirements. Adoption of the text amendments must occur before the rezoning can proceed.

**Attachments:** [Attachment A - Consistency Resolution for Text Amend HRR 6-18-2019](#)

[Attachment B - Draft LUO Ordinance-Text Amendment](#)

[Attachment C - Tracked Draft LUO Ordinance-Text Amendment](#)

[Attachment D - Staff Memo Text Amendment](#)

[Attachment E - Consistency Resolution for Map Amendment](#)

[Attachment F - Draft Ordinance for Map Amendment](#)

[Attachment G - Staff Memo for Map Amendment](#)

[Attachment H - Certified Notice](#)

[Attachment I - PB Recommendation for Map Amendment](#)

## G. OTHER MATTERS

### 9:00-9:10

1. [19-210](#) Adoption of FY 2019-20 Annual Budget  
**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to complete budget discussions and adopt the annual budget for fiscal year 2019-20.



**Attachments:**   [ATTACHMENT A - Budget Ordinance 2019-20](#)  
[ATTACHMENT B - Changes to Position and Pay Plan FY 2019-20](#)  
[ATTACHMENT C - Wage Adjustment Resolution 2019-20](#)  
[ATTACHMENT D - Contract for Town Attorney Resolution 2019-20](#)  
[ATTACHMENT E - Capital Projects Ordinance 2019-20](#)  
[ATTACHMENT F -Miscellaneous Fees and Charges Resolution 7-01-2019](#)  
[ATTACHMENT F-1 - Town of Carrboro 2019-20 Fee Schedule](#)

**9:10-9:40**

2.        [19-226](#)        Energy and Climate Protection Plan and Community Climate Action Plan Implementation Update
- PURPOSE:** The purpose of this item is to update the Board on Energy and Climate Protection Plan and Community Climate Action Plan Implementation Efforts.
- Attachments:**   [Attachment A - Resolution To Receive Update](#)  
[Attachment B - Summary Table](#)  
[Attachment C - ECPP and CCAP Update June 2019](#)

**9:40-9:45**

3.        [19-224](#)        Appointment to the Environmental Advisory Board
- PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make an appointment to the Environmental Advisory Board.
- Attachments:**   [Attachment A - Appointment Resolution](#)  
[Attachment B - 2019 Environmental Advisory Board Information Matrix.docx](#)  
[Attachment C - Chair Forms and Applications](#)

**9:45-9:50**

4.        [19-225](#)        Appointment to the Orange Water and Sewer Authority (OWASA) Board of Directors
- PURPOSE:** The Mayor and Board of Aldermen are requested to consider making an appointment to one of the Town's seats on the OWASA Board of Directors.
- Attachments:**   [Attachment A - A Resolution Making An Appointment to the Orange Water and Sewer Authority Board of Directors](#)  
[Attachment B - Applications](#)  
[Attachment C - Letter and Information Ayankoya OWASABoardAppointments](#)

**9:50-9:55**

5. [19-75](#) Appointments to the Planning Board

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointments to the Planning Board.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Chair Forms and Applications](#)  
[Attachment C - Information Matrix](#)

**9:55-10:00**

6. [19-220](#) Board of Aldermen Review of 7:00 P.M. Meeting Start Time

**PURPOSE:** The purpose of this item is to allow the Board of Aldermen the time to discuss how the 7:00 P.M. meeting start time is working and if not, to provide direction to staff.

**H. MATTERS BY BOARD MEMBERS**



# Town of Carrboro

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## Agenda Item Abstract

**File Number:**19-221

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**Agenda Date:** 6/18/2019

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**Version:** 1

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Resolution - Sara Romweber Day

## A RESOLUTION PROCLAIMING "SARA ROMWEBER DAY"

WHEREAS, Sara Romweber moved with her family to Carrboro in Orange County, North Carolina, in 1977, the year she turned 13 years old; and

WHEREAS, Sara was "Little Sara," daughter of "Big Sara" Romweber and one of seven children; and

WHEREAS, the Romweber family home on Pine Street in Carrboro was a unique artistic ecosystem in which all the kids were involved in various quirky artistic pursuits; and

WHEREAS, many of those artistic pursuits involved bands, including The Remainz, UV Prom, Crash Landon and the Kamikazes, and Flat Duo Jets, led by Sara's younger brother Dexter Romweber; and

WHEREAS, Flat Duo Jets would go on to receive international acclaim, and Sara achieved even more as a key member of historically significant and artistically important alternative-rock bands, including Let's Active, Snatches of Pink, and (with her brother) Dex Romweber Duo; and

WHEREAS, Sara pioneered a unique style of drumming and a playing style that displayed amazing power and versatility across a wide range of musical styles; and

WHEREAS, Sara also became a much-beloved icon, as renowned for her thoughtful kindness and on-point rock-star style as for her drumming; and

WHEREAS, Sara's inspiration also extended far and wide as an important and enduring influence on friends, peers, fellow musicians, and younger generations; and

WHEREAS, Sara's death at age 55 from glioblastoma on March 4, 2019, triggered an amazing and massive outpouring of love and remembrances across media platforms all across the globe; and

WHEREAS, Sara will never be forgotten as one of the North Carolina musicians who made the state great.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Carrboro, North Carolina, does hereby proclaim Sunday, June 23, 2019, as "Sara Romweber Day" in Carrboro and urges all residents to continue to celebrate the life and legacy of Sara Romweber and her important contributions to the artistic life of North Carolina, the nation, and the world.

This the 18th day of June, 2019.



# Town of Carrboro

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## Agenda Item Abstract

**File Number:**19-239

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

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Introduction of Winners - "What Baseball/Softball Means to Me" Essay Contest





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## Agenda Item Abstract

**File Number:**19-231

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

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Approval of Minutes from May 28 and June 4, 2019







# Town of Carrboro

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## Agenda Item Abstract

**File Number:**19-207

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Consider Authorizing the Town Manager to Award a Contract for Preliminary Engineering for a Culvert Replacement

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider authorizing the Town Manager to select a contractor and award a contract, with funds from the Stormwater Enterprise Fund, for preliminary engineering for a culvert replacement on Broad Street.

**DEPARTMENT:** Public Works, Finance

**CONTACT INFORMATION:** Randy Dodd, Stormwater Utility Manager 919-918-7341; Joe Guckavan, Public Works Director, 919 918-7427, Arche McAdoo, 919-918-7439

**INFORMATION:** Following on Hurricane Florence, staff have been pursuing FEMA Public Assistance support, including a culvert replacement for Broad Street. The Public Assistance process does not obligate funding in advance, but is rather on a reimbursal basis. Therefore, Town funding is needed up front and is at risk until approved through the Public Assistance process. Staff are working diligently to comply with all Public Assistance requirements. The Public Assistance process is time limited, so there is time sensitivity in approving this request to maximize the potential for federal funding support. Staff are moving forward and intend to issue a Request for Qualifications for related engineering services and subsequent negotiations with one or more engineering firms. Staff recommend that \$20k be appropriated for the culvert replacement project from the Stormwater Enterprise Fund, with the final cost to be determined through detailed project scoping and negotiation with the chosen firm(s). A second construction phase will be needed after the preliminary engineering work.

**FISCAL & STAFF IMPACT:** It is estimated that up to \$20k is needed for the preliminary engineering work. Staff time for selecting an engineering firm and project coordination/oversight will also be needed.

**RECOMMENDATION:** Staff recommends that the Board adopt the resolution (Attachment A) appropriating \$20k for engineering services from the Stormwater Enterprise Fund and authorizing the Town Manager to move forward with entering into contract with an engineering firm for this project.

**STORMWATER UTILITY ENTERPRISE FUND  
CAPITAL PROJECT ORDINANCE  
FOR THE REPLACEMENT OF A CULVERT AT BROAD STREET**

WHEREAS, the Town of Carrboro has signed a Disaster Assistance Agreement in order to apply for FEMA Public Assistance funding; and,

WHEREAS, the Town acknowledges its awareness of the FEMA cost-sharing agreements and agree to comply with it; and,

WHEREAS, the Town has determined that replacement of the Culvert at Broad Street is a high priority stormwater capital project; and,

WHEREAS, Town staff has worked with NC Department of Public Safety and FEMA staff for guidance on moving forward to apply for federal public assistance; and,

WHEREAS, the NC Department of Public Safety and FEMA staff have advised the Town to move forward with engineering studies and analysis; and,

WHEREAS, it is necessary to obtain certain engineering services to determine the amount necessary to undertake construction of the project; and,

WHEREAS, the Town understands that no FEMA Disaster Grant funds have been approved or promised for the Town, and the Town undertakes any engineering work for the project at its own cost and risk; and,

WHEREAS, the Town understands that should FEMA Disaster funding be provided to the Town at a later date, Town funds expended for engineering may qualify for reimbursement if procurement has been done in conformance with Federal Uniform Guidance Procurement Standards.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO THAT:**

Section 1: The Broad Street Culvert Replacement Capital Project is authorized to be undertaken with funding made available from the Stormwater Utility Enterprise Fund for engineering services only.

Section 2. The amount appropriated for preliminary engineering shall not exceed \$20,000 with the understanding that the Town will seek reimbursement for any and all expenditures for engineering services for the project in Section 1 above if FEMA Public Assistance funding is made to the Town.

Section 3: The funds identified in Section 2 above shall be transferred from the Stormwater Utility Enterprise Fund Operating Budget to the Stormwater Utility Enterprise Capital Project Fund.

Section 4: Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

Section 5: This Stormwater Utility Enterprise Fund Capital Project ordinance shall be effective immediately.





# Town of Carrboro

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

**File Number:**19-208

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**Agenda Date:** 6/18/2019

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**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Consider Authorizing the Town Manager to Award a Contract for Preliminary Engineering for a Stream Restoration Project

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider authorizing the Town Manager to select a contractor and award a contract, with funds from the Stormwater Enterprise Fund, for preliminary engineering for a stream restoration at Public Works.

**DEPARTMENT:** Public Works, Finance

**CONTACT INFORMATION:** Randy Dodd, Stormwater Utility Manager 919-918-7341; Joe Guckavan, Public Works Director, 919 918-7427, Arche McAdoo, 919-918-7439

**INFORMATION:** Following on Hurricane Florence, staff have been pursuing FEMA Public Assistance support, including a stream restoration project (Public Works). The Public Assistance process does not obligate funding in advance, but is rather on a reimbursal basis. Therefore, Town funding is needed up front and is at risk until approved through the Public Assistance process. Staff are working diligently to comply with all Public Assistance requirements. The Public Assistance process is time limited, so there is time sensitivity in approving this request to maximize the potential for federal funding support. Staff are moving forward and intend to issue a Request for Qualifications for related engineering services and subsequent negotiations with one or more engineering firms. Staff recommend \$80k be appropriated for the stream restoration project from the Stormwater Enterprise Fund, with the final cost to be determined through detailed project scoping and negotiation with the chosen firm. A second construction phase will be needed after the preliminary engineering work.

**FISCAL & STAFF IMPACT:** It is estimated that up to 80\$k is needed for the preliminary engineering work. Staff time for selecting an engineering firm and project coordination/oversight will also be needed.

**RECOMMENDATION:** Staff recommends that the Board adopt the resolution (Attachment A) appropriating \$80k for engineering services from the Stormwater Enterprise Fund and authorizing the Town Manager to move forward with entering into contract with an engineering firm for this project.

**STORMWATER UTILITY ENTERPRISE FUND  
CAPITAL PROJECT ORDINANCE  
FOR STREAM RESTORATION AT PUBLIC WORKS FACILITY SITE**

WHEREAS, the Town of Carrboro has signed a Disaster Assistance Agreement in order to apply for FEMA Public Assistance funding; and,

WHEREAS, the Town acknowledges its awareness of the FEMA cost-sharing agreements and agree to comply with it; and,

WHEREAS, the Town has determined that stream restoration at the Public Works facility site is a high priority stormwater capital project; and,

WHEREAS, Town staff has worked with NC Department of Public Safety and FEMA staff for guidance on moving forward to apply for federal public assistance; and,

WHEREAS, the NC Department of Public Safety and FEMA staff have advised the Town to move forward with engineering studies and analysis; and,

WHEREAS, it is necessary to obtain certain engineering services to determine the amount necessary to undertake construction of the project; and,

WHEREAS, the Town understands that no FEMA Disaster Grant funds have been approved or promised for the Town, and the Town undertakes any engineering work for the project at its own cost and risk; and,

WHEREAS, the Town understands that should FEMA Disaster funding be provided to the Town at a later date, Town funds expended for engineering may qualify for reimbursement if procurement has been done in conformance with Federal Uniform Guidance Procurement Standards.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO THAT:**

Section 1: The Stream Restoration at the Public Works Facility Site Capital Project is authorized to be undertaken with funding made available from the Stormwater Utility Enterprise Fund for engineering services only.

Section 2. The amount appropriated for preliminary engineering shall not exceed \$80,000 with the understanding that the Town will seek reimbursement for any and all expenditures for engineering services for the project in Section 1 above if FEMA Public Assistance funding is made available to the Town.

Section 3: The funds identified in Section 2 above shall be transferred from the Storm Water Utility Enterprise Fund Operating Budget to the Storm Water Utility Enterprise Capital Project Fund.

Section 4: Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

Section 5: This Stormwater Utility Enterprise Fund Capital Project ordinance shall be effective immediately.







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-211

**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Designation of Fund Balance for FY 2018-19 Budget Items Not Yet Spent or Encumbered

**PURPOSE:** The Board of Aldermen is requested to designate fund balance in the General Fund to carry over to next year for certain budget items where funds have not been spent or encumbered.

**DEPARTMENT:** Finance

**CONTACT INFORMATION:** Arche McAdoo, 918-7439; Cary McNallan 918-7301

**INFORMATION:** The Town Manager has identified several projects in the adopted FY 2018-19 general fund budget where funds appropriated have not been spent or encumbered. These funds total \$170,356 and will be needed when projects are developed and a vendor identified for the service or item.

As part of the transition from one fiscal year to the next, Finance requests all departments to identify budgeted projects that are not complete, so that the funding for these unspent budgeted items may be considered for carry over at year-end for use at a future date. This avoids possible interruption of the project planning or implementation. By designating fund balance for the use of these budgeted, but unspent or not encumbered funds, allows for a more accurate presentation of the undesignated fund balance portion of the General Fund in the annual audit report.

The resolution to designate fund balance (Attachment A) authorizes the carryover to next fiscal year of unexpended budget balance for specified item(s) contingent upon confirmation by the independent audit for the year ending June 30, 2019. The Town Manager is also authorized to transfer these funds to the appropriate department.

**FISCAL & STAFF IMPACT:** The budget items identified total \$170,356 to be carried over from FY 2018-19 to FY 2019-20. If not carried over, an appropriation in the FY 2019-20 budget may be necessary to continue these projects.

**RECOMMENDATION:** The Board is requested to consider for adoption the attached resolution designating fund balance for the items identified.

**A RESOLUTION APPROVING DESIGNATION OF FUND BALANCE  
FOR FY 2018-19 BUDGET FUNDS NOT YET SPENT OR ENCUMBERED**

WHEREAS, the Town Manager has described to the Board the desirability of adopting a resolution to designate fund balance for certain projects:

BE IT RESOLVED by the Board of Aldermen that fund balance in the General Fund is designated to fund the following items:

<b>Department</b>	<b>Designated Fund Balance FY 2018-19</b>	<b>Amount</b>
Public Works	OWASA Subsidy	\$ 76,502.00
Planning	Bicycle Gold Designation	\$ 52,602.00
Planning	Energy & Climate Action Plan	\$ 14,500.00
Planning	Grassroots Partnerships	\$ 13,700.00
Advisory Boards	Truth Plaque	\$ 3,023.00
Police	Seizure Funds - State	\$ 9,601.00
Police	Seizure Funds Federal	\$ 428.00
	<b>TOTAL</b>	<b>\$ 170,356.00</b>

*Summary of Designated Fund Balance Budget Items*

**OWASA Subsidy** – The unspent portion of the OWASA sewer subsidy budget is reserved annually until spent entirely.

**Bicycle Gold Designation** – These funds will be used to carryout activities necessary to move the Town from Silver Award to Gold Award.

**Energy & Climate Action Plan** – These funds support outreach, energy efficiency improvements, research and education related to climate action plan implementation.

**Grassroots Partnerships** – These funds are used for grassroots outreach efforts related to various Town initiatives.

**Truth Plaque** – These funds are used to create historical markers throughout the Town.

**Seizure Funds (State and Federal)** – The Police Department uses these restricted revenues to supplement ongoing investigations. Unexpended funds in a given year are carried over to the next year.

BE IT FURTHER RESOLVED, that upon confirmation of the actual amount for the above projects by the independent audit for the year ending June 30, 2019, the Town Manager may transfer fund balance up to the amount confirmed by the independent audit to the appropriate department(s) without further action by the Board.



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**File Number:**19-212

**Agenda Date:** 6/18/2019

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### TITLE:

A Request to Amend the Rogers Road Sidewalk Capital Improvement Project Ordinance

**PURPOSE:** The purpose of this item is to request that the Board of Aldermen authorize the use of additional Sidewalk Bond Funds and amend the Capital Project Ordinance for the Rogers Road Sidewalk Project.

**DEPARTMENT:** Public Works, Finance

**CONTACT INFORMATION:** Ben Schmadeke, 919-918-7424, [bschmadeke@townofcarrboro.org](mailto:bschmadeke@townofcarrboro.org)  
<<mailto:bschmadeke@townofcarrboro.org>>; Arche McAdoo, 919-918-7439, [amcadoo@townofcarrboro.org](mailto:amcadoo@townofcarrboro.org)  
<<mailto:amcadoo@townofcarrboro.org>>

**INFORMATION:** The Rogers Road Sidewalk Construction Budget did not have sufficient contingency to cover the costs of unforeseen site conditions and project overruns in addition to unforeseen easement acquisitions. Specifically, a conflict with a Duke Energy utility pole which resulted in a scope change and a miscalculation in asphalt quantity is forecasted to put the project over budget. The cost for these changes is approximately \$100,000. Staff requests that the Board of Alderman approve the use of Sidewalk Bond Funds to pay for these additional project costs. Staff are pursuing transit funds to pay for these additional costs.

**FISCAL & STAFF IMPACT:** The fiscal impact is a reduction in the Sidewalk Bond Fund reserve by \$100,000. There is no staff impact associated with this request.

**RECOMMENDATION:** It is recommended that the Board approve the attached revised Capital Project Ordinance.

**BUDGET AMENDMENT FOR ROGERS ROAD SIDEWALK CAPITAL  
IMPROVEMENT PROJECT ORDINANCE**

WHEREAS, the Town of Carrboro, has appropriated \$1,371,658 by the adoption of capital project ordinance 13/2010-11 and subsequent amendments for the design and construction of a sidewalk on the west side of Rogers Road from Homestead Road to Meadow Run Court; and,

WHEREAS, it is now necessary to amend the project budget due to increased costs related to right of way acquisitions, material quantity overruns and the Town having to pay the cost to reconfigure the sidewalk and drainage infrastructure in order to avoid a Duke Energy utility pole which could not be moved as intended in the original design; and,

WHEREAS, it is now necessary to amend the project budget due to cost overruns on the engineer's construction estimate;

NOW, THEREFORE PURSUANT TO N.C.G.S 159-13.2, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO THAT:

Section 1: An additional \$100,000 is appropriated from the Sidewalk Bond Fund for the Rogers Road Sidewalk Capital Improvement Project, which increases the total Sidewalk Bond Funds from \$685,235 to \$785,235.

Section 2: The total project costs, including right of way, design, and construction is increased from \$1,371,658 to \$1,471,658.

Section 3: All provisions of Project Ordinance #13/2010-11 and any subsequent amendments remain in effect.

Section 4: Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director and Planning Director.

Section 5: This capital project ordinance shall be effective immediately upon adoption.



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## Agenda Item Abstract

**File Number:**19-218

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Adoption of an Ordinance Limiting the Amount of Contributions to Candidates

**PURPOSE:** The purpose of this item is for the Board to adopt an ordinance limited campaign contributions to any candidate for town office.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Catherine Dorando

**INFORMATION:** Section 5-15 of the Town Code, set to expire 60 days prior to the filing for the 2019 regular town election, limits the amount of campaign donations to \$250.00. The ordinance provided as Attachment A to the Board will reenact the expiring limitation.

**FISCAL & STAFF IMPACT:** None

**RECOMMENDATION:** It is recommended that the Board adopt the attached ordinance.

AN ORDINANCE TO REENACT THE EXPIRING PROVISIONS OF SECTION 15-15 OF THE  
CARRBORO TOWN CODE, WHICH LIMIT THE AMOUNT OF CONTRIBUTIONS THAT CAN  
BE MADE TO CANDIDATES FOR TOWN OFFICES

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Section 5-15 of the Carrboro Town Code, which by its own terms expires automatically 60 days prior to the opening of filing for the 2019 regular town election, is reenacted and amended to read as follows:

Section 5-15 Limitation on Campaign Contributions for Town Offices

(a) No person, political committee, or other entity may contribute to any candidate for the office of mayor or any candidate for the office of alderman any money or in-kind contribution in any election (regular or special) in excess of \$250.00.

(b) The definitions in Article 22A of Chapter 163 of the General Statutes apply to the provisions of this section. In addition, as used herein, the word "candidate" also means a political committee authorized by the candidate for that candidate's election.

(c) The provisions of this section do not apply to contributions made by a candidate or a candidate's spouse, domestic partner registered with a government agency, parents, brothers, or sisters.

(d) The provisions of this section are authorized and shall be interpreted in accordance with Sections 2-8 and 2-9 of the Town Charter, as established by Chapter 97 of the 2008 Session Laws.

(e) The provisions of this section shall expire 60 days prior to the opening of filing for the 2021 regular town election, except that such expiration will not make lawful any contribution made before that date that is in violation of this section.

Section 2. This ordinance shall become effective upon adoption. The section it replaces is not immediately repealed but shall expire 60 days prior to the opening of filing for the 2019 regular town election. The Town Clerk shall replace the expiring version of Section 5-15 in the Town Code with the version set forth above.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-222

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

A Resolution Making an Appointment to the Carrboro Tourism Development Authority

**PURPOSE:** The purpose of this item is for the Board of Aldermen to appoint a member to the Carrboro Tourism Development Authority (CTDA).

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The CTDA was established by Section 8A of the Carrboro Town Code. The CTDA currently has two members and one vacant seat. The application attached is from Wendy Smith.

The attached resolution appoints Wendy Smith to the CTDA for a term that expires in January 2020.

**FISCAL & STAFF IMPACT:** The Hotel/Motel Room Occupancy Tax is a tax for the Town of Carrboro and the distribution of the tax is outlined in Section 8A-4 of the Carrboro Town Code:

Section 8A-4. Distribution and Use of Tax Revenue.

The town shall, on a quarterly basis, remit the net proceeds of the occupancy tax to the Carrboro Tourism Development Authority (CTDA). The CTDA shall use at least two-thirds of the funds remitted to it under this section to promote travel and tourism in Carrboro and shall use the remainder for tourism-related expenditures. The following definitions apply in this section:

- (1) Net Proceeds. Gross proceeds less the cost to the town of administering and collecting the tax, as determined by the finance officer, not to exceed three percent (3%) of the first five hundred thousand dollars (\$500,000) of gross proceeds collected each year and one percent (1%) of the remaining gross receipts collected each year.
- (2) Promote travel and tourism. To advertise or market an area or activity, publish and distribute pamphlets and other materials, conduct market research, or engage in similar promotional activities that attract tourists or business travelers to the area. The term includes administrative expenses incurred in engaging in these activities.
- (3) Tourism-related expenditures. Expenditures that, in the judgment of the CTDA, are designed to increase the use of lodging facilities, meeting facilities, and convention facilities in the town by attracting tourists or

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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business travelers to the town. The term includes tourism-related capital expenditures.

Section 8A-5. Carrboro Tourism Development Authority: Appointment and Membership.

(a) The Carrboro Tourism Development Authority (CTDA) is hereby created, which shall be a public authority under the Local Government Budget and Fiscal Control Act.

(b) The CTDA shall consist of three members appointed by the Board of Aldermen. Members need not reside within the town, but at least one-third of the members must be individuals who are affiliated with businesses that collect the tax in the town, and at least three-fourths of the members must be individuals who are currently active in the promotion of travel and tourism in the town.

(c) Subject to subsection (d), members shall be appointed for terms of one year. The initial terms of all appointees shall expire on January 31 of the year that follows the initial appointments. Subsequent terms shall run from February 1 of one year to January 31 of the following year. Vacancies shall be filled for the remainder of the unexpired term. Members may be appointed to successive terms without limitation.

(d) Members shall serve at the pleasure of the Board of Aldermen and may be removed by the Board at any time with or without cause.

(e) Members shall serve without compensation.

**RECOMMENDATION:** Staff recommends that the Board of Aldermen appoint a new member to serve on the CTDA.



**A Resolution Making Appointments to the Carrboro Tourism Development Authority**

Section 1. The Board of Aldermen hereby appoints Wendy Smith to the CTDA for a term to expire in January 2020:

Section 2. This resolution is effective immediately upon adoption.

From: noreply@civicplus.com [mailto:noreply@civicplus.com]  
Sent: Friday, May 31, 2019 7:10 AM  
To: Catherine Dorando <CDorando@townofcarrboro.org>  
Subject: Online Form Submittal: Advisory Board Application

## Advisory Board Application

First Name	Wendy
Last Name	Smith
Date	5/31/2019
Address1	340 ROSE WALK LN
Address2	<i>Field not completed.</i>
City	CARRBORO
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	9194146902
Email Address	<a href="mailto:wmcsmith22@gmail.com">wmcsmith22@gmail.com</a>
Date of Birth	1/22/1969
Race	caucasian
Sex	dmeale
Occupation	retail merchandiser and sales associate

Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	North Carolina
Length of Residence in the Town of Carrboro	5 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Tourism Development Authority*
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Tourism Development Authority
*Employer/Self Employed	Sofia's
Number of Years Employed	less than one year
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	As one of the previous owners of Cameron's located at 300 East Main Street for five years, I witnessed the impact that entertainment, retail and restaurants has on tourism. Carrboro has amazing, locally owned businesses that define our town and give visitors a unique experience. These businesses give visitors reasons to return and consequently have a tremendous impact on the economy of Carrboro. The employees of these businesses also help promote tourism by sharing with visitors other places of interest in our community. We are lucky to have such a densely populated community in that it makes it easy for tourist to walk to multiple venues. I also served on the CBA and the Chamber of Commerce for five years. I served on the ArtsCenter board of directors for three years. All of these organizations have a vested interest in promoting tourism in Carrboro and beyond.

Community Activities/Organizational Memberships	CBA Leadership Council 2014-2019 Chamber of Commerce Board of Directors 2013-2018 ArtsCenter Board of Directors 2014-2017
Experience to Aid You in Working on Advisory Boards	I have served on several boards in our community and consequently have a vast network of connections. My experience in retail has also help me build my network and given me good insight into what our community has to offer and what sparks the interest of our visitors.
Reasons You Wish to be Appointed	Though I no longer own a business in Carrboro, I do still live and work here and am interested in staying involved and helping the town to flourish. I was born in Chapel Hill so have never found myself a tourist in our town. I do however, find myself intrigued by how visitors perceive our town and am interested helping them have the best experience possible.
Have you ever served on any Town of Carrboro Committee or Board?	Yes
If yes, which one(s)?	CBA Leadership Council
Are you currently serving on a Town Board or Committee?	Yes
If yes, are you applying for a third consecutive term?	No
If yes, please describe how you meet one, or more, of the following exceptions noted below.	I am serving on the Marketing committee of the CBA.

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-223

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointments to the Greenways Commission

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointments to the Greenways Commission.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Greenways Commission currently has one vacant seat. Applications were originally received from: Ethan Beattie, Jeff Summerlin-Long, and Alyson West. The Board appointed Ethan Beattie and Jeff Summerlin-Long and asked to wait until Alyson West attended a meeting before appointing. Dave Mabe is the current chair of the Greenways Commission stated that Alyson West has attended the meetings and should be considered for appointment.

The attached resolution appoints the Alyson West to the Greenways Commission.

**FISCAL & STAFF IMPACT:** N/A

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

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
GREENWAYS COMMISSION**

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

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Member	Alyson West	2/2021

Section 2. This resolution shall become effective upon adoption.

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Sunday, December 30, 2018 9:46 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

### Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name: Greenways Commission

Your Name David Mabe

Your Seat Title Chair

Applicant Name: Alyson West

Date of last contact with applicant 11/14/2018

Summary of Qualifications: Member of Orange County unified transportation board. NC Highway Safety center researcher. Received Masters' Degree in City and Regional Planning from UNC in 2018.

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

If no, briefly explain Field not completed.

Applicant attended advisory board meeting prior to BOA review: ~~No~~ YES - Confirmed via Email to Town Clerk

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

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

If no, briefly explain: When we spoke she thought we met quarterly. Canceled her planned attendance at last minute for November meeting.

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

Gender diversity

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

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# TOWN OF CARRBORO

## Application for Membership on a Committee/Board

NAME: ALYSON WEST DATE: 10/6/2018  
ADDRESS:

901 N. GREENSBORO ST. APT. D CARRBORO NC 27510

IS THIS ADDRESS LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF CARRBORO? yes

TELEPHONE: [HOME] (503) 734 5299 [BUSINESS] ( )

E-MAIL ADDRESS: alysan.west@gmail.com

DATE OF BIRTH 11-25-70 RACE: W SEX: F

OCCUPATION researcher

ARE YOU A REGISTERED ORANGE COUNTY VOTER? yes

LENGTH OF RESIDENCE IN ORANGE COUNTY 10+ years

LENGTH OF RESIDENCE IN THE TOWN OF CARRBORO 2+ years

*I wish to be considered for appointment to the following committee/board(s):*

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> OWASA Board of Directors
<input type="checkbox"/> Animal Control Board of Appeals	<input type="checkbox"/> Orange County Economic Dev. Com.
<input type="checkbox"/> Appearance Commission/NPDC	
<input type="checkbox"/> Arts Committee	<input type="checkbox"/> Orange County Human Relations Com.
<input type="checkbox"/> Economic Sustainability Commission	<input type="checkbox"/> Personnel Advisory Committee
<input type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Human Services Commission	<input type="checkbox"/> Recreation & Parks Commission
<input checked="" type="checkbox"/> Greenways Commission	<input type="checkbox"/> Safe Routes to School Implementation Com.
<input type="checkbox"/> Northern Transition Area Advisory Com.	<input type="checkbox"/> Tourism Development Authority*
	<input type="checkbox"/> Transportation Advisory Board
	<input type="checkbox"/> Other _____

If you apply for membership on more than one advisory board, please indicate your preference by number, with "1" being your first choice (please limit your selection to two (2) boards). Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

\*EMPLOYER/SELF EMPLOYED UNC HIGHWAY SAFETY RESEARCH CENTER \*NUMBER OF YEARS EMPLOYED 0.5

\*PROVIDE EXAMPLES OF HOW YOU ARE INVOLVED IN THE PROMOTION OF TRAVEL AND TOURISM IN THE TOWN OF CARRBORO?  
(\*REQUIRED ONLY FOR TOURISM DEVELOPMENT AUTHORITY APPLICATION)

COMMUNITY ACTIVITIES/ORGANIZATIONAL MEMBERSHIPS:

Current member of ORANGE COUNTY UNIFIED TRANSPORTATION BOARD. APA-NC member, APBP member

EXPERIENCE TO AID YOU IN WORKING ON THESE ADVISORY BOARDS

Masters degree in city and regional planning - UNC 2018.

Council work in complete streets, green ways, and bicycle and pedestrian planning.

REASON(S) YOU WISH TO BE APPOINTED:

I'm a Carrboro citizen interested in contributing to making our town a better place for all people.

HAVE YOU EVER SERVED ON ANY TOWN OF CARRBORO COMMITTEE OR BOARD? IF YES, WHICH ONE(S) NO

ARE YOU CURRENTLY SERVING ON A TOWN BOARD OR COMMITTEE? NO IF YES, ARE YOU APPLYING FOR A THIRD CONSECUTIVE TERM? NO IF YES, PLEASE DESCRIBE HOW YOU MEET ONE, OR MORE, OF THE EXCEPTIONS NOTED BELOW. PLEASE USE AN ADDITIONAL PAGE IF NECESSARY TO COMPLETE.

After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances:

1. To retain diversity on an advisory board;
2. To provide continuity in oversight of a major, on-going project;
3. To keep a member who provides expertise otherwise unavailable on an advisory board (e.g., an engineer on the Planning Board or Board of Adjustment); or
4. A lack of qualified applicants.

RETURN THIS FORM TO: TOWN CLERK, 301 WEST MAIN STREET, CARRBORO, N.C. 27510  
[www.townofcarrboro.org](http://www.townofcarrboro.org)

(Please note that this document and the information contained on it is a public record and must be provided by the town to anyone requesting a copy of it.)



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 19-71

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**Agenda Date:** 6/18/2019

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointments to the Board of Adjustment

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointments to the Board of Adjustment.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Board of Adjustment currently has one expired term and two vacant seats with one being an ETJ Orange County appointee seat. Applications were received from John Baker, Michael Crowell, and Wil Heflin.

Brian Hagaman is the current chair of the Board of Adjustment and did not provide chair forms for review. The Town Clerk has contacted each applicant and confirmed that they are still interested in being appointed to the Board of Adjustment and have a clear understanding of the requirements.

The seat reserved for residents of the Joint Planning Transition Area and the Extraterritorial Planning Area may be open to residents that live outside of those parameters. Currently, Wil Heflin does not reside in the Joint Planning Transition Area but an exception was made for his appointment since the seat was vacant since 2013 (2017 was when Will Heflin was appointed for his first term.) The ETJ seat has been vacant since 2013.

The resolution attached allows the Board of Aldermen to make a recommendation to the Orange County Board of Commissioners to appoint an applicant that does not reside within the ETJ area, as well. The additional ETJ seat has remained vacant and John Baker resides in the Northern Transition Area.

The attached resolution appoints John Baker, Michael Crowell, and Wil Heflin to the Board of Adjustment.

**FISCAL & STAFF IMPACT:** N/A

**RECOMMENDATION:** It is recommended that the Mayor and Board make appointments to the Board of Adjustment.

**A RESOLUTION REQUESTING APPOINTMENT(S) TO THE  
BOARD OF ADJUSTMENT**

WHEREAS, the seat reserved for the Joint Planning Transition Area was vacant from 2013 until 2017 when Wil Heflin was appointed; and,

WHEREAS, the seat reserved for the town's extraterritorial planning area has also been vacant since 2013; and,

WHEREAS, the Town Clerk has advertised for the vacancies with no success in recruiting for both residents that meet the requirements; and,

WHEREAS, the Carrboro Town Code allows for the Board of Commissioners to appoint other residents of the county (including residents of the Town of Carrboro).

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

SECTION 1: The Orange County Board of Commissioners is hereby requested to appoint the following applicants to the seats identified below:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Joint Planning Transition Seat	Will Heflin	02/2022
ETJ Seat	John Baker	2/2021

SECTION 2: That the Carrboro Board of Aldermen hereby appoint the following applicant to the Board of Adjustment:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town Seat	Michael Crowell	2/2022

SECTION 3. This resolution shall become effective upon adoption.

**Catherine Dorando**

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**From:** noreply@civicplus.com  
**Sent:** Monday, January 28, 2019 9:25 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

## Advisory Board Application

First Name	Baker
Last Name	John
Date	1/28/2019
Address1	8210 Reynard Rd
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Northern Transition Area
Telephone	919-708-87
Email Address	<a href="mailto:jobaker@vt.edu">jobaker@vt.edu</a>
Date of Birth	11/1/1977
Race	White
Sex	Male
Occupation	Landscape Architect
Are you a registered	Yes

Orange County Voter?

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Length of Residence in Orange County	2.5 years
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Length of Residence in the Town of Carrboro	2.5 years
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I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Board of Adjustment
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Other (advisory board not listed):	<i>Field not completed.</i>
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Advisory Board Preference	n/a
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*Employer/Self Employed	TMTLA Associates
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Number of Years Employed	2 years
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* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
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Community Activities/Organizational Memberships	I am active in my neighbor by hosting gatherings, participating in trail maintenance and providing consultation to neighbors on exterior/site improvements or maintenance. I enjoy engaging with my children, friends and staff at Morris Grove School events and activities. I regularly participate in public meetings hosted by the Town on improvements or activities in my community and zoning district.
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Experience to Aid You in Working on Advisory Boards	I am a practicing landscape architect and planner working within most municipalities throughout the Triangle. With over a decade of experience in planning, design, management and construction of our built environment, I am versed in plan review, the application of zoning regulations, and understand the requirements of our local government to help grow a health community.
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Reasons You Wish to be	As a member of our community, I hope to bring my experience
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Appointed to the table and contribute to the vision of Carrboro and represent its constituents.

Have you ever served on any Town of Carrboro Committee or Board? No

If yes, which one(s)? *Field not completed.*

Are you currently serving on a Town Board or Committee? No

If yes, are you applying for a third consecutive term? No

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

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Friday, November 30, 2018 2:40 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Michael
Last Name	Crowell
Date	11/30/2018
Address1	1011 Brace Lane
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	USA
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	9198121073
Email Address	<a href="mailto:mcrowellinc@gmail.com">mcrowellinc@gmail.com</a>
Date of Birth	9/20/1945
Race	Does it matter?
Sex	Male
Occupation	Lawyer
Are you a registered	Yes



Orange County Voter?

Length of Residence in  
Orange County 10+

Length of Residence in  
the Town of Carrboro 10+

I wish to be considered  
for appointment to the  
following  
committee/board(s) (Do  
Not Select More Than  
Two):  
Appearance Commission/NPDC, ~~Arts Committee~~  
*Board of Adjustment (via email)*

Other (advisory board not  
listed): *Field not completed.*

Advisory Board  
Preference Appearance Commission

\*Employer/Self  
Employed Self-employed (partly retired)

Number of Years  
Employed 2 (previously employed by UNC and Tharrington Smith, LLP)

\* Provide examples of  
how you are involved in  
the promotion of travel  
and tourism in the Town  
of Carrboro. *Field not completed.*

Community  
Activities/Organizational  
Memberships None relevant to this application.

Experience to Aid You in  
Working on Advisory  
Boards  
During my active law practice I represented city councils, boards of county commissioners, and school boards around the state on a variety of issues such as elections, annexation, open meetings, personnel, alcohol regulation. I served for a few years as the town attorney for Enfield. I also was on the faculty of the UNC School of Government for a number of years and although my principal focus was not on local government I picked up a fair knowledge of city and county issues. Plus I've lived in Chapel Hill, Raleigh, Cary or Carrboro since the 1970s and have some knowledge of the community.

Reasons You Wish to be  
Appointed Now that I'm mostly retired I would like to use some of my experience in Carrboro. The more individual citizens are

involved the better local government works.

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

No

If yes, which one(s)? *Field not completed.*

Are you currently serving  
on a Town Board or  
Committee?

No

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

No

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

Not applicable.

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## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Monday, February 11, 2019 3:14 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Wil
Last Name	Heflin
Date	2/11/2019
Address1	2208 Pathway Dr
Address2	<i>Field not completed.</i>
City	CHAPEL HILL
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	9199877616
Email Address	<u><a href="mailto:wilheflin@gmail.com">wilheflin@gmail.com</a></u>
Date of Birth	2/11/2019
Race	W
Sex	M
Occupation	Director of Art Consulting
Are you a registered	Yes



Orange County Voter?

Length of Residence in Orange County	6.5 years
Length of Residence in the Town of Carrboro	6.5 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Board of Adjustment
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Board of Adjustment
*Employer/Self Employed	Kalisher
Number of Years Employed	3
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	-Board of Adjustment, current member
Experience to Aid You in Working on Advisory Boards	Serving on the board of adjustment since June 2017.
Reasons You Wish to be Appointed	I am a current board member of the Board of Adjustment. I've enjoyed my brief time on the board and would like to continue doing so. (Due to an oversight on my part, I did not get this application turned in by the deadline of 1/1 & apologize for this late application.)
Have you ever served on any Town of Carrboro Committee or Board?	Yes

If yes, which one(s)? Board of Adjustment

---

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

---

If yes, are you applying for a third consecutive term? No

---

If yes, please describe how you meet one, or more, of the following exceptions noted below. I am one of the younger members of the board and believe it is valuable to have that reflected in the makeup of the board. I am unsure if the board of adjustment currently lacks applicants but I believe historically the board has had some difficulty attracting applicants.

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-136

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

**Request to Authorize the Town Manager to approve a plat recording a water service easement on a Town property thereby providing access to OWASA water services.**

**PURPOSE:** The parcels identified as 1242, 1244 & 1246 Hillsborough Rd. utilize wells and do not have access to an OWASA water main. Specifically, the owners of 1244 & 1246 Hillsborough Rd. have requested an easement across the Town property located on Cates Farm Rd. to provide access to an existing OWASA waterline.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Jeff Kleaveland, 918-7332

**INFORMATION:** The 1246 Hillsborough Rd. parcel is adjacent to the Town property (PIN 9779240168) that fronts Cates Farm Rd. (which contains an OWASA water main). Providing a waterline easement on the Town property opens up the possibility of public water service to 1242, 1244 & 1246 Hillsborough Rd. (See Attachment B & C).

Town staff has met with OWASA engineers to discuss the access options. The summary conclusions from this meeting are provided in the attached email from Nick Parker, OWASA engineer (Attachment D).

The Town property is about 98% encumbered by mapped FEMA floodplains as well as Town stream buffers. Both staff and the Town Engineer have visited the site and agree that the most practical waterline alignment would be adjacent or nearby the existing OWASA sewer easement (which has already been cleared) on the northern side of the Town property; this area is quite flat and is less wooded. In contrast, the southern part of the Town property is steep with mature hardwoods, presenting a path that would require significant tree removal and ground disturbance during installation. The Town Engineer's findings from this site visit are attached (Attachment E).

The property owners are responsible for all aspects of the platting, design, and installation of any proposed waterline with its associated easement, this includes the recording of the easement on the Town property. This work will require review and approval by OWASA and the Town. Town staff will be available to facilitate this process.

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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**FISCAL & STAFF IMPACT:** N/A

**RECOMMENDATION:** Town staff recommends the Board adopt the attached resolution (Attachment A).



**A RESOLUTION AUTHORIZING THE TOWN MANAGER TO APPROVE A PLAT RECORDING A WATER SERVICE EASEMENT ON THE TOWN PROPERTY LOCATED BETWEEN 301 CATES FARM ROAD AND 501 ROCKGARDEN ROAD AND FURTHER IDENTIFIED BY ORANGE COUNTY PIN 9779240168. THE EASEMENT WILL BE IN A LOCATION NORTH OF THE PERENNIAL STREAM THAT BISECTS THE TOWN PROPERTY FOR PURPOSE OF PROVIDING ACCESS TO OWASA WATER SERVICES TO THE SHARED BOUNDARY OF THE ADJACENT PARCEL IDENTIFIED AS 1246 HILLSBOROUGH ROAD (PIN 9779148579).**

WHEREAS, the Town of Carrboro is the owner of the real property known on Cates Farm Road identified by Orange County PIN 9779240168. This is the parcel located between 301 Cates Farm Road and 501 Rockgarden Road on the west side of Cates Farm Rd.

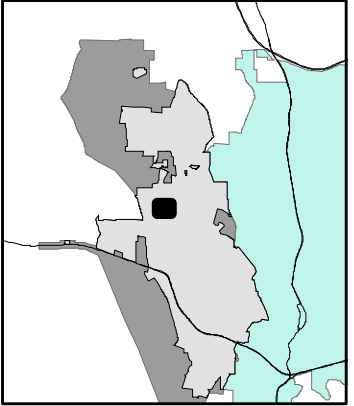
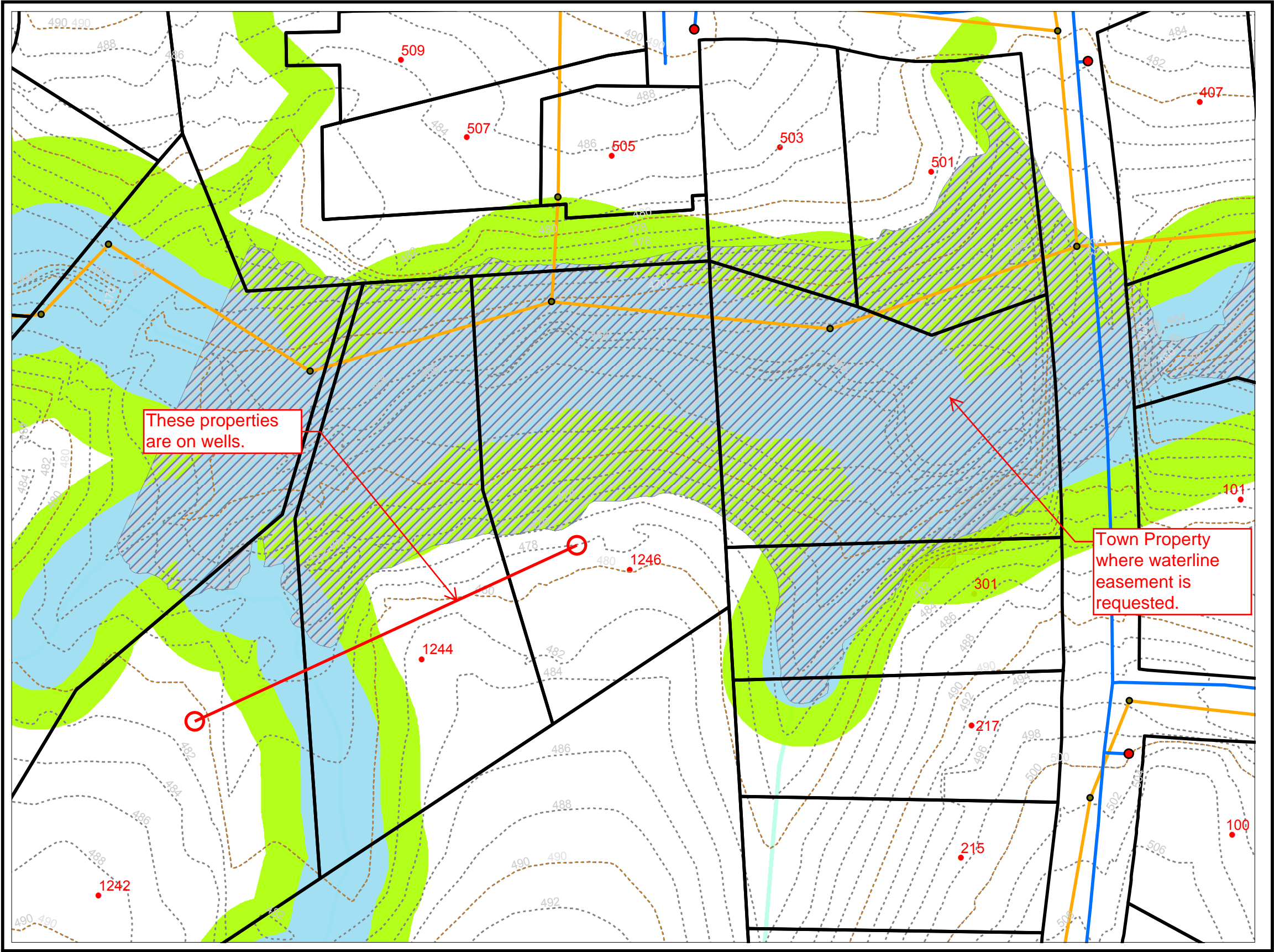
WHEREAS, the Town has become aware that residences located on nearby and adjoining parcels, do not have direct access to OWASA water services located on Cates Farm Road; and

WHEREAS, the owners and neighbors of the adjoining parcel have requested that the Town grant them an easement to access the existing OWASA water service located on Cates Farm Road; and

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

The Town Manager is authorized to approve a plat recording a water service easement on the town property located between 301 Cates Farm Road and 501 Rockgarden Road and further identified by Orange County PIN 9779240168. The easement will be in a location north of the perennial stream that bisects the Town property for purpose of providing access to OWASA water services to the shared boundary of the adjacent parcel identified as 1246 Hillsborough Road (PIN 9779148579).

Adopted this the 18<sup>th</sup> day of June, 2019.



Carrboro Chapel Hill

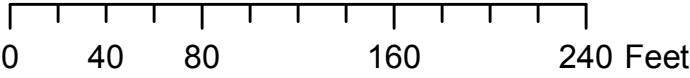
THIS MAP IS NOT A CERTIFIED SURVEY  
NO RELIANCE MAY BE PLACED IN ITS  
ACCURACY

The Town of Carrboro assumes no liability  
for damages caused by inaccuracies in  
this map or supporting data and makes no  
warranty, expressed or implied, as to the  
accuracy of the information presented.  
The fact of distribution does not constitute  
such a warranty.

**Legend**

- Properties
- GravitySewerMains
- WaterLines
- Manholes
- Zone 1 Stream Buffer
- Zone 2 Stream Buffer
- Floodplain**
- Hazard Zone**
- 0.2 pct annual chance (500-yr)
- 1 pct annual chance (100-yr)
- Floodway
- 1 pct annual chance future conditions
- Hydrants

TOWN OF CARRBORO  
301 W. Main St.  
Carrboro, NC 27510



N/F  
BETSY LEE MEADOWS SMITH  
DB 601, PG 472

NORTH

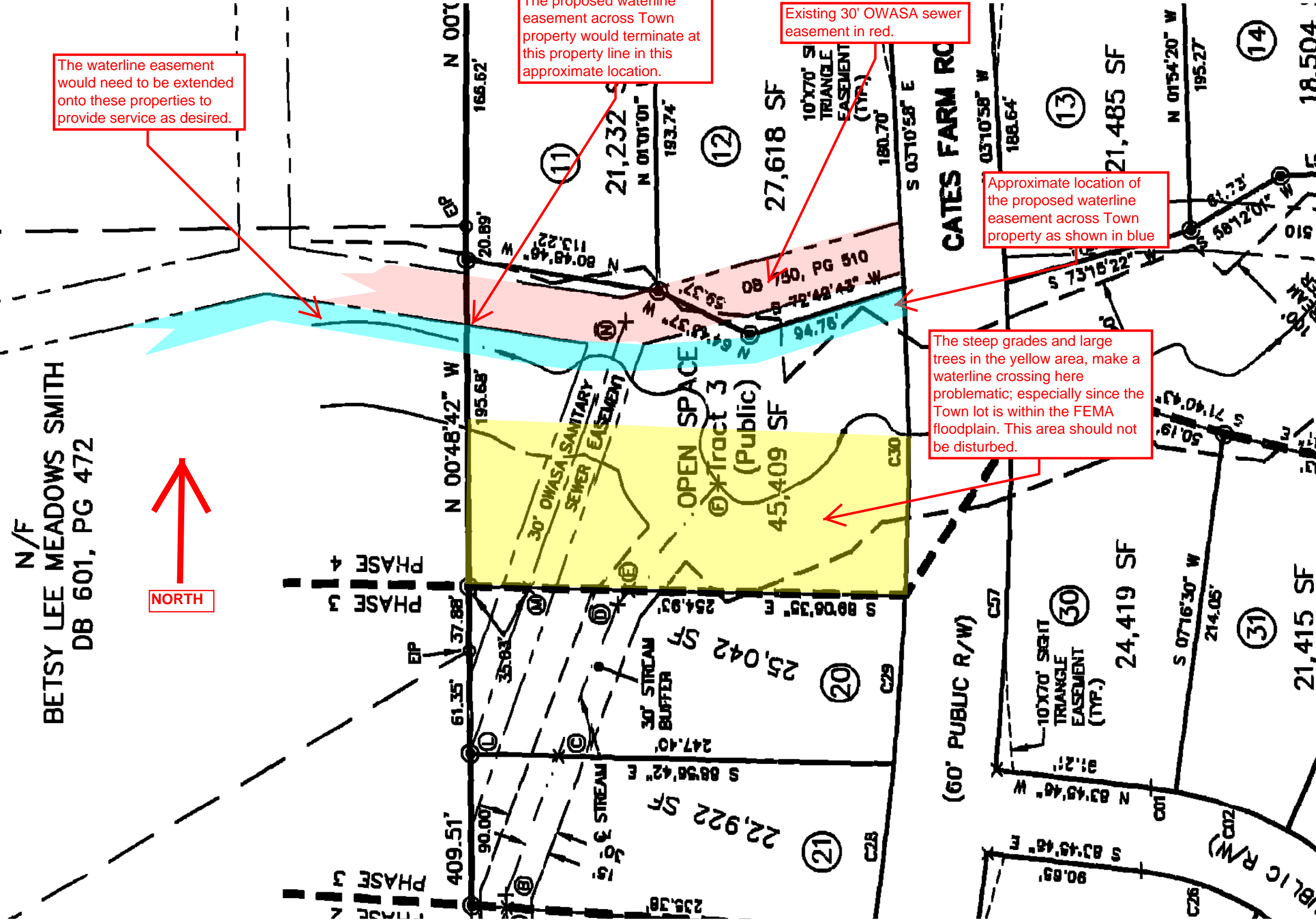
The waterline easement would need to be extended onto these properties to provide service as desired.

The proposed waterline easement across Town property would terminate at this property line in this approximate location.

Existing 30' OWASA sewer easement in red.

Approximate location of the proposed waterline easement across Town property as shown in blue

The steep grades and large trees in the yellow area, make a waterline crossing here problematic; especially since the Town lot is within the FEMA floodplain. This area should not be disturbed.



**From:** [Nick Parker](#)  
**To:** [Jeff Kleaveland](#)  
**Cc:** [Jessica Godreau](#); [Joe Leo](#); [Carlton Hawkins](#)  
**Subject:** Sanderway and Neighboring Parcels  
**Date:** Tuesday, April 02, 2019 1:23:02 PM

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Jeff,

Thanks again for visiting us last week (Thurs 3/28/19) to discuss the Sanderway project and nearby parcels. We understand the owners of homes at 1242-1248 Hillsborough Road (Neighboring Parcels) are currently OWASA customers for sanitary sewer service only, as a public sewer main crosses the parcels along the northern sides, and they would like to have potable water service by OWASA. The plans for Sanderway do include sewer and water main extensions to serve its new parcels, but the water main will not become available to those Neighboring Parcels. If Town staff are amenable to a new or widening of existing easement across its parcel on Cates Farm Rd, and owners are amenable to an easement across their properties, a water main extension can be approved. Here are the options we identified:

1. Dedicate a 30-ft wide public water main easement across Town parcel and across lots at 1242-1248 Hillsborough Rd. Or, dedicate an additional ~15-ft of easement beside the sewer easement in order to have water and sewer mains at least 10-ft apart and 15-ft of easement on each side.
  - Hire an engineer to design a water main to conventionally serve the three parcels.
  - The easement would need to remain clear – no trees or hardscape; limitations to plantings
  - A 2-inch line would likely be approved. A 6-inch line would be required for a new fire hydrant.
  - Main extension would have to approved by NCDEQ Division of Water Resources.
  - Fee to NCDEQ would be \$150
  - Fees to OWASA would include:
    - Plan Review and Construction Observation - @ \$7.32 per foot of main extension – upon approval by OWASA
    - Water System Development fees - based on size of meter and house in heated square feet – information is on our website @ <https://www.owasa.org/Data/Sites/1/media/customerService/rates/18-07-01-summary-rates-schedule.pdf>
2. Dedicate a 30-ft wide public water main easement across Town Parcel. Dedicate private easements across nearby parcels.
  - This would require a variance. We cannot approve a variance when a conventional service arrangement is a viable option.
  - Hire an engineer to design a water main to serve the three parcels by way of longer service lines. Public water main could end within an easement on Town parcel. Private water service lines would extend from there to individual houses through private easements.
  - The easement would need to remain clear – no trees or hardscape; limitations to



plantings

- A 2-inch line would likely be approved.
- Main extension would have to be approved by NCDEQ Division of Water Resources.
- Fee to NCDEQ would be \$150
- Fees to OWASA would include:
  - Plan Review and Construction Observation - @ \$7.32 per foot of main extension – upon approval by OWASA
  - Water System Development fees - based on size of meter and house in heated square feet – information is on our website @ <https://www.owasa.org/Data/Sites/1/media/customerService/rates/18-07-01-summary-rates-schedule.pdf>

3. Dedicate a 30-ft wide or widen existing easement across Town parcel. Rearrange boundaries of nearby parcels so that each has access to the water main easement.

- Hire an engineer to design a water main to serve the three parcels by way of longer service lines. Public water main could end within an easement on Town parcel.
- This might not work with keeping sanitary sewer available to three parcels.

4. Dedicate private easements across Town parcel and private easements on Neighboring Parcels

- This also would require a variance.

So, approvable options are #1 and #3. We would be happy to host a meeting next week with Town staff and interested parties to vet these ideas further.

Please reply to let me know some time slots that work for you all, and/or to let me know if you need anything else from us now.

Nicholas L. Parker (Nick)  
Engineering Associate  
Orange Water & Sewer Authority  
Office: 919 537-4201  
[nparker@owasa.org](mailto:nparker@owasa.org)

NOTICE: In accordance with the North Carolina general statutes, chapter 132, this email address is subject to North Carolina public records law. As such, please note that all inbound and outbound messages are subject to requests for review and may be disclosed to third parties.

**From:** [Josh Dalton](#)  
**To:** [Jeff Kleaveland](#)  
**Subject:** RE: Town Property off of Cates Farm - request for letter  
**Date:** Friday, May 31, 2019 6:27:21 AM

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Jeff,

Based on our site visit, it appears the better route for the water line is along the existing OWASA easement. The route would require less clearing and disturbance to install the waterline.

Since this is a FEMA study area, the waterline will need to be directional bored (or possibly open cut) under the stream bed. An aerial crossing will not be allowed unless the property owner's engineer completes a No Rise flood study and certification.

Let me know if you would like to discuss.

Thanks,

**Josh Dalton, PE, CPESC**

Sungate Design Group, P.A.  
direct: (919) 710-8333  
phone: (919) 859-2243 Ext. 201  
[www.sungatedesign.com](http://www.sungatedesign.com)

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**From:** Jeff Kleaveland <[JKleaveland@townofcarrboro.org](mailto:JKleaveland@townofcarrboro.org)>  
**Sent:** Thursday, May 30, 2019 3:48 PM  
**To:** Josh Dalton <[jdalton@sungatedesign.com](mailto:jdalton@sungatedesign.com)>  
**Subject:** Town Property off of Cates Farm - request for letter

Josh,

Thanks for meeting me to look at the waterline extension options across Town Property as shown in the attached map. As the map shows the extension would bring OWASA water to the homes at 1242, 1244, 1246 Hillsborough Road. These homes are currently on well service.

Would you send me a quick summary of your conclusion for the record?

I recall that the topography and vegetation clearly favor the existing OWASA easement.

Best regards,

Jeff Kleaveland, Planner/ZDS, RLA

Town of Carrboro Planning Department

301 West Main Street

Carrboro, NC 27510

(919) 918-7332 – phone

(919) 942-1720 – fax

[jkleaveland@townofcarrboro.org](mailto:jkleaveland@townofcarrboro.org)– email

[www.townofcarrboro.org](http://www.townofcarrboro.org) – Town of Carrboro Homepage

[www.townofcarrboro.org/pzi/zoning.htm](http://www.townofcarrboro.org/pzi/zoning.htm) -- Zoning Division Homepage

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Town of Carrboro, NC Website - <http://www.townofcarrboro.org> E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-235

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Human Services Funding for Fiscal Year 2019-20

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider human services funding allocation recommendations for FY 2019-20

**DEPARTMENT:** Economic and Community Development

**CONTACT INFORMATION:** Annette D. Stone, AICP (919) 918-7319 [astone@townofcarrboro.org](mailto:astone@townofcarrboro.org)

**INFORMATION:** The Town Manager's recommended budget includes an allocation of \$249,000 to be distributed to local nonprofit agencies providing services to the citizens of Carrboro. Over a period of several months, the applications for funding were reviewed by the Human Services Advisory Commission (HSAC). There were a total of 57 applications received, and requests for funding exceeded \$472,064.80. The Human Services Advisory Commission is recommending \$249,000 in funding.

Chapel Hill's Human Services Advisory Board's funding recommendations can be found in Attachment C and the Orange County Manager's funding recommendations can be found in Attachment D.

**FISCAL & STAFF IMPACT:** The fiscal impact is \$249,000 which is included in the proposed FY 2019-20 Budget.

**RECOMMENDATION:** Staff recommends the Board consider approving the funding recommendations by approving the resolution in Attachment A.

**A RESOLUTION ACCEPTING THE RECOMMENDATIONS  
FROM THE HUMAN SERVICES ADVISORY COMMISSION  
FOR FISCAL YEAR 2019-2020 HUMAN SERVICES FUNDING  
June 18, 2019**

**WHEREAS**, the Town of Carrboro established as a policy to support human services agencies that provide invaluable services to Carrboro citizens; and

**WHEREAS**, Fifty-seven (57) agencies applied for funding through the established Human Services funding process; and

**WHEREAS**, the Human Services Advisory Commission has reviewed all the applications that applied for funding in the 2018-19 funding cycle; and

**WHEREAS**, town staff indicated that the human services funding level for fiscal year 2019-2020 is \$249,000 and;

**NOW THEREFORE, THE CARRBORO MAYOR AND BOARD OF ALDERMEN RESOLVE THAT:**

Section 1. Subject to approval of the FY 2019-2020 Budget, \$249,000 will be allocated to Human Services.

Section 2. That the Human Services Advisory Commission have reviewed the requests from the applicants and are making a final recommendation for allocation of the available funds to agencies.

Section 3. The Carrboro Board of Aldermen do approve and allocate the funding recommendations of the Human Services Advisory Board in the amount of \$249,000.

## 2019 Human Services Recommendations for Funding

<u>Agency</u>	<u>Received 2018</u>	<u>Requested 2019</u>	<u>Recommendation</u>
A Helping Hand	\$ 5,000.00	\$ 6,000.00	\$ 2,700.00
Art Therapy Institute	\$ 6,000.00	\$ 10,000.00	\$ 5,400.00
Big Brothers Big Sisters of the Triangle, Inc.	\$ 4,000.00	\$ 10,000.00	\$ 3,600.00
Book Harvest NEW	\$ -	\$ 2,700.00	\$ 900.00
Boomerang Youth, Inc.	\$ 3,500.00	\$ 10,000.00	\$ 3,150.00
Boys and Girls Club of Eastern Piedmont	\$ 4,000.00	\$ 10,000.00	\$ 3,600.00
Bridge II Sports	\$ 2,000.00	\$ 5,000.00	\$ -
Chapel Hill - Carrboro Meals on Wheels	\$ 15,000.00	\$ 18,000.00	\$ 13,500.00
Chapel Hill Carrboro Human Rights-Refugee Community Partner	\$ 6,000.00	\$ 15,000.00	\$ 5,400.00
Chapel Hill Training & Outreach-Kidscope	\$ 2,500.00	\$ 3,000.00	\$ 2,250.00

## 2019 Human Services Recommendations for Funding

Charles House Assoc.	\$ 1,500.00	\$ 2,500.00	\$ 900.00
CH-Carrboro Public School Foundation	\$ 2,800.00	\$ 1,000.00	\$ 1,000.00
Child Care Services Assoc.	\$ 6,500.00	\$ 7,500.00	\$ 5,850.00
Club Nova Community Inc.	\$ 20,000.00	\$ 22,000.00	\$ 19,000.00
Community Empowerment Fund	\$ 3,000.00	\$ 8,000.00	\$ 2,700.00
Compass Center	\$ 10,000.00	\$ 10,600.00	\$ 9,000.00
Diaper Bank of NC	\$ 1,000.00	\$ 5,000.00	\$ 900.00
Dispute Settlement Center of Orange County	\$ 8,000.00	\$ 10,000.00	\$ 7,200.00
Duke Hospice	\$ 3,800.00	\$ 3,900.00	\$ 3,400.00
El Centro Hispano	\$ 19,000.00	\$ 25,000.00	\$ 18,000.00
El Futuro, Inc	\$ 8,500.00	\$ 9,500.00	\$ 8,000.00
EmPOWERment Inc.	\$ 16,000.00	\$ 9,000.00	\$ 8,100.00
Exchange Club's Family Center in Alamance County	\$ 2,000.00	\$ 2,000.00	\$ -
Farmer Foodshare	\$ 2,000.00	\$ 9,000.00	\$ 900.00
Friends of the Robert and Pearl Seymour Center, Inc	\$ 1,000.00	\$ 2,500.00	\$ 900.00
Grow your World	\$ -	\$ 13,238.80	\$ 900.00
Hope Renevations NEW		\$ 13,118.00	\$ 900.00
IFC for Social Service	\$ 12,000.00	\$ 15,000.00	\$ 11,000.00
IFC for Social Service(Food for the Summer)	\$ 1,500.00	\$ 1,500.00	\$ 1,350.00
Kidzu Children's Museum	\$ 1,000.00	\$ 1,008.00	
Marion Cheek Jackson Ctr for Saving/Making HX	\$ 7,000.00	\$ 7,500.00	\$ 6,300.00
OE Enterprise, INC	\$ 4,000.00	\$ 5,000.00	\$ 3,600.00
Orange Co Literacy Council	\$ 5,000.00	\$ 6,500.00	\$ 4,500.00
Orange Co Partnership for Young Children	\$ 6,000.00	\$ 10,000.00	\$ 5,400.00
Orange Co Rape Crisis Center	\$ 17,000.00	\$ 19,000.00	\$ 16,000.00

## 2019 Human Services Recommendations for Funding

Orange County Dept on Aging(Senior Lunch Program)Volunteer	\$ 5,000.00	\$ 6,450.00	\$ 4,500.00
Orange County Living Wage	\$ 500.00	\$ 2,500.00	\$ 500.00
Orange County Veterans Memorial	\$ -	\$ 25,000.00	\$ -
Pathways to Change	\$ 2,000.00	\$ 3,000.00	\$ 1,800.00
Piedmont Health Services	\$ 9,000.00	\$ 30,000.00	\$ 8,100.00
Planned Parenthood South Atlantic	\$ 1,000.00	\$ 1,000.00	\$ 900.00
PORCH, Inc.	\$ 5,000.00	\$ 5,600.00	\$ 4,500.00
Rebuilding Together of the Triangle, Inc.	\$ 5,000.00	\$ 5,000.00	\$ -
RENA-Rogers Eubanks Neighborhood Assoc.	\$ 10,000.00	\$ 15,000.00	\$ 10,000.00
Senior Care of Orange		\$ 1,500.00	\$ 900.00
SKJAJA	\$ 1,500.00	\$ 2,000.00	\$ 900.00
Student Coalition for Action in Literacy Education NEW		\$ 1,000.00	\$ -
TABLE	\$ 9,950.00	\$ 18,000.00	\$ 9,000.00
The ARC of the Triangle	\$ 6,000.00	\$ 7,500.00	\$ 5,400.00
Town of Chapel Hill Police Dept.	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00
Transplanting Traditions Community Farm, Inc. NEW		\$ 7,500.00	\$ 5,400.00
Triangle BikeWorks	\$ 3,000.00	\$ 5,000.00	\$ 2,700.00
Triangle Disability Awareness	\$ 5,000.00	\$ 10,000.00	\$ 4,500.00
Volunteers for Youth, Inc.	\$ 3,000.00	\$ 3,450.00	\$ 2,700.00
WCOM-LP Radio(Public Gallery of Carrboro)	\$ 1,000.00	\$ 1,500.00	\$ 1,000.00
Youth Community Project NEW	\$ -	\$ 2,000.00	\$ 900.00
	<b>TOTAL</b>	<b>\$ 472,064.80</b>	<b>\$ 249,000.00</b>

# Outside Agencies

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## County Manager Recommendations

### Synopsis

- In FY 2018-19, the Board of County Commissioners appropriated \$1,401,173 for 50 agencies, an increase of \$35,432 above the FY 2017-18 appropriation.
  - Center for Community Self Help (Northside Neighborhood Initiative (NNI)) did not apply for Outside Agency funds in FY 2018-19, but was awarded funds in the amount of \$50,000 to support Affordable Housing Initiatives. In the spring of 2018, the NNI team was informed of a funding loss and requested additional money from the County outside of the Outside Agency process.
- On December 13, 2016 the Board of County Commissioners approved a funding target of 1.2% of the County's General Fund expenditures, less the appropriation for education expenses, for the purpose of funding outside agency operations. The County has historically funded Outside Agencies at 1% of the County Budget (Less Education Appropriation). Based on FY 2016-17 Approved Budget (Less Education Appropriation), 1.2% equates to \$1,345,761.
- **Application Process:** For the FY 2019-20 Funding Process, the County received applications from 62 agencies. Requests totaled \$2,079,550, an increase of \$628,377 above the current year's appropriation. Twelve (12), currently unfunded agencies requested \$191,478. Two (2), currently funded agencies did not apply in FY2019-20; (\$39,300).
- **Recommendations:** The County Manager recommends funding for 54 agencies, in FY 2019-20. The recommendation totals \$1,490,181, an increase of \$39,008 from the FY 2018-19 Approved Budget. This includes funding for four (4) new or previously unfunded agencies, which totals \$19,780. Based on the County Manager's FY 2019-20 Recommended Budget (Less Education Appropriation), 1.2% equates to \$1,466,081.

The budget includes the following recommendations:

- Increases (+\$19,228): Additional funding for thirty three (33) currently funded agencies.
- Increases (+\$19,780): Funding for four (4) new or previously unfunded agencies
- All of the outside agencies mentioned in this section are also referenced in the Non-departmental section of this document.

### Attached Materials

- I. County Manager Recommendations
- II. Outside Agency Narratives

## FY 2019-20 Manager Recommended Budget Outside Agency Recommendations

Agency	FY 2018-19 Approved Budget	FY 2019-20 Agency Request	FY 2019-20 Manager Recommended	Change from Approved Budget
<b>1. FY 2018-19 Funded Agencies</b>				
A Helping Hand	6,500	6,500	6,500	-
Big Brothers Big Sisters of the Triangle	6,430	10,000	7,680	1,250
Boomerang Youth Inc. <sup>1</sup>	13,008	20,000	13,358	350
Boys and Girls Club of Durham & Orange Co.	5,000	10,000	5,000	-
Bridge II Sports	6,272	10,000	7,577	1,305
Center for Community Self Help	50,000	50,000	50,000	-
Chapel Hill - Carrboro Meals on Wheels	15,900	20,000	17,335	1,435
Charles House	23,250	24,000	23,363	113
Club Nova <sup>2</sup>	111,250	182,500	114,813	3,563
Community Empowerment Fund	15,625	39,050	23,824	8,199
Community Home Trust <sup>2,3</sup>	208,680	214,079	214,079	5,399
Compass Center for Women and Families	72,777	77,145	72,777	-
Dispute Settlement Center <sup>1</sup>	81,850	92,000	82,358	508
Duke Homecare & Hospice	1,115	1,500	1,134	19
El Centro Hispano	32,834	38,000	33,609	775
El Futuro <sup>2</sup>	32,375	35,000	32,769	394
EmPOWERment	28,250	35,000	30,613	2,363
Farmer Foodshare	7,375	28,500	7,375	-
Freedom House	36,300	-	-	(36,300)
Habitat for Humanity	41,250	70,000	51,313	10,063
Hillsborough Arts Council	10,763	40,000	12,225	1,462
Historic Hillsborough Commission	9,054	11,000	9,054	-
Historical Foundation	9,606	20,000	9,606	-
Human Rights Center of Chapel Hill & Carrboro	10,775	20,000	12,159	1,384
Interfaith Council	55,150	71,500	57,603	2,453
KidSCOpe	75,000	75,000	75,000	-
Kidzu Children's Museum	12,992	19,170	13,301	309
Ligo Dojo of Budo Karate <sup>1,2</sup>	3,000	-	-	(3,000)
Marian Cheek Jackson Center	19,875	24,000	21,319	1,444
Movement of Youth Inc.	30,529	88,986	30,529	-
OE Enterprises, Inc.	54,550	60,000	56,458	1,908
Orange Congregations in Missions	77,715	92,415	78,450	735
Orange County Disability Awareness Council	8,513	15,000	8,513	-
Orange County Literacy Council	15,810	22,500	16,145	335
Orange County Living Wage	18,408	22,000	18,588	180
Orange County Partnership for Young Children	5,950	10,000	5,950	-
Orange County Rape Crisis Center	54,750	60,000	56,588	1,838
Orange County Rural Alliance	20,750	40,000	27,488	6,738

## FY 2019-20 Manager Recommended Budget Outside Agency Recommendations

Agency	FY 2018-19 Approved Budget	FY 2019-20 Agency Request	FY 2019-20 Manager Recommended	Change from Approved Budget
<b>1. FY 2018-19 Funded Agencies (cont'd)</b>				
Pathways to Change	7,000	20,400	7,000	-
Piedmont Health Services, Inc. <sup>2</sup>	16,500	30,000	16,500	-
Planned Parenthood	20,000	20,000	20,000	-
Refugee Support Center	5,000	5,000	5,000	-
Senior Care of Orange County	35,000	40,000	36,750	1,750
TABLE	10,450	18,000	10,450	-
The Arc of the Triangle	6,608	7,500	6,653	45
The Art Therapy Institute <sup>2</sup>	3,555	10,000	3,877	322
The Arts Center	13,250	15,000	13,863	613
The Exchange Club Child Abuse Prevention <sup>2</sup>	13,464	24,327	13,464	-
Transplanting Traditions <sup>5</sup>	-	7,500	375	375
Triangle Bikeworks	3,790	5,000	4,214	424
Voices Together	18,250	20,000	18,513	263
Volunteers for Youth <sup>1</sup>	9,075	10,500	9,289	214
<b>1. Total - FY 2018-19 Funded Agencies</b>	<b>\$ 1,451,173</b>	<b>\$ 1,888,072</b>	<b>\$ 1,470,401</b>	<b>\$ 19,228</b>
<b>2. New or Previously Unfunded Agencies</b>				
Book Harvest	-	2,700	-	-
Child Care Services Association	-	35,000	-	-
Diaper Bank of NC	-	10,000	-	-
Grow Your World	-	13,239	-	-
Hope Renovations	-	39,355	-	-
Orange County Veterans Memorial <sup>4</sup>	-	50,000	15,000	15,000
Orange Partnership for Alcohol and Drug Free Youth	-	5,384	-	-
Our Children's Place - Coastal Horizons Center <sup>2</sup>	-	5,000	750	750
PORCH	-	10,800	3,780	3,780
Rebuilding Together of the Triangle	-	5,000	-	-
TROSA	-	5,000	250	250
Youth Community Project	-	10,000	-	-
<b>2. Total - New or Previously Unfunded Agencies</b>	<b>\$ -</b>	<b>\$ 191,478</b>	<b>\$ 19,780</b>	<b>\$ 19,780</b>
<b>Grand Total</b>	<b>\$ 1,451,173</b>	<b>\$ 2,079,550</b>	<b>\$ 1,490,181</b>	<b>\$ 39,008</b>

### Notes:

1. The agency receives State Juvenile Crime Prevention Council (JCPC) funds; the County provides a 30% match.
2. Finance and Administrative Services administers all agency contracts with the following exceptions: Club Nova (a part of Cardinal Innovations, MOE funds \$95,000), Community Home Trust (Housing), El Futuro (Public Health), Ligo Dojo of Budo Karate (Social Services - Youth Enhancement Funds), Piedmont Health Services (Health), Our Children's Place - Coastal Horizons (CJRD), The Art Therapy Institute (a part of Cardinal Innovations, MOE funds \$3,000), The Exchange Club Child Abuse Prevention Center (Social Services).
3. Community Home Trust requested an increase in funding for FY 2019-20. This increase is based on an interlocal agreement formula.
4. Orange County Veterans Memorial submitted an application for capital funding in fiscal year 2019-20. This agency does not meet the criteria for the capital loan program offered by the County. Matching funds have been budgeted in the Community Relations Department.
5. Transplanting Traditions became a 501c3 in the fall of 2018. This program was previously overseen by Orange County Partnership for Young Children.



# Outside Agency Summaries

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## 1. FY 2018-19 Funded Agencies

### **A Helping Hand**

**\$6,500**

A Helping Hand enables senior citizens to live independently, maintain high levels of wellness and avoid institutionalized care. Services provided include transportation to the doctor, assistance with shopping for nutritious food and preparing healthy meals, assistance with business correspondence, and light housekeeping for a clean and safe home environment.

### **Big Brothers Big Sisters of the Triangle**

**\$7,680**

Big Brothers Big Sisters provides children facing adversity with strong and enduring professionally supported one-to-one relationships that change their lives for the better, forever. Big Brothers Big Sisters (BBBS) of the Triangle offers two services: community-based and school-based mentoring.

### **Boomerang Youth Inc.**

**\$13,358**

Boomerang is an alternative suspension program for middle and high school a student that engages youth, at-risk for disconnection and their communities, with a supportive alternative environment for out of school time, and advocating for community. This agency receives a county match through the Juvenile Crime Prevention Council (JCPC) program; see the Public Safety Non-Departmental Section for more details.

### **Boys and Girls Club of Durham & Orange County**

**\$5,000**

The Boys and Girls Club of Easter Piedmont provides Orange County school age children and youth, especially from challenging circumstances, with a professionally supervised, consistent environment where they are safe, equally accepted and able to participate in goal-oriented programs that enhance their self-esteem and assist them to achieve their full potential as productive, responsible and caring citizens.

### **Bridge II Sports**

**\$7,577**

Bridge II Sports creates opportunities for children and adults with physical challenges to participate in team, individual, and recreational activities. Funds will support EveryBODYPlaysNC (EBPNC) and adapted sports programs that serve Chapel Hill residents, with physical disabilities.

### **Center for Community Self Help**

**\$50,000**

Center for Community Self Help is overseeing the Northside Neighborhood Initiative project. The Northside Neighborhood Initiative (NNI) is a collaborative, cross jurisdictional effort. Entering its fifth year, the NNI received a \$3M loan commitment from UNC in spring 2015 and Town of Chapel Hill implementation support the first three years. The NNI produces essential units to meet the affordable housing gap; saves subsidy dollars at the back end for the County; models collaboration with all affordable housing partners; secures racial and socioeconomic diversity; retains 4<sup>th</sup> and 5<sup>th</sup> generation county residents; and allows mobilization of additional creative options for elder housing. In the spring of 2018, the NNI team was informed of a funding loss and requested additional money from the County outside of the Outside Agency process. The Board of County Commissioners approved \$50,000 to support this affordable housing initiative.

## ***Outside Agency Summaries - continued***

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### **Chapel Hill-Carrboro Meals on Wheels**

**\$17,335**

The Chapel Hill-Carrboro Meals on Wheels program aims to nourish the bodies and spirits of the homebound with a balanced meal and the human connection they need to help them live independently. The agency uses volunteers to deliver nutritious noonday meals with cheerful personal visits to those who are homebound or recovering from surgery.

### **Charles House**

**\$23,363**

Charles House is a private, nonprofit organization whose mission is threefold: 1) Enriching the lives of seniors; 2) Supporting families caring for aging family members; and 3) Representing the community's commitment to its elders.

### **Club Nova**

**\$114,813**

Club Nova provides opportunities for individuals with mental illness to lead meaningful lives of their choice in the community. Club Nova serves adults in Orange County, living with severe and persistent mental illness, and provides them with structured daily activities, as well as social, vocational and residential opportunities that they would not otherwise have. This agency will be funded with maintenance of effort (MOE) funds through Cardinal Innovations / OPC Mental Health (\$95,000) and county general funds (\$19,813).

### **Community Empowerment Fund**

**\$23,824**

The Community Empowerment Fund (CEF) cultivates opportunities, assets and communities that support the alleviation of homelessness and poverty. CEF is a student-powered nonprofit that pairs volunteers with its members to provide personalized, one-on-one assistance.

### **Community Home Trust**

**\$214,079**

Community Home Trust is a nonprofit provider of affordable housing. Its mission is to create and maintain permanently affordable housing. The agency implements the inclusionary housing policies of local governments. Although the agency's funding is budgeted in the Human Services Non-Departmental accounts, the Department of Housing and Community Development administers the contract.

### **Compass Center for Women and Families**

**\$72,777**

The Compass Center helps individuals and families build stable lives by increasing self-sufficiency and preventing domestic violence. The agency provides direct services, including crisis response and court advocacy, and long-term tools for self-sufficiency, including financial literacy education, career exploration and access to legal information.

### **Dispute Settlement Center**

**\$82,358**

The Dispute Settlement Center promotes and brings about peaceful settlement of disputes and prevents the escalation of conflict through mediation, facilitation, conciliation, and training. This agency receives a county match through the Juvenile Crime Prevention Council (JCPC) program; see the Public Safety Non-Departmental Section for more details.

### **Duke Homecare and Hospice**

**\$1,134**

Duke Homecare and Hospice provides medical, psychosocial, spiritual and bereavement care for terminally ill patients and families, regardless of ability to pay. Bereavement services are provided to anyone in the community, regardless of connection to hospice, through individual, family, and group sessions, as well as in the Chapel Hill-Carrboro and Orange County School Systems.

## ***Outside Agency Summaries - continued***

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### **El Centro Hispano**

**\$33,609**

El Centro Hispano is a grassroots community-based organization dedicated to strengthening the Latino community and improving the quality of life of Latino residents in Carrboro, Chapel Hill, and the surrounding area. El Centro Hispano in Carrboro creates programs to build community strengths and skills through referral/resource services, translation/interpretation, employment services, legal consultations and mediation; and English for speakers of other languages (ESOL) literacy.

### **El Futuro**

**\$32,769**

El Futuro addresses the behavioral health needs of North Carolina's Latino community by promoting behavioral health awareness, enhancing existing services, and developing a model clinic. Funds will support mental health and substance abuse services, for uninsured Orange County residents, for whom there are no other available services. The Health Department – Public Health division will administer and oversee this agency's grant. MOE funds will be associated with agency's funding (\$27,500).

### **EmPOWERment**

**\$30,613**

The mission of EmPOWERment is to emPOWER people and communities to control their own destinies through affordable housing, advocacy, community organizing and grassroots economic development. With funding provided through the Human Services grant, EmPOWERment, Inc. has created a one-stop shop for affordable rental programs and services.

### **Farmer Foodshare**

**\$7,375**

Farmer Foodshare connects farm fresh food with agencies that serve the hungry. Formed by the farmers and shoppers of the Carrboro Farmers' Market, the agency provides fresh food to agencies, such as food pantries and local schools that needed the healthiest possible food in their programs.

### **Freedom House Recovery Center**

**\$0**

Freedom House promotes enhances and supports recovery for men, women, and children affected by substance use disorder and mental illness by using a holistic, evidence-based and person-centered approach. Our expertise and broad array of treatment services stabilize nurture and enhance the personal growth and development of those we serve so that they can recover to live rich, full lives. This agency did not apply for Outside Agency funding in FY 2019-20.

### **Habitat for Humanity of Orange County**

**\$51,313**

Habitat for Humanity provides decent affordable housing for families earning less than half of the area median income and who live in substandard housing. HHOC constructs simple, well-built homes that are then sold to qualifying families at affordable prices.

### **Hillsborough Arts Council**

**\$12,225**

The Hillsborough Arts Council's mission is to "Enrich our Community through the Arts". Funding will assist with the year-end goals of: (1) Sustain Current Programs, (2) Expand Revenue-generating art lessons and retail opportunities, and (3) use our 30<sup>th</sup> anniversary to rebrand HAC and build development efforts.

## ***Outside Agency Summaries - continued***

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### **Historic Hillsborough Commission**

**\$9,054**

The Historic Hillsborough Commission maintains and preserves the Burwell School Historic Site, located on Churton Street in Hillsborough; interprets the history of 19th century Hillsborough for the enrichment of the public; and to celebrate and promote the culture and heritage of Hillsborough and Orange County.

### **Historical Foundation of Hillsborough and Orange County**

**\$9,606**

The Orange County Historical Museum, located in Hillsborough, enlightens and engages the community and visitors from around the world by preserving and interpreting the history of Hillsborough and Orange County.

### **Human Rights Center of Chapel Hill and Carrboro**

**\$12,159**

The Human Rights Center dba Refugee Community Partnership builds a powerful community support infrastructure to enable and sustain the complex process of rebuilding home. Through relationship-based support, opportunity development, and cultural stewardship, RCP bridges the gap between local refugee communities and the services, resources, and opportunities they need. Funds will support bi-weekly ESL classes and general agency operations. The Refugee Community Partnership operates under The Human Rights Center of Chapel Hill and Carrboro.

### **Inter-Faith Council for Social Service (IFC)**

**\$57,603**

The Inter-Faith Council meets basic needs and helps individuals and families achieve their goals. They provide shelter, food, direct services, advocacy and information to people in need. The IFC accomplishes this through strong partnerships with volunteers, staff and those we serve. They rely on the active involvement of caring individuals, congregations and other community organizations.

### **KidSCope**

**\$75,000**

KidSCope is an early intervention program that offers services to young children who are experiencing social, emotional, and/or behavioral difficulties. KidSCope will provide therapeutic mental health services and parent education to young Orange County children and their families.

### **Kidzu Children's Museum**

**\$13,301**

With focus on S.T.E.M., the arts, child health and wellness and emerging literacy, "Kidzu's mission is to inspire children and the adults in their lives to learn through creative and purposeful play." Funding supports the Outreach STEM program and access to STEM programs.

### **Ligo Dojo of Budo Karate**

**\$0**

Ligo Dojo strengthens the minds, bodies and hearts of young people through karate training, because hard physical training leads to increased spiritual strength and patience, which in turn leads to the ability to make better life decisions. The agency also deepens relationships between people of diverse backgrounds, strengthens American communities, and creates create individuals who are 'community minded' and open-minded. This agency receives a county match through the Juvenile Crime Prevention Council (JCPC) program; see the Public Safety Non-Departmental Section (Young Warriors) for more details. This agency did not apply for Outside Agency funding in FY 2019-20.

## ***Outside Agency Summaries - continued***

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### **Marian Cheek Jackson Center**

**\$21,319**

The Marian Cheek Jackson Center advances the vitality, diversity, and historical integrity of neighborhoods struggling with displacement. Established in 2008, the agency preserves, engages, and acts on the rich history of Northside and Pine Knolls.

### **Movement of Youth, Inc.**

**\$30,529**

Movement of Youth (MOY) prepares diverse youth to lead and succeed in the 21<sup>st</sup> Century through mentoring and targeted enrichment activities led by college students. MOY aspires to be the nation's leading movement for young people to disrupt the status quo and build a safer, smarter, more socially conscious world. Funding supports the My Brother's Keeper program.

### **OE Enterprises**

**\$56,458**

OE Enterprises is a community rehabilitation program. OE Enterprises provides vocational training and sheltered employment programs for Orange County citizens who have employment barriers. OE Enterprises is a thriving business that promotes achievements, self-reliance, life choices and respect through relationships with community partners.

### **Orange Congregations in Mission (OCIM)**

**\$78,450**

Orange Congregations in Missions provides services to economically-challenged and homebound northern Orange County residents through volunteer efforts of diverse congregations and individuals. The agency provides nutritious food and financial assistance to the economically insecure population of northern Orange County and provides nutritious meals to the frail and elderly in our community.

### **Orange County Disability Awareness Council**

**\$8,513**

The Orange County Disability Awareness Council offers educational and advocacy projects to promote opportunities for persons with disabilities to work and live in an environment free of architectural, attitudinal, economic, structural, and societal barriers.

### **Orange County Literacy Council**

**\$16,145**

The Orange County Literacy Council helps adults reach their education, employment and life goals. Trained volunteers provide individualized and small group instruction to adult learners who want to improve their reading, writing, basic math, English language and GED preparation skills.

### **Orange County Living Wage**

**\$18,588**

Orange County Living wage is a non-profit 501c3 organization that is focused on promoting a living wage in Orange County, North Carolina. Through our employer certification program, we certify Orange County employers that pay their employees a living wage. The certification is voluntary on the parts of the employees.

### **Orange County Partnership for Young Children**

**\$5,950**

The Orange County Partnership for Young Children aims to ensure that all young children arrive at school healthy and ready to succeed. Funds support the Early Literacy Initiative. Previously, funding has been requested to support the Transplanting Traditions Community Garden. In FY18-19, Transplanting Traditions became a separate 501c3 organization and applied for funding under a separate application.

## ***Outside Agency Summaries - continued***

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### **Orange County Rape Crisis Center**

**\$56,588**

The Orange County Rape Crisis Center works to stop sexual violence and its impact through support, education, and advocacy. The agency provides residents with 24-hour crisis intervention services, community education, training, and provides educational programs for students, in Chapel Hill-Carrboro City Schools and Orange County Schools.

### **Orange County Rural Alliance**

**\$27,488**

Orange County Rural Alliance (OCRA) is part of a community-based alliance that is building awareness of the needs of rural seniors and supports them with what they need to age in place with independence and dignity. OCRA helps with access to county services, safe homes, nutritious food and friendly human contact. OCRA delivers hot meals to rural seniors in underserved areas. Funding supports OCRA's meals on wheels program.

### **Pathways to Change**

**\$7,000**

A pathway to Change, Inc. provides classes to meet the needs of those required by a North Carolina mandate to participate in a state certified domestic violence Batterer Intervention Program. Additionally, Pathways to Change intends to provide other services to identify client needs and link clients to needed services. This agency requested a reduction in funding for FY 2018-19. Behavioral Insights Inc. changed their agency name to Pathways to Change in August, 2017.

### **Piedmont Health Services**

**\$16,500**

Piedmont Health Services has served the health care needs of the citizens of central North Carolina, since 1970. The agency operates several community health centers, provides high quality, comprehensive family health care services and offers payment on a sliding fee scale, for those who qualify. The agency also provides bilingual care to a growing Spanish-speaking population.

### **Planned Parenthood of Central North Carolina**

**\$20,000**

Planned Parenthood is an essential health care provider, committed to educating our communities and expanding and protecting access to reproductive health services. The agency provides education programming to reduce rates of unintended pregnancy and sexually transmitted infection in the County, and educates residents about insurance plans available under the Affordable Care Act and provides information to help them enroll.

### **Refugee Support Center**

**\$5,000**

The Refugee Support Center (RSC) is a volunteer-based organization established to facilitate the transition of Orange County refugees in their adjustment and integration into American culture. Our goal is to help refugees develop the skills and access the tools they need to thrive in their new home and allow them to become self-sufficient, contributing members of our society.

### **Senior Care of Orange County**

**\$36,750**

Senior Care of Orange county, Inc. provides program services to frail or disabled older adults to help remain in their homes with family as long as possible. The program provides financial support to the Florence Gray Soltys Adult Day Health Program under the auspices of Senior Care of Orange County, Inc.

## ***Outside Agency Summaries - continued***

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### **TABLE**

**\$10,450**

TABLE's mission is to provide healthy, emergency food aid every week to hungry children living in Chapel Hill and Carrboro, NC.

### **The Arc of the Triangle**

**\$6,653**

The Arc of the Triangle works with and for people who have or are at risk for intellectual and/or developmental disabilities to promote full participation in areas of life in our community. Funds will offset the cost to provide educational and social experiences, not funded through Medicaid or State funding.

### **The Art Therapy Institute**

**\$3,877**

The Art Therapy Institute (ATI) provides counseling services for children in schools, adult refugees at a local community health center, and adult women through refugee support groups. The services provided by ATI help their clients return to jobs and family life, and reintegrate into their communities. This agency will be funded with maintenance of effort (MOE) funds through Cardinal Innovations / OPC Mental Health (\$3,000), and county general fund (\$555). The County will administer both contracts (MOE and General Fund dollars) for ATI in FY 2019-20.

### **The Arts Center**

**\$13,863**

The ArtsCenter exists in order to inspire creativity and to enrich the lives of people of all ages. The Arts Center links art, artists and audiences in Orange County through programs, events and classes designed in response to community needs and interests. Funds support youth programs and school shows.

### **The Exchange Club Child Abuse Prevention Center of NC/Alamance Family Ctr.**

**\$13,464**

The Exchange Club seeks to prevent and treat child abuse and neglect. The Parent Aide program will provide in-home visitation services to 18 families at-risk for and/or involved in child abuse and neglect. Provision of services will be offered to all Orange County residents, for free. The Department of Social Services will budget and administer the contract funds, in FY 2019-20.

### **Transplanting Traditions**

**\$375**

Transplanting Traditions Community Farm (TTCF) works with refugees from Burma to foster a healthier community and maintain agricultural traditions as they build new lives in North Carolina. The heart of TTCF is an eight-acre farm in Orange County where refugee families grow food, build farm businesses, celebrate culture, and create a sense of home. TTCF became a 501c3 organization in the fall of 2018. Previously this was a project overseen by Orange County Partnership for Young Children.

### **Triangle Bikeworks**

**\$4,214**

Triangle Bikeworks has been in operation for four years and incorporated in the state of North Carolina since October 2012. The youth participants of Triangle Bikeworks are enriched in mind, body and spirit through transformative community, cultural and cycling experiences.

### **Voices Together**

**\$18,513**

Voices Together is an Orange County-based non-profit that uses a specialized music therapy approach to help people with intellectual and developmental disabilities speak, communicate and express their thoughts, feelings and needs. The agency does this through groups in classrooms that employ our proprietary model and by training teachers, parents, therapists and caregivers in its methods and approach.

## ***Outside Agency Summaries - continued***

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### **Volunteers for Youth**

**\$9,289**

Volunteers for Youth provides services to Orange County youth to integrate them into the community in ways that help them make responsible choices and recognize that they have a stake in their future. This agency receives a county match through the Juvenile Crime Prevention Council (JCPC) program; see the Public Safety Non-Departmental Section for more details.



## ***Outside Agency Summaries - continued***

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### **2. FY 2019-20 Unfunded Agencies**

#### **Book Harvest** **\$0**

Book Harvest works to ensure that every corner of our community – and every home in our midst – is a book rich environment for all children and families. The proposed use of funds is to subsidize the collection and provision of books for children aged 0 to 5 at Orange County partner locations and to provide when possible, on-site materials and resources for families about the importance of strategies for reading at home with children. The Manager does not recommend funding for this agency in FY 2019-20.

#### **Child Care Services Association** **\$0**

Child Care Services Association mission is to ensure that affordable (no more than 10% of a family's gross earnings are used to purchase childcare for one child), accessible, high quality childcare is available for all young children and their families. The Manager does not recommend funding for this agency in FY 2019-20 as the services are duplicative to the Childcare Subsidy program offered at Social Services.

#### **Diaper Bank of NC** **\$0**

The mission of the Diaper Bank of North Carolina is to promote and protect dignity of each resident by improving access to personal hygiene products and other basic necessities, thereby removing barriers to education, employment, and personal fulfillment. The Manager does not recommend funding for this agency in FY 2019-20. However, the department of Social Services will collaborate with this agency on programs not currently offered by the County to enhance services.

#### **Grow Your World** **\$0**

Grow Your World has a mission of connecting youth to a broader community through diverse and multigenerational relationships built during personal and professional enrichment opportunities, which in turn, promote a vibrant and interconnected community that advances all of its members socially, emotionally, intellectually and economically. The Manager does not recommend funding for this agency in FY 2019-20.

#### **Hope Renovations** **\$0**

The mission of Hope Renovations is to inspire hope in women and older adults for a joyful and fulfilling future. Hope Renovations will accomplish this by teaching women the skills and providing them the support needed to pursue living-wage careers in the construction trades, and by providing them on-the-job experience via their work in the homes of older adults who need repairs and renovations to safely and comfortably stay in their homes as they age. The Manager does not recommend funding for this agency in FY 2019-20.

#### **Orange County Veterans Memorial** **\$15,000**

Orange County Veterans Memorial requested Outside Agency funds to develop walkways and rest areas for visitors to the memorial park area to include seating and educational kiosk/displays. This request is for capital needs, therefore is not eligible for Outside Agency funding. Since Orange County Veterans Memorial does not meet the criteria established for the County's Capital Loan Program, matching funds are being budgeted in the Community Relations department.

## ***Outside Agency Summaries - continued***

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### **Orange Partnership for Alcohol and Drug Free Youth**

**\$0**

OPADFY is a community coalition working to prevent underage drinking and substance abuse in Hillsborough and surrounding areas through community collaboration, education, policy advocacy and youth empowerment. The Manager does not recommend funding for this agency in FY 2019-20.

### **Our Children's Place – Coastal Horizons Center**

**\$750**

Coastal Horizons Center (CHC) provides a continuum of professional services to promote healthier lives, stronger families and safer communities. Our Children's Place (OCP) of Coastal Horizons Center is a statewide program, based in the Triangle, that services as North Carolina's leading advocate and educational resource focused on children of incarcerated and returning parents. Our Children's Place - Coastal Horizons Center will work directly with the Criminal Justice Resources department to receive funding for services provided to Orange County residents.

### **PORCH Chapel Hill – Carrboro**

**\$3,780**

The mission of PORCH Chapel Hill – Carrboro is to alleviate hunger and promote better nutrition in the Community through monthly food drives supporting many initiatives. Funding supports the Food for Families program where, monthly, fresh food is distributed to 50 low-income families already served by PORCH.

### **Rebuilding Together of the Triangle**

**\$0**

Rebuilding Together of the Triangle Inc. (RTT) brings volunteers and communities together to serve low-income homeowners in need. The Manager does not recommend funding for this agency in FY 2019-20.

### **TROSA – Triangle Residential Options for Substance Abusers Inc.**

**\$250**

TROSA is an innovative, multi-year residential program that enables substance abusers to be productive, recovering individuals by providing comprehensive treatment, work-based vocational training, education and continuing care – all at no charge.

### **Youth Community Project**

**\$0**

Youth Community Project strives to create youth-run cultural center /café, where all teens can gather to discover and nurture their passions, in an open, respectful environment that celebrates the unique contributions of all people. The Manager does not recommend funding for this agency in FY 2019-20

## TOWN OF CHAPEL HILL OUTSIDE AGENCY FUNDING

## TOWN OF CHAPEL HILL OUTSIDE AGENCY FUNDING

Organization	Requested 2019-2020	HSAB Rec. 2019-2020
<b>HUMAN SERVICES</b>		
A Helping Hand	\$6,000	\$5,000
Big Brothers Big Sisters of the Triangle, Inc.	\$5,000	\$3,000
Book Harvest NEW	\$3,600	\$0
Boomerang	\$15,000	\$9,000
Boys and Girls Club of Eastern Piedmont	\$20,000	\$2,000
Bridge II Sports	\$50,000	\$0
Chapel Hill Carrboro Public School Foundation	\$35,000	\$16,100
Chapel Hill Training & Outreach -KidScope	\$5,000	\$5,000
Chapel Hill-Carrboro Meals on Wheels	\$40,000	\$21,000
Charles House Association	\$8,000	\$6,000
Child Care Services Association	\$12,500	\$12,500
Club Nova Community, Inc.	\$147,000	\$20,000
Communities in Schools of Orange County	\$0	\$0
Community School for People Under 6	\$0	\$0
Compass Center for Women and Families	\$31,800	\$31,800
Diaper Bank of North Carolina	\$5,000	\$0
Dispute Settlement Center of Orange County	\$16,000	\$14,000

## TOWN OF CHAPEL HILL OUTSIDE AGENCY FUNDING

Organization	Requested 2019-2020	HSAB Rec. 2019-2020
<b>HUMAN SERVICES</b>		
Duke HomeCare and Hospice	\$3,200	\$2,000
El Centro Hispano	\$49,996	\$25,000
El Futuro, Inc.	\$12,000	\$12,000
EmPOWERment Inc.	\$55,500	\$28,500
Executive Service Corp.	\$0	\$0
Farmer Foodshare	\$30,000	\$5,000
FPGB-Elementary School-PTA	\$6,465	\$0
Freedom House Recovery Center	\$0	\$0
Friends of the Robert and Pearl Seymour Center, Inc.	\$2,500	\$2,000
Grow Your World	\$13,239	\$0
Habitat for Humanity	\$50,000	\$9,000
Hope Renovations	\$26,236	\$0
Housing for New Hope	\$0	\$0
IFC Capital Campaign	\$0	\$0
IFC for Social Services	\$50,000	\$36,000
IFC for Social Services – Food for the Summer	\$1,500	\$1,500
Josh's Hope	\$0	\$0
Kidzu Children Museum	\$15,605	\$0
Ligo Dojo of Budo Karate	\$0	\$0
Mental Health America	\$0	\$0

## TOWN OF CHAPEL HILL OUTSIDE AGENCY FUNDING

Organization	Requested 2019-2020	HSAB Rec. 2019-2020
<b>HUMAN SERVICES</b>		
OE Enterprises, Inc.	\$10,000	\$5,000
Orange County Dept. on Aging	\$27,300	\$17,000
Orange County Disability Awareness Council	\$16,000	\$0
Orange County Food Council	\$0	\$0
Orange County Literacy	\$22,500	\$17,000
Orange County Living Wage	\$3,000	\$2,000
Orange County Partnership for Young Children	\$15,000	\$5,400
Orange County Rape Crisis Center	\$37,000	\$27,000
Orange County Veterans Memorial NEW	\$50,000	\$0
Orange County Volunteer Connect 55+	\$12,300	\$0
Our Wild Neighbors	\$0	\$0
Pathway to Change	\$12,750	\$5,000
Piedmont Health Services	\$30,000	\$2,000
Planned Parenthood South Atlantic	\$2,500	\$2,500
PORCH	\$11,200	\$11,200
Rebuilding Together of the Triangle	\$5,000	\$0
Refugee Community Partnership	\$80,000	\$5,000
Refugee Support Cener	\$0	\$0
RENA-Rogers Eubanks Neighborhood Assoc.	\$18,000	\$8,000
Senior Care of Orange	\$2,500	\$2,000

## TOWN OF CHAPEL HILL OUTSIDE AGENCY FUNDING

Organization	Requested 2019-2020	HSAB Rec. 2019-2020
<b>HUMAN SERVICES</b>		
SKJAJA	\$2,500	\$0
Student Coalition for Action in Literacy (SCALE)	\$4,000	\$0
TABLE	\$30,000	\$6,000
The ARC of the Triangle	\$52,000	\$12,000
The Art Center	\$15,000	\$0
The Community Empowerment Fund	\$25,000	\$9,000
The Exchange Club	\$24,327	\$13,000
The Institute of Art Therapy	\$10,000	\$5,000
The Marion Cheek Jackson Center	\$7,500	\$5,000
The Mildred Council Annual Community Dinner	\$1,000	\$0
Transplanting Traditions	\$7,500	\$0
Tides Center, Inc. (Youth Forward)	\$0	\$0
Triangle Bike Works	\$5,000	\$0
TROSA	\$10,000	\$10,000
Volunteers for Youth, Inc.	\$50,000	\$11,000
Youth Community Project	\$5,000	\$0
<b>SUBTOTAL HUMAN SERVICES</b>	<b>\$1,320,018</b>	<b>\$446,500</b>



## Agenda Item Abstract

**File Number:**19-230

**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Proposed Technical Amendments to Chapter 11 (Solid Wastes, Scrap Metals, Abandoned Vehicles, Weeds) of the Town Code Related to Yard Waste Collection Services, Items Not Allowed Within the Mobile Containers, and Recycling

**PURPOSE:** The purpose of this agenda item is to amend the Town Code, Chapter 11 Solid Wastes, Scrap Metals, Abandoned Vehicles, Weeds Sections 11-19(g), 11-19(h), 11-19(j)(12), 11-24(a), 11-24(b), and 11-24 (c), as it relates to yard waste collection services, loose leaf collection services, items that may not be placed within the mobile household trash containers, and recycling.

**DEPARTMENT:** Public Works

**CONTACT INFORMATION:** Joe Guckavan, 919-918-7427, [jguckavan@townofcarrboro.org](mailto:jguckavan@townofcarrboro.org)

**INFORMATION:** In a recent audit of current yard waste collection services and Chapter 11 of Carrboro Town Code, Public Works recognized areas to improve operational efficiencies and inaccuracies in the Town Code related to items that may not be placed within the mobile household trash containers, and recycling.

### **Section 11-19(g)(h) Storage and Collection Practices: Premises Not Serviced by Dumpsters**

To improve operational efficiencies and reduce the environmental impact of allowing leaves to be collected in bags (plastic and paper) [Section 11-19(h)], Public Works is proposing a change in the collection of yard waste for residential properties. Public Works will implement the use of the Town's new GVM-VAC Leaf Collector vehicle to collect yard waste improving staff safety and reducing staff time involved in the collection of yard waste. The collection and use of the GVM-VAC Leaf Collector vehicle will occur year-round, following the regular yard waste collection schedule.

The proposed operational change would eliminate the need for additional loose leaf collection services November - February; therefore, Section 11-19 (h) is no longer applicable and has been removed. The proposed ordinance states the "Town Code shall be renumbered to reflect such deletion."

### **Section 11-19(i)(12) Wet Cell Batteries**

This section of the Town Code was changed to reflect the State of North Carolina Department of Environmental Quality's (NCDEQ) list of items banned from landfill disposal. Carrboro Town Code states wet cell batteries may not be placed in household trash mobile containers; however, NCDEQ lists all lead-acid batteries (as provided in G.S. 130A-309.70), including (flooded) wet cell batteries and sealed lead acid batteries, as banned

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

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**Version:** 1

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from landfill disposal.

**Section 11-24(a)(b)(c) Recycling**

This section of the Town Code was last amended on December 15, 1992 and states recycling containers, collection services, and a list of acceptable recyclable materials are provided by the Town of Carrboro. The Town Code has been updated to reflect current recycling collection services offered by Orange County.

**FISCAL & STAFF IMPACT:** The change in the yard waste collection will improve operational efficiencies collecting yard waste.

**RECOMMENDATION:** It is recommended the Board of Alderman approve all proposed changes in the attached ordinance amending Chapter 11 of the Town Code.



**AN ORDINANCE AMENDING VARIOUS PROVISIONS OF CHAPTER 11 OF THE  
TOWN OF CARRBORO TOWN CODE**

WHEREAS, the Carrboro Board of Aldermen ordains:

Section 1.      Section 11-19(g) of the Town Code shall be amended to read as follows:

- (g) The Public Works Department provides yard waste collection services to residential properties, as described in the town's residential solid waste brochure available at the Public Works Department or on the town's website. Yard waste may be placed in the mobile containers specifically designated for yard waste only or placed adjacent to the street (on the street side of any drainage ditch or swale) so they may be easily handled by the collector. Yard waste (as defined in subsection 11-1(12)) may not be placed in bags or household trash mobile containers described in Subsection 11-17(d) for collection by the town. Household trash and other refuse may not be placed in mobile containers specifically designated for yard waste only.

Section 2.      Section 11-19(i)(12) of the Town Code shall be amended to read as follows:

- (12)      Lead acid batteries;

Section 3.      Section 11-24(a) of the Town Code shall be amended to read as follows:

- (a) The town strongly encourages recycling efforts. Recycling services and roll-out containers are provided by Orange County.

Section 4.      Section 11-24(b) of the Town Code shall be amended to read as follows:

- (b) Recycling containers, provided by Orange County, shall be stored and placed for collection in accordance with the same requirements applicable to mobile containers (see subsection 11-19(b)).

Section 5.      Section 11-24(c) of the Town Code shall be amended to read as follows:

- (c) Only those materials that are acceptable for recycling, as determined by Orange County, shall be placed within the recycling containers.

Section 6.      Section 11-19(h) of the Town Code shall be deleted and the Town Code shall be renumbered to reflect such deletion.

Section 7.      All provisions of any Town ordinance in conflict with this Ordinance are repealed.

Section 8.      This Ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

Ayes: \_\_\_\_

Noes: \_\_\_\_

Absent or Excused: \_\_\_\_



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-228

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Update on the design for the Jones Creek Greenway (C-5181)

**PURPOSE:** The purpose of this agenda item is to provide the Board with an update on the Jones Creek Greenway.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon - 919-918-7325; Patricia McGuire - 919-918-7327; Zachary Hallock - 919-918-7329

**INFORMATION:** At the April 9<sup>th</sup> and May 7<sup>th</sup> Board of Aldermen meetings, the Board received presentations from the design consultant, Wetherill Engineering, on the design of the Jones Creek Greenway at 15 percent and 30 percent design. Each of these meetings included opportunities for public comment during the Board meetings and for more informal drop-in sessions for members of the public before the Board meetings. The Jones Creek Greenway is a short segment of greenway that will extend north from the northern end of Lake Hogan Farms Road to the southern end of the existing Jones Creek Greenway running through Twin Creeks Park and continuing on to the Morris Grove Elementary School. This new segment of the greenway (C-5181) will run roughly parallel to an OWASA sewer line and Buckhorn Branch and will involve a crossing of Buckhorn Branch.

Discussion at the April meeting focused on different aspects of the design of the physical infrastructure, such as what would the bridge look like, truss style, decking material, what type of trail surface, etc. At the May 7<sup>th</sup> meeting, comments were directed more toward the relationship between the proposed alignment and the existing “goat path” and the extent of clearing that would be necessary for the proposed multi-use path. The Greenways Commission received a presentation from Wetherill on June 10<sup>th</sup> and also expressed interest in specific aspects of the alignment, along with ways to allow the corridor to remain open during construction for continued access to Morris Grove Elementary School. Staff, moreover, has been working with the consultants to anticipate the alignments of the future north-south connector road from Lake Hogan Farms to Eubanks Road and the future east-west road extending from Old NC 86 to parts east and providing the main entrance to Twin Creeks Park and the Ballentine subdivision.

As a reminder, greenway projects typically include check-in points at key intervals in the design process—usually 30 percent and 60 percent completion. Staff had anticipated holding the public hearing at 60 percent completion, but recommends postponing that input session until early September to provide sufficient time to thoroughly evaluate and respond to site conditions and comments. Staff will also request renderings or similar

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**Agenda Date:** 6/18/2019

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graphics to assist members of the public to visualize the greenway and its location in the corridor to aid in their final input on the design of the project. Once 60 percent design is complete, the consultants will focus on obtaining permits and associated easements as part of the preparation of the project proposal for bid.

**FISCAL & STAFF IMPACT:** The anticipated total cost of the project is \$850,250: 80 percent (\$680,200) to be funded by federal Congestion Mitigation Air Quality Improvement (CMAQ) funds and the remaining 20 percent (\$170,050) through local match. The use of CMAQ funds includes a Greenhouse Gas emission analysis before and after completion.

**RECOMMENDATION:** Staff recommends that the Board receive the update and offer any additional feedback for the design for the Jones Creek Greenway.

A RESOLUTION RECEIVING AN UPDATE ON THE JONES CREEK GREENWAY

WHEREAS, the Board of Aldermen has made it a policy to hold public hearings on Town projects;  
and

WHEREAS, the Board of Aldermen has received presentations on the 15 percent and 30 percent  
design for the Jones Creek Greenway; and

WHEREAS, the Board has held two public hearings to receive citizen comment on the Jones Creek  
Greenway at this milestone.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the Board  
receives this update on the Jones Creek Greenway.

BE IT FURTHER RESOLVED that the Board offers the following comments:

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This the 18<sup>th</sup> day of June in 2019.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-238

**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Public Hearing to Consider Rezoning Properties in the Historic Rogers Road Neighborhood and to Continue Deliberations of Associated Text Amendments

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to receive public comment on a proposal to amend the official zoning map of the Carrboro Land Use Ordinance to rezone thirty (30) properties in the Historic Rogers Road neighborhood from RR to either HR-R or HR-MU, and to continue its deliberation on associated text amendments establishing these new districts and related development requirements. Adoption of the text amendments must occur before the rezoning can proceed.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon - 919-918-7325; Marty Roupe - 919-918-7333; Nick Herman - 919-929-3905; Patricia McGuire - 919-918-7327

**INFORMATION:** Since the Board's most recent discussion on May 21, 2019, staff has continued to work closely with Renaissance Planning and the Town of Chapel Hill to revise the draft ordinance (amending the text of the Land Use Ordinance) to respond to Board and citizen concerns while maintaining the key elements of the amendment designed to help realize the vision of the 2016 *Mapping Our Community's Future* report for the Historic Rogers Road neighborhood. Agenda materials from May 21<sup>st</sup> may be found at the following link <https://carrboro.legistar.com/MeetingDetail.aspx?ID=678580&GUID=7D464B79-950E-4FC9-B0D3-0F02D6E9771F&Options=&Search=>>.) A revised draft ordinance is provided (*Attachment B*); a tracked version of the revised ordinance is also provided (*Attachment C*). A staff memorandum with responses to questions asked at the May 21<sup>st</sup> meeting and information relating to the proposed changes to the draft ordinance is included as well (*Attachment D*).

The revised ordinance, if, adopted, would establish two new zoning districts for the neighborhood: Historic Rogers Road-Residential (Residential, 14,520 square feet per dwelling unit) and Historic Rogers Road-Mixed Use (A mixed use district with residential uses, 7,500 square feet per dwelling unit). The next step in the process would be to amend the official zoning map to rezone the subject properties to the new zones: twenty-two (22) parcels would be rezoned from RR (Rural Residential, one acre per dwelling unit) to HR-R and eight (8) parcels would be rezoned from RR to HR-MU. A draft rezoning ordinance has been prepared (*Attachment F*). A staff memorandum outlining the changes relating to the rezoning and other changes to the Land Use Ordinance under consideration as part of the text amendment is provided (*Attachment G*). In accordance with Section 15-320, this action would be considered a "major map amendment" for a rezoning involving more than five tracts of land in separate ownership. Certification of mailed notice is provided (*Attachment H*).

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**Agenda Date:** 6/18/2019

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The Board of Aldermen must receive public comment before adopting map amendments to the Land Use Ordinance; Planning Board review is also needed. Section 15-322 describes the role of the Planning Board in the review of rezonings. The Planning Board considered the map amendment at the June 6<sup>th</sup> regular meeting; comments are provided (*Attachment I*).

Should the Board adopt the revised draft ordinance amending the text of the Land Use Ordinance) consideration of the map amendment can proceed, the proposed rezoning of thirty parcels from RR to HR-R or HR-MU.

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

**RECOMMENDATION:** Staff recommends that the Board of Aldermen deliberate and consider adopting the resolutions provided. These include for the text amendments: Attachment A finding consistency and Attachment B for the draft ordinance; and for the map amendment (rezoning) Attachment E for consistency and Attachment F for the draft ordinance.



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 THE HISTORIC ROGERS ROAD COMMUNITY.

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 the provisions in *Carrboro Vision2020*, to promote diverse housing options with regard to type and size, the *Facilitated Small Area Plan for Carrboro's Northern Study Area* to allow for opportunities for commercial uses at a community-scale, and the four principals of the "Rogers Road: Mapping our Community's Future" report.

\_\_\_\_\_ *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 responds to a community initiative after consider public input from the neighborhood it is intended to serve and adjacent residents 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 18<sup>th</sup> day of June 2019.

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO  
ESTABLISH HISTORIC ROGERS ROAD RESIDENTIAL AND MIXED USE DISTRICTS  
AND ASSOCIATED DEVELOPMENT STANDARDS

**\*\*DRAFT 6-18-2019\*\***

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. The Carrboro Land Use Ordinance is amended by adding a new Section, 15-136.1 Historic Rogers Road Districts Established, as follows:

**Section 15-136.1 Historic Rogers Road Districts Established**

- (a) The Historic Rogers Road districts, HR-R (residential) and HR-MU (mixed use), are established to implement the goals and recommendations of the *Mapping Our Community's Future* community planning effort, completed in May 2016. The intent of *Mapping Our Community's Future* and the HR Districts is to:
- 1) Create opportunities for long-term residents to continue living in the community and to age in place;
  - 2) Preserve the socioeconomic and cultural diversity of the neighborhood;
  - 3) Increase physical connections within the neighborhood, including for pedestrians and bicyclists;
  - 4) Respect and protect the natural character of the neighborhood;
  - 5) Ensure that new development is consistent with neighborhood character and the vision that residents have developed for its future;
  - 6) Provide greater residential housing choice, affordability, and diversity;
  - 7) Increase economic opportunities within the neighborhood;
  - 8) Increase recreational resources within the neighborhood; and
  - 9) Ensure that new development is adequately served by infrastructure, including streets, sidewalks, and utilities.
- (b) The HR-R zoning district is designed to protect and preserve the character of existing lower-density areas (minimum lot size 14,520 square feet, or no more than three lots per acre) within the neighborhood while providing for compatible new development, including new housing choice options, and increased home occupation opportunities for residents.
- (c) The HR-MU district is designed to provide for a broader range of housing and employment options by concentrating new development into nodes which will balance providing areas for desired new uses while protecting the overall neighborhood character. Uses appropriate in the HR-MU district include live-work units, flex space, and low-intensity neighborhood-serving establishments such as healthcare, assisted living, elder care, child care, and recreation facilities.

Section 2. Article II Section 15-15 Definitions of Basic Terms is amended by the addition of the following in appropriate alphabetical (and associated numerical assignment) order:

**Flex Space.** A building providing use flexibility for office and light industrial uses, such as printing, design, light assembly of products, artist space, or storage/warehousing. A flex space could also host a coworking center, where many individual small business owners or freelancers work alongside one another in common space, or a business incubator, where individuals working to launch new businesses can rent affordable space in which to perform office work and access shared resources such as printers, scanners, and other tools and services such as financial counseling and management training.

**Home Occupation, Major.** A Major Home Occupation is an accessory business use of a residentially-zoned property, that meets one or more of the following criteria: (i) employs up to four non-resident employees, who may work on site; (ii) utilizes outdoor storage of materials, supplies, products, or machinery; or (iii) generates noise, vibration, dust, odor, light, or glare that is visible from neighboring properties or the public right-of-way at any hour of the day. Examples of Major Home Occupations include: lawn care or landscaping services, woodworking shops, small engine repair, appliance repair, metalworking, and any home business with more than one non-resident employee. Major home occupation uses are only permissible with a zoning permit in the HR-R and HR-MU districts, and are subject to the performance standards specified in Section 15-176.8.

**Residence, Triplex.** A three-family residential use in which the dwelling units share common vertical walls or horizontal floors/ceilings (including without limitation the wall of an attached garage or porch) and in which each dwelling unit has a living space on the ground floor and a separate, ground floor entrance.

Section 3. Section 15-146 (Table of Permissible Uses) is amended by adding two new columns labelled HR-R and HR-MU with permissible use classifications as shown in the attached Exhibit 'A.' The letters "Z," "S," and "C" "SC," "ZS," and "ZC," and the symbol "\*" have the meanings described for all uses as provided in applicable subsections of Section 15-147.

Section 4. Article XI, Supplementary Use Standards is amended by the addition of a new Section 15-176.8 Special Standards for Historic Rogers Road Districts, which reads as follows:

**Section 15-176.8 Special Standards for Historic Rogers Road Districts.**

- (a) All applicable provisions of the Carrboro Land Use Ordinance not specifically exempted or modified by this section shall apply to the HR-R and HR-MU districts.

- (b) In both the HR-R and HR-MU districts, the maximum size of any single-family dwelling constructed after the effective date of this section shall be 2,000 square feet of heated floor area; the maximum size of any duplex or triplex dwelling unit constructed after the effective date of this section shall be 1,200 square feet of heated floor area. Any dwelling unit in existence on the effective date of this subsection containing 2,000 square feet or greater of heated floor area may be increased by a maximum of 25% of the existing heated floor area or 500 square feet whichever is greater, but with a maximum size of 2,500 square feet at any time. Any dwelling unit in existence on the effective date of this subsection containing less than 2,000 square feet of heated floor area may be expanded up to a maximum size of 2,000 square feet of heated floor area or 25% whichever is greater.
- (c) In the HR-MU district the maximum size of the building footprint for any building containing any nonresidential uses shall not exceed 6,000 square feet.
- (d) An undisturbed buffer, of no less than 30 feet, shall be maintained along the perimeter of the entire HR-MU district.
  - 1. The buffer shall consist of existing vegetation and/or new plantings to meet the requirements in Section 15-307(1) for an Opaque Type A screen.
  - 2. This area shall remain undisturbed except for the removal of noxious weeds and trees determined to be diseased by a Certified Arborist, and the installation of new plantings as required by the standards for a Type A screen described in subsection (c)(1) above.
- (e) Development within the HR-MU district shall be subject to the screening requirements of Section 15-306, to provide sufficient screening between uses, so long as a Type A screen is retained at the boundary line of any parcel in the HR-MU district where that parcel adjoins an adjacent property outside of the district.
- (f) As set forth in the Table of Permissible Uses, Major Home Occupations are permissible only in the HR-R and HR-MU districts, subject to the following standards:
  - 1. Must be conducted by a person who resides on the same lot.
  - 2. Major Home Occupations shall only be located on lots a minimum of one acre in size.
  - 3. No more than 50% of the heated square footage of the home shall be used for business purposes. This calculation does not include accessory structures in the total square footage calculation for the home; such structures shall be limited to a maximum size of 150% of the home, but in no case shall exceed 2,000 gross square feet.
  - 4. The maximum number of trips per day to or from the business shall not exceed 50.
  - 5. The on-premises sale and delivery of goods which are not produced on the premises is prohibited, except in the case of the delivery and sale of goods incidental to the provision of a service.
  - 6. No more than three business-associated vehicles shall be parked on-site.
  - 7. Business-associated vehicles shall be limited to vehicles allowed under a Class C license.
  - 8. Parking for vehicles associated with the business, including employee and visitor vehicles shall be provided on-site, pursuant to the requirements in Section 15-291.

9. If more than three parking spaces are provided for business-associated vehicles and / or employees and visitors, then the additional spaces above three must be screened by a Type A buffer.
  10. All business activities shall be a minimum of 60 feet from all lot lines or within a fully enclosed building.
  11. All noise, dust, vibration, odor, light, and glare-producing activities shall be located a minimum of 60 feet from all lot lines, and any activity that results in noise, vibration, dust, odor, light, or glare shall only occur between the hours of 8 AM and 6 PM.
  12. Any outdoor storage of materials, supplies, products, or machinery (excluding functional vehicles associated with the business) shall be screened with a Type A screen as described in LUO Section 15-307.
- (g) Any Land Use Category 8.100 use located in the HR-MU district is limited to 1,000 square feet heated floor area and may only conduct business between the hours of 6 am and 2 pm.
- (h) For proposed developments within the HR-MU, a phasing plan must be incorporated into the project which mandates that at least fifteen percent (15%) of the uses must be nonresidential and at least fifteen percent (15%) of the uses must be residential. The phasing plan must ensure that the nonresidential portions are completed prior to or in conjunction with the residential portions of each phase.

Section 5. Section 15-181 Minimum Lot Size Requirements, subsection (a) is revised with the addition of minimum lot size requirements for the HR-R and HR-MU zoning districts as follows:

<b><u>ZONE</u></b>	<b><u>MINIMUM SQUARE FEET</u></b>
HR-R	14,520
HR-MU	7,500

Section 6. Section 15-182 Residential Density, subsection (a) is revised with the addition of residential density requirements for the HR-R and HR-MU zoning districts, as follows:

<b><u>ZONE</u></b>	<b><u>Minimum Square Feet Per Dwelling Unit, Multi-Family, Triplex and Duplex</u></b>
HR-R	14,520
HR-MU	7,500

Section 7. Section 15-182.3 Residential Density of Major Developments in Certain Districts, subsection (a) is amended to read as follows:

- (a) Notwithstanding the provisions of Section 15-182, when any tract of land within the R-10, R-15, R-20, RR, HR-R, and HR-MU districts is developed under circumstances requiring the issuance of a special or conditional use permit, the maximum number of dwelling units

that may be placed on that tract shall be determined in accordance with the provisions of this section.

Section 8. Section 15-183 Minimum Lot Widths, subsection (b) is revised with the addition of minimum lot width requirements for the HR-R and HR-MU zoning districts, as follows:

<b><u>ZONE</u></b>	<b><u>Lot Width</u></b>
HR-R	100
HR-MU	50

Section 9. Subsection 15-184 Building Setback Requirements, subsection (a) is revised with the addition of setback requirements for the HR-R and HR-MU zoning districts, as follows:

<b><u>ZONE</u></b>	<b><u>Minimum Distance from Street Right of Way Line</u></b>		<b><u>Minimum Distance from Street Centerline</u></b>		<b><u>Minimum Distance from Lot Boundary Line</u></b>
	Building	Freestanding Sign	Building	Freestanding Sign	Building and Freestanding Sign
HR-R	50	20	70	50	20
HR-MU	50	20	70	50	30

Section 10. Subsection 15-185 (a) (1) is amended to read as follows:

- (1) No building in any of the following zoning districts may exceed a height of thirty-five feet: R-3, R-7.5, R-10, R-15, R-20, RR, C, B-5, M-2, WM-3, O, O/A, and HR-R.

Section 11. The table included in Subsection 15-185 (a) (2) is amended by the addition of information on the maximum building height for the HR-MU zoning district, as follows:

<b><u>ZONE</u></b>	<b><u>Maximum Height</u></b>
HR-MU	40'

Section 12. Article XVII Signs, Section 15-271 is amended by adding a new subsection (e) to read as follows:

- (e) Signs for home occupations and major home occupations shall be permitted subject to the following provisions:
1. A lot that houses a legally-established home-based occupation as an accessory use may have up to one wall-mounted sign with a maximum area of 4 square feet. In the HR-R and HR-MU districts, legally-established major home occupations may have up to one wall-mounted sign with a maximum area of 8 square feet.

2. Signs must be non-illuminated.
3. Signs shall comply with the standards of Sections 15-271, Permit Required for Signs, 15-275, Computation of Sign Area, and 15-282, Miscellaneous Requirements.

Section 13. Subsection 15-291 Number of Parking Spaces Required, 185, subsection (g) is revised with the addition of parking standards for Use 1.350, Triplex, and 1.910, Major Home Occupations, as follows:

<u>USE</u>	<u>PART I.</u> <u>PARKING REQUIREMENT (EXCEPT AS NOTED IN PART</u> <u>II OF THIS TABLE</u>
1.350	2 spaces for each dwelling unit, except that one bedroom units require only one space
1.910	4 spaces for offices of physicians or dentists; 2 spaces for attorneys; 1 space for all others, plus one space for each non-resident employee

Section 14. Section 15-308, is amended by adding a new row to the Table of Screening Requirements for Use Category 1.350, Triplex, to match the requirements for Use Category 1.200 for Duplex.

Section 14. Subsection (d) of 15-147 (Use of the Designations Z, S, and C in Table of Permissible Uses) is amended to read as follows:

- (d) Subject to Section 15-148, use of the designation “ZC” (which designation appears only under the zoning district columns applicable to the commercial, manufacturing and the HR-MU districts) means that a conditional use permit must be obtained if the development involves the construction of more than 3,000 square feet of new building gross floor area *or* the development is located on a lot of more than one acre, and a zoning permit must be obtained if the development involves the construction of 3,000 square feet or less of new building gross floor area *and* the development is located on a lot of one acre or less.

Section 15. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 16. This ordinance shall become effective upon adoption



**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
<b>1.000 Residential</b>		
1.100 Single Family Residences		
1.110 Single Family Detached		
One Dwelling Unit Per Lot		
1.111 Site Built/Modular	Z	Z
1.112 Class A Mobile Home	Z	Z
1.113 Class B Mobile Home		
1.120 Single Family Detached		
More Than One Dwelling		
Unit Per Lot		
1.121 Site Built/Modular	*	*
1.122 Class A Mobile Home	*	*
1.123 Class B Mobile Home		
1.200 Two-Family Residences		
1.210 Two-Family Conversion	*	*
1.220 Primary Residence with		
Accessory Apartment	*	*
1.230 Duplex		
1.231 Maximum 20% units		
> 3 bedrms/du	*	*
1.232 No bedroom limit		
1.240 Two Family Apartment		
1.241 Maximum 20% units		
> 3 bedrms/du	*	*
1.242 No bedroom limit		
1.300 Multi-Family Residences		
1.310 Multi-Family Conversion		
1.320 Multi-Family Townhomes		
1.321 Maximum 20% units		
> 3 bedrms/du		*
1.322 No bedroom limit		
1.330 Multi-Family Apartments		
1.331 Maximum 20% units		
> 3 bedrms/du		
1.332 No bedroom limit		
1.340 Single-Room Occupancy		
1.350 Triplex	*	*
1.400 Group Homes		
1.410 Fraternities, Sororities,		
Dormitories and Similar		
Housing		
1.420 Boarding Houses,		
Rooming Houses		
1.430 Adult Care Home, Class A	Z	Z
1.440 Adult Care Home, Class B	S	S
1.450 Child Care Home, Class A	Z	Z
1.460 Child Care Home, Class B	S	S
1.470 Maternity Home	Z	Z

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
1.480 Nursing Care Home	Z	Z
1.500 Temporary Residences		
1.510 Tourist Homes and other Temporary Residences Renting Rooms for Relatively Short Periods of Time		
1.600 Homes Emphasizing Services, Treatment or Supervision		
1.610 Temporary Homes for the Homeless		
1.620 Overnight Shelters for Homeless		
1.630 Senior Citizen Residential Complex		
<b>1.700</b>		
<b>1.800</b>		
1.900 Home Occupation	Z	Z
1.910 Major Home Occupation	Z	Z
<b>2.000 Sales and Rental of Goods, Merchandise and Equipment</b>		
2.100 No Storage or Display of Goods Outside Fully Enclosed Building		
2.110 High-Volume Traffic Generation		
2.111 ABC Stores		
2.112 Specialty High Volume Retail		
2.120 Low-Volume Traffic Generation		
2.130 Wholesale Sales		
2.140 Drive-In Windows		
2.150 Retail Sales with Subordinate Manufacturing and Processing		
2.200 Display of Goods Outside Fully Enclosed Building		
2.210 High-Volume Traffic Generation		
2.220 Low-Volume Traffic Generation		
2.230 Wholesale Sales		
2.240 Drive-In Windows		
2.300 Storage of goods outside fully enclosed building		
2.310 High-volume traffic generation		
2.320 Low-volume traffic		
2.330 Wholesale Sales		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
2.340 Drive-in Windows		
<b>3.000 Office, Clerical, Research and Services Not Primarily Related to Goods or Merchandise</b>		
3.100 All operations conducted entirely Within Fully Enclosed Building		
3.110 Operations designed to attract and serve customers or clients on the premises, such as the office of attorneys, physicians, other professions, insurance and stock brokers, travel agents, government office buildings, etc.		ZC
3.120 Operations designed to attract little or no customer or client traffic other than employees of the entity operating the principal use		ZC
3.130 Office or clinics of physicians or dentists with not more than 10,000 square feet of gross floor area		ZC
3.140 Watershed research		
3.150 Copy Centers/Printing Operations		ZC
3.200 Operations conducted within or outside fully enclosed buildings		
3.210 Operations designed to affect and serve customers or clients on the premises		
3.220 Operations designed to attract little or no customer or client traffic other than employees of the entity operating the principal use		
3.230 Banks with drive-in window		
3.240 Watershed research		
3.250 Automatic Teller Machine, Freestanding		
3.260 Social Service Provider with Dining		
<b>4.000 Manufacturing, Processing, Creating, Repairing, Renovating, Painting, Cleaning, Assembling of Goods,</b>		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION		HR-R	HR-MU
<b>Merchandise and Equipment</b>			
4.100 All operations conducted entirely within fully enclosed buildings			C
4.200 Operations conducted within or outside fully enclosed buildings			
<b>5.000 Educational, Cultural, Religious, Philanthropic, Social, Fraternal Uses</b>			
5.100 Schools			
5.110 Elementary and secondary (including associated grounds and athletic and other facilities)	C	C	
5.120 Trade or vocational school			
5.130 College			
5.200 Churches, synagogues and temples (including associated residential structures for religious personnel and associated buildings but not including elementary school buildings) school or secondary	ZS	ZS	
5.300 Libraries, museums, art galleries, art centers and similar uses (including associated educational and instructional activities)			
5.310 Located within a building designed and previously occupied as a residence or within a building having a gross floor area not in excess of 3,500 square feet			
5.320 Located within any permissible structures			
5.400 Social, fraternal clubs and lodges, union halls, and similar uses			
<b>6.000 Recreation, Amusement, Entertainment</b>			
6.100 Activity conducted entirely within building or substantial structure			
6.110 Bowling alley, skating rinks, indoor tennis and squash courts, billiards and pool halls, indoor athletic and exercise facilities and similar uses.			
6.120 Movie Theaters			
6.121 Seating capacity of			

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
not more than 300		
6.122 Unlimited Seating Capacity		
6.130 Coliseums, stadiums, and all other facilities listed in the 6.100 classification designed to seat or accommodate simultaneously more than 1000 people		
6.140 Community Center--a Town sponsored, non-profit indoor facility providing for one or several of various type of recreational uses. Facilities in a Community Center may include, but are not limited to gymnasias, swimming pools, indoor court areas, meeting/activity rooms, and other similar uses		
6.150 Electronic Gaming Operations		
6.200 Activity conducted primarily outside enclosed buildings or structures.		
6.210 Outdoor recreational facilities developed on private lands, without Town sponsorship or investment, such as golf and country clubs, swimming or tennis clubs, etc. and not constructed pursuant to a permit authorizing the construction of a residential development.		
6.220 Outdoor recreational facilities developed on public lands, or on private lands with swimming pools, parks, etc., not constructed pursuant to a permit authorizing the construction of another use such as a school		
6.221 Town of Carrboro owned and operated facilities.		
6.222 Facilities owned and operated by public entities other than the Town of Carrboro		
6.230 Golf driving ranges not accessory to golf course, par 3 golf courses, miniature golf course, skateboard parks,		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
<u>water slides, and similar uses.</u>		
6.240 Horseback riding stables (not constructed pursuant to permit authorizing residential development)		
6.250 Automobile and motorcycle racing tracks		
6.260 Drive-in Movie Theaters		
<b>7.000 Institutional Residence or Care of Confinement Facilities</b>		
7.100 Hospitals, clinics, other medical (including mental health) treatment facilities in excess of 10,000 square feet of floor area		
7.200 Nursing care institutions, intermediate care institutions, handicapped, aged or infirm institutions, child care institutions		
7.300 Institutions (other than halfway houses) where mentally ill persons are confined		
7.400 Penal and Correctional Facilities		
<b>8.000 Restaurants (including food delivery services), Bars, Night Clubs</b>		
8.100 Restaurant with none of the features listed in use classification below as its primary activity		Z
8.200 Outside Service or Consumption		
8.300 Drive-in (service to and consumption in vehicle on premises)		
8.400 Drive Through Windows (service directly to vehicles primarily for off-premises consumption)		
8.500 Carry Out Service (food picked up inside of off-premises consumption)		
8.600 Food Delivery		
8.700 Mobile prepared food vendors		
<b>9.000 Motor Vehicle-Related Sales and Service Operations</b>		
9.100 Motor vehicle sales or rental of sales and service		
9.200 Automobile service stations		
9.300 Gas sales operations		
9.400 Automobile repair shop or body shop		
9.500 Car wash		
<b>10.000 Storage and Parking</b>		
10.100 Independent automobile parking lots or garages		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION		HR-R	HR-MU
10.200	Storage of goods not related to sale or uses of those goods on the same lot where they are stored		
10.210	All storage within completely enclosed structures		
10.220	Storage inside or outside completely enclosed structures		
10.300	Parking of vehicles or storage of equipment outside enclosed structures where: (i) vehicles or equipment are owned and used by the person making use of the lot, and (ii) parking or storage is more than a minor and incidental part of the overall use made of the lot		
<b>11.000</b>	<b>Scrap Materials Salvage Yards, Junkyards, Automobile Graveyards</b>		
<b>12.000</b>	<b>Services and Enterprises Related to Animals</b>		
12.100	Veterinarian		
12.200	Kennel		
<b>13.000</b>	<b>Emergency Services</b>		
13.100	Police Stations		
13.200	Fire Stations		
13.300	Rescue Squad, Ambulance Service		
13.400	Civil Defense Operation		
<b>14.000</b>	<b>Agricultural, Silvicultural, Mining, Quarrying Operations</b>		
14.100	Agricultural operations, farming		
14.110	Excluding livestock		
14.120	Including livestock		
14.200	Silvicultural operations		
14.300	Mining or quarrying operations, including on-site sales of products		
14.400	Reclamation landfill		
<b>15.000</b>	<b>Miscellaneous Public and Semi-Public Facilities</b>		
15.100	Post Office		
15.200	Airport		
15.300	Sanitary landfill		
15.400	Military reserve, National Guard centers		
15.500	Recycling materials collection operations		
15.510	Using collection facilities other than motor vehicles		
15.520	Aluminum recycling using motor vehicles		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
15.600 Public utility service complex		
15.700 Cable Television Signal Distribution Center		
15.750 Data Service Provider Facility		
15.800 Town-owned and/or Operated Facilities and Services		
15.810 Town-owned and/or Operated Public Parking Lot		
15.820 All other town-owned and/or operated facilities and services		
<b>16.000 Dry Cleaner, Laundromat</b>		
16.100 With drive-in windows		
16.200 Without drive-in windows		
<b>17.000 Utility Facilities</b>		
17.100 Neighborhood		
17.200 Community or regional		
17.300 Cable Television Satellite Station		
17.400 Underground Utility Lines		
17.410 Electric Power Lines & Gas Lines		
17.420 Other Underground Lines		
17.500 Solar Array		
17.501 Solar Array Facility, Level 1		
17.502 Solar Array Facility, Level 2		
17.503 Solar Array Facility, Level 3		
<b>18.000 Towers and Related Structures</b>		
18.100 Towers and antennas fifty feet tall or less	Z	Z
18.200 Towers and antennas attached thereto that exceed 50 feet in height, and that are not regarded as accessory to residential users under 15-150(c)(5)		
18.300 Antennas exceeding 50 feet in height attached to structures other than towers, [other than accessory uses under 15-150(c)(5)]		
18.400 Publicly-owned towers and antennas of all sizes that are used in the provision of public safety services		
<b>19.000 Open Air Markets and Horticultural Sales</b>		
19.100 Open air markets (farm and craft markets, flea markets, produce markets)		
19.200 Horticultural sales with outdoor display		
19.300 Seasonal Christmas or pumpkin sales		
<b>20.000 Funeral Homes</b>		



**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
<b>21.000 Cemetery and Crematorium</b>		
21.100 Town-owned cemetery		
21.200 All other cemeteries		
21.300 Crematorium		
<b>22.000 Day Care</b>		
22.100 Child Day Care Home	Z	Z
22.200 Child Day Care Facility	S	S
22.300 Senior Citizens Day Care, Class A	S	S
22.400 Senior Citizens Day Care, Class B	S	S
<b>23.000 Temporary structure or parking lots used in connection with the construction of a permanent building or for some non-recurring purpose</b>		
23.100 Temporary structures located on same lot as activity generating need for structure	Z	Z
23.200 Temporary parking facilities located on or off-site of activity generating need for parking		
<b>24.000 Bus Station</b>		
<b>25.000 Commercial Greenhouse Operations</b>		
25.100 No on-premises sales		
25.200 On-premises sales permitted		
<b>26.000 Subdivisions</b>		
26.100 Major	SC	SC
26.200 Minor	Z	Z
<b>27.000 Combination Uses</b>	*	*
<b>28.000 Planned Unit Developments</b>		
<b>29.000 Special Events</b>	C	C
<b>30.000 Planned Industrial Development</b>		
<b>31.000 Off-Premises Signs</b>		
<b>32.000 Village Mixed Use Development</b>		
<b>33.000 Office/Assembly Planned Development</b>		
<b>34.000 Temporary Lodging</b>		
34.100 Hotels and Motels		
34.200 Bed and Breakfast	S	S

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO  
ESTABLISH HISTORIC ROGERS ROAD RESIDENTIAL AND MIXED USE DISTRICTS  
AND ASSOCIATED DEVELOPMENT STANDARDS

**\*\*DRAFT 6-18-2019\*\***

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. The Carrboro Land Use Ordinance is amended by adding a new Section, 15-136.1 Historic Rogers Road Districts Established, as follows:

**Section 15-136.1 Historic Rogers Road Districts Established**

- (a) The Historic Rogers Road districts, HR-R (residential) and HR-MU (mixed use), are established to implement the goals and recommendations of the *Mapping Our Community's Future* community planning effort, completed in May 2016. The intent of *Mapping Our Community's Future* and the HR Districts is to:
  - 1) Create opportunities for long-term residents to continue living in the community and to age in place;
  - 2) Preserve the socioeconomic and cultural diversity of the neighborhood;
  - 3) Increase physical connections within the neighborhood, including for pedestrians and bicyclists;
  - 4) Respect and protect the natural character of the neighborhood;
  - 5) Ensure that new development is consistent with neighborhood character and the vision that residents have developed for its future;
  - 6) Provide greater residential housing choice, affordability, and diversity;
  - 7) Increase economic opportunities within the neighborhood;
  - 8) Increase recreational resources within the neighborhood; and
  - 9) Ensure that new development is adequately served by infrastructure, including streets, sidewalks, and utilities.
- (b) The HR-R zoning district is designed to protect and preserve the character of existing lower-density areas (minimum lot size 14,520 square feet, or no more than three lots per acre) within the neighborhood while providing for compatible new development, including new housing choice options, and increased home occupation opportunities for residents.
- (c) The HR-MU district is designed to provide for a broader range of housing and employment options by concentrating new development into nodes which will balance providing areas for desired new uses while protecting the overall neighborhood character. Uses appropriate in the HR-MU district include live-work units, flex space, and low-intensity neighborhood-serving establishments such as healthcare, assisted living, elder care, child care, and recreation facilities.

Section 2. Article II Section 15-15 Definitions of Basic Terms is amended by the addition of the following in appropriate alphabetical (and associated numerical assignment) order:

**Flex Space.** A building providing use flexibility for office and light industrial uses, such as printing, design, light assembly of products, artist space, or storage/warehousing. A flex space could also host a coworking center, where many individual small business owners or freelancers work alongside one another in common space, or a business incubator, where individuals working to launch new businesses can rent affordable space in which to perform office work and access shared resources such as printers, scanners, and other tools and services such as financial counseling and management training.

**Home Occupation, Major.** A Major Home Occupation is an accessory business use of a residentially-zoned property, that meets one or more of the following criteria: (i) employs up to four non-resident employees, who may work on site; (ii) utilizes outdoor storage of materials, supplies, products, or machinery; or (iii) generates noise, vibration, dust, odor, light, or glare that is visible from neighboring properties or the public right-of-way at any hour of the day. Examples of Major Home Occupations include: lawncare or landscaping services, woodworking shops, small engine repair, appliance repair, metalworking, and any home business with more than one non-resident employee. Major home occupation uses are only permissible with a zoning permit in the HR-R and HR-MU districts, and are subject to the performance standards specified in Section 15-176.8.

**Residence, Triplex.** A three-family residential use in which the dwelling units share common vertical walls or horizontal floors/ceilings (including without limitation the wall of an attached garage or porch) and in which each dwelling unit has a living space on the ground floor and a separate, ground floor entrance.

Section 3. Section 15-146 (Table of Permissible Uses) is amended by adding two new columns labelled HR-R and HR-MU with permissible use classifications as shown in the attached Exhibit 'A.' The new use classification 1.350 entitled "Triplex" and by adding the letter "Z" opposite this use classification under the HR-R and HR-MU zoning district columns to indicate that this use is permissible in these districts with a zoning permit. This section is further amended by adding new use classification 1.910 entitled "Major Home Occupation" and by adding the letter "Z" opposite this use classification under the HR-R and HR-MU zoning district columns to indicate that this use is permissible in these districts with a zoning permit. Letters "Z," "S," and "C" "SC," "ZS," and "ZC," and the symbol "\*" have the meanings described for all uses as provided in applicable subsections of Section 15-147.

Section 4. Article XI, Supplementary Use Standards is amended by the addition of a new Section 15-176.8 Special Standards for Historic Rogers Road Districts, which reads as follows:

**Section 15-176.8 Special Standards for Historic Rogers Road Districts.**

- (a) All applicable provisions of the Carrboro Land Use Ordinance not specifically exempted or modified by this section shall apply to the HR-R and HR-MU districts.
- (b) In both the HR-R and HR-MU districts, the maximum size of any single-family dwelling constructed after the effective date of this section shall be 2,000 square feet of heated floor area; the maximum size of any duplex or triplex dwelling unit constructed after the effective date of this section shall be 1,200 square feet of heated floor area. Any dwelling unit in existence on the effective date of this subsection containing 2,000 square feet or greater of heated floor area may be increased by a maximum of 25% of the existing heated floor area or 500 square feet whichever is greater, but with a maximum size of 2,500 square feet at any time. Any dwelling unit in existence on the effective date of this subsection containing less than 2,000 square feet of heated floor area may be expanded up to a maximum size of 2,000 square feet of heated floor area or 25% whichever is greater.
- ~~(b)(c)~~ In the HR-MU district the maximum size of the building footprint for any building containing any nonresidential uses shall not exceed 6,000 square feet.
- ~~(e)(d)~~ An undisturbed buffer, of no less than 30 feet, shall be maintained along the perimeter of the entire HR-MU district.
1. The buffer shall consist of existing vegetation and/or new plantings to meet the requirements in Section 15-307(1) for an Opaque Type A screen.
  2. This area shall remain undisturbed except for the removal of noxious weeds and trees determined to be diseased by a Certified Arborist, and the installation of new plantings as required by the standards for a Type A screen described in subsection (c)(1) above.
- ~~(d)(c)~~ Development within the HR-MU district shall be subject to the screening requirements of Section 15-306, to provide sufficient screening between uses, so long as a Type A screen is retained at the boundary line of any parcel in the HR-MU district where that parcel adjoins an adjacent property outside of the district.
- ~~(e)(f)~~ As set forth in the Table of Permissible Uses, Major Home Occupations are permissible only in the HR-R and HR-MU districts, subject to the following standards:
1. Must be conducted by a person who resides on the same lot.
  - ~~1-2.~~ Major Home Occupations shall only be located on lots a minimum of one acre in size.
  - ~~2-3.~~ No more than 50% of the heated square footage of the home shall be used for business purposes. This calculation does not include accessory structures in the total square footage calculation for the home; such structures shall be limited to a maximum size of 150% of the home, but in no case shall exceed 2,000 gross square feet.
  - ~~3-4.~~ The maximum number of trips per day to or from the business shall not exceed 50.
  - ~~4-5.~~ The on-premises sale and delivery of goods which are not produced on the premises is prohibited, except in the case of the delivery and sale of goods incidental to the provision of a service.
  - ~~5-6.~~ No more than three business-associated vehicles shall be parked on-site.

~~6-7.~~ Business-associated vehicles shall be limited to vehicles allowed under a Class C license.

~~7-8.~~ Parking for vehicles associated with the business, including employee and visitor vehicles shall be provided on-site, pursuant to the requirements in Section 15-291.

~~8-9.~~ If more than three parking spaces are provided for business-associated vehicles and / or employees and visitors, then the additional spaces above three must be screened by a Type A buffer.

~~9-10.~~ All business activities shall be a minimum of 60 feet from all lot lines or within a fully enclosed building.

~~10-11.~~ All noise, dust, vibration, odor, light, and glare-producing activities shall be located a minimum of 60 feet from all lot lines, and any activity that results in noise, vibration, dust, odor, light, or glare shall only occur between the hours of 8 AM and 6 PM.

~~11-12.~~ Any outdoor storage of materials, supplies, products, or machinery (excluding functional vehicles associated with the business) shall be screened with a Type A screen as described in LUO Section 15-307.

~~(f)(g)~~ Any Land Use Category 8.100 use located in the HR-MU district is limited to 1,000 square feet heated floor area and may only conduct business between the hours of 6 am and ~~29~~ pm.

~~(g)(h)~~ For proposed developments within the HR-MU, a phasing plan must be incorporated into the project which mandates that at least fifteen percent (15%) of the uses must be nonresidential and at least fifteen percent (15%) of the uses must be residential. The phasing plan must ensure that the nonresidential portions are completed prior to or in conjunction with the residential portions of each phase.

Section 5. Section 15-181 Minimum Lot Size Requirements, subsection (a) is revised with the addition of minimum lot size requirements for the HR-R and HR-MU zoning districts as follows:

<b><u>ZONE</u></b>	<b><u>MINIMUM SQUARE FEET</u></b>
HR-R	14, <del>520</del> <u>250</u>
HR-MU	7,500

Section 6. Section 15-182 Residential Density, subsection (a) is revised with the addition of residential density requirements for the HR-R and HR-MU zoning districts, as follows:

<b><u>ZONE</u></b>	<b><u>Minimum Square Feet Per Dwelling Unit, Multi-Family, Triplex and Duplex</u></b>
HR-R	14, <del>520</del> <u>250</u>
HR-MU	7,500

Section 7. Section 15-182.3 Residential Density of Major Developments in Certain Districts, subsection (a) is amended to read as follows:

- (a) Notwithstanding the provisions of Section 15-182, when any tract of land within the R-10, R-15, R-20, RR, HR-R, and HR-MU districts is developed under circumstances requiring the issuance of a special or conditional use permit, the maximum number of dwelling units that may be placed on that tract shall be determined in accordance with the provisions of this section.

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Section 87. Section 15-183 Minimum Lot Widths, subsection (b) is revised with the addition of minimum lot width requirements for the HR-R and HR-MU zoning districts, as follows:

<b><u>ZONE</u></b>	<b><u>Lot Width</u></b>
HR-R	100
HR-MU	50

Section 98. Subsection 15-184 Building Setback Requirements, subsection (a) is revised with the addition of setback requirements for the HR-R and HR-MU zoning districts, as follows:

<b><u>ZONE</u></b>	<b><u>Minimum Distance from Street Right of Way Line</u></b>		<b><u>Minimum Distance from Street Centerline</u></b>		<b><u>Minimum Distance from Lot Boundary Line</u></b>
	Building	Freestanding Sign	Building	Freestanding Sign	Building and Freestanding Sign
HR-R	50	20	70	50	20
HR-MU	50	20	70	50	30

Section 109. Subsection 15-185 (a) (1) is amended to read as follows:

- (1) No building in any of the following zoning districts may exceed a height of thirty-five feet: R-3, R-7.5, R-10, R-15, R-20, RR, C, B-5, M-2, WM-3, O, O/A, and HR-R.

Section 114. The table included in Subsection 15-185 (a) (2) is amended by the addition of information on the maximum building height for the HR-MU zoning district, as follows:

<b><u>ZONE</u></b>	<b><u>Maximum Height</u></b>
HR-MU	40'

Section 124. Article XVII Signs, Section 15-271 is amended by adding a new subsection (e) to read as follows:

- (e) Signs for home occupations and major home occupations shall be permitted subject to the following provisions:

1. A lot that houses a legally-established home-based occupation as an accessory use may have up to one wall-mounted sign with a maximum area of 4 square feet. In the HR-R and HR-MU districts, legally-established major home occupations may have up to one wall-mounted sign with a maximum area of 8 square feet.
2. Signs must be non-illuminated.
3. Signs shall comply with the standards of Sections 15-271, Permit Required for Signs, 15-275, Computation of Sign Area, and 15-282, Miscellaneous Requirements.

Section ~~1342~~. Subsection 15-291 Number of Parking Spaces Required, 185, subsection (g) is revised with the addition of parking standards for Use 1.350, Triplex, and 1.910, Major Home Occupations, as follows:

<u>USE</u>	<u>PART I.</u> <u>PARKING REQUIREMENT (EXCEPT AS NOTED IN PART</u> <u>II OF THIS TABLE</u>
1.350	2 spaces for each dwelling unit, except that one bedroom units require only one space
1.910	4 spaces for offices of physicians or dentists; 2 spaces for attorneys; 1 space for all others, plus one space for each non-resident employee

Section 14. Section 15-308, is amended by adding a new row to the Table of Screening Requirements for Use Category 1.350, Triplex, to match the requirements for Use Category 1.200 for Duplex.

Section 14. Subsection (d) of 15-147 (Use of the Designations Z, S, and C in Table of Permissible Uses) is amended to read as follows:

(d) Subject to Section 15-148, use of the designation "ZC" (which designation appears only under the zoning district columns applicable to the commercial, manufacturing and the HR-MU districts) means that a conditional use permit must be obtained if the development involves the construction of more than 3,000 square feet of new building gross floor area or the development is located on a lot of more than one acre, and a zoning permit must be obtained if the development involves the construction of 3,000 square feet or less of new building gross floor area and the development is located on a lot of one acre or less.

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Section ~~1315~~. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section ~~4416~~. This ordinance shall become effective upon adoption

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**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
<b>1.000 Residential</b>		
1.100 Single Family Residences		
1.110 Single Family Detached One Dwelling Unit Per Lot		
1.111 <u>Site Built/Modular</u>	Z	Z
1.112 <u>Class A Mobile Home</u>	Z	Z
1.113 <u>Class B Mobile Home</u>		
1.120 Single Family Detached More Than One Dwelling Unit Per Lot		
1.121 <u>Site Built/Modular</u>	*	*
1.122 <u>Class A Mobile Home</u>	*	*
1.123 <u>Class B Mobile Home</u>		
1.200 Two-Family Residences		
1.210 Two-Family Conversion	*	*
1.220 Primary Residence with <u>Accessory Apartment</u>	*	*
1.230 <u>Duplex</u>		
1.231 Maximum 20% units > 3 bedrms/du	*	*
1.232 <u>No bedroom limit</u>		
1.240 Two Family Apartment		
1.241 Maximum 20% units > 3 bedrms/du	*	*
1.242 <u>No bedroom limit</u>		
1.300 Multi-Family Residences		
1.310 <u>Multi-Family Conversion</u>		
1.320 <u>Multi-Family Townhomes</u>		
1.321 Maximum 20% units > 3 bedrms/du		*
1.322 <u>No bedroom limit</u>		
1.330 <u>Multi-Family Apartments</u>		
1.331 Maximum 20% units > 3 bedrms/du		
1.332 <u>No bedroom limit</u>		
1.340 <u>Single-Room Occupancy</u>		
1.350 Triplex	*	*
1.400 Group Homes		
1.410 Fraternities, Sororities, Dormitories and Similar <u>Housing</u>		
1.420 <u>Boarding Houses,</u> <u>Rooming Houses</u>		
1.430 <u>Adult Care Home, Class A</u>	Z	Z
1.440 <u>Adult Care Home, Class B</u>	S	S
1.450 <u>Child Care Home, Class A</u>	Z	Z
1.460 <u>Child Care Home, Class B</u>	S	S
1.470 <u>Maternity Home</u>	Z	Z



**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
1.480 Nursing Care Home	Z	Z
1.500 Temporary Residences		
1.510 Tourist Homes and other Temporary Residences Renting Rooms for Relatively Short Periods of Time		
1.600 Homes Emphasizing Services, Treatment or Supervision		
1.610 Temporary Homes for the Homeless		
1.620 Overnight Shelters for Homeless		
1.630 Senior Citizen Residential Complex		
<b>1.700</b>		
<b>1.800</b>		
1.900 Home Occupation	Z	Z
1.910 Major Home Occupation	Z	Z
<b>2.000 Sales and Rental of Goods, Merchandise and Equipment</b>		
2.100 No Storage or Display of Goods Outside Fully Enclosed Building		
2.110 High-Volume Traffic Generation		
2.111 ABC Stores		
2.112 Specialty High Volume Retail		
2.120 Low-Volume Traffic Generation		
2.130 Wholesale Sales		
2.140 Drive-In Windows		
2.150 Retail Sales with Subordinate Manufacturing and Processing		
2.200 Display of Goods Outside Fully Enclosed Building		
2.210 High-Volume Traffic Generation		
2.220 Low-Volume Traffic Generation		
2.230 Wholesale Sales		
2.240 Drive-In Windows		
2.300 Storage of goods outside fully enclosed building		
2.310 High-volume traffic generation		
2.320 Low-volume traffic		
2.330 Wholesale Sales		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
2.340 Drive-in Windows		
<b>3.000 Office, Clerical, Research and Services Not Primarily Related to Goods or Merchandise</b>		
3.100 All operations conducted entirely Within Fully Enclosed Building		
3.110 Operations designed to attract and serve customers or clients on the premises, such as the office of attorneys, physicians, other professions, insurance and stock brokers, travel agents, government office buildings, etc.		ZC
3.120 Operations designed to attract little or no customer or client traffic other than employees of the entity operating the principal use		ZC
3.130 Office or clinics of physicians or dentists with not more than 10,000 square feet of gross floor area		ZC
3.140 Watershed research		
3.150 Copy Centers/Printing Operations		ZC
3.200 Operations conducted within or outside fully enclosed buildings		
3.210 Operations designed to affect and serve customers or clients on the premises		
3.220 Operations designed to attract little or no customer or client traffic other than employees of the entity operating the principal use		
3.230 Banks with drive-in window		
3.240 Watershed research		
3.250 Automatic Teller Machine, Freestanding		
3.260 Social Service Provider with Dining		
<b>4.000 Manufacturing, Processing, Creating, Repairing, Renovating, Painting, Cleaning, Assembling of Goods,</b>		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION		HR-R	HR-MU
<b>Merchandise and Equipment</b>			
4.100 All operations conducted entirely within fully enclosed buildings			C
4.200 Operations conducted within or outside fully enclosed buildings			
<b>5.000 Educational, Cultural, Religious, Philanthropic, Social, Fraternal Uses</b>			
5.100 Schools			
5.110 Elementary and secondary (including associated grounds and athletic and other facilities)	C	C	
5.120 Trade or vocational school			
5.130 College			
5.200 Churches, synagogues and temples (including associated residential structures for religious personnel and associated buildings but not including elementary school buildings) school or secondary	ZS	ZS	
5.300 Libraries, museums, art galleries, art centers and similar uses (including associated educational and instructional activities)			
5.310 Located within a building designed and previously occupied as a residence or within a building having a gross floor area not in excess of 3,500 square feet			
5.320 Located within any permissible structures			
5.400 Social, fraternal clubs and lodges, union halls, and similar uses			
<b>6.000 Recreation, Amusement, Entertainment</b>			
6.100 Activity conducted entirely within building or substantial structure			
6.110 Bowling alley, skating rinks, indoor tennis and squash courts, billiards and pool halls, indoor athletic and exercise facilities and similar uses.			
6.120 Movie Theaters			
6.121 Seating capacity of			

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
not more than 300		
6.122 Unlimited Seating Capacity		
6.130 Coliseums, stadiums, and all other facilities listed in the 6.100 classification designed to seat or accommodate simultaneously more than 1000 people		
6.140 Community Center--a Town sponsored, non-profit indoor facility providing for one or several of various type of recreational uses. Facilities in a Community Center may include, but are not limited to gymnasias, swimming pools, indoor court areas, meeting/activity rooms, and other similar uses		
6.150 Electronic Gaming Operations		
6.200 Activity conducted primarily outside enclosed buildings or structures.		
6.210 Outdoor recreational facilities developed on private lands, without Town sponsorship or investment, such as golf and country clubs, swimming or tennis clubs, etc. and not constructed pursuant to a permit authorizing the construction of a residential development.		
6.220 Outdoor recreational facilities developed on public lands, or on private lands with swimming pools, parks, etc., not constructed pursuant to a permit authorizing the construction of another use such as a school		
6.221 Town of Carrboro owned and operated facilities.		
6.222 Facilities owned and operated by public entities other than the Town of Carrboro		
6.230 Golf driving ranges not accessory to golf course, par 3 golf courses, miniature golf course, skateboard parks,		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
<u>water slides, and similar uses.</u>		
6.240 Horseback riding stables (not constructed pursuant to permit authorizing residential development)		
6.250 Automobile and motorcycle racing tracks		
6.260 Drive-in Movie Theaters		
<b>7.000 Institutional Residence or Care of Confinement Facilities</b>		
7.100 Hospitals, clinics, other medical (including mental health) treatment facilities in excess of 10,000 square feet of floor area		
7.200 Nursing care institutions, intermediate care institutions, handicapped, aged or infirm institutions, child care institutions		
7.300 Institutions (other than halfway houses) where mentally ill persons are confined		
7.400 Penal and Correctional Facilities		
<b>8.000 Restaurants (including food delivery services), Bars, Night Clubs</b>		
8.100 Restaurant with none of the features listed in use classification below as its primary activity		Z
8.200 Outside Service or Consumption		
8.300 Drive-in (service to and consumption in vehicle on premises)		
8.400 Drive Through Windows (service directly to vehicles primarily for off-premises consumption)		
8.500 Carry Out Service (food picked up inside of off-premises consumption)		
8.600 Food Delivery		
8.700 Mobile prepared food vendors		
<b>9.000 Motor Vehicle-Related Sales and Service Operations</b>		
9.100 Motor vehicle sales or rental of sales and service		
9.200 Automobile service stations		
9.300 Gas sales operations		
9.400 Automobile repair shop or body shop		
9.500 Car wash		
<b>10.000 Storage and Parking</b>		
10.100 Independent automobile parking lots or garages		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION		HR-R	HR-MU
10.200	Storage of goods not related to sale or uses of those goods on the same lot where they are stored		
10.210	All storage within completely enclosed structures		
10.220	Storage inside or outside completely enclosed structures		
10.300	Parking of vehicles or storage of equipment outside enclosed structures where: (i) vehicles or equipment are owned and used by the person making use of the lot, and (ii) parking or storage is more than a minor and incidental part of the overall use made of the lot		
<b>11.000</b>	<b>Scrap Materials Salvage Yards, Junkyards, Automobile Graveyards</b>		
<b>12.000</b>	<b>Services and Enterprises Related to Animals</b>		
12.100	Veterinarian		
12.200	Kennel		
<b>13.000</b>	<b>Emergency Services</b>		
13.100	Police Stations		
13.200	Fire Stations		
13.300	Rescue Squad, Ambulance Service		
13.400	Civil Defense Operation		
<b>14.000</b>	<b>Agricultural, Silvicultural, Mining, Quarrying Operations</b>		
14.100	Agricultural operations, farming		
14.110	Excluding livestock		
14.120	Including livestock		
14.200	Silvicultural operations		
14.300	Mining or quarrying operations, including on-site sales of products		
14.400	Reclamation landfill		
<b>15.000</b>	<b>Miscellaneous Public and Semi-Public Facilities</b>		
15.100	Post Office		
15.200	Airport		
15.300	Sanitary landfill		
15.400	Military reserve, National Guard centers		
15.500	Recycling materials collection operations		
15.510	Using collection facilities other than motor vehicles		
15.520	Aluminum recycling using motor vehicles		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
15.600 Public utility service complex		
15.700 Cable Television Signal Distribution Center		
15.750 Data Service Provider Facility		
15.800 Town-owned and/or Operated Facilities and Services		
15.810 Town-owned and/or Operated Public Parking Lot		
15.820 All other town-owned and/or operated facilities and services		
<b>16.000 Dry Cleaner, Laundromat</b>		
16.100 With drive-in windows		
16.200 Without drive-in windows		
<b>17.000 Utility Facilities</b>		
17.100 Neighborhood		
17.200 Community or regional		
17.300 Cable Television Satellite Station		
17.400 Underground Utility Lines		
17.410 Electric Power Lines & Gas Lines		
17.420 Other Underground Lines		
17.500 Solar Array		
17.501 Solar Array Facility, Level 1		
17.502 Solar Array Facility, Level 2		
17.503 Solar Array Facility, Level 3		
<b>18.000 Towers and Related Structures</b>		
18.100 Towers and antennas fifty feet tall or less	Z	Z
18.200 Towers and antennas attached thereto that exceed 50 feet in height, and that are not regarded as accessory to residential users under 15-150(c)(5)		
18.300 Antennas exceeding 50 feet in height attached to structures other than towers, [other than accessory uses under 15-150(c)(5)]		
18.400 Publicly-owned towers and antennas of all sizes that are used in the provision of public safety services		
<b>19.000 Open Air Markets and Horticultural Sales</b>		
19.100 Open air markets (farm and craft markets, flea markets, produce markets)		
19.200 Horticultural sales with outdoor display		
19.300 Seasonal Christmas or pumpkin sales		
<b>20.000 Funeral Homes</b>		

**Exhibit 'A' - Table of Permissible Uses**  
**Historic Rogers Road zoning districts additions**  
**6-18-19**

DESCRIPTION	HR-R	HR-MU
<b>21.000 Cemetery and Crematorium</b>		
21.100 Town-owned cemetery		
21.200 All other cemeteries		
21.300 Crematorium		
<b>22.000 Day Care</b>		
22.100 Child Day Care Home	Z	Z
22.200 Child Day Care Facility	S	S
22.300 Senior Citizens Day Care, Class A	S	S
22.400 Senior Citizens Day Care, Class B	S	S
<b>23.000 Temporary structure or parking lots used in connection with the construction of a permanent building or for some non-recurring purpose</b>		
23.100 Temporary structures located on same lot as activity generating need for structure	Z	Z
23.200 Temporary parking facilities located on or off-site of activity generating need for parking		
<b>24.000 Bus Station</b>		
<b>25.000 Commercial Greenhouse Operations</b>		
25.100 No on-premises sales		
25.200 On-premises sales permitted		
<b>26.000 Subdivisions</b>		
26.100 Major	SC	SC
26.200 Minor	Z	Z
<b>27.000 Combination Uses</b>	*	*
<b>28.000 Planned Unit Developments</b>		
<b>29.000 Special Events</b>	C	C
<b>30.000 Planned Industrial Development</b>		
<b>31.000 Off-Premises Signs</b>		
<b>32.000 Village Mixed Use Development</b>		
<b>33.000 Office/Assembly Planned Development</b>		
<b>34.000 Temporary Lodging</b>		
34.100 Hotels and Motels		
34.200 Bed and Breakfast	S	S





TOWN OF CARRBORO  
NORTH CAROLINA

TRANSMITTAL

PLANNING DEPARTMENT

DELIVERED VIA: ☒ HAND ☐ MAIL ☒ FAX ☐ EMAIL

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

From: Tina Moon, Planning Administrator & Marty Roupe, Development Review Administrator

Date: June 14, 2019

:

Subject: Responses to May 21<sup>st</sup> Questions about Historic Rogers Road Neighborhood Draft Zoning Concepts

At the May 21<sup>st</sup> Board of Aldermen meeting, discussion and deliberation on the draft text amendments for the Historic Rogers Road Neighborhood continued, and the Board requested follow up information on a couple of questions, along with an updated map showing the broader study area including Carrboro and Chapel Hill. The purpose of this memorandum is to provide that information. The memo is organized with a short description of the question or comment followed by a response.

1. The draft ordinance includes a size limit for residential uses in both districts but does not include a size limit for non-residential buildings  
*Response: New language has been added to limit the size of non-residential accessory buildings (for home occupations) to a 6,000 square foot, foot print, the approximate size of the Oasis of Love Tabernacle on Rogers Road.*
2. Some of the larger parcels seem to be land-locked, how does that affect their development potential?  
*Response: Standard land use planning options are available to allow for development on the few parcels without direct access to Rogers Road. These include recombination, combining lots to create larger unified development projects or establishing access easements.*
3. Is there a way to ensure that the mixed-use parcels will be developed as a single project, such as an overlay district?  
*Response: Opportunities for developing the eight parcels identified for the HR-MU District as a unified development could occur organically under the proposed text amendment and associated rezoning with an owner initiated application for a single project on the whole site. Other options to encourage that the eight parcels would be developed as part of a single project could include: revising the draft amendment such that the entire 30-parcel area would be rezoned from RR to HR-R and an applicant*

*would have to subsequently seek a rezoning to change the zoning from HR-R to HR-MU district. The Town could also modify the draft amendment to change the proposed HR-MU district from a general district to a conditional district, which would require an applicant to bring in a site-specific development proposal for consideration and adoption. The latter two options, however, are less consistent with the Mapping Our Community's Future document than the current version.*

4. Does one have to be the property owner to establish a home occupation?

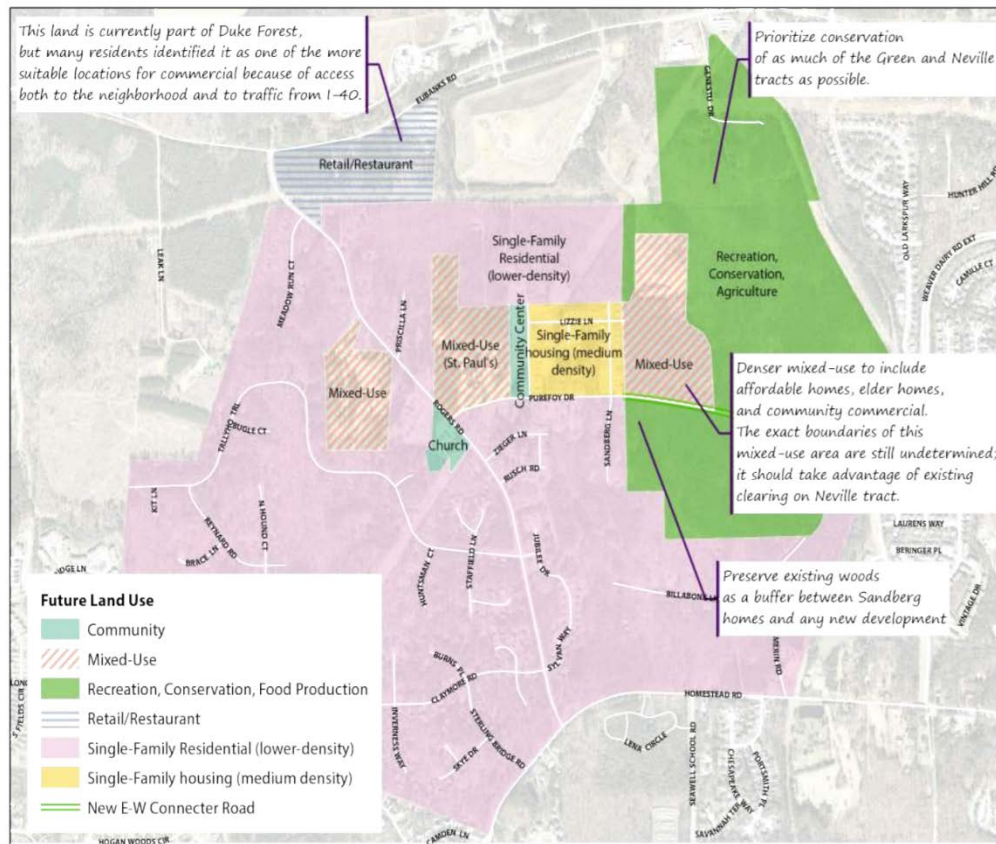
*Response: To operate a home occupation or major home occupation one would have to reside on the property; he or she could own or rent the property.*

5. Are there ways to restrict restaurant uses?

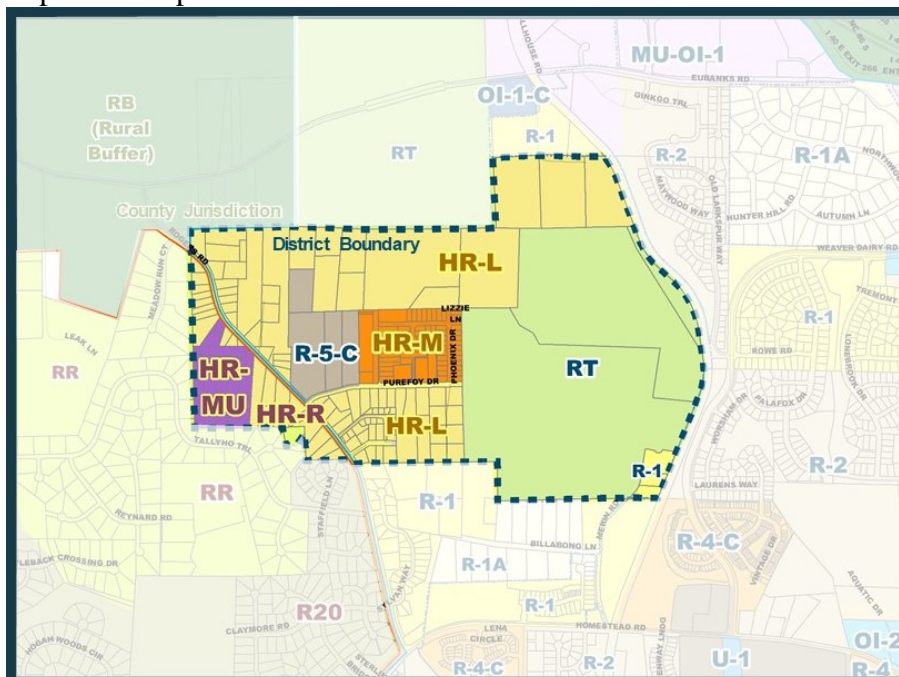
*Response: Staff has heard interest in a coffee house as a potential use, but has also received concerns with regard to the potential sale of alcohol as well as uses that were more in line with a bar or nightclub rather than a restaurant. The revised ordinance contains new language limiting the hours of operation to 6:00 AM to 2:00 PM and building square footage to a maximum of 1000 square feet with the idea that certain performance standards relating to size and particular, hours of operation would help attract a small-scale breakfast/lunch type establishment which seems in keeping with the interests of the community. A follow up with neighborhood representatives, however, has indicated that the 2:00 PM closing time may be too limiting and that the original 9:00 PM closing time may be more in keeping with their interests.*

6. Maps showing the extent of the study area and the proposed zoning districts for Carrboro and Chapel Hill is provided below. Staff will provide a comparison of the home occupation standards for Carrboro and Chapel Hill at the meeting.
7. A map showing the area where residents can request Orange County Environmental Health Department wells and septic system inspections is also provided.

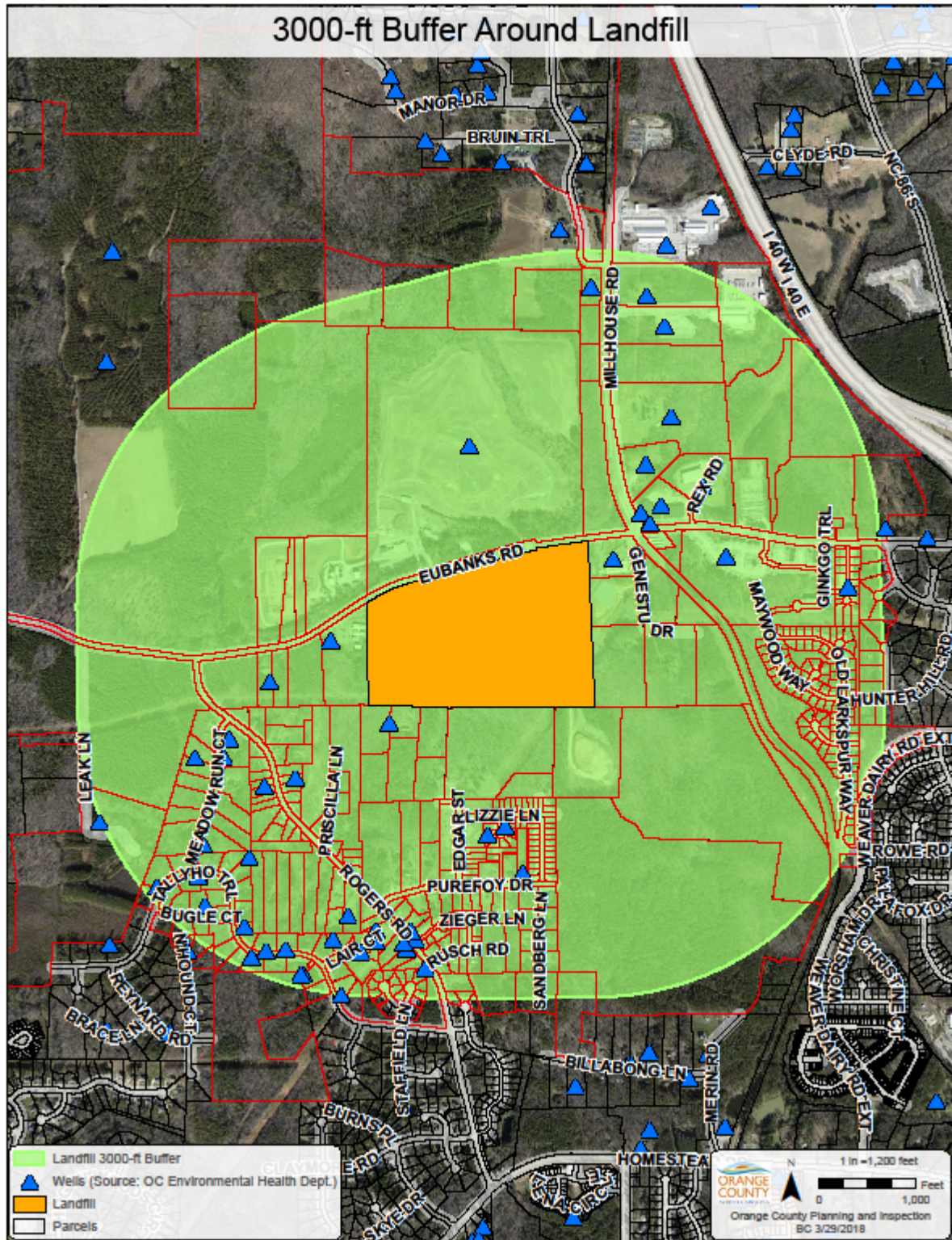
The map of the greater planning area (shown below) includes three areas for mixed-use (a combination of residential and non-residential uses).



The map below, shows the study area including Carrboro and Chapel Hill with the proposed new zoning districts applied. The area to the west (left) of Rogers Road is in Carrboro's jurisdiction. The area to the east (right) is in Chapel Hill. The Greene Tract properties (labeled as RT) will be discussed as part of a separate effort.







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

WHEREAS, an amendment to the map of the Carrboro Land Use Ordinance has been proposed, which amendment is described or identified as follows: AN ORDINANCE AMENDING THE CARRBORO ZONING MAP TO REZONE APPROXIMATELY 30 PARCELS OF LAND KNOWN AS THE HISTORIC ROGERS ROAD NEIGHBORHOOD FROM R-R TO HR-R AND HR-MU.

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

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

\_\_\_\_\_ *Consistent* with current adopted plans including provisions in *Carrboro Vision2020* to promote diverse housing options with regard to type and size, the *Facilitated Small Area Plan for Carrboro's Northern Study Area* to allow for opportunities for commercial uses at a community-scale, and the four principles of the "Rogers Road: Mapping our Community's Future" report.

\_\_\_\_\_ *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 map amendment prepared in response to a community initiative with public comment from the affected residents, and allows development in accordance with the Town's zoning requirements 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 18<sup>th</sup> day of June 2019.

AN ORDINANCE AMENDING THE CARRBORO ZONING MAP TO REZONE APPROXIMATELY 30 PARCELS OF LAND KNOWN AS THE HISTORIC ROGERS ROAD NEIGHBORHOOD FROM R-R TO HR-R AND HR-MU

**\*\*DRAFT 5-17-2019\*\***

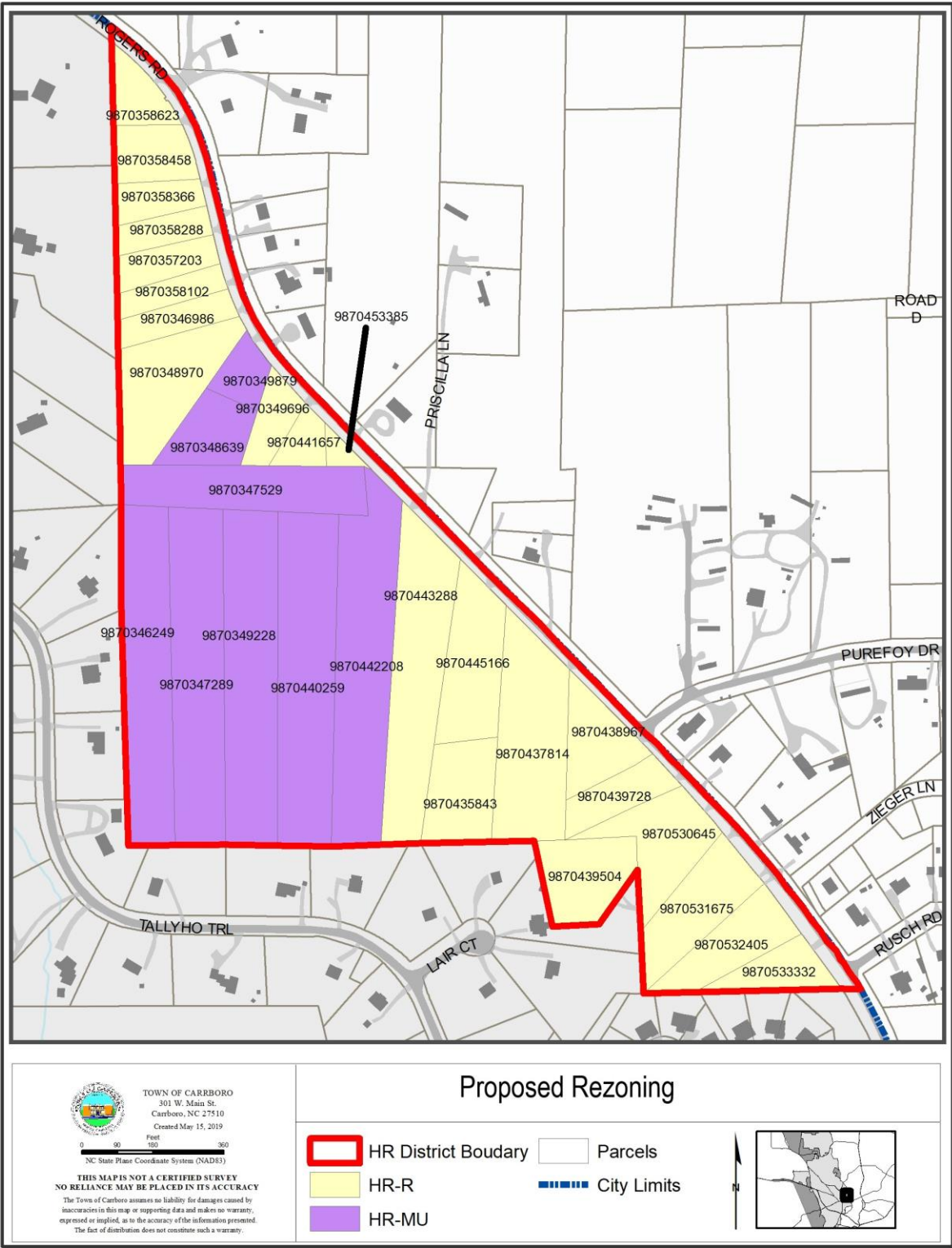
THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

SECTION 1. The Official Zoning Map of the Town of Carrboro is hereby amended as follows:

That property being described on Orange County Tax Maps by parcel identification numbers shown below shall be rezoned as noted in the following table (as shown on the attached map), and the Official Zoning Map shall be modified accordingly:

PIN	SITEADDRESS	OwnerName	OwnerName2	Proposed District
9870349898	7803 ROGERS RD	ALLEN JAMES M		HR-R
9870441857	7805 ROGERS RD	ALLEN JAMES M		HR-R
9870435843	7915 ROGERS RD	ANDERSON GWENDOLYN		HR-R
9870358458	7819 ROGERS RD	BROWN LILLIE M		HR-R
9870348970	7721 ROGERS RD	CANTO HERMELINDA J	CANTO ALICIA J	HR-R
9870357203	7709 ROGERS RD	CHUSINO LUIS A		HR-R
9870532405	8015 ROGERS RD	DONG KUN C	THEIN MIKYIN	HR-R
9870438987	8003 ROGERS RD	FAITH TABERNACLE OASIS O		HR-R
9870439504	8011 ROGERS RD	FAITH TABERNACLE OASIS O		HR-R
9870439728	8005 ROGERS RD	FAITH TABERNACLE OASIS O		HR-R
9870530845	8009 ROGERS RD	FAITH TABERNACLE OASIS O		HR-R
9870358388	7705 ROGERS RD	MAXWELL LAUREN		HR-R
9870443288	7821 ROGERS RD	NICKENS ALLONIOUS		HR-R
9870531875	8013 ROGERS RD	PURDIE SHIRLEY W TRUSTEE		HR-R
9870348988	7719 ROGERS RD	RIVAS ZOILA I		HR-R
9870445188	7907 ROGERS RD	ROGERS BETTIE D		HR-R
9870437814	7917 ROGERS RD	ROGERS LEAH HRS		HR-R
9870453385	7750 ROGERS RD	ROGERS LEAH HRS		HR-R
9870358102	7715 ROGERS RD	STEWART JACQUELINE	STEWART JAMES E	HR-R
9870358823	7819 ROGERS RD	STREET CHARLES	BROWN LILLIE M	HR-R
9870358288	7707 ROGERS RD	THOMPSON SHARON R ETAL	THOMPSON GEORGETTE L	HR-R
9870533332	8017 ROGERS RD	WORKMAN BENAVIDES PART		HR-R
9870346249	7723 ROGERS RD	BUDDHA LLC		HR-MU
9870347289	7727 ROGERS RD	BUDDHA LLC		HR-MU
9870347529	7729 ROGERS RD	BUDDHA LLC		HR-MU
9870348639	7733 ROGERS RD	BUDDHA LLC		HR-MU
9870349228	7811 ROGERS RD	BUDDHA LLC		HR-MU
9870349879	7731 ROGERS RD	BUDDHA LLC		HR-MU
9870440259	7815 ROGERS RD	BUDDHA LLC		HR-MU
9870442208	7817 ROGERS RD	BUDDHA LLC		HR-MU





SECTION 2. All provisions of any Town ordinance in conflict with this ordinance are repealed.

SECTION 3. This ordinance shall become effective upon adoption.





## TOWN OF CARRBORO

NORTH CAROLINA

### TRANSMITTAL

### PLANNING DEPARTMENT

**DELIVERED VIA:** ☒ *HAND* ☐ *MAIL* ☒ *FAX* ☐ *EMAIL*

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

**From:** Tina Moon, Planning Administrator

**Date:** June 13, 2019

**Subject:** Rezoning Proposal – Historic Rogers Road

### **BACKGROUND**

During that last four months, the Board of Aldermen has received four presentations from Renaissance Planning and Town staff regarding the collaborative effort of the Town of Chapel Hill and the Town of Carrboro to implement the vision of the residents of the Historic Rogers Road neighborhood, as expressed through the *Mapping our Community's Future* report. (<http://www.townofcarrboro.org/DocumentCenter/View/5936/Mapping-Our-Communitys-Future-Report>) The presentations and subsequent discussions have focused on the series of community workshops where different land use planning and zoning concepts have been discussed for resident input and consideration as ways to help realize the guiding principles expressed in the report:

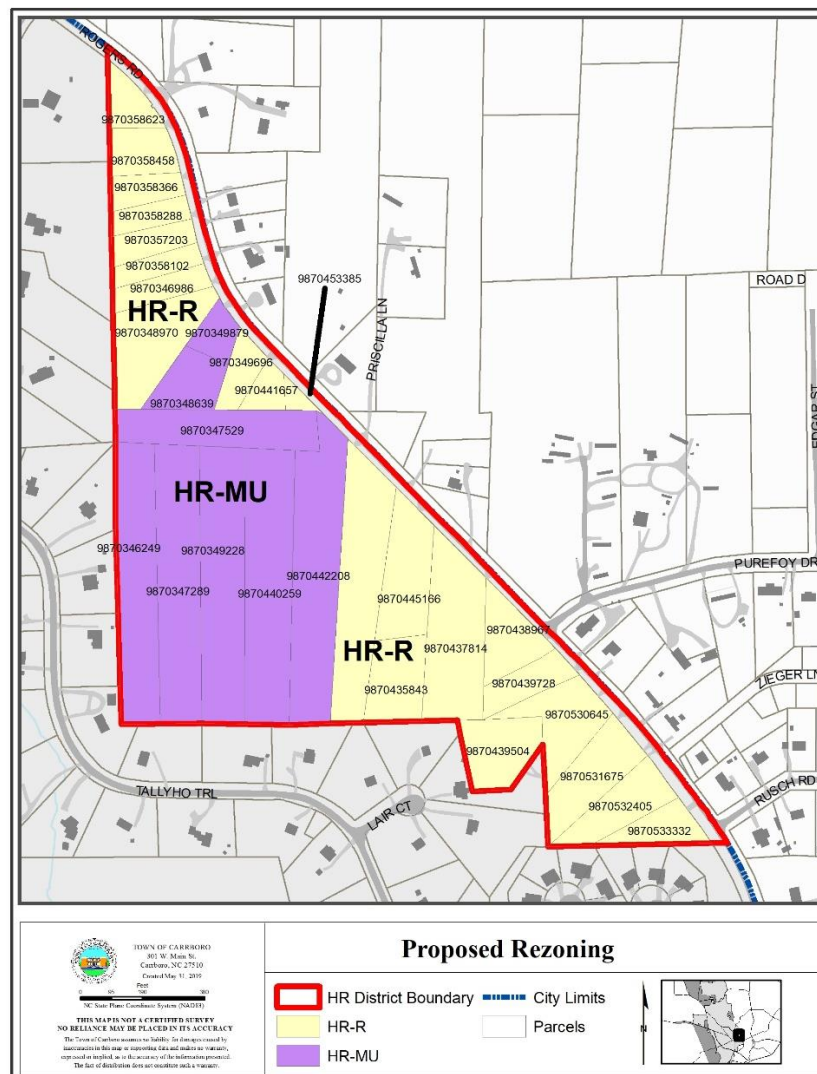
- Retains families who have lived here for decades/generations
- Connects us with each other and the larger community
- Preserves socioeconomic & cultural diversity for the future
- Respects the physical/natural character of the neighborhood.

The Historic Rogers Road neighborhood extends across the boundary between the Town of Carrboro and the Town of Chapel Hill. The April 23<sup>rd</sup> public hearing included a review of a draft ordinance for land use text amendments which would apply to the thirty properties in Carrboro's portion section of the neighborhood. Staff from the Town of Chapel Hill have been preparing a similar draft ordinance which would apply to those properties in Chapel Hill's jurisdiction. Both jurisdictions have been working to make the ordinances as similar as possible to maintain the overall neighborhood cohesiveness while still meeting the individual requirements of each municipality's land use plan and zoning regulations.

The Carrboro ordinance if adopted, would establish two new districts (HR-R and HR-MU), with provisions for slightly higher density, expanded home occupation choices, and, for those parcels

identified for HR-MU, opportunities for flex space and office uses. These more intensive non-residential uses permitted for the HR-MU parcels would be subject to the appropriate land use permit (Z/SUP/CUP) as identified in the Table of Permissible Uses as well as all other relevant Land Use Ordinance provisions, including stormwater management.

An updated version of the draft ordinance for the Town of Carrboro was presented to the Board of Aldermen on May 21, 2019. (Agenda materials and discussion at the following link: <https://carrboro.legistar.com/MeetingDetail.aspx?ID=678580&GUID=7D464B79-950E-4FC9-B0D3-0F02D6E9771F&Options=&Search=>) The Board is scheduled to continue its discussion and deliberation on the draft ordinance for the text amendments at the meeting on June 18<sup>th</sup>, as part of a separate agenda item, and subject to the outcome of that item will consider, as a separate matter, a map amendment to rezone the thirty parcels in Carrboro's jurisdiction to either HR-R or HR-MU as shown on the map below.



## **ZONING OVERVIEW**

Section 15-320 of the Land Use Ordinance (LUO) separates zoning map amendments into two categories--major and minor on basis of the number of lots involved and the amount of acreage. A major map amendment, described in subsection (b) involves a change in the zoning district classification of five or more tracts of land in separate ownership or any parcel of land (regardless of the number of lots or owners) in excess of fifty acres. As such, this particular request is classified as a “major map amendment.”

## **PETITIONERS**

The proposed rezoning for the Historic Rogers Road neighborhood and associated text amendment was initiated by town staff under the direction of the Board of Aldermen, per Section 15-321. A public hearing is anticipated to be set for June 18, 2019, to receive public comment on the proposed changes.

## **OWNERS**

A list of owners is included in the draft ordinance (Attachment B).

## **DESCRIPTION OF THE AREA**

The thirty properties subject to the rezoning are located along the southeastern side of Rogers Road, extending north from Rusch Road to a point just south of Meadow Run Court. The area is currently zoned RR (Rural Residential, residential, one acre per dwelling unit). Fourteen lots contain one house, three lots contain two houses, and four properties are owned by churches. In almost all cases the existing buildings are set back from Rogers Road farther than the 40 feet required by the LUO for the Rural Residential District creating a more rural setting.

Surrounding properties include the Meadow Run and Fox Meadows subdivisions to the west, zoned Rural Residential and the Highlands North subdivision to the south, zoned R-20 (residential, 20,000 square feet per dwelling unit). Property to the east of Rogers Road is in the Town of Chapel Hill’s jurisdiction. The subject area is shown in the vicinity map below.

A comparison of the density and dimensional requirements between the existing (RR) and proposed zoning districts (HR-R and HR-MU) is also provided in the following table, and offers a sense of the potential development impact on adjacent properties, should the zoning change occur. It should be noted that the draft text amendment includes a requirement to retain existing landscaping or to plant new trees so as to provide a 30-foot Type A screen along the perimeter of the entire HR-MU district.

The proposed new zoning districts Rogers Road-Residential and Historic Rogers Road-Mixed Use, if established, would only be available for the thirty properties in the Carrboro portion of the Historic Rogers Road neighborhood. The map amendment, if adopted, would rezone, twenty-two parcels from Rural Residential (Rural Residential, one acre per dwelling unit) to HR-R (Historic Rogers Road-Residential, 14,520 square feet per dwelling unit) and eight parcels from Rural Residential (Rural Residential, one acre per dwelling unit) to HR-MU (Historic Rogers Road-Mixed Use, 7,500 square feet per dwelling unit). Home occupations and the major home occupations would be allowed in both new districts. The more intensive mixed-uses such as live-work space, office space and other types of flex space would only be allowed in the HR-MU District. As currently proposed, the HR-MU district would allow just under six dwelling units per acre, with the opportunity to increase the density to about eight dwelling units per acre using the density bonus provisions in the LUO.

	<b>Surrounding Zoning – R-20</b>	<b>Existing &amp; Surrounding Zoning - RR</b>	<b>Proposed Zoning – HR-R</b>	<b>Proposed Zoning – HR-MU</b>
<b>Density</b>	20,00 per dwelling unit	43,560 per dwelling unit	14,520 per dwelling unit	7,500 per dwelling unit
<b>Height</b>	35 feet	35 feet	35 feet	40 feet*
<b>Setbacks</b>	40/20 r/w; 20 lot boundary	40/20 r/w; 20 lot boundary	50/20 r/w; 20 lot boundary	50/20 r/w; 30 lot boundary

## **COMPARISON OF ZONES**

Existing Residential District. RR is a residential district with a minimum lot size/density requirement of one acre (43,560 square feet) per dwelling unit. Permitted uses in the RR district include a range of residential activities, civic, community, recreational, utility uses, and day cares and are allowed subject to the appropriate land use permit (zoning permit, special use permit or conditional use permit)..

Proposed Residential District. The HR-R zoning district is designed to protect and preserve the character of existing lower-density areas (minimum lot size 14,520 square feet, or no more than three lots per acre) within the neighborhood while providing for compatible new development, including new housing choice options, and increased home occupation opportunities for residents

Proposed Mixed Use District. The HR-MU district is designed to provide for a broader range of housing and employment options by concentrating new development into nodes which will balance providing areas for desired new uses while protecting the overall neighborhood character. Uses appropriate in the HR-MU district include live-work units, flex space, and low-intensity neighborhood-serving establishments such as healthcare, assisted living, elder care, child care, and recreation facilities.

A comparison of permitted uses in the zoning districts is summarized in the table below. It is important to note that a number of non-residential uses are allowed in the existing RR Zoning District, including the opportunity for multi-family residential uses that would not be allowed in either of the potential new districts: HR-R or HR-MU as currently proposed. For example libraries, indoor and outdoor recreation facilities, certain institutions such as hospitals, kennels, emergency services, public facilities such as a post office, cemetery/crematorium, etc. The key potential new uses for the HR districts would include major home occupations, and for the HR-MU parcels some office/flex space and possibly a restaurant.

<b>General Use Category</b>	<b>Number of Uses Permitted in RR District</b>	<b>Number of Uses Permitted in Proposed HR-R District</b>	<b>Number of Uses Permitted in Proposed HR-MU District</b>	<b>Change in Uses Permitted HR-R/HR- MU</b>
Residential (1.000)	25	17	18	<b>-8/7</b>
Sales and Rental of Goods (2.000)	3	3	3	<b>0</b>
Office, Clerical, Research (3.000)	1	0	4	<b>-1/+3</b>
Manufacturing, Processing, Creating, Repairing, Renovating, Painting, Cleaning, Assembling of Goods, Merchandise and Equipment(4)	0	0	1	<b>0/+1</b>
Educational, Cultural, Religious, Philanthropic, Social (5.000)	4	2	2	<b>-2/-2</b>
Recreation (6.000)	5	0	0	<b>-5/-5</b>
Institutional Residence or Care of Confinement Facilities (7.000)	1	0	0	<b>-1/-1</b>
Restaurant, Bar, Nightclub (8.000)	0	0	1	<b>0/+1</b>
Motor Vehicle-related (9.000)	0	0	0	<b>0/0</b>
Storage and Parking (10.000)	0	0	0	<b>0/0</b>

General Use Category	Number of Uses Permitted in RR District	Number of Uses Permitted in Proposed HR-R District	Number of Uses Permitted in Proposed HR-MU District	Change in Uses Permitted HR-R/HR- MU
Scrap Materials Salvage Yards, Junkyards, Automobile Graveyards (11.000)	0	0	0	0
Services and Enterprises Related to Animals (12.000)	2	0	0	-2/-2
Emergency Services (13.000)	4	0	0	-4/-4
Agricultural, Silvicultural, Mining, Quarrying (14.000)	4	0	0	-4/-4
Public/Semi-public Utility Facilities (15.000)	3	0	0	-3/-3
Dry Cleaner, Laundromat (16.000)	0	0	0	0/0
Utility Facilities (17.000)	7	0	0	-7/-7
Towers and Related Structures (18.000)	3	1	1	-2/-2
Open Air Markets, Horticultural Sales (19.000)	0	0	0	0/0
Funeral Home (20.000)	0	0	0	0/0
Cemetery (21.000)	2	0	0	-2/-2
Day Care (22.000)	4	4	4	0/0
Temporary Structure or Parking (23.000)	1	1	1	0/0
Commercial Greenhouses (25.000)	2	0	0	-2/-2
Subdivisions (26.000)	2	2	2	0/0
Combination Uses (27.000)	1	1	1	0/0
Planned Unit Developments (28.000)	0	0	0	0/0*
Special Events (29.000)	1	1	1	0/0
Planned Industrial Development(30.000)	0	0	0	0/0*
Off-Premises Signs (31.000)	0	0	0	0
Village Mixed Use (32.000)	0	0	0	0/0*
Office/Assembly Planned Development (33.000)	0	0	0	0/0*
Temporary Lodging (34.000)	1	1	1	0/0
<b>Comparison of the Number of Uses, by General Category, in Existing and Proposed Zoning Districts.</b>				

\* Permissible only in Planned Unit Development District, Planned Industrial Development, Village Mixed Use District, or Office/Assembly Planned Development (respectively) and subject to a conditional use permit.

## **CONSIDERATIONS**

### **Relevant Ordinance Provision**

Section 15-322 of the LUO describes advisory board review of rezoning requests. The Planning Board is required to:

- 1) comment on whether the proposed amendment is consistent with the Land Use Plan, Thoroughfare Plan, or other applicable plans officially adopted by the Board of Aldermen.
- 2) provide a written recommendation to the Board of Aldermen that addresses plan consistency and other matters as deemed appropriate by the planning board. If no written report is received from the planning board within 30 days of referral of the amendment to that board, the Board of Aldermen may proceed in its consideration of the amendment without the

planning board report. A recommendation template has been provided to facilitate the preparation of formal comments (Attachment B).

In addition, per Section 15-322, advisory board members shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

Section 15-325 of the LUO specifies that when considering a rezoning, the central issue before the Board of Aldermen is “whether the proposed amendment advances the public health, safety or welfare.” The Board of Aldermen is obligated to consider the impact of the proposed change on the public at large. Summary comments are offered below. Staff will continue to consider the policy issues surrounding this rezoning and may update these comments in the final report prepared for public hearing.

### Policy Analysis

Carrboro Vision2020 presents the policies that are expected to guide the Town’s growth and development through the year 2020. Staff has identified the following sections of Carrboro Vision2020 that pertain to the rezoning:

- Town policies acknowledge an interest and need for guiding development—new development, redevelopment and infill development--in a manner that respects the character of existing neighborhoods.
- Town policies speak to providing housing of a variety of styles, sizes and pricing, including mixed-use development, communal living options, and housing to accommodate senior citizens and to allow them to interact fully with the larger community.
- The specific requirements in the proposed districts have been developed based on the dimensions of existing buildings in the Historic Rogers Road neighborhood, and are designed to ensure that future buildings retain the same or similar size and scale.
- Additional refinements to the proposed districts may be necessary to guide compatible new construction while retaining property rights.
- Rogers Road: Mapping our Community’s Future, encourages the use of a grass roots, or “community-first” approach toward planning and the support of the document’s four guiding principles.
- Facilitated Small Area Plan for Carrboro’s Northern Study Area speaks to opportunities for commercial uses at a community scale and supports efforts to respect the Historic Rogers Road neighborhood as single cohesive community rather than one divided by two jurisdictions.

**ACTION REQUESTED**

Staff recommends that the Board consider whether to adopt the draft ordinance provided (as Attachment B) to rezone thirty parcels in the Historic Rogers Road neighborhood from Rural Residential to either Historic Rogers Road-Residential or from Rural Residential to Historic Rogers Road-Mixed Use.

Relevant excerpts from the Land Use Ordinance, including information relating to the Rural Residential Zoning District are attached below. Information relating to the proposed new zoning districts: HR-R and HR-MU is provided in the draft text amendment included as part of the separate agenda item #19-217.





# TOWN OF CARRBORO

NORTH CAROLINA

## PLANNING DEPARTMENT

**TO:** Property Owners and Residents

**FROM:** Christina R. Moon, Planning Administrator

**DATE:** June 1, 2019

### **PUBLIC NOTICE: Proposed Rezoning of Properties in the Historic Rogers Road Neighborhood**

You are receiving this letter because your property or residence is within 1,000 feet of property under consideration for rezoning.

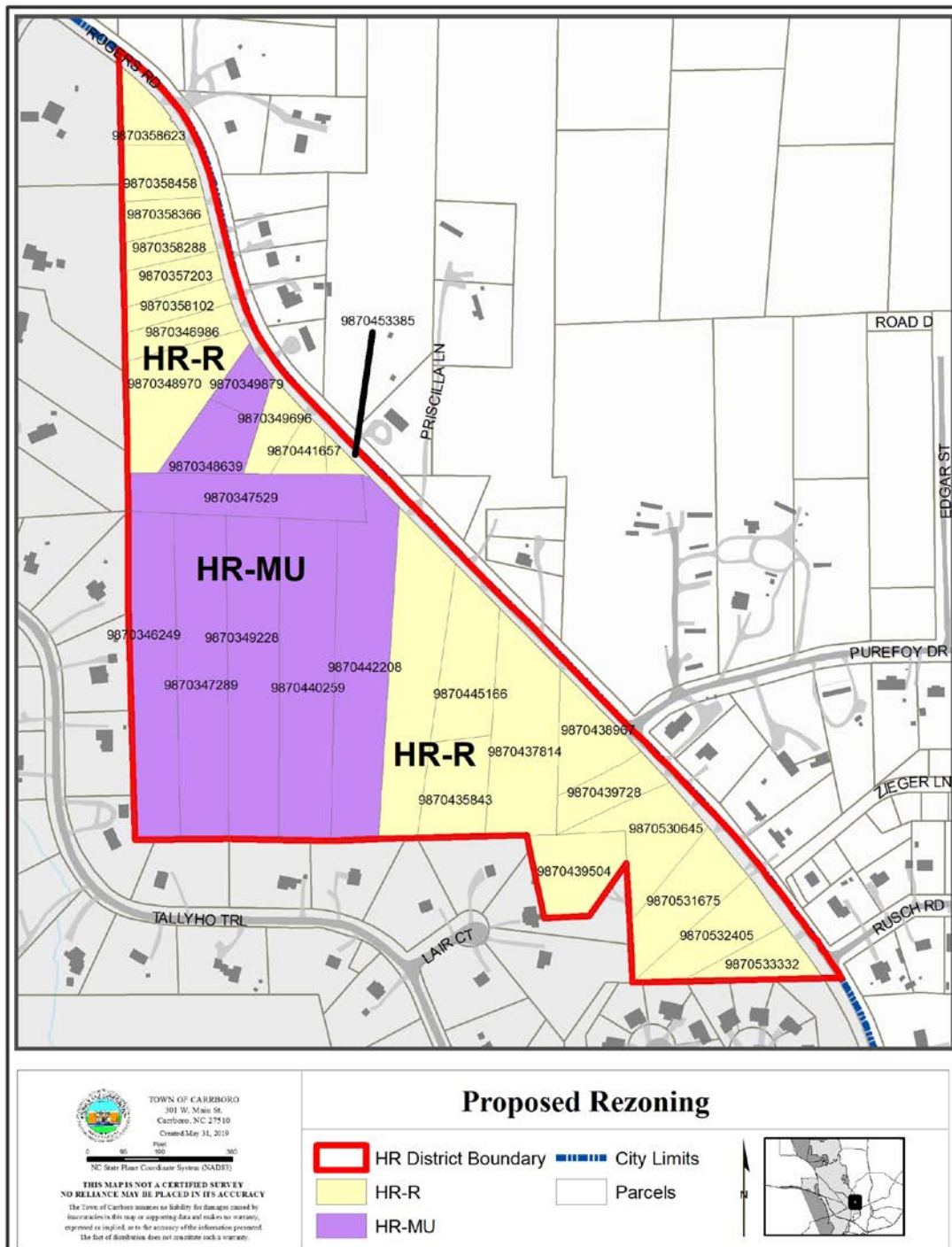
The Board of Aldermen of the Town of Carrboro will hold a public hearing on Tuesday, June 18, 2019 at 7:00 P.M., or as soon thereafter as they can be heard, in the Town Hall Board Room, located at 301 West Main Street, to receive public comment and to consider adopting an ordinance to amend the official zoning map of the Carrboro Land Use Ordinance relating to thirty parcels of land in the Historic Rogers Road neighborhood. If adopted, twenty-two (22) parcels in the Historic Rogers Road neighborhood would be rezoned from RR (Rural Residential, one acre per dwelling unit) to HR-R (Historic Rogers Road-Residential, 14,520 square feet per dwelling unit) and eight (8) parcels would be rezoned from RR to HR-MU (Historic Rogers Road Mixed Use). The area in question is shown on the map on the back of this page.

- **The application will be considered at the Planning Board meeting on Thursday, June 6, 2019, at 7:30 p.m. in the Town Hall Board Room (Room 110) located at 301 West Main Street.** You are welcome to attend this meeting to learn more about the project.
- **The Board of Aldermen will hold a public hearing to consider amending the Carrboro Zoning map on Tuesday, June 18, 2019 at 7:00 p.m. in the Town Hall Board Room (Room 110) located at 301 West Main Street.** You are invited to attend this hearing and to make your opinions on the requested rezoning known.

Additional information regarding the rezoning under consideration is available from the Planning Department located on the second floor of Town Hall and will also be available on the Town's website a few days before the public hearing at <https://carrboro.legistar.com/Calendar.aspx>. Substantial changes to the proposed amendment to the Town's zoning map may be made following the public hearing. If you have questions or would like additional information, please feel free to contact my office at (919) 918-7325 or [cmoon@townofcarrboro.org](mailto:cmoon@townofcarrboro.org), or Trish McGuire at (919) 918-7317 or [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org).

**Proposed Rezoning – Historic Rogers Road Neighborhood**  
**June 1, 2019**

**Page 2 of 2**



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CHARLES STREET  
7619 ROGERS RD  
Chapel Hill, NC 27516

NELSON B STROTHER  
1703 TALLYHO TR  
CHAPEL HILL, NC 27516

LEANDER STROUD  
7718 ROGERS RD  
CHAPEL HILL, NC 27516

JAMES RUFUS STROUD  
7904 ROGERS RD  
CHAPEL HILL, NC 27516

WILLIAM STROUD  
PO BOX 1384  
CARRBORO, NC 27510

NELLIE J STROUD  
PO BOX 3092  
CHAPEL HILL, NC 27515

SHELLEY SUMMERLIN LONG  
1011 BRENDAN CT  
CHAPEL HILL, NC 27516

JIAJI SUN  
3001 STAFFIELD LN  
CHAPEL HILL, NC 27516

DANIEL E SUNKEL  
8031 SANDBERG LN  
CHAPEL HILL, NC 27516

DAVID L TEMPEST  
2220 NEVILLE RD  
CHAPEL HILL, NC 27516

AUNG THAN  
8023 SANDBERG LN  
CHAPEL HILL, NC 27516

MARIA A THIEMAN  
100 CATTAIL LN  
CHAPEL HILL, NC 27516

KATHRYN J THOMAS  
1415 TALLYHO TR  
CHAPEL HILL, NC 27516

SHARON R ETAL THOMPSON  
7707 ROGERS RD  
CHAPEL HILL, NC 27516

CAROLYN T THORPE  
1000 STAFFIELD LN  
CHAPEL HILL, NC 27516

TOWN OF CHAPEL HILL  
405 MARTIN LUTHER KING JR BLVD  
CHAPEL HILL, NC 27514

JOANNE TRGOVCICH  
6007 MEADOW RUN CT  
CHAPEL HILL, NC 27516

DARRELL EDDY TUCKER  
1109 TALLYHO TRL  
CHAPEL HILL, NC 275169605

PAUL R TULOWIECKI  
1503 TALLYHO TRL  
CHAPEL HILL, NC 275169617

YE TUN  
76740 ROGERS RD  
CHAPEL HILL, NC 27516

ELIZABETH TURNER  
1008 BUGLE CT  
Chapel Hill, NC 27516

VAN HOUTEN GROUP LLC  
181 MACON AVE  
ASHEVILLE, NC 28804

LUCILA VARGAS  
1121 TALLYHO TRL  
CHAPEL HILL, NC 275169605

PEGGY S VINCENT  
1001 BRENDAN CT  
CHAPEL HILL, NC 27516

DARRELL LEE WALL  
8300 ROGERS RD  
CHAPEL HILL, NC 27516

XIANGTIAN WANG  
6003 MEADOW RUN CT  
CHAPEL HILL, NC 27516

DAN R WAUGH  
6005 MEADOW RUN CT  
CHAPEL HILL, NC 27516

PRESTON JR HRS WEAVER  
8028 ROGERS RD  
CHAPEL HILL, NC 27514

GARY CHRISTOPHER WEDDING  
8111 N HOUND CT  
CHAPEL HILL, NC 27516

STEPHEN ROGERS WERK  
8107 N HOUND CT  
CHAPEL HILL, NC 275169284

EMILY A WEST  
1319 TALLYHO TR  
Chapel Hill, NC 27516

WEST ST MARK CHURCH OF CHRIST  
107 CARMICHAEL LN  
SPRING LAKE, NC 28390

WANDA WILLIAMSON  
103 JUBILEE DR  
CHAPEL HILL, NC 27516

MANN DEBORAH WINSTEAD  
9500 COACHWAY  
CHAPEL HILL, NC 275165846

TOPSY WOODS  
1714 RUSCH RD  
CHAPEL HILL, NC 275169274

WORKMAN BENAVIDES PARTNERS  
LLC  
328 FORBUSH MTN DR  
Chapel Hill, NC 27514

DOROTHY L WRIGHT  
8211 HUNTSMAN CT  
CHAPEL HILL, NC 275169022

TSO PANG YAO  
1004 BRENDAN CT  
CHAPEL HILL, NC 275165184

Occupant  
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Occupant  
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CHAPEL HILL, NC 27516

Occupant  
1710 RUSCH RD  
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1717 PUREFOY DR UNIT B  
CHAPEL HILL, NC 27516

Occupant  
1803 PUREFOY DR UNIT B  
CHAPEL HILL, NC 27516

Occupant  
2003 WHITMORE CIR  
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Occupant  
2005 WHITMORE CIR  
CHAPEL HILL, NC 27516

Occupant  
202 JUBILEE DR  
CHAPEL HILL, NC 27516

Occupant  
202 ZIEGER LN  
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Occupant  
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CHAPEL HILL, NC 27516

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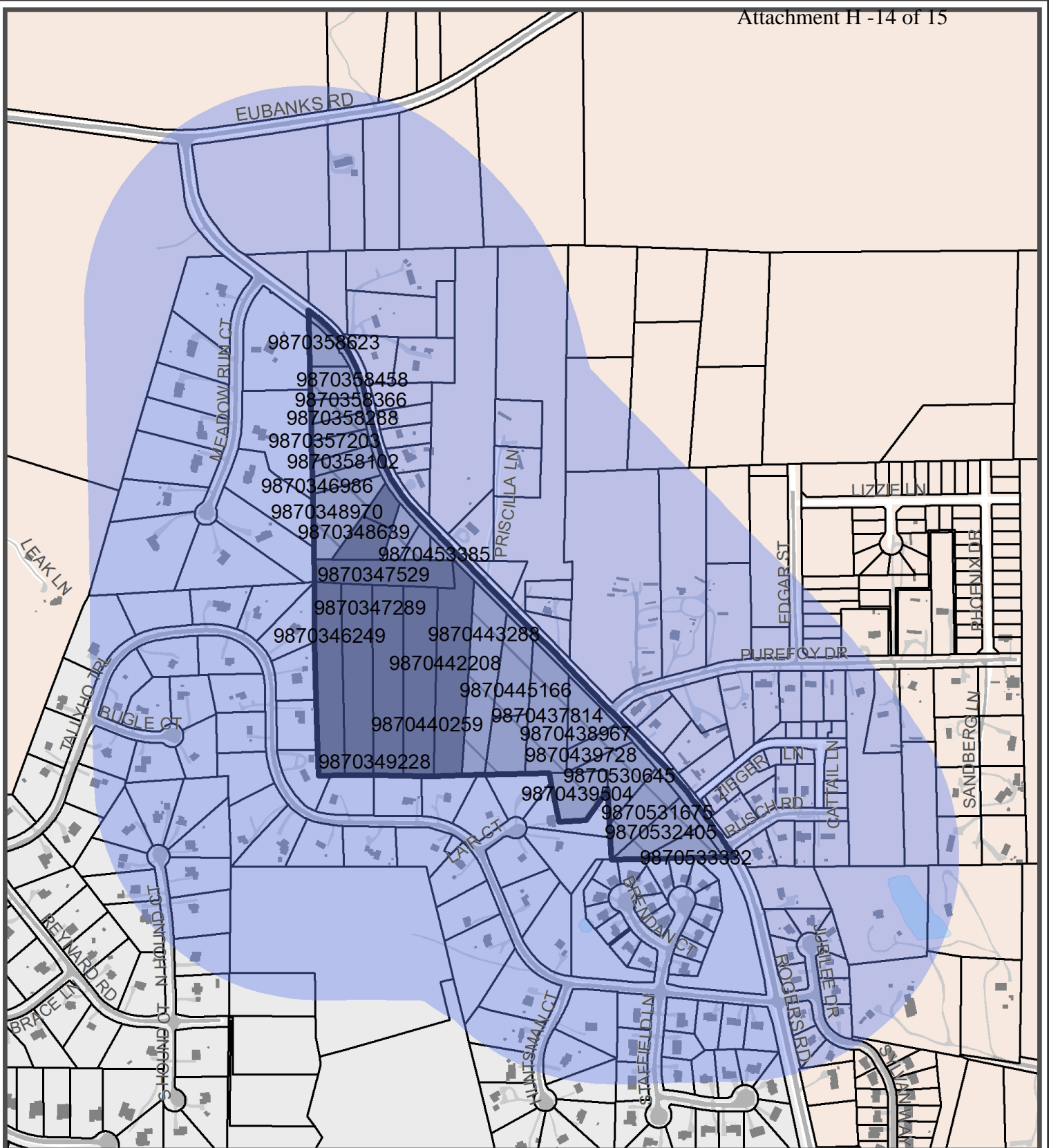
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



TOWN OF CARRBORO  
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Carrboro, NC 27510  
Created June 11, 2019

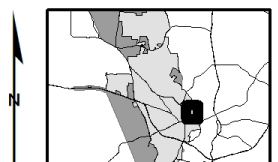
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NC State Plane Coordinate System (NAD83)

**THIS MAP IS NOT A CERTIFIED SURVEY  
NO RELIANCE MAY BE PLACED IN ITS ACCURACY**

The Town of Carrboro assumes no liability for damages caused by inaccuracies in this map or supporting data and makes no warranty, expressed or implied, as to the accuracy of the information presented. The fact of distribution does not constitute such a warranty.

## Buffer Zone for Proposed Rezoning

- |   |                      |  |         |
|---|----------------------|--|---------|
|  | Buffer Zone          |  | Parcels |
|  | HR District Boundary |  | HR-MU   |
|   |                      |  | HR-R    |





## TOWN OF CARRBORO

NORTH CAROLINA

June 1, 2019

**RE: Proposed rezoning of approximately 30 properties in the Historic Rogers Road Neighborhood**

I, Christina R. Moon, do certify that I did cause to have mailed on June 1, 2019, by first class mail, letters informing the owners and non-owner occupants of properties within 1,000 feet of the petition and schedule for considering the proposal to rezone 30 properties in the Historic Rogers Road Neighborhood: 22 properties from RR (Residential, one acre or 43,560 square feet per dwelling unit) to HR-R (14,520 square feet per dwelling unit) and 8 properties from RR (Residential, one acre or 43,560 square feet per dwelling unit) to HR-MU (Mixed Use, 7,500 square feet per dwelling unit).

A copy of the mailing labels or mailing list used for this purpose including the person, where applicable, or addresses to whom the notices were sent are attached.

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Christina R. Moon  
Planning Administrator

6/1/2019



## TOWN OF CARRBORO

## Planning Board

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

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

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**THURSDAY, JUNE 6, 2019**

**Land Use Ordinance Map Amendment Relating to the Historic Rogers Road Neighborhood**

Motion was made by Foushee and seconded by Meyer that the Planning Board of the Town of Carrboro recommends that the Board of Aldermen approve the draft ordinance with the following suggested alterations:

The Board supports the opportunity presented by HR-MU zoning for the Historic Rogers Road neighborhood. It will enable property owners and residents to pursue new economic opportunities that will stabilize the neighborhood as infrastructure improvements occur in the area. We have concerns about development in this area contributing to stormwater runoff but recognize that a map amendment is not the appropriate time to consider these issues. Our concern remains that we are treating one property owner (Buddha LLC) differently from owners of similarly situated properties. Furthermore, the properties currently selected for HR-MU are not contiguous with the similarly zoned properties across Rogers Road in Chapel Hill. As an alternative, we recommend either rezoning all of the Carrboro parcels within the Historic Rogers Road neighborhood for MU, or considering parcels to the southwest, across from Purefoy and Rusch Roads.

**VOTE:**

AYES: (6) Clinton, Fray, Foushee, Meyer, Poulton, Whittemore

NOES: (0)

ABSTENTIONS: (0)

ABSENT/EXCUSED: (1) Gaylord-Miles

**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 Meyer and seconded by Foushee that the Planning Board of the Town of Carrboro finds the proposed map amendment, is consistent with the provisions in *Carrboro Vision2020* to promote diverse housing options with regard to type and size, the *Facilitated Small Area Plan for Carrboro's Northern Study Area* to allow for opportunities for commercial uses at a community-scale, and the four principles of the "Rogers Road: Mapping our Community's Future" report.



Furthermore, the Planning Board of the Town of Carrboro finds the proposed map amendment, prepared in response to a community initiative with considerable public input from the residents it is intended to serve is in the public interest.

**VOTE:**

AYES: (6) Clinton, Fray, Foushee, Meyer, Poulton, Whittemore

NOES: (0)

ABSTENTIONS: (0)

ABSENT/EXCUSED: (1) Gaylord-Miles

Tina Moon for Catherine Fray  
(Chair)

4/6/2019  
(Date)





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-210

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Adoption of FY 2019-20 Annual Budget

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to complete budget discussions and adopt the annual budget for fiscal year 2019-20.

**DEPARTMENT:** Town Manager

**CONTACT INFORMATION:** David Andrews, 918-7315; Arche McAdoo, 918-7439

**INFORMATION:** The North Carolina Local Government Budget and Fiscal Control Act (LGBFCA) requires that the Town Manager submit a recommended budget and budget message to the Mayor and Board of Aldermen no later than June 1<sup>st</sup>; that the Board hold a public hearing on the budget; and that the Board adopt an annual budget ordinance each year by July 1<sup>st</sup>. The budget must be balanced which is defined by LGBFCA as “the sum of estimated net revenues and appropriated fund balance in each fund shall be equal to appropriations in that fund”.

On January 22, 2019 the Board of Aldermen held a public hearing to receive community input prior to beginning the budget process for FY 2019-20. On May 7, 2019 the Town Manager presented to the Board a recommended budget for FY 2019-20 totaling \$58.6 million, and this document was filed with the Town Clerk. It has remained available on the Town’s website, and in the Town Clerk’s Office for public inspection; notice of its availability was published in the local media. On May 28, 2019, a public hearing was held on the Manager’s recommended budget.

Based on Board discussions and other input, the final budget presented for adoption is as follows:

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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General Fund	\$ 24,577,008
Special Revenue Fund	\$ 2,145,252
Capital Projects Fund	\$ 30,472,938
<b><i>Total Governmental Funds</i></b>	<b><i>\$ 57,195,198</i></b>
Stormwater Utility Enterprise Fund	\$ 798,775
<b>Grand Total Budget</b>	<b><u>\$ 57,993,973</u></b>

The General Fund is the Town's operating fund. The total budget is basically unchanged from the current year. To expedite the completion of certain capital projects, the final budget includes the addition of two new positions - Planner in the Planning Department; and Engineering Technician in Public Works Department. Other minor adjustments have been made to several other functions based on updated information. The Final General Fund Budget presented for adoption is \$24,577,008 which is \$297,475 more than the Recommended Budget

The Capital Projects Fund includes construction, renovation or other improvements to the Town's capital assets. Major projects include construction of Martin Luther King, Jr. Park, greenways and multi-paths, and the 203 S. Greensboro Street facility to house the Town administrative offices and Orange County Southern Branch Library.

The Affordable Housing Fund in the Special Revenue Fund is a major goal of the Board of Aldermen. In order to provide a steady and reliable revenue source for affordable housing activities, a property tax increase of ½ cents was implemented in FY 2018-19 and another ½ cents will be implemented in FY 2019-20, both of which are dedicated to affordable housing. A penny on the tax rate yields about \$227,000. The goal is to eventually be able to fund affordable housing activities equal to 1.5 cents of the property tax rate. Also, included in the final budget for the Affordable Housing Fund are funds to support the Housing Locator Position.

Along with the Budget Ordinance, the Board needs to adopt a number of other resolutions. These include: Position Classification and Pay Plan, across-the-board salary adjustment, resolution for Town Attorney contract, Miscellaneous Fees and Charges Schedule, and use of unassigned fund balance appropriation for capital projects.

**Annual Budget Ordinance - Attachment A**

The attached Annual Budget Ordinance includes General Fund appropriation of \$24,577,008 by function for operation of the Town beginning July 1, 2019. The Annual Budget Ordinance also includes the estimated revenues from major sources that are expected to be available during the fiscal year.

The property tax rate changes by a half penny from 59.44 cents to 59.94 cents for each \$100 valuation of taxable property with a penny dedicated for Affordable Housing Fund.

**Position Classification and Pay Plan - Attachment B**

The Annual Budget for FY 2019-20 includes changes to be incorporated into the Position Classification and Pay Plan. These changes, which will increase the Town's total FTE's from 163.5 to 167.0, are:

- a. Add an additional full time Groundskeeper I position, Salary Grade 2
- b. Add a full time Associate Planner position, Salary Grade 15
- c. Add a full time Engineering Technician, Salary Grade 14
- d. Reclassify part time Program Support Assistant I position in Recreation and Parks to a full time Program Support Assistant II, Salary Grade 4
- e. Reclassify the Payroll & Benefits Specialist to Benefits Coordinator, Salary Grade 12.
- f. Rename Construction Inspector to Engineering Inspector, Salary Grade 12.

The pay ranges for all positions established in the Position Classification and Pay Plan are to be increased by 2.8% effective July 1, 2019.

There will be no merit or performance pay provided to Town employees in FY 2019-20.

**Across-the-Board and Housing Wage Salary Adjustment - Attachment C**

A 4.0% across-the-board salary increase effective July 1, 2019 is included for all current permanent full-time, permanent part-time, appointed employees and elected officials. Also included in this resolution is provision to pay all part-time employees an hourly wage that is equal to the Orange County Living Wage, which is currently \$14.25 per hour.

**Town Attorney - Attachment D**

This is to contract for legal services.

**Use of Fund Balance for Capital Projects - Attachment E**

After confirmation of the fund balance at June 30, 2018 by the Town's independent auditors, the Town Manager assigned \$2.0 million for transfer to the Capital Projects Fund for future capital needs.

**Fee Schedule - Attachment F**

The resolution establishes various Miscellaneous Fees and Charges Schedule beginning July 1, 2019. New fees added include: Compost Bins-Large Size \$45.00 and Compost Buckets \$5.00 by Planning Department; and Block Party Trailer Rental \$200.00 by Recreation and Parks Department.

**FISCAL & STAFF IMPACT:** The total 2019-20 General Fund Budget presented for adoption is \$24,577,008.

**RECOMMENDATION:** The Board is requested to adopt the following:

- A. Annual Budget Ordinance for FY 2019-20,
- B. Resolution Adopting Changes to Position Classification and Pay Plan,
- C. Resolution Approving four percent (4.0%) across the board salary increase for all Town permanent full-time, permanent part-time, appointed employees and elected officials.
- D. Resolution for Town Attorney Contract,
- E. Resolution to authorize use of unassigned fund balance for capital projects.
- F. Resolution Approving Miscellaneous Fees and Charges Schedule.

## ATTACHMENT A

### ANNUAL BUDGET ORDINANCE FY 2019-20 Town of Carrboro, North Carolina

WHEREAS, the recommended budget for FY 2019-20 was submitted to the Board of Aldermen on May 7, 2019 by the Town Manager pursuant to G.S. 159-11 and filed with the Town Clerk pursuant to G.S. 159-12;

WHEREAS, on May 28, 2019, the Board of Aldermen held a public hearing on the budget pursuant to G.S. 159-12;

WHEREAS, on June 18, 2019, the Board of Aldermen adopted a budget ordinance making appropriations and levying taxes in such sums as the Board of Aldermen considers sufficient and proper in accordance with G.S. 159-13;

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO,  
NORTH CAROLINA:

#### ARTICLE I – GENERAL FUND

##### Section 1. General Fund Appropriations

The General Fund is the Town of Carrboro's operating account. The following amounts are hereby appropriated by function for the operation of the Town and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

<b>GENERAL GOVERNMENT</b>		<b>\$ 5,636,906</b>
Mayor & Board of Aldermen	\$ 371,261	
Advisory Boards	\$ 29,950	
Governance Support	\$ 657,052	
Town Manager	\$ 562,914	
Economic & Community Development	\$ 251,371	
Town Clerk	\$ 150,975	
Finance	\$ 1,248,854	
Human Resources	\$ 625,752	
Information Technology	\$ 1,738,777	
<b>PUBLIC SAFETY</b>		<b>\$ 7,019,545</b>
Police	\$ 3,931,908	
Fire	\$ 3,087,637	
<b>PLANNING</b>		<b>\$ 1,649,897</b>
<b>TRANSPORTATION</b>		<b>\$ 2,002,600</b>
<b>PUBLIC WORKS</b>		<b>\$ 3,971,369</b>
<b>RECREATION &amp; PARKS</b>		<b>\$ 1,735,881</b>
<b>NONDEPARTMENTAL</b>		<b>\$ 1,315,566</b>
<b>DEBT SERVICE</b>		<b>\$ 1,245,244</b>
<b>TOTAL GENERAL FUND</b>		<b>\$ 24,577,008</b>

## Section 2. General Fund Revenues

It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2019 and ending June 30, 2020 to meet the general fund expenditures:

Ad Valorem Tax	\$	12,978,367
Local Sales Tax		4,649,090
Other Taxes/Licenses		1,610,441
Intergovernmental		2,045,898
Fees and Permits		1,227,219
Sales and Services		273,050
Investment Earnings		150,000
Other Revenues		142,190
Other Financing Sources		1,500,753
<b>Total General Fund</b>	<b>\$</b>	<b><u>24,577,008</u></b>

## ARTICLE II – AFFORDABLE HOUSING FUND

### Section 1. Affordable Housing Fund Appropriation

The Affordable Housing Fund is a special revenue fund created by the Town to increase the stock of affordable, safe and decent housing within the Town and its' planning jurisdiction. The following amounts are hereby appropriated for Affordable Housing Fund activities:

Community Home Trust	\$	73,783
Center for Community Self Help	\$	20,000
Home Consortium Match	\$	13,545
Human Services Grants	\$	21,000
Partnership to End Homelessness	\$	35,232
Deferred Loan Expense	\$	20,000
Affordable Housing Advisory Board	\$	500
Critical Home Repair	\$	90,000
Rental Deposits Program	\$	6,000
Acquisition and Development	\$	68,000
Unexpended Reserves	\$	<u>10,440</u>
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b><u>358,500</u></b>

### Section 2. Affordable Housing Fund Revenues

There is hereby levied a tax rate of \$ .0100 (1 cent) on each one hundred dollars (\$100) valuation of taxable property as listed for taxes on January 1, 2019 that shall be devoted solely to the affordable housing activities noted above.



## **ARTICLE III – CAPITAL PROJECTS**

Pursuant to GS 159-13.2, the Board of Aldermen may authorize and budget for capital projects and multi-year special revenue funds in its annual budget or project ordinance. The project ordinance shall clearly identify the project and authorize its undertaking, identify the revenues that will finance the project, and make the appropriations necessary to complete the project.

## **ARTICLE IV – STORMWATER UTILITY ENTERPRISE FUND**

### **Section 1. Stormwater Utility Enterprise Fund**

The Stormwater Utility Enterprise Fund was created for the purpose of comprehensively addressing stormwater management and flooding issues throughout the Town, including making sure the Town stays in compliance with state and federal rules and regulations. A total of \$798,775 is appropriated for stormwater activities.

### **Section 2. Revenues for Stormwater Utility Enterprise Fund**

Revenues to support stormwater activities are generated through the rate structure established in the Town Code, Chapter 18, Article II, Section 18-6. Unexpended budget amounts from fiscal year 2018-19 may be carried forward to fiscal year 2019-20.

## **ARTICLE V – MISCELLANEOUS FEES AND CHARGES**

Charges for services and fees by Town Departments are levied in the amounts set forth in the Miscellaneous Fees and Charges Schedule as adopted by the Board of Aldermen.

## **ARTICLE VI – GENERAL AUTHORITIES**

### **Section 1. The following authorities shall apply:**

- a. The Town Manager may transfer funds between departments and functions within the General Fund for pay adjustments; service level benefits; law enforcement separation allowance; unemployment insurance; retiree, dependent, health insurance benefits; and, for any other purpose deemed necessary by the Town Manager without further action by the Board.
- b. The Town Manager may transfer funds within departments and functions.
- c. When unassigned fund balance exceeds 35% in the General Fund, the Town Manager, in accordance with the Town's Fund Balance Policy, may set aside an amount in assigned fund balance for transfer to the Capital Projects Fund for future projects.
- d. All funds encumbered or designated within fund balance for expenditures as confirmed in the annual audit for the year ending June 30, 2019 shall be re-appropriated to the Fiscal Year 2019-20 Adopted Budget without further action by the Board.
- e. The Finance Officer may approve transfer requests between programs or organizational units within the adopted general fund budget.

- f. Transfers between Funds may be authorized only by the Board of Aldermen.
- g. The Orange County Tax Collector, is authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Orange County Tax Assessor, and in the tax receipts herewith delivered to the Tax Collector, in the amounts and from the taxpayers likewise set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Orange. This section of the ordinance shall be a full and sufficient authority to direct, require, and enable the Orange County Tax Collector to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.
- h. Pursuant to NCGS 160A-314.1 and 160A-317 the Town of Carrboro authorizes Orange County to provide recycling collection services within the Town and to impose and administer a basic annual services fee per household for recycling services and a solid waste convenience center fee for residents within the Town.
- i. Under GS143-64.32, architectural, engineering, and surveying services with fees less than thirty thousand dollars (\$30,000) may be exempt from the RFQ (Request for Qualification) process.

**Section 2.** There is hereby levied the following rates of tax on each one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2019 for the purpose of raising the revenue constituting the general property taxes as set forth in the foregoing estimates of revenue (Article I, Section 2), to finance the foregoing General Fund appropriations (Article I, Section 1). One cent of the total tax rate shall be devoted exclusively to the Affordable Housing Fund.

General Fund .....	\$ .5894
Affordable Housing Fund.....	<u>\$.0100</u>
Total Tax Rate .....	\$ .5994

**Section 3.** The Finance Officer shall distribute property tax collections to the appropriate fund(s) at least monthly as levied in Article I, Section 2 above.

**Section 4.** In accordance with G.S. 159-13, a copy of this ordinance shall be filed with the Town Manager, the Finance Officer, and the Town Clerk.

The foregoing ordinance having been submitted to a vote received the following vote and was duly adopted this 18<sup>th</sup> day of June 2019:

Ayes:

Noes:

Absent or Excused:

## **ATTACHMENT B**

### **RESOLUTION ADOPTING CHANGES TO TOWN OF CARRBORO POSITION CLASSIFICATION AND PAY PLAN**

WHEREAS, the Board of Aldermen has adopted a comprehensive Position Classification and Pay Plan for the Town of Carrboro;

WHEREAS, the Town Manager has submitted a budget for FY 2019-20 with proposed changes to the Position Classification and Pay Plan;

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

Section 1. The Position Classification and Pay Plan is hereby modified as follows:

- a. Add one full time Groundskeeper I position, Salary Grade 2
- b. Add one full time Associate Planner position, Salary Grade 15
- c. Add one full time Engineering Technician, Salary Grade 14
- d. Reclassify part time Program Support Assistant I position in Recreation and Parks to a full time Program Support Assistant II, Salary Grade 4
- e. Reclassify the Payroll & Benefits Specialist to Payroll & Benefits Coordinator, Salary Grade 12.
- f. Re-title Construction Inspector to Engineering Inspector, at Salary Grade 12.

Section 2. Effective July 1, 2019, the salary ranges for all positions established in the Position Classification and Pay Plan are to be increased by 2.8% to remain competitive with the local labor market.

Section 3. There will be no Merit or Performance Pay provided to Town employees in FY 2019-20.

Section 4. All other provisions of the Position Classification and Pay Plan remain unchanged.

Section 5. The Human Resources Director shall revise the Position Classification and Pay Plan to reflect the changes in Section 1 through Section 2.

Section 6. This resolution shall become effective July 1, 2019.

**ATTACHMENT C**

**A RESOLUTION APPROVING ACROSS THE BOARD SALARY AND WAGE  
ADJUSTMENT FOR EMPLOYEES**

**BE IT RESOLVED** that the Town of Carrboro Board of Aldermen hereby approves the following as a part of the Annual Budget for FY 2019-20:

Section 1: All Town permanent full-time, permanent part-time, appointed employees and elected officials shall receive an across the board salary increase of 4.0% effective July 1, 2019.

Section 2: Permanent full-time Town employees shall be paid a minimum annual salary that is at least equal to the Minimum Housing Wage of \$31,158.

Section 3: The Town Manager shall increase the salary of any permanent full-time Town employees earning less than \$31,158 to the annual Minimum Housing Wage.

Section 4: The Town of Carrboro will pay all part-time employees an hourly wage that is equal to the Orange County Living Wage, which is currently \$14.25 per hour.

Section 5: This resolution shall become effective July 1, 2019.

**ATTACHMENT D**

**A RESOLUTION APPROVING CONTRACT FOR TOWN ATTORNEY**

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

Section 1: The Board hereby approves a contract for legal services with the Brough Law Firm for FY 2019-20 beginning July 1, 2019 and ending June 30, 2020.

Section 2: This resolution shall become effective upon adoption.

**ATTACHMENT E**

**CAPITAL PROJECT ORDINANCE AUTHORIZING THE USE OF FUND BALANCE  
FOR DESIGNATED CAPITAL PROJECTS**

WHEREAS, the Board of Aldermen for the Town of Carrboro has adopted a Fund Balance Policy; and,

WHEREAS, the adopted Fund Balance Policy provides that when the unassigned fund balance exceeds 35% the Town Manager may set aside an amount in assigned fund balance for transfer to the Capital Projects Fund for future projects; and,

WHEREAS, the adopted Fund Balance Policy requires formal action by the Board of Aldermen to commit the use of fund balance for projects or purposes in any current year or future year's budget; and,

WHEREAS, the Town's annual audit at June 30, 2018 confirmed that the fund balance exceeds 35% and the amount above 35% may be committed for capital projects;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO:

Section 1: The following projects are authorized to be undertaken until all project activity is completed:

A. Self-Contained Breathing Apparatus Replacement	\$ 314,924
B. South Greensboro St Conduit	\$ 95,000
C. Town Hall Roof Replacement	\$ 100,000
D. Bus Shelter Replacement	\$ 288,000
E. Town Hall Basement Waterproofing	\$ 100,000
F. Comprehensive Plan	\$ 200,000
G. Unpaved Road Upgrades	\$ 230,000

**TOTAL APPROPRIATION    \$1,327,924**

Section 2: Funds are appropriated from fund balance in the General Fund for transfer to the Capital Projects Fund for design, engineering, and/or construction expenses to carry out the project(s) identified in Section 1.

Section 3: Additionally, an amount not to exceed \$115,000 is appropriated from the GO Bond Fund for needed repairs of various sidewalks throughout the Town.

Section 4: Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

Section 5: This capital project ordinance shall be effective July 1, 2019.

**ATTACHMENT F**

**A RESOLUTION APPROVING MISCELLANEOUS FEES AND CHARGES  
SCHEDULE**

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

Section 1: The Board hereby approves the attached Miscellaneous Fees and Charges  
Schedule for FY 2019-20 effective July 1, 2019.

Section 2: This resolution shall become effective upon adoption.

**TOWN OF CARRBORO**  
**MISCELLANEOUS FEES AND CHARGES SCHEDULE**  
**EFFECTIVE JULY 1, 2019**

**ATTACHMENT F-1**

<b>ITEM</b>	<b>CURRENT FEE</b>
<b>Motor Vehicle Tax</b>	\$30.00 (Comprised of: General Municipal Vehicle Tax - \$25.00; Municipal Vehicle Tax for Public Transportation - \$5.00)
<b>Alcohol/Beer &amp; Wine Sales</b> G.S. 105-113.77	
Beer (consumed on premises)	\$15.00
Beer (sold to be taken off premises)	\$5.00
Wine (consumed on premises)	\$15.00
Wine (sold to be taken off premises)	\$10.00
<b>Fingerprinting</b>	\$20.00 for each fingerprinting
<b>Commercial Solicitation – Permit Application Fee</b>	\$5.00
<b>Commercial Solicitation – Permit Renewal Fee</b>	\$2.00
<b>Commercial Solicitation – Deposit Fee for Permit Card – Fee Returned Upon Receipt of Permit Cards</b>	\$10.00
<b>Animal Fees</b>	
Dogs (unsterilized)	\$20.00
(sterilized)	\$3.00
Cats (unsterilized)	\$10.00
(sterilized)	\$3.00
<b>Cemetery Fees</b>	
Resident or Property Owner	\$ 750.00 per space
Non-Resident	\$1,500.00 per space
Plot Staking	\$25.00
Monument/Marker Staking	\$15.00



<b>Compost Fees</b>	
Large Compost Bins	\$45.00
Compost Buckets	\$ 5.00
<b>RECREATION FEES</b>	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. If insurance is required, the event sponsor must sign the reservation contract to hold harmless, defend and indemnify the Town of Carrboro, 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.
<b>Picnic Shelters</b>	\$35.00 per 0-4 hours \$45.00 above 4 hours
<b>TOWN COMMONS FACILITY FEES</b>	\$50 per hour; minimum two hours; no fee if town staff does not work during event, no public access to Town Hall bathrooms, no money is exchanged during event, no electricity used, the event is open to the public, reservations limited to no more than once per month by any one group and subject to Town insurance guidelines.
<b>Organizations Approved To Sell Goods And Services</b>	A one-time fee of \$25 per event is charged if the event is approved to sell goods or services.  Renters may be required to hire parking attendants when events are expected to draw more than 100 vehicles. Additional fees that may be required for use of Town Commons include: Police Officer - \$30.00 per hour, \$10.00 per vehicle Fire Fighter - \$30.00 per hour Command vehicle/pick up - \$25.50/hr Engine pumper truck - \$91.00/hr Aerial truck - \$140.81/hr Tent Permit (20' x 20' and larger) - \$50.00 Open Flame Permit - \$50.00 Assembly Permit - \$50.00 Public Works employee - \$30.00 per hour Vehicle Usage - \$30/hr. Street Closings plus cost of advertising public hearing & mailings - \$85.00

<b>Concessionaires</b> Long-Term        Special Event   Event Booths (Nonprofit Groups, etc.)   Short-Term	<b>Seasonal Fees: Deposit \$150</b> (Seasonal is the length of program concessionaire is servicing).		
	<b>For- Profit Organization</b>		<b>Non-Profit Organization</b>
	Ex: Food trucks or trailers \$500 (Spring baseball/softball, Fall softball/baseball)		Ex: Food trucks or trailers \$300 (Spring baseball/softball Fall softball/baseball)
	One-two item vendor/carts \$250		One-two item vendor/carts \$150
	Flat Fee to be determined by the nature and projected attendance of the event. Fee paid in advance upon acceptance of application.		
	Fee dependent upon the nature of the event \$15.00 - \$45.00 per booth.		
	<b>Deposit \$50.</b> Covers sporting, special events or community/neighborhood parks.		
	<b># DAYS</b>	<b>For-Profit Organization</b>	<b>Non-Profit Organization</b>
	1-2	\$25/day	\$12/day
	3-5	\$20/day	\$10/day
	6-plus	\$15/day	\$ 8/day
<b>Field and Court Rentals(which includes ball and multi-purpose fields, tennis and basketball courts)</b> Team/Group Rates (2-hour time block per field) (1) Use without lights (2) Use with lights (3) Field Preparation (baseball, softball, football, soccer and lacrosse)	\$10/30 minutes \$20/30 minutes \$22/time - 1st field, \$18 each additional field if prepared at same time \$45/time – 1st field, \$40 each additional field if prepared at the same time		
Multipurpose field #2 at Anderson Park (near tennis courts) allows set up of temporary tents, awnings, or similar structures. All tents must be removed at the end of the rental period.			

<b>Anderson Park Disc Golf Course (Tournament Rental)</b>	One Round Tournament: \$35/day Two Round Tournament: \$45/day
<b>Soccer Field</b> (1) Use without lights (2) Use with lights	\$10/30 minutes \$20/30 minutes
<b>Tournament Rates</b> (per ball field or multipurpose) (1) Use without lights (2) Use with lights (3) Field Preparation  (4) Maintenance Fee and Damage Deposit (5) Weekend tournament use will require a charge of \$40.00 for each day to reimburse the town for costs incurred in specific maintenance duties related to impact from the tournament rental. Tournament renters will still be required to perform all maintenance duties such as cleaning their fields and adjoining areas, parking lot(s), etc. in order to receive a return on the maintenance and damage deposit. (6) Police security will be required for all tournaments. Renter may retain sworn law officer(s) by submitting a written request, including names of officer(s) and times scheduled. Prior approval of Police and Recreation and Parks Departments are required. (Using any portion of minimum rate above constitutes the full charge.) (7) Organizations that book two or more tournaments in a calendar year may opt to be invoiced for rental balance due. Process follows current guidelines for Century Center rentals.	\$50 \$25/60 minutes, \$37.50/90 minutes \$22.00/time - 1st field, \$18.00 each additional field (if prepared at same time) \$300.00 (may be increased by Recreation and Parks Director if circumstances warrant) \$40.00 per day  Cost of assigned officer is \$30/hr.
<b>Equipment Rental Fee</b> (non-perishable)	\$10.00/activity

<p><b>Out-of-County Fee</b>          *No Out-of-County Fee is assessed to programs that recover 100% or more of direct cost.</p>	<p>Annual Out-of-County Fee, Fiscal Year 2019-20: \$77.00</p> <p><u>Per Activity Fees:</u>          PROGRAMS (leagues, classes, camps, workshops)= Annual Out-of-County Fee divided by three.          Fiscal Year 2019-20: \$26.00</p> <p>When out of county fees apply, participants should provide documentation of county residency.</p>
<p><b>General Programs</b>          Special Events and Workshops of a Specific Interest Nature          (Road Run, Tennis Clinics, Special Interest Workshops)</p> <p>Program Souvenirs</p> <p>Special Activity Trips</p> <p>Leisure Classes</p> <p>Day Camp Program</p> <p>Special Populations (activities, workshops, events, sports activities, etc.)</p>	<p>Recover 100% of direct costs</p> <p>Fees or charges to be determined by the nature of the program and type of product produced. Price determined by nature of event, direct cost to produce and anticipated demand. Price range \$3-\$50. To include but not limited to CD's, books and publications.</p> <p>100% of direct costs</p> <p>100% of direct costs</p> <p>100% of direct costs          Payment is due at the time of registration or \$40 camp deposit per camp registration. Balance is due by designated date.</p> <p>15%-50% of direct costs in overall program</p>
<p><b>Athletics</b>          Youth Sports</p>	<p>\$55 per participant (uniform used and returned)          \$65 per participant (uniform item retained)  <u>Non-Returned Town Issued Equipment</u>          For activities where participants check out equipment from the Town for use during a particular program, the equipment must be returned to the Town within a specified time frame or within four weeks of the completion of the program, whichever is the shorter amount of time. Failure to do so may result in the following:</p> <ol style="list-style-type: none"> <li>1. Participant will be issued an invoice for the replacement cost of the equipment.</li> </ol>

<p>Athletic Instructional Camps Adult Sports Leagues</p>	<ol style="list-style-type: none"> <li>2. A fee in the amount of the replacement cost will be placed on the participant's Rec Trac registration account until the cost is paid to the Town or the equipment is returned in satisfactory condition.</li> <li>3. The Rec Trac account of the participant will be frozen and future registrations will not be accepted until the cost is paid to the Town or the equipment is returned in satisfactory condition.</li> <li>4. Participants in the Town's Financial Assistance Program (FAP), will forfeit their FAP privileges until the cost is paid to the Town or the equipment is returned in satisfactory condition.</li> </ol> <p>100% of direct costs 80% of direct costs</p>
<p><b>Admission Fees</b> Drop In Program</p> <p>Performance/Concert Tickets</p>	<p>Drop in program fee determined by the nature of the event and direct cost. Participation fee ranging from \$3 per to \$10 participant.</p> <p>Tickets for performance or concerts based on the nature of the event, direct programming costs of conducting event. Price range - \$5 - \$50.</p>
<p>Protest Fee</p>	<p>\$25.00 per protest (fee returned if protest ruled to be valid)</p>
<p><b>Financial Assistance Program</b></p>	<p>For those families accepted in the Financial Assistance Program it covers the immediate family members of each accepted household only. An individual or family that meets specific criteria can receive an annual membership that entitles them to receive a full fee waiver for activities or pay 25% of the cost. A group that meets specific criteria can receive an annual membership that entitles them to pay 50% of the cost. Membership discounts begin after approval. Program registrations made prior to department approval will not be eligible for discounts. Seeking cancellations to use discounted membership will not apply. Each eligible participant can participate in up to 6 activities per fiscal year (July 1st-June 30th) at the approved discounted rate. Refunds or cancellations will be based on your discounted rate and the refund timeframe. Memberships can be suspended if participants don't show up for activities. Staff will follow up via phone or email for the first "no-show". A formal letter will be sent out for the second "no-show". On the third "no-show", the membership will be suspended for the remainder of the fiscal year unless written documentation is provided and accepted.</p>

<b>Special Fee Waiver(s)</b>	<p><b>Youth Athletic Head Coach Waiver</b> - The registration fee for one child of a youth athletic league head coach shall be waived. The volunteer needs to be recognized as the “head” coach and the parent, guardian, or grandparent of the youth participant.</p> <p><b>Town Employees and Family Waiver</b> - Town employees and their family in their household will receive a 25% discount off all preregistered classes.</p>
<b>Volunteer Credit Certificate</b>	<p>Volunteers providing the following number of hours serving Carrboro Recreation and Parks sponsored programs during the year will be awarded the following:</p> <ul style="list-style-type: none"> <li>• 1 or more service hours = invitation to the volunteer recognition social.</li> <li>• 15 service hours = \$10 credit certificate to be applied toward a preregistered Carrboro Recreation and Parks Department sponsored program.</li> </ul> <p><u>Restrictions</u>  Each Credit Certificate may be used once.  Must be used within twelve months, immediately following volunteer service.  Credit Certificates may not be applied toward co-sponsored programs where revenue sharing is used.  No refunds, exchanges, or redemptions toward cash.  Credit Certificates may only be applied toward a family account.</p> <p>Credit Certificates will expire one year from the date of issue.</p> <p>Accumulative maximum of \$65 credit.</p>
<b>Co-Sponsored Programs</b>	<p>Fees for programs co-sponsored with other agencies and organizations will be set at the most reasonable rate as mutually determined by all co-sponsors.</p> <p>Promotional Display Ad (for web pages)- Fee or charges to be determined by the nature of the event coordinator, size of promotional ad, and length of time the promotion is posted on-line. Priced from \$1.00 per day to \$20.00 per week.</p>

## Special Event Requests

When a Community Event Pre-application form or a Special Event Request form is submitted, the date(s) and time(s) requested on the forms will be reserved during the time needed for the Special Event Committee to review the request. All forms are due, at a minimum of, 20 days prior to the requested day of the event. All information is needed, and fees received, within seven days of notification of the Special Events Committee's decision. If the event will be Town sponsored and all fees waived, the sponsor has to pay the reservation fees, complete the process, and submit reservation forms.

Block party trailer usage is also available through the Special Events Committee approval process. An application needs to be completed and submitted. The trailer must be used for events within the Town limits of the Town of Carrboro. See website for a list of trailer inventory.

### Trailer Fees:

Deposit - \$100 (Returned unless items are missing or damaged. Damaged or missing items in excess of \$100 will be billed at cost of replacement.)

Rental - \$200

### Potential fees for special events:

Police Officer - \$30.00 per hour, \$10.00 per vehicle

Fire Fighter - \$30.00 per hour

Command vehicle/pick up \$25.50/hr

Engine pumper truck \$91.00/hr

Aerial truck \$140.81/hr

Tent Permit (20' x 20' and larger) - \$50.00

(800 square feet and bigger if it is enclosed and has side walls)

(1800 square feet and bigger if open on sides)

Open Flame Permit - \$50.00

Assembly Permit - \$50.00

Public Works employee - \$30.00 per hour

Vehicle Usage - \$30/hr.

Street Closings plus cost of advertising public hearing and mailings - \$85.00

**Equipment Bag Rental**

Each bag rents for \$10.00 plus a separate deposit for the value of the equipment. Bags are rented for one night or weekend. All equipment needs to be returned by noon on the following business day.

1. Basic Adult Bags 1 & 2-(1) volleyball net (1) volleyball (3) softball bats (1 set) horseshoes (1) Frisbee (1) basketball Deposit: \$263.00
2. Basic Child Bags 3 & 4-(1) volleyball net (1) volleyball (1) playground ball (1) plastic bat (1) whiffle ball (1) Frisbee (1) basketball Deposit: \$87.00
3. Croquet Bag 5-(1) Croquet Set Deposit: \$90.00
4. Basic Volleyball Bag 6-(1) volleyball net (1) volleyball Deposit: \$52.00  
Customized Bags-Must have staff approval; Volleyball Net: \$39.00  
Volleyball: \$13.00 Softball Bat: \$40.00 Softball: \$4.00  
Horseshoe Set:\$60.00 Frisbee: \$9.00 Basketball: \$10.00  
Playground Ball: \$5.00 Wiffle Ball Bat: \$8.00 Wiffle Ball: \$2.00  
Croquet Set: \$90.00
5. Wilson Park Gate Key-check will be deposited if key is lost or not returned Deposit: \$300.00

***CARRBORO CENTURY CENTER***

ITEM	CURRENT FEES		
	STANDARD FEE	SPECIAL EVENT FEE	OTHER FEES
<b>Rooms</b> Hours of operation 9:00 a.m. to 11:00 p.m.	Covers: receptions, parties, dances, meetings, or any other private gathering	Covers: All events that are free and open to the public.	Rental requests outside of normal operating hours are subject to additional fees.
<b>Century Hall (3 hr. minimum usage)</b>  (Each additional half hour pro-rated at the set charge)  Weekday Use: ( for Three Hours)  Weekend Use: (for Three Hours)	     \$165.00  \$276.00	     \$87.00  \$138.00	Nonrefundable prepayment Fee (all rooms and Hall – 10% of contract total) required to confirm rental.     Use of Hall prior to or after normal operating hours – \$92 per hour For Hall use on weekends; before or after normal operating hours – \$138 per hour



<b>Activity Rooms 1 – 4</b> (2 hr. min.) Rooms 2 and 3 charged at single use rate	\$47.00	\$29.00	Use of Activity Rooms prior to or after normal operating hours – \$35 per hour
<b>Kitchen (1 hr. minimum usage)</b>	\$32.00	\$19.00	Room Reset Fee (changes occurring the day of the event): Activity Rooms - \$15.00; Century Hall - \$25.00. Room Rental Cancellation Fees: Cancellations three weeks or more prior to event receive refund of rental payment minus 10% nonrefundable prepayment fee; Century Hall, kitchen and Activity Rooms 1-4 <u>not cancelled</u> three weeks (21 days) in advance forfeit all rental fees.
<b>Century Center Equipment Fees</b> AV equipment (example: TV, DVD, Laptop computer, portable screen) LCD Projector Large Sound Board	\$10.00 per use  \$20.00 per use \$40.00 per use		
Patrons who maintain Century Hall rentals 10 times or more per calendar year may pay a flat rate deposit of \$50 per calendar year for their events instead of 10% of the contract total. These patrons may make one reservation per month per 12 month calendar year applying this flat rate deposit. <b>Patrons who receive the flat rate but cancel two or more booked rentals thereafter during the calendar year will be required to pay the 10% booking fee minus \$50 after two or more cancellations.</b> Any additional bookings are subject to 10% of the contract. All bookings for the calendar year must be completed on one contract.			

**For the purpose of clarification:**

1. Reservations are first come, first serve subject to availability of space.
2. The 2-hour and 3-hour time blocks are the minimum that each room area may be rented. Less time than the minimum will result in the full charge as listed above. Times over the minimum block will be charged at half hour intervals pro-rated from the hourly rate in each category of use. Early arrivals or late departures charged at half hour intervals.
3. Groups renting the Century Hall for a single Standard Event with a rental length of 6 or more hours may schedule a rehearsal in the Century Hall on any date prior to their event if space is available. In the case of rehearsals the Town will charge a prorated hourly rate instead of the full 3 hour minimum.
4. Approved Chapel Hill-Carrboro School System rentals will be charged at \$16 per hour per space.
5. Rental payments not received 21 days prior to event will be assessed a \$25.00 late fee. Rentals will be cancelled if full balance of rental is not received seven (7) days prior to the event.
6. Fee waived events, Town Sponsored Events, Orange County local government boards and school boards' use and meetings of same are free. The Town manager or designee shall determine whether any event has rental fees waived or is a town sponsored event, considering all relevant factors related to the town's participation in or control over the event. However, the presence of one or more of the following factors shall generally lead to a determination that an event has rental fees waived or is town sponsored:

a. The town expends town funds for the planning and/or staging of the event, or b. The town anticipates receiving revenue from the staging of the event, or c. The town makes a substantial in-kind contribution toward the planning and/or staging of the event, or d. The town exercises substantial managerial control over the planning and/or staging of the event. The event substantially advances the Town's policies or goals of Vision 2020.

7. Community Art Groups may rent Century Hall on the First Sunday of the month from 2:00 p.m. to 5:00 p.m. for artistic events such as musicals, literary works, visual arts, including paintings, sculpture, etc: \$80. Each group is limited to one discounted rental per year. All other Century Center rental requirements apply. (If the hall is being used for a departmental event during a first Sunday request, staff will try to accommodate the request on another Sunday during that month).
8. Town of Carrboro retains all rights to sales and concessions taking place in the building. Event sponsors may sell only items that are associated with their activity with prior department approval. Event sponsors can sell items only within the room in which the activity is taking place.
9. Equipment fees are listed above.
10. Building supervisor costs are included in above fee.
11. Event sponsors must book dates and space needed for ongoing events.
12. Space will not be held for ongoing events/programs until a contract has been signed, deposit received and the reservation has been confirmed.
13. Changes to weekend rentals that may result in additional fees to the cost of the existing rental agreement must be paid at the time of the request via check or cash.
14. Fee waivers for sound equipment may be requested by certified non-profit 501c3 organizations.

Catering/M meal Services	Fees
Fee for all refreshments and/or food service activity	5% of the room rental
<b>(Century Hall Only)</b>	
Clean-up Fee	<b>\$300</b>
A refundable clean-up/damage deposit may be required for any event where food and/or beverages are present.	

<p>Event organizers are responsible for ensuring that the Century Hall is clean and that all litter is removed immediately following the event. Failure to do so will forfeit the clean-up/damage deposit. If town property is destroyed or damaged by reason of event sponsor's use, event, or activity, and the damage or destruction is directly attributable to the event sponsor, the event sponsor will be required to reimburse the town for the actual replacement or repair cost of the destroyed or damaged property.</p>	
<p><b>Century Center Services</b></p>	<p><b>Rate</b></p>
<p>Overnight storage (only available when no events are scheduled after the event that requires storage)</p>	<p>\$50.00 per night – Century Hall</p>
<p>Pre-Program overnight storage (example for wedding receptions deliveries)</p>	<p>\$25.00 per night – Activity Rooms, first floor</p>
<p>Piano Tuning beyond routine tuning (2x/yr)</p>	<p>\$100.00 per day Activity Rooms, first floor</p>
<p>Booth Rental at Century Center</p>	<p>\$175.00 per day – Century Hall</p>
<p>Events</p>	<p>At cost</p>
<p>100<sup>th</sup> Birthday party or 50<sup>th</sup> Wedding Anniversary</p>	<p>\$25/no electricity or \$35/with electricity</p>
<p>(Carrboro Residents only)</p>	<p>50% discount</p>

<p><b>Refunds</b></p>	<ol style="list-style-type: none"> <li>1. All refunds/withdrawals from programs should be requested in writing and sent to the Administrative Assistant of the Recreation and Parks department.</li> <li>2. In the event there is a change in the nature of the program, activity or reservation or cancellation, participants will be contacted and a transfer, full credit or refund will be given.</li> <li>3. Injury or illness of a participant. Doctor's documentation is needed. (If the program is underway, the refund will be prorated).</li> </ol> <p><b><u>PROGRAMS/ACTIVITIES</u></b></p> <ol style="list-style-type: none"> <li>1. When program/activity refund requests are received more than three (3) business days prior to the start of a recreation program, a refund less a \$5.00 administrative fee, or full credit or transfer will be given. Athletics program requests should be received three business days prior to the first practice/game.</li> <li>2. \$40 for a withdrawal from a summer camp that is made after the designated date and prior to the start of the camp.</li> <li>3. After the camp has started, the \$40 administration fee is applied, along with the balance prorated (in accordance to how many days the camp has been</li> </ol>
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held).

4. When a request is received in three business days or less a pro-rated credit will be placed on your account minus administrative fee. If a program is more than 50% complete it is left to discretion of the program coordinator.

**Note:** It is the discretion of the program supervisor whether a refund will be given on commodity (supplies, tickets, apparel, etc.) that has already been purchased by the participant.

#### **FACILITIES**

1. Century Center Room Rental Cancellation Fees: Cancellations three weeks or more prior to the event receive refund of rental payment minus 10% prepayment fee. Events not cancelled three weeks (21 days) in advance forfeit all rental fees. The Department may cancel a reservation in the case of severe weather conditions, a Town emergency, and if all of the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control.
2. Park Facility Cancellations: Cancellations made three days or more prior to the event receive refund minus \$5.00 administration fee. Any rental over \$20 not cancelled three business days prior to the rental will receive a refund of 75% of the rental fee minus the \$5.00 administrative fee. Any rental less than \$20 will be refunded less the \$5.00 administrative fee.

#### **PUBLIC WORKS FEES**

Roll Out Containers	Actual cost to town - \$48.25 per
Yard Waste Containers	Actual cost to town- 48.25 per
Extra Roll Out Container Service	\$2.00/container
Extra Dumpster Collection for Multi-Family Dwellings	\$22.00 8 cubic yard \$17.00 6 cubic yard \$12.00 4 cubic yard \$ 7.00 2 cubic yard
<b>Non-Residential Dumpster Fees</b>	<b>Cost Per Quarter (13 weeks service)</b>
Dumpster Size (Cubic Yards)	Per Pickup (each time)
2	\$13.69
4	\$16.46
6	\$19.23
8	\$21.92
Appliances	\$16.00 for up to three and \$4.00 for each additional after three
Televisions larger than 19 inch	\$6.00 for one and \$4.00 for each additional
Mattresses and Box Springs	\$7.00 for up to 2 pieces

Couch/Sofa	\$7.00 for one and \$5.00 for each additional
Other bulky, oversized waste	First 10 minutes free of charge. For collection requiring longer than 10 minutes, the fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. This fee must be paid in advance.
Large amount of yard waste/brush	First 10 minutes free of charge. For collections requiring longer than 10 minutes, a fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. The fee must be paid in advance.
Driveway Pipe	100% of cost of materials (if available in inventory)
Street Cut Repairs	\$95.00 per sq. yd
Street Signs	Actual cost of materials and cost of labor, if installation required. Payment required in advance.
Driveway Permit Fee	\$110.00
Building Structure Moving Permit Fee	\$125.00
Encroachment Permit	\$100.00
Street Closings	\$85.00 plus the cost of advertising the public hearing, including mailings.
Processing Fee for Permanent Right-of-Way Closing	\$85.00, plus the cost of advertising, certified mailing and first-class mailings
Full or Partial Street Improvement Inspection Fee (including storm drains, sidewalk, curb and gutter, paving, grading and appurtenant work in or adjacent to public rights-of-way)	\$2.60 per linear foot
Utility Service Improvement Inspection Fee (including excavation, backfill, and appurtenant work relating to the installation, repair, replacement, or removal of sewer, water, gas, telephone, electric, and/or similar utility facilities in or adjacent to public rights-of-way)	\$1.00 per linear foot

### ***POLICE FEES***

#### **Precious Metal Dealer Fees**

Annual Permit Application Fee	\$180.00
Fingerprinting Fee Per Person	\$38.00
Employee Initial Registration Fee	\$10.00
Employee Subsequent Renewal Fee	\$3.00

### ***PLANNING FEES***

<b>Online Permitting and Access (charged on each individual permit)</b>	\$40.00
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#### **CONSTRUCTION PERMIT FEES**

<b>Building Permits</b>	
Minimum Permit Fee	\$65.00
Demolition permit	\$65.00
Relocation of Structures	\$65.00

Mobile home set up	\$65.00
Modular units (approved by NC Dept. of Ins)	\$120.00
Accessory Structures (less than 144 square feet)	No Charge
Manufactured, Assembled or Packaged	\$75.00
Re-inspection Fee	\$75.00
Homeowners Recovery Fund Fee	\$10.00
Replacement Permit Card Fee	\$50.00
Damaged or Missing Plans Fee	\$50.00
Technical Review	\$50.00
<b>Residential Construction</b>	
New Construction	.26/sq. ft.
Renovation or alteration	.21/sq. ft.
<b>Commercial Construction</b>	
New Construction	.26/sq. ft.
New Construction (Open Parking Structure)	30% of New Construction Fee
Renovation or Alteration	.21/sq. ft.
Replacement/Renovation not covered by minimum square footage (commercial), and renovations to existing commercial building located in the University Lake watershed	\$275.00
CO Certification (commercial)	\$100.00
Stocking Fee (Furniture/equipment/stock installation prior to issuance of CO)	.05/sq. ft.

<b>Plumbing</b>	
Minimum permit fee	\$50.00
Residential Additions	\$50.00
Commercial Fit up	\$50.00
Modular home (approved by NC Dept. of Ins.)	\$120.00
Sewer ejector pumps	\$35.00
Grease traps	\$35.00
Re-inspection Fee	\$75.00
Fixtures – <b>(Defined as any opening into the waste and/or vent system. Also items such as water heaters, disposals, water pumps and dishwashers are deemed as such.)</b>	.16/sq. ft.
Water/Sewer Only	\$50.00 minimum fee

Replacement/Renovation not covered by square footage (Commercial)	\$275.00
<b>Mechanical</b>	
Minimum Permit Fee	\$50.00
Replacement or system conversion	\$50.00
Installation of woodstove or factory built fireplace	\$50.00
Re-inspection Fee	\$75.00
Heating Equipment and Appliances (Gas or Oil)	.16/sq. ft.
Gas Lines	\$75.00
Modular Home (approved by NC Dept. of Insurance)	\$125.00
Replacement/Renovation not covered by square footage (Commercial)	\$275.00
Residential HVAC Change-out	\$100.00
Commercial Hoods	
0-25 sq. ft.	\$100.00
25.1-50 sq. ft.	\$125.00
Over 50 sq. ft.	\$150.00
Gasoline and Oil Tanks (Per Tank)	\$225.00

<b>Electrical</b>	
Minimum permit fee	\$50.00
Temporary electrical service	\$50.00
Residential Applications	Sq. Footage x .16
Residential & Commercial Additions (receptacles, switches, etc.)	\$45.00
Conditional Power	\$150.00
Commercial – Open Parking Structure	30% of Residential Application Fee
<b>Service changes</b>	
Up to 400 AMP	\$150.00
401 - 1,000 AMP	\$250.00
Mobile home electrical connection	\$75.00
Modular Home (approved by NC Dept. of Insurance)	\$125.00
Swimming pool	\$75.00

Sign Installation	\$75.00
Gas pump Installation	\$75.00/pump
Re-inspection fee	\$75.00
<b>Electric Motors and Generators</b>	
Minimum charge	\$50.00
Each Additional Motor transformer etc.	\$10.00
Commercial – New Construction	Sq. Ft. x .16
<b>Commercial electrical work not included in additions or not including a square footage component</b>	\$275.00
<b>Online Permitting and Access (charged on each individual permit)</b>	\$40
<b>Refunds</b>	
Refunds approved at the discretion of the Chief Building Inspector or Designee	
<b>Recycled Materials Permit</b>	10% of the total assessed building permit fee
<b>Work initiated without required construction permits</b>	Twice the original permit fee
<b>Engineering Inspection Fee - Residential</b>	\$165/ Certificate of Occupancy
<b>Engineering Inspection Fee - Commercial</b>	\$350/Certificate of Occupancy

<b>Fire Prevention</b>	
Blasting Permit	\$100.00
Renewal Fee (Must be renewed every 30 days)	\$50.00
Burning Permit	\$75.00
Pyrotechnic Permit	\$100.00
Hazardous Materials Permit	\$150.00
Fire Alarm and Detection System Permit	\$100.00
- Initiating or supervisory device (automatic or manual - pull station, water-flow switch, tamper switch, heat and smoke detectors, etc.). Commercial projects	\$2.00 per initiating device
Fire Sprinkler/Standpipe/Fire Pump/Extinguishing System Permit	\$100.00
Sprinkler head, fusible links, frangible bulbs, water flow switch, supervisory device, etc.	\$2.00 per initiating device
All other Fire Code Permits not listed above	\$50.00
Re-inspection fee	\$75.00
Life Safety Violation	\$250.00
Non-compliance fee per code violation	\$25.00



False Burglar and Fire Alarms	\$75.00 for each false burglar or fire alarm sounded by a private alarm system. This fee would be billed only after two such alarms were sounded during a given month for a particular business.
Fire-Rescue Address Signs	\$15.00 (sign only) \$20.00 (sign and post)
Work initiated without required construction permits	Twice the original permit fee
<b>LAND USE PERMIT FEES</b>	
Engineering plan review and requested inspections/site visit costs have been included with permit fees.	

<b>CONDITIONAL USE OR SPECIAL USE PERMITS (New Requests)</b>	
Residential (up to 3 rounds of review)	\$1,300 .00+ \$110.00 per unit
Residential >3 rounds of review)	\$ 750.00 +\$55.00 per unit
Commercial (up to 3 rounds of review)	\$1,200.00 + \$.06 per square foot of commercial building space
Commercial (>3 rounds of review)	\$600.00 +\$.03 per square foot of commercial building space
Mixed Use(up to 3 rounds of review)	\$1,200.00 + \$.06 per square foot of commercial building space + \$36.00 per residential unit
Mixed Use (>3 rounds of review)	\$600.00 +\$.03 per square foot of commercial building space +\$18.00 per residential unit
Miscellaneous, Less than 3 acres (up to 3 rounds of review)	\$750.00
Miscellaneous, Less than 3 acres (>3 rounds of review)	\$375.00
Miscellaneous, 3 acres or more (up to 3 rounds of review)	\$1,500.00
Miscellaneous, 3 acres or more (>3 rounds of review)	\$750.00
Watershed Subdivision, 4 lots or less	\$450.00 + \$75/lot
Child Day Care Facility-S.U.P. (Large Child Day Care Homes - 12 pre-school or 15 school-aged children)	\$450.00 + 0.025 per square foot of building area
<b>ZONING PERMITS</b>	
Residential	\$75.00 per unit + \$75/unit or lot and/or .025 per square foot of building area when engineering review
Commercial	\$60.00 or \$0.06/ per sq. ft. of commercial area, whichever is greater and .025 per square foot of building area when engineering review
Home Occupation	\$75.00
Site Re-inspection	\$60.00
<b>SIGN PERMITS</b>	
Single Sign Permit	\$40.00 per sign
Unified Sign Plan Permit	\$150 per sign unified sign plan

Individual Sign in accordance with approved plan	\$30.00 per sign
Sign on Historic Building (SUP, per Section 15-174 of the LUO)	\$50.00
<b>VILLAGE MIXED USE OR OFFICE/ASSEMBLY CONDITIONAL USE DISTRICT</b>	
Rezoning	\$1,500 + \$40/acre
Master Plan	\$ 750 + \$20/acre
CUP attached to any VMU or O/A Rezoning Request (up to 3 rounds of review)	\$1,500 + \$100 per residential unit + \$0.13/square foot of commercial space
CUP attached to any VMU or O/A Rezoning Request (> 3 rounds of review)	\$1,500 + \$100 per residential unit + \$0.13/square foot of commercial space

<b>CONDITIONAL USE REZONING</b>	
Rezone to RR-CU, R-20-CU, R-15-CU, R-10-CU, R-7.5-CU	\$700 + \$30.00/acre
Rezone to R-3-CU, R-2-CU, R-S.I.R-CU, R-S.I.R.-2-CU	\$850 + \$30.00/acre
Rezone to B-1(c)-CU, B-1(g)-CU, B-2-CU, B-3-CU, B-4-CU, CT-CU, B-3-T-CU, O-CU, M-1-CU, and M-2-CU	\$1200 + \$30.00/acre
Conditional Use Permit attached to any CU Rezoning Request (up to 3 rounds of review)	\$1000 + \$105.00/unit + \$.13/square foot of commercial building space
Conditional Use Permit attached to any CU Rezoning Request (>3 rounds of review)	\$500 + \$50.00 per unit + \$.07/square foot of commercial building space + \$75/unit when engineering plan review
<b>CONCEPT PLAN/PRE-APPLICATION</b>	
Walk-about/Concept Plan Review	\$150 + \$25/unit or lot
Yield Plan Review	\$150 + \$25/unit or lot
Pre-Application with technical review	\$50/lot and/or .025/ square foot of building area
Pre-Application with technical review > 3 rounds of review	\$300/lot and/or .025/ square foot of building area
<b>CONDITIONAL OR SPECIAL USE PERMIT MODIFICATIONS</b>	
Minor Modification with hearing	\$600.00 + \$50/lot and/or .025/ square foot
Minor Modification without hearing	\$300.00 + \$50/lot and/or .025/ square foot
Insignificant Deviations	\$150 + \$50/lot and/or .025/ square foot
<b>CONDITIONAL, SPECIAL USE, OR ZONING PERMIT EXTENSIONS OR RENEWALS</b>	
Residential, Commercial, or Mixed Use	\$350

<b>PHASING CHANGES AND REVIEW (IF SEPARATE FROM INITIAL APPROVAL)</b>	
Residential, Commercial, or Mixed Use	\$300
<b>FINAL PLAT APPROVALS</b>	
1. Less than 5 acres	\$180 + \$30.00 per unit or lot + \$50 per unit or lot when engineering review
2. 5 to 10 acres	\$250 + \$30.00 per unit or lot + \$50 per unit or lot when engineering review
3. More than 10 acres	\$300 + \$30.00 per unit or lot + \$50 per unit or lot when engineering review
<b>VARIANCES</b>	\$350.00 + \$50 per unit or lot when engineering review
<b>APPEALS</b>	\$300.00
<b>SPECIAL EXCEPTIONS</b>	\$250.00

<b>EXEMPT SUBDIVISIONS</b>	
Creation of additional lots	\$150.00
Combination or recombination of existing lots	\$60.00
Re-recording Existing Survey	No Fee
<b>ZONING/PROJECT COMPLIANCE LETTER</b>	\$120.00
<b>CONSTRUCTION PLAN REVIEW</b>	
Residential	
25 or more units	\$950.00 + \$80 per unit
5 to 25 units	\$500.00 per construction plan review + \$80 per unit
less than 5 units	\$250.00 per construction plan review + \$80 per unit
Commercial	\$750 + \$.18 per square foot of commercial building space
Mixed Use	\$600 + \$.15 per square foot of commercial building space + \$25 per residential unit + \$50/unit and/or .025/square foot of building area when engineering review
Construction Plan Revisions	(if separate from initial approval) = \$300.00
<b>PAYMENT-IN-LIEU</b>	
Payment-in-Lieu	\$210.30 (1.1% CPI) per point in accordance with Appendix G in the Land Use Ordinance
Open Space	Payment based on number of sq. ft. of open space not provided on-site multiplied by the unadjusted tax value per sq. ft. of land listed by Orange County multiplied by the increase in the Consumer Price Index since the date of evaluation.

Affordable Housing	\$32,167 (Determined by multiplying the average of median home sales prices, as obtained from MLS data, of the previous three years for the Chapel Hill Carrboro City School District, by 10%)
<b>ZONING MAP AMENDMENTS</b>	
To a Conditional Zone, Residential	\$1,200 + \$30/acre + \$50/unit when engineering review
To a Conditional Zone, Commercial or Mixed-Use	\$1,200 + \$30/acre + \$50/unit when engineering review
To C, NPD, WR, RR, R-20, R-15, R-10, R-7.5, HD, JLWP	\$850.00 + \$35.00 per acre
To R-2, R-3, R-SIR, R-SIR-2, PUD	\$1000.00 + \$35.00 per acre
To B-1G, B-1C, B-2, B-3, B-3T, B-4, B-5, M-1, EAT, WM-3, O, OA, PID, RHDC Overlay, CT	\$1,450.00 + \$35.00 per acre
To PF	\$600.00+ \$35.00 per acre
<b>ZONING TEXT AMENDMENT</b>	\$475.00

<b>MAPS AND SERVICES</b>	
<b><i>Zoning Map</i></b>	
Large, wall map	\$20.00
E-size (34 x 44)	\$15.00
D-size (22 x 34)	\$12.00
11 x 17	\$10.00
<b><i>City Limits Map</i></b>	
E-size	\$15.00
11 x 17	\$10.00
<b><i>Natural Constraints Map</i></b>	
E-size	\$15.00
11 x 17	\$10.00
<b><i>Custom Maps</i> (15-minute production time limit)</b>	
E-size	\$40.00
D-size	\$30.00
C-size (17 x 22)	\$25.00
11 x 17	\$20.00
8 ½ x 11 (color)	\$10.00
8 ½ x 11 (black/white)	\$5.00
With Orthography	\$45.00
Other Custom Maps	Map charge (shown above) + \$40.00 per hour (\$50.00 minimum)
<b><i>Blueprint Maps</i></b>	

1979 and 1985 Topographic Maps ( (Print of Digital Data)	\$30.00
<b>Digital Data</b>	
Existing Data Layer	\$30.00
Customized Data Layer	\$30.00 + \$40.00 per hour (\$50.00 minimum)
Digital Published Map	\$30.00
Public Hearing Notification Mailing	\$30.00 + \$.65/ address
<b>(Requests for Orange County digital data will be referred to Orange County)</b>	
<b>STREAM DETERMINATION AND WATER QUALITY BUFFER MITIGATION</b>	
Ephemeral Stream	\$60.00
Intermittent or Perennial Stream	\$120.00
<b>Mitigation Fees for Impacts to Ephemeral Stream Water Quality Buffers</b>	
Removal of Vegetation	\$.99 per sq. ft*1.5
Grading or Other Changes That Modify Natural Conditions of Diffuse Flow	\$12.50 per linear foot or stream disturbance for one or both sides of stream channel, depending on area of impact
Disturbance of Stream Channel	\$349 per linear foot of stream disturbance

<b>BMP Inspections (applicable to owners who have not provided adequate documentation of self-inspection and maintenance and who have not voluntarily entered into a maintenance agreement)</b>	
Sites with 1 or 2 BMPs	\$125.00
Sites with more than 2 BMPs	\$250.00
BMP Re-inspection	\$75.00
<b>PUBLICATIONS</b>	
Carrboro Architectural and Historical Inventory	\$7.50
Carrboro Bicycle Policy and Sidewalk Policy	\$1.00
Carrboro Downtown Guidelines for Design	\$10.00
Carrboro Connector Roads Policy	\$1.00
Downtown Carrboro New Vision	\$15.00
Carrboro Vision 2020 Report	\$7.50
Small Area Plan for Carrboro's Northern Study Area	\$20.00
Neighborhood Preservation District Guidelines	\$10.00
Carrboro Land Use Ordinance	\$25.00
Conceptual Master Plan Town of Carrboro, N.C. Bolin Creek Greenway	\$35.00

Comprehensive Bicycle Master Plan	\$25.00
Other Publications	10¢/page + 50¢/color page
<b>TOWN CODE</b>	\$20.00
<b>HOUSING CODE (Chapter 17)</b>	\$5.00
<b>XEROX COPIES OF MISCELLANEOUS DOCUMENTS</b>	10¢ per page
<b>HISTORIC CARRBORO PLAQUE</b>	\$135.00 per plaque
<b>BAD CHECKS</b>	\$35.00 per check
<b>PARKING FEE SCHEDULE FOR YAGGY PARKING LOT</b>	\$25.00 per space per month
<b>REGISTRATION OF DOMESTIC PARTNERS</b>	
Registration	\$40.00
Affidavit of Termination	\$40.00
Amendment to Statement	\$40.00
Copies of Domestic Partner Registrations	\$2.00
<b>COPIES OF VIDEO OR AUDIO RECORDINGS</b>	\$5.00 per tape, CD or DVD
<b>TRANSLATION EQUIPMENTRENTAL– TRANSLATORS NOT PROVIDED WITH EQUIPMENT</b>	
Security Deposit - People or organizations checking out the translation equipment will be liable for any damage to equipment or missing equipment up to or beyond the \$150 security deposit. (The security deposit will be waived for any governmental entities, including UNC-CH.)	
Rental Fee for use of equipment for up to 3 days – must be paid upfront.	\$25.00 (nonrefundable)
Late Fee (for any day beyond established rental time)	\$10.00 per day
<b>INDEX OF COMPUTER DATABASES</b>	
Digital Copy of Index of Computer Databases - CD, DVD, USB Solis State Drive	\$5.00
Digital Copy of Database Media and Costs - CD, DVD, USB Solis State Drive	\$15.00
Report Reproduction Cost List	\$ .10 for each printed, plotted or photographic database output page
<b>NOTE:</b> These fees do not apply to GIS related report and mapping reproduction; those fees are covered elsewhere in the Miscellaneous Fees and Charges Schedule.	
Custom Services Costs – Custom Report Preparation	Starting at \$100.00 per hour billable in 15-minute increments, and listed cost of digital and printed reproduction media. The ability to process custom requests is based upon staff and resource availability, and requesters should note that all requests may not be filled due to such limitations.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-226

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Energy and Climate Protection Plan and Community Climate Action Plan Implementation Update

**PURPOSE:** The purpose of this item is to update the Board on Energy and Climate Protection Plan and Community Climate Action Plan Implementation Efforts.

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** Laura Janway, Environmental Planner, [ljanway@townofcarrboro.org](mailto:ljanway@townofcarrboro.org), (919) 918-7326; Patricia McGuire, Planning Director, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org), (919) 918-7327

**INFORMATION:** The purpose of this item is to provide the Board with an update on the implementation of two climate action plans, the municipal Energy and Climate Protection Plan (ECPP) and Community Climate Action Plan (CCAP). Work on the ECPP has been underway since the Board's adoption on May 28, 2014. (A complete copy of the ECPP can be found at:

<http://www.townofcarrboro.org/DocumentCenter/View/553/Energy--Climate-Protection-Plan-2014>). Progress on the CCAP has been ongoing since the Board's adoption of the plan on January 24, 2017. (A complete copy of the CCAP may be found at: <http://www.townofcarrboro.org/DocumentCenter/View/4116/Community-Climate-Action-Plan>).

This update includes a summary table (Attachment B) followed by a more detailed report describing ECPP and CCAP implementation since the March update (Attachment C).

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

**RECOMMENDATION:** Staff recommends the Board consider the attached resolution to receive the report.

A RESOLUTION RECEIVING AN UPDATE ON THE CLIMATE AND ENERGY  
PROTECTION PLAN AND COMMUNITY CLIMATE ACTION PLAN

WHEREAS, the Board of Aldermen has received a presentation regarding the Energy and Climate Protection Plan and the Community Climate Action Plan; and

WHEREAS, the Town of Carrboro has a number of emissions-reduction projects in process; and

WHEREAS, Town staff have requested Board input and approvals at key milestones; and

WHEREAS, staff have provided the Board with updates on particularly projects at regular intervals.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the Board receives this update on the implementation of the Energy and Climate Protection Plan and the Community Climate Action Plan.

This the 18<sup>th</sup> day of June in 2019.



Plan	Item	Section/Recommendation	FY2019	FY2020	FY2021	FY2022	Internal Staff (min #)	Potential GHG Reduction
Energy and Climate Protection Plan	LED Streetlights	Section 2A: LED Lighting	Ongoing	Complete			Planning, PW, Communication (4)	10.5% of municipal emissions
	Minor remodeling in Town Hall, including installation of energy-efficient water bottle filling stations, new high efficiency LED panel lighting, installation of two new high efficiency air source heat pumps, and plan for installing a new white membrane roof with added insulation	Section 2.B.ii: Facility Energy Efficiency	Ongoing	Complete			PW (4)	TBD – municipal GHG inventories
Community Climate Action Plan	Proclamations, Resolutions, Continued outreach through Carrboro Courier newsletter, WCHL Radio, Town Website	Community Integration Recommendations	Ongoing	Ongoing	Ongoing	Ongoing	Planning, Town Clerk, Communication (4)	
	Community Climate Action Meeting	Community Integration Recommendation #1, #5	Ongoing	Ongoing	Ongoing	Ongoing	Planning	
	Mayors Water Conservation Challenge	Community Integration Recommendation #2	Complete				Planning, Mayor's Office, Town Clerk, Communication (4)	
	Green Neighborhood Initiative	Community Integration Recommendation #3	Ongoing	Ongoing	Ongoing	Ongoing	Planning, Communication (4)	
	Integrate Climate Action and Social/Equity Initiatives – GARE	Community Integration Recommendation #7	Ongoing	Ongoing	Ongoing	Ongoing	GARE Core Team, Planning	
	Demonstrate/Pursue Energy Performance Beyond Minimum Requirements for New Development – Recognition Program	Buildings Recommendation #3	Ongoing	Ongoing	Ongoing	Ongoing	Planning	
	Create a Task Force to Pursue a Facilitative Process to Achieve Greenhouse Gas (GHG) Reductions in Rental Units	Buildings Recommendation #4	Pending Release of application	Ongoing			Planning	Reducing multi-family housing emissions by 50% reduces community emissions by approx. 12%
	Volkswagen Mitigation Funding	Transportation Recommendation #1	Pending release of application				Planning, PW (4)	1 Electric Vehicle Charging Station saves approx. 7.7 MTCDE/year
	Comprehensive Bicycle Transportation Plan Update	Transportation Recommendation #4, #6	Underway	Complete			Planning	
	Solar Projects	Renewable Energy Recommendation #1, Buildings Recommendation #1	Ongoing	Ongoing	Ongoing	Ongoing	Planning, PW	. Reducing the community's electricity use by 50% reduces total emissions by 29%
	Accelerate/Expand Organic Waste Collection/Composting, Town Hall Composting, Every-Other-Week Trash Collection Pilot	Ecosystem Recommendation #3, Community Integration Recommendation #3	Ongoing	Ongoing	Ongoing	Ongoing	Planning, PW, Communication (3)	Approx. 237 MTCDE/year.
	Urban Forestry Intern Project	Ecosystem Recommendation #4	Complete				PW (3)	Resiliency Initiative
	Improve Regulations and Community Capacity to Discourage Invasive Plants and Encourage Native Plants	Ecosystem Recommendation #4	Ongoing	Ongoing			Planning , PW (2)	Resiliency Initiative
	Bee City USA	Ecosystem Recommendation #5	Ongoing	Ongoing	Ongoing	Ongoing	Planning (3)	Resiliency Initiative
	Food Choice Measures: Survey, Outreach, Events	Food Choice Recommendation #1, #2	Ongoing	Ongoing	Ongoing	Ongoing	Planning, Communication (4)	Reducing food-related emissions 50% reduces community emissions approx. 8%
Energy and Climate Protection Plan, Community Climate Action Plan	Climate Reality Leadership Corps Training	Guides Implementation of Entire CCAP	Complete				Planning (2)	
	Interdepartmental Climate Change Committee	Transition from ECPP to CCAP Implementation	Ongoing				Representatives from Each Department	



## TOWN OF CARRBORO

NORTH CAROLINA

**TRANSMITTAL**

**PLANNING DEPARTMENT**

**DELIVERED VIA:** ☒ *HAND* ☐ *MAIL* ☐ *FAX* ☒ *EMAIL*

**To:** David Andrews, Town Manager  
Board of Aldermen

**From:** Laura Janway, Environmental Planner  
Patricia McGuire, Planning Director

**Date:** June 18, 2019

**Subject:** Implementation Update: Energy and Climate Protection Plan (2014) & Community Climate Action Plan (2017)

### Summary

The purpose of this memo is to provide the Board with a progress report on implementation of the Energy and Climate Protection Plan (ECPP), adopted May 28, 2014, and the Community Climate Action Plan (CCAP), adopted January 24, 2017. The ECPP concentrates on lowering municipal greenhouse gas emissions and the CCAP establishes a 50% reduction goal in per capita greenhouse emissions by 2025. Town staff are examining and pursuing several initiatives to reach the emissions reductions goals.

To continue ECPP implementation, Town Staff have scheduled the LED streetlight conversion project with Duke Energy, increased staff composting efforts, installed energy-efficiency upgrades to Town buildings, and have scheduled a new energy-efficient roof to be installed on Town Hall in July.

Recent CCAP implementation measures include Bee City USA outreach events and the purchase of composting bins to begin unrolling a backyard composting program as the first phase of the Green Neighborhood Initiative. The Town has also drafted a phone survey to gather baseline data for CCAP implementation. The survey will ask questions regarding habits of Town residents related to food choices, composting, gardening, and other actions. The survey will be refined and conducted later this summer. This baseline data will be used for future benchmarking to track progress of CCAP initiatives, projects, and outreach.

## **Light-Emitting Diode (LED) Streetlight Conversion**

- *Policy Connections:* ECPP Section 2A.

Public Works staff have been working with Duke Energy to implement the LED streetlight conversion. The project has been tentatively scheduled to begin in July and be completed in approximately 4 weeks. The conversion is estimated to reduce municipal emissions by 10%.

## **Energy-Efficiency Upgrades to Town Buildings**

- *Policy Connections:* ECPP Section 2.B.ii and CCAP Buildings Recommendation #1: Reduce Emissions Attributed to Carrboro Buildings by 50% by 2025.

Recent upgrades to Town buildings include:

- Minor remodeling in Town Hall, including installation of 33 new high-efficiency LED panel lighting fixtures. The Town is receiving rebates from Duke Energy on some of the fixtures.
- Installation of two new high-efficiency air source heat pumps at Town Hall to replace older, less efficient units.
- The existing roof on Town Hall is scheduled to be replaced with a white membrane roof with added insulation in July of this year. White roofs can reduce summer energy use by 10-40% and can lower peak energy demand, saving money and reducing emissions.

## **Composting at Town Hall**

- *Policy Connections:* CCAP Ecosystem Recommendation #3: Accelerate/Expand Organic Waste Collection/Composting.

Staff are continuing to collect coffee grounds in the Town Hall break room and Inspections Department for composting through the partnership between the Carrboro Farmers' Market and Orange County Solid Waste Management.

The Town also worked with Orange County to provide composting at the employee Spring Picnic. Compostable utensils were used at the event and each staff member received a reusable Town of Carrboro glass water bottle. Staff will estimate the yearly emissions reduction related to composting efforts.

## **Electric Vehicle Charging Stations**

- *Policy Connections:* CCAP Transportation Recommendation #1: Reduce Greenhouse Gas Emissions from Motor Vehicle Use by 50% by 2025.

The VW Emissions Mitigation Fund Request for Proposals has not yet been released. The NC Department of Environmental Quality has provided the following information:

### Phase 1 Timeline

- Plan submission to trustee (August 2018)
- Release request for proposals (Winter 2019)-RFP will be open for 90 days
- Proposal evaluations (Spring 2019)
- Phase 1 project selections (Summer 2019)
- Phase 2 planning (Fall 2019/Winter 2020)

Staff will proceed with a funding proposal when the Request for Proposals is released, per the Board's direction in the update on December 4, 2018.

### **Bee City USA**

- *Policy Connections:* CCAP Ecosystem Recommendation #5: Improve Regulations and Community Capacity to Discourage Invasive Plants and Encourage Native Plants.

Town staff completed the 2018 report for Bee City USA and renewed the Town's membership for 2019. The Town has multiple outreach events planned for June to celebrate National Pollinator Week, beginning with a Proclamation recognizing June 17<sup>th</sup> through 23<sup>rd</sup> as Carrboro Pollinator Week. Staff will be performing public outreach at a table with activities and educational material at the Carrboro Farmers' Market on June 15<sup>th</sup>. Seeds for native pollinator-friendly plant species such as butterfly milkweed (*Asclepias tuberosa*) will be given out to residents at the Farmers' Market to encourage pollinator conservation and the development of residential pollinator gardens.

The Town will also hold a Father's Day movie on June 16<sup>th</sup> at the Carrboro Century Center and will distribute pollinator-friendly plants to attendees. Additionally, Town staff, members of the Environmental Advisory Board and a community volunteer met on the morning of May 10<sup>th</sup> to perform maintenance of the pollinator garden at the corner of West Main Street and Hillsborough Road.

### **Mayors Water Conservation Challenge**

- *Policy Connections:* As a social media outreach campaign and partnership between Carrboro, Chapel Hill, OWASA, the University of North Carolina, and Chapel Hill-Carrboro City Schools (CHCCS), this initiative helps to fulfill CCAP Community Integration Recommendation #2: Expand Public Partnerships to More Explicitly Consider Climate Action.

The Town of Chapel Hill invited staff from Carrboro, OWASA, the University of North Carolina, and CHCCS to participate in a challenge to save water. The group created a unique Mayors Challenge for Carrboro and Chapel Hill to promote OWASA's new "Agua Vista" Metering Initiative. Agua Vista promotes water conservation by allowing customers to track their daily water usage and providing leak detection alerts.

The Mayors Water Conservation Challenge ended in May and Agua Vista was named winner of

the challenge, as over 3,700 accounts were registered throughout Chapel Hill and Carrboro over a two-month period.

Staff will work with OWASA to obtain data regarding the number of pledges completed online and calculate greenhouse gas emissions savings based on reductions in the quantity of wastewater cleaned and delivered due to pledged water savings from the challenge.

Planning Department and Public Works staff also met with OWASA to discuss the Town's water use. Staff will utilize Agua Vista to manage leaks and analyze water use patterns at municipal buildings to design water-saving measures and strategies.

### **Green Neighborhoods Initiative**

- *Policy Connections:* CCAP Community Integration Recommendation #3: Create Participatory Green Neighborhood Budgeting Program to Reduce Carbon Emissions, Build Community, Save Money, and Reallocate Savings to New Green Project Initiatives

### **Outreach Goals**

The goals of the Green Neighborhoods Initiative include:

- Enlisting and engaging neighborhoods in efforts to reduce greenhouse gas emissions within the community
- Quantifying and tracking emissions reductions of successful projects and efforts
- Fostering a cooperative spirit and building community within neighborhoods
- Creating a community-scale dashboard on the Town website to track emissions savings and highlight successful projects and active neighborhoods
- Locating clusters of actively-participating champions to identify a neighborhood to implement an Every-Other-Week Trash Collection pilot initiative

### **Green Neighborhoods Phase 1: Backyard Composting**

The Town anticipates unrolling a backyard composting program as the first phase of the Green Neighborhood Initiative this summer. Through composting promotion, the Town can begin to build communication networks within neighborhoods and between neighborhoods and the Town. These networks can be used to expand public outreach to encourage other emissions reduction initiatives outlined in the Community Climate Action Plan.

The Community Climate Action Plan includes a recommendation to promote composting to improve soil quality, increase soil organic content, enhance water quality by improving infiltration, and decrease methane gas landfill emissions and greenhouse gas emissions from trash pickup.

- *Policy Connections:* CCAP Ecosystem Integration Recommendation #3: Accelerate Efforts to Study and Implement a Comprehensive Organics Collection and Composting Program

To encourage composting, the Town is purchasing kitchen composting bins and backyard composting bins, which will be offered at a discount to Carrboro residents. Composting is an ideal option for the initial phase of this initiative due to its accessibility to many residents of Carrboro. All Carrboro residents make choices related to food each day, and diverting organic material for composting in a simple step that many can integrate into their daily routines. Composting bins are inexpensive compared to other emissions-reducing purchases such as electric vehicles and solar panels.

### **Multifamily Housing**

While backyard composting will be relatively simple for single-family homeowners, approximately 56% of residents within the Town are renters. Those who live in rental units will have less ability to compost at home. The Town will need to ensure that these residents have access to participate. The Town will begin by offering discounted kitchen bins to residents of multifamily housing and by promoting the free composting drop-off at the Carrboro Farmers' Market. Next, the Town will pursue a pilot project with a multifamily complex to organize organic waste collection by a composting company such as CompostNow or Brooks Compost.

The Town will also promote vermicomposting for renters in the Town. Vermicomposting is the process of using earthworms to create compost. It is a more time-efficient method than backyard composting and will not result in odors indoors if performed properly. Worm bins can be placed on outdoor apartment balconies when the temperatures are higher than 40 degrees Fahrenheit.

Different types of worm bins are available commercially online. The Town can also provide instructions for residents to make their own worm bins in a brochure and on a dedicated page on the Town website.

The Franklin County Solid Waste Management District in Franklin, MA recommends a 15" x 1.5' x 2' worm bin for a household of 1-2 individuals. To prepare the bins, bedding made of shredded high-carbon materials, such as dry leaves, newspaper, or paper towels is recommended. After adding the worms and drilling ventilation holes, food scraps cut into small pieces can be added every few days. Earthworms will aerate the material in the bin as they move and produce nutrient-rich, organic waste. After three months, more bedding can be added to one side of the bin, and after the worms move to new bedding, the compost can be removed.

### **Public Outreach**

In order to ensure public outreach is effective, the Town will need to create enthusiasm for composting and highlight the positive aspects of participation. The Washington State Compost Educators' Guide recommends emphasizing the circular nature of composting, where nutrients are returned to the soil to grow additional food. Composting promotes sustainability by connecting people to the food they eat and promoting a borrow-use-return mindset instead of a take-make-waste lifestyle.

Outreach will need to be multilingual, including Spanish and Karen translations, and can include:

- Kickoff event at Town Hall

- Social Media, Radio Promotion
  - Dedicated page on Town Website
    - Link on front page and separate page for more information
  - Twitter, Nextdoor, WHCL Radio
- Printed Materials
  - Newspaper ads, postcards, flyers
  - Cards to collect stickers from fruit and vegetables to avoid compost contamination. These cards can be mailed into Town for coupon/prize related to climate action.
- Word of Mouth
  - Announcements and updates at Environmental Advisory Board Meetings
  - E-mails
  - Tables at the Carrboro Farmers' Market
- Tie-in all materials to Community Climate Action Plan; include thermometer progress icon
- Create a Green Neighborhoods or Carrboro Composts icon
- Perform outreach to environmental groups with mailing lists and current community email listservs

Outreach can utilize the following strategies to overcome barriers to change:

**Table 1. Community Based Social Marketing Tools** (McKenzie-Mohr & Smith, 1999)

Strategy	Example
Pledging to try small changes makes residents more likely to follow up with broader actions.	Small changes such as leaving yard trimmings on the lawn are easier to incorporate into established routines.
Promising to try a new practice makes follow-through more likely.	Ask for verbal commitments, such as “Will you compost your yard trimmings the next few times you mow?”
Written commitments are more binding than verbal.	Ask residents to sign a petition or pledge to complete specific actions on a handout.
Involvement in an activity invests people and makes them secure enough to repeat the actions individually.	Use hands-on educational activities and encourage audience participation.
Public or group commitments are especially effective.	Ask neighbors to commit to composting yard trimmings
When people identify as environmentalists (or concerned about any issue) they are likely to adopt behavior that is consistent with this image.	Recognize and praise a measure the resident has taken. Ask resident about specific concerns and inform them of measures to combat those issues.
Providing a discounted tool makes people feel obliged to use the item.	The Town will provide low-cost kitchen and backyard compost bins.

**Table 2. Prompts:** Reminders help break habits that may overwhelm plans to change. It is easier to follow an old routine than to remember intentions.

Strategy	Example
Visual cues are useful reminders to break habits.	Provide a sticker that says, “Turn your compost pile before adding.”
Effective prompts must be specific and self-explanatory.	Saying, “Water the lawn once inch per week during dry summer weather” is more effective than saying “Water wisely”.
Effective prompts must be noticeable and be located in physical proximity to where the action takes place.	Placing a composting reminder sticker on a trash bin is more effective than on a mailed postcard.
Positive prompts are more effective than threats. Avoid negative messaging.	Stick with prompts for specific behavior such as, “Put in compost pile instead of putting in trash can.”

**Table 3. Norms:** Most members of a community want behaviors to fit in with community values. Many residents are likely to use sustainable practices if our neighbors do it, even if it seems less convenient than another method.

Strategy	Example
Make people aware that their neighbors are adopting sustainable practices.	Mention the number of composting bins which have been purchased from the Town or the number of residents who drop off composting at the Farmers’ Market/
Model the behavior you want others to adopt. Offer to help others change	The Town should continue to promote composting at Town Hall.
Make conservation behaviors visible.	Signs provide a visual reminder
Publicizing involvement makes norms visible, and goads people to follow through so they are seen as consistent.	Suggest that you may profile a resident’s sustainable practices in a local news story or use their name on a list.

## Educational Events

- Workshops
- Farmers’ Market Demonstrations

Purpose: Educational events provide an in-person opportunity to learn about composting and to answer community questions.

Workshops will include:

- Explanation of composting, basics of decomposition
- Operation of composting bins
- Benefits of composting, including: reduced emissions, improved soil and water quality, waste diversion from the landfill
  - Information about the properties and functions of soil and its role in nutrient cycling, preventing stormwater issues through filtering and buffering water,



providing physical stability for plant roots, and contributing to biodiversity and habitat

- Explain how the addition of organic matter helps stabilize and add nutrients to soil
- Optimal placement of backyard bins to most effectively produce compost
- How to rodent-proof composting bins using hardware fabric
- What materials can be composted
- What materials to avoid in compost
- How to create the best ratio/mixture for optimal composting
- How to use finished compost in gardens and yards
- Frequently Asked Questions
  - Why is composting important?
  - How does composting help reduce greenhouse gas emissions?
  - How can I use compost in my garden?
  - Will it attract pests?
  - How long will it take to make compost?
  - Should I add water to my compost?
- How to measure composting success/reporting to the Town
- Participants will need to provide their address (for Green Neighborhood Initiative) and preferred contact for reporting (e-mail/SurveyMonkey or postcard)

**Table 4. Timeline**

May/June	<ul style="list-style-type: none"> <li>• Obtain quotes for kitchen bins, backyard composting bins, and phone survey</li> <li>• Order composting bins</li> <li>• Draft public outreach materials, web page, and workshop presentations</li> <li>• Reach out to multi-family housing units for potential partnerships</li> </ul>
June/July/August	<ul style="list-style-type: none"> <li>• Begin workshops and compost bin distribution</li> <li>• Promote composting on social media</li> <li>• Create neighborhood participation heat map</li> <li>• Begin pilot project in multifamily housing</li> <li>• Begin calculating emissions reduction based on estimated weights of reported organic waste diverted from the landfill</li> </ul>
August/September	<ul style="list-style-type: none"> <li>• Evaluate participation rates and neighborhood participation for every-other-week garbage collection pilot</li> <li>• Design every-other-week garbage collection pilot to begin in fall 2019</li> </ul>

## Metrics, Reporting, Evaluating Participation

In order to determine the greenhouse gas emissions reduction based on participation in backyard composting, staff will use the Town's SurveyMonkey subscription.

Staff will create a separate page on the Town website containing composting links, resources, instructions, frequently asked questions, and a link to the SurveyMonkey reporting form. The reporting form will contain information needed for Town staff to calculate greenhouse gas emissions reduction and to determine participation in each neighborhood, including:

- Number of times kitchen bin is emptied each week
- Estimated percentage of kitchen bin filled with material when emptied
- Approximate percentage of specific categories of organics composted (food waste, yard waste)
- Resident address

Participants who purchase a composting bin will be asked to provide an email address and report their bin usage to the Town monthly for a specified time period. Staff will calculate greenhouse gas emissions reductions using the EPA's Waste Reduction (WARM) Model.

In the December 4, 2018 Energy and Climate Protection Plan and Community Climate Action Plan Implementation Update, Town staff analyzed multiple composting scenarios using EPA's WARM model. Staff updated the WARM model by removing yard waste components to obtain additional estimates of emissions reduction from different composting scenarios. The average emissions reduction from a composting program was 236.89 MTCDE/year. The analyzed scenarios involved only single-family housing. Promoting composting efforts in multifamily housing will increase the estimated emissions reduction.

## Survey

- *Policy Connections:* CCAP Food Choice Recommendation #2: Develop Local Dietary Consumption and Associated GHG Profile

In order to gauge backyard composting progress, the Town will also need statistically-valid data regarding current composting habits. A survey can provide data for a baseline snapshot of habits related to other CCAP recommendations as well, including food choices and gardening. CCAP Food Choice Recommendation #2 involves capturing diet-related greenhouse gas emissions in order to measure progress towards the Town's reduction goal. The survey will include questions about composting habits, gardening habits, and food choices. This baseline data will allow the Town to begin benchmarking and tracking progress towards emissions-reduction goals.

Town staff have drafted the basic survey outline and questions. A research team will assist Town staff in refining and formatting questions to ensure the results provide the Town with necessary information.

To complete the survey, a research team will call 400 Carrboro residents over age 18 randomly, and call each number four times if no answer is received. This results in a +/- 5% error rate, the industry standard.

Once the survey begins, it will take 4-6 weeks to complete. A research team will cross-tabulate the data with demographic information to illustrate further trends in residents' habits.

### **Program Expansion**

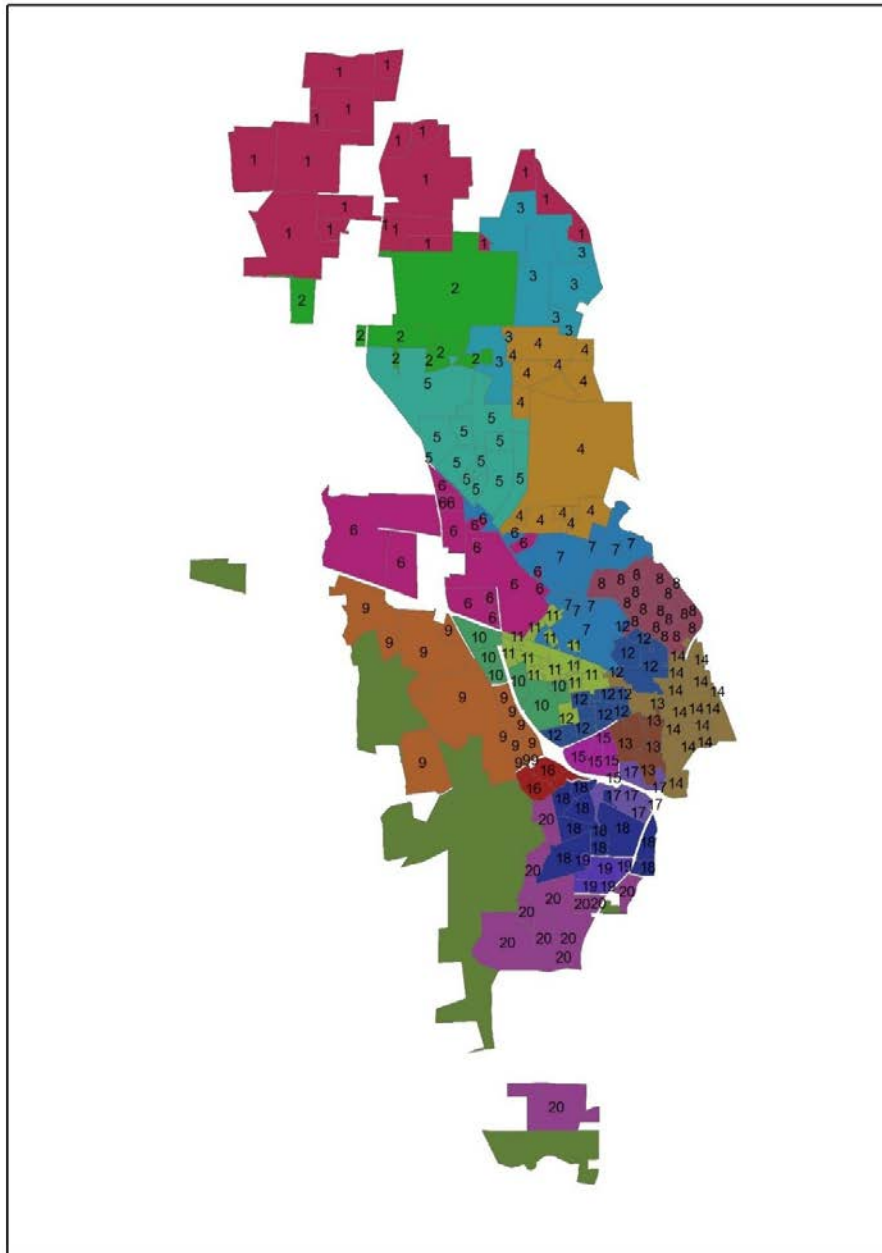
In order to maximize emissions reduction, the Town will need to continue to promote composting beyond backyard efforts. The Town will explore the following options to expand the program:

- Hold discussions with Orange County and Brooks for potential organics drop-off station in Town Hall parking lot
  - Brooks currently collects bins from Town Hall for the Farmers' Market composting initiative with Orange County.
- Hold discussions with local businesses such as restaurants to expand composting through CompostNow, Brooks, or McGill
- Identify local institutions and businesses that generate substantial quantities of food scraps and assess potential for on-site composting
- Explore incentives and grants for businesses and institutions to purchase supplies and equipment to facilitate the organics collection and on-site composting.

The Town has created a preliminary Green Neighborhoods Map (Figure 1). As residents purchase bins and provide address information, the Town will create a heat map showing neighborhoods actively participating in organic waste diversion. An active neighborhood will be chosen for an Every-Other-Week pilot initiative designed by Planning Department and Public Works staff. The heat map will also provide information about the success of composting in rental units and inform Town staff how to modify strategies for greater waste diversion.

The Green Neighborhood initiative will be expanded as composting momentum grows. Town staff will pursue other initiatives outlined in the CCAP, such as promoting home energy efficiency and invasive species management as Green Neighborhoods are formed and communication channels are established.

**Figure 1. Town of Carrboro Green Neighborhoods Map**



**TOWN OF CARRBORO**

301 W. Main St.  
Carrboro, NC 27510

Created on March 7, 2019  
by Evan Crane

**THIS MAP IS NOT A CERTIFIED SURVEY  
NO RELIANCE MAY BE PLACED IN ITS ACCURACY**



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## **Environmental and Climate Action Advisory Board and Staff Climate Action Working Group**

- *Policy Connections:* CCAP Community Integration Recommendation #5: Expand Capacity to Pursue Community Sustainability Initiatives.

The Board of Aldermen will consider a Land Use Ordinance Text Amendment to modify the Environmental Advisory Board's title to the Environmental and Climate Action Advisory Board (ECAAB) to more fully identify its role in CCAP implementation. The ECAAB will work to prioritize CCAP recommendations and outline a process for the Town to continue CCAP implementation.

The Interdepartmental Staff Climate Action Committee met on May 30<sup>th</sup>. At the meeting, staff and provided a summary of current ECPP and CCAP implementation. Staff discussed the committee's transition from implementation of the municipal plan to the community plan and also outlined methods of sharing resources and ideas, coordinating projects, and interdepartmental communication. Staff shared ideas for project prioritization related to the municipal fleet, buildings, and renewable energy, and listed items that were important to each department when considering emissions reduction.

Staff also discussed a potential fleet assessment to help with efforts for right sizing, clean energy assessment and planning, and CFAT grant preparation through the NC Clean Energy Technology Center.

## **Energy-Efficiency Loan Program**

- *Policy Connections:* CCAP Buildings Recommendation #1: Reduce Emissions from Buildings by 50%.

The Town currently has available funding to provide residents with loans to perform energy-efficiency upgrades. Planning Department staff will work with Economic and Community Development staff and perform outreach to promote a new initiative.

The average cost for energy-efficiency upgrades is \$3,365.29 per MTCDE in emissions reduction. Reducing emissions from buildings by 50% will reduce total community emissions by 33.7%.

**Table 5. Carrboro WISE Program Data: Average Energy and Cost Savings for Installed Measures**

<b>Carrboro WISE Program Data: Average Energy and Cost Savings for Installed Measures</b>			
<b>Costs and Savings</b>	<b>Residential Average</b>	<b>Multi-family Average</b>	<b>Commercial Average</b>
<b>Retrofit Invoiced Cost</b>	\$8,123.81	\$2,996.52	\$32,037.60
<b>Annual Electricity Savings (kWh)</b>	1,877.94	3,268.44	1,648.00
<b>Annual % Electricity Savings (kWh)</b>	13%	22%	15%
<b>Annual Natural Gas Savings (Therms)</b>	138.13	550	164.6
<b>Annual % Natural Gas Savings</b>	30%	89%	76%
<b>Average Annual Cost Savings (\$)</b>	\$363.12	\$361.24	\$359.15

**Government Alliance on Race and Equity (GARE)**

- *Policy Connections:* CCAP Community Integration Recommendation #7: Integrate Climate Action and Social/Equity Initiatives.

In October 2018, the Town joined the GARE initiative. GARE will provide the Town with tools to integrate consideration of racial equity in decisions, policies, practices, programs, and budgets. The Town has formed a GARE Core Team with representatives from each department who will use GARE toolkits to when working to implement climate action initiatives. As a first step in participation, the Town will be conducting an employee survey to review employee understanding of equity and inclusion. The Urban Sustainability Directors Network (USDN) recommends this type of internal review as a first step for municipalities when designing an equitable climate action or clean energy program. The USDN next recommends meeting and listening to community members in order to ensure program design is responsive and fits the needs of the community.

**Green Development Recognition Program**

- *Policy Connections:* CCAP Buildings Recommendation #3: For New Developments and/or Individual New Buildings or Major Retrofits, Pursue Compliance with Voluntary Section of Building Code, or Request Specific Energy Performance Rating/Measures as Part of Land Use and/or Building Permit.

This recommendation would require the Town to pursue statutory authority or voluntary compliance from developers/builders. At the May 7<sup>th</sup> Board of Aldermen meeting, a member of the Environmental Advisory Board (EAB) provided a presentation outlining an idea to

incentivize developers to construct buildings that will use less resources and integrate emissions-savings into project design. Town staff plan to research the feasibility of these incentives and also work with members of the EAB to outline a plan to recognize developers who help the Town reach emissions reduction goals.

### **Solar Projects**

- *Policy Connections:* CCAP Buildings Recommendation #1: Reduce Emissions from Buildings by 50% and Renewable Energy Recommendation #1: Pursue Community Solar Projects.

Town staff are in the process of comparing options for solar projects on Town buildings, including solar leasing.

### **Municipal Greenhouse Gas Inventory**

- *Policy Connections:* ECPP Section 4 (Measurement, Inventory, Assessment, and Reporting). Pursuing these activities will inform actions and stakeholders and create transparency.

Town staff will complete the 2018 Municipal Greenhouse Gas Inventory this summer to continue to track ECPP implementation progress.

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-224

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointment to the Environmental Advisory Board

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make an appointment to the Environmental Advisory Board.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Environmental Advisory Board (EAB) currently has one vacant seat eligible for appointment. Applications were received from Robert Barnhouse, Jackson Bradford, and Kristen Vitro.

The Board previously reviewed Robert Barnhouse's application on February 26, 2019 and made comments regarding the ability to appoint both Kathy Kaufman and Robert Barnhouse at that time but due to number of available seats, could only appoint one applicant. Kathy Kaufman was appointed. Subsequently, a member of the EAB resigned and the Town Clerk received two additional applications. The Chair reviewed the additional applications per the Town's policy.

Tim Turner is the current chair of the Environmental Advisory Board and provided the chair forms for the Board's review. Tim Turner has recommended via phone and email that the Board appoint Robert Barnhouse.

An information matrix is attached and a ballot will be provided for the Board during the meeting.

**FISCAL & STAFF IMPACT:** N/A

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

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
ENVIRONMENTAL ADVISORY BOARD**

THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING APPLICANT(S)  
TO THE ENVIRONMENTAL ADVISORY BOARD:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Member		02/2024

This resolution shall become effective upon adoption.

The current makeup of the EAB is shown below:

NAME	ADDRESS	DOB	RACE	SEX	OCCUPATION
Bruce Sinclair	1530 Pathway Drive, Carrboro, NC 27510	7/1/1956	Caucasian	M	Engineer
Lyndsay Gavin	506 N Greensboro St.	6/9/1990	White	Female	Energy & Environment Analyst
Sonia Desai	105 Dairy Ct	12/10/1991	Unreported	Female	Preschool Teacher Assistant
Tim Turner, Chair	105 Sudbury Ln, Chapel Hill, NC 27510	5/2/1952	White	MALE	Engineer
Jeanette O'Connor, Vice Chair - SWAC MEMBER	117 S Peak Drive, Carrboro NC 27510	1/13/1982	White	Female	Landscaper
Kathy Kaufman	1305 Lucy Lane, Carrboro	4/20/1965	White	Female	Retired from US EPA

The summarized applicant information is as follows (full detail on application):

First Name	Last	Address	DOB	Race	Sex	Occupation
Robert Keith	Barnhouse	116 Piano St.	1/10/1967	white/Caucasian	male	Architect
Jackson	Bradford	303 Smith Level Road	Unknown	Caucasian	Male	Office Manager/Sales Consultant
Kristen	Vitro	118H Bim Street	1/17/1989	White	Female	Student

## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Friday, February 15, 2019 3:08 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Chair Recommendation Form

### Advisory Board Chair Recommendation Form

Advisory Board Name	Environmental Advisory Board
Your Name	Tim Turner
Applicant Name	Kathy Kaufman - <i>Already appointed</i>
Outstanding Qualifications	29 years as an air quality policy analyst at the US EPA, Carrboro Climate and Energy Task Force, Solarize Carrboro, NC WARN Clean Path 2025
How applicant compliments current board composition:	Kathy will play a vital role in EAB's efforts to combat climate change.
Other comments:	<i>Field not completed.</i>
Applicant Name	Keith Barnhouse
Outstanding Qualifications	Licensed, practicing architect. Volunteering at Seawell Elementary School, Volunteering at Smith Middle School, Member of American Institute of Architects (AIA), President of Winmore West Sub-Association
Other Comments:	Keith's architectural experience will help us to recommend suitable standards and approaches for design and construction. This will help us move towards a more sustainable community.
Applicant Name	<i>Field not completed.</i>
Outstanding Qualifications:	<i>Field not completed.</i>
Other Comments:	<i>Field not completed.</i>
Applicant Name	<i>Field not completed.</i>
Outstanding Qualifications:	<i>Field not completed.</i>

**Other Comments:** *Field not completed.*

**Applicant Name** *Field not completed.*

**Outstanding  
Qualifications:** *Field not completed.*

**Other Comments:** *Field not completed.*

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*Field not completed.*

## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Monday, May 27, 2019 4:21 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

### Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name:	Environmental Advisory Board
Your Name	Tim Turner
Your Seat Title	Chair
Applicant Name:	Jackson Bradford
Date of last contact with applicant	5/9/2019
Summary of Qualifications:	Communications Degree Community volunteer - suicide prevention
Advisory Board Chair reconfirmed applicant's interest in serving by phone or email:	Yes
If no, briefly explain	Field not completed.
Applicant attended advisory board meeting prior to BOA review:	Yes
If yes, date of advisory board meeting:	Field not completed.
Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
If no, briefly explain:	Field not completed.
In addition to your comments above, please	Occupation, experience or special skills

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

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

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Monday, May 27, 2019 4:16 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

### Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name:	Environmental Advisory Board
Your Name	Tim Turner
Your Seat Title	Chair
Applicant Name:	Kristen Vitro
Date of last contact with applicant	5/14/2019
Summary of Qualifications:	BS Environmental Systems, Cornell MS Urban Planning, U Washington PhD Candidate, City and Regional Planning, UNC
Advisory Board Chair reconfirmed applicant's interest in serving by phone or email:	Yes
If no, briefly explain	<i>Field not completed.</i>
Applicant attended advisory board meeting prior to BOA review:	Yes
If yes, date of advisory board meeting:	<i>Field not completed.</i>
Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
If no, briefly explain:	<i>Field not completed.</i>
In addition to your comments above, please	Gender diversity, Occupation, experience or special skills, Previous public service or community involvement



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

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

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

## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Monday, May 27, 2019 4:15 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

### Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name:	Environmental Advisory Board
Your Name	Tim Turner
Your Seat Title	Chair
Applicant Name:	Kristen Vitro
Date of last contact with applicant	5/14/2019
Summary of Qualifications:	BS Environmental Systems, Cornell MS Urban Planning, U Washington PhD Candidate, City and Regional Planning, UNC
Advisory Board Chair reconfirmed applicant's interest in serving by phone or email:	Yes
If no, briefly explain	Field not completed.
Applicant attended advisory board meeting prior to BOA review:	Yes
If yes, date of advisory board meeting:	Field not completed.
Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
If no, briefly explain:	Field not completed.
In addition to your comments above, please	Gender diversity, Occupation, experience or special skills, Previous public service or community involvement

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

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

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Friday, February 15, 2019 2:54 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

### Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name:	Environmental Advisory Board
Your Name	Tim Turner
Your Seat Title	Chair
Applicant Name:	Keith Barnhouse
Date of last contact with applicant	2/15/2019
Summary of Qualifications:	Practicing, licensed architect. Volunteering at Seawell Elementary School, Volunteering at Smith Middle School, Member of American Institute of Architects (AIA), President of Winmore West Sub-Association
Advisory Board Chair reconfirmed applicant's interest in serving by phone or email:	Yes
If no, briefly explain	Field not completed.
Applicant attended advisory board meeting prior to BOA review:	Yes
If yes, date of advisory board meeting:	Field not completed.
Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
If no, briefly explain:	Field not completed.

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

Neighborhood/geographic diversity, Occupation, experience or special skills

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

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Friday, January 18, 2019 2:46 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Robert Keith
Last Name	Barnhouse
Date	1/18/2019
Address1	116 Piano St.
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Planning Jurisdiction
Telephone	9194233318
Email Address	robertkeithbarnhouse@gmail.com
Date of Birth	1/10/1967
Race	white/caucasian
Sex	male
Occupation	Architect

Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	3
Length of Residence in the Town of Carrboro	3
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Appearance Commission/NPDC, Environmental Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Environmental Advisory Board
*Employer/Self Employed	Self Employed
Number of Years Employed	2
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Volunteering at Seawell Elementary School Volunteering at Smith Middle School Member of American Institute of Architects (AIA) President of Winmore West Sub-Association
Experience to Aid You in Working on Advisory Boards	14 years experience as a registered architect working in the triangle area 16 residence in the triangle area
Reasons You Wish to be Appointed	I want to serve my community beyond my immediate neighborhood I feel my professional experience has something offer beyond architectural services I believe Carrboro has a lot of positives that depend on civic involvement
Have you ever served on any Town of Carrboro Committee or Board?	No

If yes, which one(s)? *Field not completed.*

Are you currently serving  
on a Town Board or  
Committee? No

If yes, are you applying  
for a third consecutive  
term? No

If yes, please describe  
how you meet one, or  
more, of the following  
exceptions noted below. Never served before.

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**Catherine Dorando**

---

**From:** noreply@civicplus.com  
**Sent:** Friday, April 19, 2019 11:40 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

**Advisory Board Application**

First Name	Jackson
Last Name	Bradford
Date	4/19/2019
Address1	303 Smith Level Road Apt. C-11
Address2	Field not completed.
City	Chapel Hill
State	North Carolina
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	3366845795
Email Address	jackson.bradford.305@gmail.com
Date of Birth	4/19/2019
Race	Caucasian
Sex	Male
Occupation	Office Manager/Sales Consultant

Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	9 months
Length of Residence in the Town of Carrboro	9 months
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Arts Committee, Environmental Advisory Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Environmental Advisory Board
*Employer/Self Employed	H-Co Properties
Number of Years Employed	0
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	None, at the moment.
Experience to Aid You in Working on Advisory Boards	I have a Bachelor's in Communications from ECU, & I work at H-Co Properties Full-Time. I have lived here for 9 months, spent mostly working at 3 Birds Marketing on Franklin St. I am an AFSP advocate and am seeking to get more involved in the community as I have made long-term plans to be here for the future.
Reasons You Wish to be Appointed	To become more involved in my community. To interact with our people more, & try to make a difference in the community and the environment.

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

No

---

If yes, which one(s)?

*Field not completed.*

---

Are you currently serving  
on a Town Board or  
Committee?

No

---

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

No

---

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

-

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Sent to Laura J  
4/15/19

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Saturday, April 13, 2019 6:38 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Kristen
Last Name	Vitro
Date	4/12/2019
Address1	118H Bim Street
Address2	Field not completed.
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	8455587610
Email Address	kristenvitro@gmail.com
Date of Birth	1/17/1989
Race	White
Sex	Female
Occupation	Student

Are you a registered Orange County Voter?	No
Length of Residence in Orange County	4.5 years
Length of Residence in the Town of Carrboro	4.5 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Environmental Advisory Board, OWASA Board of Directors
Other (advisory board not listed):	Field not completed.
Advisory Board Preference	OWASA Board of Directors
*Employer/Self Employed	Student - UNC
Number of Years Employed	4.5
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	Field not completed.
Community Activities/Organizational Memberships	Carrboro Community Garden; UNC Edible Campus
Experience to Aid You in Working on Advisory Boards	Extensive knowledge of environmental issues, both local and regional; Meeting facilitation and communication of information to both technical and non-technical audiences; Capital budgeting and finance;
Reasons You Wish to be Appointed	Having lived here in Carrboro for the past four and a half years, I would like to give back and be more involved with community issues. I feel that appointment to an advisory board would allow me to use my practical skills and knowledge in a productive way to benefit Carrboro and its residents.

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

No

If yes, which one(s)?

*Field not completed.*

Are you currently serving  
on a Town Board or  
Committee?

No

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

No

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

N/A

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-225

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**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointment to the Orange Water and Sewer Authority (OWASA) Board of Directors

**PURPOSE:** The Mayor and Board of Aldermen are requested to consider making an appointment to one of the Town's seats on the OWASA Board of Directors.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** A nine-member Board of Directors governs OWASA. The Chapel Hill Town Council appoints five, the Carrboro Board of Aldermen appoints two and the Orange County Board of Commissioners appoints two Board Members. The OWASA Board adopts the annual budget; sets rates, fees and charges based on cost-of-service principles; approves bond issues to fund capital projects; makes policy decisions; and appoints the Executive Director, General Counsel and independent auditor.

The Town of Carrboro has two seats on the Orange Water and Sewer Authority Board of Directors. Currently, Yinka Ayankoya and Robert Morgan are serving as Carrboro's representatives. Yinka Ayankoya's first term expires on June 30, 2019 and she has applied for, and is eligible, for reappointment. Yinka Ayankoya is the current chair of the OWASA Board of Directors. A letter from her and information regarding the OWASA Board are attached. Appointments to full terms are for three years.

A total of five applications were received from David Alban, Yinka Ayankoya, David Cottingham, Robert Glosson, and Kristen Vitro.

A ballot will be provide for the Board during the meeting.

**FISCAL & STAFF IMPACT:** N/A

**RECOMMENDATION:** Staff recommends that the Mayor and Board of Aldermen adopt the attached resolution making an appointment to the OWASA Board of Directors.

A RESOLUTION MAKING AN APPOINTMENT TO THE ORANGE WATER AND SEWER  
AUTHORITY BOARD OF DIRECTORS

WHEREAS, The Town of Carrboro has two seats on the Orange Water and Sewer Authority Board of Directors; and,

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

Section 1: \_\_\_\_\_ is hereby appointed as the Town's representative on the OWASA Board of Directors for a term to expire on June 30, 2022.

Section 2: A copy of this resolution shall be forwarded to OWASA.

Section 3. This resolution shall become effective upon adoption.



## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Friday, February 01, 2019 11:18 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	David
Last Name	Alban
Date	2/1/2019
Address1	409 Hogan Woods Cir.
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	7049965541
Email Address	<a href="mailto:david.m.alban@gmail.com">david.m.alban@gmail.com</a>
Date of Birth	7/20/1977
Race	Caucasian
Sex	Male
Occupation	Attorney
Are you a registered	Yes

Orange County Voter?

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Length of Residence in Orange County	5 years
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Length of Residence in the Town of Carrboro	5 years
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I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	OWASA Board of Directors
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Other (advisory board not listed):	<i>Field not completed.</i>
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Advisory Board Preference	OWASA Board of Directors
---------------------------	--------------------------

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*Employer/Self Employed	Xylem Inc.
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Number of Years Employed	5
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* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
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Community Activities/Organizational Memberships	Association of Corporate Counsel Kehillah Synagogue
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Experience to Aid You in Working on Advisory Boards	I am attorney specializing in intellectual property and litigation. I currently work for an industrial company that manufactures products and solutions used by utilities and municipalities to improve service and cut costs. I advise on a variety of legal and regulatory matters. I believe that my experience as an attorney in this area will help aid me in working on advisory boards.
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Reasons You Wish to be Appointed	I would like to find a way to give back to this community of which I am a proud member. I recognize that the town and its utilities are facing a number of challenges to deliver reliable and cost-effective service to the community. I believe that my experience working for a utility vendor gives me a unique perspective to help the board face these challenges.
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Have you ever served on  
any Town of Carrboro  
Committee or Board?

No

If yes, which one(s)?

*Field not completed.*

Are you currently serving  
on a Town Board or  
Committee?

No

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

No

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

N/A

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## Catherine Dorando

---

**From:** noreply@civicplus.com  
**Sent:** Friday, January 25, 2019 11:46 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Yinka
Last Name	Ayankoya
Date	1/25/2019
Address1	200 Gary Rd
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	9199232011
Email Address	<a href="mailto:ytayankoya@gmail.com">ytayankoya@gmail.com</a>
Date of Birth	10/9/1977
Race	African-American
Sex	Female
Occupation	Enrolled Agent
Are you a registered	Yes

Orange County Voter?

Length of Residence in Orange County	16 (20 excluding college and work)
Length of Residence in the Town of Carrboro	16 (20 excluding college and work)
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	OWASA Board of Directors
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	OWASA Board of Directors
*Employer/Self Employed	Self Employed
Number of Years Employed	5 years
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	N/A
Community Activities/Organizational Memberships	CHHS (PTA member), McDougle Middle (EOG Proctor, community volunteer) Prior - McDougle Middle School: PTA member, parent volunteer Carrboro Elementary School: Homeroom parent for 6 years, RISE Leadership Council (Coalition of American American student, families and teachers) Padres Unidos (Spanish language group for children), PTA (member and support for various committees)
Experience to Aid You in Working on Advisory Boards	I currently serve as Chair of the OWASA Board of Directors and last year as Secretary. I am an active participant of several committees which include Human Resources, Finance, Natural Resouces & Techincal Services, and Executive. My prior experiences include serving on several local school board and/or finance committees at schools in the Carrboro-Chapel Hill area.
Reasons You Wish to be	It is my hope that my continued participation will contribute to

Appointed

the following initiatives: 1. Continued implementation of the Diversity and Inclusion plan/program so that OWASA workforce positively represents the community it serves, the work environment is inclusive to all who are employed, and there is a positive cultural change that welcomes all. 2. Diversity and Inclusion program of board members through training for new board members and annual refreshers for existing board members to establish board comradery for efficient and effective board discussions. 3. Employee Compensation plan that is equitable across departments and job descriptions. 4. Community engagement and outreach that is receptive to the communities needs and engages in open, honest, and meaningful dialogue.

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

Yes

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If yes, which one(s)?

OWASA Board of Directors

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Are you currently serving on a Town Board or Committee?

Yes

---

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

No

---

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

N/A

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Friday, February 01, 2019 11:47 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	David
Last Name	Cottingham
Date	2/1/2019
Address1	400 Lorraine St.
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	9192592850
Email Address	<a href="mailto:david.cottingham@pm.me">david.cottingham@pm.me</a>
Date of Birth	7/8/1958
Race	white
Sex	M
Occupation	Realtor
Are you a registered	Yes

Orange County Voter?

Length of Residence in Orange County	19 years total (2 this stay)
Length of Residence in the Town of Carrboro	2 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	OWASA Board of Directors
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	OWASA
*Employer/Self Employed	Fonville Morisey Chapel Hill
Number of Years Employed	1
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	As an amateur musician I am active in organizing bluegrass jams locally, as well as promoting traditional music through events, venues, and volunteer organizations including PineCone, Eno River Association, and sponsoring the Triangle Accoustic Music Collaboration of over 250 members.
Community Activities/Organizational Memberships	EnoFest music recording volunteer for over 10 years.
Experience to Aid You in Working on Advisory Boards	I have an OWASA sewer easement, along with Tom's Creek and it's storm water collection challenges, and the becoming-all-too-frequent Lake Lorriane that was my front yard before I blinked. 10 years experience Treasurer of a road association.
Reasons You Wish to be Appointed	With 20 years living in the Triangle, I have invested in Carrboro, buying my 'aging in place' retirement home here 2 years ago. I expect to be here a good while longer. I desire to serve the Carrboro community, and with Tom's Creek in my yard I'm keeping tabs on water issues local to Carrboro.
Have you ever served on any Town of Carrboro	No



Committee or Board?

---

If yes, which one(s)? *Field not completed.*

---

Are you currently serving on a Town Board or Committee? No

---

If yes, are you applying for a third consecutive term? No

---

If yes, please describe how you meet one, or more, of the following exceptions noted below. Not currently serving.

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 16, 2019 11:53 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Robert
Last Name	Glosson
Date	1/16/2019
Address1	100 Lorraine St
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Planning Jurisdiction
Telephone	9196086964
Email Address	<a href="mailto:lakestalker@gmail.com">lakestalker@gmail.com</a>
Date of Birth	4/24/1959
Race	American
Sex	Male
Occupation	Retired
Are you a registered	Yes

Orange County Voter?

Length of Residence in  
Orange County

Since birth

Length of Residence in  
the Town of Carrboro

4 years

I wish to be considered  
for appointment to the  
following  
committee/board(s)  
(Select no more than two  
(2)):

OWASA Board of Directors

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

OWASA Board of Directors

\*Employer/Self  
Employed

*Field not completed.*

Number of Years  
Employed

0

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

*Field not completed.*

Community  
Activities/Organizational  
Memberships

Past BSA leader.

Experience to Aid You in  
Working on Advisory  
Boards

Former OWASA employee and as such have first hand  
knowledge of its operations. I spent over 33 years as lake  
warden at university lake, our local water supply.

Reasons You Wish to be  
Appointed

I think my training and work experiences would aid in guiding  
OWASA's future.

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

No

If yes, which one(s)?

*Field not completed.*

Are you currently serving

No

on a Town Board or  
Committee?

---

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

No

---

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

N/A

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Saturday, April 13, 2019 6:38 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Kristen
Last Name	Vitro
Date	4/12/2019
Address1	118H Bim Street
Address2	Field not completed.
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	8455587610
Email Address	kristenvitro@gmail.com
Date of Birth	1/17/1989
Race	White
Sex	Female
Occupation	Student

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

No

If yes, which one(s)?

*Field not completed.*

Are you currently serving  
on a Town Board or  
Committee?

No

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

No

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

N/A

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# ORANGE WATER AND SEWER AUTHORITY

*A public, non-profit agency providing water, sewer and reclaimed water services  
to the Carrboro-Chapel Hill community.*

January 29, 2019

Mayor Lydia Lavelle  
Town of Carrboro  
300 West Main Street  
Carrboro, NC 27510

Dear Mayor Lavelle:

This letter is to inform you that my term as a Board Member of the Orange Water and Sewer Authority (OWASA) will expire on June 30, 2019.

I took my Oath of Office on July 14, 2016 and have served one full term. Currently, I am Chair of the Board of Directors and serve as ex officio on all Board committees.

OWASA Board Members ordinarily serve two three-year terms. I am eligible and willing to be re-appointment according to the wishes of the Carrboro Board of Aldermen.

Attached please find information to assist you and the Board of Aldermen with recruiting and selecting members to the OWASA Board of Directors. We know you share our view of the importance of maintaining a good balance of skills, experience and diversity on the OWASA Board.

If we can assist you, please let us know.

Sincerely,

Yinka Ayankoya, Chair  
OWASA Board of Directors

Enclosures

c: Mr. David Andrews, Carrboro Town Manager  
Ms. Cathy Wilson, Carrboro Town Clerk  
Ed Kerwin, OWASA Executive Director  
Andrea Orbich, OWASA Clerk to the Board

# **OWASA Board of Directors**

## **Board Member Job Description**

**January 2019**

### **Organization**

The Orange Water and Sewer Authority (OWASA) is a public, non-profit agency, designated by the NC General Statutes as a special purpose unit of local government, to provide water, sewer and reclaimed water services to the Chapel Hill-Carrboro community. OWASA is governed by a nine-member Board of Directors.

### **Mission Statement**

We are a community-owned utility providing our customers high quality and reliable water, wastewater, and reclaimed water services through responsible and creative stewardship of the resources we manage.

### **Board Appointments**

Appointments to the OWASA Board of Directors are made by the Chapel Hill Town Council (appoints five); the Carrboro Board of Aldermen (appoints 2); and the Orange County Board of Commissioners (appoints 2). Board members serve staggered three year-terms, subject to the power of each appointing body to remove its appointees with or without cause.

Local government appointment information is available at:

- Chapel Hill Town Clerk - Office Contact Number: 919-969-5014  
Website: <http://www.townofchapelhill.org/boards>
- Carrboro Town Clerk - Office Contact Number: 919-918-7309  
Website: <http://www.ci.carrboro.nc.us/228/Advisory-Boards-Commissions>
- Orange County Clerk - Office Contact Number: 919-245-2125 or 919-245-2130  
Website: <http://www.co.orange.nc.us/971/Volunteer-Advisory-Boards-Commissions>

### **Board Authority**

The Board of Directors is solely responsible for the governance of OWASA, and acts in a fiduciary position with respect to the entire service community. Its primary duties include establishing policy to assure that OWASA accomplishes its statutory mission and complies with its contractual and other legal duties, including sole responsibility for adopting budgets, rates, fees and charges. The Board is responsible for hiring of the Executive Director, General Counsel and Auditor.

### **Board Member Responsibilities**

Must take an Oath of Office to discharge faithfully the duties of his/her office, to abide by the constitution and laws of the United States and of North Carolina, and to exercise his/her best judgment as a member of the Board of Directors.

Regularly attend Board and Committee meetings.



Each Board member should prepare for and participate fully in an effort to contribute his or her knowledge and skills to the collective deliberations of the Board, to the end that the Board's decisions and policies are the product of nine members' efforts, skills, and experiences, and thus stronger by way of the Board's deliberative process, and thus more assuredly in the best interest of the organization.

Must vote and shall not be excused from voting except on matters involving consideration of his/her own official conduct, or where his/her financial or personal interests are involved; must disclose potential conflicts of interest, and may ask the Board of Directors to recuse him/her from duty to vote based upon conflict of interest.

Must be aware and abstain from any conflict of interests.

Keep an open mind, deliberate together, and foster a positive working relationship with other Board members and staff, and take care to act in compliance with Open Meetings and Public Records Laws.

Acts in a position of trust for OWASA's current and future customers and for the community and other stakeholders.

Have a genuine interest in OWASA's continued success.

### **Board Member Time Commitment**

The OWASA Board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. The first meeting of the month begins at 6:00 P.M. and is held in the OWASA Community Room (400 Jones Ferry Road in Carrboro); and the second meeting of the month begins at 7:00 P.M. and is held in the Council Chamber at Chapel Hill Town Hall (405 Martin Luther King Jr. Boulevard in Chapel Hill). The Board of Directors does not meet the fourth Thursdays of November and December due to the holidays. Preparation for Board meetings may entail two plus hours of document review (50-100 pages).

Board members are also expected to serve on one or more Standing Committees of the Board. The number of Committee meetings can vary greatly, but there are generally one or two different committee meetings per month.

### **Board Member Compensation**

Board members receive \$50 compensation for attendance at each Board Meeting, Special Meeting, Work Session, and Standing Committee meeting of the Board. In lieu of a meeting attendance payment, the Board Chair receives a \$250 monthly stipend regardless of the number of meetings attended.

### **For More Information**

For more information about the organization, please visit the OWASA website at [www.owasa.org](http://www.owasa.org) or contact the Clerk to the Board at 919-537-4217.

## OWASA Board of Directors

Member	Appointment	Ethnicity & Gender	Professional Experience
<b>Yinka Ayankoya</b> Chair	Carrboro 2016	Black female	Business Owner – Tax preparation for individuals and businesses. Administrative/general management consulting services for staffing and healthcare support.
<b>Jeff Danner</b> Vice Chair	Chapel Hill 2015	White male	Director of Technology & Strategic Development at Entex Technologies
<b>Ray DuBose</b> Secretary	Orange County 2017	White male	Professional Engineer; (Retired) Director for Energy Services at UNC-Chapel Hill
<b>Bruce Boehm</b>	Chapel Hill 2018	White male	Investment Management/Venture Capital Investor and Fund Advisor
<b>Jody Eimers</b>	Orange County 2018	White female	Scientist Emeritus at the U.S. Geological Survey in the Office of International Programs
<b>Robert Morgan</b>	Carrboro 2015	White male	Self Employed Consultant; previous: Town Manager of Carrboro and Assistant City Manager and Deputy City Manager of the City of Greensboro
<b>John N. Morris</b>	Chapel Hill 2017	White male	(Retired) Director of the NC Division of Water Resources; water resources consultant
<b>Ruchir Vora</b>	Chapel Hill 2014	Asian male	Project Manager with the firm of Environmental Resource Management Inc.
<b>John A. Young</b>	Chapel Hill 2011	White male	Senior Advisor to the Director General and CxOs of The International Baccalaureate; previous: senior executive positions at Visiting International Faculty Program, HP/Compaq and Red Hat

# OWASA Board Member Term Expirations

	Seat and incumbent	2019	2020	2021	2022	2023	2024
Chapel Hill	Morris (1 <sup>st</sup> term )		✓			✓	
	Young (served a partial term and this is his 2 <sup>nd</sup> full term)	✓			✓		
	Boehm (Completing H. Payne's 2 <sup>nd</sup> term)	✓			✓		
	Vora (2 <sup>nd</sup> term)		✓			✓	
	Danner (2 <sup>nd</sup> term)	✓		✓			✓
Orange County	DuBose (1 <sup>st</sup> term )		✓			✓	
	Eimers (1 <sup>st</sup> term )			✓			✓
Carrboro	Ayankoya (1 <sup>st</sup> term)	✓			✓		
	Morgan (2 <sup>nd</sup> term)			✓			✓
	<b>Total appointments by all boards</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

✓ Jeff Danner resigned March 1, 2019 (moved out of Chapel Hill)

## Background

OWASA Board Members terms are for three years. The schedule of term expirations was established so that no more than three new Board Members would be appointed in a given year for continuity and knowledge management purposes.

*January 2019*





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 19-75

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**Agenda Date:** 6/18/2019

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointments to the Planning Board

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointments to the Planning Board.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Planning Board currently has five total seats available for appointment with one expiring term.

Applications were received from: Ben Berolzheimer, David Clinton, Luther Gates, Jeff Laufenberg, Christopher Rogers and Rasam Tooloe. David Clinton submitted an application to be considered for reappointment to the Planning Board and he currently holds a seat reserved for residents of the ETJ. He is the only applicant that meets the requirements of being appointed to the ETJ seat.

Catherine Fray provided the attached chair forms.

A ballot will be provided for the Board of Aldermen during the meeting.

**FISCAL & STAFF IMPACT:** N/A

**RECOMMENDATION:** It is recommended that the Board of Aldermen discuss applications and adopt the attached resolution.

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
PLANNING BOARD**

**SECTION 1: THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING  
APPLICANT(S) TO THE PLANNING BOARD:**

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
ETJ	David Clinton	2/2022
In-Town		2/2022
In-Town		2/2022
In-Town		2/2021
In-Town		2/2021

**SECTION 2: This resolution shall become effective upon adoption.**

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 11, 2019 5:03 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Chair Recommendation Form

### Advisory Board Chair Recommendation Form

Advisory Board Name	Planning Board
Your Name	Catherine Fray
Applicant Name	David Clinton
Outstanding Qualifications	Practicing architect, ETJ resident
How applicant compliments current board composition:	David often provides helpful context about the choices architects make on developments.
Other comments:	<i>Field not completed.</i>
Applicant Name	Ben Berolzheimer
Outstanding Qualifications	Planning masters student, renter
Other Comments:	Few planning board members are renters. Ben is not certain how long he'll remain in town after graduating, but he has an intent to stay in Carrboro. Renter's voices are always needed.
Applicant Name	Jeff Laufenberg
Outstanding Qualifications:	Statistician, can comment on model development and reliability and ask good questions about "what data is not being presented?"
Other Comments:	<i>Field not completed.</i>
Applicant Name	Luther Gates
Outstanding Qualifications:	Blue collar experience, passionate interest in affordable housing
Other Comments:	Luther has persistently insisted that Carrboro needs to do more to ensure that workforce and affordable housing are available.

It's rare to see an application from someone with this class experience and I think his voice and perspective would be valuable if he is still interested in serving.

---

Applicant Name	Rasam Tooloee
Outstanding Qualifications:	Recently moved to Carrboro, lived in Bay area for 20+ years.
Other Comments:	Rasam would be a fresh set of eyes. He also has insight to share about the Bay area was transformed (and lost its affordable housing), and in interest in thinking about how Carrboro can do better.

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 11, 2019 4:54 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

### Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name:	Planning Board
Your Name	Catherine Fray
Your Seat Title	Chair
Applicant Name:	Luther Gates
Date of last contact with applicant	2/21/2019
Summary of Qualifications:	Passionate interest in affordable housing & homelessness prevention
Advisory Board Chair reconfirmed applicant's interest in serving by phone or email:	No
If no, briefly explain	Luther attended several meetings, but I was unable to recontact him during last few days.
Applicant attended advisory board meeting prior to BOA review:	Yes
If yes, date of advisory board meeting:	2/21/2019
Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
If no, briefly explain:	Field not completed.

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

Occupation, experience or special skills, Other

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If other, please explain:

It's very rare for the planning board to receive an application from anyone who does blue collar work. Luther would bring much needed diversity of approach and opinion.

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 11, 2019 4:51 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Chair Applicant Summary and Contact Form

### Advisory Board Chair Applicant Summary and Contact Form

Advisory Board Name:	Planning Board
Your Name	Catherine Fray
Your Seat Title	Chair
Applicant Name:	Rasam Tooloee
Date of last contact with applicant	6/9/2019
Summary of Qualifications:	New resident, strong interest
Advisory Board Chair reconfirmed applicant's interest in serving by phone or email:	Yes
If no, briefly explain	<i>Field not completed.</i>
Applicant attended advisory board meeting prior to BOA review:	No
If yes, date of advisory board meeting:	<i>Field not completed.</i>
Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
If no, briefly explain:	<i>Field not completed.</i>
In addition to your comments above, please	Racial or ethnic diversity, Neighborhood/geographic diversity

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

---

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

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Sent again 6/10

**Catherine Dorando**

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**From:** noreply@civicplus.com  
**Sent:** Monday, February 25, 2019 1:06 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

**Advisory Board Application**

First Name	Ben
Last Name	Berolzheimer
Date	2/25/2019
Address1	108 W Poplar Ave
Address2	Field not completed.
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	9193577029
Email Address	bberolz90@gmail.com
Date of Birth	12/15/1990
Race	white
Sex	male
Occupation	Student and Research Fellow

Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	27 years
Length of Residence in the Town of Carrboro	8 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Environmental Advisory Board, Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Planning
*Employer/Self Employed	Environmental Protection Agency
Number of Years Employed	5
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	n/a
Community Activities/Organizational Memberships	Participation in public meetings and other sporadic volunteering. I am applying because I want to be more involved
Experience to Aid You in Working on Advisory Boards	B.S. from Appalachian State in Sustainable Development (specifically community development) gave me the knowledge and passion for working in a field that promotes environmental, economic, and equitable sustainability. Following undergrad I got a job at the Environmental Protection Agency working for the Sustainable and Healthy Communities Research Program which conducts community-based research to empower communities in making more informed and holistic decisions resulting in positive outcomes for both humans and the Environment. Through this position i was able to see countless examples of community case studies that were putting our research and tools into action to achieve better outcomes. The



desire to be a part of some of these great community based solutions led me to the decision to go back to school to pursue a masters degree in city and regional planning at UNC-CH. Now in my second semester at UNC's department of city and regional planning, I am fully immersed in all things planning related. From dispute resolution, to land use and environmental planning to, development management, to real estate investment and affordable housing. I am living and breathing planning and hope to join Carrboro's planning board to learn more and hopefully make a positive impact. Summary Personal Statement: I am currently a 2020 masters candidate for a degree in city and regional planning. I am a systems thinker with a love for the outdoors and an educational underpinning in sustainable development. I have nearly 5 years of experience working at the intersection of environmental public health and community-based research. I am passionate about urban planning and resilience, the remediation, restoration, and revitalization of underused or contaminated sites, helping communities understand the full implications of their decisions, and environmental justice and equity. I have experience and expertise in research planning, working in and leading teams, project management, stakeholder engagement, building partnerships, dispute resolution, communications and marketing and planning and facilitating meetings and workshops.

Reasons You Wish to be Appointed

There is a good chance I spend the rest of my life in this area and I want to be a part of helping to create and shape a future that supports all of Carrboro's citizens, both current and future. Having spent my entire life in the Carrboro/Chapel Hill area I feel that I have gained a deep understanding of community values and want to help to make sure those values are incorporated into local government decisions. I feel it is part of my civic duty to lend my knowledge and expertise to the town to help guide and recommend changes that will support the common public interest. I am passionate about I am also interested in learning more about local government functions and procedures.

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

No

If yes, which one(s)?

*Field not completed.*

Are you currently serving on a Town Board or Committee?

No

If yes, are you applying for a third consecutive term?	No
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If yes, please describe how you meet one, or more, of the following exceptions noted below.	n/a
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**Catherine Dorando**

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, January 15, 2019 2:59 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

**Advisory Board Application**

First Name	DAVID
Last Name	CLINTON
Date	1/15/2019
Address1	106 FOX RUN
Address2	Field not completed.
City	CHAPEL HILL
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	No
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	ETJ
Telephone	919-618-01
Email Address	<a href="mailto:dclinton@szostakdesign.com">dclinton@szostakdesign.com</a>
Date of Birth	1/15/2019
Race	caucasian/european
Sex	male
Occupation	ARCHITECT
Are you a registered	Yes

Orange County Voter?

Length of Residence in  
Orange County

OVER 16 YEARS

Length of Residence in  
the Town of Carrboro

NO CHANGE IN RESIDENCE IN 16 YEARS

I wish to be considered  
for appointment to the  
following  
committee/board(s)  
(Select no more than two  
(2)):

Planning Board

Other (advisory board not  
listed):

*Field not completed.*

Advisory Board  
Preference

PLANNING BOARD

\*Employer/Self  
Employed

SZOSTAK DESIGN INC.

Number of Years  
Employed

OVER 8 YEARS

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

CONDUCTED TOUR OF TOWN LAST YEAR AND CREATED  
A POWERPOINT OF THAT TOUR RESULT TO IDENTIFY  
OPPORTUNITIES FOR IMPROVING THE PEDESTRIAN  
ENVIRONMENT.

Community  
Activities/Organizational  
Memberships

PLANNING BOARD SINCE 2003.

Experience to Aid You in  
Working on Advisory  
Boards

EXTENSIVE TRAVEL, THROUGHOUT THE USA, LATIN  
AMERICA, NORTH AFRICA, AND EUROPE. 44 YEARS IN  
THE ARCHITECTURE AND PLANNING PROFESSION.

Reasons You Wish to be  
Appointed

I BELIEVE IN SERVICE TO COMMUNITY. MY TALENTS ARE  
BEST SUITED TO THIS BOARD.

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

Yes

If yes, which one(s)?

PLANNING BOARD

Are you currently serving

Yes

on a Town Board or  
Committee?

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

Yes

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

I UNDERSTAND THAT THERE IS A LACK OF APPLICANTS  
FOR MY AREA (ETJ). ALSO, THIS POSITION IS NOT A  
TOWN POSITION, BUT APPOINTED BY THE COUNTY  
COMMISSION (ALTHOUGH I UNDERSTAND THAT THE  
BOARD OF ALDERMEN ACTUALLY RECOMMEND THE  
APPLICANT).

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Monday, January 28, 2019 5:01 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	luther
Last Name	gates
Date	1/28/2019
Address1	101 nc 54 bypass apt f3
Address2	<i>Field not completed.</i>
City	carrboro
State	nc
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Planning Jurisdiction
Telephone	9193708783
Email Address	lcgates05121986
Date of Birth	5/12/1986
Race	white
Sex	men
Occupation	happy home stiffing



Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	yes
Length of Residence in the Town of Carrboro	yes
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Affordable Housing Advisory Commission, Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	affordable housing advisory commission
*Employer/Self Employed	happy home staffing
Number of Years Employed	3 months
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	have not
Community Activities/Organizational Memberships	have not
Experience to Aid You in Working on Advisory Boards	have not
Reasons You Wish to be Appointed	will one reason why I will like to be a appointed because I have great awareness of the issue I been living and carrboro for over a year and i am concerned
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>

Are you currently serving  
on a Town Board or  
Committee?

No

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

No

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

no

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**Catherine Dorando**

---

**From:** noreply@civicplus.com  
**Sent:** Friday, May 17, 2019 12:21 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

**Advisory Board Application**

First Name	Jeff
Last Name	Laufenberg
Date	5/17/2019
Address1	313 LEGENDS WAY
Address2	Field not completed.
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	9197249083
Email Address	laufenbergjeff@gmail.com
Date of Birth	1/16/1972
Race	White
Sex	M
Occupation	Statistician

Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	10 years
Length of Residence in the Town of Carrboro	10 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Planning Board, Recreation and Parks Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Planning Board
*Employer/Self Employed	RTI International
Number of Years Employed	17
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	I was a Board Member and officer in the Friends of the Durham Public Library for over 7 years (2004-11), served as an Advisory Board Member to Wake Technical Community College's Business Analytics program (2015-18), and am a current member of Westminster Presbyterian Church in Durham (2004-). My family and I are members of the Chapel Hill YMCA and summer members of the Chapel Hill Tennis Club. For the past 3 years, I've worked as an Adjunct Faculty member in UNC's online MBA program, teaching an introductory course in Probability and Statistics. Most recently, I was a member of the inaugural class of Carrboro's Citizen's Academy this past fall, where I was introduced to the activities associated with many of Carrboro's advisory boards.



Experience to Aid You in Working on Advisory Boards	I have been an active volunteer in my community outside of school and work since high school (in PA). I have project and budget management experience through my professional work, and in addition to my graduate degree in Applied Math (Statistics), I also have an MBA (Finance and Management).
Reasons You Wish to be Appointed	I'm interested in the Planning Board, because it seems to be a board that addresses very important issues that can have lasting impacts in the community. As a resident in a community managed by an HOA myself, I also think it's important that builders who seek the privilege of developing property in this community be held accountable for *long-term* impacts on quality of life that their properties introduce. I'm interested in the Recreation and Parks Commission, because I feel these community resources have the potential to dramatically improve the quality of life and level of interaction diverse members of our community can have together when shared spaces are thoughtfully-designed, well-maintained, supported, and used!
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving on a Town Board or Committee?	No
If yes, are you applying for a third consecutive term?	No
If yes, please describe how you meet one, or more, of the following exceptions noted below.	N/A

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**Catherine Dorando**

---

**From:** noreply@civicplus.com  
**Sent:** Wednesday, February 27, 2019 1:21 AM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

## Advisory Board Application

First Name	Christopher
Last Name	Rogers
Date	2/27/2019
Address1	101 Ellsworth Pl
Address2	Field not completed.
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	9196193893
Email Address	mr.rogers85@gmail.com
Date of Birth	7/31/1985
Race	White/Caucasian
Sex	Male
Occupation	Editor

Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	NC
Length of Residence in the Town of Carrboro	25 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Planning Board, Recreation and Parks Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Planning
*Employer/Self Employed	Self Employed
Number of Years Employed	3
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	N/A
Experience to Aid You in Working on Advisory Boards	Master's degree in technology and communication; have lived in Carrboro long enough to observe changes implemented and hope to help shape in moving forward.
Reasons You Wish to be Appointed	Lived in Carrboro nearly my entire life and would like to serve the community.
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>

Are you currently serving on a Town Board or Committee?

No

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

No

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

N/A

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## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Thursday, November 15, 2018 12:19 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Rasam
Last Name	Tooloee
Date	11/15/2018
Address1	102 Painted Turtle Ln
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	ETJ
Telephone	9253526100
Email Address	2rasam@gmail.com
Date of Birth	5/4/1972
Race	Mixed
Sex	M
Occupation	Director of Sales

Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	4 months
Length of Residence in the Town of Carrboro	4 months
I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Two):	Economic Sustainability Commission, Planning Board
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Planning board
*Employer/Self Employed	Microsoft
Number of Years Employed	4
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	NA
Experience to Aid You in Working on Advisory Boards	Plannih and economic advisory functions in my professional career
Reasons You Wish to be Appointed	I think it's important to be involved and contribute to the local community
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>

Are you currently serving on a Town Board or Committee?

No

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

No

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

NA

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The current makeup of the Planning Board is:

NAME	ADDRESS	TERM EXPIRATION	DOB	RACE	SEX	OCCUPATION
Andrew Whittemore	400 Davie Rd #21 Carrboro	2020 In Town	8/14/1980	White	Male	Assistant Professor
Catherine Fray	116 Alabama Avenue, Carrboro, NC 27510	2/1/2020 In Town	5/26/1986	White	Female	Business Systems Analyst
Susan Poulton	8720 Union Grove Church Rd., CH 27516	2/1/2020 Trans. Area	5/24/1949	w	female	retired
Braxton Foushee, 2nd Vice Chair	100 Williams St. Carrboro, 27510	2/1/2021 In-Town	12/13/1939	Black	Male	Retired
David Clinton	106 Fox Run, CH 27516	2/1/2019 ETJ	1/15/2019	Caucasian/European	male	ARCHITECT
Jaye Meyer	1011 Brace Lane 27516	2/1/2022 In-Town	1/17/1961	Caucasian	female	attorney
Rachel Gaylord-Miles, 1st Vice Chair	124 Fidelity Street, Carrboro, NC 27510	2/1/2021 In-Town	5/25/1992	White	Female	Environmental Transportation Planner



Applicant summary information (full detail available in application):

Name	ADDRESS	DOB	RACE	SEX	OCCUPATION
Ben Berolzheimer	108 W Poplar	12/15/1990	White	Male	Student and Research Fellow
Luther Gates	101 nc 54 bypass apt f3	5/12/1986	white	man	happy home staffing
Jeff Laufenberg	313 Legends Way	1/16/1972	White	Male	Statistician
Christopher Rogers	101 Ellsworth Pl	2/27/19	White/Caucasian	Male	Editor
Rasam Tooloe	102 Painted Turtle Lane	5/4/1972	Mixed	M	Director of Sales





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**19-220

**Agenda Date:** 6/18/2019

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Board of Aldermen Review of 7:00 P.M. Meeting Start Time

**PURPOSE:** The purpose of this item is to allow the Board of Aldermen the time to discuss how the 7:00 P.M. meeting start time is working and if not, to provide direction to staff.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** On November 13, 2018, the Board of Aldermen requested that their 2019 meetings begin at 7:00 PM rather than 7:30 PM for a trial basis. They requested time to review the start time in June. This item is to allow the Board of Aldermen to review how the 7:00 PM meeting time has worked and provide direction to staff if they wish to change it.

Upon review of meetings for the January-May 2018 (7:30 P.M.) vs. January-May 2019 (7:00 P.M.) the following are true:

	Average Time Adjourned	Average Length of Meeting
January-May 2018 (7:30 P.M.)	9:45 PM	2 hours 14 minutes
January-May 2019 (7:00 P.M.)	9:25 PM	2 hours 26 minutes

While the Board has added time to the meetings, they have still adjourned at an earlier average time. It has been provided as a directive to the Town Manager to try to schedule agendas so that the meetings do not go beyond 10:00 P.M. The change in meeting time has significantly improved the average time of adjournment.

**FISCAL & STAFF IMPACT:** If the Board changes the meeting time, there will be a cost associated with advertising the revised calendar in the newspaper.

**RECOMMENDATION:** It is recommended that the Board of Aldermen provide direction to staff.