



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Tuesday, October 1, 2019

7:00 PM

Board Chambers - Room 110

7:00-7:10

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

1. [19-313](#) Proclamation - Domestic Violence Awareness Month
2. [19-317](#) Proclamation - Community Planning Month

7:10-7:15

B. ANNOUNCEMENT OF UPCOMING MEETINGS

7:15-7:25

C. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

7:25-7:35

D. CONSENT AGENDA

1. [19-311](#) Approval of Minutes from September 10 and 17, 2019
2. [19-306](#) Stormwater Utility Monthly Report
PURPOSE: The purpose of this item is to provide the monthly update regarding Stormwater Utility projects and initiatives.
Attachments: [October 2019 Stormwater Report](#)
3. [19-309](#) Economic Development Report for the Month of October
PURPOSE: The purpose of this agenda item is to update the Board on economic development activity within the Town.
Attachments: [October 2019 Economic Development Report](#)
4. [19-310](#) Consideration and Possible Approval of a Settlement Agreement and Mutual Release between the Town of Carrboro and the Arts Center, Inc.

PURPOSE: The purpose of this item is for the Board of Aldermen to consider approval of a Settlement Agreement and Mutual Release between the Town of Carrboro and the Arts Center, Inc.

Attachments: [Attachment A - Settlement Agreement](#)

5. [19-314](#) Scheduling a Discussion to Consider Making the Name of the Governing Board Gender Neutral

PURPOSE: The purpose of this item is to schedule a future discussion regarding making the name of the governing board of the Town of Carrboro gender neutral.

E. OTHER MATTERS

7:35-8:15

1. [19-307](#) Affordable Housing Update

PURPOSE: The purpose of this item is for the Board to receive an update on the Town's Affordable Housing Goals and Strategies.

Attachments: [Attachment A: Housing Regional Goals and Progress Summary](#)
[Attachment B: Updated Goals and Strategies](#)

8:15-9:05

2. [19-300](#) Analysis of the Business Environment for the Carrboro Business Community

PURPOSE: The purpose of this report is to update the Board on the economic vitality of the Carrboro businesses.

Attachments: [Attachment 1 - Analysis of the Carrboro Business Environment 2019](#)
[Attachment 2 - Business Survey Data](#)

9:05-9:40

3. [19-312](#) Update on Request for a Paid Parking and Enforcement Study

PURPOSE: The purpose of the item is to update the Board on results of an RFP process to allow for discussion on moving forward.

Attachments: [Attachment 1 - Town of Carrboro Paid Parking RFP](#)

9:40-10:00

4. [19-308](#) 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 - ECPP and CCAP Update October 2019](#)

F. MATTERS BY BOARD MEMBERS



Town of Carrboro

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

Agenda Item Abstract

File Number:19-313

Agenda Date: 10/1/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Proclamation - Domestic Violence Awareness Month



Town of Carrboro

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Carrboro, NC 27510

Agenda Item Abstract

File Number:19-311

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In Control: Board of Aldermen

Version: 1

Approval of Minutes from September 10 and 17, 2019



Town of Carrboro

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

Agenda Item Abstract

File Number:19-306

Agenda Date: 10/1/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Stormwater Utility Monthly Report

PURPOSE: The purpose of this item is to provide the monthly update regarding Stormwater Utility projects and initiatives.

DEPARTMENT: Public Works

CONTACT INFORMATION: Randy Dodd, Stormwater Utility Manager, 919 918-7341

INFORMATION: The report identifies 16 separate projects and initiatives that Stormwater staff are and will/could be involved in within the next 12-18 months. These are specific efforts, some time limited and others part of ongoing stormwater program development, that are above and beyond the baseline workload associated with, for example: general program administration, e.g., coordination with and reporting to other Carrboro staff, the Stormwater Advisory Commission, and the Board as well as local, state, and federal agencies and contractors; tracking impervious surfaces; responding to billing and other community member inquiries; MS4 inspections; reviewing development plans; stream determinations/buffer reviews; and illicit discharge response and pollution prevention.

FISCAL & STAFF IMPACT: There is no fiscal impact associated with this update. There are/will be nearer and longer term fiscal and staff impacts, as presented in the report.

RECOMMENDATION: It is recommended that the Board receive the staff report.

STORMWATER UTILITY MONTHLY REPORT

Contents

PART 1: WATER QUANTITY DRIVEN WORK.....	2
1. FEMA Public Assistance: Public Works Stream Restoration	2
Status: Active/Funded.	2
2. FEMA Public Assistance: Broad Street Culvert Replacement	3
Status: Active/Funded.	3
3. Toms Creek Watershed Assessment and Outreach	4
Status: Active.	4
4. Land Use Ordinance Stormwater Provisions Review	5
Status: Pending staff capacity.	5
5. FEMA Hazard Mitigation Grant Program (HMGP) Active Elevation Project	6
Status: Awaiting funding approval.	6
6. FEMA Hazard Mitigation Grant Program Letters of Interest (Acquisition and Elevation).....	7
Status: Application in progress.	7
7. FEMA Public Assistance: Damage Recovery from Hurricane Florence.....	8
Status: Active.	8
PART 2: WATER QUALITY & FEDERAL/STATE REGULATORY DRIVEN WORK	9
8. NPDES Town wide Permit	9
Status: Active.	9
9. NPDES Public Works Facility NPDES Permit	10
Status: Active.	10
10. Jordan Lake Rules Compliance.....	11
Status: Awaiting State Review.	11
11. Bolin Creek Watershed Restoration Plan Implementation	12
Status: Inactive/Not Funded.	12
PART 3: WORK DRIVEN BY BOTH WATER QUANTITY AND QUALITY INTERESTS	13
12. Stormwater Service Delivery Review	13
Status: Active.	13
13. MS4 Inventory Update, Condition Assessment, Asset and Workflow Management	14
Status: Active.	14
14. Stormwater Project Planning and Prioritization	15
Status: Planned for FY 19/20.	15
15. Drainage Policy Review and Residential Assistance Program	16
Status: Pending Staff Capacity.	16

PART 1: WATER QUANTITY DRIVEN WORK

1. FEMA Public Assistance: Public Works Stream Restoration



Project Description: This project involves two phases of repairing/restoring a badly eroding stream channel in an extremely high risk situation adjacent to Public Works. The first phase will be preliminary engineering; the second will be construction/restoration.

Project Background: There are two unnamed intermittent streams that flow from the south side of downtown along South Greensboro Street and Old Pittsboro Road, join just above the 54 Bypass, and then flow under the bypass and along the Public Works property line before joining Morgan Creek. The stream channel is very incised adjacent to Public Works, with an extremely actively eroding bank. During Hurricane Florence, a large section of the streambank immediately adjacent to the fuel tanks (as well as outbuildings) collapsed, escalating and accelerating the importance of addressing the bank erosion. This project has been an identified need since 2015.

Status: Active/Funded. The Board approved a project ordinance and staff released an RFQ in June for assistance with preliminary engineering from a private engineering firm(s) in June. Interviews were held in July, and a contract was executed with Jennings Environmental in August, and the work has begun. 30% design is scheduled for review in mid-October. The preliminary engineering is scheduled to be completed in February, 2020. Staff are continuing to work diligently with NCDPS and FEMA to pursue federal assistance for this project. Stormwater staff consider this to be the highest priority capital project.

Fiscal and Staffing Considerations: The contract with Jennings Environmental is for \$58k. FEMA /NCDPS have reviewed and informally approved the contract, although any federal funding will be reimbursed after spending, and requiring detailed cost tracking. The first invoice for this work has been submitted for reimbursal. There is a significant staff impact associated with project and grant management.

Additional Information:

https://www.fema.gov/media-library-data/1534520496845-4b41646e3d8839c768deb3a7f4ded513/PADeliveryModelFactSheetFINAL_Updated_052418.pdf
<https://carrboro.legistar.com/LegislationDetail.aspx?ID=2288740&GUID=0B2EA271-314B-4ED8-8A38-0E199F87A49F%3E&FullText=1>

2. FEMA Public Assistance: Broad Street Culvert Replacement



Project Description: This project will involve two phases to replace an old and undersized culvert on the 400 block of Broad Street. The first phase will be preliminary engineering; the second will be construction.

Project Background: Stormwater staff have been leading the Town's exploration of FEMA Public Assistance funding following on Hurricane Florence. An old and undersized culvert on Broad Street has been responsible for previous overtopping of the road, and has been identified as being a candidate for FEMA PA funding. This site has been included in previous Town flood studies by Sungate Engineering.

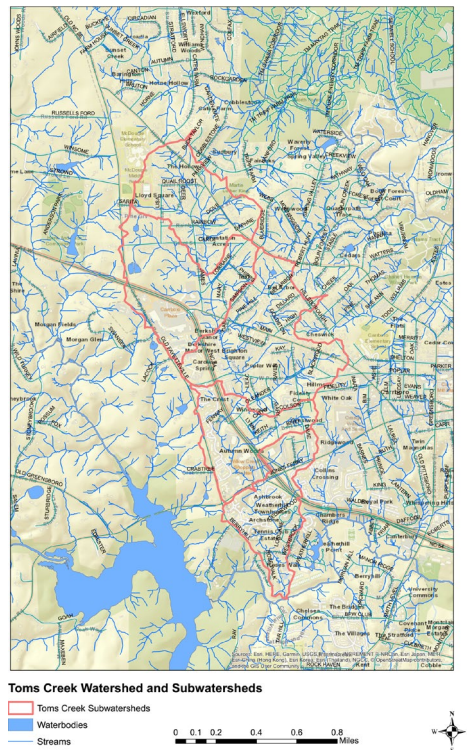
Status: Active/Funded. The Board approved a project ordinance and staff released an RFQ in June for assistance with preliminary engineering from a private engineering firm(s) in June. Interviews were held in July, and contract negotiations continued in August and September. Assuming a contract is able to be executed in the near term, the preliminary engineering should be completed this fall/winter, and construction in 2020. Staff have continued to work diligently with NCDPS and FEMA to obtain federal assistance for this project.

Fiscal and Staffing Considerations: Any federal funding will be reimbursed after spending, and require detailed cost tracking. There is a significant staff impact associated with project and grant management.

Additional Information:

https://www.fema.gov/media-library-data/1534520496845-4b41646e3d8839c768deb3a7f4ded513/PADeliveryModelFactSheetFINAL_Updated_052418.pdf
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<https://carrboro.legistar.com/LegislationDetail.aspx?ID=2288740&GUID=0B2EA271-314B-4ED8-8A38-0E199F87A49F%3E>

3. Toms Creek Watershed Assessment and Outreach



Project Description: In April 2019, the Board directed staff to move forward with an assessment of conditions in a subwatershed. In June, 2019, an outreach session was held. There is an ongoing need to address flooding issues in the upper Toms Creek watershed.

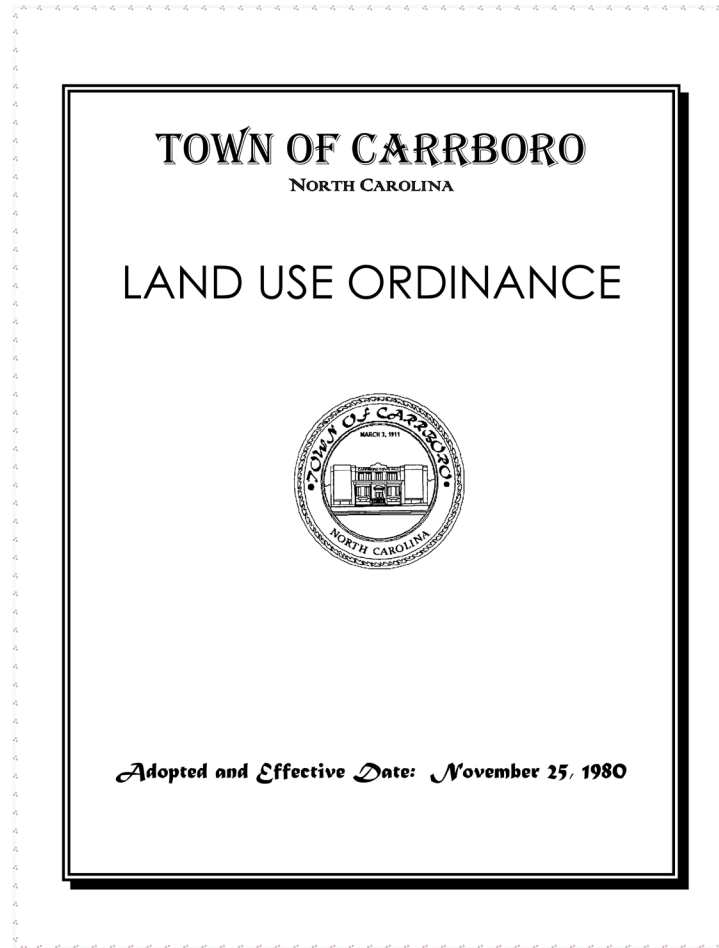
Project Background: For the Toms Creek watershed, flooding and drainage is a recurring and important theme. The upper watershed has received the most attention in recent years, including hydrologic and hydraulic modeling, due to the degree of flooding and drainage issues experienced by residential property owners both in the regulated floodplain and other areas. A watershed based approach is needed to comprehensively address the issues that exist. An emerging concern is resiliency in consideration of the growing number of recent intense storms and the potential for a shift to more flooding in the future due to climate change.

Status: Active. An outreach session was held in June. Sungate Engineering is pursuing additional studies of a catchment between Hillsborough Rd. and West Main Street with known drainage issues. The contract with the Center for Neighborhood Technology to assist with neighborhood preparedness and resilience to flooding and drainage concerns has been executed.

Fiscal and Staffing Considerations: Sungate's work will cost \$16.5k and the Center for Neighborhood Technology's work will cost \$25k. There could be further implementation costs as a result of these projects. There will be a staff impact with overseeing the work.

Additional Information: Additional information is available from multiple Board agenda items from 2013-2019. A [project website](#) has been created with relevant historical and project related information.

4. Land Use Ordinance Stormwater Provisions Review



Project Description: LUO stormwater provisions are currently under review.

Project Background: At the April 16th Board of Aldermen meeting, the Board referred further review of the stormwater provisions in the LUO to staff and the Stormwater Advisory Commission in consideration of the flooding and drainage impacts being experienced and elevated risk for increasing impacts due to climate change.

Status: Pending staff capacity. This is being considered by Planning and Public Works staff, the Town Engineer, and the Stormwater Advisory Commission.

Fiscal and Staffing Considerations: There is no fiscal impact with reviewing and amending the LUO. There is a staff impact with performing the review.

Additional Information:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3919560&GUID=59CDD594-2973-4C2B-813C-738A1CF5707B&Options=&Search>

<http://www.townofcarrboro.org/DocumentCenter/View/698/Article-XVI-Floodways-Floodplains-Drainage-and-Erosion-PDF>

5. FEMA Hazard Mitigation Grant Program (HMGP) Active Elevation Project



Project Description: Utilization of FEMA HMGP funds to elevate homes on Lorraine Street.

Project Background: In 2016, the Town was awarded a FEMA grant (administered by the NC Department of Public Safety [NCDPS]) to elevate two homes at 400 Lorraine Street and 403 Lorraine Street. After start up project delays, the Town hired Summit Design and Engineering Services in the late spring of 2018 to assist with pre-construction/design and bidding services, construction administration and grant compliance monitoring. Stormwater staff began providing administrative support for the project in October 2018. Summit wrapped up the preconstruction/design phase of the project in December, construction bid advertisement followed, and a responsive bid was received, but the bid exceeded the available funding. Staff requested grant extension and additional funding to cover increased construction costs in February.

Status: Awaiting funding approval. Staff are working with State and Summit staff, the property owners, and a contractor to move to the construction phase of the project.

Fiscal and Staffing Considerations: Costs associated for work covered by the grant, if extended and fully funded, will be reimbursed to the Town with a combination of both Federal and State funds covering 100% of the costs associated with the project. Elevation costs, if fully funded, can be reimbursed at up to \$175k per home. There is a significant staff impact to administer the grant funds.

Additional Information:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3767377&GUID=67B319F8-E1CC-4E4B-9DC2-5FA5AEC6CCED&Options=&Search=&FullText=1>

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=2825729&GUID=06EB126A-0AE5-4A83-BFD0-0AA28C2CA6F1&Options=ID|Text|&Search=Flood>

https://www.fema.gov/media-library-data/1493317448449-b83f27544e36b7bf67913f964a56b15a/HMA_Homeowners_Guide_040717_508.pdf

6. FEMA Hazard Mitigation Grant Program Letters of Interest (Acquisition and Elevation)



Project Description: The information presented below is for an acquisition project for 116 Carol Street, and a new elevation project for 100 James Street

Project Background: Following on Hurricane Florence, FEMA announced a new round of HMGP funding. In addition to the Lorraine Street properties discussed above, two additional homeowners at 116 Carol Street and 100 James Street (properties included in previous HMGP applications for acquisitions that did not move forward) have responded, and been included in a Letter of Interest submitted by the Town to the NCDPS. Staff submitted one Letter of Interest for an acquisition project for 116 Carol Street and a second Letter of Interest for elevation of homes at 100 James Street. Another step that staff has taken is resubmittal of these same Letters of Interest under a new funding round that has opened up in association with Hurricane Michael. This is being pursued at the recommendation of State and County staff as an additional backup option in the event that insufficient federal funds are available from Florence for FEMA to accept Carrboro's Hurricane Florence Letters of Interest.

Status: Application in progress. Staff are working on completing application materials. Staff anticipate notification of award early 2020, followed by finalization of a grant agreement later in 2020.

Fiscal and Staffing Considerations: If the Town is able to successfully enter into a grant agreement, costs associated for work covered by the grant will first be borne by the Town and then reimbursed to the Town with a combination of both Federal and State funds covering 100% of the eligible costs associated with the project(s), provided that all grant requirements are met. Elevation costs can be reimbursed at up to \$175k per home, and acquisition costs at up to \$276k per home. There would be a significant staff impact to administer the grant funds.

Additional Information:

https://www.fema.gov/media-library-data/1493317448449-b83f27544e36b7bf67913f964a56b15a/HMA_Homeowners_Guide_040717_508.pdf

7. FEMA Public Assistance: Damage Recovery from Hurricane Florence



Overview

Public Assistance (PA) is FEMA's largest grant program providing funds to assist communities responding to and recovering from major disasters or emergencies declared by the President. The program provides emergency assistance to save lives and protect property, and assists with permanently restoring community infrastructure affected by a federally declared incident.

Eligible Applicants

Eligible applicants include states, federally recognized tribal governments (including Alaska Native villages and organizations so long as they are not privately owned), U.S. territories, local governments, and certain private non-profit (PNP) organizations.

PNPs must have "an effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the State that the nonrevenue producing organization or entity is a nonprofit one organized or doing business under State law."¹ Additionally, for a PNP operated facility to be eligible, the PNP must demonstrate the facility provides a critical service or provides a non-critical, but essential government service and is open to the general public. A facility that provides a critical service is defined as one used for an educational, utility, emergency, or medical purpose.²

Project Categories

FEMA processes PA grant funding according to the type of work the applicant undertakes. Eligible work must be required as a result of the declared incident, be located in the designated area, be the legal responsibility of the applicant, and be undertaken at a reasonable cost.

Eligible work is classified into the following categories:

Emergency Work

Category A: Debris removal

Category B: Emergency protective measures

Permanent Work

Category C: Roads and bridges

Category D: Water control facilities

Category E: Public buildings and contents

Category F: Public utilities

Category G: Parks, recreational, and other facilities

Federal funding guidelines for each of these categories are listed in the *Public Assistance Program and Policy Guide*, which is located [online at https://www.fema.gov/media-library/assets/documents/111781](https://www.fema.gov/media-library/assets/documents/111781).

Application Process

After a federal declaration, the recipient (i.e. state, tribe, or territory) conducts Applicant Briefings to inform potential applicants (i.e. state, local, tribal, territorial, and PNP officials) of the assistance available and how to apply. Applicants must then file a Request for Public Assistance within 30 days of the date their respective area is designated by the federal declaration.

Following the approved request, FEMA and the applicants will conduct additional meetings to discuss disaster

Project Description: The Town has been working through the FEMA Public Assistance process for damage recovery from Hurricane Florence. This aspect of Public Assistance is associated with covering the costs associated with debris removal, emergency protective measures, restoring roads, equipment and facilities to pre-storm conditions, and administrative costs. It is considered separately from the activities described in #3 and #4 above, although also under the Public Assistance umbrella.

Project Background: Stormwater staff have been leading the Town's pursuit of FEMA Public Assistance funding. Staff have submitted claims for losses not covered by insurance and have been working with FEMA/NCDPS staff to document and receive reimbursement, as well as reimbursement for staff time associated with emergency response and follow up. This process has been underway since the winter.

Status: Active. The Florence damage recovery Public Assistance described above is nearing completion. The Town is awaiting final review and reconciliation, which is expected to take several months.

Fiscal and Staffing Considerations: The Town has requested support for about \$100k in uninsured costs. This work has required over 350 hundred hours of Stormwater staff time.

Additional Information:

[https://www.fema.gov/media-library-data/1534520496845-](https://www.fema.gov/media-library-data/1534520496845-4b41646e3d8839c768deb3a7f4ded513/PADeliveryModelFactSheetFINAL_Updated_052418.pdf)

[4b41646e3d8839c768deb3a7f4ded513/PADeliveryModelFactSheetFINAL_Updated_052418.pdf](https://www.fema.gov/media-library-data/1534520496845-4b41646e3d8839c768deb3a7f4ded513/PADeliveryModelFactSheetFINAL_Updated_052418.pdf)

https://www.fema.gov/pdf/government/grant/pa/fema323_app_handbk.pdf

PART 2: WATER QUALITY & FEDERAL/STATE REGULATORY DRIVEN WORK

8. NPDES Town wide Permit

What is an MS4 Permit Compliance Audit?

An MS4 Audit is a structured review of the Stormwater Management Program to evaluate whether the MS4 is meeting the requirements specified in the NPDES MS4 Permit & Stormwater Management Plan (SWMP)



AKA do you have your ducks in a row?

Department of Environmental Quality



Regulatory Requirement: The Town is regulated under a town wide permit that requires the Town to implement a comprehensive stormwater management program that includes six minimum measures:

- (1) Public education and outreach on stormwater impacts
- (2) Public involvement/participation
- (3) Illicit discharge detection and elimination
- (4) Construction site stormwater runoff control (delegated to Orange County)
- (5) Post-construction stormwater management for new development and redevelopment, and
- (6) Pollution prevention/good housekeeping for municipal operations.

The initial Carrboro permit was issued effective July 1, 2005, renewed in 2011, and again in 2017. The Town maintains a Stormwater Management Plan that describes permit compliance details.

Background: In 1990, under the authority of the federal Clean Water Act and starting with large (population >100k) municipalities (and industries), EPA began regulating stormwater runoff. In 2000, the scope was extended to smaller municipalities, and EPA delegated the authority to the State to issue these municipalities (including Carrboro) a stormwater permit.

Status: Active. There is a planned EPA/State NPDES Phase II stormwater permit audit in 2020, with new compliance expectations from EPA and the State of the Town (and all NC municipalities). Given the State staff's communications about the audit and Stormwater staff understanding of the new requirements, staff anticipate that a Letter of Deficiency would probably be given if the audit were to occur today. Stormwater Staff are not able to emphasize permit performance currently due to other demands.

Fiscal and Staffing Considerations: Preparing for this audit and improving the Town's permit compliance and record keeping activities has been and will continue to be a major undertaking for staff.

Additional Information:

<https://deq.nc.gov/about/divisions/energy-mineral-and-land-resources/stormwater/stormwater-program/npdes-ms4-permitting>

9. NPDES Public Works Facility NPDES Permit

STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF ENERGY, MINERAL, AND LAND RESOURCES
GENERAL PERMIT NO. NCG080000

TO DISCHARGE STORMWATER UNDER THE
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

for establishments primarily engaged in the following activities:

Vehicle Maintenance Areas

Regulatory Requirement: Under federal and state law, the Public Works facility continues to be regulated through an NPDES stormwater general permit.

Background: In 1990, under the authority of the federal Clean Water Act and starting with large (population >100k) municipalities (and industries), EPA began regulating stormwater runoff. In 2000, the scope was extended to smaller municipalities, and EPA delegated the authority to the State to issue these municipalities a stormwater permit. In addition to receiving a town wide permit, Carrboro received a separate permit for the Public Works facility given the operations occurring at the site and potential for stormwater impacts on water quality.

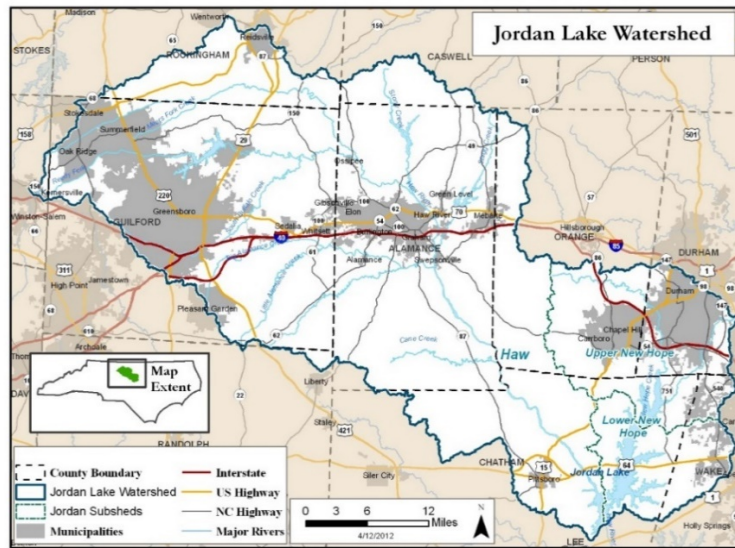
Status: Active. This activity has been and remains in a regular/routine operational status, with the facility remaining compliant with federal/state requirements.

Fiscal and Staffing Considerations: The Town has been working with a consultant for about \$6k/year to support regulatory compliance. There is also an ongoing and relatively low level of staff activity to maintain compliance.

Additional Information:

<https://deg.nc.gov/about/divisions/energy-mineral-land-resources/npdes-stormwater-gps>

10. Jordan Lake Rules Compliance



Regulatory Requirement: The Jordan Lake Rules are a nutrient management strategy designed to restore water quality in the lake by reducing the amount of pollution entering upstream. Restoration and protection of the lake is essential because it serves as a water supply for several thriving communities, a prime recreation area for more than a million visitors each year, and an important aquatic ecosystem.

Background: Jordan Lake was impounded in 1983 by damming the Haw River near its confluence with the Deep River. It was created to provide flood control, water supply, protection of water quality downstream, fish and wildlife conservation, and recreation. The lake has had water quality issues from the beginning, with the North Carolina Environmental Management Commission declaring it as nutrient-sensitive waters (NSW) the same year it was impounded. Since that time, Jordan Lake has consistently rated as eutrophic or hyper-eutrophic, with excessive levels of nutrients present. The most relevant provisions in the rules for Carrboro relate to stormwater management for both new and existing development, riparian buffers, and fertilizer application.

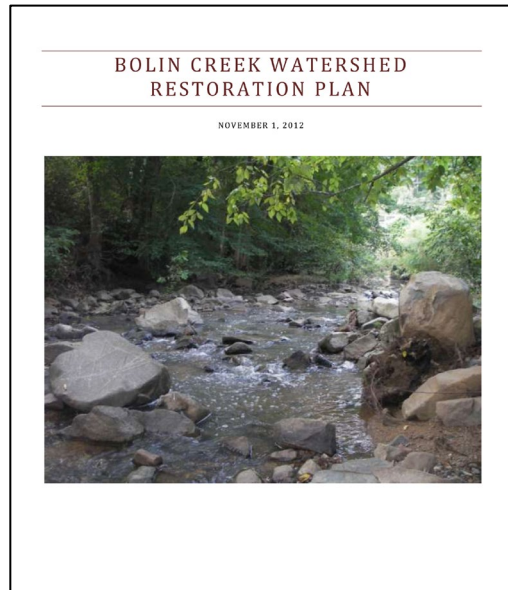
Status: Awaiting State Review. There was significant Town activity between about 2005 and 2015 to prepare for and enact ordinance provisions and begin work on implementation activities. Legislative action has delayed further implementation. Jordan Lake Rules regulatory review is anticipated for 2020, as a UNC Collaboratory study wraps up.

Fiscal and Staffing Considerations: The Town continues to be required to submit annual reports identifying stormwater retrofits, and has programmed these projects in the 5 year CIP. It is preliminary at this point to speculate on the potential fiscal/staff/regulatory impacts that will result, beyond an understanding that some staff time will be required to stay informed and report back as the review is pursued.

Additional Information:

<https://deq.nc.gov/about/divisions/water-resources/water-planning/nonpoint-source-planning/jordan-lake-nutrient>

11. Bolin Creek Watershed Restoration Plan Implementation



Regulatory Requirement: The downstream extent of Bolin Creek in Carrboro, and continuing into Chapel Hill, is on the state/federal list of impaired waters. Local actions are needed to improve water quality.

Background: Carrboro staff worked with Chapel Hill and other local, state and federal agency staff in 2006 to create the Bolin Creek Watershed Restoration Team (BCWRT) because of the impaired waters listing. At the time, the Bolin Creek watershed was selected as one of only 7 watersheds in the state to receive focused state and federal assistance in preparing grant applications and leveraging other resources to remove Bolin Creek from the impaired waters list. The selection was based on the listing and the existence of restoration planning efforts for the larger Morgan and Little Creek Watersheds, but also, because of the local interest in and capacity for progressive environmental initiatives. The BCWRT's long term goal is to improve the health of Bolin Creek and its tributaries and remove it from the impaired waters list. This is an ambitious goal that will require a robust commitment for many years to come.

Status: Inactive/Not Funded. Watershed restoration plan implementation has been inactive since 2012 due to insufficient capacity/resources.

Fiscal and Staffing Considerations: There are no near term considerations. Longer term fiscal and staff considerations are uncertain. Competitive 319 grant funds (40% local match) could be pursued.

Additional Information:

<https://townofcarrboro.org/280/Bolin-Creek-Watershed-Restoration>

PART 3: WORK DRIVEN BY BOTH WATER QUANTITY AND QUALITY INTERESTS

12. Stormwater Service Delivery Review

The Stormwater Finance Landscape:

Where We've Come from and Where We've Yet to Go



UNC | SCHOOL OF GOVERNMENT
Environmental Finance Center

Description: The purpose of this review is to research, consider, and prepare background material to present to the Board of Aldermen related to options for service delivery for the stormwater program going forward.

Background: The Town has been incrementally increasing the levels of stormwater services for several decades through Land Use Ordinance changes, preparation and implementation of multiple federal and state regulatory requirements, and in the past decade, in response to increases in intense rainfall events and increased flooding. This culminated in the creation of the Stormwater Utility and establishment of dedicated stormwater funding in 2017-18, setting the stage for the most significant increase in service delivery to date. The purpose of this review is to review current service delivery and look at options for service delivery going forward.

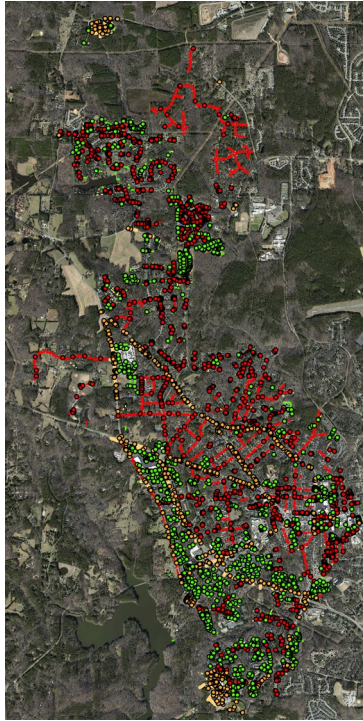
Status: Active. Staff presented the review and options and received feedback from the Board on September 10th. Staff are working on follow up items, and are tentatively planning to report back in November.

Fiscal and Staffing Considerations: By nature of the review, future fiscal and staff impacts will occur if changes to the service delivery are chosen. **Additional Information:**

https://efc.sog.unc.edu/sites/default/files/2019/NC%20Stormwater%20Landscape_Final%20Draft_0.pdf

<https://www.epa.gov/sites/production/files/2018-01/documents/overcoming-barriers-to-development-and-implementation-of-asset-management-plans.pdf>

13. MS4 Inventory Update, Condition Assessment, Asset and Workflow Management



Description: This initiative involves using new technology to update the MS4 inventory, assess MS4 conditions, and create an asset management and workflow systems and tools. Asset management is a strategic approach to maintaining and sustaining infrastructure in order to deliver services at the lowest overall life cycle cost. This method is intended for managing any assets, has traditionally been used for drinking water and wastewater, and is increasingly being used by stormwater utilities.

Background: A GIS based system inventory was first completed about 15 years ago in preparation for the Town's NPDES permit. While maintenance of the inventory is ongoing, some additional work is needed to fully complete the inventory so it can serve as the foundation for comprehensive stormwater workflow, regulatory tracking and asset management needs. The Public Works Department is in the process of implementing a new workflow management system (CityWorks) and GIS based field inventory capabilities. A system condition assessment has not been completed, nor has an asset management system been created. It is recommended that sufficient resources be allocated to allow this work to move forward.

Status: Active. Investments are being made in new information technology and staff are in the early phase of systems development, configuration, and staff training.

Fiscal and Staffing Considerations: There is no direct fiscal impact currently. The need for additional resources (additional staffing and/or engineering or contractual services) will depend on the technical requirements and overall staff workload and the desired pace of moving this work forward.

Additional Information: <https://louisville.edu/cepm/projects/sustainable-community-capacity-building/asset-management-for-stormwater>

<https://www.epa.gov/sites/production/files/2018-01/documents/overcoming-barriers-to-development-and-implementation-of-asset-management-plans.pdf>

14. Stormwater Project Planning and Prioritization

	Criteria	Type	Possible	Points						
				10	9	8	7	6	5	4
	Public safety/welfare	Public interest	Mandatory	High infrastructure impacts			Medium infrastructure impacts			Low infrastructure impacts
Community Benefits	Conveyance repair/replacement	Infrastructure	10	Public infrastructure or insurable structures affected			Private property impacted			
	Public visibility/educational value	Public interest	10	High			Medium			
	Detention	Flood mitigation	10	Public infrastructure, insurable structures protected			private insurable structures protected			no insurable structures protected
	Water supply protection	Public interest	10				Yes			
	Green infrastructure	Multiple	10	Green street/parking lot			> 1 acre & reduction in curve # by >15			Other green infrastructure
Environmental Benefits	Stream/riparian repair/restoration	Stream/geomorphic	10	Perennial stream			Intermittent stream			
	Runoff (volume) reduction	Multiple	10	>cfs			> < cfs			>< cfs
	Impaired waters	Water quality/stream	8			Lower Bolin Creek		Upper Bolin Creek		
	Nutrient reduction	Water quality	7				> N reduction			< < N reduction
Feasibility	Landowner	Feasibility	10	Town owned		Other local agency		State/federal		Private-landowner easement/agreement
	In CIP?	Feasibility	5						Yes	

Description: The purpose of this work is to create a process for planning for and prioritizing large stormwater improvement/capital projects, to inventory all potential projects with a 10-20 year planning horizon, and to develop a prioritized 5 year project list/CIP update during FY 20.

Background: Carrboro has been identifying stormwater capital projects in the Capital Improvements Program (CIP) since 2012. These projects have been significantly but not solely motivated by the implementation of State's rules to restore Jordan Lake. Other studies have been completed and potential projects identified by the Town Engineer and also through, for example, the State's Ecosystem Enhancement program, Bolin Creek watershed restoration efforts, and efforts to identify infrastructure replacement/ improvement and stream repair/restoration projects. Identifying and implementing capital projects is an ongoing Town process, with updates to the CIP typically prepared annually.

Status: Planned for FY 19/20. Town staff plan to develop and then bring recommendations forward to the Stormwater Advisory Commission. The Toms Creek strategy (#3), Jordan Lake Rules (#10), Bolin Creek Watershed Restoration (#11), Service Delivery Review (#212), and Condition Assessment/Asset Management (#13) above are relevant.

Fiscal and Staffing Considerations: There is no fiscal impact associated with identifying, planning for, and prioritizing projects. There will be a staff impact to pursue this work through much of FY 19/20, and a lower level impact in subsequent years.

Additional Information:

http://www.townofcarrboro.org/AgendaCenter/ViewFile/Agenda/_12052018-3552

15. Drainage Policy Review and Residential Assistance Program

TOWN DRAINAGE POLICY

The following constitutes a statement of the official policy of the Town of Carrboro, as adopted by the Board of Aldermen on June 12, 1984, relating to the improvement and maintenance of drainage ways within the town. This supersedes all previously adopted policies.

I. Drainage on Public Rights-Of-Way and Easements

The Town will continue to maintain at its own expense all drainage ditches, piped and unpipec, and other drainage ways located within public street rights-of-way or drainage easements conveyed to and accepted by the Town.

II. Drainage Problems On Private Property For Which the Town Is Legally Responsible

The Town will correct at its own expense a drainage problem created on private property where it is demonstrated to the reasonable satisfaction of the Public Works Director that: (i) surface water is being channeled from the public street right-of-way onto private property in a location where water would not naturally have flowed in the pre-development stage; or (ii) the drainage problem is created by water being channeled from the public street right-of-way onto private property, into a natural drainage way that is inadequate to handle the volume of water so channeled, and a substantial portion of the water consists of runoff from land not drained by the natural drainage way in the predevelopment stage; or (iii) the Town is otherwise legally responsible and liable for creating the drainage problem.

III. Town Participation In Drainage Improvements On Private Property Where The Town Is Not Legally Responsible For The Drainage Problem.

A. The Board of Aldermen has determined that drainage problems exit throughout the Town and that it is in the public interest and serves a public purpose for the Town to establish a public drainage system and to participate in the costs of making improvements to the public drainage system in accordance with the policies and procedures set forth in this section.

B. The Board of Aldermen hereby adopts that map entitled Stormwater Drainage Map and dated May 1, 1984 as the official public drainage system map for the town. The map indicates the network of natural drainage ways located on private property within the Town that the Town will improve and maintain, subject to the remaining provisions of this

Description: Stormwater staff have initiated a review of the Town's 1984 Drainage Policy and development of recommendations for an assistance program for residential property owners.

Background: Since the Stormwater Utility was formed, stormwater technical assistance provided by staff has increased. The residential assistance that staff have provide to date has not involved any financial assistance. An updated policy and program would help clarify the details of both technical and financial assistance (if any) that the Town may wish to provide for private residential property owners.

Status: Pending Staff Capacity. The proposed work by the Center for Neighborhood Technology (CNT) described in #3 will inform the development of an updated policy and program. Staff anticipate working on this after the CNT pilot project through internal staff review, followed by Stormwater Advisory Commission and Board of Aldermen review.

Fiscal and Staffing Considerations: Any fiscal impact resulting from financial assistance to be provided as part of a new program will be determined through administrative and policy level review. There has been and will continue to be a staff impact associated with technical assistance. This impact will increase if staff will be administering a new program.

Additional Information:

http://www.townofcarrboro.org/AgendaCenter/ViewFile/Agenda/_03142019-3607



Town of Carrboro

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

Agenda Item Abstract

File Number:19-309

Agenda Date: 10/1/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Economic Development Report for the Month of October

PURPOSE: The purpose of this agenda item is to update the Board on economic development activity within the Town.

DEPARTMENT: Economic and Community Development

CONTACT INFORMATION: Annette D. Stone, AICP ECD Director (919) 918-7319 or
astone@townofcarrboro.org

INFORMATION: The ECD Department has been asked to provide a monthly update of economic activity within the town.

FISCAL & STAFF IMPACT: n/a

RECOMMENDATION: Staff recommends the Board receive the report.

ECONOMIC DEVELOPMENT - PRIVATE SECTOR

South Green (updated)



PROJECT DESCRIPTION: Development with 45,000 square feet of multiple commercial buildings on a 5.6 acre site at 501 South Greensboro Street.

CURRENT STATUS: Building 1 is occupied with Dr. Jeff Bernhdt Orthodontics. Building 3 is complete with Coronato Pizza , Carrboro Yoga are open and Craftboro Brewing Depot will open Sunday September 29th. Building 4 is still under construction.

PROJECT BACKGROUND: This Conditional Use Permit application proposed multiple commercial buildings on a site at 501 South Greensboro Street that formerly was occupied by Rogers-Triem. The site had considerable known flooding issues, which was addressed through collaboration with Town and NCDOT. The Board of Aldermen set a public hearing for the rezoning and CUP request on April 28, 2015. The project went before the Joint Advisory Boards Meeting on April 2 and ESC on April 8. The Board approved the project, with conditions, on June 9, 2015.

ESTIMATED TAX VALUE: \$13,000,00

Lloyd Farm (updated)



PROJECT DESCRIPTION: A mixed use project with multiple commercial buildings on approximately ~40 acres, including Harris Teeter grocery and energy center. A proposed 200 unit senior living residential facility and 10 duplex cottages (20 units). It is located at the corner of Old Fayetteville Road and Highway 54 on property historically known as Lloyd Farm. The developer is proposing a payment in lieu between \$743,000 and an additionally \$250,000 conditioned on the ability to provide on-site affordable housing units. Also, the developer will donate 4.6 acres fronting on James Street to the Town, future use of the property is to be determined.

CURRENT STATUS: The application for rezoning was approved by the Board on October 23, 2018. A concept plan has been submitted to staff and is under review by the town advisory boards at the joint meeting to be held February 7, 2019. The project continues to move through development review Joint Planning Review meetings and call for public hearing is scheduled for October 15, 2019.

PROJECT BACKGROUND: Project was originally considered by the Board and denied in 2016. The applicant modified the plan and resubmitted an application in the spring of 2018. A public hearing was held September 25, 2018 and continued until October 23, 2018. The Board approved the Conditional Rezoning on October 23, 2018.

ESTIMATED TAX VALUE: \$64,000,000

Shelton Station (updated)



PROJECT DESCRIPTION: A mixed use development located at 410 North Greensboro on 2.64 acres of land with 22,716 sq ft of commercial space, and 94 1 and 2 bedroom apartment units including 20 affordable units.

CURRENT STATUS: The owners are working with tenants in all of the commercial spaces and are optimistic about possible future tenants. Marketing and leasing is underway for both the at-market rate and affordable units. The lights will be functioning on the art installation in the next few weeks.

PROJECT BACKGROUND: Conditional use permit plans in accordance with the B-1(g) conditional zoning district approved by the Board of Aldermen was granted (with conditions) on April 2, 2013.



ACTUAL TAX VALUE: Apartments \$4,214,900

ACTUAL TAX VALUE: Commercial \$3,042,700

Hilton Garden Inn - East Main Square(no change)



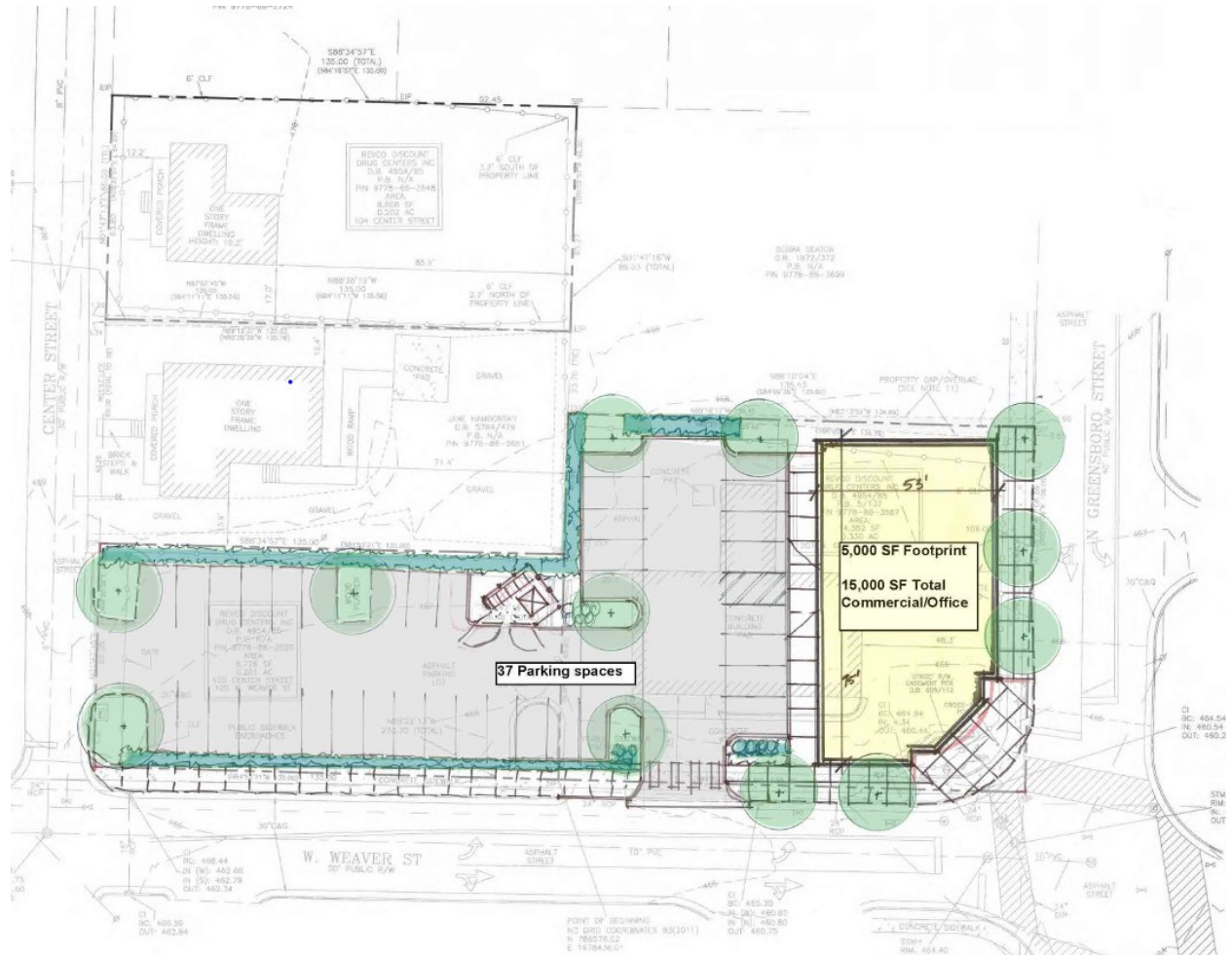
PROJECT DESCRIPTION: A five story, 144 room hotel with conference space to be located immediately behind the existing East Main Square shopping strip.

CURRENT STATUS: The developer has reported that construction is on hold until further notice.

PROJECT BACKGROUND: The project received a CUP in March of 2016 and a two year extension for the permit in January of 2018.

ESTIMATED TAX VALUE: \$12,000,000

201 North Greensboro Lot (no change)



The project is a three (3) story 15,000 square feet retail/office building proposed for the corner of North Greensboro and West Weaver Street. The property was recently sold by Revco Co. to a CKE III LLC. The project is being managed by Beacon Properties out of Chapel Hill. The project includes a property on Center Street where an existing house has been demolished and new residential dwelling unit will be built. The project is moving through concept review with the advisory boards at this time. A CUP application is expected from the developer in the next few months.

Estimated Tax Value: Land sold for \$1,900,000

Other Updates:

- 505 W. Main Street - 1400 Sq. Ft. office space for Wanda Neville's Chiropractic has been sold. The property was purchased by 505 West Main LLC.
- 300 Block East Main - new Thai restaurant has opened. More details to come...
- 206 W. Main Street - Akai Hana Restaurant and office space has been purchased by 2019 Upstream LLC - The current uses will remain in the building.
- 401 East Main - is now open.
- 406 E. Main St - Kalisher Building is on the market for lease. Staff is monitoring the Town's ED agreement for occupancy of the building.
- Claremont South Commercial - a two story mixed use building with the first floor containing 6,797sf of office space and the 2nd floor containing 4,879sf and a total of four residential units. Conditional Use Permit originally approved by the Board of Aldermen in April 2012. Construction on this project has not begun as of yet.
- Space For Sale or Lease -

Address	Description	Sale/Lease Price/Contact Info
201 E Main Street	Train Cars previously occupied by Cross ties	Annual Lease \$30 SF N. R. Milans and Associates nrmilan@aol.com
102 S. Merritt Mill Rd	300 SF Retail/Office Space	For Lease \$48 SF Contact Ben @ 919-649-5309
208, 210, 212 West Main Street	The Point owned by Sherri Ontjes 725 and 90 SF spaces available	Annual Lease - \$19 SF N. R. Milans and Associates nrmilan@aol.com
406 East Main Street	Kalisher/Art is Love 5334 SF Office space	\$22/SF/YR Reggie Oakley (919) 287-3213
610 Jones Ferry Road	11,683 SF office/light manufacturing Willow Creek Professional Center	For Sale - \$20 - \$22 SF Tommy Honey (Avison Young) Tommy.Honey@avisonyoung.com
311 East Main Street	8000 SF retail/flex space Old Fireplace Buidling next to Wings	For Sale/Lease - Price Not Disclosed Jim Shortbridge jleons@hotmail.com
602 Jones Ferry Road	4,620 SF retail space at Willow Creek Shopping Center	Annual Lease \$16 SF Tommy Honey (Avison Young) Tommy.Honey@avisonyoung.com
209, 211, & 213 Lloyd Street	Office Space	Annual Lease - \$19 SF N. R. Milans and Associates nrmilan@aol.com
104 NC - 54 Hwy	Carrboro Plaza 1200 SF	Annual Lease - \$21-\$26 SF Morris Commercial Jodi Amanda Tata (919)-407-1285

Tr 4 Berkshire Manor	1.4 acres located at the intersection of Main and Hwy 54	For Sale - \$325,000 Clayton Commercial Realty (919) 260-6078
410 N Greensboro Street	1250 – 4645 SF 1 st floor retail space Shelton Station	Annual Lease - \$27 sq. ft. Legacy Real Property Group (919)967-6711
250 E. Winmore Ave	914 SF Office Space	For Sale - \$258,000 or Annual Lease \$24 SF Morris Commercial – John Morris (919)942-1141
115 Ruth Street	2.27 AC Vacant Land	For Sale \$200,000 Keller Williams Elite Realty Michelle Edwards (919)484-2280
Chapel Hill Comps		
136 E Rosemary St	84,013 SF Class B Office Space	Avg Annual Lease \$31 SF
210 N Columbia St	8176 SF Class B Office Space	Avg Annual Lease \$26 SF
150 Providence Rd	10,000 SF Class B Office Space	Annual Lease \$18.50 SF
300 Market Street	1400 SF Class B Office Space	Annual Lease \$24 SF
400 W Franklin St	3600 SF Retail	Annual Lease \$28 SF
1728 Fordham Blvd	Retail at Rams Plaza	Between \$16 - \$22 SF

Sources: Loopnet and ECD



Town of Carrboro

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

Agenda Item Abstract

File Number:19-310

Agenda Date: 10/1/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Consideration and Possible Approval of a Settlement Agreement and Mutual Release between the Town of Carrboro and the Arts Center, Inc.

PURPOSE: The purpose of this item is for the Board of Aldermen to consider approval of a Settlement Agreement and Mutual Release between the Town of Carrboro and the Arts Center, Inc.

DEPARTMENT: Town Manager/Town Attorney

CONTACT INFORMATION: David Andrews, Nick Herman

INFORMATION: The Settlement Agreement is in regards to the Development Agreement entered into on or about May 29, 2018 regarding the possible development and construction on property owned by the Town located at 203 S. Greensboro Street. Disputes arose between the Town and the Arts Center regarding the Arts Center's obligation to pay a share of certain costs and fees incurred by the Town in connection with the Development Agreement prior to its termination. The Town and the Arts Center entered into a Mediated Settlement Conference on August 27, 2019. The attached Settlement Agreement and Mutual Release is the result of the said meeting. The Board of Aldermen is requested to review and possibly approve the attached agreement.

FISCAL & STAFF IMPACT: The Arts Center will pay the Town of Carrboro the total sum of \$85,000 in full settlement of claims. The Town shall provide a waiver of up to \$10,000 for Development Permit Fees for a new building to be constructed by the Arts Center in the Town of Carrboro limits. The Arts Center will not seek any funding from the Town during the Town's current fiscal year ending June 30, 2020.

RECOMMENDATION: It is recommended that the Board consider adopting the agreement.

SETTLEMENT AGREEMENT and MUTUAL RELEASE

THIS SETTLEMENT AGREEMENT and MUTUAL RELEASE (the "Agreement") is made and entered into by and between THE TOWN OF CARRBORO (the "Town") and The Arts Center, Inc. (the "Arts Center") (collectively, the "Parties") this the ____ day of September, 2019.

WITNESSETH:

WHEREAS, on or about May 29, 2018, the Town and the Arts Center entered into a Development Agreement related to the possible development and construction on property owned by the Town located at 203 S. Greensboro St. in Carrboro, N.C. (the "Development Agreement");

WHEREAS, the Arts Center subsequently exercised its rights to terminate the Development Agreement;

WHEREAS, certain disputes arose between the Town and the Arts Center regarding the Arts Center's obligation to pay a share of certain costs and fees incurred by the Town in connection with the Development Agreement prior to its termination;

WHEREAS, the Town and the Arts Center have enjoyed a mutually beneficial relationship for over 45 years and wish to continue that relationship in the future;

WHEREAS, the Parties therefore participated in a Mediated Settlement Conference on August 27, 2019, which resulted in a settlement agreement (the "Mediated Settlement Agreement"), a copy of which is attached hereto as Exhibit A and incorporated herein by reference, subject to approval by the Board of Aldermen of the Town and the Board of Directors of the Arts Center;

WHEREAS, the Board of Aldermen of the Town and the Board of Directors of the Arts Center have now both formally approved the terms of the Mediated Settlement Agreement; and

WHEREAS, the Town and the Arts Center now wish to formalize the Mediated Settlement Agreement and to fully and finally resolve the above referenced disputes between them.

NOW, THEREFORE, in consideration of the recitals set forth above and the mutual covenants as set forth below, the adequacy and sufficiency of which are hereby acknowledged, the Town and the Arts Center hereby agree as follows:

1. Settlement Payment: The Arts Center shall pay the total sum of Eighty-Five Thousand Dollars (\$85,000) to the Town in full settlement of the claims against it in the above referenced dispute. Payments to be made in three payments of \$28,333.33 on or before December 31, 2019, \$28,333.33 on or before December 31, 2020, and \$28,333.34 on or before December 31, 2021.

2. Waiver of Fees: The Town shall provide a waiver of up to Ten Thousand (\$10,000) Dollars for Development Permit Fees for the new building to be constructed by The Arts Center in the Town of Carrboro limits.

3. Town Funding: The Arts Center agrees it will not seek any funding from the Town during the Town's current fiscal year ending June 30, 2020. Notwithstanding the foregoing, the Arts Center may seek funding through the Carrboro Tourism Development Authority. The Town agrees it will fairly consider any requests for funding made by the Arts Center for funding to occur in future fiscal years without applying any negative connotations arising out of the disputes resolved through this Agreement.

4. Release by the Town: The Town, for itself and its present and future board members, officials, officers, employees, agents, successors, and assigns, hereby fully releases, acquits, and forever discharges the Arts Center and its subsidiaries, predecessors, successors, affiliated entities, present and future officers, directors, shareholders, employers, employees, members, managers, agents, attorneys, insurers, servants, reinsurers, and assigns of and from any and all past, present or future claims, violations, happenings, demands, losses, contracts, damages, proceedings, actions, causes of action, suits (whether at law or in equity), controversies, agreements, obligations, liabilities, demands of whatsoever kind or nature, now existing, whether known or unknown, discovered or undiscovered, foreseen or unforeseen, relating to or arising out of the Development Agreement.

5. Release by the Arts Center: The Arts Center, for itself and its subsidiaries, predecessors, successors, affiliated entities, present and future officers, directors, shareholders, employers, employees, members, managers, agents, attorneys, insurers, servants, reinsurers, and assigns, hereby fully releases, acquits, and forever discharges the Town and its present and future board members, officials, officers, employees, agents, successors, and assigns of and from any and all past, present or future claims, violations, happenings, demands, losses, contracts, damages, proceedings, actions, causes of action, suits (whether at law or in equity), controversies, agreements, obligations, liabilities, demands of whatsoever kind or nature, now existing, whether known or unknown, discovered or undiscovered, foreseen or unforeseen, relating to or arising out of the Development Agreement.

6. Compromise. It is understood and agreed that this settlement is a compromise of doubted and disputed claims, and that the payment made hereunder is not to be construed as an admission of liability on the part of the parties hereby released, by whom liability is expressly denied.

7. Costs and Attorney's Fees: Each party shall bear their own costs including their own attorneys' fees and a proportionate share of the costs of mediation.

8. Authority: The Parties represent and warrant that they have taken all actions and obtained all authorizations, consents, and approvals as are conditions precedent to their authority to execute this Agreement.

9. Voluntary Agreement. The Parties declare that they have carefully read this Agreement, that they have been fully advised in connection with this Agreement by legal counsel

of their own choice, that this Agreement has been fully explained to them prior to its execution and that they understand its terms and legal effect, and they sign this Agreement as their own free act.

10. Construction. The Parties have each had the opportunity to participate in the drafting of this Agreement, which is the result of negotiations between the Parties. It is, therefore, specifically agreed that, in the event of any dispute with respect to the proper interpretation of any term of this Agreement, no one party shall be deemed to be the drafter.

11. Warranty of Ownership of Claims. Each of the Parties warrants and represents that it is the sole holder and owner of each and every claim, cause of action, right or chose in action relating to the matters that are asserted or could have been asserted by such party against the other party released herein, and that it has made no assignment, in whole or in part, of these claims, causes or rights to any other party.

12. Governing Law: This Agreement shall be interpreted and construed in accordance with the laws and rules of the State of North Carolina, including its statutes of limitations, without giving effect to any conflict-of-laws rule that would result in the application of the laws of a different jurisdiction. In addition, the Parties consent to the jurisdiction of the North Carolina General Court of Justice, Orange County, over any claims arising under or relating to this Agreement, or the relationship between the Parties.

13. Counterparts: This Agreement may be executed in one or more counterparts, each of which taken together will constitute a single binding agreement. The execution of this Agreement by electronic or scanned signatures is as binding upon the Parties as original signatures.

14. Invalid Provision to Affect No Others. If any provision of this Agreement is held determined, or adjudicated to be invalid, unenforceable, or void for any reason, each such provision shall be severed from the remaining provisions of this Agreement and shall not affect the validity and enforceability of such remaining provisions.

15. Entire Agreement. The Parties agree that this Agreement contains the entire agreement between the Parties and the terms hereof are contractual in nature and not merely recitals and shall not be modified or amended except by written instruments signed by all the Parties or their representatives.

[Signature Page Follows]

IN WITNESS WHEREOF, the undersigned parties hereto have caused this Settlement Agreement and Mutual Release to be executed by their authorized officers on the day and year first above written.

The Town of Carrboro

By: _____

Its: _____

The Arts Center, Inc.

By: _____

Its: _____

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This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

By: _____
Title: _____
Date: _____



Town of Carrboro

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

Agenda Item Abstract

File Number:19-314

Agenda Date: 10/1/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Scheduling a Discussion to Consider Making the Name of the Governing Board Gender Neutral

PURPOSE: The purpose of this item is to schedule a future discussion regarding making the name of the governing board of the Town of Carrboro gender neutral.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Town Clerk

INFORMATION:

Section 2-1. Governing Body.

(a) The governing body of the Town of Carrboro shall consist of a mayor and six aldermen, commissioners, councilors, or council members, as determined by resolution of the Town of Carrboro, elected as provided in Section 2-2. The governing body shall be known as the Board of Aldermen, Board of Commissioners, Board of Councillors, or Town Council, as determined by resolution of the Town of Carrboro. Whenever this Charter or any ordinance, resolution, or other document refers to the Carrboro Board of Aldermen, such reference shall be deemed to refer to the Carrboro Board of Aldermen, Board of Commissioners, Board of Councillors, or Town Council, as determined by resolution of the Town of Carrboro. [Amended by S.L. 1999, Ch. 255, Sec. 2]

Names not listed in Section 2-1 would require an act of the General Assembly.

If the Board so directs, discussion of this matter will be scheduled with a public hearing at the Board of Aldermen meeting on Tuesday, November 19, 2019.

At this meeting, the Board will hear from the public and consider the following:

1. Whether to adopt a resolution changing the name of the governing body to one of the allowable options per Section 2-1(a);
2. Whether to approve another name for the governing body and instruct staff to pursue a local act with the Town's legislative delegation;
3. Whether to keep the current name of the governing body.

Agenda Date: 10/1/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

FISCAL & STAFF IMPACT: There will be various levels staff time associated with responding to the direction of the Board. The estimate is between 2 and 10 hours depending upon the direction.

RECOMMENDATION: It is recommended that the Board schedule this discussion for November 19, 2019.



Town of Carrboro

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

Agenda Item Abstract

File Number:19-307

Agenda Date: 10/1/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Affordable Housing Update

PURPOSE: The purpose of this item is for the Board to receive an update on the Town's Affordable Housing Goals and Strategies.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Rebecca Buzzard, Project Manager, 919-918-7438, Anne-Marie Vanaman, Management Assistant, 919-918-7321

INFORMATION: In 2014, Carrboro's Board of Aldermen approved the comprehensive strategy proposed by the town's Affordable Housing Task Force. In 2017, the Board of Aldermen approved the creation of an advisory commission for affordable housing called the Affordable Housing Advisory Commission (AHAC). Following Board direction, Town staff and AHAC members have been using the Goals and Strategies document as the main guide for the Town's affordable housing efforts. This document has been updated to reflect accomplishments towards these goals and provides additional information on progress being made toward these Board identified targets (Attachment B).

Attachment A provides a summary of housing data for fiscal years 17/18 and 18/19 and a brief synopsis of activities to address regionally identified housing needs and issues.

Staff will provide an update on the use of the affordable housing special revenue fund over the past two years, progress toward affordable housing goals, and current affordable housing activities.

FISCAL & STAFF IMPACT: None noted in relation to the receipt of this update.

RECOMMENDATION: Staff recommends that the Board of Aldermen receive this update, consider the information, and provide feedback or direction to staff, if desired.



AFFORDABLE HOUSING

FY 2017-2018 & FY 2018-2019

	# OF UNITS	TOWN FUNDS	SOURCE
DEVELOPMENT			
Assist in the acquisition or creation of affordable housing development			
CASA– Merritt Mill land acquisition & fee waiver	24	\$387,661	AHSRF
Northside Neighborhood Initiative/Self-Help (assisted 12 households)	2	\$30,000	AHSRF
Self-Help	1	\$20,000	AHSRF
Shelton Station	20		LUO
EmPOWERment	1	\$35,000	AHSRF
PRESERVATION			
Funded critical repairs on naturally occurring affordable housing and The Landings at Winmore operating and maintenance reserves (58 units)	71	\$132,300	AHSRF
HOUSING ASSISTANCE			
Provided rental and utility deposit assistance	11	\$8,265	AHSRF
AFFORDABLE HOUSING SPECIAL REVENUE FUND (AHSRF)			
From: payment in lieu, donations, grants, loan interest, dedicated property tax			
Piloting a new application process			
Annual support of HOME Consortium, Community Home Trust, Orange County Partnership to End Homelessness and Human Services Grants		\$262,068	AHSRF
POLICY			
Land use ordinance (LUO)			
Density Bonus, Payment in Lieu, Open Space Reduction, Size-Limited Requirement Exemption, Affordable Housing Review			
COLLABORATIONS			
Orange County Local Government Affordable Housing Collaborative, Orange County Affordable Housing Coalition, Northside Neighborhood Initiative, Orange County Preservation Coalition, Chapel Hill Public Housing, and other providers, regional partners and developers			

**UNITS CREATED OR
PRESERVED**

119

**NUMBER OF HOUSEHOLDS
SUPPORTED**

118

**TOWN FUNDS
UTILIZED**

\$875,294



Town and Regional Identified Affordable Housing Priorities

Increasing Housing Units for Low & Extremely Low AMI Households

The Board of Aldermen, Affordable Housing Advisory Commission, Orange County Collaborative, and Orange County Affordable Housing Coalition have identified the need for additional affordable housing units in our community. They particularly note a housing gap for households earning 50-60% AMI and below. These priorities align with Goals 1.1, 2.1, 2.3, and 3.1 in the Town's Affordable Goals and Strategies document.

Resources to Address these Priorities

1. Use of Town-Owned Land

Board of Aldermen & Town staff identified these parcels to prioritize for affordable housing:

Crest Street: 6 units, 9 with a density bonus.

Hill Street: 1 unit.

Pathway Drive: Multiple townhome units possible, but apartments or tiny homes could be considered.

2. The Affordable Housing Special Revenue Fund

The Town's Fund provides support to local nonprofits for:

1. Rental and Utility Deposit Assistance for Housing Choice Voucher holders.
2. Rental/Deposit assistance for households with extenuating circumstances such as domestic violence, or in the Coordinated Entry Process.
3. Critical repair of owner-occupied, naturally occurring affordable housing (NOAH). Support often benefits households with very low-income.
4. Acquiring land or units, or preserving affordable units, some of which benefit extremely low-income households.

Strategies to Explore (Reflected in Goals 2.5 and 2.3 respectively.)

1. Mobile Home Preservation, or Assistance to Displaced Mobile Homeowners

Collaborate with nonprofits and government partners to establish relationships with mobile home park owners and to establish a plan to preserve mobile home parks.

2. Tiny Homes

Collaborate with local housing partners to explore the use of tiny homes, perhaps on Town-owned land for households earning 50% AMI or below.

Town of Carrboro Affordable Housing Goals and Strategies

The Town of Carrboro is devoted to providing opportunities for safe, decent and affordable housing for all residents no matter their age, ability or income level.

Goal	Strategies	Target Completion Date	Partners/Resources Needed	Updates and Plans
1. Affordable Homeownership (Target income range is 60%-115% AMI)				
1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 2024 goal is to have 85 affordable ownership homes. In July 2019, there were 70 affordable homeownership units.	A. Gather more data from the developers about what percentages will work to both incentivize them and respond to the market condition.	FY2024	Developers, Orange County Affordable Housing Coalition, non-profit housing developers, staff	1. Gathering cases of successful voluntary inclusionary programs nationally and comparing with local programs; goal is to determine best practices for recommendation. 2.Work with affordable housing nonprofits to permanently preserve existing affordable units and to create new affordable units. 3. Exploring the use of abandoned properties, Town-owned properties, rapid acquisition fund. and tiny homes.
	B. Request that the BOCC continue to fund impact, permitting fees for non-profits.	-		Discuss with Orange County staff.
	C. Analyze modifying the ordinance to reflect a model that will both incentivize developers and respond to market conditions.	FY2019-20	Orange County Affordable Housing Coalition, non-profit housing providers, staff	Based on findings of 1.1A in conjunction with the Comprehensive Plan.
	D. Identify/build dedicated subsidy source to assist with land trust transactions.	Ongoing	Consolidated plan partners; CHT, Northside Neighborhood Initiative, Self-Help, and other AH Coalition participants	The Affordable Housing Special Revenue Fund is a dedicated funding source to support affordable housing initiatives, including subsidizing land trust transactions. The Board of Aldermen passed a half-cent property tax increase in 2018, and in 2019, to provide a dedicated revenue source for the Fund. The Board will consider an additional half-cent increase in 2020.
1.2 Fully evaluate and reduce housing density restrictions to slow the climb of housing prices and diversify housing stock, particularly in high transit areas.	A. Schedule a community discussion to examine open space requirements and their implications on housing prices and the feasibility for inclusion of affordable units.	Ongoing	For and non-profit housing providers, citizens, environmental advocates, recreation advocates, staff	Based on findings of 1.1A, incorporate findings into Comprehensive Plan.
	B. As a component of the parking plan, determine whether modifications to parking requirements could materially affect homeownership prices, development opportunities, and density. Unbundled parking for condominiums and townhouses should be included in this analysis.	Ongoing	Staff, Parking plan consultant, ED Planning	Reevaluate for Comprehensive Plan
	C. Explore opportunities to modify zoning and land-use ordinances related to in-fill residential, connected housing, zero lot-line housing, and mixed-use developments.	Ongoing	Staff, intern, graduate planning workshop students, development community	With 1.2A above, incorporate findings into Comprehensive Plan.
1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors	A. Develop and implement a clear set of priorities and policies for the use of dedicated funding that includes opportunities to support this goal.	Ongoing	Orange County Affordable Housing Coalition, Board of Aldermen, Consolidated Plan partners	1. Updated the Affordable Housing Fund Guidelines to reflect Goals and Strategies Document 2. Subcommittee of Orange County Affordable Housing Coalition formed specifically to address housing for 30% AMI and under group. 3. Engagement in Orange County Master Aging Plan Committee informs affordable housing priorities. 4. Engagement with partners Community Empowerment Fund and Partnership to End Homelessness informs housing priorities for those at risk for homelessness.

	A1. Down payment assistance for families participating in local homebuyer education programs.	Ongoing	Federal and state funding for down payment assistance, energy up fits, repairs, etc. Durham staff - Southside program as model	1. BoA approved the Buyer Identified Homeownership Program. 2. Staff worked with CHT to implement - 1st implementation phase targeted Town employees. Two families helped.
	A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. +opportunities to decrease utility payments.	Ongoing	Affordable Housing Advisory Commission, BOA and staff	1. Annually award grants from the Affordable Housing Special Revenue Fund to nonprofits conducting critical repairs, improvements in energy efficiency and/or universal design upgrades on behalf of qualifying individuals. 2. Participation in OWASA's Affordability Outreach Program to decrease water bill payments for residents. 3. Engagement in Orange County Preservation Coalition
1.4 Continuously improve public transit access, with a particular eye to moderate-income homeownership communities and developments with an affordability component.	A. Determine whether subsidizing transit access should be an approved use for dedicated housing funds.	Ongoing	CHT Partners, Orange County Staff Working Group for the Orange County Transit Plan	Orange County Transit Plan in the process of beginning an update.
	B. Partner with CHT, and homeowners associations to identify and pursue opportunities to fund or otherwise make practical greater transit service to growing areas, including feeder systems to main routes.	Ongoing	Chapel Hill Transit, Transit Partners Committee, developers, HOAs, GoTriangle	"Provide geographic equity" and "Support transit-oriented land use" is a long term goals of the Orange County Transit Plan.
	C. Play a leadership role at local and regional transit 'tables' to ensure future transit priorities and policies support affordable housing goals.	Ongoing	Transit Partners, DCHC MPO	Alderman Seils, Alderman Chaney and Town staff serve on the CHT Partners Transit Committee. Service on MPO (Seils and Mayor Lavelle) and Orange Staff Working Group.
2. Affordable Rentals (Target income is 60% or less of AMI)				
2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI. 2024 goal is to have 470 affordable rental units. By July 2019, there were 370 affordable rental units.	A. Modify ordinance to reflect a model that will both incentivize developers to include affordable units in their rental developments while also responding to market conditions.	Ongoing	Developers/Property Owners, Orange County Affordable Housing Coalition, Board of Aldermen, Staff	With 1.1 and 1.2 plans. 1. FY19-20 Orange County Affordable Housing Coalition to make recommendations of changes to consider in the development review process. 2. CUP was used to create 20 affordable rental units in Shelton Station. Opened in 2019. 3. The Landings LIHTC apartment community now permanently in the land trust. 4. Consider with Comprehensive Plan development.
	B. Work with Orange County, the University, and other landowners to examine, identify and reserve one or more tracts for future LIHTC and/or HUD-restricted rental communities.	Ongoing	Local governments, property owners, University	1. Staff created a map to identify possible LIHTC parcels and met with a developer to analyze the map. 2. Have worked with OC and Chapel Hill to identify publicly owned land that could be suitable for affordable housing development. 3. CASA LIHTC development off Merrit Mill Road approved in 2018.
	C. Better position the town for future affordable rental development / redevelopment opportunities by cultivating relationships with experienced non-profit affordable rental housing developers.	Ongoing	OC Housing Coalition, NC Housing Coalition, DHIC	1. Staff engaged with nonprofit affordable housing agencies in OC and state level. Continuously working to build relationships. 2. Staff participate in monthly Orange County Affordable Housing Coalition Meetings and serve on its subcommittees.
2.2 Reduce negative effects of parking requirements on rental prices.	A. Fully examine research and data regarding parking density and "bundling" to determine best approaches to achieve this goal.	Ongoing	Consultant, Planning staff	Reevaluate for Comprehensive Plan
	B. Utilize Town's parking management policy to support this goal.	Ongoing	Consultant, Planning staff	Reevaluate for Comprehensive Plan
2.3 Slow the pressure on rental prices by increasing rental housing stock, particularly in high-transit areas.	A. Examine and consider reducing restrictions on accessory dwelling units. This strategy has the potential to support homeownership affordability by enabling homeowners to generate income to support their homeownership costs.	Ongoing	Developers, Orange County Affordable Housing Coalition, non-profit housing developers, planning staff	With 1.1, 1.2, and 2.1 plans. 1. Continue to research and consider diverse housing options (tiny homes, ADU, and modular homes) in this strategy; in progress with Orange County Affordable Housing Coalition

2.4 Reduce erosion of rental housing quality and affordability	A. Research effective voluntary rental registry models and determine the efficacy of a similar program in Carrboro. If feasible, determine opportunities to implement a registry or rating system through a non-profit or other civic organization, with Town support.	Ongoing	Orange County Affordable Housing Coalition, planning, staff	Was explored and determined to be illegal as a requirement. Exploring option for voluntary requirement.
	B. Require all landlords with more than one unit of rental property to register for a business privilege license, and examine use of business regulations to enforce better stewardship of housing and neighborhoods.	FY2021	Orange County Affordable Housing Coalition, staff	Can be explored.
	C. Gather and examine rental housing data to better anticipate and monitor opportunities/conditions for redevelopment/rehabilitation.	Ongoing	OC Housing Coalition, Orange County HHRC/D/Chapel Hill (Consolidated Plan partners)	Publicly available housing data has been collected and analyzed to gain a better understanding of the housing and affordable housing market in Carrboro. Reviewed annually.
	D. Convene landlords and property managers on an annual (regular) basis to build positive relationships, educate about Carrboro's housing expectations and policies, and encourage transparency about redevelopment/rehab/sale plans.	FY2021	Orange County Affordable Housing Coalition, staff	Master leasing being explored by Orange County Affordable Housing Coalition.
2.5 Examine the current marketplace for mobile and modular homes.	A. Educate the Board of Aldermen about the difference between the housing styles and regulations that apply.	FY2021	Orange County Affordable Housing Coalition, Orange County Collaborative, staff	Can be explored further. Orange County Affordable Housing Collaborative and Coalition considering mobile homes as affordable housing strategy.
3. Overarching Priorities				
3.1 Concerted Land Use Planning/small land use plan for three high priority/high potential areas.	A. Identify the three high priority/potential areas that are ripe for development or re-development. Could include: downtown, Jones Ferry Corridor, Estes Drive.	Ongoing	Affordable Housing Advisory Commission, BOA and staff	1. Shelton Station apartments (20 units reserved for affordable housing created in downtown district.) 2. Staff identified 3 Town-owned parcels suitable for affordable housing 3. Currently working to create a map of naturally occurring affordable housing (NOAH) in Carrboro.
	B. Consider the current planning processes that are underway and share coordination and overlap.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	Comprehensive Plan Development.
3.2 Improve opportunities for developers and potential partners to identify affordability in a project.	A. Include members of OCAHC in initial development review to encourage creative solutions/opportunities for affordable housing to be integrated into projects, and/or identify best opportunities to secure payment-in-lieu.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	Staff provides information to OCAHC on proposed developments to allow an opportunity to receive their input
3.3 Develop dedicated funding source--in partnership with county and peer municipalities	A. Explore the parameters of an AH Bond.	FY2018-19	HOME Consortium, Consolidated Plan Partners, Orange County Affordable Housing Coalition, and Downtown Housing Improvement Corporation (DHIC).	1. The Board of Aldermen passed a half-cent property tax increase in 2018, and in 2019, to provide a dedicated revenue source for the Fund. The Board will consider an additional half-cent increase in 2020. 2. In November 2018, Chapel Hill passed a \$10M affordable housing bond.
	B. Explore a public private fund for example TCF.	Completed		Can be explored further.
	C. Find out about tax deduction.	Completed		CASA plans to build a LIHTC development on Merritt Mill Road, supported by Affordable Housing Special Revenue Fund.
	D. Look to identify complimentary external funding that could be better leveraged with municipal participation.	Ongoing	Orange County Affordable Housing Coalition, staff	Additional funding opportunities, including federal and state grants, are assessed through the Orange County Affordable Housing Coalition.
	E. Assessment of the most cost effective strategies-if we had a pot of money what is the best way to use it.	Completed	University, staff	In 2015, Staff worked with a UNC Capstone Group to analyze the cost effectiveness of each strategy, including subsidy amount needed and target population for each AH development model

3.4 Ensure implementation of the Affordable Housing Strategy	A. Affordable Housing Advisory Commission meets monthly.	Ongoing		Town Affordable Housing Advisory Commission established and meets monthly. Includes a Board liaison and a staff liaison.
	B. Ensure operationalization and monitor progress of affordable housing plan by staffing at least 1/2 time.	Ongoing		Staffing is provided by the Program Manager and Management Assistant (at least 1/2 time) and Planning staff (Director and Planning Administrator)
	C. Continuing to look at data and continuing to understand it-existing stock-number of affordable units and distribution-including transit access, non-motorized travel, overlaid with the distribution of housing.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	1. Staff collects data on existing permanent affordable housing and updates on an annual basis 2. Creating a GIS map which strives to reflect current affordable housing and its proximity to resources
3.5 Provide greater incentives for developers to include affordable housing in their projects	A. Expedited review for projects that include affordable housing component.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	With 1.1, 1.2, 2.1, and 2.3 plans. 1. Include Affordable Housing Advisory Commission in review process. 2. Include in Comprehensive Plan Development.
	B. Ask 3-5 developers to do an assessment of the costs for all of the LUO requirements-how much does this increase the cost per unit, or the rent per unit.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	With 1.1, 1.2, 2.1, and 2.3 plans in conjunction with Comprehensive Plan
	C. Evaluate the provision of public sector assistance for infrastructure in exchange for the provision of some percentage of affordable units (scaled).	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	With 1.1, 1.2, 2.1, and 2.3 plans in conjunction with Comprehensive Plan
3.6 Reduce utility costs	A. Work with OWASA, Explore grants for energy efficiency.	Ongoing	OWASA, staff	Extension of Rogers Road sewer completed in June 2019. Provided public assistance to eligible households.
3.7 Acquisition of land/property-be proactive with OWASA in the land or parcels they are saying they will offer to municipalities first-Start to engage with them	A. OWASA-example but there are other options.	Completed	OWASA, staff	1. Staff has worked with OWASA to identify and evaluate potential sites. 2. All sites in Carrboro are mission critical and are not available to be sold or used for affordable housing.
	B. Consider condemned properties -provide an incentive for homeowner to sell loan fund for Habitat, Empowerment to allow for the property to be renovated and fixed up.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	Staff has researched the process for acquiring condemned properties for the use of affordable housing but further work is needed to determine incentives and possible policy changes.



Town of Carrboro

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

Agenda Item Abstract

File Number:19-300

Agenda Date: 10/1/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Analysis of the Business Environment for the Carrboro Business Community

PURPOSE: The purpose of this report is to update the Board on the economic vitality of the Carrboro businesses.

DEPARTMENT: Economic and Community Development

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

INFORMATION: . In June of 2019, the Carrboro Board of Aldermen requested staff report on the Carrboro business environment in light of several restaurant closings. The business environment is defined as a combination of internal and external factors that influence a company's operating situation. The business environment can include factors such as: clients and suppliers; competition; changes in technology; laws and government activities; and market, social and economic trends. Staff began to collect data on business owners' attitude toward the local business environment with a survey and several one-on-one conversations with business and property owners. Attached is an analysis of the data collected.

FISCAL & STAFF IMPACT: Only cost incurred has been staff time. The survey was conducted with the assistance of the Moxie and MPA Summer Interns

RECOMMENDATION: See report for recommendations

In June of 2019, the Carrboro Board of Aldermen requested staff report on the Carrboro business environment in light of several restaurant closings. The business environment is defined as a combination of internal and external factors that influence a company's operating situation. The business environment can include factors such as: clients and suppliers; competition; changes in technology; laws and government activities; and market, social and economic trends. Staff began to collect data on business owners' attitude toward the local business environment with a survey and several one-on-one conversations with business and property owners.

Survey Results

The attached survey was emailed to the Economic and Community Development department's business email contacts, it was also shared out by the Carrboro Business Alliance and hand-delivered to Carrboro businesses in Carrboro Plaza, Carr Mill Mall, East Main Square and Willow Creek Shopping Center.

- There were 77 respondents to the survey
- 75% were owners of the business
- 50% were minority or women owned businesses.
- 58% have been in Carrboro for 15 years or more
- 94% were locally owned businesses.
- 60% rented space
- 40% owned their location

The top three industries reporting included retail trade, other services (not public admin), and professional, scientific, and technical services. When asked how their business was performing, 64% reported their business was experiencing moderate growth, with 17% reporting strong growth, with the remaining 19% reporting flat or declining growth.

Respondents were asked to rate Carrboro (5 being best and 1 being worst) in terms of the labor market, availability of commercial space, and parking. For the labor market and availability of

space more respondents rated Carrboro average (or a 3). Availability of parking received the least favorable rating with a 2.

Question 4 of the survey was an open-ended question where the respondents were asked what one thing they would change locally if they could, to help their organization thrive. All the responses are included in the attached survey. A review of the comments revealed that not enough parking was the most frequently cited concern. Respondents particular concerns about parking varied and included, not enough public parking, not enough easily accessible parking, and businesses being overly protective of parking having negative impacts on business. The second most frequently mentioned concerns were a tie between restrictive zoning measures and the desire for more bike and pedestrian friendly facilities. The lack of affordable commercial space was a concern along with affordability in general, i.e. expenses like permit fees and utility cost. Other concerns mentioned were the desire for a focus on local businesses, more street events, the arts, more economic development incentives to attract industry and support the business community, a need for planned growth, advertising and marketing the community, the labor market, equity for communities of color, traffic, and WIFI.

Additional Observations

Staff also had conversations with several business and property owners about their thoughts on the Carrboro business environment. Restaurants have been particularly affected in recent months due to the numerous factors including parking, labor market, and competition from a growing “foodie” economy. The three restaurants that recently left the East Main Square location were all owned by the same group, and consequently that restaurant group had numerous other restaurants around the Triangle, which all closed due to financial management reasons. Since the rash of closings in May, two new restaurants have opened, 401 Main and Coronato. Staff has been contacted by a possible new owner for the Milltown space and there is a Thai restaurant planned for East Main Square.

The need for affordable commercial space is a constant request by new or growing businesses in Carrboro. One property owner stated that the net absorption rate of commercial real estate is not as strong they initially thought. However, landlords continue to hold out for higher rental rates

and therefore, some spaces have not leased up as quickly as might be expected given the demand. Another property manager in the community stated the concerns around burdensome and an unpredictable regulatory environment as deterrents to investment from Carrboro.

Recommendations

The following are recommendations from staff to help assist, stabilize and even improve the perception of Carrboro as a business friendly Town.

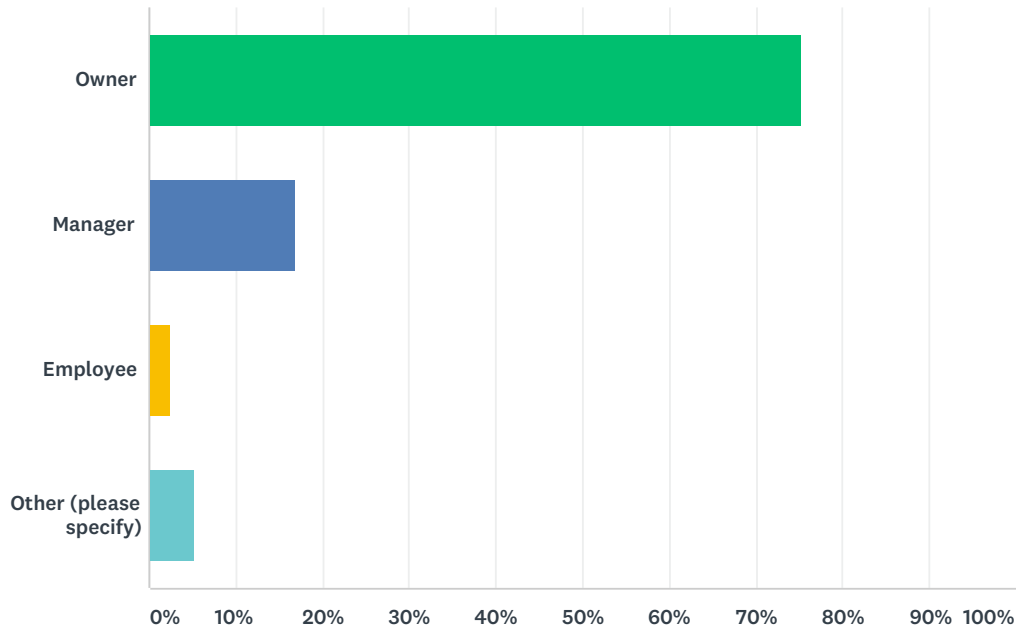
- Continue with the comprehensive planning process and provide a long-term vision for the downtown. A vision for what build-out looks like will greatly inform what the actual parking need is and will facilitate the consolidation of parking.
- Be clear on the Town's commitment for providing public parking and parking management. This would give downtown businesses and customers' confidence to invest, shop, dine, and work in the downtown.
- The comprehensive planning process also provides the framework to update the Town's Land Use Ordinance to be more streamline and user-friendly, based on a clear development vision, and minimize perceived risk by potential investors.

Survey respondents indicated a desire for economic incentives to boost business. Staff is looking very closely at the Revolving Loan Fund and beginning conversations with the Department of Commerce to possibly amend the requirements for loaning funds. Staff is frequently asked if grants are available, therefore, we are looking at ways to provide "forgiven loans" based on specific performance measures for the business. This idea is still in an early concept stage.

The labor market is a concern around the country in terms of attracting talent and small business being able to offer competitive wages. The Town can support the business community by marketing the high quality of life we have to offer. With the recent hire of the Communications Manager the Town has greatly improved our communication with the community. The ECD Director and Communications Manager will work closely together with the Tourism Development Authority to effectively market the Town as a great place to live, work, shop, and dine.

Q1 What role do you serve in your organization?

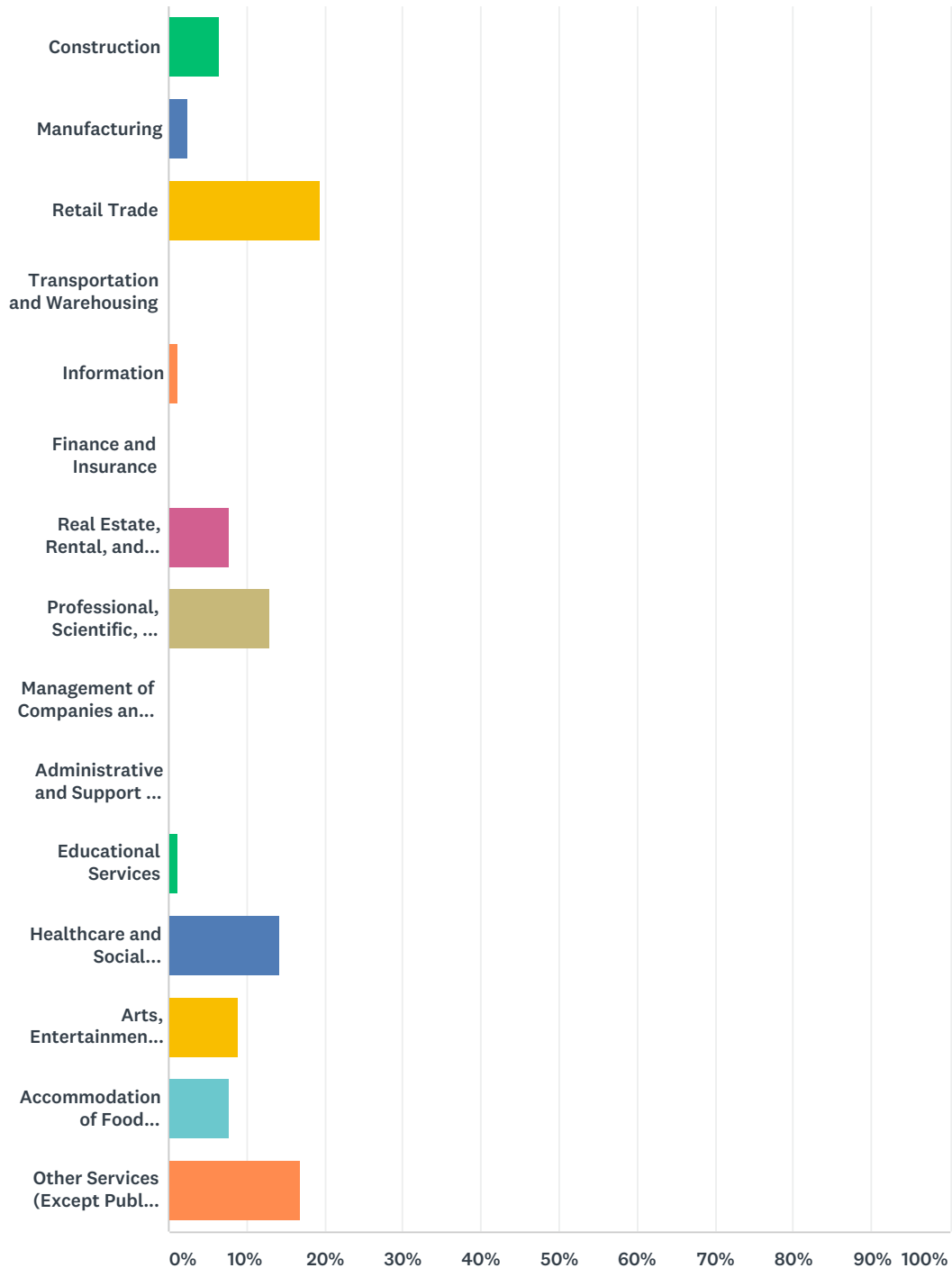
Answered: 77 Skipped: 0



ANSWER CHOICES	RESPONSES	
Owner	75.32%	58
Manager	16.88%	13
Employee	2.60%	2
Other (please specify)	5.19%	4
TOTAL		77

Q2 Which industry best describes the main focus of your place of work or business?

Answered: 77 Skipped: 0



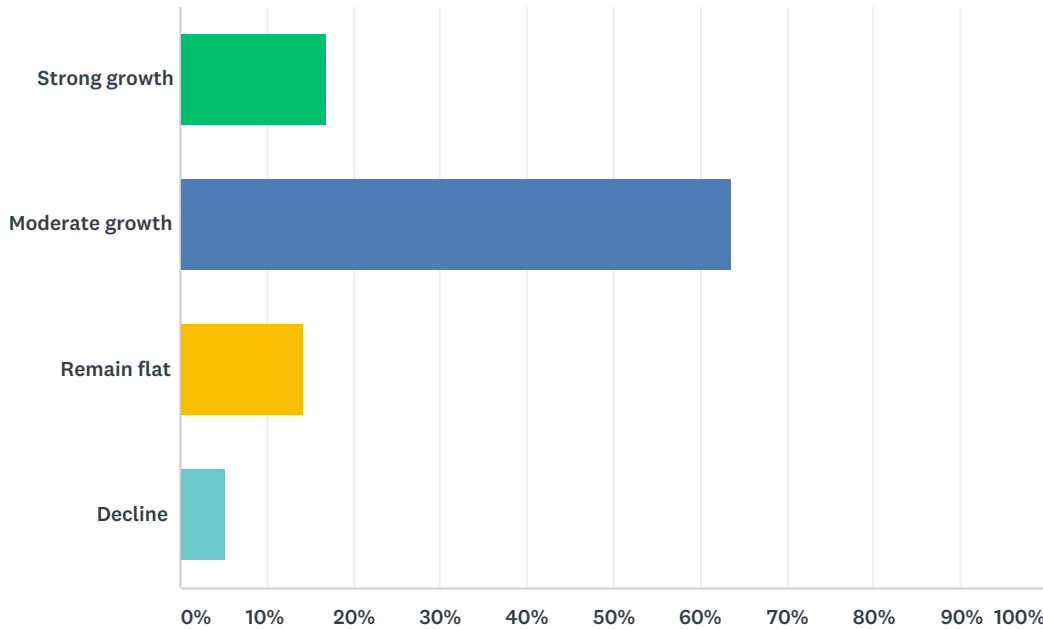
ANSWER CHOICES	RESPONSES	
Construction	6.49%	5
Manufacturing	2.60%	2

Town of Carrboro Economic & Community Development 2019 Survey

Retail Trade	19.48%	15
Transportation and Warehousing	0.00%	0
Information	1.30%	1
Finance and Insurance	0.00%	0
Real Estate, Rental, and Leasing	7.79%	6
Professional, Scientific, and Technical Services	12.99%	10
Management of Companies and Enterprises	0.00%	0
Administrative and Support and Waste Management and Remediation Services	0.00%	0
Educational Services	1.30%	1
Healthcare and Social assistance	14.29%	11
Arts, Entertainment, and Recreation	9.09%	7
Accommodation of Food Services	7.79%	6
Other Services (Except Public Administration)	16.88%	13
TOTAL		77

Q3 Given the state of the local economy, how do you think your organization is performing?

Answered: 77 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strong growth	16.88%	13
Moderate growth	63.64%	49
Remain flat	14.29%	11
Decline	5.19%	4
TOTAL		77

Q4 If you could change one thing locally to help your organization thrive (other than the general economy), what would it be?

Answered: 67 Skipped: 10

#	RESPONSES	DATE
1	space	8/13/2019 7:15 AM
2	More assistance to find space	8/12/2019 10:08 AM
3	more large employers/companies that bring in employees would help our real estate business grow, and create some balance vs. the small local businesses and the out-commuters.	8/12/2019 6:24 AM
4	Streamline development review process with the Town Zoning Dept	8/10/2019 7:52 AM
5	more affordable art/studio space - perhaps with a co-op type arrangement	8/9/2019 3:29 PM
6	A focus on economic opportunities and upward mobility for communities of color.	8/9/2019 2:44 PM
7	Nothing.	8/9/2019 12:24 PM
8	PARKING	8/9/2019 11:39 AM
9	Improved parking in Carrboro. Local businesses are all overly protective of their parking and unwilling to share. I think it is only hurting businesses.	8/9/2019 11:39 AM
10	Tragic flow on public streets	8/9/2019 11:35 AM
11	more parking	8/6/2019 4:13 AM
12	More affordable office space	8/4/2019 7:30 PM
13	Less expensive office space	8/4/2019 6:24 AM
14	Cost of public utilities, regulations and taxes	8/4/2019 4:12 AM
15	Parking	8/3/2019 10:30 AM
16	parking	8/3/2019 4:07 AM
17	more free parking	8/2/2019 3:06 PM
18	simplify zoning regulations	8/2/2019 12:25 PM
19	None	8/2/2019 12:13 PM
20	N/A	8/2/2019 11:52 AM
21	More business incentives and amenities for business	8/2/2019 11:29 AM
22	Utility bills	8/2/2019 11:11 AM
23	Town investing in a vision for Carrboro that plans and follows through on infrastructure that supports a walkable community with art, gardens, splash pads, retail, food, drink, and play. It all feels very piecemeal right now with many disparate service buildings and gravel parking lots.	8/2/2019 10:49 AM
24	Create greater incentives for local business	8/2/2019 10:45 AM
25	Better parking options during peak times. Noon till two, Friday and Saturday evenings. It's fine the rest of the week, but peak parking is an issue. I'd like to see a more proactive approach to the homeless population and accosting pedestrians. A solution that is fair and also recognizes people's rights to be left in peace to enjoy shopping or a meal. There are larger issues such as affordable housing for those that work in the area but I don't know that is within the scope of the town to fix.	8/2/2019 10:16 AM
26	Add Public parking	8/2/2019 10:07 AM
27	Increase awareness of services	8/2/2019 9:56 AM
28	Make cost of living affordable	8/2/2019 9:48 AM

Town of Carrboro Economic & Community Development 2019 Survey

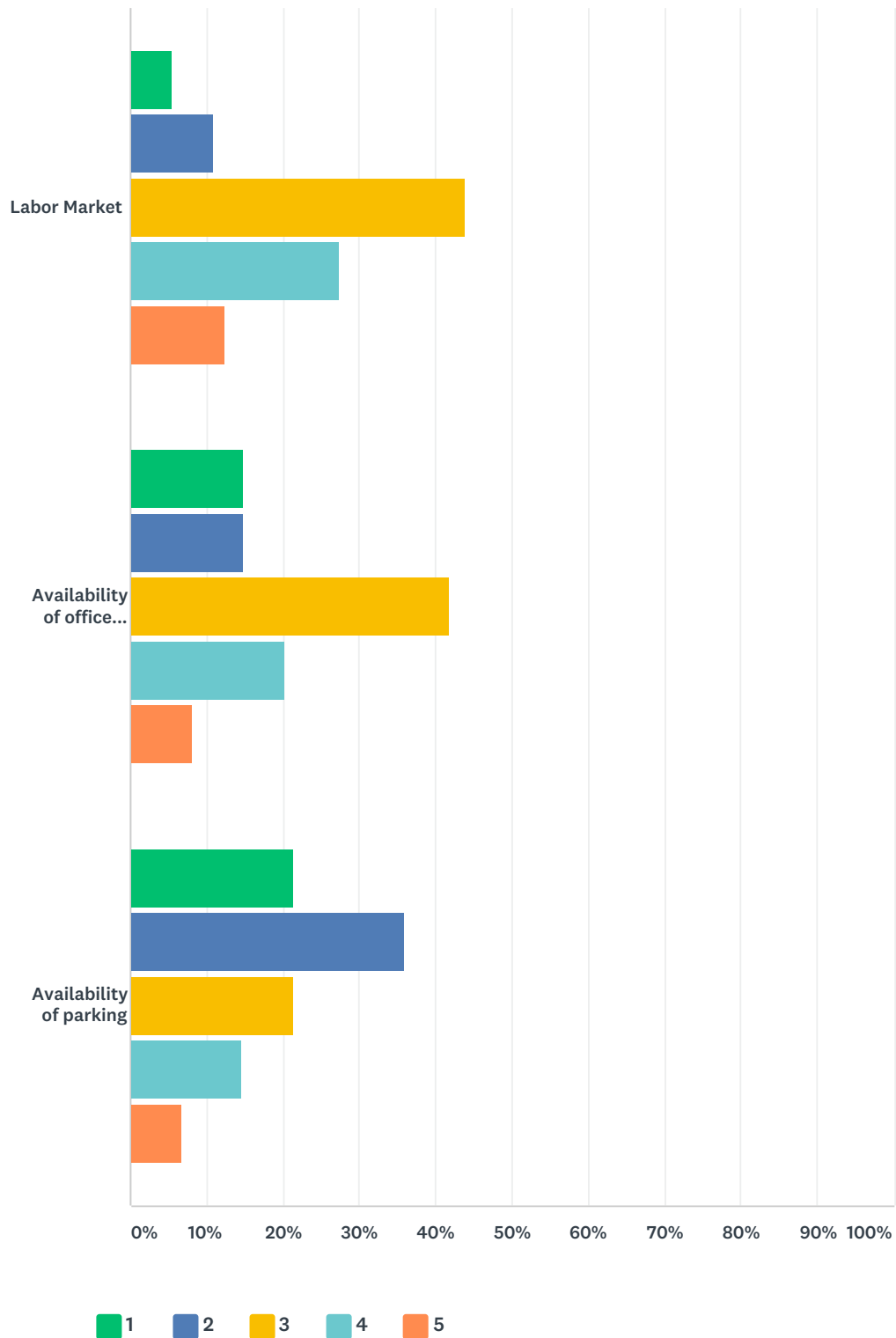
29	More, large professional services firms in the area that could potentially be our clients	8/2/2019 9:47 AM
30	More and easily accessible parking.	8/2/2019 9:45 AM
31	More light industry and zoning for light industry in Carrboro.	8/2/2019 9:38 AM
32	Provide affordable housing.	8/2/2019 4:05 AM
33	I'm in the Live-Work section of the Winmore community and the town does not permit a sign in front of the entrance on Homestand. I would like a same sign for business like the one that Southern Village has on its entrance.	7/29/2019 9:46 AM
34	Access to more parking and a clear vision of where the town will allow growth so I can plan for expansion. Because of these two concerns we are looking at options outside of town to move our business.	7/28/2019 7:49 AM
35	Reach! We sometimes joke that we're the 'best kept secret in town'.	7/25/2019 11:36 AM
36	More high density residential building close to downtown. Along with increased parking for downtown businesses.	7/25/2019 9:08 AM
37	Keep a thriving downtown, populated with a creative economy. This has grown Carrboro well for decades, and made it a national destination for others from outside the area. It's kept my business growing for near 20 years now. In order to maintain this, plenty of parking with various unique, non-chain businesses and franchises are required to maintain this growth environment. Also, maintaining walkability and green spaces is important to the desirability of the area. I have seen a slight decline in the creative economy of Chapel Hill due to smaller unique businesses being driven out for larger rents and gentrifications, but many downtown businesses in Carrboro have rallied and grown to fill the cultural void left from a lot of the developmental decisions made in CH. It can be a fragile balance that is best understood when one understands the sociology of the creative culture and artistic economy that currently exists, and that's the best thing that can help Carrboro businesses such as mine and my neighbors.	7/24/2019 2:39 PM
38	unknown	7/24/2019 11:29 AM
39	Nothing Specific, My success is up to me.	7/24/2019 10:48 AM
40	Better free WiFi.	7/24/2019 4:09 AM
41	Encourage more young folks to enter the trades.	7/24/2019 3:43 AM
42	n/a	7/24/2019 3:14 AM
43	better parking	7/24/2019 2:30 AM
44	Lower permit fees	7/24/2019 1:54 AM
45	alternate transportation infrastructure & education	7/23/2019 5:22 PM
46	Sign ordinance	7/23/2019 4:17 PM
47	Modify anti development regulations and zoning	7/23/2019 3:13 PM
48	Parking	7/23/2019 3:11 PM
49	Continue the path toward making this a very bike and walk-friendly town (and the requested change to be less convenient to car traffic). Slower transportation by bike/walk = more visual interaction with surroundings= more interaction with local businesses= more \$ spent at local businesses= a stronger local economy.	7/23/2019 2:25 PM
50	Bring awareness to local businesses & the state of NC about Pharmacy benefit managers (for example CVS Caremark, Express Scripts, United, Cigna, etc.) before they sign their employees for these plans which force their members to get their prescriptions via mail order or at other large chains (CVS, Walgreens, etc.)	7/23/2019 2:23 PM
51	More parking More support for business	7/23/2019 2:21 PM
52	A much better culture of local charitable giving from individuals and businesses. Orange residents do not donate money commensurate to their income.	7/23/2019 2:07 PM
53	parking	7/23/2019 1:10 PM
54	Not sure. I feel pretty privileged to live and work in Carrboro.	7/23/2019 12:59 PM
55	I do not pursue local business at this time.	7/23/2019 12:49 PM

Town of Carrboro Economic & Community Development 2019 Survey

56	scooters. seriously.	7/23/2019 12:40 PM
57	Small business grants like this one we've won twice: http://growinorangenc.com/wp-content/uploads/2015/03/Business-Guidelines.3.pdf	7/23/2019 12:39 PM
58	More local street events	7/23/2019 12:39 PM
59	Better bicycle and pedestrian infrastructure	7/23/2019 12:37 PM
60	Customer Parking issues	7/23/2019 12:32 PM
61	strong pool of employees	7/23/2019 12:31 PM
62	Parking in the area.	7/23/2019 12:26 PM
63	thoughtful parking	7/23/2019 12:25 PM
64	More sidewalks on side streets and better pedestrian friendly cross walks	7/23/2019 12:22 PM
65	Parking	7/23/2019 12:21 PM
66	Can't think of anything...	7/23/2019 12:19 PM
67	traffic	7/23/2019 12:18 PM

Q5 When it comes to Carrboro's business climate, how would you rate the following on a scale of 1-5, 5 being best and 1 being worst?

Answered: 77 Skipped: 0



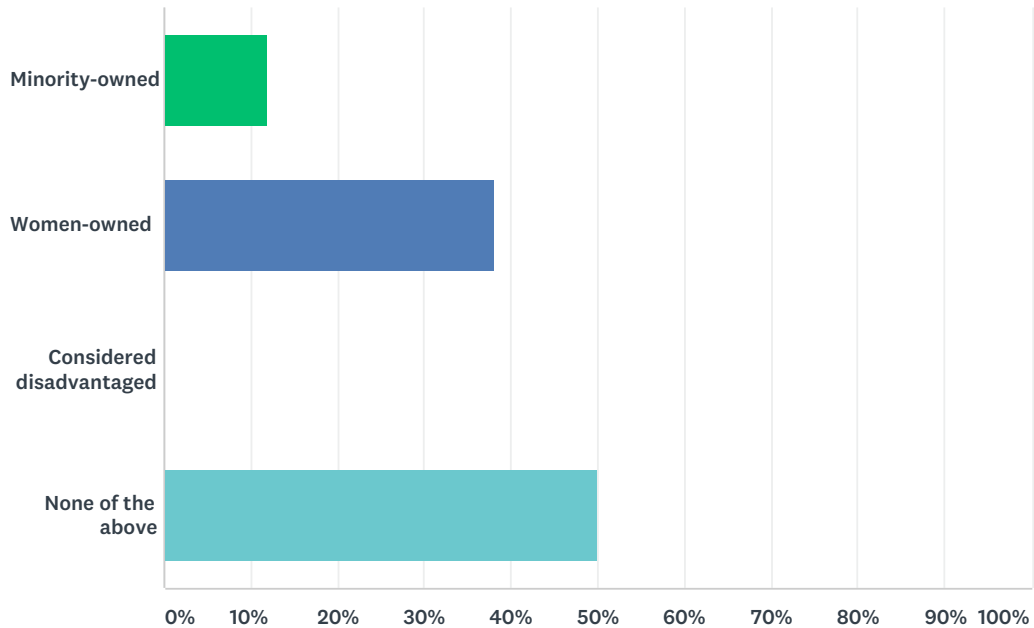
	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
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Town of Carrboro Economic & Community Development 2019 Survey

Labor Market	5.48% 4	10.96% 8	43.84% 32	27.40% 20	12.33% 9	73	1.00
Availability of office space/retail space	14.86% 11	14.86% 11	41.89% 31	20.27% 15	8.11% 6	74	1.00
Availability of parking	21.33% 16	36.00% 27	21.33% 16	14.67% 11	6.67% 5	75	1.00

Q6 Is your business considered one of the following?

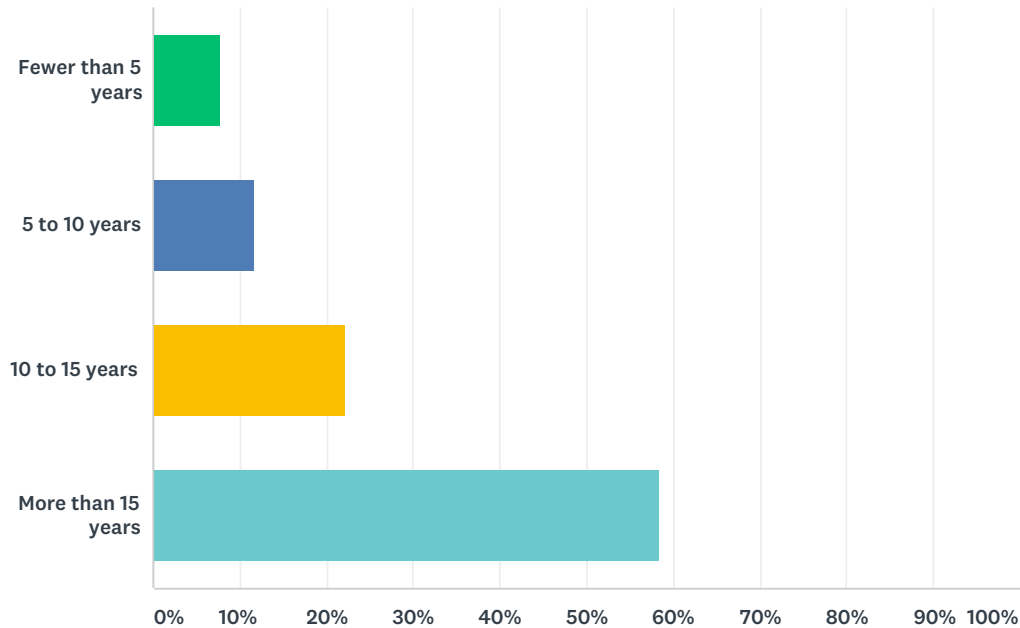
Answered: 76 Skipped: 1



ANSWER CHOICES	RESPONSES	
Minority-owned	11.84%	9
Women-owned	38.16%	29
Considered disadvantaged	0.00%	0
None of the above	50.00%	38
TOTAL		76

Q7 How long has your business been in Carrboro?

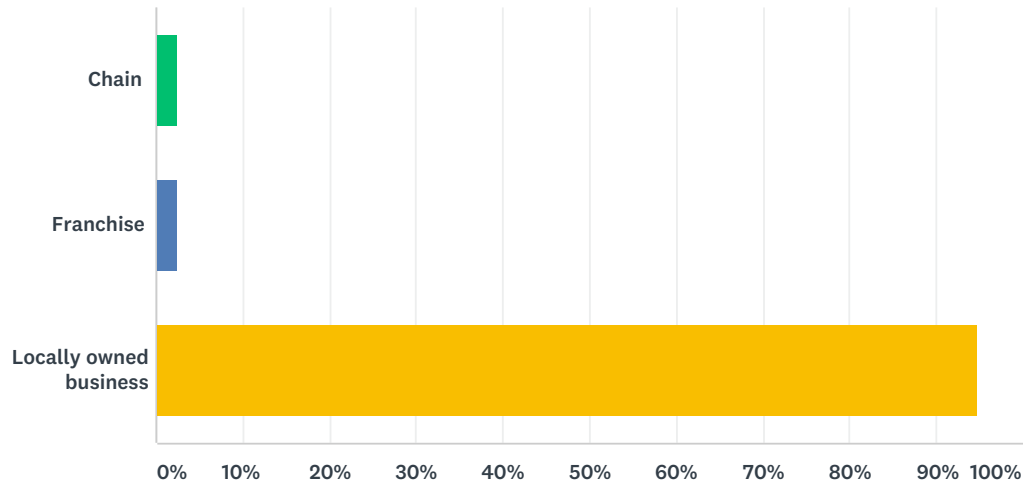
Answered: 77 Skipped: 0



ANSWER CHOICES	RESPONSES	
Fewer than 5 years	7.79%	6
5 to 10 years	11.69%	9
10 to 15 years	22.08%	17
More than 15 years	58.44%	45
TOTAL		77

Q8 Select the following that applies to your business?

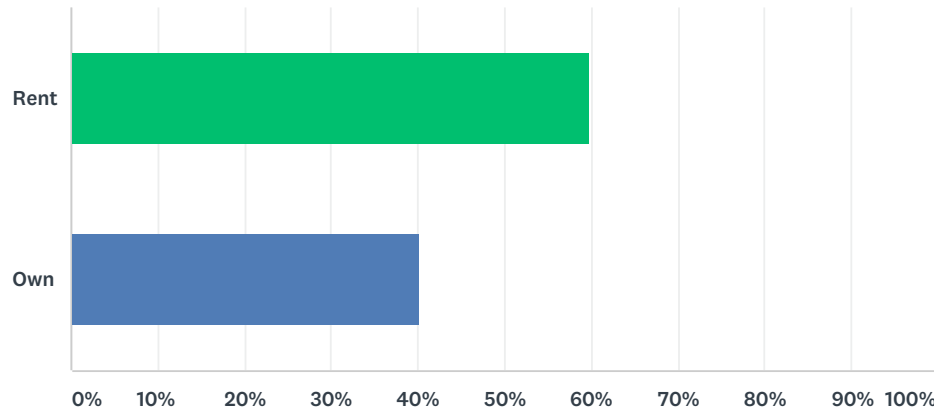
Answered: 77 Skipped: 0



ANSWER CHOICES	RESPONSES	
Chain	2.60%	2
Franchise	2.60%	2
Locally owned business	94.81%	73
TOTAL		77

Q9 Do you rent or own your place of business?

Answered: 77 Skipped: 0



ANSWER CHOICES		RESPONSES	
Rent		59.74%	46
Own		40.26%	31
TOTAL			77



Town of Carrboro

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

Agenda Item Abstract

File Number:19-312

Agenda Date: 10/1/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Update on Request for a Paid Parking and Enforcement Study

PURPOSE: The purpose of the item is to update the Board on results of an RFP process to allow for discussion on moving forward.

DEPARTMENT: Economic and Community Development and Planning

CONTACT INFORMATION: Annette D. Stone, AICP Director of Economic and Community Development astone@townofcarrboro.org <<mailto:astone@townofcarrboro.org>> (919) 918 7319; Patricia McGuire, AICP Director of Planning and Inspections pmcguire@townofcarrboro.org <<mailto:pmcguire@townofcarrboro.org>> (919) 918 - 7327

INFORMATION: At the June 11, 2019 meeting the Board of Aldermen directed staff to either conduct in-house or seek out consulting services to design a paid-for-parking program and how to implement enforcement of parking in the downtown, including options for the private lot owners to participate in the program and the enforcement. Scenarios were to include a deck and without a deck. The study should also provide assessments of how to pay for these projects.

During the summer staff assessed current workloads and determined a consultant would be best able to fulfill the Board's directive. Staff crafted an RFP (Attachment1) and sent it out on August 12th. Based on the responses to the RFP, the cost of the study will be approximately \$48,000.

Staff will summarize information presented at the June 11th meeting and review the scope of services for the paid parking and enforcement study, for the Board's discussion.

FISCAL & STAFF IMPACT: The cost of the study is \$48,000 +/- plus staff time.

RECOMMENDATION: Staff recommends the Board discuss the item.

Request for Proposals (RFP) for Parking Planning Services

Purpose

The purpose of this request is to obtain professional consulting services to assist the Town of Carrboro with planning and possible implementation of a paid parking system for Town operated parking spaces within downtown business district.

Background

The Town of Carrboro had a Downtown Parking Plan completed in July 2017. Recommendations included in this Plan included: wayfinding improvements, enforcement of time-limits, and shared parking agreements as key tools for managing parking supply and demand. At that time, a paid parking system was not recommended and a survey of downtown visitors showed that more than 60% of respondents had a negative view of paying for parking.

On June 11, 2019, the Carrboro Board of Aldermen passed a resolution directing Town Staff to investigate and study the design of a paid-for-parking system in Downtown Carrboro. This study is to include scalable paid-parking technology, time-limited parking & enforcement, and options for private parking lot owners to participate in the paid system. This study should review scenarios that propose maintaining the existing parking supply or providing additional parking supply (e.g. a town-owner deck or increased on street parking), along with an assessment of the costs and revenues associated with any proposed program, enforcement efforts, and major capital investments.

The Town of Carrboro is seeking a qualified consulting firm to provide professional services to conduct this analysis. This project shall be completed with the desired schedule for completion of this planning is January 15, 2020. An initial draft should be made available for staff review by December 15, 2019.

Scope of Services

The anticipated scope of services for this include the following tasks and/or deliverables:

1. Stakeholder Engagement: This study does not need to assess public opinion of paid parking, as the town already has an understanding of it from previous efforts, rather this outreach should aim to gauge the perceived impacts (both positive and negative) on businesses and customers which would result from such a change. The consultant will identify options to engage various stakeholders including businesses, employees, customers, and other residents of Carrboro who would be impacted by paid parking.
2. Data Review/Analysis: The Town of Carrboro completed a Parking Plan in 2017, which at the time did not recommend implementing paid parking. The consultant shall perform data collection in a manner which is consistent and comparable to the data collection methodology used during the 2017 plan. Any additional data collection beyond this is left to the discretion of the consultant.
3. Parking Technology, Payment Systems and Scalability: The consultant shall conduct a review of best practices for managing paid parking including available parking technologies & payment

RFP for Parking Planning Services

systems should be conducted and recommendations provided. Any proposed payment system should be **capable** of providing multiple transactions methods (Cash, Card, or Smartphone App). The scalability of any proposed system is needed to enable to opportunity for private sector parking owners to participate in the system if/when they see fit.

4. Parking Enforcement and Operations: The consultant shall conduct a review of current best practices in parking enforcement, operations, and maintenance procedures. Examples from municipalities of comparable size and within the state of North Carolina shall be used where applicable and recommendations made based on this review
5. Parking Costs and Revenue: The consultant shall conduct an assessment of the costs and revenues associated with the aforementioned parking technologies, parking enforcement, operation & maintenance, and potential costs associated with providing additional town-owned/operated parking supply, such as a parking structure, shall be assessed.
6. Analysis of Equity Impacts: The consultant shall conduct a before and after assessment of the costs associated with paid parking as experienced by businesses and patrons. This would be a comparison between the current paradigm (where businesses generally provide parking at no charge to the users, but the underlying cost of that parking affects the rest of their business and the price customers pay, even those who do not access an establishment by car) versus a paid parking paradigm (where drivers pay for parking, both customers and employees) and the associated impacts that would have on prices (those seen by consumers) and land rents.

Reference Document

The following plans and documents should be used as reference:

Downtown Parking Plan Report - <http://townofcarrboro.org/DocumentCenter/View/4877/Carrboro-Downtown-Parking-Plan-REPORT-July-2017>

Downtown Parking Plan Appendix - <http://townofcarrboro.org/DocumentCenter/View/4876/Carrboro-Downtown-Parking-Plan-APPENDIX-July-2017>

Community Climate Action Plan - <http://www.townofcarrboro.org/DocumentCenter/View/4116/Community-Climate-Action-Plan>

Comprehensive Bicycle Transportation Plan - <http://townofcarrboro.org/737/Bike-Plan>

Comprehensive Bicycle Transportation Plan Update – Draft Network -

Vision 2020 - <http://www.townofcarrboro.org/DocumentCenter/View/1371/Vision-2020>

Downtown Transportation Study - <http://www.townofcarrboro.org/DocumentCenter/View/1941/Carrboro-Downtown-Transportation-Study>

The Town of Carrboro's participation in the Government Alliance on Race and Equity (GARE) - <https://www.racialequityalliance.org/tools-resources/>

RFP for Parking Planning Services

Submittal

If you are interested in submitting a proposal, please provide the following items August 26, 2019.

1. A 2-page or less summary of firm's methodology and resources to undertake this project;
2. A summary of firm's experience with parking planning and design for similarly sized Towns.
3. Schedule and proposed timeline for completing work.
4. List of deliverable work documents (e.g. paid parking system plan, technology & scalability plan, equity analysis)
5. Three (3) references that can speak to the firm's experience duties
6. Estimated cost for completing Parking Planning Services .

Meetings to discuss final documents and materials for submittal to the Town will be scheduled for **prior to award of a contract.** At a minimum, the contractor shall deliver the following to the Town:

1. All elements of the scope of services in a comprehensive report with findings.
2. A financial implementation and impact plan that to include: 1) required initial capital outlays, 2) annual revenue estimate; 3) annual expenditure estimate; and 4) breakeven cost analysis. F

3.

No Obligation - The Town reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the Town's best interest; or (6) cancel the entire process.

Submit information to:

Zachary Hallock, Transportation Planner

Town of Carrboro

301 W. Main Street

Carrboro, NC 27510

Phone: 919-918-7329

Email: zhallock@townofcarrboro.org



Town of Carrboro

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

Agenda Item Abstract

File Number:19-308

Agenda Date: 10/1/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

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, (919) 918-7326; Patricia McGuire, Planning Director, 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 detailed report describing ECPP and CCAP implementation since the June update (Attachment B).

FISCAL & STAFF IMPACT: There is no fiscal or staff impact related to this update.

RECOMMENDATION: Staff recommends that 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 at key milestones; and

WHEREAS, staff have provided the Board with updates on particular 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 1st day of October in 2019.



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: October 1, 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.

ECPP implementation continues with the launch of the LED streetlight conversion project, a grant proposal to the Volkswagen (VW) Emissions Mitigation Fund, and the installation of a new energy-efficient roof on Town Hall.

Recent CCAP implementation measures include the purchase of composting bins for a backyard composting program as the first phase of the Green Neighborhood Initiative. The Town is also working to finalize 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 commuting and will be conducted this fall. This baseline data will be used for future benchmarking to track progress of CCAP initiatives, projects, and outreach. Town staff have also worked with the Environmental Advisory Board to revise CCAP goals and are working on several initiatives to promote native plants throughout the Town.

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. Duke Energy has completed the conversion in several neighborhoods throughout

Town. Public Works staff have been working to address questions from residents and work to find solutions if adjustments to the lights are needed.

The new streetlights will reduce impacts to human health, wildlife, and the night sky when compared to standard LED options. The streetlights will have a color-correlated temperature of 3000K, and were chosen for their warmer, white appearance when compared to the standard LED lights offered by Duke Energy, which have a color-correlated temperature of 4000K. The 3000K LED lights will produce less blue light than the 4000K LED lights and meet American Medical Association (AMA) recommendations and the requirements for the International Dark Sky Association's Fixture Seal of Approval Program.

LED lights will use 40-50% less energy than existing lights. Streetlights make up 19% of municipal greenhouse gas emissions, and the changes in energy use associated with this project will reduce municipal greenhouse gas emissions by approximately 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:

- The installation of a white membrane roof with added insulation on Town Hall is currently ongoing and schedule to be completed soon. White roofs can reduce summer energy use and can lower peak energy demand, saving money and reducing emissions.

Volkswagen (VW) Settlement Phase 1 – 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. 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.

Volkswagen (VW) Settlement Phase 1 – Diesel and Bus Program

- *Policy Connections:* ECPP Section 2.C: Replacement vehicles should be acquired with the goal of minimizing operational costs by replacing vehicles in a timely manner to decrease carbon emissions from the municipal fleet. The ECPP also states that some vehicles could potentially be converted to an alternative fuel.
- *Policy Connections:* CCAP Transportation Recommendation #1: Reduce Greenhouse Gas Emissions from Motor Vehicle Use by 50% by 2025.

The North Carolina Division of Air Quality (NCDAQ) in the North Carolina Department of Environmental Quality (NCDEQ) is soliciting proposal applications for participation in Phase 1 of the NC Volkswagen Mitigation Settlement Program, which was designed to achieve significant reductions in NOx emissions from mobile diesel sources. The grant is a reimbursement program which covers up to 100% of the replacement cost of a vehicle for government use. The grant is contingent on procurement and delivery of new vehicles no later than two years from the date of a signed executed contract with NCDEQ. Grant funding can only be used for purchases made after the date of the signed contract and will not apply to the Town's recent refuse truck purchases. Existing vehicles to be replaced must be rendered permanently inoperable. Grant awards will be announced in fall 2019/winter 2020.

In addition to NOx emissions reductions, projects will be evaluated on the following criteria:

- Cost-effectiveness
- Project location
- Environmental justice
- Additional emissions reductions beyond NOx emissions
- Sustainability
- Timeliness
- Useful life of vehicle to be replaced

The Town will submit a proposal to replace two refuse trucks using this funding source with newer, more-efficient diesel models. The Town will also submit a proposal to replace the Ford F-450 Sign Truck and F-550 Bucket Truck with models that have been converted to run using compressed natural gas (CNG). Purchasing these CNG vehicles will be part of a pilot project for a renewable biogas-to-vehicle fuel collaboration between Orange Water and Sewer Authority (OWASA) and the Town of Carrboro. Public Works staff have also expressed interest in downsizing the refuse truck fleet and will be better able to reach this goal with a fleet of new, reliable vehicles that will require less maintenance.

CCAP Outreach

- *Policy Connections:* CCAP Community Integration Recommendation #2: Community Integration Recommendation #2: Expand Public Partnerships to More Explicitly Consider Climate Action.

An outreach event was held in front of Town Hall on September 21, 2019 to coincide with the Global Climate Strike week. Members of the community and Environmental Advisory Board (EAB) volunteered to help Town staff with set-up, tabling, and CCAP outreach to residents. Volunteers printed and separated the CCAP into individual recommendation sections to allow residents to peruse the interest of their choice. Town staff and volunteers introduced the plan to residents, answered questions, and provided informational handouts. Many visitors to the tables signed up to receive more information on their specific climate action interests. Other community groups participated in the event as well to promote climate action topics such as clean power, native plants, and transportation.

Orange County Climate Council

- *Policy Connections:* CCAP Community Integration Recommendation #2: Community Integration Recommendation #2: Expand Public Partnerships to More Explicitly Consider Climate Action.

Town staff and Alderman Sammy Slade attended the first meeting of the Orange County Climate Council on September 24th, 2019. At the meeting, members established a structure and meeting schedule to clarify the process for convening the Council and setting meeting agendas. Members also discussed the processes and perspectives the Council could use to approach climate issues and actions, and agreed to report back before the next meeting with a summary of current initiatives as well as issues experienced related to climate action projects. Orange County is also pursuing a 2017 county-wide greenhouse gas emissions inventory. Carrboro Town staff will work with County staff to determine whether additional calculations can be made to determine which emissions can be attributed specifically to the Carrboro community in order to update the 2012 community inventory (<https://townofcarrboro.org/DocumentCenter/View/2788/2012-GHG-Emission-Inventory-Final>). The next Council meeting will be held in October 2019 and applications for the at-large resident position on the Council will be open until October 10th.

Invasive Species Volunteer Group

- *Policy Connections:* Ecosystem Recommendation #5: Improve Regulations and Community Capacity to Discourage Invasive Plants and Encourage Native Plants

The CCAP recommends pursuing invasive species removal projects, especially in Town parks and along greenways/bikeways/right-of-ways and states that projects could initially focus on:

1. Vining invasives that threaten urban tree health
2. Species which alter soil pH and outcompete many native grasses and shrubs

In late June 2019, Mayor Lavelle and Town staff met with a Carrboro resident to discuss a proposal to form a volunteer invasive species removal team, and decided to move forward with a focus on Town properties. Staff from the Planning, Recreation and Parks, Public Works, and Finance Departments have met to discuss the logistics of the project. Town staff will hold volunteer invasive species removal days similar to the clean-up events held by Recreation and Parks staff. The events will be held on Town property with supervision by one or more Town staff members to make sure volunteers wear proper protective equipment, are informed of Town property boundaries, and dispose of the plant material in the correct location.

Town staff have identified Wilson Park as the initial site for invasive species removal. Japanese wisteria (*Wisteria floribunda*) is present in large quantities in the area, climbing and weakening the native trees. Volunteers will use hand-held tools such as trowels and garden shears to hand-pull and remove invasive plants such as vines, grass, and shrubs. After finalizing paperwork requirements with finance staff, Town staff will move forward with the project.

In the book, *Drawdown*, edited by Paul Hawken, healthy, biodiverse temperate forests are ranked Number 12 on the list of most effective solutions for climate action based on the amount of greenhouse gas emissions they can sequester and store.

Managed Natural Landscape Ordinance

- *Policy Connections:* Ecosystem Recommendation #5: Improve Regulations and Community Capacity to Discourage Invasive Plants and Encourage Native Plants

A Carrboro resident attended the June 11, 2019 Board of Aldermen meeting to discuss the inconsistency between the native garden in his yard and the Town Code and the Town's commitment to native plants in the CCAP and Bee City USA program. Town staff met with the resident and are currently working to finalize a draft to amend Chapter 11, Article 2, Section 11-8 of the Carrboro Town Code relating to Noxious Growth to allow for managed natural landscapes.

The ordinance will discuss how the establishment and maintenance of managed natural landscapes is beneficial to the Town's environment and its residents and serves to further adopted Town goals and promote public health, safety, and welfare by:

- 1) Promoting microhabitats in urban areas for the conservation of wildlife such as birds, pollinators, and other beneficial insects;
- 2) Creating larger, more connected plant populations, helping ensure the future of native plant species by increasing their ability to migrate in response to changes in climate;
- 3) Conserving water resources by promoting water-efficient landscaping through the use of appropriate native plants which, once established, typically require less water than other species;
- 4) Protecting water quality by reducing the use of fertilizers and other inputs used to maintain landscaping;
- 5) Reducing the negative impacts of landscape maintenance equipment on local air quality and climate change;
- 6) Reducing the financial costs of landscape maintenance;
- 7) Improving stormwater retention and preventing erosion;
- 8) Increasing biodiversity;
- 9) Storing carbon; and
- 10) Meeting goals of Carrboro's Bee City USA commitment to promote healthy, sustainable habitats and communities for bees and other pollinators.

Requirements being explored in the draft ordinance include:

- The prohibition of invasive plant species, turfgrass lawns left unattended for the purpose of returning to a natural state, and vegetation which overhangs public streets or sidewalks in violation of Section 7-2 of the Town Code;
- Framing natural landscapes using setbacks to create a more intentional appearance, keep vegetative growth from entering neighboring property, and maintain sight lines for vehicle and pedestrian travel; and
- Avoiding interference with the requirements of Section 7-7 of the Town Code to mow and properly maintain drainage swales.

Tree Ordinance

- *Policy Connections:* CCAP Ecosystem Recommendation #4: Tree Preservation, Protection and Conservation

At the March 27, 2018 Board of Aldermen meeting, a Public Hearing was held on Land Use Ordinance Amendments relating to tree protection, shade trees, canopy coverage, and replacement

standards. During the Public Hearing, Alderman Haven-O'Donnell suggested that she and Alderman Slade work on language to send to staff and the Board. Town staff recently met with Alderman Haven-O'Donnell and Alderman Slade to discuss the updates to this ordinance and ensure that it reflects the goals in the CCAP. Staff will gather additional information and report back to Board members as discussions continue.

Revising CCAP Goals

- *Policy Connections:* Resolution Requesting Environmental Advisory Board to Advise on an Update to Town's Climate Goals; Recommend Updated Projects in Climate Plans; and Recommend 10 Year Budget Plan for Implementing Climate Action Plans, Broken Down Per Annual Budget Cycle in Time for Consideration in 2020-21 Budget Cycle (June 25, 2019).

On June 25, 2019, the Board of Aldermen passed a Resolution directing the Environmental Advisory Board (EAB) to recommend to the Carrboro Board of Aldermen an update to the carbon reduction goals in the ECPP and CCAP using the town's climate action goal setting standard as defined in the 2009 climate resolution using the latest science on climate justice.

Town staff performed research and provided the EAB with a summary of municipal and community goals from around the country. Staff also provided the EAB with a summary of the Intergovernmental Panel on Climate Change (IPCC) recommendations and a glossary of terms relevant to setting climate action goals, as well as information regarding climate equity and how it can be used to inform these goals.

Table 1. Summary of IPCC Emissions Reduction Goals

	Emissions Reduction Goal	Year
IPCC (2018) - 1.5 Degrees C	45%	2030
	Net-zero	2050
IPCC (2018) - 2 Degrees C	25%	2030
	Net-zero	2070

Table 2. Summary of Climate Equity from IPCC (2018)

Climate Equity	
IPCC: Four key framing asymmetries associated with the conditions of a 1.5°C warmer world (Allen, 2018)	
Differential contributions to the problem	The benefits from industrialization have been unevenly distributed and those who benefited most historically also have contributed most to the current climate problem and so bear greater responsibility (Shue, 2013; McKinnon, 2015; Otto et al., 2017; Skeie et al., 2017).
Differential Impact	The worst impacts tend to fall on those least responsible for the problem, within states, between states, and between generations (Fleurbaey et al., 2014; Shue, 2014; Ionesco et al., 2016).
Asymmetry in Capacity to Shape Solutions and Response Strategies	Asymmetry in capacity to shape solutions and response strategies, such that the worst-affected states, groups, and individuals are not always well represented (Robinson and Shine, 2018).
Asymmetry in future response capacity	Some states, groups, and places are at risk of being left behind as the world progresses to a low-carbon economy (Fleurbaey et al., 2014; Shue, 2014; Humphreys, 2017).

The IPCC Fifth Assessment Report also details five categories of effort-sharing in relation to addressing climate action. Figure 1 and Table 3 show research from Robiou du Pont, et al (2017), found at <http://paris-equity-check.org>, which displays equitable emissions contributions in accordance with these categories. Using Figure 1, the Nationally Determined Contribution (NDC) of each country in the Paris Agreement can be compared with these five categories to determine how well it incorporates different definitions of climate equity.

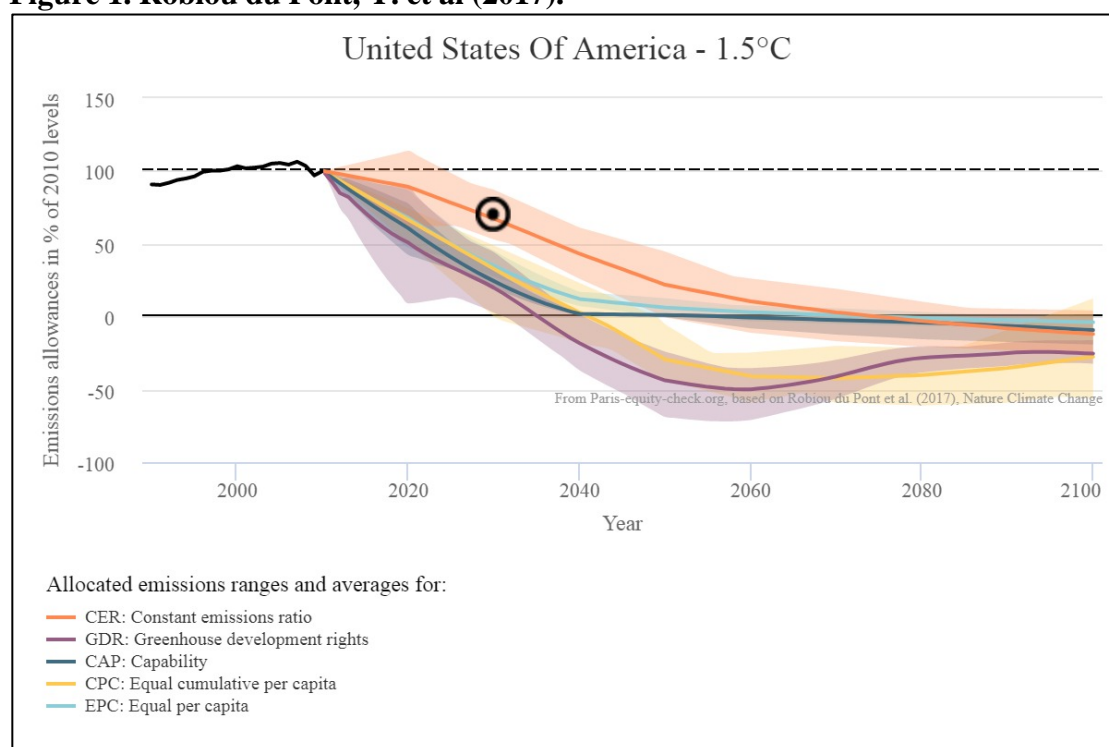





Figure 1. Robiou du Pont, Y. et al (2017).

Table 3. Robiou du Pont, Y. et al (2017).

Allocation name	Code	IPCC category	Allocation characteristics
 Constant emissions ratio	CER	Staged approaches	Maintains current emissions ratios, preserves status quo. This approach, often referred to as 'grandfathering', is generally not considered as an equitable option in climate justice and is not supported as such by any Party.
 Greenhouse Development Rights	GDR	Responsibility-capability-need	Countries with high GDP per capita and high historical emissions per capita have low emissions allocation. This approach preserves a 'right to development' through the allocation of mitigation requirements.
 Capability	CAP	Capability	Countries with high GDP per capita have low emissions allocations.
 Equal cumulative per capita	CPC	Equal cumulative per capita	Populations with high historical emissions have low emissions allocations. This approach allocates to each country total cumulative emissions proportional to its cumulative population over the 1990-2100 period.
 Equal per capita	EPC	Equality	Convergence towards equal annual emissions per person in 2040.

The EAB held a Special Meeting on September 19, 2019. At the meeting, they voted to recommend a change in the CCAP goals to an 80% community reduction of 2010 levels by 2030. Staff will continue working with the EAB to revise ECPP goals and will bring them to the Board of Alderman for approval.

The June 25, 2019 Resolution also directed staff to work with the EAB in developing a 10 year climate emergency budget plan, broken down per yearly budget cycles, for implementing identified projects and meeting the updated climate emergency goals, in time for consideration by the Carrboro Board of Alderman annually beginning in the 2020-21 annual budget cycle.

Town staff have met to discuss a timeline for the climate emergency budget plan and have received input from EAB members. Town staff will continue to refine the ideas with the EAB over the next few months and create a draft climate emergency budget plan by December.

Discussion of Advisory Board Restructuring

On June 25, 2019, a Public Hearing was held on Amendments to the Text of the Land Use Ordinance and the Town Code Relating to Advisory Boards. Staff have held further conversations with the EAB to discuss their role in CCAP implementation. EAB members have prepared a memo which can be shared with the Board of Alderman in a future meeting. Staff have also been considering holding public meetings at regular or key intervals to engage members of the community on CCAP topics.

Green Neighborhoods Phase 1: Backyard Composting

- *Policy Connections:* CCAP Ecosystem Integration Recommendation #3:
Accelerate Efforts to Study and Implement a Comprehensive Organics Collection and Composting Program

The Town anticipates unrolling a backyard composting program as the first phase of the Green Neighborhood Initiative this fall. 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 CCAP.

Composting improves soil quality, increases soil organic content, enhances water quality by improving infiltration, and decreases methane gas landfill emissions and greenhouse gas emissions from trash pickup.

To encourage composting, the Town has purchased kitchen composting bins and backyard composting bins, which will be offered at a discount to Carrboro residents. The Town Finance Department has discussed the sales with the Town Attorney, and the Town will need a sales tax permit from the state before selling the bins. After these details are finalized and internal protocols are in place, the Town will begin sales of the composting bins.

Multifamily Housing

Town residents 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.

Public Outreach

Public works staff have updated the Town's composting web pages. The web pages (<http://townofcarrboro.org/2241/Composting>) include information about composting benefits and uses, backyard composting, local composting drop-off, and vermicomposting.

Town staff also worked to write, produce, and film an informational composting video that will be available on the Town website.

Staff have also worked to create a composting brochure and are exploring additional outreach ideas for the Carrboro composting program.

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 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 or nearest intersection

Participants who purchase a composting bin will be asked to report their bin usage to the Town 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.

Program Expansion

In order to maximize emissions reduction, the Town will need to continue to promote composting beyond backyard efforts. The Town will continue to 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. 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.

Community Climate Action Plan 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 has worked to develop a survey to provide statistically-valid data regarding the current composting habits. The survey will provide data for a baseline snapshot of habits related to other CCAP recommendations as well, including food choices, commutes, 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. This baseline data will allow the Town to begin benchmarking and tracking progress towards emissions-reduction goals.

Town staff have revised several drafts of the survey and are working to finalize the questions. A research team will assist Town staff in formatting questions to ensure the results provide the Town with all 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 in fall 2019, 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.

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 when working to implement climate action initiatives. As a first step in participation, the Town conducted an employee survey to review employee understanding of equity and inclusion.

Staff from the Planning Department will participate in the GARE Equity Core Team, the primary leadership team responsible for designing, coordinating, and organizing racial equity tools across the Town, committed to equitable systems change. The team will also help facilitate training and awareness activities for employees and the community.

Team members have committed to a 12-18 month commitment with up to 40 hours of training. Town staff will use the equity toolkit and GARE training to implement CCAP initiatives.

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 fall to continue tracking ECPP implementation progress.

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