



# Town of Carrboro

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

## Meeting Agenda Town Council



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Tuesday, March 10, 2020

7:00 PM

Council Chambers - Room 110

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### 7:00-7:15

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

1. [20-147](#) Proclamation - Women's History Month
2. [20-146](#) Charges Issued to Recently Appointed Advisory Board Members

#### B. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:15-7:30

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

*Comments are limited to three minutes per speaker.*

### 7:30-7:40

#### D. CONSENT AGENDA

1. [20-145](#) Approval of Minutes from February 11 and 25, 2020
2. [19-99](#) Adoption of the NC Cultural Resources Records Retention and Disposition Schedule  
**PURPOSE:** The purpose of this item is to adopt the most current version of the NC Cultural Resources Records Retention and Disposition Schedule  
**Attachments:** [A RESOLUTION APPROVING THE NORTH CAROLINA RECORDS AND RETENTION SCHEDULE](#)
3. [20-92](#) Establish Reservation Fees for Dr. Martin Luther King Jr. Park  
**PURPOSE:** The purpose of this agenda item is for the Town Council to approve park rental fees for the newly constructed park.  
**Attachments:** [Attachment A Resolution - Fees and Charges](#)
4. [20-122](#) Stormwater Utility Monthly Report  
**PURPOSE:** The purpose of this item is to provide the monthly update regarding Stormwater Utility projects and initiatives.

**Attachments:** [March 2020 Stormwater Report](#)

5. [20-136](#) Amendment to Project Ordinance for a Stream Restoration Project at Public Works  
**PURPOSE:** The purpose of this item is for the Town Council to appropriate additional funding from the Stormwater Enterprise Fund to complete construction for a stream restoration project at Public Works  
**Attachments:** [Amendment - Stream Restoration Construction](#)
6. [20-143](#) Request to Authorize the Town Manager to Negotiate and Award a Contract for Professional Planning Services for the Implementation of a Town-wide Comprehensive Planning Process.  
**PURPOSE:** The purpose of this item is for the Town Council to authorize the Town Manager to negotiate and award a contract for planning services for the development of a Town-wide Comprehensive Plan.  
**Attachments:** [A- Resolution](#)  
[B- RFP Comp Planning Services](#)
7. [20-144](#) Economic Development Report for the Month of March  
**PURPOSE:** The purpose of this agenda item is to update the Council on economic development activity within the Town.  
**Attachments:** [March Economic Development Report](#)
8. **20-110** Request to Refer Land Use Ordinance Text Amendment relating to the Historic Rogers Road Neighborhood to the Affordable Housing Advisory Commission (AHAC)  
**PURPOSE:** The purpose of this agenda item is to request the Town Council's authorization to refer the draft ordinance establishing the HR-MU District to the AHAC for review.  
**Attachments:** Resolution A - Referral to AHAC

## E. OTHER MATTERS

### 7:40-8:25

1. [20-131](#) Discussion of Connector Roads Policy  
**PURPOSE:** The purpose of this item is to provide the Town Council with an opportunity to discuss policies and regulations related to street connections.  
**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Draft Ordinance 15-217 02112020](#)  
[Attachment C - LUO ART-XIV](#)  
[Attachment D - CON-ROADS-OCTOBER2003](#)

**8:25-8:45****2. [20-135](#)**

## East Main Street Operational Analysis and Restriping Plan Update

**PURPOSE:** The purpose of this agenda item is to provide the Town Council with an update on the status of the East Main Street Operational Analysis and an opportunity to review a conceptual design of a restriping plan prior to public engagement.

**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Staff Summary of EMSOA](#)

**8:45-8:55****3. [20-139](#)**

## Appointments to the Greenways Commission

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

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

**8:55-9:05****4. [20-140](#)**

## Appointments to the Human Services Commission

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Human Services Commission.

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

**9:05-9:15****5. [20-142](#)**

## Appointments to the Planning Board

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

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

**F. MATTERS BY COUNCIL MEMBERS**

- G.1**     **CLOSED SESSION 143-318.11(A)(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.**
- G.2**     **CLOSED SESSION 143-318.11 (A)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.**



# Town of Carrboro

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301 W. Main St.  
Carrboro, NC 27510

## Agenda Item Abstract

**File Number:20-147**

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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TITLE: ..Title

Proclamation - Women's History Month



# Town of Carrboro

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## Agenda Item Abstract

**File Number:20-146**

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Charges Issued to Recently Appointed Advisory Board Members



# Town of Carrboro

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## Agenda Item Abstract

**File Number:20-145**

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Approval of Minutes from February 11 and 25, 2020



# Town of Carrboro

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## Agenda Item Abstract

**File Number: 19-99**

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**Agenda Date:** 3/10/2020

**File Type:** Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Adoption of the NC Cultural Resources Records Retention and Disposition Schedule

**PURPOSE:** The purpose of this item is to adopt the most current version of the NC Cultural Resources Records Retention and Disposition Schedule

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** 919-918-7309

**INFORMATION:** The records retention and disposition schedule and updated and maintained by the Division of Archives and Records with the NC Department of Cultural Resources. The Town should adopt the most recent version of the schedule in order to be in full compliance with the requirements. After adoption, the Mayor's signature is required for submission to the NC Dept. of Cultural Resources.

**FISCAL & STAFF IMPACT:** The adoption of the most current version has no fiscal or staff impact.

**RECOMMENDATION:** It is recommended that the Board of Aldermen adopt the attached resolution.

A RESOLUTION APPROVING THE NORTH CAROLINA RECORDS SCHEDULE FOR  
LOCAL GOVERNMENT AGENCIES ACCORDING TO N.C. GENERAL STATUTES  
CHAPTERS 121 AND 132

BE IT RESOLVED by the Board of Aldermen of the Town of Carrboro that the Board adopts the North Carolina General Records Schedule for Local Government Agencies, as updated by the N.C. Department of Cultural Resources in accordance with N.C. General Statutes Chapters 121 and 132 dated March 1, 2019.



# Town of Carrboro

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## Agenda Item Abstract

**File Number:20-92**

**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

### **TITLE:**

Establish Reservation Fees for Dr. Martin Luther King Jr. Park

**PURPOSE:** The purpose of this agenda item is for the Town Council to approve park rental fees for the newly constructed park.

**DEPARTMENT:** Recreation, Parks and Cultural Resources

**CONTACT INFORMATION:** Anita Jones-McNair - [amcnair@townofcarrboro.org](mailto:amcnair@townofcarrboro.org)  
<<mailto:amcnair@townofcarrboro.org>>, (919)918-7381 and Wendell Rodgers - [wrodgers@townofcarrboro.org](mailto:wrodgers@townofcarrboro.org)  
<<mailto:wrodgers@townofcarrboro.org>>, (919)918-7371

**INFORMATION:** Historically the Town charges fees for the use of certain park facilities. Dr. Martin Luther King Jr. Park opened on 1/20/2020. Staff is requesting approval to charge fees so that the community can reserve space for community and private activities. The recommendations are consistent with current fees in other town parks.

Dr. Martin Luther King Jr. Park Fee recommendations:

### **Shelter/Amphitheater**

Small pavilion	\$35 per 0-4 hours
	\$45 above 4 hours
Large pavilion	\$50 per hour - two hour minimum
Amphitheater	\$50 per hour

### **Amenities**

Party trailer (includes five tables, 30 chairs, outdoor games and coolers)	\$150 - when used with any pavilion rental
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**FISCAL & STAFF IMPACT:** The Town should see an increase in revenue due to the new park facilities

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**Agenda Date:** 3/10/2020

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**RECOMMENDATION:** Approve the resolution to establish park usage fees at Dr. Martin Luther King Jr. Park.

A RESOLUTION APPROVING PARK FEES FOR DR. MARTIN LUTHER KING  
JR. PARK  
Draft Resolution No.

WHEREAS, the Town Council has established a usage fee for certain facilities and/or premises in Town Parks; and,

WHEREAS, the Miscellaneous Fee schedule for FY 2019-20 was adopted by the Town Council on June 18, 2019; and,

WHEREAS, the newly constructed Dr. Martin Luther King, Jr. Park is now available for community use; and

WHEREAS, no usage fee has been established for the use of the Dr. Martin Luther King, Jr. Park;

NOW, THEREFORE, the Town Council for the Town of Carrboro established the following fee schedule for use of Dr. Martin Luther King, Jr. Park:

Section 1: Picnic Shelters/Amphitheater

Small shelter	\$35 per 0-4 hours \$45 above 4 hours
Large shelter	\$50 per hour - Two hour minimum
Amphitheater	\$50 per hour

Section 2. Amenities

Party Trailer Rental \$150 if used with any pavilion/shelter rental. (Includes five tables, 30 chairs, outdoor games and coolers.)

Section 3. This resolution is effective this the 10<sup>th</sup> day of March 2020.

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



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## Agenda Item Abstract

**File Number:**20-122

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **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 14 separate projects and initiatives that Stormwater staff are currently or will 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 that includes but is not limited to: general program administration; stormwater system inspections; reviewing development plans; stream determinations/buffer reviews; and illicit discharge response and pollution prevention.

Work was pursued in February for many of these items, as presented in the report. With regard to the RainReady work in the Toms Creek watershed, a public presentation (videotaped) from the Center for Neighborhood Technology and discussion occurred. Plans are in place for CNT to complete their work in the next several months. Staff and the Stormwater Advisory Commission will be providing review, with plans to present the work to the Council tentatively scheduled for May. More information is available at <https://www.townofcarrboro.org/1227/Toms-Creek> . While not included in the report, it is worth mentioning that Stormwater staff are collaborating with Chapel Hill staff on a stream clean up for the stream running adjacent to the Roberson bike path on Saturday, March 7<sup>th</sup>.

**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 Council receive the staff report.

# STORMWATER UTILITY MONTHLY REPORT

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## **PART 1: WATER QUANTITY DRIVEN WORK**

### **1. 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 is preliminary engineering; the second will be construction.

**Project Background:** An old and undersized culvert on Broad Street has been responsible for previous overtopping of the road. This site has been included in previous Town flood studies by Sungate Engineering.

**Status: Active/Funded.** The Council approved funding for preliminary engineering in June (with budget modification in January). An RFQ for assistance with preliminary engineering from a private engineering firm(s) was released in June. Interviews were held in July, and contract negotiations and coordination continued in August-October since the bids that were received exceeded the amount approved by the Council and currently available in the Stormwater Enterprise Fund. The Town entered into contract with Sungate Design in January after budget modification. **A kickoff meeting with staff and Sungate occurred in February, along with a site visit with neighboring residents.** Preliminary engineering will be completed in FY 19/20, and construction bid in the summer of 2020.

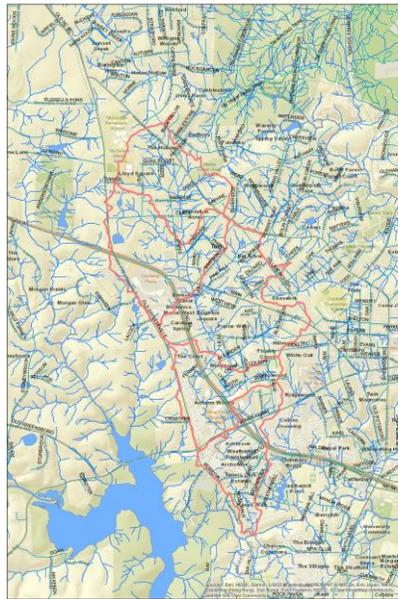
**Fiscal and Staffing Considerations:** The preliminary engineering is estimated to cost \$50k. Construction is preliminarily estimated to cost approximately \$125k; a separate project ordinance will be brought for that phase of work. There is a staff impact associated with project management.

**Additional Information:**

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=2288740&GUID=0B2EA271-314B-4ED8-8A38-0E199F87A49F%3E&FullText=1>

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=2288740&GUID=0B2EA271-314B-4ED8-8A38-0E199F87A49F%3E>

## 2. Toms Creek Watershed Assessment and Outreach



Toms Creek Watershed and Subwatersheds



**Project Description:** In April 2019, the Council 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.

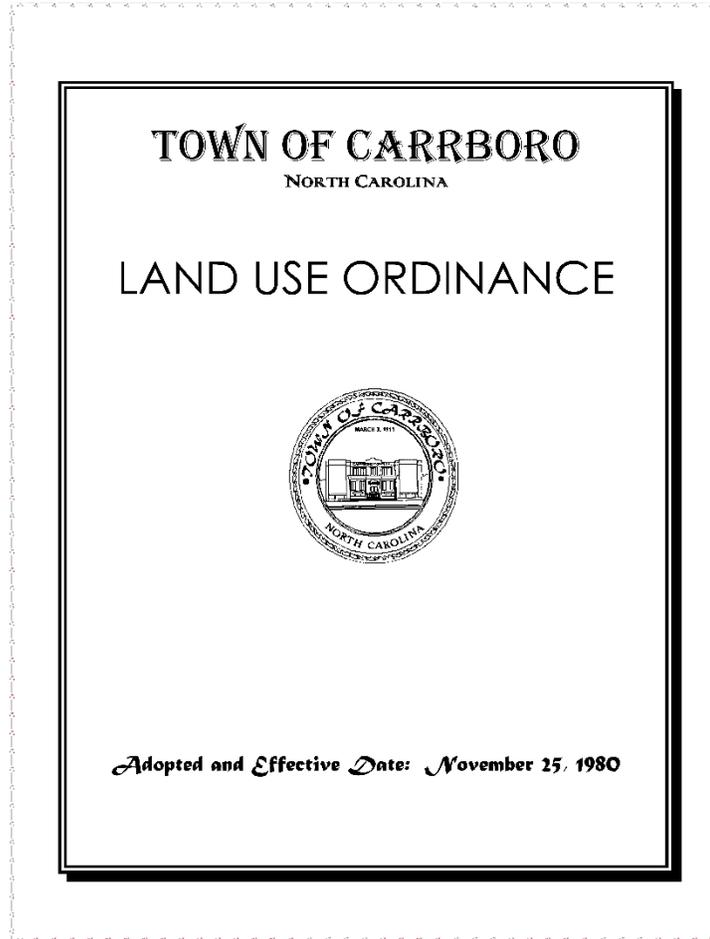
**Project Background:** For the Toms Creek watershed, flooding and drainage is a recurring and important theme. The upper watershed has received the most attention in recent years due to the degree of flooding and drainage issues experienced by residential property owners both in the regulated floodplain 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/Funded.** 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. Work with the Center for Neighborhood Technology (CNT) to assist with neighborhood preparedness and resilience to flooding and drainage concerns is underway, including coordination with the Stormwater Advisory Commission. **A presentation and discussion with neighborhood members and the Stormwater Advisory Commission was held on February 13<sup>th</sup>. Preparation of draft and final reports and review by the Stormwater Advisory Commission and Council will be pursued in the late winter and spring of 2020. A field inspection with Sungate was also held in February.**

**Fiscal and Staffing Considerations:** Sungate's work is costing \$16.5k and the Center for Neighborhood Technology's work is costing \$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 Council agenda items from 2013-2019. A [project website](#) has been created with relevant historical and project related information.

### 3. Land Use Ordinance Stormwater Provisions Review



**Project Description:** LUO stormwater provisions are under review.

**Project Background:** At the April 16, 2019 meeting, the Council 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.** 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>

#### 4. 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: Active-Construction.** Construction for the elevations is active. Staff have been coordinating with a construction contractor (Rawlings Building), Summit staff, and the owners. Both Planning and Public Works staff are providing administrative and project management support.

**Fiscal and Staffing Considerations:** Costs for work covered by the grant (>\$300k) will first be borne by the Town and then reimbursed to the Town with a combination of both Federal and State funds covering eligible costs, provided that all grant requirements are met. 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](https://www.fema.gov/media-library-data/1493317448449-b83f27544e36b7bf67913f964a56b15a/HMA_Homeowners_Guide_040717_508.pdf)

## 5. 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 and Tropical Storm Michael, FEMA announced new rounds 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 were included in Letters of Interest submitted by the Town to the NC Department of Public Safety (NCDPS). Staff submitted one Letter of Interest for an acquisition project for 116 Carol Street and a second Letter of Interest for elevation of the home at 100 James Street in early 2019. Staff received notification in the summer of 2019 that the NCDPS would accept applications.

**Status: Applications in Review.** Application materials for the 116 Carol acquisition were submitted to the State in October under Hurricane Florence. Application materials for the 100 James Street elevation were submitted to the State in November under Tropical Storm Michael. Staff anticipate a response to the applications in the spring of 2020, and if approved, follow up pursuit of entering into (a) grant agreement(s) for one or both projects.

**Fiscal and Staffing Considerations:** If the Town is able to successfully enter into grant agreements (one for acquisition and one for elevation), costs for work covered by the grants will first be borne by the Town and then reimbursed to the Town with a combination of both Federal and State funds covering eligible costs, 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](https://www.fema.gov/media-library-data/1493317448449-b83f27544e36b7bf67913f964a56b15a/HMA_Homeowners_Guide_040717_508.pdf)

## 6. 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."<sup>1</sup> 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.<sup>2</sup>

### 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, aside from the stream restoration project (first item in this report) is nearing completion.

**Fiscal and Staffing Considerations:** The Town has received about \$59k in uninsured costs from FEMA to date, with another \$25k anticipated in the near future. This does not including any funds granted for the stream restoration project (first item in this report), and for staff time for Public Assistance administration. This work has required over 400 hundred hours of Stormwater staff time.

### Additional Information:

[https://www.fema.gov/media-library-data/1534520496845-4b41646e3d8839c768deb3a7f4ded513/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](https://www.fema.gov/pdf/government/grant/pa/fema323_app_handbk.pdf)

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

### 7. 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.

**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. Given: the State's communications about the new requirements, and that 16 of the 20 communities that have been audited in 2019 have received Notices of Violation and 3 additional communities have received Notices of Deficiency, staff anticipate that a Notice of Violation or at best a Notice of Deficiency will result from the audit.

**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>

## 8. 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.

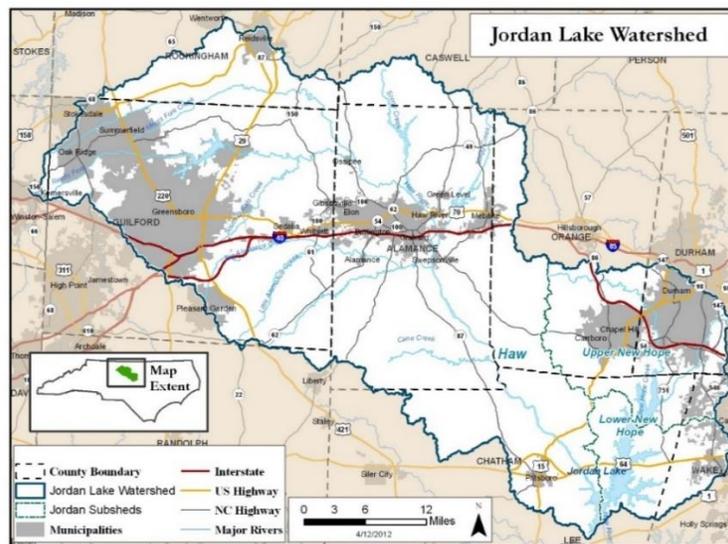
**Status: Active.** This activity has been and remains in a regular/routine operational status, with the facility remaining compliant with federal/state requirements.

**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>

## 9. 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 pollution entering the lake. 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, fish and wildlife conservation, and recreation. The lake has had water quality issues from the beginning, with the NC 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.

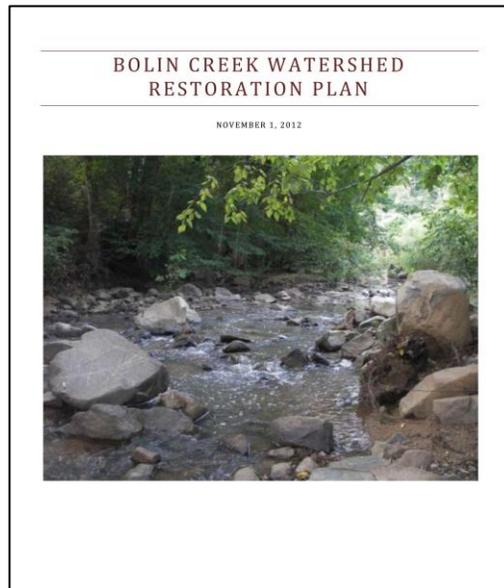
**Status: *Under Review (State)*.** There was significant Town activity between about 2005 and 2015 to prepare for and enact ordinance provisions and begin work on implementation activities. The State then chose to pursue further studies to guide implementation. **Jordan Lake Rules regulatory review has begun now that a NC Policy Collaboratory study has wrapped up. The goals of the rules readoption process is to evaluate the Collaboratory's findings and engage stakeholders throughout the watershed to help develop draft rules. The NC Division of Water Resources (DWR) has contracted with Triangle J Council of Governments (TJCOG) to administer this public participation process.**

**Fiscal and Staffing Considerations:** The Town continues to be required to submit annual reports identifying stormwater retrofits, and has programmed several projects in the 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>  
<https://www.tjocg.org/programs-energy-environment%E2%80%AF-water-resources/jordan-lake-one-water>

## 10. 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: Pending.** Watershed restoration plan implementation has been inactive since 2012 due to insufficient staff capacity and funding resources. Stormwater staff met with Bolin Forest neighborhood representatives and others in 2019 regarding collaborating on a potential grant application.

**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

### 11. 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 is 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 Council approved assistance with preliminary engineering from a private engineering firm in June. A contract was executed with Jennings Environmental in August. 30% design review occurred in October, 60% review in November, and 90% review in January. The adjacent property owner has provided permissions and **all environmental permitting has been completed. The final design, bid documents, and construction cost estimates were completed in February and are in final review. A project ordinance for the construction phase is being prepared for Council review.** Stormwater staff consider this to be the highest priority capital project.

**Fiscal and Staffing Considerations:** The contract with Jennings Environmental is for \$58k. **Construction is estimated to cost \$265k.** Staff are continuing to work diligently with NCDPS and FEMA to pursue federal assistance for this project, although there is not a guarantee of federal funding. There is a significant staff impact associated with project management and pursuit of federal funding.

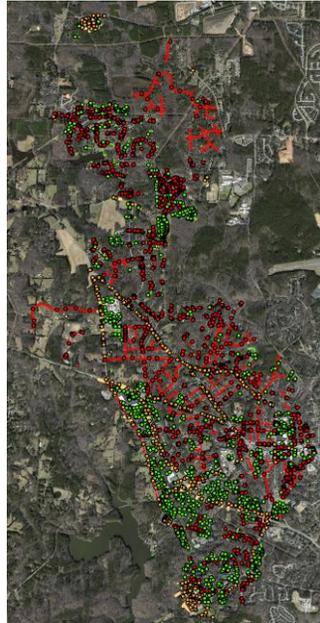
**Additional Information:**

[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://carrboro.legistar.com/LegislationDetail.aspx?ID=2288740&GUID=0B2EA271-314B-4ED8-8A38-0E199F87A49F%3E&FullText=1>

## 12. 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 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 Town 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>

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### 13. 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 historically 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: Active.** Town staff have been working on planning level cost projections as part of the Service Delivery Review (#12). Jordan Lake Rules (#10), Bolin Creek Watershed Restoration (#11), and Condition Assessment/Asset Management (#13) are also relevant. Stormwater input has been provided as part of the annual CIP update.

**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 FY 19/20, and a lower level impact in subsequent years.

**Additional Information:**

<http://www.townofcarrboro.org/AgendaCenter/ViewFile/Agenda/12052018-3552>

## 14. 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 un piped, 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 exist 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:** *See Pilot Study (#3)*. The 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 is completed through internal staff review initially, followed by Stormwater Advisory Commission and Town Council 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:20-136**

**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Amendment to Project Ordinance for a Stream Restoration Project at Public Works

**PURPOSE:** The purpose of this item is for the Town Council to appropriate additional funding from the Stormwater Enterprise Fund to complete construction for a stream restoration project at Public Works

**DEPARTMENT:** Public Works, Finance

**CONTACT INFORMATION:** Randy Dodd, Stormwater Utility Manager 919-918-7341; Joe Guckavan, Public Works Director, 919 918-7427, Arche McAdoo, Finance Director, 919-918-7439, Cary McNallan, Budget and Contracts Specialist, 919-918-7301

**INFORMATION:** Following on Hurricane Florence, staff have been pursuing a stream restoration project at Public Works because of the hazardous situation associated with the unstable banks, expanding stream channel, and nearby fuel tanks and buildings. The preliminary engineering for this project, authorized per a project ordinance on June 18, 2019, has been completed. A modification of the project ordinance to allocate an additional \$265k for construction is recommended. Public Works staff continue to pursue FEMA Public Assistance funding for the project. The Public Assistance process does not obligate funding in advance, but is rather on a reimbursal basis. Therefore, Town funding is needed up front and is at risk until approved through the Public Assistance process. The Public Assistance process is time limited, so there is time sensitivity in approving this request to maximize the potential for federal funding support. Staff will move forward with construction bidding upon Council approval.

**FISCAL & STAFF IMPACT:** A total of \$265k of new funding is needed for the construction phase of the project. Staff time for project coordination/oversight and pursuit of Public Assistance funding will also be needed.

**RECOMMENDATION:** Staff recommends that the Council adopt the resolution (Attachment A) appropriating an additional \$265k for project construction from the Stormwater Enterprise Fund.

**STORMWATER UTILITY ENTERPRISE FUND  
CAPITAL PROJECT ORDINANCE AMENDMENT  
FOR STREAM RESTORATION AT PW FACILITY SITE**

WHEREAS, the Town Council of Carrboro on June 18, 2019 adopted a Capital Project Ordinance appropriating \$80,000 for preliminary engineering for Stream Restoration at the Public Works Facility site; and,

WHEREAS, it is now necessary to obtain construction and construction engineering services to complete the project, estimated at \$265,000;

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO THAT:

Section 1: Funding for the Stream Restoration at the Public Works Facility Site Capital Project is authorized to be increased from \$80,000 to \$345,000 for this project until all activity is completed.

Section 2. The funding in Section 1 above is appropriated from the Stormwater Utility Enterprise Fund Operating Budget to the Storm Water Utility Enterprise Capital Project Fund. It is Council's understanding that if FEMA Public Assistance funding is made available to the Town, the Town will seek reimbursement for any and all funds expended for this project.

Section 3: All other conditions and expectations set forth in the original capital project ordinance of June 18, 2019 continue to be in effect.

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



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:20-143**

**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Authorize the Town Manager to Negotiate and Award a Contract for Professional Planning Services for the Implementation of a Town-wide Comprehensive Planning Process.

**PURPOSE:** The purpose of this item is for the Town Council to authorize the Town Manager to negotiate and award a contract for planning services for the development of a Town-wide Comprehensive Plan.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Patricia McGuire - 919-918-7327, pmcguire@townofcarrboro.org;  
Arche McAdoo - 919-918-7439, amcadoo@townofcarrboro.org

**INFORMATION:** A Request for Proposals (RFP - Attachment B) for Comprehensive Planning Services was released in late August and none were received. The RFP was re-released in late November and three proposals were submitted. The proposals have been evaluated by a committee made up of the Town Manager and department heads, and a firm identified for the completion of this work. The firm selected, Teska Associates, Inc., with the assistance of The Center for Neighborhood Technology and Lockamy Consulting Services, has estimated the completion of the project for \$180,451. A final project scope is in preparation, with some additional costs, up to the currently budgeted amount of \$200,000, under consideration.

**FISCAL & STAFF IMPACT:** \$200,000 is currently budgeted for the project. Staff time from all departments will be needed to engage with the community on land use alternatives and program service levels. Additional funds of up to \$200,000 are estimated within the Town's adopted Capital Improvements Plan (FY 2021) as needed to ensure the maximum public participation, data collection, and plan development.

**RECOMMENDATION:** Staff recommends that the Board adopt the resolution (Attachment A) authorizing the Town Manager to negotiate and award a contract for comprehensive planning services to Teska Associates, Inc.

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND  
EXECUTE A CONTRACT FOR COMPREHENSIVE PLANNING SERVICES

THE TOWN COUNCIL OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Town Council hereby authorizes the Town Manager to negotiate and execute a contract with TESKA ASSOCIATES, INC., for comprehensive planning services in an amount not to exceed \$200,000

Section 2. Within five (5) days after this resolution is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

Section 3. This resolution shall become effective upon adoption.



**Request for Proposals (RFP)**  
**For Comprehensive Planning Services**  
**RFP - 20206**

**Overview:** The Town of Carrboro (the “Town”) is inviting interested and qualified respondents to submit proposals for planning services for the implementation of a town-wide comprehensive planning process. Firms must have extensive experience in the development of comprehensive plans with multiple chapters or elements, and robust public engagement. Firms shall have experience successfully working in North Carolina and with communities of a similar geographic size to the Town of Carrboro and with a progressive, well-educated and engaged citizenry. Proposals should include recommendations to address issues associated with climate change and resiliency as well as equity in the development of the plan, in the plan itself and in its benchmarking measures.

A detailed description of the services solicited in this Request for Proposals (RFP) is outlined in the attached scope of services. The role of the selected firm will be to work with the Carrboro community and the Town, particularly the Town of Carrboro Planning Department, to guide the development of a new Comprehensive Plan and 20-year land use vision. Specifically, the contractor(s) will manage and facilitate an inclusive, equitable, and diverse public engagement process from start to finish, including utilization of both traditional and innovative outreach methods and working with existing community organizations and resources. The contractor(s) may as needed advise the Town on other related project matters.

**Proposals must be received in the office of the Town of Carrboro Finance Director, 301 West Main Street, Carrboro NC, 27510 no later than 3:00 PM EST on Monday, December 23, 2019.**

Instructions for submitting proposals may be obtained from the Town’s website: <http://www.townofcarrboro.org/967/Bid-Opportunities>. Any questions regarding these documents should be addressed to Patricia J. McGuire, Planning Director at [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org) or 919-918-7327.

The Town of Carrboro reserves the right to reject any and all proposals.

## Scope of Services

### Project Purpose

The goal of this project is to inspire extensive and active community involvement in a process that, while recognizing both harmony and discord, will result in a meaningful product that expresses and establishes a framework for achieving the community's vision, expectations and guidance for growth and development/redevelopment, and town services. Plan policies will address land use regulations and decisions, which serve as the foundation for economic development/fiscal stability, as well as the Town's ability to provide direct services and support other initiatives. A planning horizon of 20 years is anticipated, with regular reviews of progress and continued relevance/update every five years. This comprehensive planning process is intended as a framework for the incorporation of regular goal-setting, and project identification and evaluation into the process of work planning and budget prioritization.

### Introduction

Located in the Piedmont region of North Carolina, Carrboro has a rich history, with a wealth of natural flora and fauna developing from the weathered, ancient mountain range underlying the present-day rolling hills and forests. For at least 12,000 years before Europeans moved into the area, American Indians flourished in the rich virgin hardwood forests of the area now-called Orange County. By 1701 when John Lawson passed through, he was hosted in a stockade village called Occaneechi Town (within the now Town of Hillsborough) whose Siouan inhabitants had been displaced by Europeans spreading south and west from coastal Virginia settlements. Orange County was established in 1752, signaling that the colonial government found a sufficient number of European settlers present to do so.

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

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

Also during the late 1960s, Carrboro began to become more progressive in its thinking. The development of housing in the latter part of the decade coincided with expansion at UNC-Chapel Hill. Today the town has a reputation as one of the most progressive communities in the South. Growth has continued through the 1980s, 90s, and 2000s. This has resulted in the creation of a

vibrant and diverse community. Carrboro Farmer's Market and numerous venues and events call Carrboro their homes, including two that host national music acts (the ArtsCenter and Cat's Cradle), and annual arts and cultural festivals such as the Carrboro Music Festival, WestEnd Poetry Festival and the Carrboro Film Festival. Carrboro was the first municipality in North Carolina to elect an openly gay Mayor in 1995, and was also the first in the state to grant domestic-partner benefits to same-sex couples. In 2003, the Board of County Commissioners named the new park and educational facility in Carrboro's Transition Area Twin Creeks/Moniese Nomp Park. "Moniese Nomp" is Tutelo-Saponi for Twin Creeks, to honor the Occaneechi Native Americans who lived in this area before European settlement. It is pronounced *mo-nee-ay-say-nom-p*.

A Truth Plaque Task Force was established in 2018 to gather input for the possible installation of a "truth plaque" that would detail the ugly truth of the racist history of Julian Carr, the Town's namesake. The Town joined the Government Alliance on Race and Equity (GARE) in November 2018 as a focus of its efforts to advance equity in the Town's governance structure. The first Truth Plaque was approved on February 5, 2019 and installed on April 16, 2019, reading as follows:

*Carrboro's roots began in the late 19th century when a branch of the North Carolina Railroad extended south to the edge of Chapel Hill, and the first local textile mill opened nearby. Informally known as West End and Lloydville, the community incorporated as a town named Venable in 1911. Two years later, the state legislature renamed the town Carrboro at the request of Julian S. Carr, a post-Civil War business leader. He was also an active and influential participant in Jim Crow era efforts to create a system of racial segregation. Although the town continues to bear his name, the values and actions of Carr do not represent Carrboro today.*

*In the 1970s a group of Carrboro residents joined together to change the town's power structure and advocate for a community that fully included all residents. Thanks to their commitment, today Carrboro honors its working-class roots while reaching toward the goals of social equity, environmental harmony, and fiscal responsibility.*

Today, over 20,000 people are able to call Carrboro home. Recent years have seen development of a new hotel and downtown apartments, and planning for the Orange County Southern Branch Library.

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

## **Overview of planning process**

To date, comprehensive planning in Carrboro has been completed though primarily land use planning, capital improvement planning, and annual budgeting. Focused planning efforts have also been undertaken for Affordable Housing, Climate Action, Economic Sustainability, Recreation and Parks, Economic Development, Bicycle Transportation, Greenways, Stormwater Management, Safe Routes to Schools, Downtown Parking, Emergency Operations, and in conjunction with other entities, Hazard Mitigation. This planning process is envisioned as one that will include technical

updates to existing conditions and projections of future conditions so as to inform policy choices. Existing planning documents adopted within five years of the comprehensive planning process can be incorporated directly into the comprehensive plan; ones completed earlier are to be updated and incorporated. Ongoing work related to the implementation of adopted plans (e.g. Economic Sustainability Plan and Community Climate Action Plan) is not to be suspended, but is expected to be incorporated and evaluated during this planning process, as is beneficial to the community. The Government Alliance on Race and Equity (GARE) strategies for advancing racial equity and transforming government are considered foundational to this effort. The process will seek to utilize best practices identified by GARE communities and other leaders in these efforts. A policy linkage map that makes clear the interrelationships between town, county, regional, and state plans and policies is to be prepared. Consultant services are anticipated for technical planning assistance including primary responsibility for preparation of most of the comprehensive plan elements. Support is also anticipated in the identification of implementation and measurement components, public outreach and engagement, and interaction with community organizations, officials, a comprehensive plan stakeholder's board, and staff. A comprehensive plan task force structure, with the Planning Board chair and vice chairs serving as lead on the overall effort, is envisioned.

### **Expected project phases**

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

### **Major themes**

- Climate Action/Extreme Weather Preparedness Mitigation Mitigation and Resilience/Climate Emergency
- Race and Equity

- Economic/Fiscal Sustainability (evaluating costs and benefits of policies/plans)
- Decline in Affordability for Commercial and Residential Uses
- Decreases income inequality and erosion of the middle class

## Plan principles

1. Creativity – process and products are rooted in accessible vision and execution, rather than mechanical completion of identified steps.
2. Inclusivity - incorporates needs and opinions of the population, especially those that may have been underrepresented in past planning processes.
3. Community – rooted in the interests of people that live, learn, earn, and play in Carrboro.
4. Consensus – relies on an agreed-upon vision and associated values.
5. Clarity – the process and the plan and its impacts are open and clear.
6. Accountable- all parties recognize their roles and responsibilities and commit to doing their best in the preparation and implementation of the plan. A system for assessing progress and redirecting/reprioritizing plan strategies will be key.
7. Accessibility – written and presented in ways that make the plan a clear, useful, and interesting roadmap for Carrboro’s future.
8. Strategic – action-oriented, the plan will focus on steps and measures to achieve its goals and values.
9. Systems-based – plans formulated with the explicit recognition of the complexities of climate and social conditions and the interconnectedness of governmental responsibilities and functions are necessary, appropriate, and effective in prioritizing and effectuating action.

## Geographic scope

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

## Recent questions/key trends

Infrastructure needs in relation to changing climate conditions

Addressing the climate emergency

Downtown development/redevelopment and revitalization

Redevelopment opportunities, especially Jones Ferry Road and NC Hwy 54 development corridors/nodes

Transit-oriented development opportunities

Street connectivity and completeness (e.g. facilities for all modes and appropriate speeds)

Public engagement and participation/demographic trends

Historic Preservation – residential and commercial areas

Temporary and accessory housing (e.g. short-term rentals, accessory dwelling units)

Reducing vehicle miles travelled through land use decisions.

## Community Engagement

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

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

The Town is committed to reaching new and traditionally underserved audiences and to engaging the community in creative and thought-provoking new ways. As was done with the recent public outreach for the 203 Project, the Town seeks to use data and analytics, as well as the observed experiences of community members, to structure community engagement to be responsive to the documented behavioral preferences of community groups and not just stated preferences.

While there are many in Carrboro who are actively engaged, there are some voices that are not regularly represented in public outreach. The selected consultant will be expected to develop an outreach and engagement proposal that, based upon expertise and prior work experience, as well as research and knowledge of Carrboro, will prioritize and achieve diversity and equity.

## Comprehensive Plan Task Force Structure (28 total)

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

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

14. Carrboro Business Alliance (2 members)
15. Possible additional advisory board members (up to 2 if Planning Board is limited to 3)
16. At-large, community members (up to 8 members)

## Plan Components

The descriptions below are not expected to preclude a different organization in the final product, especially related to systems analysis and prioritization/fiscal capacity to be developed in the planning process. The final recommended plan document shall address, and may include, the following components:

<b>Component</b>	<b>New/Update</b>	<b>Lead Staff/author(s)</b>
Executive Summary	New- highlights of overall plan with summary of vision, goals, and elements	Consultant, staff (Planning)
Who, What, How and Why of the Comprehensive Plan	Description of the background, process, data, and decisions that lead to the final plan.	Consultant, staff (Planning)
Framing Element – Major Topics	New – Description of the major topics that form the basis for community goals, strategies, budgetary decision-making, including equity, cost-benefit analysis, sustainability, and operations	Consultant, Departmental staff involved with plan development (expected to be all)
Action Element	New – Plan strategies in a go-to format, with operational and fiscal performance measures, including time frames and prioritization	Consultant, Departmental staff involved with plan development (expected to be all)
Land Use and Design	Assessment and recommended updates to Land Use Ordinance and Vision 2020, Small Area Plan for Carrboro’s Northern Study Area	Consultant, staff (Planning with assistance from Public Works, Fire, Police, Recreation and Parks)
Economic Sustainability	Update of 2017 ESP	Staff (Economic and Community Development), ESC
Housing Affordability	Component of Land Use and Design assessment; Update of 2015 Affordable Housing Goals and Strategies; Accessory and short-term housing	Consultant, staff (Planning, Manager’s Office)
Recreation, Parks, and Open Space; Arts and Culture	Update of 2004 Comprehensive Recreation and Parks Master Plan so as to ensure eligibility for grant	Consultant, staff (Recreation and Parks, Planning, Economic and Community Development)

Component	New/Update	Lead Staff/author(s)
	funding; assessment and update of relevant Carrboro Vision2020 policies. Update and inclusion of Physical Activity and/or Healthy Community planning perspective.	
Infrastructure		
-Transportation	Integration of recently updated Bicycle Plan, update of Greenways Plans, Sidewalk Policy, and Residential Traffic Management Plan. Recognition of interrelationships with Chapel Hill (including Chapel Hill Transit, Orange County, Go Triangle, and DCHC MPO/Comprehensive and Metropolitan Transportation Plans. Incorporation of street conditions analysis, repaving schedules, Powell Bill funds	Consultant, staff (Planning, Public Works)
-Water and Wastewater	Recognition of interrelationship with OWASA, Climate Action Plan/GHG reductions associated with water conservation.	Consultant, staff (Planning)
-Energy (electricity, natural gas, solar)	Energy supply, with info on local and non-local sources, quantities and climate impacts	Consultant, energy providers, staff (Planning)
-Conduit, fiber optic, wireless	Anticipate inclusion of pending Fiber optic Plan and incorporation info policy matrix and action element	Consultant, (Planning, Information Technology)
Environmental Systems and Resilience, including Stormwater Management	Expansion on 1999 Northern Study Area Plan and miscellaneous studies and reports	Consultant, staff (Planning, Public Works)
Human Capital, Engagement and Governance	New Communications Plan (build on Citizens' Bill of Rights), Human Services, Technology, and Innovation	Consultant, staff (Human Resources, Finance Department, Manager's Office, Economic and Community Development, Information Technology)
Public Services	New chapter on fire, police, public works services, publicly owned buildings, accessibility, public safety, future needs (interrelatedness to	Consultant, Noted departments staff

Component	New/Update	Lead Staff/author(s)
	Capital Improvement Programming, Strategic Energy and Climate Action, specifically Solid Waste initiatives, waste reduction, fuel usage, building renovations and retrofits); incorporation of Eno-Haw Hazard Mitigation Plan, Town Emergency Operations Plan, and possible Continuity of Operations Plan	

### Detailed Consultant Services Anticipated for Completion of this Effort

The actions described below are not expected to preclude a different order or approach to plan development, especially in relation to utilizing a systems approach and in recognition of the Town’s methods of prioritizing and fiscal capacity. The intent of this detailed list is to emphasize the Town’s interest in a thorough process that will be successful at engaging the entirety of the community.

1. Initial meeting with the staff to review and refine the project scope and schedule, as well as schedule initial meetings and begin the process of data compilation. Consideration of the schedule presented in ‘Expected Project Milestones’ above. The applicant may also suggest alternative phasing or a different procedural approach based upon their experience
2. Develop with staff a plan of action for information that is to be compiled, data that needs to be collected and methods for future plan iterations. Once completed, consultant will obtain and review existing plans, maps and other documents relevant to the project. Work with Town communications staff to either develop new social media accounts or utilize existing accounts for promotion and engagement;
3. Meet with the Comprehensive Plan Task Force for regular updates.
4. Conduct meetings with key elected officials and stakeholders. The purpose of these meetings will be to obtain input and guidance as it relates to the process to obtain opinions on the future of the Town from a wide cross-section of individuals and to complete a consensus building process on this future and the Town’s goals in all areas of growth and development and the provision of services.
5. Conduct periodic review meetings with staff on process.
6. Plan and coordinate extensive and diverse public participation process program, including, but not limited to: public meetings, drop-in meetings, pop-up engagement in a variety of locations, surveys, directed engagement with community groups, HOAs, informational brochures, website materials, and other outreach mechanisms. Prepare summaries of each.
7. Work with staff on elements of a robust outreach campaign that includes traditional print and broadcast communication as well as social media and digital communication. It is expected that materials should be written in both English and Spanish. The ability to obtain or provide translation services in other languages, include Burmese and Karen, is

also of strong interest. Outreach and input collection materials to be considered include, but are not limited to, project branding, posters, flyers, worksheets and similar, traditional and on-line surveys and other innovative methods, and an interactive website that is user-friendly and engaging and is maintained with relevant information and materials throughout the planning process;

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

The scope of work proposal should specify the volume, timing, general approach, and duration of all proposed actions in a phased schedule of work. The consultant is also strongly encouraged to suggest other ideas, items, structure, or partnerships that could be of value to the Carrboro community.

## **Format of proposals**

### **Sections and required contents**

1. Cover letter
  - a. Reference to the "Request for Proposals for Comprehensive Planning Services"
  - b. Listing of all firms on the project team
  - c. Conflict of interest statement

The cover letter should include the candidate's name and address, including all methods of contact such as mailing address, phone number, and email. It should also provide a summary of the proposal, as well as highlight the applicant's general philosophy and approach to

the project. The cover letter should also state that the firm will be able to utilize the standard contract or identify sections that the firm objects to and its proposed remedy; and the firm will comply with all insurance requirements specified in attachment A.

2. The firm or firms' experience, knowledge, familiarity, and past performance with the desired services
  - a. The firm's understanding of the project, the tasks, and the Town of Carrboro in general
  - b. The proposed project staff's experience, expertise, and availability
  - c. Resumes of each project team member expected to work on the project, with the resume of the project manager designated as such. The applicant should also summarize, as a percentage of total work to be completed under the contract, the respective contributions of each team member and their current and projected workloads and availability for this project
  - d. Status of firm as a MWBE or HUB and firm's experience with using diverse subcontractors, including Historically Underutilized Businesses in any projects. Describe methods of recruitment and some recent/current projects where they have been involved.
3. Project approach
  - a. Project management strategy
  - b. Consultant staff roles, if applicable
  - c. Proposed methodology for specific tasks
4. A one-page description for the Carrboro community as to why the consultant team feels their experience and expertise best prepares them to undertake this work.
5. Cost proposal sheet
6. Contact information for three references for similar projects

Proposers are welcome to include qualified sub consultants in their proposals.

## Submittal of proposals

### How to submit proposals

Proposals may be submitted by USPS mail or other delivery service. Respondents may also bring proposals to Carrboro Town Hall at the address listed in this section. Electronic copies may be submitted via email along with hard copies.

**Nine (9) paper copies of proposals** shall be sent or delivered to Carrboro Town Hall and arrive by the deadline. The proposal name and number should be listed in the lower left corner of the envelope.

If using USPS mail or another shipping/delivery service, **please use the following address:**

Arche L. McAdoo, Finance Director  
Town of Carrboro

301 W. Main St.  
Carrboro, NC 27510  
[AMcAdoo@townofcarrboro.org](mailto:AMcAdoo@townofcarrboro.org)

Proposals submitted after **3:00 p.m. EST on Monday, December 23, 2019** may not be considered for evaluation.

## Questions

**Substantial questions** are requests for information about the RFP that, if answered individually, may provide an unfair advantage for a potential proposer.

**Unsubstantial questions** are requests for information that, if answered individually, do not provide an unfair advantage for a potential proposer. They include requests for logistical details for submitting proposals.

Town staff will determine whether a question is substantial or unsubstantial. Responses to all substantial questions may result in the issuance of addenda to the RFP (see Addenda section below).

All questions are to be submitted in writing and reference the specific section (s) in the RFP. Questions are to be sent to:  
Patricia McGuire via email at [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org) , or via mail at 301 W. Main St., Carrboro, NC 27510.

Questions submitted after **3:00 p.m. EST on Monday December 16, 2019** will not be considered for evaluation.

The Town reserves the right to address substantial questions via a published addendum to this RFP. This includes publishing the question verbatim or paraphrased (information about the person submitting the question, or their firm, will not be published.) See the Addenda section for more information.

## Addenda

After it is released, the Town may revise the RFP with one or more addenda. All addenda will be posted at the following page: <http://www.townofcarrboro.org/967/Bid-Opportunities>, to ensure all potential proposers have equal access to the information.

**Proposals must include statements acknowledging that the proposer has read and understands all addenda. Proposers are responsible for checking the website for addenda.**

All addenda will be posted by **3:00 p.m. EST on Thursday, December 19, 2019** to assist in providing certainty for proposers as proposals are completed, with the following exception. If, after the aforementioned time, an addendum is deemed necessary to address an issue that substantially affects the ability of consulting teams to submit proposals, the deadline for

submitting proposals may be extended, and therefore the deadline for additional addenda would be extended.

## Evaluation

### Evaluation criteria

The evaluation criteria will be used to guide selection of the top two firms for interviews.

- 1. Understanding of the Project—25%**
  - a. How well has the candidate demonstrated a thorough understanding of the purpose and scope of the project?
  - b. How well has the candidate identified issues and potential problems related to the project?
  - c. How well has the candidate demonstrated that it understands the deliverables the Town expects it to provide?
  - d. How well has the candidate demonstrated that it understands the unique character and needs of Carrboro?
- 2. Methodology used for the project—10%**
  - a. How well does the methodology depict a logical approach to fulfilling the requirements of the RFP?
  - b. How well does the methodology match and contribute to completing the tasks set out in the RFP?
  - c. How well does the methodology interface with the schedule in the RFP?
- 3. Management plan for the project—10%**
  - a. How well does the management plan support all of the project requirements and logically lead to the deliverables required by the RFP?
  - b. How well is accountability completely and clearly defined?
  - c. Is the organization of the project team clear?
  - d. How well does the management plan illustrate the lines of authority and communication?
  - e. Does it appear that the candidate can meet the schedule set out in the RFP?
  - f. Has the candidate gone beyond the minimum tasks necessary to meet the objectives of the RFP?
  - g. Is the proposal practical, feasible and within budget?
- 4. Experience and qualification—35%**
  - a. Do the individuals assigned to the project have experience on similar projects?
  - b. Do the individuals assigned to the project have experience with the specific tasks outlined in the RFP?
  - c. Are resumes complete and do they demonstrate backgrounds that are desirable for individuals engaged in the work the project requires?
  - d. How well has the candidate demonstrated experience in completing similar projects on time and within budget?
  - e. How successful is the general history of the candidate regarding timely and successful completion of projects?

- f. Has the candidate provided letters of reference from clients?
- g. How reasonable are the candidate's cost estimates?
- h. If subcontractors will perform work on the contract, how well do they measure up to the evaluation used for the candidate?

**5. Contract cost—20%**

Candidates will be evaluated on whether the proposed cost is reasonable in relation to the strategy and methodology proposed.

## Evaluation and Interviews

Proposals from consulting teams will be evaluated by a Town staff panel according to the criteria and weights listed below. The evaluation will yield a list of the top two proposals. The firms and proposals may be interviewed and a decision made following the interviews.

**The top two firms may be required to present their proposals to the Town's Board of Aldermen at a regular public Board meeting.**

## Additional information

### Disclaimer

This RFP does not form or constitute a contract with any responder. The Town of Carrboro shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The Town will not be responsible for any expenses which may be incurred in the preparation of a response to this RFP. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.

Ownership of all data, materials and documentation originated and prepared for the Town of Carrboro pursuant to a contract resulting from a proposal submitted for this RFP shall belong exclusively to the Town and be subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted shall not be subject to public disclosure under the Freedom of Information Act; however, the respondent must invoke the protections of the appropriate section of the Code of North Carolina, in writing, either before or at the time the data or other materials are submitted to the Town of Carrboro and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire document, line item prices and/or total costs as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

The Town of Carrboro reserves the right to reject any or all proposals received or to request additional information as may be needed to clarify or determine qualifications.

## Appendix A. NON-FEDERAL FUNDS STANDARD SERVICE CONTRACT



**NORTH CAROLINA  
TOWN OF CARRBORO**

### **SERVICE CONTRACT**

**THIS CONTRACT** is made, and entered into by and between the **TOWN of CARRBORO**, a political subdivision of the State of North Carolina, (hereinafter referred to as "**TOWN**"), party of the first part and \_\_\_\_\_, (hereinafter referred to as "**CONTRACTOR**"), party of the second part.

#### **1. SERVICES TO BE PROVIDED**

**CONTRACTOR** hereby agrees to provide services and/or materials under this contract (hereinafter referred to collectively as "**SERVICES**") for \_\_\_\_\_ {Insert Name of Project} \_\_\_\_\_ pursuant to the provisions and specifications identified in "Attachment 1".

#### **2. TERM OF CONTRACT**

The term of this **CONTRACT** for services and supplies is from \_\_\_\_\_ to \_\_\_\_\_.

#### **3. PAYMENT TO CONTRACTOR**

**CONTRACTOR** shall receive from **TOWN** an amount not to exceed \$XXXXXX. Unless otherwise specified, **CONTRACTOR** shall submit a monthly itemized invoice to \_\_\_\_\_ at the \_\_\_\_\_ Department of the Town of Carrboro, NC 27510. Payment will be processed within 30 days upon receipt and approval of the invoice by **TOWN**. (Note: For contracts of short duration, e.g. less than 3 months, monthly invoices should be avoided, and only provide for payment after satisfactory completion of the project.)

#### **4. INDEPENDENT CONTRACTOR**

**TOWN** and **CONTRACTOR** agree that **CONTRACTOR** is an independent contractor and shall not represent itself as an agent or employee of **TOWN** for any purpose in the performance of **CONTRACTOR'S** duties under this contract. Accordingly, **CONTRACTOR** shall be responsible for payment of all federal, state and local taxes as well as business license fees arising out of **CONTRACTOR'S** activities in accordance with this contract. For purposes of this contract taxes shall include, but not be limited to, Federal and State Income, Social Security and Unemployment Insurance taxes.

**CONTRACTOR**, as an independent contractor, shall perform said services in a professional manner and in accordance with the standards of applicable professional organizations and licensing agencies.

## 5. INSURANCE AND INDEMNITY

To the fullest extent permitted by laws and regulations, the **CONTRACTOR** shall indemnify and hold harmless the **TOWN** and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from the performance of this Contract or the actions of the **CONTRACTOR** or its officials, employees, or contractors under this Contract or under the contracts entered into by the **CONTRACTOR** in connection with this Contract. This indemnification shall survive the termination of this agreement.

In addition, **CONTRACTOR** shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. **CONTRACTOR** shall supply **TOWN** with certification of insurance for workers' compensation coverage with North Carolina statutory limits.

**CONTRACTOR** shall maintain, at its expense, the following minimum insurance coverage:

General Liability with Combined Single Limit Bodily Injury and Property Damage not less than \$1,000,000 and Products and Completed Operations Liability not less than \$1,000,000.

**CONTRACTOR** agrees to furnish **TOWN** a certificate of insurance from an insurance company, licensed to do business in the State of North Carolina and acceptable to **TOWN** verifying the existence of any insurance coverage required by **TOWN**. The certificate will provide for thirty (30) days advance notice in the event of termination or cancellation of coverage.

## 6. HEALTH AND SAFETY

**CONTRACTOR** shall be responsible for initiating, maintaining and supervising all safety precautions and programs required by OSHA and all other regulatory agencies while providing services under this contract.

## 7. NON-DISCRIMINATION IN EMPLOYMENT

**CONTRACTOR** shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, disability or on the basis of sexual orientation or gender expression/identity. **CONTRACTOR** shall take affirmative action to ensure that applicants are employed and that employees are treated fairly and legally during employment with regard to their age, sex, race, creed, national origin, disability or on the basis of sexual orientation or gender expression/identity. In the event **CONTRACTOR** is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Contract may be canceled, terminated or suspended in whole or in part by **TOWN**, and **CONTRACTOR** may be declared ineligible for further **TOWN** contracts.

## 8. GOVERNING LAW

This contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this contract shall be brought in the General Court of Justice in the County of Orange and the State of North Carolina.

## 9. AMENDMENT

This contract may be amended only in writing by mutual agreement by both parties.

## 10. TERMINATION OF AGREEMENT

This contract may be terminated at any time by either party by written notice of a minimum of ninety (90) days.

This contract may be terminated, for cause, by the non-breaching party notifying the breaching party of a substantial failure to perform in accordance with the provisions of this contract and if the failure is not corrected within ten (10) days of the receipt of the notification. Upon such termination, the parties shall be entitled to such additional rights and remedies as may be allowed by relevant law.

Termination of this agreement, either with or without cause, shall not form the basis of any claim for loss of anticipated profits by either party.

## 11. SUCCESSORS AND ASSIGNS

**CONTRACTOR** shall not assign its interest in this contract without the written consent of **TOWN**. **CONTRACTOR** has no authority to enter into contracts on behalf of **TOWN**.

## 12. COMPLIANCE WITH LAWS

**CONTRACTOR** represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this contract will be carried out in strict compliance with all Federal, State, or local laws regarding discrimination in employment.

## 13. NOTICES

All notices which may be required by this contract or any rule of law shall be effective when received by certified mail sent to the following addresses:

**TOWN OF CARRBORO FINANCE OFFICER  
301 WEST MAIN STREET  
CARRBORO, NORTH CAROLINA, 27510**

## 14. AUDIT RIGHTS

For all services being provided under this contract, **TOWN** shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records and other writings relating to the performance of said services. Audits shall take place at times and locations mutually agreed upon by both parties, although **CONTRACTOR** must make the materials to be audited available within one (1) week of the request for them.

## 15. TOWN NOT RESPONSIBLE FOR EXPENSES

**TOWN** shall not be liable to **CONTRACTOR** for any expenses paid or incurred by **CONTRACTOR** prior to the commencement date of contract, unless otherwise agreed in writing.

## 16. ENTIRE AGREEMENT

This Agreement and the attached document labeled "Attachment 1" shall constitute the entire understanding between **TOWN** and **CONTRACTOR** and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.

**17. HEADINGS.**

The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions.

**18. E-VERIFY**

The **CONTRACTOR** shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. **CONTRACTOR** shall require subcontractors to comply with the requirements of Article 2, Chapter 64 of the North Carolina General Statutes.

**19. IRAN DIVESTMENT ACT CERTIFICATION**

Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.

**20. DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL**

Contractor certifies that Contractor has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each contractor to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

The **CONTRACTOR** hereby agrees that each clause of this **CONTRACT** has been read and fully understands the meaning of the same and will comply with all of its terms.

**TOWN OF CARRBORO**

**CONTRACTOR**

\_\_\_\_\_  
**Title:** **Date**

\_\_\_\_\_  
**Title:** **Date**

**ATTEST**

**ATTEST**

\_\_\_\_\_  
**Title:**

\_\_\_\_\_  
**Title:**

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

\_\_\_\_\_

**Finance Officer**

## Appendix B. Cost Proposal Sheet

**COST PROPOSAL SHEET  
FOR  
PROJECT: Town of Carrboro Comprehensive Planning Services**

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In the table below, please provide an estimated cost for each of the general task categories. Firms will be evaluated on whether the proposed cost is reasonable in relation to the strategy and methodology proposed. Please note that the Town of Carrboro is seeking the Consultant's expertise for the preparation a quality comprehensive plan. If there are tasks that are not listed in the scope that are integral to a plan, please provide them in a second, alternative proposal, and explain why they are critical. The proposal should also include a detailed budget. Once a contract is executed, all invoices from that contractor must include detailed line-item billing, including description of the task completed, amount the task cost, and which project member billed for the task. If the contractor utilizes an hourly billing rate, the amount of hours per team member must be included.

#	DESCRIPTION	COST
1	Public participation	\$
2	Data collection	\$
3	Analysis	\$
4	Presentations	\$
5	Plan development	\$
6	Staff meetings, coordination, contract management	\$
		\$
	<b>Total</b>	<b>\$</b>

The contents of this proposal are known to no one outside the undersigned company.

Company Name:	Contact Person:	Contact #:

Authorized Signee: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:20-144**

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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**TITLE:**

Economic Development Report for the Month of March

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

**DEPARTMENT:** Economic Development

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

**INFORMATION:** The ED Department has been asked to provide a monthly update of economic activity within the town. The March update includes a new section on monthly business contacts.

**FISCAL & STAFF IMPACT:** n/a

**RECOMMENDATION:** Staff recommends the Council receive the report.

## ECONOMIC DEVELOPMENT - PRIVATE SECTOR

### South Green (updates)



**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 and Flow Beauty Salon. Building 3 is complete with Coronato Pizza, Carrboro Yoga, Craftboro Brewing Depot, and the newest tenant, Kumon Learning Center. Building 4 is still under construction. The management company said there are two other leases pending, but could not disclose right now.

**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:** \$13,000,000

## Lloyd Farm (no change)



**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:** Developer is anticipating pulling construction permits in 2020 and begin construction by 2021 with an opening date in 2022. Marketing the space has not begun yet.

**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. 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. Phase 1 of the project received its CUP on October 22, 2019.

**ESTIMATED TAX VALUE:** \$64,000,000

***Shelton Station (no change)***



Residential Building

**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:** Construction up-fit for Dingo Dog Brewery is now underway and the owners are in negotiations for the remainder of the retail space. The units overall are at 54% leased and 60% of the affordable units.



**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 \$12,436,900\*

**ACTUAL TAX VALUE:** Commercial \$4,225,700\*

**\*Values have been updated as of January 2020.**

## **Hilton Garden Inn - East Main Square (updates)**



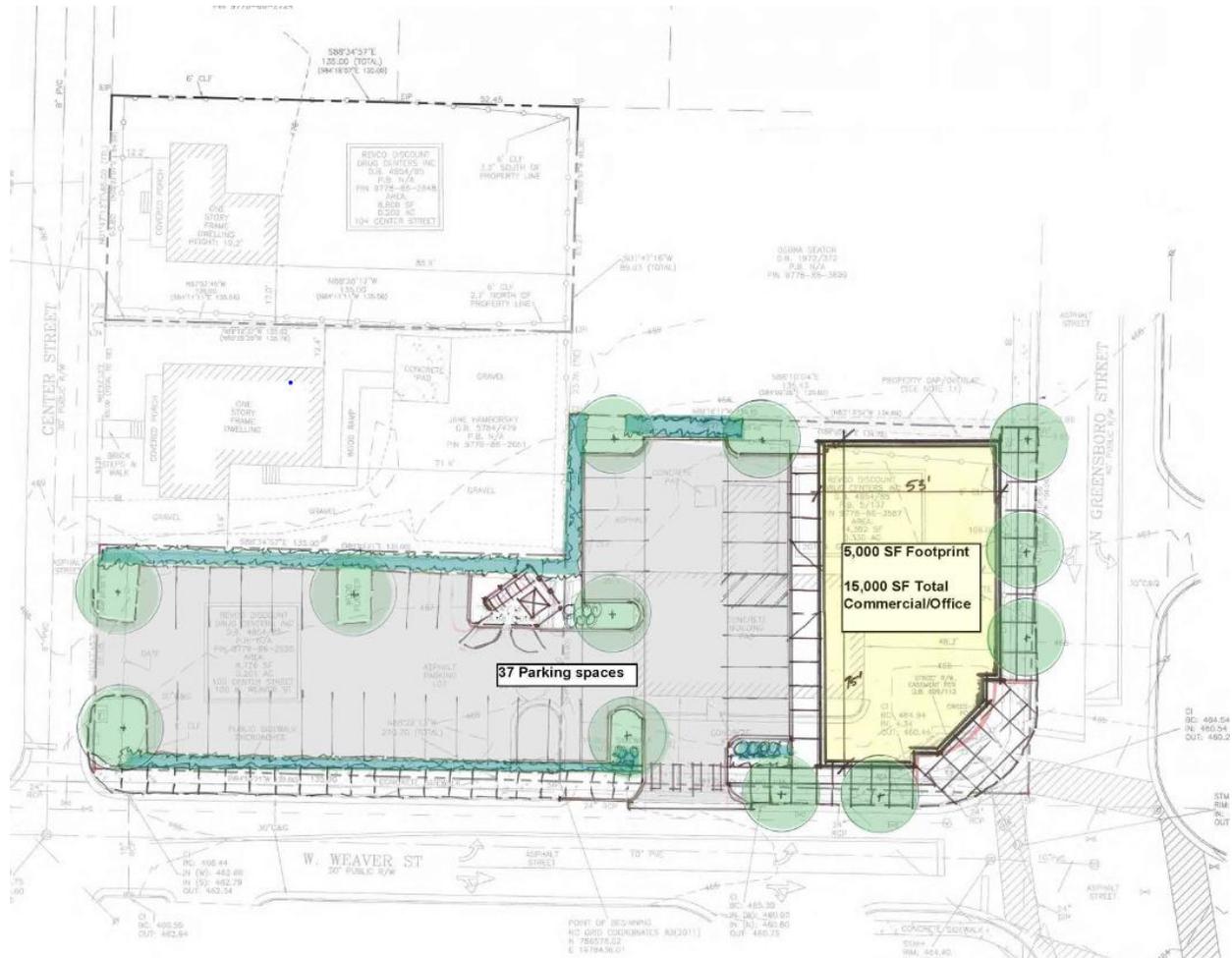
**PROJECT DESCRIPTION:** A five story, 144 room hotel with conference space to be located immediately behind the existing East Main Square shopping strip.

**CURRENT STATUS:** The developer has reported that construction is on hold until further notice. The CUP was granted a new two year extension till March of 2022.

**PROJECT BACKGROUND:** The project received a CUP in March of 2016 and a two year extension for the permit in January of 2018. The project is on the calendar for extension of the CUP February 2020.

**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

**IFC Food First - 110 W. Main Street (no change)**



**Project Status:** Conditional Rezoning Granted on March 23, 2017. Zoning Permit / Construction Plans approved. Construction is underway.

## Business Contacts and Updates

<b>Business Name</b>	<b>Owner/ Contact</b>	<b>Race Ethnicity</b>	<b>Sex</b>	<b>Date of Contact</b>	<b>Type of Contact</b>	<b>General Notes</b>
<i>Carolina Car Wash</i>	<i>Tom Tucker</i>	<i>African Am or Black</i>	<i>M</i>	<i>1/22/20</i>	<i>In- Person</i>	<i>Discussed participation in the CBA and potential lease space</i>
<i>401 Main</i>	<i>Chris Baldwin</i>	<i>African Am or Black</i>	<i>M</i>	<i>2/13/20</i>	<i>In- Person</i>	<i>Discussed proposed text amendment related to parking</i>
<i>Herbal Life Nutrition Bar</i>	<i>Avizag Zumano</i>	<i>Hispanic</i>	<i>F</i>	<i>2/5/20</i>	<i>In- Person</i>	<i>Discussed business marketing opportunities with the Town</i>
<i>Kumon Learning Center</i>	<i>Siddisee Harpa</i>	<i>African Am or Black</i>	<i>F</i>	<i>2/5/20</i>	<i>Email</i>	<i>Follow-up to in-person meeting in December</i>
<i>Trammell Crow Company</i>	<i>Woody Coley</i>	<i>White American</i>	<i>M</i>	<i>2/7/20</i>	<i>In- Person</i>	<i>Discussed development opportunities in Carrboro</i>
<i>Trading Post</i>	<i>Richard Moody</i>	<i>White American</i>	<i>M</i>	<i>2/7/20</i>	<i>In- Person</i>	<i>General business contact - update email</i>
<i>Majcher the Label</i>	<i>Holly Majcher</i>	<i>White American</i>	<i>F</i>	<i>2/10/20</i>	<i>In- Person</i>	<i>New business - home occupation</i>
<i>Weaver Dairy Real Estate</i>	<i>Dennis Pechinski</i>	<i>White American</i>	<i>M</i>	<i>2/12/20</i>	<i>In- Person</i>	<i>General business contact - update email</i>
<i>RTP Land Development</i>	<i>Taz Shah</i>	<i>Asian/Indian</i>	<i>M</i>	<i>2/14/20</i>	<i>In- Person</i>	<i>Discussed use of the Lions Club Bldg for Hope Renovations</i>
<i>Bobbys Hair Salon and Spa</i>	<i>Bobby Eubanks</i>	<i>African Am or Black</i>	<i>M</i>	<i>2/28/20</i>	<i>In- Person</i>	<i>General business contact - left business cards</i>
<i>Ayankoya Taxes Unlimited</i>	<i>Tai Ayankoya</i>	<i>African Am or Black</i>	<i>M</i>	<i>2/28/20</i>	<i>Email</i>	<i>Requested a meeting</i>

- The Carrboro Business Alliance has elected new officers for 2020 and released the following press release last week. <https://business.carolinachamber.org/news/details/carrboro-business-alliance-starts-strong-with-new-leadership-priorities-and-video>. From their 2020 Mission and Vision - Going forward, the community can expect the CBA Leadership Council to drive efforts that deliver on mission: to connect members with information and customers, promote members and our community, and represent local business interests with policy makers.

Two overarching goals for 2020 are to increase CBA membership diversity (especially engage more black- and minority-owned businesses) and to promote Carrboro as a great place to eat, play, shop, and stay.

- Restaurant openings include Luna South American/American South concept out of Durham in the Milltown space and the new Thai Station restaurant in the previous Crossties location.
- Construction in underway for a Jersey Mikes in Carrboro Plaza.
- 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 2<sup>nd</sup> 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
605 W Main Street	650 Sq Ft. Office Space	Annual Lease \$17 SF May Becker (919)969 7439
102 E Main Street	Former Tylers Restaurant	Annual Lease \$30 SF Morris Commercial (919) 942-1141 Ext 101
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
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
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
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 <sup>st</sup> 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

Sources: Loopnet and ECD

***Economic Sustainability Plan Update:***

The purpose of the Economic Sustainability Plan as stated in the document is to be “a simple to use set of values, guiding principles, and action items for the continued development and economic well-being of the Town.” It was anticipated in developing the document that subsequent work would need to include prioritizing, needs assessments, implementation strategies, funding options and partnership opportunities for action items.

Staff has begun to work with the Economic Sustainability Commission for implementation of actionable items and organizing to review and update the plan as needed. **The ESC completed review of the Environmental section of the plan and suggestions comments will be incorporated and brought back to the ESC in April 2020.**



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-110

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Refer Land Use Ordinance Text Amendment relating to the Historic Rogers Road Neighborhood to the Affordable Housing Advisory Commission (AHAC)

**PURPOSE:** The purpose of this agenda item is to request the Town Council's authorization to refer the draft ordinance establishing the HR-MU District to the AHAC for review.

**DEPARTMENT:** Planning, Housing & Community Services

**CONTACT INFORMATION:** Christina Moon - 919-918-7325

**INFORMATION:** At its February 11, 2020 meeting, the Town Council set a public hearing to consider a Land Use Ordinance text amendment relating to the Historic Rogers Road neighborhood for March 24<sup>th</sup> and referred the item to advisory boards for review.

(  
<https://carrboro.legistar.com/LegislationDetail.aspx?ID=4327995&GUID=67D76C59-3931-44DF-A0A3-F9E31B2B7C4A&Options=&Search>.) Affordable housing is an expressed interest of the Historic Rogers Road neighborhood as noted in "Mapping Our Community's Future," the guiding document for developing the new planning concepts including the proposed HR-MU district. A resolution has been provided that would refer the draft amendment to the AHAC for its review. Advisory board input is included in the public hearing materials.

**FISCAL & STAFF IMPACT:** There is no fiscal impact associated with this item.

**RECOMMENDATION:** Staff recommends that the Town Council consider the Resolution (Attachment A) referring the draft ordinance to the Affordable Housing Advisory Commission.

A RESOLUTION REFERRING AN ORDINANCE AMENDING THE CARRBORO  
LAND USE ORDINANCE PROVISIONS RELATED TO THE HISTORIC ROGERS  
ROAD NEIGHBORHOOD TO THE CARRBORO AFFORDABLE HOUSING  
ADVISORY COMMISSON

WHEREAS, the Town Council seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance;

NOW, THEREFORE BE IT RESOLVED the draft ordinance is referred to the Carrboro Affordable Housing Advisory Commission for review prior to the specified public hearing date.

This is the 10<sup>th</sup> day of March in the year 2020.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:20-131**

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Discussion of Connector Roads Policy

**PURPOSE:** The purpose of this item is to provide the Town Council with an opportunity to discuss policies and regulations related to street connections.

**DEPARTMENT:** Planning

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

**INFORMATION:** At the September 17, 2019 Board of Aldermen meeting, during the deliberation for the Kentfield conditional use permit, there was a request to have a discussion regarding the connector roads policy. A preliminary draft ordinance that would provide flexibility has been prepared for the Council to review and discuss (*Attachment B*). Modifications to other sections of the Land Use Ordinance, such as Section 15-214 and/or Section 15-221 may also be needed. Article XIV, Streets and Sidewalks (*Attachment C*) and the Connector Road Policy (*Attachment D*), have been provided for information.

Subject to Council direction, staff can bring back the preliminary draft ordinance, or a revised version of the ordinance, at a future meeting to request a public hearing and to refer to the Planning Board and to Orange County.

**FISCAL & STAFF IMPACT:** There is no fiscal impact associated with the discussion of this item. Staff time and advertisements costs related to the review of text amendments are dependent on the outcome of the Council's discussion.

**RECOMMENDATION:** Staff recommends that the Council discuss the connector road policy and possible language in the preliminary draft ordinance and provide direction for next steps.



**AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE  
REGARDING CONNECTIVITY OF STREETS**

\*Draft 02-04-2020\*

THE TOWN COUNCIL OF THE TOWN OF CARRBORO ORDAINS:

Section 1. The Subsection 15-217(a) of the Carrboro Land Use Ordinance (“LUO”) is amended with the addition of a new second sentence to read as follows:

(a) To the extent practicable, all streets shall be interconnected. The Council may allow the installation of bollards if it determines that full vehicular access is detrimental to the health, safety, or general welfare. Cul-de-sacs shall not be used unless the topography of the land does not allow a design that would make an interconnecting street practicable.

Section 2. All provisions of any Town Ordinance in conflict with this Ordinance are repealed.

Section 3. This Ordinance shall become effective upon adoption.

## **ARTICLE XIV**

### **STREETS AND SIDEWALKS**

#### **Section 15-210 Street Classification.**

(a) In all new subdivisions, streets that are dedicated to public use shall be classified as provided in subsection (b).

- (1) The classification shall be based upon the projected volume of traffic to be carried by the street, stated in terms of the number of trips per day;
- (2) The number of dwelling units to be served by the street may be used as a useful indicator of the number of trips but is not conclusive;
- (3) Whenever a subdivision street continues an existing street that formerly terminated outside the subdivision or it is expected that a subdivision street will be continued beyond the subdivision at some future time, the classification of the street will be based upon the street in its entirety, both within and outside of the subdivision.

(b) The classification of streets shall be as follows:

- (1) **MINOR:** A street whose sole function is to provide access to abutting properties. It serves or is designed to serve not more than nine dwelling units and is expected to or does handle up to seventy-five trips per day.
- (2) **LOCAL:** A street whose sole function is to provide access to abutting properties. It serves or is designed to serve at least ten but not more than twenty-five dwelling units and is expected to or does handle between seventy-five and two hundred trips per day.
- (3) **CUL-DE-SAC:** A street that terminates in a vehicular turn-around.
- (4) **SUBCOLLECTOR:** A street whose principal function is to provide access to abutting properties but is also designed to be used or is used to connect minor and local streets with collector or arterial streets. Including residences indirectly served through connecting streets, it serves or is designed to serve at least twenty-six but not more than one hundred dwelling units and is expected to or does handle between two hundred and eight hundred trips per day.
- (5) **COLLECTOR:** A street whose principle function is to carry traffic between minor, local, and subcollector streets and arterial streets but that may also provide direct access to abutting properties. It serves or is designed to serve,

Art. XIV STREET AND SIDEWALKS (con't)

directly or indirectly, more than one hundred dwelling units and is designed to be used or is used to carry more than eight hundred trips per day.

- (6) **ARTERIAL:** A major street in the town’s street system that serves as an avenue for the circulation of traffic into, out, or around the town and carries high volumes of traffic. The following streets are arterial streets:

Culbreth Road	Main Street
Dairyland Road	Merritt Mill Road
Damascus Church Road	N.C. Hwy 54
Estes Drive	Old Greensboro Road
Eubanks Road	Old Hwy 86
Greensboro Street	Old Fayetteville Rd.
Hillsborough Road	Rogers Road
Homestead Road	Smith Level Road
Jones Ferry Road	Weaver Street

(AMENDED 06/04/91)

- (7) **MARGINAL ACCESS STREET:** A street that is parallel to and adjacent to an arterial street and that is designed to provide access to abutting properties so that these properties are somewhat sheltered from the effects of the through traffic on the arterial street and so that the flow of traffic on the arterial street is not impeded by direct driveway access from a large number of abutting properties.
- (8) **LOOP STREET.** A street having two points of intersection with the same street. (AMENDED 06/21/94)
- (9) **ALLEY.** A one-way service road providing a secondary means of public access to abutting property and not intended for general traffic circulation with a maximum length of 550 feet. (AMENDED 09/27/94)

**Section 15-211 Access to Public Streets in General.**

Every lot shall have access to it that is sufficient to afford a reasonable means of ingress and egress for emergency vehicles as well as for all those likely to need or desire access to the property in its intended use. (AMENDED 5/10/83; 4/24/84)

**Section 15-212 Access to Arterial Streets.**

Whenever a major subdivision that involves the creation of one or more new streets borders on or contains an existing or proposed arterial street, no direct driveway access may be provided from the lots within this subdivision onto this street.

*Art. XIV STREET AND SIDEWALKS (con't)***Section 15-213 Entrances to Streets.**

(a) All driveway entrances and other openings onto streets within the town's planning jurisdiction shall be constructed so that:

- (1) Vehicles can enter and exit from the lot in question without posing any substantial danger to themselves, pedestrians, or vehicles traveling on abutting streets; and
- (2) Interference with the free and convenient flow of traffic in abutting or surrounding streets is minimized.
- (3) In considering (1) and (2) above, the following factors shall be considered: **(AMENDED 2/4/86)**
  - a. The nature of the abutting street, its capacity, use, speed and flow, and reasonably anticipated changes to the street; and
  - b. The nature of the proposed use of the land, the traffic generated, the existence and number of drive-in window(s), the internal system for moving vehicles while on the lot; and
  - c. The nature of the exit and entrance, the site distance, the distance from intersections, the alignment with other drives and streets, turning controls or limitations.
  - d. As a minimum, no drive should be located within 250 feet of an intersection of an existing or planned arterial or collector road.

(b) As provided in G.S. 136-93, no person may construct any driveway entrance or other opening onto a state-maintained street except in accordance with a permit issued by the North Carolina Department of Transportation. Issuance of this permit is prima facie evidence of compliance with the standard set forth in subsection (a).

(c) If driveway entrances and other openings onto town-maintained streets are constructed in accordance with the specifications set forth in Appendix B to this chapter, this shall be deemed prima facie evidence of compliance with the standard set forth in subsection (a).

(d) For purposes of this section, the term "prima facie evidence" means that the permit-issuing authority may (but is not required to) conclude from this evidence alone that the proposed development complies with subsection (a).

**Section 15-214 Coordination with Surrounding Streets.**

(a) The street system of a subdivision shall be coordinated with existing, proposed and anticipated streets outside the subdivision or outside the portion of a single tract that is being divided into lots (hereinafter, "surrounding streets") as provided in this section.

*Art. XIV STREET AND SIDEWALKS (con't)*

(b) Collector streets shall intersect with surrounding collector or arterial streets at safe and convenient locations.

(c) Subject to subsection 15-217(a), subcollector, local, and minor residential streets shall connect with all surrounding streets to permit safe, convenient movement of traffic between residential neighborhoods and to facilitate access to neighborhoods by emergency and other service vehicles. The connections shall be created in such a way that they do not encourage the use of such streets by substantial through traffic. **(AMENDED 09/16/97; 05/06/03)**

(d) Whenever connections to anticipated or proposed surrounding streets are required by this section, the street right-of-way shall be extended and the street developed to the property line of the subdivided property (or to the edge of the remaining undeveloped portion of a single tract) at the point where the connection to the anticipated or proposed street is expected. In addition, the permit-issuing authority may require temporary turnarounds to be constructed at the end of such streets pending their extension when such turnarounds appear necessary to facilitate the flow of traffic or accommodate emergency vehicles. Notwithstanding the other provisions of this subsection, no temporary dead-end street in excess of 1,000 feet may be created unless no other practicable alternative is available.

**Section 15-215 Relationship of Streets to Topography.**

(a) Streets shall be related appropriately to the topography. In particular, streets shall be designed to facilitate the drainage and stormwater runoff objectives set forth in Article XVI, and subject to the design requirements relating to maximum grades set forth in subsection (b), street grades shall conform as closely as practicable to the original topography.

(b) As indicated in Section 15-216, the maximum grade at any point on a street constructed without curb and gutter shall be 8%. On streets constructed with curb and gutter the grade shall not exceed 8% unless no other practicable alternative is available. However, in no case may streets be constructed with grades that, in the professional opinion of the public works director, create a substantial danger to the public safety.

**Section 15-216 Street Width, Sidewalk, and Drainage Requirements in Subdivisions**  
**(AMENDED 08/27/96, 10/23/2018)**

(a) Minor and local streets where the grade does not exceed 8% may be constructed without curb and gutter in accordance with the standards set forth in subsection (b). All other streets shall be constructed in accordance with the standards set forth in subsection (c). **(AMENDED 05/12/98)**

(b) Subject to subsections (d), (e), and (f), streets constructed without curb and gutter shall conform to the following standards as well as the specifications referenced in Section 15-219. To the extent practicable, the side slope of the drainage swale shall not exceed 4:1 on the street side and on the back side shall not exceed 3:1. When necessary, the minimum right-of-way

*Art. XIV STREET AND SIDEWALKS (con't)*

shall be expanded to accommodate the proper construction of the travel lane, shoulders, swales, and (if applicable) a sidewalk within the right-of-way.

<b>TYPE STREET with Swales</b>	<b>MINIMUM ROW WIDTH</b>	<b>MINIMUM PAVEMENT WIDTH</b>	<b>BIKE LANES</b>	<b>MINIMUM SHOULDER 1 WIDTH</b>	<b>2</b>	<b>SIDEWALK REQUIREMENT</b>
<b>MINOR</b>	<b>47'</b>	<b>18'</b>	<b>NONE</b>	<b>6'</b>	<b>8'</b>	<b>NONE</b>
<b>LOCAL</b>	<b>47'</b>	<b>20'</b>	<b>NONE</b>	<b>6'</b>	<b>8'</b>	<b>ONE SIDE</b>

**(AMENDED 11/19/96; 05/12/98)**

(c) Subject to subsections (d), (d1), (e), and (f), collector streets and other streets not constructed according to the requirements of subsection (b) shall conform to the requirements of this subsection and the specifications referenced in Section 15-219. Only standard 90° curb may be constructed, except that roll-type curb may be authorized by the permit issuing authority. Street pavement width shall be measured from curb face to curb face where 90° curb is used, and from the back of one curb to the back of the opposite curb where roll-type curb is used.

<b>TYPE STREET with Curb &amp; Gutter</b>	<b>MINIMUM ROW WIDTH</b>	<b>MINIMUM PAVEMENT WIDTH</b>	<b>BIKE LANES</b>	<b>SIDEWALK REQUIREMENT</b>
<b>ALLEY (One-way)</b>	<b>20'</b>	<b>12'</b>	<b>NONE</b>	<b>NONE</b>
<b>Minor</b>	<b>37'</b>	<b>18'</b>	<b>NONE</b>	<b>NONE</b>
<b>Local</b>	<b>43'</b>	<b>20'</b>	<b>NONE</b>	<b>ONE SIDE</b>
<b>Subcollector</b>	<b>50'</b>	<b>26'</b>	<b>NONE</b>	<b>BOTH SIDES</b>
<b>Collector</b>	<b>60'</b>	<b>34'</b>	<b>BOTH SIDES</b>	<b>BOTH SIDES</b>
<b>Arterial</b>	<b>NCDOT Standards</b>	<b>NCDOT Standards</b>	<b>BOTH SIDES</b>	<b>BOTH SIDES</b>

**(AMENDED 11/19/96; 05/12/98)**

(d) The Board may allow a deviation from the standards set forth in subsections (b) and (c) to allow the construction of a street divided by a landscaped median with one-way traffic proceeding in opposite directions on either side of the median. The Board may allow such a street if it finds that, if completed as proposed, such a street will (i) adequately and safely serve the functions streets are designed to serve, and (ii) will not impose on the town any undue or unreasonable costs or burdens relating to repair and maintenance.

(d1) The Board may, for any development approved with a conditional use permit on property zoned B - 4 - C U o r B-4-CZ, authorize a deviation from the standards set forth in subsection (b) and Appendix C relative to streets and sidewalks if the Board concludes that (i) the proposed streets and sidewalks would serve the functions they are designed to serve as well as or better than streets and sidewalks constructed in conformity with subsection (b) and Appendix C; and (ii) such streets and sidewalks will not impose on the town any undue or unreasonable costs or burdens relating to repairs and maintenance.

(e) The Board may allow a deviation from the right-of-way minimums set forth in subsections (b) and (c) if it finds that (i) the deviation is needed because in order for a development to be served by a public street the street must be constructed within an area that is not of sufficient

*Art. XIV STREET AND SIDEWALKS (con't)*

width to comply with the right-of-way criteria set forth above, (ii) a street that meets the pavement width criteria and substantially complies with the other criteria set forth above can be constructed within the right-of-way that can be made available; and (iii) that the applicant show that he has made a reasonable effort and attempted to purchase the necessary right-of-way.

(f) The Board may allow a deviation from the standard right-of-way minimums set forth in subsections (b) and (c) if it finds that the developer has obtained an agreement from the utility companies whose lines will need to be located within a street right-of-way to install such lines in a single trench or in some other fashion that allows the street right-of-way to serve all of its intended purposes with a lesser width than that specified in subsections (b) and (c).

(g) The sidewalks required by this section shall be at least five feet wide and constructed with concrete according to the specification set forth in Appendix C, except that the permit issuing authority may permit the installation of walkways constructed with mortarless laid brick pavement according to specifications set forth in Appendix C when it concludes that: **(AMENDED 12/08/98)**

- (1) Such walkways shall serve the residents of the development as adequately as concrete sidewalks; and
- (2) Such walkways shall be more environmentally desirable or more in keeping with the overall design of the development.

(h) Whenever the permit issuing authority finds that a means of pedestrian access is necessary from the subdivision to schools, parks, playgrounds, or other roads or facilities and that such access is not conveniently provided by sidewalks adjacent to the streets, the developer may be required to reserve an unobstructed easement of at least ten feet in width to provide such access.

(i) In subdivision developments that abut a public street, sidewalks shall be constructed adjacent to such street if a sidewalk in that location is required by the officially adopted town sidewalk master plan. Whenever possible, such sidewalk shall be constructed within the public right-of-way.

(j) The sidewalks required by this section along streets with curb and gutter shall be constructed with a planting strip at least three feet in width, unless the permit-issuing authority allows the strip to be omitted or constructed at a lesser width upon a finding that such deviation from the presumptive standard is warranted to avoid environmental damage or to promote public safety. For purposes of this subsection, a planting strip shall mean a strip of land located between the back of the curb and the walkway. Such planting strips shall be planted with grass or otherwise landscaped. **(AMENDED 11/19/96; 12/08/98)**

**Section 15-216.1 Street Widths, Sidewalk and Drainage Requirements in Certain Developments** **(AMENDED 05/06/03)**

*Art. XIV STREET AND SIDEWALKS (con't)*

- (a) When any tract of land is developed under circumstances requiring the issuance of a special or conditional use permit, the street and road design requirements for streets other than collector streets that would otherwise be determined in accordance with the provisions of Sections 15-216 and 15-221 may be modified, by approval of the permit-issuing authority, to alternative street width and construction specifications, sidewalk and drainage requirements, as illustrated in Appendix C, for developments that
- 1) involve the extension of, or connection to, existing Town streets, the construction specifications of which do not meet the minimum standards established in Section 15-216 in association with Section 15-210 Street Classification;
  - 2) meet the following low-impact development criteria:
    - a) preserves open space and minimizes land disturbance;
    - b) protects natural systems and preserves natural processes (including, but not limited to, drainage ways, vegetation, soils, and other sensitive areas);
    - c) maximizes the incorporation of natural site elements (including, but not limited to, wetlands, stream corridors, and mature forests), and;
    - d) decentralizes and micromanages stormwater at its source to the maximum extent practicable.
  - 3) include a minimum of 15 percent affordable housing units (as defined in Section 15-182.4(a).
- (b) Streets constructed in accordance with this Section shall conform to the following standards as well as specifications presented in Appendix C.

<b>Type Street Alternative</b>	<b>Minimum ROW Width</b>	<b>Minimum Pavement Width</b>	<b>Bike Lanes</b>	<b>Minimum Shoulder Width</b>	<b>Sidewalk Requirement</b>
<b>Local</b>	59'	20'	NONE	9 (2)	ONE SIDE
<b>Subcollector</b>	73'	26'(1)	NONE	9 (2)	BOTH SIDES (3)

- (1) Minimum pavement width may include the concrete grade beam illustrated in Standard Drawing No. 27, or structural equivalent as approved by the Town Engineer.
  - (2) Nine feet of width may include a 3-foot planting strip, 5-foot sidewalk, and 1-foot separation between sidewalk and drainage/water quality structure.
  - (3) May be modified by the permit-issuing authority.
  - (4) Construction requirements as required in Appendix C and D of the Land Use Ordinance, unless otherwise specifically modified by these provisions or the notes included on standards in Appendix C and D.
- (c) The permit-issuing authority may reduce the sidewalk requirement for subcollector streets meeting the alternative street standard from both sides to one side of the road if

*Art. XIV STREET AND SIDEWALKS (con't)*

- a. The development contains a parallel system that is integrally designed and provides pedestrian access to the interior of the site;
- b. Any new public street passing through the development and the bulk of the facilities and activities are to occur on one side of the road;
- c. Any new public street connects to an existing street that does not meet public street standards and where the site conditions indicate that the full upgrade of the street to the town standards would not be practicable; and
- d. The developer is participating in off-site construction of, or improvements to public sidewalks that will connect the new development with the town's sidewalk system.

**Section 15-217 General Layout of Streets.**

(a) To the extent practicable, all streets shall be interconnected. Cul-de-sacs shall not be used unless the topography of the land does not allow a design that would make an interconnecting street practicable. **(AMENDED 09/16/97; 09/28/99)**

(b) All permanent dead-end streets [as opposed to temporary dead-end streets, see subsection 15-214(d)] shall be developed as cul-de-sacs in accordance with the standards set forth in subsection (c), unless construction of such cul-de-sacs is not reasonably possible given such factors as steep slopes or right-of-way limitations. Under such circumstances, the town may approve alternative designs that will provide a safe and convenient means for vehicular traffic to turn around (alternatives are suggested in Appendix C, Standard Drawing No. 19). Except where no other practicable alternative is available, such streets may not extend more than 550 feet (measured to the center of the turn-around). **(AMENDED 09/27/94, 09/16/97)**

(c) The right-of-way of a cul-de-sac shall have a radius of 60 feet if constructed without curb and gutter or a radius of 52 feet if constructed with curb and gutter. The radius of the paved portion of the turn-around for streets constructed without curb and gutter shall be 42' (measured to the outer edge of pavement) and for streets constructed with curb and gutter shall be 44.5' (measured to the back of the outer curb). If a developer chooses to provide an unpaved center island in the cul-de-sac, the island shall be landscaped and shall not be dedicated to the public; it shall remain under the ownership and control of the developer (or his successor) or a homeowners association or similar organization that satisfies the criteria established in Section 15-201. Cul-de-sacs containing center islands shall have a minimum pavement width of 18 feet if constructed without curb and gutter or 20 feet if constructed with curb and gutter (measured from inner edge of pavement to face of curb). Mountable 45° curbing shall be installed around the island in accordance with Town of Carrboro design specifications. Minimum design and construction specifications for cul-de-sacs are set forth in Appendix C.

Asymmetrical cul-de-sacs may be allowed with the approval of the public works director, town engineer, fire chief, and the applicable permit issuing authorities. **(AMENDED 2/20/90; 08/08/95; 09/16/97)**

*Art. XIV STREET AND SIDEWALKS (con't)*

(d) Half streets (i.e., streets of less than the full required right-of-way and payment width) shall not be permitted except where such streets, when combined with a similar street (developed previously or simultaneously) on property adjacent to the subdivision, creates or comprises a street that meets the right-of-way and pavement requirements of this chapter. **(AMENDED 09/16/97)**

(e) Streets shall be laid out so that residential blocks do not exceed 1,000 feet, unless no other practicable alternative is available. **(AMENDED 09/16/97)**

(f) Alleys shall not intersect with any arterials and shall meet the “Entrances to Streets” standards of Section 15-213. Alley radii at street intersections shall not be less than 15 feet. Alleys may run adjacent to lot line boundaries only and not parallel and adjacent to street right-of-way or front property boundaries. In determining conformance with Section 15-184(a), Setback Requirements, the right-of-way lines associated with alleys shall be regarded as lot boundary lines and not street right-of-way lines. **(AMENDED 09/27/94; 09/16/97)**

(g) To the extent practicable, portions of subcollector and collector streets that consist of stretches of 800 feet or more uninterrupted by intersections suitable for stop signs shall contain design features intended to discourage speeding and cut-through traffic, including but not limited to one or more of the following:

- (1) Curves with radius of 800 feet or less; or
- (2) Design features described in the town’s Residential Traffic Management Plan.

**(AMENDED 09/16/97)**

**Section 15-218 Street Intersections.**

(a) Streets shall intersect as nearly as possible at right angles, and no two streets may intersect at less than 60°. Not more than two streets shall intersect at any one point, unless the public works director certifies to the permit issuing authority that such an intersection can be constructed with no extraordinary danger to public safety.

(b) Whenever possible, proposed intersections along one side of a street shall coincide with existing or proposed intersections on the opposite side of such street. In any event, where a center line offset (jog) occurs at an intersection, the distance between centerlines of the intersecting streets shall be not less than 150 feet except as provided in subsection (d). **(AMENDED 4/26/88)**

(c) Except as otherwise provided in subsection (d) and (e): **(AMENDED 4/26/88; REWRITTEN 1/26/10)**

- (1) No two streets may intersect with any other street on the same side at a distance of less than 400 feet measured from centerline to centerline of the intersecting street.

*Art. XIV STREET AND SIDEWALKS (con't)*

- (2) When the intersected street is an arterial, the distance between intersecting streets shall be at least 1,000 feet.

(d) The provisions of this section shall not operate to prohibit any property from having direct access onto an adjacent public street, and when a literal application of the provisions of this section would otherwise prohibit all such access, the permit-issuing authority may allow the minimum deviation from the requirements of this section that is necessary to provide reasonable access. **(AMENDED 4/26/88)**

(e) Notwithstanding the foregoing, two streets may intersect with another street on the same side at a distance of less than 400 feet, measured from centerline to centerline of the intersecting streets, if the street with which the two streets intersect is connected to a street within a village mixed use development and a development itself is adjacent to a village mixed use development. However, in no event, may the two streets intersect at a distance of less than 125 feet. **(AMENDED 1/26/10)**.

**Section 15-219 Construction Standards and Specifications.**

Construction and design standards and specifications for streets, sidewalks, and curbs and gutters are contained in Appendix C, and all such facilities shall be completed in accordance with these standards.

**Section 15-220 Public Streets and Private Roads in Subdivisions.**

(a) Except as otherwise provided in this section, all lots created after the effective date of this section shall abut a public street at least to the extent necessary to comply with the access requirement set forth in Section 15-211. For purposes of this subsection, the term “public street” includes a pre-existing public street as well as a street created by the subdivider that meets the public street standards of this chapter and is dedicated for public use. Unless the recorded plat of a subdivision clearly shows a street to be private, the recording of such a plat shall constitute an offer of dedication of such street. **(AMENDED 2/14/84)**

(b) Architecturally integrated residential subdivisions containing either twenty-five or more units, or consisting of four or more multi-family townhomes, may be developed with private roads that do not meet the public street and sidewalk standards of this chapter as long as: **(AMENDED 11/26/85; 6/25/02)**

- (1) The proposed development will have direct access onto a public street or, if the tract has access to a public street only via a private road, such private road is improved to public street standards;
- (2) No road intended to be private is planned to be extended to serve property outside that development; and

*Art. XIV STREET AND SIDEWALKS (con't)*

- (3) The standards applicable to unsubdivided developments set forth in Section 15-221 and 15-222 are complied with.

(c) Subdivisions containing any number of lots may be developed with private roads that do meet the public street and sidewalk standards of this chapter but that are not intended for dedication to the public so long as:

- (1) The proposed development will have direct access onto a public street or, if the tract has access to a public street only via a private road, such private road is improved to public street standards;
- (2) No road intended to be private is planned or expected to be extended to serve property outside the development; and
- (3) The subdivider demonstrates to the reasonable satisfaction of the Board that the private roads will be properly maintained.

(d) A subdivision in which the access requirement of Section 15-211 is satisfied by a private road that meets neither the public street standards nor the standards set forth in Section 15-221 may be developed so long as, since the effective date of this chapter, not more than three lots have been created out of that same tract.

- (1) The intent of this subsection is primarily to allow the creation of not more than three lots developed for single-family residential purposes. Therefore, the permit-issuing authority may not approve any subdivision served by a private road authorized under this subsection in which one or more of the lots thereby created is intended for (i) two-family or multi-family residential user or (ii) any non- residential use that would tend to generate more traffic than that customarily generated by three single-family residences.
- (2) To ensure that the intent of this subsection is not subverted, the permit-issuing authority may, among other possible options, require that the approved plans show the types and locations of buildings on each lot or that the lots in a residential subdivision served by a private road authorized under this subsection be smaller than the permissible size lots on which two-family or multi- family developments could be located or that restrictive covenants limiting the use of the subdivided property in accordance with this subsection be recorded before final plat approval.

(e) No final plat that shows lots served by private roads may be recorded unless the final plat contains the following notations:

- (1) “Further subdivision of any lot shown on this plat as served by a private road may be prohibited by the Carrboro Land Use Ordinance.”

*Art. XIV STREET AND SIDEWALKS (con't)*

- (2) “The policy of the Town of Carrboro is that, if the town improves streets (i) that were never constructed to the standards required in the Carrboro Land Use Ordinance for dedicated streets, and (ii) on which 75% of the dwelling units were constructed after July 1, 1979, 100% of the costs of such improvements shall be assessed to abutting landowners.”

(f) The recorded plat of any subdivision that includes a private road shall clearly state that such road is a private road. Further, the initial purchaser of a newly created lot served by a private road shall be furnished by the seller with a disclosure statement outlining the maintenance responsibilities for the road, in accordance with the requirements set forth in G.S. 136-102.6. The intention of this subsection is to afford the same protection to purchasers of lots on private roads within the town as is provided to purchasers of lots outside the town by G.S. 136-102.6.

(g) For purposes of this section, a private road meets the public street and sidewalk standards of this chapter if it is designed and constructed and sufficient setbacks are provided so that, if intended for dedication, it could be accepted as a public street in conformity with the requirements of this chapter. **(AMENDED 11/26/85)**

(h) Notwithstanding the other provisions of this section, the town may prohibit the creation of a private road if the creation of such a road would avoid the public street interconnection requirements set forth in Sections 15-214 and 15-217(a). **(AMENDED 6/25/02)**

**Section 15-220.1 Design Standards for Village Mixed Use Developments (AMENDED 5/28/02)**

- (a) Village mixed use developments may be designed in accordance with the North Carolina Department of Transportation Traditional Neighborhood Development (TND) Guidelines, August 2000. Where specific NCDOT TND design guidelines have been established, these may supercede any related street design standards contained in this Ordinance, as well as standards and guidelines for utilities, landscaping and similar considerations. In the absence of TND specific design guidelines, the existing standards, criteria, guidelines or policies shall be applied.
- (b) For purposes of implementing the NCDOT TND Guidelines, a village mixed use development shall be deemed to be a “classic” TND.

**Section 15-221 Road and Sidewalk Requirements in Unsubdivided Developments.**

(a) Within unsubdivided developments, all private roads and access ways shall be designed and constructed to facilitate the safe and convenient movement of motor vehicle and pedestrian traffic. Width of roads, use of curb and gutter, and paving specifications shall be determined by the provisions of this chapter dealing with parking (Article XVIII) and drainage (Article XVI). To the extent not otherwise covered in the foregoing articles, and to the extent that the requirements set forth in this article for subdivision streets may be relevant to the roads in

*Art. XIV STREET AND SIDEWALKS (con't)*

unsubdivided developments, the requirements of this article may be applied to satisfy the standards set forth in the first sentence of this subsection.

(b) Whenever (i) a lot is proposed to be developed residentially for more than four dwelling units or non-residentially in such a fashion as to generate more than 40 vehicle trips per day, and (ii) if the lot were to be subdivided, a street would be required running through the lot to provide a connection between existing or planned adjacent streets in accordance with the provisions of Sections 15-214 and 15-217(a), then the developer shall be required to construct and dedicate the same street that would have been required had the property been subdivided. On Town-owned properties, the Board of Aldermen may eliminate or reduce the requirements of this section for reservation and/or connection of right-of-way.

**(AMENDED 6/25/02; 06/06/17)**

(c) In all unsubdivided residential developments, sidewalks shall be provided linking dwelling units with other dwelling units, the public street, and on-site activity centers such as parking areas, laundry facilities, and recreational areas and facilities. Notwithstanding the foregoing, sidewalks shall not be required where pedestrians have access to a road that serves not more than nine dwelling units. **(AMENDED 4/24/84)**

(d) Whenever the permit issuing authority finds that a means of pedestrian access is necessary from an unsubdivided development to schools, parks, playgrounds, or other roads or facilities and that such access is not conveniently provided by sidewalks adjacent to the roads, the developer may be required to reserve an unobstructed easement of at least ten feet to provide such access.

(e) In unsubdivided nonresidential developments that abut a public street, sidewalks shall be constructed adjacent to such street if a sidewalk in that location is required by the officially adopted town sidewalk master plan. Whenever possible, such sidewalk shall be constructed within the public right-of-way.

(f) The sidewalks required by this section shall be at least five feet wide, except that, where practicable, the sidewalks in the B-1(c), B-1(g), B-2, and C-T zoning districts shall be at least ten feet wide. Sidewalks are to be constructed according to the specifications set forth in Appendix C, except that the permit issuing authority may permit the installation of walkways constructed with other suitable materials when it concludes that: **(AMENDED 12/08/98; 4/8/03)**

- (1) Such walkways would serve the residents of the development as adequately as concrete sidewalks; and
- (2) Such walkways could be more environmentally desirable or more in keeping with the overall design of the development.

**Section 15-222 Attention to Handicapped in Street and Sidewalk Construction.**

*Art. XIV STREET AND SIDEWALKS (con't)*

(a) As provided in G.S. 136-44.14, whenever curb and gutter construction is used in public streets, wheelchair ramps for the handicapped shall be provided at intersections and other major points of pedestrian flow. Wheelchair ramps and depressed curbs shall be constructed in accordance with published standards of the N.C. Department of Transportation, Division of Highways.

(b) In unsubdivided developments sidewalk construction for the handicapped shall conform to the requirements of Section (11X) of the North Carolina State Building Code.

**Section 15-223 Street Names and House Numbers.**

(a) Street names shall be assigned by the developer subject to the approval of the permit issuing authority. Proposed streets that are obviously in alignment with existing streets shall be given the same name. Newly created streets shall be given names that neither duplicate nor are phonetically similar to existing streets within the town's planning jurisdiction, regardless of the use of different suffixes [such as those set forth in subsection (b)].

(b) Street names shall include a suffix such as the following:

- (1) Circle: A short street that returns to itself.
- (2) Court or Place: A cul-de-sac or dead-end street.
- (3) Loop: A street that begins at the intersection with one street and circles back to end at another intersection with the same street.
- (4) Street: All public streets not designated by another suffix.

(c) Building numbers shall be assigned by the town as provided in Section 7-32 of the Town Code.

**Section 15-224 Bridges.**

All bridges in subdivided and unsubdivided developments shall be constructed in accordance with the standards and specifications of the N.C. Department of Transportation, except that bridges on roads not intended for public dedication in unsubdivided developments may be approved if designed by a licensed architect or engineer.

**Section 15-225 Utilities.**

Utilities installed in public rights-of-way or along private roads shall conform to the requirements set forth in Article XV, Utilities.

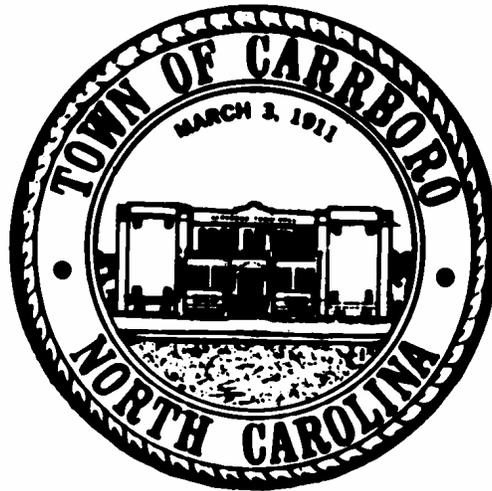
**Section 15-226 Road Standards in the University Lake Watershed.**

Notwithstanding any provision in this ordinance to the contrary, roads in the University Lake Watershed shall not be constructed with curb and gutter. (AMENDED 11/11/86)

*Art. XIV STREET AND SIDEWALKS (con't)*

**Section 15-227 through 15-235 Reserved.**

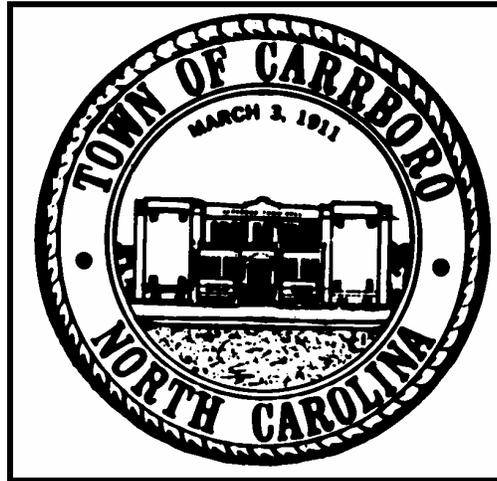
# TOWN OF CARRBORO



## CONNECTOR ROADS POLICY

**Adopted:** MARCH 18, 1986

***By: TOWN OF CARRBORO BOARD OF ALDERMEN***



**JAMES V. PORTO, JR., Mayor**

**Carrboro Board of Aldermen**

**DOUG ANDERSON**

**TOM GURGANUS**

**JOHN BOONE**

**ZONA NORWOOD**

**HILLIARD CALDWELL**

**JUDITH WEGNER**

# O V E R V I E W

## B A C K G R O U N D

**In 1986, when the Connector Roads Policy was conceived, Carrboro was just beginning to develop toward the north. The Connector Roads Policy was adopted by the Board of Aldermen as a guide to aid in the construction and maintenance of a sound traffic plan for the town. As stated in the introduction of the plan, the success of Carrboro’s growth as a town is “ultimately dependent upon the effectiveness and continued efficiency of its transportation system.”**

**The Connector Roads Policy was designed to guide an ever-changing Board of Aldermen as new projects and developments come before them for approval. The Policy’s purpose was to ensure that old and new developments and businesses in the town would be connected to each other, both to disperse newly generated traffic and to give a sense of connectivity and unity to the town as it grows. The roads included on the Connector Roads Plan were intended to provide a backbone for a more intricate grid of smaller connector roads.**

## T H E C H A R G E

**In the fall of 1996, the Board of Aldermen asked the Transportation Advisory Board to review the Connector Roads Policy to see if it still served the town’s needs. The TAB noted during its discussion that the town’s failure to connect some of the designated roads prevented the Plan from achieving its full potential. However, the TAB maintains its belief that a Connector Road Policy is a vital part of the town’s planning initiative.**

## **T H E R E S P O N S E**

**Because the Transportation Advisory Board recognized that there had been confusion over the interpretation of the Connector Roads Policy and its guidelines, the TAB modified and abbreviated the wording to state the purpose of the Connector Roads Policy in a single paragraph. The TAB eliminated and changed some of the wording for the sake of clarification. The TAB included in the Policy's purpose not only road classifications which connect arterials, but all new roads (minor, local, subcollector, and collector) which are built for new developments. The roads included on the original Connector Roads Plan were (and will remain) intended to provide the backbone for a more intricate public roadwork system that would incorporate all classifications of roads, all of which work together to connect the town and its communities.**

## **I. INTRODUCTION**

In 1986, the Connector Roads Policy was conceived and adopted by the Town of Carrboro to aid the town in planning the construction and maintenance of a sound traffic plan for the town. The success of Carrboro's growth as a town is ultimately dependent upon the effectiveness and continued efficiency of its transportation system. Additionally, Carrboro's transportation system, like any public facility, must keep pace with the increased demands that new development places upon it. Roadway systems must be regularly re-evaluated and upgraded to meet future demands.

## **II. STATEMENT OF PURPOSE**

The purpose of the Connector Roads Policy is to ensure that old and new developments and businesses in our town connect to each other, both to disperse newly generated traffic and to give a sense of connectivity and unity to the town as it grew. It indicates a commitment by the town to work toward this connectivity. The roads shown on the Connector Roads Plan are intended to provide a backbone for a more intricate grid of smaller connector roads. The Connector Roads Policy is designed to guide an ever-changing Board of Aldermen as new projects and developments come before them for approval. As Carrboro's boundaries for development expand, additional areas and "backbone" collector roads will need to be added to these maps to ensure that all of Carrboro connects in ways that are both safe and efficient.

### **III. CONNECTOR ROADS PLAN**

The Connector Roads Plan proposes to meet the demands from full development of the northern development area by construction of a series of connector roads that will link this area with the arterial system to the north and to Estes Drive in the east. The construction of a connector road that parallels Hillsborough Road and North Greensboro Street, and providing access with Estes Drive is vitally important to reduce further congestion on Greensboro Street and the Town Center. Connector roads should also eliminate the disruption of residential neighborhoods to the south of areas under development. Connector roads would also be planned to extend north, permitting access to Homestead Road and to the I-40 interchanges.

The connector roads system in the southern development will provide access to the Laurel Hill Parkway thoroughfare which will loop the Bypass, beginning at Jones Ferry Road and connecting with NC 54 and eventually I-40. Because of the development that has already taken place in this area, the two connectors that are central to the overall system, Berryhill Drive and Rock Haven Road, have been approved for construction. In addition, portions of the Laurel Hill Parkway have also been approved for construction.

### **IV. DESIGN AND CONSTRUCTION STANDARDS**

The Design Standards for connector roads should follow the Land Use Ordinance's guidelines, based on the individual road's classification, and its potential for traffic of all varieties in the future as well as when a development is presented to the board.



 <p>NC State Plane Coordinate System (NAD83)</p>	<h3>Carrboro Connector Roads - October 2003</h3>
 <p>TOWN OF CARRBORO 301 W. Main St. Carrboro, NC 27510</p> <p>31 May 2005 Date: M. Kest, Planning Department 918-7329</p> <p><small>THIS MAP IS NOT A CERTIFIED SURVEY AND IS FOR REFERENCE ONLY The requestor must be aware of data conditions and ultimately bear responsibility for the appropriate use of the information with respect to possible errors, original map scale, collection methodology, currency of data, and other conditions specific to the data.</small></p>	<p>Connector Roads Revised Through October 2003</p> <p><b>Legend</b></p> <ul style="list-style-type: none"> <li> Connector road</li> <li> Streets</li> <li> Carrboro Town Limits</li> </ul>

## **AMENDMENT DATA SHEET**

**Map: Southern Connector Roads Plan - Board-Approved  
April 02, 1991**

**Map: Connector Road Plan Northwest Section - Board-  
Approved February 25, 1992**

**Map: Connector Road Plan Concept - Board-Approved  
February 08, 1994**

**Text & Map: Board-Approved August 19, 1997**

**Map: The Connector Roads Plan for the Northern Area -  
Board-Approved May 26, 1998**

**Map: Removal of Pathway Drive and Tripp Farm Road  
Connections to Horace Williams Tract – Board-  
Approved October 21, 2003**



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:20-135**

**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

East Main Street Operational Analysis and Restriping Plan Update

**PURPOSE:** The purpose of this agenda item is to provide the Town Council with an update on the status of the East Main Street Operational Analysis and an opportunity to review a conceptual design of a restriping plan prior to public engagement.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Zachary Hallock, 919-918-7329, [zhallock@townofcarrboro.org](mailto:zhallock@townofcarrboro.org)  
<<mailto:zhallock@townofcarrboro.org>>

### INFORMATION:

In the fall of 2018, Town staff utilized the DCHC MPO on-call contract to select Stantec (the consultant that worked on the Franklin/Merritt Mill intersection project) to conduct a traffic analysis and restriping plan for E Main Street between Greensboro Street and Merritt Mill Road. The purpose of this analysis was to assess the feasibility of reducing the number of vehicle lanes and consider adding bicycle lanes and other pavement marking changes as part of the upcoming NCDOT resurfacing project. Work on this analysis began in the spring of 2019 and included development of future year (2030) traffic volumes, preliminary traffic analysis, and revised traffic analysis. A staff report summarizing the results of the East Main Street Operational Analysis (EMSOA) can be found as Attachment B.

Key design features of the conceptual design include:

- Bike Lanes beginning east of E Weaver/Roberson Street and continuing through Rosemary;
- Green Paint Bike Boxes on the westbound approach to E Weaver/Roberson Street, both directions at Lloyd Street, and at W Rosemary Street;
- Green Paint Intersection Markings at Lloyd Street and at W Rosemary St;
- Center Turn Lane between E Weaver/Roberson Street and W Rosemary Street;
- New Crosswalk on the west leg of the intersection with W Rosemary Street;
- Retain Parking on E Weaver Street and W Rosemary Street.

The traffic analysis and restriping concept plan are currently under review by NCDOT.

The following public input opportunities have been scheduled for residents and businesses to provide feedback

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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on the conceptual design:

- Wednesday, March 11th: Presentation to Economic Sustainability Committee & Business Community, 7:30 PM @ Town Hall;
- Monday, March 16th: General Public Input Session, 5:00 PM @ Hickory Tavern (370 E Main St);
- Thursday, March 19th: Presentation to Transportation Advisory Board & Cycling Advocates, 7:30 PM @ Town Hall;
- Saturday, March 21st: General Public Input Session, 12:00 PM @ Town Hall;
- Final presentation to Council on March 24<sup>th</sup>, starting at 7:00 PM @ Town Hall.

**FISCAL & STAFF IMPACT:** There is no fiscal impact associated in receiving the update.

**RECOMMENDATION:** Staff recommend that Council consider the resolution (Attachment A) receiving the update and providing additional comments as desired.





TOWN OF CARRBORO  
NORTH CAROLINA

**TRANSMITTAL**

**PLANNING DEPARTMENT**

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

**To:** David Andrews, Town Manager  
Mayor and Town Council

**From:** Zachary Hallock, Transportation Planner

**Date:** March 10, 2020

**Subject:** Summary of East Main Street Operational Analysis

**Overview**

This staff report is a summary of the East Main Street Operational Analysis memo, which was developed by the engineering firm Stantec to assess traffic conditions along the corridor (as associated with the conceptual restriping plan). This was submitted to NCDOT Division 7 for review and approval. There are three key parts to this analysis: volume development, traffic safety, and synchro analysis. A map of the project study area is below:



Volume development primarily focuses on using traffic counts collected for the current or base year (2017) and developing growth rates in order to forecast volumes to the future year (2030). These growth rates are determined by using historical annual average daily traffic (AADT) volumes collected by NCDOT, data from traffic impact analyses for developments along the

corridor (300 E Main), and traffic volumes from the Triangle Regional Model (as established by the DCHC MPO & CAMPO). The established growth rate, which was approved by NCDOT, is 0.75 percent per year or a total increase of about 10 percent between 2017 and 2030.

Safety analysis involves a review of data from NCDOT's Traffic Engineering Accident Analysis System (TEAAS) as available over the past five years (2/1/2014 to 1/31/2019). This review indicated there were 52 crashes over this period, no fatalities, and 13 crashes involving moderate or severe injury. The overall crash rate for each Main Street is much greater than the state average, but the severity of the crashes is lower than the state average. About 40 percent of the crashes observed in that 5 year period could have been potentially prevented or made less severe with a change to the cross-section. The proposal to reduce the cross section from 4 lanes to 3 lanes including center turn lane would also help reduce the risk of crashes with people crossing the street (about 10 percent of the total) as there would be fewer lanes to cross.

The Synchro Analysis utilizes NCDOT's standard Congestion Management Guidelines to ensure consistent outputs and comparable results across multiple scenarios. The AM and PM peak hours are analyzed for the 2017 No Build (Existing Conditions) 2017 Build, 2030 No Build, and 2030 Build scenarios.

**During both AM and PM analysis periods for both the 2017 & 2030 scenarios, the proposed changes between the Existing Conditions and Build result in a net neutral change to the overall intersection Delay and Level of Service experienced when driving in downtown Carrboro.**

Some intersections or individual approaches to intersections may see increases in delay, but overall the sum total of intersection delay will decrease due to the proposed changes under the build scenario. The changes in total intersection delay for all scenarios are summarized below:

Peak	2017 No Build (delay in sec)	2017 Build (delay in sec)	Change (%)	2030 No Build (delay in sec)	2030 Build (delay in sec)	Change (%)
AM	147.9	126.9	-14%	165.8	139.2	-16%
PM	164.8	130.4	-21%	169.1	146.4	-13%

The Synchro analysis is also cable of assessing the queuing which results due to the delay imposed by traffic signals. The proposed changes in restriping and signal timing for both the 2017 and 2030 Build Scenarios result in minimal changes to queue lengths beyond those shown in the corresponding No Build scenarios. Two addition summaries of the outputs from the Synchro analysis have been included. The first, Average Signal Delay, describes the total changes in delay experienced by vehicles when traveling in a specific direction through downtown across the different peak periods and scenarios. The second, Level of Traffic Stress (LTS) and Worst Peak LOS compares the Bicycle LTS and the worst LOS experienced (AM or PM peak) at each intersection.

### Average Signal Delay

The Average Signal Delay is the time in seconds, which a vehicle will wait on average, when passing through an intersection within the study area. By adding up the Average Signal Delay for each intersection in a single direction through the corridor, (Eastbound/Westbound for E Main Street and Northbound/Southbound for Greensboro Street) you can establish an estimate for the overall level over service for the corridor. The delay associated with each Level of Service (LOS) grade is defined below this table, and a visual depiction of each LOS grade is shown on the next page.

Direction	Base Year 2017 (Delay in Sec)				Future Year 2030 (Delay in Sec)			
	AM NB	AM Build	PM NB	PM Build	AM NB	AM Build	PM NB	PM Build
Eastbound (Main from Greensboro to Merritt Mill)	84.3	78.5	79.9	69.8	84.9	89.0	85.1	85.7
Westbound (Main from Merritt Mill to Greensboro)	54.6	58.5	77.7	72.2	64.5	92.7	63.4	103.6
Northbound (Greensboro from Main to Weaver)	46.2	58.8	62.0	60.0	47.1	74.2	54.3	77.7
Southbound (Greensboro from Weaver to Main)	68.4	43.9	90.6	39.7	86.8	41.5	84.4	40.6

LOS A: < 10 seconds delay per vehicle per intersection
LOS B: 10 to 20 seconds delay per vehicle per intersection
LOS C: 20 to 35 seconds delay per vehicle per intersection
LOS D: 35 to 55 seconds delay per vehicle per intersection
LOS E: 55 to 80 seconds delay per vehicle per intersection
LOS F: > 80 seconds delay per vehicle per intersection

### Bicycle Level of Traffic Stress and Worst Peak Level of Service

Level of Traffic Street (LTS) is a metric used to define the stress experienced by people riding bikes on a transportation facility such as a bike lane, road, or greenway. LTS 1 generally corresponds with a place where children would be comfortable and safe riding, such as a greenway. LTS 4 corresponds with a place where few people would feel safe or confident riding a bicycle, such as in mixed traffic on a rural, 55 MPH roadway, with no shoulder or bike lane. A visual depiction of LTS can be found on the next page.

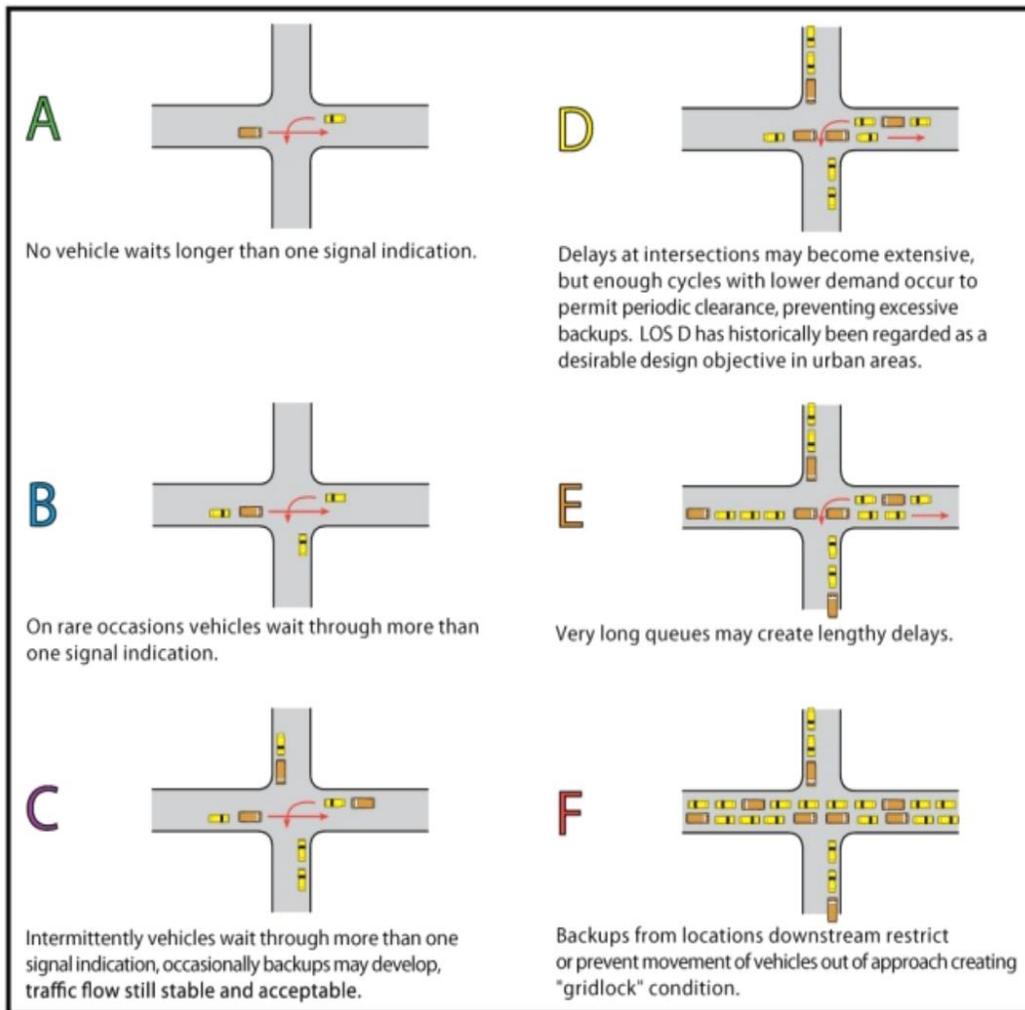
Intersection	Intersection LTS		2017 Worst Peak Intersection LOS		2030 Worst Peak Intersection LOS	
	No Build	Build	No Build	Build LOS	No Build	Build LOS
Weaver @ Greensboro	3	3	D-PM	C-PM	C-PM	C-PM
Main @ Greensboro	3	3	C-AM	C-AM	C-AM	C-AM
E Main @ E Weaver	3	1 or 2*	C-AM	C-AM	C-AM	C-AM
E Main @ Lloyd	3	1 or 2*	B-AM	B-AM	B-AM	B-AM
E Main @ Rosemary	3	1 or 2*	C-PM	C-PM	C-PM	C-PM
E Main @ Merritt Mill	3	1 or 2*	D-PM	C-PM	D-PM	C-PM

\*Difference between LTS 1 & 2 is dependent on the width of the bicycle lane + buffer

## Level of Traffic Stress (LTS) for Bicycles



## Intersection Level of Service (LOS) for Vehicles



Source: North I-25 Environmental Impact Statement, Colorado Department of Transportation/Federal Transit Administration/Federal Highway Administration, August 17, 2008.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-139

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointments to the Greenways Commission

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

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Greenways Commission currently has two seats available for appointment. Both seats are expiring term seats. Dave Mabe has an expiring seat and is eligible for reappointment and would like to be reappointed. The second expiring term seat is held by Rob Crook. Crook has reached his maximum number of appointments to full terms but has reapplied.

Applications were also received from: Ryan Byars, Jeff Cobb, Meredith Morovati, and Tamara Sanders.

Dave Mabe is the chair of the Greenways Commission and provided the chair forms for the Council's review. Chair forms are located directly in front of the application and in alphabetical order.

Information from the Advisory Board Recruitment and Appointment Policy:

### **Terms**

- a. Members are appointed to staggering three-year terms on all advisory boards that expire annually in February. The Carrboro Tourism Development Authority members are appointed to one-year terms that expire annually in January.
- b. Members are limited to two full terms. After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances:
  1. To retain diversity on an advisory board;
  2. A lack of applicants.

All applicant and chair information is attached.

A matrix is also included.

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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

**RECOMMENDATION:** It is recommended that the Mayor and Council review the applications and consider making appointments.

**ATTACHMENT A**

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

THE TOWN COUNCIL HEREBY APPOINTS THE FOLLOWING APPLICANT(S) TO THE  
GREENWAYS COMMISSION:

<b>Appointee</b>	<b>Term Expiration</b>
	2/2023
	2/2023

Section 2. This resolution shall become effective upon adoption.

## Current makeup of the Greenways Commission:

NAME	ADDRESS	TERM EXPIRATION	DOB	RACE	SEX	OCCUPATION
Jeff Summerlin-Long	1011 Brendan Court	2/2022	Null	White	Male	Professor
Alyson West	901 N. Greensboro St.	2/2021	11/25/1970	White	Female	Researcher
Ethan Beattie, Vice Chair	811 Long Meadow Road	2/2022	4/7/1977	Caucasian	Male	Attorney
(EXPIRING 1 <sup>st</sup> TERM) Dave Mabe, Chair	201 Stable Rd.	2/2020	4/19/1975	White	Male	Software Developer
Robert Kirschner	131 Friar Ln	2/2021	2/29/1956	White	Male	Applications Analyst
(EXPIRING 2 <sup>nd</sup> TERM) Rob Crook	300 Waterside Drive	2/2020	2/28/1983	Celt	Male	Project Manager

## Applicant summary information (full detail in application):

NAME	ADDRESS	Advisory Board Preference	DOB	RACE	SEX	OCCUPATION
Ryan Byars	121 Waverly Forest Ln	Greenways	10/7/1977	White	Male	Database Administrator
Jeff Cobb	1015 Tallyho Trail	Greenways	3/13/1958	Caucasian	M	Chemist
Rob Crook	See above	Greenways	See above	See above	See above	See above
Dave Mabe	See above	See above	See above	See above	See above	See above
Meredith Morovati	108 Weathervane Dr.	Greenways	NULL	White	Female	Non-profit executive/business development
Tamara Sanders	708 Davie Road	Greenways	8/27/1981	White	Female	Retail Store Manager

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4586**

**Date Submitted: 2/21/2020**

**Applicant First Name:\***

Ryan

**Applicant Last Name:**

Byars

**Advisory Board Name:\***

Greenways

**Chair Name\***

Dave Mabe

**1. Has the applicant previously served on this or another advisory board?\***

Yes

No

**2. If yes, how many total years have they served?**

3 on Rec and Parks Commission

This should be available on the application or by asking the applicant.

**3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?**

Yes (Skip to Last Question)

No

**4. Is the applicant already serving on this advisory board and completed their two full terms?**

Yes

No

**5. Is the applicant applying for a special or expert seat on the advisory board?\***

Yes

No

**6. If yes, which seat?**

**7. Did the applicant attend an advisory board meeting?\***

Yes

No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes

No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes

No

**10. If no, briefly explain:**

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

Diversity

Occupation, Experience, or Special Skills

Other

**If other, please explain:**

Works for OWASA and lengthy board experience over career.

# Print

## Advisory Board Application - Submission #4434

Date Submitted: 12/12/2019

First Name\*

Ryan

Last Name\*

Byars

Date\*

12/12/2019

Select today's date

Address1\*

121 WAVERLY FOREST LN

Address2

City\*

CHAPEL HILL

State

NC

Zip\*

27516

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

ETJ

Telephone\*

9192606976

Please enter your primary contact phone number.

Email Address\*

ryan.j.byars@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

10/7/1977

Please enter your Month/Day/Year of Birth

Race\*

White

Please enter your race.

Sex\*

Male

Please enter your sex.

Occupation\*

Database Administrator

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

6 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

6 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- Affordable Housing Advisory Commission
- Animal Control Board of Appeals
- Appearance Commission/NPDC
- Arts Committee
- Board of Adjustment
- Economic Sustainability Commission
- Environmental Advisory Board
- Human Services Commission
- Greenways Commission
- Northern Transition Area Advisory Committee
- OWASA Board of Directors
- Planning Board
- Recreation and Parks Commission
- Safe Routes to School Implementation Committee
- Stormwater Advisory Commission
- Tourism Development Authority\*
- Transportation Advisory Board

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Greenways Commission

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

OWASA

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

10

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Vice-Chair Carrboro Recreation and Parks Commission (term ending Feb 2020), Triangle Off Road Cyclists (TORC), International Mountain Bike Association (IMBA), NEXT Forward, Certified Government Chief Information Officer (UNC School of Government)

Please enter the requested information.

**Relevant Experience:\***

I have advisory board experience and over seventeen years of employment in local government and nonprofits. Registered for REI Phase I workshop in January 2020.

**Reasons You Wish to be Appointed\***

Greenways fulfill several important functions for the town. In addition to being safe routes for bicycle and pedestrian travel, they also serve as vital outdoor recreation facilities. There is mounting evidence that exposure to green space has positive health benefits, so much so that doctors now prescribe time outdoors to treat chronic health conditions. The positive health benefits of Carrboro's green space should not be limited to those who can afford to live near it or those who are the most able-bodied. Greenways delineate access to this important public good, and with a public outreach plan to promote them, greenways can improve overall health and happiness in our community. I am seeking appointment to the Greenways Commission because I believe that expanding and promoting our greenway system is an important public health initiative. In Carrboro, greenways are an especially controversial topic – perhaps the most controversial topic. I am interested in getting past the entrenched positions on this issue and exploring solutions that promote greater public access along Bolin Creek while maintaining responsible environmental stewardship. To me, greenways are about equity and making green spaces available to more people. If appointed to the Greenways Commission I would focus on how we can use greenways to promote greater wellbeing for everyone in town. Thank you for your consideration.

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

**If yes, which one(s)?**

Recreation & Parks

Yes

**Are you currently serving on a Town Board or Committee?\***

Yes

No

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

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

My charge for the Recreation and Parks Commission will expire in Feb 2020.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4587**

**Date Submitted: 2/21/2020**

**Applicant First Name:\***

Jeff

**Applicant Last Name:**

Cobb

**Advisory Board Name:\***

Greenways

**Chair Name\***

Dave Mabe

**1. Has the applicant previously served on this or another advisory board?\***

- Yes
- No

**2. If yes, how many total years have they served?**

This should be available on the application or by asking the applicant.

**3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?**

- Yes (Skip to Last Question)
- No

**4. Is the applicant already serving on this advisory board and completed their two full terms?**

- Yes
- No

**5. Is the applicant applying for a special or expert seat on the advisory board?\***

- Yes
- No

**6. If yes, which seat?**

7. Did the applicant attend an advisory board meeting?\*

Yes

No

8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?

Yes

No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

No

10. If no, briefly explain:

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

Diversity

Occupation, Experience, or Special Skills

Other

If other, please explain:

Involvement in yoga studio and general Carrboro community for many years. Lives off Rogers road giving geographic diversity.

# Print

## Advisory Board Application - Submission #4441

Date Submitted: 12/18/2019

First Name\*

Jeff

Last Name\*

Cobb

Date\*

12/18/2019

Select today's date

Address1\*

1015 Tallyho Trail

Address2

City\*

Chapel Hill

State

NC

Zip\*

27516

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

9197481838

Please enter your primary contact phone number.

Email Address\*

jeffecobb@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

3/13/1958

Please enter your Month/Day/Year of Birth

Race\*

Caucasian

Please enter your race.

Sex\*

M

Please enter your sex.

Occupation\*

Chemist

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

31 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

13 years -annexed in 2006

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |                                     |  |                          |  |
|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/> | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/>            | Animal Control Board of Appeals        | <input type="checkbox"/> | OWASA Board of Directors                       |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Planning Board                                 |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | Recreation and Parks Commission                |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Safe Routes to School Implementation Committee |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/> | Stormwater Advisory Commission                 |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/> | Tourism Development Authority*                 |
| <input type="checkbox"/>            | Human Services Commission              | <input type="checkbox"/> | Transportation Advisory Board                  |
| <input checked="" type="checkbox"/> | Greenways Commission                   |                          |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Greenways Commission

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Retired

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

30

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Through the years, I have participated in Carrboro related workshops and information sessions on a number of topics including speed bumps on Tallyho Trail, the 203 project, rezoning the Rogers Road area, the Colleton Crossing development application and the Northern Transition Area. I am also a former DJ on WCOM.

Please enter the requested information.

**Relevant Experience:\***

I have no experience with greenways development or planning, per se. But, I do have long time experience using the existing greenways/trails on a near daily basis. My dog Sandy and I enjoy being in the woods and taking long walks. In particular, we like being able to access trails on foot from our house on Tallyho Trail. I have extensive experience in working in groups productively from my corporate experience in drug discovery at GSK and diagnostic development at Metabolon (both in RTP). I am also a former local small business owner (Triangle Yoga in Chapel Hill).

**Reasons You Wish to be Appointed\***

Previously, work-related travel demands as well as family-related care giving demands limited my ability to commit to additional activities. Now that I am retired and my family care giving needs have decreased substantially, I'd like to be able to give back more to Carrboro. Greenways are something that I have a strong interest in so I have gravitated towards them as an option. In particular, I would like to see greater integration of the now patchwork-like system of trails north of Homestead Rd along and near Bolin Creek to Morris Grove elementary including the Jones Creek greenway. And, I would love to see a corridor from Northern Carrboro towards downtown for walking and biking.

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

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

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

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

n/a

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4583**

**Date Submitted: 2/21/2020**

**Applicant First Name:\***

Rob

**Applicant Last Name:**

Crook

**Advisory Board Name:\***

Greenways

**Chair Name\***

Dave Mabe

**1. Has the applicant previously served on this or another advisory board?\***

Yes

No

**2. If yes, how many total years have they served?**

6

This should be available on the application or by asking the applicant.

**3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?**

Yes (Skip to Last Question)

No

**4. Is the applicant already serving on this advisory board and completed their two full terms?**

Yes

No

**5. Is the applicant applying for a special or expert seat on the advisory board?\***

Yes

No

**6. If yes, which seat?**

**7. Did the applicant attend an advisory board meeting?\***

- Yes
- No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

- Yes
- No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

- Yes
- No

**10. If no, briefly explain:**

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

- Diversity
- Occupation, Experience, or Special Skills
- Other

**If other, please explain:**

Rob has special environmental skills that are in short supply now that Johnny Randall is no longer on the commission.

# Print

## Advisory Board Application - Submission #4513

Date Submitted: 1/21/2020

First Name\*

Rob

Last Name\*

Crook

Date\*

1/21/2020

Select today's date

Address1\*

300 Waterside DR

Address2

City\*

CARRBORO

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

919-260-50

Please enter your primary contact phone number.

Email Address\*

crookkohler@bellsouth.net

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

1/21/2020

Please enter your Month/Day/Year of Birth

Race\*

Celt

Please enter your race.

Sex\*

M

Please enter your sex.

Occupation\*

Natural Resource Manager/Forester

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

20 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

15

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2))\*

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/>            | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/>            | Animal Control Board of Appeals        | <input type="checkbox"/>            | OWASA Board of Directors                       |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/>            | Planning Board                                 |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/>            | Recreation and Parks Commission                |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/>            | Safe Routes to School Implementation Committee |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input checked="" type="checkbox"/> | Stormwater Advisory Commission                 |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/>            | Tourism Development Authority*                 |
| <input type="checkbox"/>            | Human Services Commission              | <input type="checkbox"/>            | Transportation Advisory Board                  |
| <input checked="" type="checkbox"/> | Greenways Commission                   |                                     |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Greenways Commission

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Self Employed

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

11

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

I have coached various community sports teams with the YMCA and have coached on the Pacers running club for kids. I have helped out at various school functions whilst my two daughters attended elementary thru High School in the CHCCSS. I have participated in various environmental efforts at a local and international level. Member of various conservation groups such as the NC League of Conservation Voters, NC Climber Coalition, Friends of Bolin Creek, NC and Orange County Beekeepers Association.

Please enter the requested information.

**Relevant Experience:\***

I have worked in the natural resource management field for over 25 years and have a MS Forestry/minor forest soils from NCSU. I have an BS Plant Sciences from the University of Maine. I have worked on environmental issues in Latin America, Africa and Armenia and the US both as a researcher and building decentralized and alternative wastewater and stormwater treatment systems.

**Reasons You Wish to be Appointed\***

I wish to continue working on the Greenways Commission to be able to provide expert advice on conservation issues that will mitigate climate change and protect the biodiversity found within our community.

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

**If yes, which one(s)?**

EAB and Greenways Commission

Yes

**Are you currently serving on a Town Board or Committee?\***



Yes



No

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



Yes



No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

I have been encouraged to remain on the board due to my expertise on conservation issues.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Chair Report (Complete One Per Applicant) - Submission #4610

Date Submitted: 3/2/2020

Advisory Board Name:\*

Greenways

Chair Name\*

Dave Mabe

Applicant First Name:\*

Dave

Applicant Last Name:

Mabe

1. Has the applicant previously served on this or another advisory board?\*

- Yes
- No

2. If yes, how many total years have they served?

3

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

- Yes (Skip to Last Question)
- No

4. Is the applicant already serving on this advisory board and completed their two full terms?

- Yes
- No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

- Yes
- No

6. If yes, which seat?

7. Did the applicant attend an advisory board meeting?\*

- Yes
- No

8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?

- Yes
- No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

- Yes
- No

10. If no, briefly explain:

**11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these**

**qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.**

- Diversity
- Occupation, Experience, or Special Skills
- Other

**If other, please explain:**

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4585**

**Date Submitted: 2/21/2020**

**Applicant First Name:\***

Meredith

**Applicant Last Name:**

Morovati

**Advisory Board Name:\***

Greenways

**Chair Name\***

Dave Mabe

**1. Has the applicant previously served on this or another advisory board?\***

- Yes
- No

**2. If yes, how many total years have they served?**

This should be available on the application or by asking the applicant.

**3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?**

- Yes (Skip to Last Question)
- No

**4. Is the applicant already serving on this advisory board and completed their two full terms?**

- Yes
- No

**5. Is the applicant applying for a special or expert seat on the advisory board?\***

- Yes
- No

**6. If yes, which seat?**

7. Did the applicant attend an advisory board meeting?\*

Yes

No

8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?

Yes

No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

No

10. If no, briefly explain:

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

Diversity

Occupation, Experience, or Special Skills

Other

If other, please explain:

Meredith has extensive experience accessing federal money through her work in non-profits. Would make excellent addition.

# Print

## Advisory Board Application - Submission #4269

Date Submitted: 9/17/2019

First Name\*

Meredith

Last Name\*

Morovati

Date\*

9/23/1969

Select today's date

Address1\*

108 Weathervane Dr

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

9195394948

Please enter your primary contact phone number.

Email Address\*

meredithmorovati@att.net

Enter your primary email address.

Date of Birth\*

9/17/2019

Please enter your Month/Day/Year of Birth

Race\*

white

Please enter your race.

Sex\*

female

Please enter your sex.

Occupation\*

non profit exec business development

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

25 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

most recently 14 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2))\*

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/>            | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/>            | Animal Control Board of Appeals        | <input type="checkbox"/>            | OWASA Board of Directors                       |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input checked="" type="checkbox"/> | Planning Board                                 |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/>            | Recreation and Parks Commission                |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/>            | Safe Routes to School Implementation Committee |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/>            | Stormwater Advisory Commission                 |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/>            | Tourism Development Authority*                 |
| <input type="checkbox"/>            | Human Services Commission              | <input type="checkbox"/>            | Transportation Advisory Board                  |
| <input checked="" type="checkbox"/> | Greenways Commission                   |                                     |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

~~Planning Board~~ opening **Greenways**

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

I am employed by The American Society of Echocardiography

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

7 1/2 years

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

I am not involved in this

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

none

Please enter the requested information.

**Experience to Aid You in Working on Advisory Boards\***

I have worked in the non-profit sector for the past 11 years and have extensive experience in board management, strategy, and communication. I am familiar with Roberts Rules of order. I received my undergraduate education at UNC Chapel Hill and an MBA from Meredith College. I've lived in Chapel Hill and Carrboro for the past 25 years and have raised two kids who have attended public schools in Carrboro. I've been a resident of Carrboro for the past 14 years. From 2004 - 2008 I sold real estate as a Broker with Franklin Street Realty which introduced me to local planning issues and how important and essential they are.

**Reasons You Wish to be Appointed\***

From 2004-2008 I worked as a Broker and Real Estate Agent for Franklin St Realty and became interested in local land planning issues. From 2008 to now, I've been working with boards in various roles as a non profit executive. I am extremely interested in town planning issues and am familiar with the dynamic of board-driven decision making. I would like to take my interest and experience and volunteer for the Town of Carrboro to help make it an even better place to live. I love living here and am excited at the possibility of helping and giving back in this way. I have raised two kids here. One is now at Appalachian State, having graduated from Chapel Hill High School last Spring. The other is a sophomore at CHHS. I am a professional non profit executive and am interested in getting more involved and volunteering for local needs. I think Planning is a very important area and have a deep interest in it.

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

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

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

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

Meredith Morovati

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

**Print**

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4584**

**Date Submitted: 2/21/2020**

**Applicant First Name:\***

Tamara

**Applicant Last Name:**

Sanders

**Advisory Board Name:\***

Greenways

**Chair Name\***

Dave Mabe

**1. Has the applicant previously served on this or another advisory board?\***

Yes

No

**2. If yes, how many total years have they served?**

5 on Rec and Parks Commission

This should be available on the application or by asking the applicant.

**3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?**

Yes (Skip to Last Question)

No

**4. Is the applicant already serving on this advisory board and completed their two full terms?**

Yes

No

**5. Is the applicant applying for a special or expert seat on the advisory board?\***

Yes

No

**6. If yes, which seat?**

7. Did the applicant attend an advisory board meeting?\*

- Yes  
 No

8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?

- Yes  
 No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

- Yes  
 No

10. If no, briefly explain:

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

- Diversity  
 Occupation, Experience, or Special Skills  
 Other

If other, please explain:

Tamara is well versed in community outreach to people who bike through her involvement in Clean Machine. Participated in Bike Plan.

# Advisory Board Application - Submission #4451

Date Submitted: 12/28/2019

**First Name\***

Tamara

**Last Name\***

Sanders

**Date\***

12/28/2019

Select today's date

**Address1\***

708 Davie Rd

**Address2**

**City\***

Carrboro

**State**

North Carolina

**Zip\***

27510

**Is this address located within the corporate limits of the Town of Carrboro?\***

Yes

Please select Yes or No.

**Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\***

No

**Telephone\***

9196193992

Please enter your primary contact phone number.

**Email Address\***

tamarab.sanders@gmail.com

Enter your primary email address.

**The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.**

**Date of Birth\***

8/27/1981

Please enter your Month/Day/Year of Birth

**Race\***

white

Please enter your race.

**Sex\***

female

Please enter your sex.

**Occupation\***

retail store manager

Please enter your occupation.

**Are you a registered Orange County Voter?\***

Yes

Please answer Yes or No

**Length of Residence in Orange County\***

21 yrs

How long have you been a resident of Orange County?

**Length of Residence in the Town of Carrboro\***

15 yrs

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- Affordable Housing Advisory Commission
- Animal Control Board of Appeals
- Appearance Commission/NPDC
- Arts Committee
- Board of Adjustment
- Economic Sustainability Commission
- Environmental Advisory Board
- Human Services Commission
- Greenways Commission
- Northern Transition Area Advisory Committee
- OWASA Board of Directors
- Planning Board
- Recreation and Parks Commission
- Safe Routes to School Implementation Committee
- Stormwater Advisory Commission
- Tourism Development Authority\*
- Transportation Advisory Board

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Greenways Commission

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

The Clean Machine bike shop

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

20 yrs

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

I help teach youth how to ride at the annual Open Streets event, as well as on my own on our local greenways. I lead a youth mountain bike camp through the Rec & Parks dept. I work with the Triangle Off-Road Cyclists organization to lead women's skills-oriented rides, as well as participating in sustainable trail building and maintenance workdays. I was on the planning committees for Carrboro's Open Streets, the Chapel Hill bike plan, Carrboro's Bike Plan Update and the NC Bike/Walk Summit when it was held in Carrboro. I recently joined the Carrboro Bicycle Coalition board. I am currently serving toward the end of my term as chair of the Recreation & Parks Commission.

Please enter the requested information.

**Relevant Experience:\***

In addition to my outdoor experiences growing up (see below) and the community work I've done (see above), I am a daily user of our greenways. [These aren't just the paved connectors or multi-use paths, but also the trails initially established by our non-human neighbors.] I live on a small spot of land that's technically below the town's minimum lot size, and I've diligently worked to create and maintain a maximum of biodiversity there. I have grown up in a variety of leadership opportunities: Girl Scouts, high school student council, and the various community boards and committees mentioned above. I manage people for my daily job, which means learning a variety of communication methods to help each individual and thus our team reach their maximum potential.

**Reasons You Wish to be Appointed\***

I grew up in a rural neighborhood in WNC. I commuted by bike and foot to places I wanted to be outside- the stream, the lake, our various forts in the woods. I felt safer outside, I encountered more creatures than people, I learned how different species relied on others, I was inspired to explore more, and I thrived existing as a part of something larger. Staring in my youth and continuing today, I learned to listen to everything around me. Between this and the heavy dose of diplomacy I inherited from my father, I feel that I'd be an incredible candidate to help with the upcoming conversations around our area greenways.

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

**If yes, which one(s)?**

Recreation & Parks Commission

Yes

**Are you currently serving on a Town Board or Committee?\***



Yes



No

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



Yes



No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

I don't know if this last round of marketing efforts has assembled a pool of applicants for the R&P commission, but I do know that we've had a difficult time over the past couple of years recruiting applicants and even meeting a quorum for more than half of our scheduled meetings.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:20-140**

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointments to the Human Services Commission

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Human Services Commission.

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Human Services Commission currently three seats available for appointment. One seat is vacant and two seats are expiring term seats. Quinton Harper and Wesley Knepper have expiring term seats and are eligible for reappointment. Harper and Knepper would like to be reappointed.

Applications were also received from: Lisa Braden, Maria Victoria Cruz-Camargo, and Samantha Luu. Harper and Knepper did not have to submit a new application since their terms are eligible for reappointment.

Wesley Knepper is the chair of the Human Services Commission and provided the chair forms for the Council's review. Chair forms are located directly in front of the application and in alphabetical order.

Information from the Advisory Board Recruitment and Appointment Policy:

### **Terms**

- a. Members are appointed to staggering three-year terms on all advisory boards that expire annually in February. The Carrboro Tourism Development Authority members are appointed to one-year terms that expire annually in January.
- b. Members are limited to two full terms. After completing two full terms, a member must take off one year before applying for re-appointment to the advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances:
  1. To retain diversity on an advisory board;
  2. A lack of applicants.

All applicant and chair information is attached.

A matrix is also included.

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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

**RECOMMENDATION:** It is recommended that the Mayor and Council review the applications and consider making appointments.

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENTS TO THE  
HUMAN SERVICES COMMISSION**

THE TOWN COUNCIL HEREBY APPOINTS THE FOLLOWING APPLICANT(S) TO THE HUMAN SERVICES COMMISSION:

<b>Appointee</b>	<b>Term Expiration</b>
	2/2023
	2/2023
	2/2023

Section 2. This resolution shall become effective upon adoption.

## Current makeup of the Human Services Commission:

NAME	ADDRESS	TERM EXPIRATION	DOB	RACE	SEX	OCCUPATION
Lisa Hazirjian	210 Purple Leaf Pl.	2/2022	1/10/1968	Caucasian	Female	Consultant
Tracy Gosselin	103 Bel Arbor Ln.	2/2021	12/21/1970	Caucasian	Female	Nursing Administration
Vijay Sivaraman	200 High Street Carrboro	2/2022	9/18/1979	Indian	Male	Professor
Janet Archer	1905 North Hawick Court	2/221	11/2/1959	White	Female	Project Manager
(EXPIRING 1 <sup>st</sup> Term) Quinton Harper	501 Jones Ferry Rd.	2/2020	7/8/1985	Black	M	Community Organizer
(EXPIRING 1 <sup>ST</sup> TERM) Wesley Knepper	1104 N. Greensboro St.	2/2020	10/3/1983	White	Male	Project Manager

## Applicant summary information (full detail in application):

NAME	ADDRESS	Advisory Board Preference	DOB	RACE	SEX	OCCUPATION
Lisa Braden	705 W Main St.	Human Services	9/19/1953	Caucasian	Female	Retired
Maria Victoria Cruz-Camargo	100 Crest St.	Human Services	8/28/1965	Hispanic	Female	Specialist of Community
Quinton Harper	See above	Human Services	See above	See above	See above	See above
Wes Knepper	See above	Human Services	See above	See above	See above	See above
Samantha Luu	605 N. Greensboro	Human Services	2/2/1992	Asian	F	Program Manager

Print

Advisory Board Chair Report (Complete One Per Applicant) - Submission #4578

Date Submitted: 2/19/2020

Applicant First Name:\*

Lisa

Applicant Last Name:

Braden

Advisory Board Name:\*

Human Service

Chair Name\*

Wes Knepper

1. Has the applicant previously served on this or another advisory board?\*

- Yes
- No

2. If yes, how many total years have they served?

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

- Yes (Skip to Last Question)
- No

4. Is the applicant already serving on this advisory board and completed their two full terms?

- Yes
- No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

- Yes
- No

6. If yes, which seat?

**7. Did the applicant attend an advisory board meeting?\***

Yes  
 No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes  
 No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes  
 No

**10. If no, briefly explain:**

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

Diversity  
 Occupation, Experience, or Special Skills  
 Other

**If other, please explain:**

# Print

## Advisory Board Application - Submission #4433

Date Submitted: 12/12/2019

First Name\*

Lisa

Last Name\*

Braden

Date\*

12/12/2019

Select today's date

Address1\*

705 W. Main St. Unit B

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

6502088680

Please enter your primary contact phone number.

Email Address\*

lbraden@lbraden.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

9/19/1953

Please enter your Month/Day/Year of Birth

Race\*

caucasian

Please enter your race.

Sex\*

female

Please enter your sex.

Occupation\*

retired

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

11 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

3 years

How long have you been a resident of the Town of Carrboro?

**I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):**\*

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/>            | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/>            | Animal Control Board of Appeals        | <input type="checkbox"/>            | OWASA Board of Directors                       |
| <input checked="" type="checkbox"/> | Appearance Commission/NPDC             | <input type="checkbox"/>            | Planning Board                                 |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/>            | Recreation and Parks Commission                |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/>            | Safe Routes to School Implementation Committee |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/>            | Stormwater Advisory Commission                 |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input checked="" type="checkbox"/> | Tourism Development Authority*                 |
| <input checked="" type="checkbox"/> | Human Services Commission              | <input type="checkbox"/>            | Transportation Advisory Board                  |
| <input type="checkbox"/>            | Greenways Commission                   |                                     |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

~~Appearance Commission~~ **Human Services**

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Retired

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

3

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Recently completed the Carrboro Citizens Academy.

Please enter the requested information.

**Relevant Experience:\***

I am a dedicated landscaper and gardener who always strives to improve the space I occupy. I am appreciative of the unique aspects of Carrboro's environment - the sculpture garden at W. Main and E. Poplar, the teacup stacks on W. Poplar, the statue of a woman and the space capsule on W. Weaver, etc. I want to participate in celebrating and enhancing the special nature of Carrboro.

**Reasons You Wish to be Appointed\***

See above.

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

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

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

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

n/a

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

**Print****Advisory Board Chair Report (Complete One Per Applicant) - Submission #4579****Date Submitted: 2/19/2020****Applicant First Name:\***

Maria Victoria

**Applicant Last Name:**

Cruz-Camargo

**Advisory Board Name:\***

Human Service

**Chair Name\***

Wes Knepper

**1. Has the applicant previously served on this or another advisory board?\*** Yes No**2. If yes, how many total years have they served?**

This should be available on the application or by asking the applicant.

**3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?** Yes (Skip to Last Question) No**4. Is the applicant already serving on this advisory board and completed their two full terms?** Yes No**5. Is the applicant applying for a special or expert seat on the advisory board?\*** Yes No**6. If yes, which seat?**

7. Did the applicant attend an advisory board meeting?\*

Yes

No

8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?

Yes

No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

No

10. If no, briefly explain:

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

Diversity

Occupation, Experience, or Special Skills

Other

If other, please explain:

This board does not have any Latinx representation which would help - applicant is currently employed at El Centro Hispano and seems to understand needs of our community

# Print

## Advisory Board Application - Submission #4440

Date Submitted: 12/18/2019

First Name\*

Maria Victoria

Last Name\*

Cruz-Camargo

Date\*

12/18/2019

Select today's date

Address1\*

100 Crest Street

Address2

Apt C

City\*

Carrboro

State

North Carolina

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Planning Jurisdiction

Telephone\*

9193455475

Please enter your primary contact phone number.

Email Address\*

vcruz@elcentronc.org

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

8/28/1965

Please enter your Month/Day/Year of Birth

Race\*

Hispanic

Please enter your race.

Sex\*

Female

Please enter your sex.

Occupation\*

Specialist of community

Please enter your occupation.

Are you a registered Orange County Voter?\*

No

Please answer Yes or No

Length of Residence in Orange County\*

3 Years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

3 Years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2))\*

- |                                     |  |                          |  |
|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/> | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/>            | Animal Control Board of Appeals        | <input type="checkbox"/> | OWASA Board of Directors                       |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Planning Board                                 |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | Recreation and Parks Commission                |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Safe Routes to School Implementation Committee |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/> | Stormwater Advisory Commission                 |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/> | Tourism Development Authority*                 |
| <input checked="" type="checkbox"/> | Human Services Commission              | <input type="checkbox"/> | Transportation Advisory Board                  |
| <input type="checkbox"/>            | Greenways Commission                   |                          |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Please enter the requested information.

**Relevant Experience:\***

**Reasons You Wish to be Appointed\***

Community Sevice

**Have you ever served on any Town of Carboro Committee or Board?\***

**If yes, which one(s)?**

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

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

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

No

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Chair Report (Complete One Per Applicant) - Submission #4531

Date Submitted: 2/2/2020

Advisory Board Name:\*

Human Service

Chair Name\*

Wes Knepper

Applicant First Name:\*

Quinton

Applicant Last Name:

Harper

1. Has the applicant previously served on this or another advisory board?\*

- Yes
- No

2. If yes, how many total years have they served?

3

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

- Yes (Skip to Last Question)
- No

4. Is the applicant already serving on this advisory board and completed their two full terms?

- Yes
- No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

- Yes
- No

6. If yes, which seat?

Empty text input field

7. Did the applicant attend an advisory board meeting?\*

- Yes
- No

8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?

- Yes
- No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

- Yes
- No

10. If no, briefly explain:

Empty text input field

**11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these**

**qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.**

- Diversity
- Occupation, Experience, or Special Skills
- Other

**If other, please explain:**

Print

Advisory Board Chair Report (Complete One Per Applicant) - Submission #4530

Date Submitted: 2/2/2020

Advisory Board Name:\*

Human Service

Chair Name\*

Wes Knepper

Applicant First Name:\*

Wes

Applicant Last Name:

Knepper

1. Has the applicant previously served on this or another advisory board?\*

- Yes
- No

2. If yes, how many total years have they served?

4

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

- Yes (Skip to Last Question)
- No

4. Is the applicant already serving on this advisory board and completed their two full terms?

- Yes
- No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

- Yes
- No

6. If yes, which seat?

Empty text box for seat selection.

7. Did the applicant attend an advisory board meeting?\*

- Yes
- No

8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?

- Yes
- No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

- Yes
- No

10. If no, briefly explain:

Empty text box for explanation.

**11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these**

**qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Board of Aldermen Liaison.**

- Diversity
- Occupation, Experience, or Special Skills
- Other

**If other, please explain:**

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4581**

**Date Submitted: 2/19/2020**

**Applicant First Name:\***

Samantha

**Applicant Last Name:**

Luu

**Advisory Board Name:\***

Human Service

**Chair Name\***

Wes Knepper

**1. Has the applicant previously served on this or another advisory board?\***

Yes

No

**2. If yes, how many total years have they served?**

This should be available on the application or by asking the applicant.

**3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?**

Yes (Skip to Last Question)

No

**4. Is the applicant already serving on this advisory board and completed their two full terms?**

Yes

No

**5. Is the applicant applying for a special or expert seat on the advisory board?\***

Yes

No

**6. If yes, which seat?**

\_\_\_\_\_

**7. Did the applicant attend an advisory board meeting?\***

Yes

No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes

No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes

No

**10. If no, briefly explain:**

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

Diversity

Occupation, Experience, or Special Skills

Other

**If other, please explain:**

volunteer experience at UNC SHAC clinic, organizing Asian American groups, and has a degree in public health

# Print

## Advisory Board Application - Submission #4487

Date Submitted: 1/9/2020

First Name\*

Samantha

Last Name\*

Luu

Date\*

1/9/2020

Select today's date

Address1\*

605 N Greensboro Street, #8

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

3364308419

Please enter your primary contact phone number.

Email Address\*

sam.luu2@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

2/2/1992

Please enter your Month/Day/Year of Birth

Race\*

Asian

Please enter your race.

Sex\*

F

Please enter your sex.

Occupation\*

Program Development Manager

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

2.5 yrs currently + 4 yrs (2010-2014)

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

2.5 yrs

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):<sup>\*</sup>

- |                                     |  |                          |  |
|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/> | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/>            | Animal Control Board of Appeals        | <input type="checkbox"/> | OWASA Board of Directors                       |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Planning Board                                 |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | Recreation and Parks Commission                |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Safe Routes to School Implementation Committee |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/> | Stormwater Advisory Commission                 |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/> | Tourism Development Authority <sup>*</sup>     |
| <input checked="" type="checkbox"/> | Human Services Commission              | <input type="checkbox"/> | Transportation Advisory Board                  |
| <input type="checkbox"/>            | Greenways Commission                   |                          |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference<sup>\*</sup>**

Human Services Commission

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

UNC Gillings School of Global Public Health

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed<sup>\*</sup>**

1.5

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

N/A

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships<sup>\*</sup>**

UNC SHAC XYZ Counselor - Provide free sexual health counseling and sexually transmitted infections testing North Carolina  
Asian Americans Together - Volunteer for non-partisan Asian American Advocacy Group

Please enter the requested information.

**Relevant Experience:\***

Program Development Manager/Research Assistant, Peers for Progress / UNC Gillings School of Global Public Health (2018-Present) - Connect with and provide technical assistance to public health practitioners and researchers regarding peer and social support to improve health outcomes Capstone Consultant (Data Evaluation), Campus and Community Coalition to Reduce the Negative Effects of High Risk Drinking (2018-2019) - Collected and analyzed quantitative and qualitative data; Disseminated findings publicly Founder, Asian Pacific Islander Desi American Graduate Students Group (2018-2019) - Founded graduate student group which provided programming focusing on unique issues faced by Asian American graduate students at UNC Health Educator and Evaluation Co-Lead (2017-2019), UNC SHAC Classrooms to Community - Designed and taught health lessons to youth in Durham; Evaluated student and volunteer educator outcomes Senior Program Manager/Princeton in Asia Fellow, The JUMP! Foundation (2014-2016) - Designed and managed experiential education and leadership development programs for youth and educators in China, Hong Kong, and Southeast Asia; Supervised, mentored, and trained multi-national staff Education: Masters of Public Health (2019), UNC Gillings School of Global Public Health, Department of Health Behavior; Bachelor of Arts (2014), UNC Chapel Hill (2014), Department of Global Studies, Department of Anthropology

**Reasons You Wish to be Appointed\***

My personal and professional goals have been guided by my interest in improving health and education equity for North Carolinians. While I have been involved in such initiatives locally, many have been largely tied to the university. As a current resident of Carrboro, I'd like to serve on the Human Services Commission to gain a more complete understanding of our community's strengths and needs. I'd like to contribute my skills and understanding of how to influence health outcomes to the commission and gain skills in grant making and community-engaged decision making.

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

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

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

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

N/A

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:20-142**

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointments to the Planning Board

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

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Planning Board currently has seven seats available for appointment. Three seats are expiring term seats and four seats are vacant. The three expiring term seats are held by Andrew Whittemore, Catherine Fray, and Susan Poulton. All three individuals have served their maximum number of appointments but have reapplied for the Council's consideration of their continued interest.

Applications were also received from: Ben Berolzheimer, Sarah Franks, Kirsten Leloudis, Elmira Mangum, Peter Matischak, Eliazar Posada, Bruce Sinclair, Stephanie Wade, and Hissan Waheed.

Catherine Fray is the chair of the Planning Board and provided the chair forms for the Council's review. Chair forms are located directly in front of the application and in alphabetical order.

Susan Poulton currently holds the seat reserved for a resident that resides in the town's extraterritorial planning area. This seat is appointed by the Orange County Board of Commissioners.

Information from the Town Code regarding Planning Board seats and appointments:

Section 15-21 (a) There shall be a planning board consisting of eleven members. Nine members appointed by the Board of Aldermen, shall reside within the town. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's extraterritorial planning area. One member, appointed by the Orange County Board of Commissioners, shall reside within the town's joint planning transition area. If the Orange County Board fails to make these appointments within ninety days after receiving a resolution from the Board of Aldermen requesting that they be made, the Board of Aldermen may make them.

Information from the Advisory Board Recruitment and Appointment Policy:

### **Terms**

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**Agenda Date:** 3/10/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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a. Members are appointed to staggering three-year terms on all advisory boards that expire annually in February. The Carrboro Tourism Development Authority members are appointed to one-year terms that expire annually in January.

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

1. To retain diversity on an advisory board;
2. A lack of applicants.

All applicant and chair information is attached.

A matrix is also included.

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

**RECOMMENDATION:** It is recommended that the Mayor and Council review the applications and consider making appointments.

**A RESOLUTION MAKING APPOINTMENTS TO THE  
PLANNING BOARD**

THE TOWN COUNCIL HEREBY APPOINTS THE FOLLOWING APPLICANT(S) TO THE  
PLANNING BOARD:

<b>Appointee</b>	<b>Term Expiration</b>
	2/2023
	2/2023
	2/2022
	2/2022
	2/2022
	2/2024

Section 2. The Carrboro Town Council requests that the Board of County Commissioners  
appoint as follows:

<b>Appointee</b>	<b>Seat</b>	<b>Term Expiration</b>
	ETJ Seat (BOCC)	2/2023

Section 3. This resolution shall become effective upon adoption.

## Current makeup of the Planning Board:

NAME	ADDRESS	TERM EXPIRATION	DOB	RACE	SEX	OCCUPATION
Rasam Tooloee	102 Painted Turtle Ln.	2/2021	5/4/1972	Mixed	Male	Director of Sales
Braxton Foushee	100 Williams Street	2/2021	12/13/1939	Black	Male	Retired
David Clinton (ETJ)	106 Fox Run	2/2022	NULL	Caucasian	Male	Architect
Rachel Gaylord-Miles	124 Fidelity Street	2/2021	5/25/1992	White	Female	Environmental Transportation Planner
(EXPIRING 2 <sup>nd</sup> Term) Catherine Fray	116 Alabama Ave.	2/2020	5/26/1986	White	Female	Business System Analyst
(EXPIRING 2 <sup>nd</sup> Term) Andrew Whittemore	105 Todd St.	2/2020	8/14/1980	White	Male	Assistant Professor
(EXPIRING 2 <sup>nd</sup> Term) Susan Poulton (NTA)	8720 Union Grove Church Rd.	2/2020	5/24/1949	White	Female	Retired
VACANT		2/2022				
VACANT		2/2022				
VACANT		2/2022				
VACANT		2/2024				

## Applicant summary information (full detail in application):

NAME	ADDRESS	In ETJ?	Advisory Board Preference	DOB	RACE	SEX	OCCUPATION
Ben Berolzheimer	108 W Poplar Ave.	NO	Planning Board	12/15/1990	White	Male	Student and Research Fellow
Catherine Fray	See above	NO	Planning Board	See above	See above	See above	See above
Kirsten Leloudis	142 BPW Club Rd	NO	AHAC	11/1/1991	White	Female	Attorney
Elmira Mangum	102 Rivercreek Place	NO	Planning Board	4/10/1963	African-American	Female	Retired
Peter Matischak	111 Lisa Drive	NO	Planning Board	2/19/1964	White	Male	Rates Specialist
Eliazar Posada	605 Jones Ferry Rd.	NO	Planning Board	10/14/1992	Latino	Male	Senior Management Nonprofit
Susan Poulton	See above	YES	Planning Board	See above	See above	See above	See above
Bruce Sinclair	1530 Pathway Dr.	NO	Planning Board	7/1/1956	Caucasian	M	Retired
Hissan Waheed	505 Waterside Dr.	NO	Economic Sustainability Commission	4/27/1961	South Asian	Male	Strategic Partnerships Manager
Andrew Whittemore	105 Todd St.	NO	Board of Adjustment	8/14/1980	White	Male	Assistant Faculty

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4595**

Date Submitted: 2/27/2020

Applicant First Name:\*

Ben

Applicant Last Name:

Berolzheimer

Advisory Board Name:\*

Planning Board

Chair Name\*

Catherine Fray

1. Has the applicant previously served on this or another advisory board?\*

- Yes
- No

2. If yes, how many total years have they served?

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

- Yes (Skip to Last Question)
- No

4. Is the applicant already serving on this advisory board and completed their two full terms?

- Yes
- No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

- Yes
- No

6. If yes, which seat?

**7. Did the applicant attend an advisory board meeting?\***

Yes  
 No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes  
 No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes  
 No

**10. If no, briefly explain:**

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

Diversity  
 Occupation, Experience, or Special Skills  
 Other

**If other, please explain:**

# Advisory Board Application - Submission #3748

Date Submitted: 2/25/2019

**First Name\***

Ben

**Last Name\***

Berolzheimer

**Date\***

2/25/2019

Select today's date

**Address1\***

108 W Poplar Ave

**Address2**

**City\***

Carrboro

**State**

NC

**Zip\***

27510

**Is this address located within the corporate limits of the Town of Carrboro?\***

Yes

**Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\***

No

Please select Yes or No.

**Telephone\***

9193577029

Please enter your primary contact phone number.

**Email Address\***

bberolz90@gmail.com

Enter your primary email address.

**Date of Birth\***

12/15/1990

Please enter your Month/Day/Year of Birth

**Race\***

white

Please enter your race.

**Sex\***

male

Please enter your sex.

**Occupation\***

Student and Research Fellow

Please enter your occupation.

**Are you a registered Orange County Voter?\***

Yes

Please answer Yes or No

**Length of Residence in Orange County\***

27 years

How long have you been a resident of Orange County?

**Length of Residence in the Town of Carrboro\***

8 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):<sup>\*</sup>

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/>            | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/>            | Animal Control Board of Appeals        | <input type="checkbox"/>            | OWASA Board of Directors                       |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input checked="" type="checkbox"/> | Planning Board                                 |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/>            | Recreation and Parks Commission                |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/>            | Safe Routes to School Implementation Committee |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/>            | Stormwater Advisory Commission                 |
| <input checked="" type="checkbox"/> | Environmental Advisory Board           | <input type="checkbox"/>            | Tourism Development Authority <sup>*</sup>     |
| <input type="checkbox"/>            | Human Services Commission              | <input type="checkbox"/>            | Transportation Advisory Board                  |
| <input type="checkbox"/>            | Greenways Commission                   |                                     |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference<sup>\*</sup>**

Planning

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Environmental Protection Agency

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed<sup>\*</sup>**

5

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

n/a

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships<sup>\*</sup>**

Participation in public meetings and other sporadic volunteering. I am applying because I want to be more involved

Please enter the requested information.

Experience to the town in working on advisory boards

B.S. from Appalachian State in Sustainable Development (specifically community development) gave me the knowledge and passion for working in a field that promotes environmental, economic, and equitable sustainability. Following undergrad I got a job at the Environmental Protection Agency working for the Sustainable and Healthy Communities Research Program which conducts community-based research to empower communities in making more informed and holistic decisions resulting in positive outcomes for both humans and the Environment. Through this position i was able to see countless examples of community case studies that were putting our research and tools into action to achieve better outcomes. The desire to be a part of some of these great community based solutions led me to the decision to go back to school to pursue a masters degree in city and regional planning at UNC-CH. Now in my second semester at UNC's department of city and regional planning, I am fully immersed in all things planning related. From dispute resolution, to land use and environmental planning to, development management, to real estate investment and affordable housing. I am living and breathing planning and hope to join Carrboro's planning board to learn more and hopefully make a positive impact. Summary Personal Statement: I am currently a 2020 masters candidate for a degree in city and regional planning. I am a systems thinker with a love for the outdoors and an educational underpinning in sustainable development. I have nearly 5 years of experience working at the intersection of environmental public health and community-based research. I am passionate about urban planning and resilience, the remediation, restoration, and revitalization of underused or contaminated sites, helping communities understand the full implications of their decisions, and environmental justice and equity. I have experience and expertise in research planning, working in and leading teams, project management, stakeholder engagement, building partnerships, dispute resolution, communications and marketing and planning and facilitating meetings and workshops.

**Reasons You Wish to be Appointed\***

There is a good chance I spend the rest of my life in this area and I want to be a part of helping to create and shape a future that supports all of Carrboro's citizens, both current and future. Having spent my entire life in the Carrboro/Chapel Hill area I feel that I have gained a deep understanding of community values and want to help to make sure those values are incorporated into local government decisions. I feel it is part of my civic duty to lend my knowledge and expertise to the town to help guide and recommend changes that will support the common public interest. I am passionate about I am also interested in learning more about local government functions and procedures.

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

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

- Yes
- No

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

- Yes
- No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

n/a

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4606**

**Date Submitted: 2/27/2020**

**Applicant First Name:\***

Catherine

**Applicant Last Name:**

Fray

**Advisory Board Name:\***

Planning Board

**Chair Name\***

Catherine Fray

**1. Has the applicant previously served on this or another advisory board?\***

Yes

No

**2. If yes, how many total years have they served?**

7

This should be available on the application or by asking the applicant.

**3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?**

Yes (Skip to Last Question)

No

**4. Is the applicant already serving on this advisory board and completed their two full terms?**

Yes

No

**5. Is the applicant applying for a special or expert seat on the advisory board?\***

Yes

No

**6. If yes, which seat?**

**7. Did the applicant attend an advisory board meeting?\***

Yes  
 No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes  
 No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes  
 No

**10. If no, briefly explain:**

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

Diversity  
 Occupation, Experience, or Special Skills  
 Other

**If other, please explain:**

# Advisory Board Application - Submission #4594

Date Submitted: 2/27/2020

First Name\*

Catherine

Last Name\*

Fray

Date\*

2/27/2020

Select today's date

Address1\*

116 Alabama Avenue

Address2

City\*

Carrboro

State

North Carolina

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

3362077453

Please enter your primary contact phone number.

Email Address\*

cadamson@alumni.unc.edu

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

5/26/1986

Please enter your Month/Day/Year of Birth

Race\*

White

Please enter your race.

Sex\*

Nonbinary

Please enter your sex.

Occupation\*

IT Consultant

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

10 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

10 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |   |   |
|---|---|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> Animal Control Board of Appeals        | <input type="checkbox"/> OWASA Board of Directors                       |
| <input type="checkbox"/> Appearance Commission/NPDC             | <input checked="" type="checkbox"/> Planning Board                      |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> Recreation and Parks Commission                |
| <input type="checkbox"/> Board of Adjustment                    | <input type="checkbox"/> Safe Routes to School Implementation Committee |
| <input type="checkbox"/> Economic Sustainability Commission     | <input type="checkbox"/> Stormwater Advisory Commission                 |
| <input type="checkbox"/> Environmental Advisory Board           | <input type="checkbox"/> Tourism Development Authority*                 |
| <input type="checkbox"/> Human Services Commission              | <input checked="" type="checkbox"/> Transportation Advisory Board       |
| <input type="checkbox"/> Greenways Commission                   |   |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Planning Board

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

360 Cloud Solutions

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

1

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Planning Board is my primary community activity.

Please enter the requested information.

**Relevant Experience:**

I've served on the planning board for 7 years, during which time I have been chair for 3 terms.

Ever since I heard that the town was going to engage in a comprehensive plan, I have wanted to take part as a member of the Planning Board. The board has seen a constant stream of projects shrunk, altered in character, turned into local controversies, deferred or cancelled over the last few years. In my opinion, the lack of a comprehensive plan and the lack of strong connections between the previous Vision 2020 plan and the LUO are a primary cause of the town's planning difficulties. Developers are left feeling like the rules are not consistent and that they and the town council are strong-armed by small neighborhood groups. Neighbors are left feeling their concerns are not heard and remain worried about future development even when they "win". The town council feels caught in between its own rules and its citizens. The town as a whole loses by having incoherent development that does not meet its goals or serve its values. I have had the opportunity to observe this repeatedly and up close and I believe my experience would be valuable during the comprehensive plan process. Two years ago, I considered resigning during my previous term and reapplying when the plan process drew near. Due to the continuing uncertainty over when the comprehensive plan process would begin, I opted to wait, but with repeated delays in the start of the process my term has instead run out. I have also considered not applying for a third term. However, I believe that the next 18 months will be a pivot point in Carrboro's history as a polity and a planning jurisdiction. It is for this reason that I am applying for a third consecutive term. I believe that I can contribute as a member of the Planning Board far beyond what I could contribute through participating in a survey or charette.

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

**If yes, which one(s)?**

Planning Board

Yes

**Are you currently serving on a Town Board or Committee?\***



Yes



No

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



Yes



No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

There are a couple of ways in which I would assist the Town Council in retaining diversity on the Advisory Board. The first is that I am an LGBTQ person - nonbinary and qu\*\*r. (FYI, this form has a filter set to reject submissions which contain the name of my sexual orientation as "inappropriate". Frankly I think that underscores my point.) While I am not the only such member currently, Andrew is expecting to leave the board due to the end of his second term. I have no information on any current applicants. I found my diversity helpful to the Board at least once before, during discussions of the definition of "family" and "related" with regard to proposed ordinances. The second is geographic. Half of the likely remaining board members represent the ETJs, and many of the current applicants reside in more outlying suburban areas of Carrboro. I have worked hard over the years to keep the interests of those living in denser, more economically diverse neighborhoods near downtown in focus. The third is by duration of experience with Carrboro's planning process. Due to recent resignations and a confluence of term limits, there are only 4 board members who may be expected to remain. Of those, 3 have multiple decades of experience with Town governance and the Planning Board. I am concerned that the Planning Board may struggle to participate fully in the comprehensive plan process with a few "lifers" and a majority of members being brand new not only to the Planning Board but to any Town Board or Committee.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Chair Report (Complete One Per Applicant) - Submission #4597

Date Submitted: 2/27/2020

Applicant First Name:\*

Kirsten

Applicant Last Name:

Leloudis

Advisory Board Name:\*

Planning Board

Chair Name\*

Catherine Fray

1. Has the applicant previously served on this or another advisory board?\*

Yes

No

2. If yes, how many total years have they served?

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

Yes (Skip to Last Question)

No

4. Is the applicant already serving on this advisory board and completed their two full terms?

Yes

No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

Yes

No

6. If yes, which seat?

**7. Did the applicant attend an advisory board meeting?\***

Yes

No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes

No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes

No

**10. If no, briefly explain:**

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

Diversity

Occupation, Experience, or Special Skills

Other

**If other, please explain:**

**Print**

**Advisory Board Application - Submission #4432**

Date Submitted: 12/11/2019

**First Name\***

Kirsten

**Last Name\***

Leloudis

**Date\***

12/11/2019

Select today's date

**Address1\***

142 BPW Club Road

**Address2**

Apt. F22

**City\***

Carrboro

**State**

North Carolina

**Zip\***

27510

**Is this address located within the corporate limits of the Town of Carrboro?\***

Yes

Please select Yes or No.

**Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\***

No

**Telephone\***

919-270-13

Please enter your primary contact phone number.

**Email Address\***

kirstenleloudis@gmail.com

Enter your primary email address.

**The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.**

**Date of Birth\***

11/1/1991

Please enter your Month/Day/Year of Birth

**Race\***

White

Please enter your race.

**Sex\***

Female

Please enter your sex.

**Occupation\***

Attorney

Please enter your occupation.

**Are you a registered Orange County Voter?\***

Yes

Please answer Yes or No

**Length of Residence in Orange County\***

22 years

How long have you been a resident of Orange County?

**Length of Residence in the Town of Carrboro\***

15 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> Animal Control Board of Appeals                   | <input type="checkbox"/> OWASA Board of Directors                       |
| <input type="checkbox"/> Appearance Commission/NPDC                        | <input type="checkbox"/> Planning Board                                 |
| <input type="checkbox"/> Arts Committee                                    | <input type="checkbox"/> Recreation and Parks Commission                |
| <input type="checkbox"/> Board of Adjustment                               | <input type="checkbox"/> Safe Routes to School Implementation Committee |
| <input type="checkbox"/> Economic Sustainability Commission                | <input type="checkbox"/> Stormwater Advisory Commission                 |
| <input type="checkbox"/> Environmental Advisory Board                      | <input type="checkbox"/> Tourism Development Authority*                 |
| <input type="checkbox"/> Human Services Commission                         | <input type="checkbox"/> Transportation Advisory Board                  |
| <input type="checkbox"/> Greenways Commission                              |   |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Affordable Housing Advisory Commission

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

North Carolina Department of Health and Human Services,  
Division of Public Health, Office of Regulatory and Legal  
Affairs

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

0 years, 3.5 months

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

I currently serve on the statewide steering committee of the North Carolina Chapter of the National Lawyers' Guild (NLG), a progressive voluntary professional association for attorneys and legal workers. My work with the NLG has involved training local law students to serve as legal observers and helping to organize the 2019 national convention, which we successfully petitioned to have held in North Carolina this year. I am also a volunteer with Legal Aid of North Carolina, a non-profit law firm that provides free legal help to low-income clients. In my role as a volunteer, I provide free legal assistance to low-income individuals and families in advice-only (non-litigation) cases related to subsidized housing law, eviction prevention, and tenants' rights to safe and habitable housing. I have been a member-owner of Weaver Street Market Coop for the past 6 years. In the past, I have also served as a HIV clinic manager at the SHAC free clinic located on Lloyd Street in Carrboro; served a one-year term on the North Carolina Coalition Against Domestic Violence Board of Directors; volunteered at the Carrboro Farmers Market's annual Harvest Dinner; and worked in many of Carrboro's restaurants, including Acme Food & Beverage Company and Milltown.

Please enter the requested information.

**Relevant Experience:\***

I am a recent graduate of UNC School of Law and the UNC Gillings School of Global Public Health, where I earned my Juris Doctor and my Master's in Public Health, respectively. My first job out of school was with Legal Aid of North Carolina, where I served worked as a staff attorney representing low-income clients in cases involving domestic violence, loss of public benefits (SNAP, WIC, Medicaid, SSI, etc.), disaster relief, and educational access for children with disabilities. The largest part of my practice, however- and the work that I felt and continue to feel deeply passionate about- was housing law. That work gave me experience working on issues related to deeds, land use, local housing codes, subsidized housing (project-based Section 8, Section 8 housing choice voucher, public housing, rural development, LIHTC, etc.), eviction defense, accessibility for people with disabilities, the intersection of domestic violence and housing, habitability and housing conditions, and more. In addition to knowing the state and federal law that is relevant to affordable housing, I have also seen first-hand how affordable housing policies actually play out, for better or for worse, in people's lives. I believe that knowledge and experience makes me well-equipped to help contribute to affordable housing efforts and advocate for affordable housing initiatives that best serve our Carrboro community. I also have a Master's degree in public health and currently work as a public health attorney with the North Carolina Division of Public Health. That experience allows me to bring an additional lens to affordable housing work, as well as familiarity with relevant concepts, like how the built environment informs health outcomes. While I was a public health graduate student, I was also awarded small grants to support my attendance at trainings held by the Racial Equity Institute. I have completed both the Phase I and Phase II Anti-Racism training workshops, and continue to return to Phase I trainings as an "alumni" to further develop my learning and toolbox for anti-racist work. I will bring my commitment to anti-poverty and anti-racist work, my experience with affordable housing law and policy, my love of public service, my interpersonal skills, and my grit to my work as a member of the Affordable Housing Advisory Commission.

**Reasons You Wish to be Appointed\***

I am born and raised in Carrboro, North Carolina. My family briefly lived in Chapel Hill during my teenage years, and I moved away to Indiana to attend college and then to Greenville, NC, for the first six months of my law career- but I have always considered Carrboro my home base, and Carrboro is where I intend to permanently settle and raise my family. Beyond caring about my friends, family, and favorite local businesses here in Carrboro, I am also personally invested in Carrboro's future. In recent years, Carrboro has taken up the phrase "It's Carrboro- Feel Free"- words that resonate with my own experience of this town, which strives to be a place where justice, equity, and joy are valued and achieved. Data shows us that each year, thousands of people move to the Triangle area and Carrboro certainly feels the effects of that. As Carrboro continues to grow and change it will be important to preserve what makes this town so special and what makes this town a place where people of many backgrounds and experiences can come to "Feel Free." Specifically, it will be necessary for there be adequate affordable housing options in Carrboro so that our friends, neighbors, and colleagues aren't priced out of being part of this community. I love this town and I want to be part of that work, and I believe I have the skills, training, and experience to make meaningful contributions as a member of the Affordable Housing Advisory Commission.

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

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

- Yes
- No

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

- Yes
- No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

Not applicable.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4600**

Date Submitted: 2/27/2020

Applicant First Name:\*

Elmira

Applicant Last Name:

Mangum

Advisory Board Name:\*

Planning Board

Chair Name\*

Catherine Fray

1. Has the applicant previously served on this or another advisory board?\*

Yes

No

2. If yes, how many total years have they served?

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

Yes (Skip to Last Question)

No

4. Is the applicant already serving on this advisory board and completed their two full terms?

Yes

No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

Yes

No

6. If yes, which seat?

7. Did the applicant attend an advisory board meeting?\*

- Yes
- No

8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?

- Yes
- No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

- Yes
- No

10. If no, briefly explain:

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

- Diversity
- Occupation, Experience, or Special Skills
- Other

If other, please explain:

# Print

## Advisory Board Application - Submission #4442

Date Submitted: 12/18/2019

First Name\*

Elmira

Last Name\*

Mangum

Date\*

12/18/2019

Select today's date

Address1\*

102 Rivercreek Place

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Planning Jurisdiction

Telephone\*

9193603035

Please enter your primary contact phone number.

Email Address\*

emangum61@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

4/10/1963

Please enter your Month/Day/Year of Birth

Race\*

African-American

Please enter your race.

Sex\*

Female

Please enter your sex.

Occupation\*

Retired

Please enter your occupation.

Are you a registered Orange County Voter?\*

No

Please answer Yes or No

Length of Residence in Orange County\*

20 years off and on

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

20 years off and on

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/>            | Affordable Housing Advisory Commission | <input type="checkbox"/>            | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/>            | Animal Control Board of Appeals        | <input type="checkbox"/>            | OWASA Board of Directors                       |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input checked="" type="checkbox"/> | Planning Board                                 |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/>            | Recreation and Parks Commission                |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/>            | Safe Routes to School Implementation Committee |
| <input checked="" type="checkbox"/> | Economic Sustainability Commission     | <input type="checkbox"/>            | Stormwater Advisory Commission                 |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/>            | Tourism Development Authority*                 |
| <input type="checkbox"/>            | Human Services Commission              | <input type="checkbox"/>            | Transportation Advisory Board                  |
| <input type="checkbox"/>            | Greenways Commission                   |                                     |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Please enter the requested information.

**Relevant Experience:\***

Former VP for Planning and Budget at Cornell University Former Senior Associate Provost for Planning and Budget at UNC Chapel Hill COMMITTEE EXPERIENCE & PUBLIC SERVICE - OVER 30 YEARS U. S. Department of Agriculture - Agricultural Policy Advisory Committee for Trade Sponsor, Space Management and Implementation Committee Sponsor, Human Resource Implementation System Tallahassee Economic Development Council, United Way Board of Directors " Tompkins County, Tompkins County Library Board, Higher Education Resource Services Board (HERS), Tri State Diversity Council Budget Construction and Campus Space Study, American Association of University Women, Capital Projects Finance Subcommittee, Child Care Advisory Committee, Classroom Planning Committee, Enrollment Policy Advisory Committee, Chair, Enterprise Applications Planning Committee and Work Group Enterprise Risk Management Committee, Facilities and Administrative Cost Study Team Finance Advisory Council Five-Year Financial Planning Committee, Chair, UNC Intercity Visit to Madison, Wisconsin, Personnel Flexibility Committee, President, Orange County Rape Crisis Center Board of Directors, UNC Property Committee, Strategic Planning Committee, UNC System President's Committee on Efficiency & Effectiveness (PACE), Member, President's Task force on Race and Diversity, Member, Program Planning Committee, ACE/NIP Program Planning Committee, President, Western New York Pan-Hellenic Council Chair, Management Information and Decision Support Systems Committee, Member, United Way Needs Assessment Board Erie County Development Coordination Board, Girl Scout Leader, Buffalo & Erie County COMMUNITY INVOLVEMENT Tallahassee Urban League Tiger Bay Club Oasis Center for Girls Meals on Wheels EmPOWERment, Brookfield at Berryhill Homeowners Association Board Carolina Leadership Development Mentor Chapel Hill/Carrboro Downtown Partnership Families Helping Families High School Reform Committee Carrboro/Chapel Hill School Board Minority Achievement Committee National Council of Negro Women, Life Member, School Improvement Team, Carrboro/Chapel Hill School Board Chapel Hill-Carrboro NAACP, Chapel Hill Youth Creating Change, Zeta Phi Beta Sorority, Inc.

**Reasons You Wish to be Appointed\***

Provide service, engagement, and expertise as part of my Civic duty.

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

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***



Yes



No

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



Yes



No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

The answer is no to both questions but the form will not process without an entry.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4603**

Date Submitted: 2/27/2020

Applicant First Name:\*

Peter

Applicant Last Name:

Matischak

Advisory Board Name:\*

Planning Board

Chair Name\*

Catherine Fray

1. Has the applicant previously served on this or another advisory board?\*

Yes

No

2. If yes, how many total years have they served?

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

Yes (Skip to Last Question)

No

4. Is the applicant already serving on this advisory board and completed their two full terms?

Yes

No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

Yes

No

6. If yes, which seat?

**7. Did the applicant attend an advisory board meeting?\***

Yes

No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes

No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes

No

**10. If no, briefly explain:**

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

Diversity

Occupation, Experience, or Special Skills

Other

**If other, please explain:**

# Print

## Advisory Board Application - Submission #4485

Date Submitted: 1/9/2020

First Name\*

Peter

Last Name\*

Matischak

Date\*

2/19/1964

Select today's date

Address1\*

111 Lisa Drive

Address2

City\*

Carrboro

State

nc

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

9849998408

Please enter your primary contact phone number.

Email Address\*

pmatischak@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

2/19/1964

Please enter your Month/Day/Year of Birth

Race\*

white

Please enter your race.

Sex\*

male

Please enter your sex.

Occupation\*

rates specialist

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

23 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

23 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |   |   |
|---|---|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> Animal Control Board of Appeals        | <input type="checkbox"/> OWASA Board of Directors                       |
| <input type="checkbox"/> Appearance Commission/NPDC             | <input checked="" type="checkbox"/> Planning Board                      |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> Recreation and Parks Commission                |
| <input type="checkbox"/> Board of Adjustment                    | <input type="checkbox"/> Safe Routes to School Implementation Committee |
| <input type="checkbox"/> Economic Sustainability Commission     | <input type="checkbox"/> Stormwater Advisory Commission                 |
| <input type="checkbox"/> Environmental Advisory Board           | <input type="checkbox"/> Tourism Development Authority*                 |
| <input type="checkbox"/> Human Services Commission              | <input type="checkbox"/> Transportation Advisory Board                  |
| <input type="checkbox"/> Greenways Commission                   |   |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

planning board

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

planning board

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Clover International

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

2 years

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

none

Please enter the requested information.

**Relevant Experience:\***

i used to own a lot of real estate

**Reasons You Wish to be Appointed\***

serve the town of carrboro

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

**If yes, which one(s)?**

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

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

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

n/a

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Chair Report (Complete One Per Applicant) - Submission #4602

Date Submitted: 2/27/2020

Applicant First Name:\*

Ellazar

Applicant Last Name:

Posada

Advisory Board Name:\*

Planning Board

Chair Name\*

Catherine Fray

1. Has the applicant previously served on this or another advisory board?\*

- Yes
- No

2. If yes, how many total years have they served?

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

- Yes (Skip to Last Question)
- No

4. Is the applicant already serving on this advisory board and completed their two full terms?

- Yes
- No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

- Yes
- No

6. If yes, which seat?

**7. Did the applicant attend an advisory board meeting?\***

Yes  
 No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes  
 No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes  
 No

**10. If no, briefly explain:**

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

Diversity  
 Occupation, Experience, or Special Skills  
 Other

**If other, please explain:**

# Advisory Board Application - Submission #4483

Date Submitted: 1/8/2020

First Name\*

Eliazar

Last Name\*

Posada

Date\*

1/8/2020

Select today's date

Address1\*

605 Jones Ferry Rd apt BB10

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

9194385609

Please enter your primary contact phone number.

Email Address\*

eposda@elcentronc.org

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

10/14/1992

Please enter your Month/Day/Year of Birth

Race\*

Latino

Please enter your race.

Sex\*

Male

Please enter your sex.

Occupation\*

Senior Management Nonprofit

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

1+ years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

1+ years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> Animal Control Board of Appeals                   | <input type="checkbox"/> OWASA Board of Directors                       |
| <input type="checkbox"/> Appearance Commission/NPDC                        | <input checked="" type="checkbox"/> Planning Board                      |
| <input type="checkbox"/> Arts Committee                                    | <input type="checkbox"/> Recreation and Parks Commission                |
| <input type="checkbox"/> Board of Adjustment                               | <input type="checkbox"/> Safe Routes to School Implementation Committee |
| <input type="checkbox"/> Economic Sustainability Commission                | <input type="checkbox"/> Stormwater Advisory Commission                 |
| <input type="checkbox"/> Environmental Advisory Board                      | <input type="checkbox"/> Tourism Development Authority*                 |
| <input type="checkbox"/> Human Services Commission                         | <input type="checkbox"/> Transportation Advisory Board                  |
| <input type="checkbox"/> Greenways Commission                              |   |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Planning

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

El Centro Hispano, Inc.

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

5 years

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

As part of my work at El Centro Hispano, I organized Latinx Pride that took place in Carrboro commons this last year. We saw over 800 people come to the event, most from outside of Carrboro. We also had over 30 organizations/Business from here in Carrboro and from across the Triangle. I also help lead and organize the LatinoAmerican Festival that takes place every year on Weaver street in late August.

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community/related organizational memberships**

Boards Currently on: - The Chamber (BOD) - Triangle - Triad Complete Count Committee - Chair - Adelante (Advisory Council)  
Boards I served on previously - Made in Durham (Advisory Council) - NEXT (BOD) - Durham Council of PTAs - North Carolina  
AIDS Action Fund (BOD) - El Colectivo (Advisory Council) - Partnership for Healthy Durham (Advisory Council) - Durham's  
HIV/STI Advisory Council - Durham's Gang Reduction Strategy Steering Committee I organized: - Latinx Pride - Faith ID - Know  
Your Rights events - LatinAmerican Festival (help organize) - Noche de Ferias

Please enter the requested information.

**Relevant Experience:\***

I have worked in Carrboro for 5 years through El Centro Hispano and have gotten to know many of the needs of the Latinx and immigrant communities in Carrboro. I have served on City and Nonprofit Councils and Boards, so I understand the commitment and responsibility to serve.

**Reasons You Wish to be Appointed\***

I want to ensure the communities I work with everyday have a seat at the table. I moved to Carrboro over a year ago, but I have worked here for 5 years directly with people in the Latinx and Immigrant communities. In this time I have seen how people in my community, while they love Carrboro, they do not see themselves fully reflected in the decision making bodies. My appointment to the board will serve as a small example how Carrboro continues to move in the right direction.

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

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

- Yes
- No

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

- Yes
- No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

N/A

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4609**

**Date Submitted: 2/28/2020**

**Applicant First Name:\***

Susan

**Applicant Last Name:**

Poulton

**Advisory Board Name:\***

Planning Board

**Chair Name\***

Catherine Fray

**1. Has the applicant previously served on this or another advisory board?\***

Yes

No

**2. If yes, how many total years have they served?**

20+

This should be available on the application or by asking the applicant.

**3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?**

Yes (Skip to Last Question)

No

**4. Is the applicant already serving on this advisory board and completed their two full terms?**

Yes

No

**5. Is the applicant applying for a special or expert seat on the advisory board?\***

Yes

No

**6. If yes, which seat?**

NTA

**7. Did the applicant attend an advisory board meeting?\***

Yes  
 No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes  
 No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes  
 No

**10. If no, briefly explain:**

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

Diversity  
 Occupation, Experience, or Special Skills  
 Other

**If other, please explain:**

Resident of Northern Transition Area

# Advisory Board Application - Submission #4518

Date Submitted: 1/25/2020

First Name\*

Susan

Last Name\*

Poulton

Date\*

1/25/2020

Select today's date

Address1\*

8720 Union Grove church road

Address2

City\*

Chapel Hill

State

NC

Zip\*

27516

Is this address located within the corporate limits of the Town of Carrboro?\*

No

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Northern Transition Area

Telephone\*

9196140529

Please enter your primary contact phone number.

Email Address\*

shmpoulton@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

5/24/1949

Please enter your Month/Day/Year of Birth

Race\*

white

Please enter your race.

Sex\*

female

Please enter your sex.

Occupation\*

retired

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

31 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

0

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |                          |  |                                     |  |
|--------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | Affordable Housing Advisory Commission | <input type="checkbox"/>            | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> | Animal Control Board of Appeals        | <input type="checkbox"/>            | OWASA Board of Directors                       |
| <input type="checkbox"/> | Appearance Commission/NPDC             | <input checked="" type="checkbox"/> | Planning Board                                 |
| <input type="checkbox"/> | Arts Committee                         | <input type="checkbox"/>            | Recreation and Parks Commission                |
| <input type="checkbox"/> | Board of Adjustment                    | <input type="checkbox"/>            | Safe Routes to School Implementation Committee |
| <input type="checkbox"/> | Economic Sustainability Commission     | <input type="checkbox"/>            | Stormwater Advisory Commission                 |
| <input type="checkbox"/> | Environmental Advisory Board           | <input type="checkbox"/>            | Tourism Development Authority*                 |
| <input type="checkbox"/> | Human Services Commission              | <input type="checkbox"/>            | Transportation Advisory Board                  |
| <input type="checkbox"/> | Greenways Commission                   |                                     |  |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Planning Board

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

retired. wroked for Duke MEDical Center

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

40+

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Democratic Party helper, network with NTA, Also report to the County Commissioners once a year.

Please enter the requested information.

**Relevant Experience:\***

Over 20 years on the Planning Board, I attend almost all functions for advisory boards and instigate others.

I now have a lot of experience of Carrboro planning. It would be a shame to waste it. I think I have experiences and the wishes of the NTA to share with the Board.

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

If yes, which one(s)?

Planning Board

Yes

Are you currently serving on a Town Board or Committee?\*



Yes



No

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



Yes



No

If yes, please describe how you meet one, or more, of the following exceptions noted below. \*

There has been no to apply for the NTA place on the Planning Board. I will be glad to stay as I have experience of this board.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Chair Report (Complete One Per Applicant) - Submission #4599

Date Submitted: 2/27/2020

Applicant First Name:\*

Bruce

Applicant Last Name:

Sinclair

Advisory Board Name:\*

Planning Board

Chair Name\*

Catherine Fray

1. Has the applicant previously served on this or another advisory board?\*

- Yes
- No

2. If yes, how many total years have they served?

9+ years

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

- Yes (Skip to Last Question)
- No

4. Is the applicant already serving on this advisory board and completed their two full terms?

- Yes
- No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

- Yes
- No

6. If yes, which seat?

\_\_\_\_\_

**7. Did the applicant attend an advisory board meeting?\***

Yes

No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes

No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes

No

**10. If no, briefly explain:**

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

Diversity

Occupation, Experience, or Special Skills

Other

**If other, please explain:**

# Advisory Board Application - Submission #4379

Date Submitted: 11/2/2019

**First Name\***

Bruce

**Last Name\***

Sinclair

**Date\***

11/2/2019

Select today's date

**Address1\***

1530 Pathway Dr

**Address2**

**City\***

Carrboro

**State**

NC

**Zip\***

27510-4100

**Is this address located within the corporate limits of the Town of Carrboro?\***

Yes

Please select Yes or No.

**Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\***

No

**Telephone\***

9195937971

Please enter your primary contact phone number.

**Email Address\***

bsinclair@nc.rr.com

Enter your primary email address.

**Date of Birth\***

7/1/1956

Please enter your Month/Day/Year of Birth

**Race\***

Caucasian

Please enter your race.

**Sex\***

M

Please enter your sex.

**Occupation\***

Retired

Please enter your occupation.

**Are you a registered Orange County Voter?\***

Yes

Please answer Yes or No

**Length of Residence in Orange County\***

25 years

How long have you been a resident of Orange County?

**Length of Residence in the Town of Carrboro\***

25 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |   |   |
|---|---|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> Animal Control Board of Appeals        | <input type="checkbox"/> OWASA Board of Directors                       |
| <input type="checkbox"/> Appearance Commission/NPDC             | <input checked="" type="checkbox"/> Planning Board                      |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> Recreation and Parks Commission                |
| <input type="checkbox"/> Board of Adjustment                    | <input type="checkbox"/> Safe Routes to School Implementation Committee |
| <input type="checkbox"/> Economic Sustainability Commission     | <input type="checkbox"/> Stormwater Advisory Commission                 |
| <input type="checkbox"/> Environmental Advisory Board           | <input type="checkbox"/> Tourism Development Authority*                 |
| <input type="checkbox"/> Human Services Commission              | <input type="checkbox"/> Transportation Advisory Board                  |
| <input type="checkbox"/> Greenways Commission                   |   |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Planning Board

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Retired (Cisco Systems before that)

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

20

Enter the number of years you have been employed at the organization listed to the left.

\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.

\_\_\_\_\_

\*\*Required only for the Tourism Development Authority Application.\*\*

Friends of Bolin Creek Board - treasurer Troop 845 BSA Committee - 20 years Carrboro EAB - 6 years (2 years as Chair) Chapel Hill ESAB - 3 years Carrboro Community Solar Board BSA Eagle Board review member (mentoring and evaluating candidates for Eagle Rank)

Please enter the requested information.

**Experience to Aid You in Working on Advisory Boards\***

- Carrboro EAB - Chapel Hill ESAB - various other corporate and charitable boards above.

**Reasons You Wish to be Appointed\***

I am currently serving on the Carrboro EAB. I believe that I will be term-limited next January. I would like to move on to another board, if possible. I have extensive experience ing serving on boards and believe I have a deep knowledge and breadth of experience in Town governance that can be of use to the Planning Board. Since I have been dealing with zoning and long-term planning issues in both Chapel Hill and Carrboro, I have a knowledge of current LUMOs, best practices and zoning and planning processes of both Towns and can contribute best ideas, practices from both jurisdictions. I would very much like to expand my knowledge of planning and zoning related to environmental issues to include other areas under the planning umbrella such as transportation, affordable housing and other areas of interest to the Board.

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

**If yes, which one(s)?**

EAB

Yes

**Are you currently serving on a Town Board or Committee?\***



Yes



No

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



Yes



No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

N/A

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

**Advisory Board Chair Report (Complete One Per Applicant) - Submission #4604**

Date Submitted: 2/27/2020

Applicant First Name:\*

Hissan

Applicant Last Name:

Waheed

Advisory Board Name:\*

Planning Board

Chair Name\*

Catherine Fray

1. Has the applicant previously served on this or another advisory board?\*

- Yes
- No

2. If yes, how many total years have they served?

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

- Yes (Skip to Last Question)
- No

4. Is the applicant already serving on this advisory board and completed their two full terms?

- Yes
- No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

- Yes
- No

6. If yes, which seat?

**7. Did the applicant attend an advisory board meeting?\***

Yes  
 No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes  
 No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes  
 No

**10. If no, briefly explain:**

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

Diversity  
 Occupation, Experience, or Special Skills  
 Other

**If other, please explain:**

# Print

## Advisory Board Application - Submission #4497

Date Submitted: 1/14/2020

First Name\*

Hissan

Last Name\*

Waheed

Date\*

1/14/2020

Select today's date

Address1\*

505 Waterside Drive

Address2

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

Planning Jurisdiction

Telephone\*

919-360-87

Please enter your primary contact phone number.

Email Address\*

hissanw@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

4/27/1961

Please enter your Month/Day/Year of Birth

Race\*

South Asian

Please enter your race.

Sex\*

Male

Please enter your sex.

Occupation\*

Strategic Partnerships Manager

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

10 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

10 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |  |   |
|--|---|
| <input type="checkbox"/> Affordable Housing Advisory Commission        | <input type="checkbox"/> Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> Animal Control Board of Appeals               | <input type="checkbox"/> OWASA Board of Directors                       |
| <input type="checkbox"/> Appearance Commission/NPDC                    | <input checked="" type="checkbox"/> Planning Board                      |
| <input type="checkbox"/> Arts Committee                                | <input type="checkbox"/> Recreation and Parks Commission                |
| <input type="checkbox"/> Board of Adjustment                           | <input type="checkbox"/> Safe Routes to School Implementation Committee |
| <input checked="" type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> Stormwater Advisory Commission                 |
| <input type="checkbox"/> Environmental Advisory Board                  | <input type="checkbox"/> Tourism Development Authority*                 |
| <input type="checkbox"/> Human Services Commission                     | <input type="checkbox"/> Transportation Advisory Board                  |
| <input type="checkbox"/> Greenways Commission                          |   |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Economic Sustainability Commission

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

IBM Corporation

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

20

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

Long term resident and promoter and user of Carrboro services.

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

None

Please enter the requested information.

**Relevant Experience:\***

Various roles at IBM: - Project manager - Managing consultant - Sales leader - Partner relationships

**Reasons You Wish to be Appointed\***

I wish to more fully participate in and give back to my community

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

**If yes, which one(s)?**

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

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

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

NA

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Chair Report (Complete One Per Applicant) - Submission #4605

Date Submitted: 2/27/2020

Applicant First Name:\*

Andrew

Applicant Last Name:

Whittemore

Advisory Board Name:\*

Planning Board

Chair Name\*

Catherine Fray

1. Has the applicant previously served on this or another advisory board?\*

Yes

No

2. If yes, how many total years have they served?

6

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

Yes (Skip to Last Question)

No

4. Is the applicant already serving on this advisory board and completed their two full terms?

Yes

No

5. Is the applicant applying for a special or expert seat on the advisory board?\*

Yes

No

6. If yes, which seat?

**7. Did the applicant attend an advisory board meeting?\***

Yes  
 No

**8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?**

Yes  
 No

**9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:**

Yes  
 No

**10. If no, briefly explain:**

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

Diversity  
 Occupation, Experience, or Special Skills  
 Other

**If other, please explain:**

# Print

## Advisory Board Application - Submission #4537

Date Submitted: 2/6/2020

First Name\*

Andrew

Last Name\*

Whittemore

Date\*

2/6/2020

Select today's date

Address1\*

105 TODD ST APT A

Address2

Apt, Suite, Bldg. (optional)

City\*

Carrboro

State

NC

Zip\*

27510

Is this address located within the corporate limits of the Town of Carrboro?\*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?\*

No

Telephone\*

3104150937

Please enter your primary contact phone number.

Email Address\*

awhittemore@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

Date of Birth\*

8/14/1980

Please enter your Month/Day/Year of Birth

Race\*

White

Please enter your race.

Sex\*

Male

Please enter your sex.

Occupation\*

Assistant Faculty

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

United States

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

6 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- |   |   |
|---|---|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Northern Transition Area Advisory Committee    |
| <input type="checkbox"/> Animal Control Board of Appeals        | <input type="checkbox"/> OWASA Board of Directors                       |
| <input type="checkbox"/> Appearance Commission/NPDC             | <input type="checkbox"/> Planning Board                                 |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> Recreation and Parks Commission                |
| <input checked="" type="checkbox"/> Board of Adjustment         | <input type="checkbox"/> Safe Routes to School Implementation Committee |
| <input type="checkbox"/> Economic Sustainability Commission     | <input type="checkbox"/> Stormwater Advisory Commission                 |
| <input type="checkbox"/> Environmental Advisory Board           | <input type="checkbox"/> Tourism Development Authority*                 |
| <input type="checkbox"/> Human Services Commission              | <input type="checkbox"/> Transportation Advisory Board                  |
| <input type="checkbox"/> Greenways Commission                   |   |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

**Other (advisory board not listed):**

\_\_\_\_\_

Please indicate by typing the advisory board that you are applying for.

**Advisory Board Preference\***

Board of Adjustment

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

UNC Chapel Hill

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

**Number of Years Employed\***

6

Enter the number of years you have been employed at the organization listed to the left.

**\* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

NA

\*\*Required only for the Tourism Development Authority Application.\*\*

**Community Activities/Organizational Memberships\***

Carrboro Planning Board 2014-present; Oak Lawn Committee (Dallas TX) 2012-2014; Nelson Tebedo Clinic (Dallas TX) 2011-2014

Please enter the requested information.

**Relevant Experience:\***

I have a masters degree and PhD in Urban Planning. I've taken courses on land use law and am familiar with the process of variance requests. My research focuses in part on zoning. I've served on the Carrboro Planning Board for 6 years. Prior to that I served on a design review board in Dallas, TX.

**Reasons You Wish to be Appointed\***

My research focuses in part on zoning. I've served on the Carrboro Planning Board for 6 years and would enjoy the opportunity to serve with and learn about another planning and zoning-related board.

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

**If yes, which one(s)?**

Planning Board

Yes

**Are you currently serving on a Town Board or Committee?\***

Yes

No

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

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below. \***

I've been on the Planning Board for 6 years and have applied for a 3rd term on the Planning Board in case there aren't enough applicants. Damon Seils encouraged me to apply for the Board of Adjustment as well, and I'd have a preference for the BoA as I haven't done it before. Happy to serve on either though.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.