



# Town of Carrboro

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

## Meeting Agenda Town Council



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Tuesday, June 23, 2020

7:00 PM

Remote Meeting - View Livestream or Cable TV

18

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### 7:00-7:15

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

1. [20-263](#) A Resolution Honoring the Sesquicentennial of the Fifteenth Amendment
2. [20-264](#) Recreation and Parks Month Proclamation
3. [20-265](#) Pollinator Week Proclamation

#### B. ROLL CALL

### 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. [20-262](#) Approval of Minutes from May 26 and June 9th, 2020
2. [20-242](#) Designation of Fund Balance for FY 2019-20 Budget Items Not Yet Spent or Encumbered  
**PURPOSE:** The Town Council is requested to designate fund balance in the General Fund to carry over to next year for certain budget items where funds have not been spent or encumbered.  
**Attachments:** [ATTACHMENT A - Designation of Fund Balance](#)
3. [20-260](#) Request to set a public hearing for a Major Modification to the Club Nova Conditional Use Permit  
**PURPOSE:** The Town Council is asked to adopt a resolution setting a public hearing date of September 22, 2020 for consideration of a request for a Major

Modification to the existing Conditional Use Permit.

**Attachments:** [Attachment A - Resolution Setting Public Hearing](#)  
[Attachment B - Vicinity Map](#)

4. [20-257](#) Request-to-Set a Public Hearing on Text Amendments to Establish a HR-MU District
- PURPOSE:** The purpose of this item is for the Town Council to consider setting a public hearing on draft text amendments to the Land Use Ordinance to establish a Historic Rogers Road Mixed-Use Zoning District. A draft ordinance has been prepared. The consideration of an amendment to the LUO is a legislative decision. The Town Council must receive public input before reaching a decision.

**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Draft LUO Ordinance to Establish HR-MU District](#)

5. [20-269](#) Consideration of federal CARES Act funding allocation and Amendment to the FY2019-20 Adopted Budget
- PURPOSE:** The purpose of this item is to allocate the CARES Act funding to various eligible COVID-19 expenditures and to consider an amendment to the FY2019-20 budgets.

**Attachments:** [Attachment A - CARES Act Budget Amendment](#)

6. [20-234](#) Implementation of East Main Street Restriping
- PURPOSE:** The purpose of this item is to provide an update on the implementation of the E Main Street Restriping Plan.

**Attachments:** [A - Resolution](#)

**7:40-7:55**

**E. PUBLIC HEARING**

1. [20-258](#) Continuation of Public Hearing on Land Use Ordinance and Town Code Amendments to Establish Regulations for Small and Micro-Wireless Facilities
- PURPOSE:** The purpose of this item is for the Town Council to consider amendments to the Land Use Ordinance and Town Code to conform to state legislation relating to wireless infrastructure for 5G technology. The consideration of an amendment to the Land Use Ordinance is a legislative decision; the Town Council must receive public input prior to making a decision.

**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Draft LUO Amendment WirelessFacilities 6-19-2020](#)  
[Attachment C - Draft Town Code Amendment WirelessFacilities 6-19-2020](#)  
[Attachment D - HB 310](#)  
[Attachment E - Comments](#)

## F. OTHER MATTERS

### 7:55-8:05

1. [20-243](#) Adoption of FY 2020-21 Annual Budget  
**PURPOSE:** The purpose of this agenda item is for the Town Council to complete budget discussions and adopt the annual budget for fiscal year 2020-21.

**Attachments:** [FY21 Recommended vs Adopted Budgets](#)  
[ATTACHMENT A - Budget Ordinance 2020-21](#)  
[ATTACHMENT B - Changes to Position and Pay Plan FY 2020-21](#)  
[ATTACHMENT C - Wage Adjustment Resolution 2020-21](#)  
[ATTACHMENT D - Contract for Town Attorney Resolution 2020-21](#)  
[ATTACHMENT E - Capital Projects Ordinance 2020-21](#)  
[ATTACHMENT F - Vehicles Capital Projects Ordinance 2020-21](#)  
[ATTACHMENT G -Miscellaneous Fees and Charges Resolution 7-01-2020](#)  
[ATTACHMENT G-1 - Town of Carrboro 2020-21 Fee Schedule](#)

### 8:05-8:15

2. [20-256](#) Appointments to the Environmental Advisory Board  
**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to make appointments to the Environmental Advisory Board.

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

### 8:15-8:25

3. [20-261](#) Appointments to the Comprehensive Plan Task Force  
**PURPOSE:** The purpose of this item is for the Town Council to adopt a resolution appointing task force members and directing the work of the group.

**Attachments:** [Attachment A - Resolution making appointments and directing work of Task Force](#)  
[Attachment B - Task Force Structure - 11-30-19 RFP](#)  
[Attachment C - Demographic Data of 16 Community At-Large Com Plan](#)  
[Attachment D - Comprehensive Plan Task Force Applications](#)  
[Community Member At-Large](#)

**8:25-9:10****4. [20-266](#)****Black Lives Matter Mural Painting**

**PURPOSE:** The purpose of this item is for the Town Council to discuss possible ways for painting Black Lives Matter murals on public property.

**Attachments:** [A - Black Lives Matter Mural Installations in the US](#)

**9:10-9:40****5. [20-249](#)****Review of Comprehensive Plan Proposed Outreach and Engagement Strategies**

**PURPOSE:** The purpose of this item is for the Town Council to review the outreach plan for the Comprehensive Planning effort.

**Attachments:** [A - Outreach and Engagement Strategies 6-10-2020](#)  
[B- Comp Plan Timeline - Junev1.](#)

**9:40-10:05****6. [20-259](#)****Update on the reboot of the 203 South Greensboro Project - Design Contract and Public Process**

**PURPOSE:** The purpose of this item is to provide the Town Council with an update on the design contract and anticipated scheduled for the 203 South Greensboro Project.

**Attachments:** [A - The 203 Project Timeline](#)

**10:05-10:20****7. [20-268](#)****Update from Chief Schmidt on COVID-19****G. MATTERS BY COUNCIL MEMBERS**





# Town of Carrboro

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## Agenda Item Abstract

**File Number:**20-263

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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A Resolution Honoring the Sesquicentennial of the Fifteenth Amendment



# Town of Carrboro

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301 W. Main St.  
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## Agenda Item Abstract

**File Number:**20-264

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Recreation and Parks Month Proclamation



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Pollinator Week Proclamation



# Town of Carrboro

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## Agenda Item Abstract

**File Number:**20-262

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**Version:** 1

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Approval of Minutes from May 26 and June 9<sup>th</sup>, 2020



# Town of Carrboro

Town Hall  
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## Agenda Item Abstract

**File Number:**20-242

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Designation of Fund Balance for FY 2019-20 Budget Items Not Yet Spent or Encumbered

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

**DEPARTMENT:** Finance

**CONTACT INFORMATION:** Cary McNallan 918-7301

**INFORMATION:** The Town Manager has identified several projects in the adopted FY 2019-20 general fund budget where funds appropriated have not been spent or encumbered. These funds total \$147,363 and will be needed when projects are developed and a vendor identified for the service or item.

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

The resolution to designate fund balance (Attachment A) authorizes the carryover to next fiscal year of unexpended budget balance for specified item(s) contingent upon confirmation by the independent audit for the year ending June 30, 2020. The Town Manager is also authorized to transfer these funds to the appropriate department.

**FISCAL & STAFF IMPACT:** The budget items identified total \$147,363 to be carried over from FY 2019-20 to FY 2020-21. If not carried over, an appropriation in the FY 2020-21 budget may be necessary to continue these projects.

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

**A RESOLUTION APPROVING DESIGNATION OF FUND BALANCE  
FOR FY 2019-20 BUDGET FUNDS NOT YET SPENT OR ENCUMBERED**

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

BE IT RESOLVED by the Town Council that fund balance in the General Fund is designated to fund the following items:

<b>Department</b>	<b>Designated Fund Balance FY 2019-20</b>	<b>Amount</b>
Public Works	OWASA Subsidy	\$ 41,702.00
Public Works	Powell Bill Funds	\$ 7,792.00
Planning	Bicycle Gold Designation	\$ 39,318.00
Planning	Bike & Ped Safety Imprvmnts	\$ 3,000.00
Climate Action	Grassroots Partnerships	\$ 27,300.00
Advisory Boards	Truth Plaque	\$ 8,023.00
Police	Seizure Funds - State	\$ 19,800.00
Police	Seizure Funds Federal	\$ 428.00
	<b>TOTAL</b>	<b>\$ 147,363.00</b>

*Summary of Designated Fund Balance Budget Items*

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

**Powell Bill Funds** – The unspent portion of the Powell Bill Funds are required to be spent on Powell Bill eligible expenses and can be used on such future year expenditures.

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

**Bike & Pedestrian Safety Improvements** – These funds are designated for bike and pedestrian safety improvements throughout the Town.

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

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

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

BE IT FURTHER RESOLVED, that upon confirmation of the actual amount for the above projects by the independent audit for the year ending June 30, 2020, the Town Manager may transfer fund balance up to the amount confirmed by the independent audit to the appropriate department(s) without further action by the Town Council.



# Town of Carrboro

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## Agenda Item Abstract

**File Number:**20-260

**Agenda Date:** 6/23/2020

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**In Control:** Board of Aldermen

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### TITLE:

Request to set a public hearing for a Major Modification to the Club Nova Conditional Use Permit

**PURPOSE:** The Town Council is asked to adopt a resolution setting a public hearing date of September 22, 2020 for consideration of a request for a Major Modification to the existing Conditional Use Permit.

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** Jeff Kleaveland, 919-918-7332 or [jkleaveland@townofcarrboro.org](mailto:jkleaveland@townofcarrboro.org) or Marty Roupe, 919-918-7333 or [mroupe@townofcarrboro.org](mailto:mroupe@townofcarrboro.org)

**INFORMATION:** Club Nova Community, Inc. has made an application for at Major Modification to the Club Nova Conditional Use Permit. This modification proposes the construction of a 9,056 sf two-story (with mezzanine) building that will replace both the existing detached club house and thrift store buildings. The proposed use of this building will remain primarily office and retail (use categories #2.110 and #3.110) and is unchanged from the existing uses. The applicants are requesting that the Board set the public hearing date for the conditional use permit major modification request on September 22, 2020 (Attachment A).

The subject property is zoned B-1(g) and is located in the Downtown Neighborhood Protection overlay district. The lot is approximately .7 acres in size and is identified by Orange County PIN number 9778-86-2027. For a vicinity map, please see Attachment B.

**FISCAL & STAFF IMPACT:** No fiscal impact noted with adopting the attached resolution and setting the public hearing date. Applicable land use permit fee has been paid.

**RECOMMENDATION:** Town staff recommends that the Board adopt the attached resolution setting the public hearing for this project on September 22, 2020 (Attachment A).

**A RESOLUTION CALLING A PUBLIC HEARING FOR A MAJOR  
MODIFICATION TO THE ORIGINAL CONDITIONAL USE PERMIT FOR  
CLUB NOVA.**

**WHEREAS**, the Carrboro Town Council seeks to provide ample opportunities for the public to comment on proposed major modifications to the conditional use permits; and

**WHEREAS**, a major modification to the original 2002 Conditional Use Permit has been received.

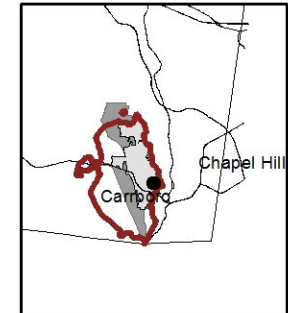
**NOW THEREFORE BE IT RESOLVED** by the Carrboro Town Council that the Council hereby sets a public hearing date of September 22, 2020 to consider a major modification to the conditional use permit request for the property at 103 W. Main Street (PIN 9778862027).

This is the 23<sup>rd</sup> day of June 2020.





103 W. Main St



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

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



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

Printed Jan 3, 2012





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-257

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**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Request-to-Set a Public Hearing on Text Amendments to Establish a HR-MU District

**PURPOSE:** The purpose of this item is for the Town Council to consider setting a public hearing on draft text amendments to the Land Use Ordinance to establish a Historic Rogers Road Mixed-Use Zoning District. A draft ordinance has been prepared. The consideration of an amendment to the LUO is a legislative decision. The Town Council must receive public input before reaching a decision.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon - 919-918-7325, [cmoon@townofcarrboro.org](mailto:cmoon@townofcarrboro.org); Marty Roupe - 919-918-7333, [mroupe@townofcarrboro.org](mailto:mroupe@townofcarrboro.org); Patricia McGuire - 919-918-7327, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org); Nick Herman - 919-929-3805, [herman@broughlawfirm.com](mailto:herman@broughlawfirm.com)

**INFORMATION:** The purpose of this agenda item is for the Town Council to consider setting a public hearing on proposed text amendments to establish a new Historic Rogers Road Mixed-Use Zoning District. At the February 11, 2020 Town Council meeting, the Council received an update on a draft ordinance establish this new zoning district for the Historic Rogers Road community, designed to provide a greater range of uses, including opportunities for flex-space and live-work space as well as major home occupations. (Agenda materials

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=4327995&GUID=67D76C59-3931-44DF-A0A3-F9E31B2B7C4A&Options=&Search=>>.) At the close of the February 11<sup>th</sup> meeting, the Council set a public hearing for March 24<sup>th</sup> and the item was referred to Orange County and Town advisory boards. Shortly before the public hearing, however, the matter was delayed to allow the Council to focus on matters relating to the Covid-19 pandemic and public safety.

The purpose of this item is to consider rescheduling the public hearing for September 22, 2020. Should the Council set the hearing, staff would re-advertise, and send out an electronic update to a 75+ residents email list in the Historic Rogers Road community and surrounding neighborhoods. Orange County and advisory board review, for all but the Affordable Housing Advisory Board, was completed in March. The proposed schedule provides time for the AHAC to complete its review before the hearing.

Should the Council adopt the draft ordinance establishing the HR-MU zoning district, staff would come back at a future meeting to begin the process for considering rezoning the eight “purple” lots identified for the mixed-



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use district in the “Mapping Our Community’s Future” report to the new district. The rezoning process would involve a second public hearing with published and mailed notice.

**FISCAL & STAFF IMPACT:** Costs and staff time are associated with the review of text amendments.

**RECOMMENDATION:** Staff recommends that the Town Council consider the resolution (*Attachment A*) setting a public hearing on the draft ordinance establishing a new mixed-use district for the Historic Rogers Road Neighborhood for September 22, 2020.

**A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE  
CARRBORO LAND USE ORDINANCE TO ESTABLISH HISTORIC ROGERS ROAD  
MIXED USE DISTRICT AND ASSOCIATED DEVELOPMENT STANDARDS**

WHEREAS, the Town of Carrboro 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 that the Town Council sets a public hearing on September 22, 2020, to consider adopting “An Ordinance Amending the Carrboro Land Use Ordinance to Establish the Historic Rogers Road Mixed Use District and Associated Development Standards.”

This is the 23<sup>rd</sup> day of June in the year 2020.

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

**\*\*DRAFT 02-21-2020\*\***

THE CARRBORO TOWN COUNCIL ORDAINS:

Section 1. The Carrboro Land Use Ordinance is amended by modifying Section, 15-136.1 Historic Rogers Road District Established, to read as follows:

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

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

proposed for rezoning to HR-MU district shall include no less than sixteen contiguous acres. The development of an HR-MU district may include the recombination of existing lots and/or the subdivision of new lots that meet the density and dimensional standards outlined in Article XII.

Section 2. Section 15-141.4(a) of the Carrboro Land Use Ordinance is amended to read as follows:

- (a) Conditional zoning districts are zoning districts in which the development and use of the property so zoned are governed by the regulations applicable to one of the general use zoning districts listed in the Table of Permissible Uses, as modified by the conditions and restrictions imposed as part of the legislative decision creating the district and applying it to the particular property. Accordingly, the following conditional zoning districts may be established:

R-20-CZ, R-15-CZ, R-10-CZ, R-7.5-CZ, R-3-CZ, R-2-CZ, R-R-CZ, R-S.I.R.-CZ, and R-S.I.R.-2-CZ

B-1(C)-CZ, B-1(G)-CZ, B-2-CZ, B-3-CZ, B-3-T-CZ, B-4-CZ, CT-CZ, O-CZ, OACZ, M-1-CZ, M-2-CZ (AMENDED 4/27/10; 06/23/15; 10/23/18)

There may also be established a HR-MU-CZ zoning district, pursuant to the purpose statement and criteria described in Section 15-136.1.

Section 3. Article II Section 15-15 Definitions of Basic Terms is amended by modifying the existing definition of Home Occupation, Major to add a reference the HR-MU district as follows:

**Home Occupation, Major.** A Major Home Occupation is an accessory business use of a residentially-zoned property, that meets one or more of the following criteria: (i) employs up to four non-resident employees, who may work on site; (ii) utilizes outdoor storage of materials, supplies, products, or machinery; or (iii) generates noise, vibration, dust, odor, light, or glare that is visible from neighboring properties or the public right-of-way at any hour of the day. Examples of Major Home Occupations include: lawncare or landscaping services, woodworking shops, small engine repair, appliance repair, metalworking, and any home business with more than one non-resident employee. Major home occupation uses are only permissible with a zoning permit in the HR-R and HR-MU districts, and are subject to the performance standards specified in Section 15-176.9.

Section 4. Section 15-146 (Table of Permissible Uses) is amended by adding one new column labelled HR-MU with permissible use classifications as shown in the attached Exhibit 'A.' The letters "Z," "S," "C," "SC," and "ZS," and the symbol "\*" have the meanings described for all uses as provided in applicable subsections of Section 15-147.

Section 5. Section 15-176.9 Special Standards for Historic Rogers Road District, is amended to include the HR-MU District as follows:

**Section 15-176.9 Special Standards for Historic Rogers Road Districts.**

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



8. Parking for vehicles associated with the business, including employee and visitor vehicles shall be provided on-site, pursuant to the requirements in Section 15-291.
  9. If more than three parking spaces are provided for business-associated vehicles and / or employees and visitors, then the additional spaces above three must be screened by a Type A buffer.
  10. All business activities shall be a minimum of 60 feet from all lot lines or within a fully enclosed building.
  11. All noise, dust, vibration, odor, light, and glare-producing activities shall be located a minimum of 60 feet from all lot lines, and any activity that results in noise, vibration, dust, odor, light, or glare shall only occur between the hours of 8 AM and 6 PM.
  12. Any outdoor storage of materials, supplies, products, or machinery (excluding functional vehicles associated with the business) shall be screened with a Type A screen as described in LUO Section 15-307.
- (g) Any Land Use Category 8.100 use located in the HR-MU district is limited to 2,000 square feet heated floor area and may only conduct business between the hours of 6 am and 9 pm.
- (h) For proposed developments within the HR-MU District, a phasing plan must be incorporated into the project which mandates that at least fifteen percent (15%) of the uses must be nonresidential and at least fifteen percent (15%) of the uses must be residential. The phasing plan must ensure that the nonresidential portions are completed prior to or in conjunction with the residential portions of each phase.

Section 6. Section 15-181 Minimum Lot Size Requirements, subsection (a) is revised with the addition of minimum lot size requirements for the HR-MU zoning district as follows:

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

Section 7. Section 15-182 Residential Density, subsection (a) is revised with the addition of residential density requirements for the HR-MU zoning district, as follows:

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

Section 8. Section 15-182.3 Residential Density of Major Developments in Certain Districts, subsection (a) is amended to read as follows:

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

Section 9. Section 15-183 Minimum Lot Widths, subsection (b) is revised with the addition of minimum lot width requirements for the HR-MU zoning district, as follows:

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

Section 10. Subsection 15-184 Building Setback Requirements, subsection (a) is revised with the addition of setback requirements for the HR-MU zoning district, as follows:

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

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

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

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

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

Section 13. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 14. This ordinance shall become effective upon adoption



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-269

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Consideration of federal CARES Act funding allocation and Amendment to the FY2019-20 Adopted Budget

**PURPOSE:** The purpose of this item is to allocate the CARES Act funding to various eligible COVID-19 expenditures and to consider an amendment to the FY2019-20 budgets.

**DEPARTMENT:** Town Manager and Finance

**CONTACT INFORMATION:** David Andrews, 918-7315; Cary McNallan, 918-7301

**INFORMATION:** The Town received \$266K in federal funds from the CARES Act to be used for eligible expenditures related to COVID-19. Staff has provided the Council with information as to how these funds could be allocated. The attached budget amendment allocates a portion of these funds to the FY2019-20 budget to offset current eligible expenditures. The remainder of the funds will be deferred and included in the FY2020-21 adopted budget.

**FISCAL & STAFF IMPACT:** The FY19-20 budgets will increase as such: General Fund's Information Technology will increase by \$41,500; Affordable Housing Fund's rental assistance program will increase by \$120,000; and the Emergency Loan Fund will increase by \$47,500.

**RECOMMENDATION:** Staff recommends the Council approve the recommended allocation of funds for FY2019-20 by approving the budget amendment provided in Attachment A.

**AMENDMENT TO FY 2019-20 ADOPTED BUDGET**  
**Town of Carrboro, North Carolina**

WHEREAS, the Board of Aldermen for the Town of Carrboro adopted Annual Budget Ordinance No. 22/2019-20 for FY 2019-20 on June 18, 2019; and,

WHEREAS, on 3/24/20, the Council established the Emergency Loan Program Fund; and,

WHEREAS, the Town now finds it necessary to amend the budget ordinance due to the receipt of federal funds provided through the CARES act; and,

WHEREAS, said funds are to be appropriated for eligible COVID-19 related expenditures; and,

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S.159-15, the following revenue and expense accounts are amended as shown and that the total amount for the funds are herewith appropriated for the purposes shown:

ACCOUNT CODE			ACCOUNT NAME	CURRENT BUDGET	Change	REVISED BUDGET
Org	Object	Project				
1447	437203	99900	Federal CARES Act	-	(41,500.00)	\$ (41,500.00)
447	503305	99900	Computer & Peripherals	-	41,500.00	41,500.00
28	437203		Federal CARES Act	-	(120,000.00)	\$ (120,000.00)
28	505900		Rental Assistance	55,116.18	120,000.00	175,116.18
46	437203		Federal CARES Act	-	(47,500.00)	(47,500.00)
46	504637		Grant Disbursement	-	47,500.00	47,500.00
						-

REASON: To appropriate federal CARES funding for eligible computer costs (General Fund: \$41,500), for the rental assistance program (Affordable Housing Fund: \$120,000), and for emergency loan grants (Emergency Loan Fund: \$47,500).

This budget ordinance amendment shall be effective immediately upon adoption.

A copy of this amendment shall be forwarded to the Town's Finance Officer within five (5) days.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-234

**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Implementation of East Main Street Restriping

**PURPOSE:** The purpose of this item is to provide an update on the implementation of the E Main Street Restriping Plan.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Zachary Hallock, 919-918-7329, [zhallock@townofcarrboro.org](mailto:zhallock@townofcarrboro.org); Tina Moon, 919-918-7325, [cmoon@townofcarrboro.org](mailto:cmoon@townofcarrboro.org); Patricia McGuire, 919-918-7327, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)

**INFORMATION:** NCDOT Division 7 has informed the Town that the previously scheduled resurfacing of East Main Street has been postponed until the summer of 2021 and indicated they would consider a temporary installation. Working with NCDOT staff and Stantec, the consultant working on the E. Main Street permanent reconfiguration plan, steps needed to install temporary bike lanes on E Main Street have been identified.

Additional modifications than those that will occur in conjunction with the resurfacing are necessary due to the current locations of the loop detectors, the existing railroad preemption timing, and the signal timing proposed as a result of the operational analysis. Consequently, additional design and construction efforts, and associated costs, would be incurred. Furthermore, there are potentially hazardous conditions along the section of the pavement where the bike lane would be striped including manhole covers, storm drains, and uneven pavement. Staff had begun to evaluate these existing conditions in order to document existing hazards so that when the resurfacing occurs they would be addressed as completely as possible.

Staff also discussed with NCDOT Division 7 the interest in installing a mid-block crosswalk on the 300 Block of E Main. NCDOT expressed concerns about safety with the midblock locations due to motor vehicle queueing which would occur during the peak hours, but were receptive to adding a crosswalk across E Main St at its intersection with W Rosemary Street.

Currently, staff are working with the consultant to finalize the Pavement Marking Plan for the permanent reconfiguration based on comments received from NCDOT. Additional scope is being developed to include work to develop 25% design signal plans, temporary signal plans, and final signal plans. These signal modifications will be required whether the Town proceeds with a temporary installation or if the decision is made to wait until the resurfacing to install new markings. There will need to be two sets of traffic signal plans

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

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**Version:** 1

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developed and two sets of traffic signal modifications made. This is due to the fact that because of the current pavement condition, the temporary marking plans will not be the same as the final marking plans due to changes needed to address safety issues where the bike lanes would be located. Current cost estimates to implement the temporary pavement markings/signal modifications, final pavement markings/signal modifications, and optional crosswalk @ Rosemary St are described below.

**25% Signal Design & Cost Estimates:.....\$7,500**

This work, mentioned above, will develop 25% signal design plans to inform the engineer's estimate for the Temporary Traffic Signal Modifications, Temporary Pavement Markings, and Final Traffic Signal Modifications. The Engineer's Estimate can help provide greater certainty as to the construction cost of the necessary improvements. Chapel Hill Traffic Engineering has indicated that we can expect the construction to cost at least \$10,000 per signal modification; though without a basis in design the cost could be higher depending on the details.

**Temporary Traffic Signal Design.....\$33,000**

**Temporary Traffic Signal Installations.....TBD**

**Temporary Pavement Markings.....\$10,000**

These three items include all work related to the temporary pavement markings and associated signal plan design and modifications. Due to the existing pavement conditions, the final pavement marking plan (which was submitted to NCDOT) cannot be replicated for the temporary conditions. Modifications to the marking plan is required in order to safely designate a bike lane on East Main Street.

**Final Traffic Signal Design.....\$36,000**

**Final Traffic Signal Modifications.....TBD**

These two items include all work related to the final pavement markings (which have been submitted to NCDOT) and the associated signal design and modifications which would need to be made in order to accommodate the changes in pavement markings. The temporary markings and signal modifications are not required to proceed with the final modifications. The resurfacing is currently anticipated to occur in the summer of 2021, which is when these final modifications would be made.

**Optional Crosswalk on E Main @ Rosemary (Design & Construction).....\$60,000**

This additional scope, would include design and construction for a signalized crosswalk (including pedestrian signals and curb ramps) on the western leg of E Main at W Rosemary, so that people can cross E Main without having to wait to cross two legs. Work on this would be incorporated into the final pavement marking plan and installation would be coordinated with the resurfacing project.

As was noted in the approval letter, the town's responsibility will include signal modifications and installation/construction. Staff will bring back an agenda item at a later date to request authorization for the Town Manager to enter into a contract for those activities.

**FISCAL & STAFF IMPACT:** None noted in association with receiving this report.

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**RECOMMENDATION:** Staff recommends that the Council consider the resolution provided ( *Attachment A*), which accepts the report and expresses interest in proceeding with the reconfiguration in conjunction with NCDOT's planned resurfacing in summer 2021.

**A RESOLUTION PROVIDING DIRECTION ON PROPOSED IMPROVEMENTS  
ASSOCIATED WITH THE EAST MAIN STREET RESURFACING**

WHEREAS, the North Carolina Department of Transportation (NCDOT) has postponed the resurfacing of East Main Street to the summer of 2021;

WHEREAS, on April 14<sup>th</sup>, Council indicated support of the proposed modifications;

WHEREAS, this council expressed interest in exploring temporary installation of the proposed cross-section which provided bike lanes;

WHEREAS, staff assessment of the pavement conditions shows that to expect bikes to only ride in a lane near the curb could be detrimental to public safety;

NOW, THEREFORE BE IT RESOLVED that the Town Council accepts the report and expresses its interest in the project proceeding in conjunction with NCDOT's resurfacing scheduled for implementation in summer 2021.

This the 23<sup>rd</sup> day of June in the year 2020.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:20-258**

**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Continuation of Public Hearing on Land Use Ordinance and Town Code Amendments to Establish Regulations for Small and Micro-Wireless Facilities

**PURPOSE:** The purpose of this item is for the Town Council to consider amendments to the Land Use Ordinance and Town Code to conform to state legislation relating to wireless infrastructure for 5G technology. The consideration of an amendment to the Land Use Ordinance is a legislative decision; the Town Council must receive public input prior to making a decision.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon - 919-918-7325, [cmoon@townofcarrboro.org](mailto:cmoon@townofcarrboro.org) [<mailto:cmoon@townofcarrboro.org>](mailto:cmoon@townofcarrboro.org); Marty Roupe - 919-918-7333, [mroupe@townofcarrboro.org](mailto:mroupe@townofcarrboro.org) [<mailto:mroupe@townofcarrboro.org>](mailto:mroupe@townofcarrboro.org); Patricia McGuire - 919-918-7327, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org) [<mailto:pmcguire@townofcarrboro.org>](mailto:pmcguire@townofcarrboro.org); Nick Herman - 919-929-3905, [herman@broughlawfirm.com](mailto:herman@broughlawfirm.com) [<mailto:herman@broughlawfirm.com>](mailto:herman@broughlawfirm.com).

**INFORMATION:** At the June 16<sup>th</sup> Town Council meeting, the Council opened a public hearing to consider amendments to the Land Use Ordinance and Town Code establishing regulations for small and micro-wireless facilities to align Town regulations with the North Carolina legislature's adoption of S.L. 2017-159 (HB 310) (*Attachment D*). (Link to June 16<sup>th</sup> agenda: <https://carrboro.legistar.com/LegislationDetail.aspx?ID=4569321&GUID=C6B92C6F-13F1-4FEC-9410-25649201B487&Options=&Search=&>) Staff recommended delaying the decision on the amendments to June 23<sup>rd</sup> to allow the opportunity to incorporate minor revisions following conversations with representatives from the 5G industry.

The draft ordinances have been revised. The draft ordinance to amend the Land Use Ordinance (LUO) would, if adopted, add new definitions to the LUO and establish a new use classification 18.500 (small and micro-wireless facilities) permitted in all districts with a zoning permit (*Attachment B*). The supplementary use regulations in Subsection 15-176 would be amended to include standards for small wireless facilities and modifications to the existing standards for towers and antennas (use classification 18.200). Other modifications to the LUO speak to the process and timeline for reviewing applications. The draft ordinance to amend Article II of Chapter 7 of the Town Code focuses on the process and standards for encroachment agreements needed for the installation of these new facilities in public rights-of-way (*Attachment C*).

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**Agenda Date:** 6/23/2020

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There was a question at the June 16<sup>th</sup> meeting regarding the minimum and maximum separation of small wireless facilities while still providing service. In 2016 industry sources said that a reasonable distance for the radius of signal broadcast by small wireless facilities antennas is 250 to 300 feet. Separation of small wireless facilities is a function of the technology used, the height of the antenna and the demand for bandwidth. More bandwidth is needed in dense urban places. The “internet of things” will also need more bandwidth than is generally available.

The Town Council must receive public comments before adopting amendments to the Land Use Ordinance. The draft ordinance to the Land Use Ordinance was referred to Orange County and presented to the Planning Board and Appearance Commission on June 4, 2020. Comments are provided (*Attachment E*). Amendments to the Town Code are not subject to the same requirements for Orange County and advisory board review.

**FISCAL & STAFF IMPACT:** Public hearings involve staff and public notice costs associated with advisory and Town Council review.

**RECOMMENDATION:** Staff recommends that the Town Council consider the attached resolution of consistency (*Attachment A*), the draft ordinance to amend the Land Use Ordinance (*Attachment B*), and the draft amendment to the Town Code (*Attachment C*).

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

WHEREAS, an amendment to the text of the Carrboro Land Use Ordinance has been proposed, which amendment is described or identified as follows: a Land Use Ordinance Text Amendment to Establish Regulations for Small and Micro-Wireless Facilities.

NOW, THEREFORE, the Town Council of the Town of Carrboro Resolves:

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

\_\_\_\_\_ *Consistent* with the provisions in section 15-2 which specify the authority granted to the Town through state enabling legislation and require the Land Use Ordinance to remain aligned with the North Carolina General Statutes

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

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

Changed circumstance(s):

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Amendment to current adopted plan:

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

The proposed text amendment is reasonable and in the public interest because the Town seeks to remain consistent with its adopted plans or policies.

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

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

Adopted by the Carrboro Town Council this 23<sup>rd</sup> day of June 2020.

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE TO ESTABLISH  
REGULATIONS FOR SMALL AND MICRO-WIRELESS FACILITIES

**\*\*DRAFT 6-19-2020\*\***

THE CARRBORO TOWN COUNCIL ORDAINS:

**Section 1.** Section 15-15 (Basic Definitions and Interpretations) of the Carrboro Land Use Ordinance is amended by adding sixteen new definitions and modifying two existing definitions, “public utility service complex” and “tower,” as shown below, and by renumbering the entire section in alphabetical order.

**ANTENNA ELEMENT REPLACEMENT.** The replacement of any part or all of an antenna or antenna array with a model of the same manufacturer and model type or close specification.

**APPLICABLE CODES.** The N.C. State Building Code uniform fire, building, electrical, plumbing or mechanical codes adopted by a recognized national code organization together with State, Orange County or Town of Carrboro amendments to those codes enacted solely to address imminent threats of destruction of property or injury to persons.

**BASE STATION.** A station at a specific site authorized to communicate with mobile stations, generally consisting of radio receivers, antennas, coaxial cables, power supplies, and other associated electronics.

**COLLOCATION.** The placement, installation, maintenance, modification, operation or replacement of wireless facilities on, under, within, or on the surface of the earth adjacent to existing structures, including utility poles, Town utility poles, water towers, buildings, and other structures capable of structurally supporting the attachment of wireless facilities.

**COMMUNICATIONS FACILITY.** The set of equipment and network components, including wires and cables and associated facilities used by a communications service provider to provide communications service.

**COMMUNICATIONS SERVICE.** Cable service as defined in 47 U.S.C. § 522(6) (The one-way transmission to subscribers of video programming, or other programming service and subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service), and information service as defined in 47 U.S.C. § 153(24). (The term “information service” means the offering of a capability for generating, acquiring, storing, transforming, processing, retrieving, utilizing, or making available information via telecommunications, and includes electronic publishing, but does not include any use of any such capability for the management, control, or operation of a telecommunications system or the management of a telecommunications service), and telecommunications service as defined in 47 U.S.C. § 153(53) (The term “telecommunications service” means the offering of telecommunications for a fee directly to the public.)

**COMMUNICATIONS SERVICE PROVIDER.** A cable operator as defined in “Communications Service” and 47 U.S.C. § 522(5); a provider of information service, as defined in “Communications

Service” and 47 U.S.C. § 153(24); a telecommunications carrier, as defined in “Communications Service” and in 47 U.S.C. § 153(51); or a wireless provider.

**ELIGIBLE FACILITIES REQUEST.** A request for a modification of an existing wireless tower or base station that involves collocation of new transmission equipment or replacement of transmission equipment but does not include a substantial modification.

**EQUIPMENT COMPOUND.** An area containing accessory equipment surrounding or near the base of a wireless support structure within which a wireless facility is located.

**MICRO WIRELESS FACILITY.** (See Section 15-176). A small wireless facility that is no larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height and that has an exterior antenna, if any, no longer than 11 inches.

**SMALL WIRELESS FACILITY.** (See Section 15-176). A wireless facility that meets both of the following qualifications:

- (1) Each antenna is located inside an enclosure of no more than six cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all its exposed elements, if enclosed, could fit within an enclosure of no more than six cubic feet.
- (2) All other wireless equipment associated with the facility has a cumulative volume of no more than 28 cubic feet. (For purposes of this subdivision, the following types of ancillary equipment are not included in the calculation of equipment volume: electric meters, concealment elements, telecommunications demarcation boxes, ground-based enclosures, grounding equipment, power transfer switches, cut-off switches, vertical cable runs for the connection of power and other services, or other support structures.)

**SUBSTANTIAL MODIFICATION.** (See Section 15-176). The mounting of a proposed wireless facility on a wireless support structure that substantially changes the physical dimensions of the support structure. A mounting is presumed to be a substantial modification if it meets any one or more of the criteria listed below:

- (1) Increasing the existing vertical height of the structure by the greater of (i) more than ten percent (10%) or (ii) the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 feet.
- (2) Except where necessary to shelter the antenna from inclement weather or to connect the antenna to the tower via cable, adding an appurtenance to the body of a wireless support structure that protrudes horizontally from the edge of the wireless support structure the greater of (i) more than 20 feet or (ii) more than the width of the wireless support structure at the level of the appurtenance.
- (3) Increasing the square footage of the existing equipment compound by more than 2,500 square feet.

**TOWN RIGHT-OF-WAY.** A right-of-way owned, leased, or operated by a town, including any public street or alley that is not a part of the State highway system.

**TOWN UTILITY POLE.** A pole owned by a town in the town right-of-way that provides lighting, traffic control, or a similar function.

**WIRELESS FACILITY.** Equipment at a fixed location that enables wireless communications between user equipment and a communications network, including (i) equipment associated with wireless communications and (ii) radio transceivers, antennas, wires, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration. The term includes small wireless facilities. Also refers to Wireless Telecommunications Facility. The term shall not include any of the following:

- (1) The structure or improvements on, under, within, or adjacent to which the equipment is collocated.
- (2) Wireline backhaul facilities.
- (3) Coaxial or fiber-optic cable that is between wireless structures or utility poles or city utility poles or that is otherwise not immediately adjacent to or directly associated with a particular antenna.
- (4) Amateur radio antennas. See also, Section 15-150(5) Towers and antennas constructed on residential property and G.S. § 160A-400.51.

**WIRELESS SUPPORT STRUCTURE.** A new or existing structure, such as a monopole, lattice tower, or guyed tower, that is designed to support or capable of supporting wireless telecommunications facilities, radio or TV antennas. A utility pole is not a wireless support structure.

**PUBLIC UTILITY SERVICE COMPLEX.** A development consisting of a combination of offices and one more of the following types of uses, all of which are operated or conducted by a “public utility” as that term is defined in Section 62.3 of the N.C. General Statutes: motor vehicle repair (use classification 9.400), parking or storage (use classification 10.300), and towers and wireless support structures (use classification 18.000). (AMENDED 10/25/83)

**TOWER.** A structure whose principal function is to support one or more antennas. See also Wireless Support Structure. (AMENDED 02/18/97)

**Section 2.** Section 15-146, (Table of Permissible Uses) is amended by expanding the description of the subcategories of use classification 18.000 “Towers and Related Structures,” to read as follows:

### **18.000 Towers and Wireless Support Structures**

18.100 Towers and antennas fifty feet tall or less.

18.200 Towers and antennas that exceed 50 feet in height; substantial modifications, that are not regarded as accessory to residential users under 15-150(c)(5).

18.300 Antennas exceeding 50 feet in height attached to wireless support structures other than towers; substantial modifications (other than accessory uses under 15-150(c)(5)).

18.400 Publicly-owned towers, wireless support structures and antennas of all sizes that are used in the provision of public safety services.

**Section 3.** Section 15-146, (Table of Permissible Uses) is amended by adding a new use classification 18.500 “Small and Micro Wireless Facilities; with or without associated Utility Poles or Wireless Support Structures” by adding the letter “Z” opposite this use classification under all zoning district columns to indicate that this use is permissible in all districts with a zoning permit as noted further in section 15-176 Towers, Antennas, and Wireless Facilities, including Small and Micro Wireless Facilities.

**Section 4.** Section 15-147, (Use of the Designations Z, S, C in the Table of Permissible Uses) is amended by adding a new subsection (t) to read as follows:

(t) For use classification 18.500 small and micro wireless facilities; with or without associated utility poles or wireless support structures see Section 15-176(d) for application and development standards and Article II of Chapter 7 for encroachment agreements.

**Section 5.** Section 15-150(c)(5) is amended to modify the reference to the setback requirement from subsection 15-176(2) to subsection 15-176(a)(2).

**Section 6.** Section 15-176 Article XI (Supplementary Use Regulations) is rewritten to include small and micro wireless facilities, as follows:

**Section 15-176 Towers and Antennas, and Wireless Facilities including Small and Micro Wireless Facilities (AMENDED 02/18/97, REPEALED & AMENDED 11/19/13)**

(a) Towers and antennas, and wireless facilities are subject to the regulations outlined in this section, pursuant to the definition of each facility described in Article II of this chapter. The term “tower” includes wireless support structures.

In addition to other applicable provisions of this chapter, towers, antennas attached thereto that exceed 50 feet in height (use classification 18.200) shall be subject to the requirements in subsections (a), and (b) and (c) below. Additional standards applicable to small and micro-wireless facilities (use classification 18.500) are provided in subsection (d). **(AMENDED 11/19/13)**

- (1) A tower may not be located within 1,500 feet of another tower (measured in a straight line and not by street distance).
- (2) As set forth in subsection 15-184(q), the base of the tower shall be set back from a street right-of-way line and every lot boundary line a distance that is not less than the height of the tower.



- (3) Lighting shall not exceed the Federal Aviation Administration (FAA) minimum if lighting is required by the FAA. To the extent allowed by the FAA, strobes shall not be used for nighttime lighting. The lights shall be oriented so as not to project directly onto surrounding residential property, consistent with FAA requirements. Prior to issuance of a building permit, the applicant shall be required to submit documentation from the FAA that the lighting is the minimum lighting required by the FAA.
- (4) Towers and antennas shall be constructed and operated so as not to disturb or interfere with the use or operation on adjoining or nearby properties of radios, televisions, telephones, or similar equipment.
- (5) Commercial messages may not be displayed on any tower.
- (6) The output from the tower may not exceed federally approved levels for exposure to electronic magnetic force (EMF). The applicant shall be required to submit documentation with the application verifying compliance with this standard.
- (7) If the tower is up to 180 feet in height, the tower shall be engineered and constructed to accommodate at least one additional telecommunication user. If the tower exceeds 180 feet, the tower shall be engineered and constructed to accommodate at least two additional telecommunication users. Furthermore, the site plan must show locations for accessory buildings necessary to accommodate a minimum of two users, even if the tower is proposed for a single user.
- (8) The base of the tower and each guy anchor shall be surrounded by a fence or wall at least eight feet in height and constructed of material that cannot be easily climbed or penetrated, unless the tower and all guy wires are mounted entirely on a building at least eight feet in height.
- (9) The base of the tower, any guy wires, and any associated structures, walls, or fences shall be surrounded by a Type A screen. The site developer shall have the option of (i) providing the screening around the tower base and associated items individually, or (ii) providing the screening around the perimeter of the entire site.
- (10) Outdoor storage shall not be permissible on tower sites.
- (11) In addition to other information that must be submitted with the application, the application for a tower must contain the following information:
  - a. Identification of the intended user(s) of the tower.
  - b. Documentation provided by a registered engineer that the tower has sufficient structural integrity to accommodate more than one user.
  - c. Documentation by the applicant that no suitable existing facilities within the coverage area are available to the applicant. Documentation may

include maps, letters from adjacent tower owners, or calculations. Facilities include other towers, or other buildings or structures.

- d. A statement indicating the owner's intent to allow shared use of the tower and how many other users can be accommodated.
- (12) The recipient of a permit for a tower shall be required as a continuing condition on the validity of the permit, to submit to the Zoning Administrator by January 31st of each year documentation, including but not limited to an FCC license, that the tower is being utilized. Towers which are not used for a period of 6 months or more shall be removed by the owner within 90 days thereafter. A statement of financial responsibility and performance security shall be posted for each tower to guarantee compliance with this requirement.
  - (13) In any residential zone, associated buildings or other buildings located on the same lot and owned or used by the applicant, its associates, or any co-users shall not be used as an employment center for any worker. This subsection does not prohibit the periodic maintenance or periodic monitoring of instruments and equipment.
  - (14) The tower shall be constructed with a grounding system that provides adequate protection from destruction or damage by lighting.
  - (15) **REPEALED (11/19/13)**
  - (16) In addition to the considerations for conditional or special use permits found in Section 15-54 of this ordinance, the approving bodies in determining whether a tower is in harmony with the area of a tower on the value of adjoining or abutting properties may consider the aesthetic effects of the tower as well as mitigating factors concerning aesthetics, and may disapprove a tower on the grounds that such aesthetic effects are unacceptable. Factors relevant to aesthetic effects are the protection of the view in sensitive or particularly scenic areas and areas specially designated in adopted plans such as unique natural features, scenic roadways and historic sites; the concentration of towers in the proposed areas; and whether the height, design, placement or other characteristics of the proposed tower could be modified to have a less intrusive impact.
- (b) A request for a modification of an existing cell tower, base station or wireless support structure that involves the collocation of new transmission equipment or the removal or replacement of transmission equipment but that does not substantially change the physical dimensions of the cell tower or base station shall be approved by the administrator as an insignificant deviation (see Section 15-64). For purposes of this section, a substantial change in physical dimensions would occur if:
- (AMENDED 11/19/13)**
- (1) The proposal is a "substantial modification" as defined in Article II of this chapter. Substantial modifications include:
    - a. The proposed change would increase the existing height of the tower by more than 10%, or by the height of one additional antenna array with separation from the

nearest existing antenna not to exceed twenty feet, whichever is greater (may exceed these size limits if necessary to avoid interference with existing antennas);

- b. The proposed change would involve adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater (except where necessary to shelter the antenna from inclement weather or connect the antenna to the tower via cable); or
- c. The proposed change would enlarge the square footage of the existing equipment compound by more than 2,500 square; or
- d. The proposed change would involve the installation of more than the standard number of new equipment cabinets for the technology involved, not to exceed four, or more than one new equipment shelter; or
- e. The proposed change would involve excavation outside the current tower site, defined as the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site.

- (2) Applications for substantial modifications shall be considered pursuant to the requirements in Article X.

(c) The Town shall have 45 days within which to determine the completeness of an application for a collocation or eligible facilities request, and then 45 days from the date that the application is determined to be complete within which to make its decision. An application is deemed to be complete 45 days after it is submitted unless the Town determines and notifies the applicant in writing within 45 days of submission, that (and how) the application is deficient. For other types of applications relating to wireless support structures, towers or substantial modifications, the Town shall have 90 days to determine if an application is complete and 150 days within which to decide, not including small and micro wireless facilities. This provision shall not apply to small wireless facilities located within the public right-of-way, which shall be governed by Section 15-52(f). **(AMENDED 11/19/13)**

(d) Small or micro wireless facilities (use classification 18.500), defined in Article II, and the height requirements in Table 1 and Table 2 below, are subject to the regulations outlined in this subsection.

Table 1. Height Requirements for Small Facilities in Public Rights-of-Way (Read top row left to right, then left-hand column.)

If a Small Wireless Facility is proposed in the following Zoning District(s):	New, modified or replacement utility power Height of Utility Pole	Small wireless facility above utility pole, wireless support structure or Town utility pole	Total Height
All	50 feet above ground level	10 feet	60 feet
EXCEPTION for residential zoning districts where utilities are located underground. (The residential zoning districts are R-2, R-3, R-7.5, R-10, R-15, R-20, RR, R-SIR, R-SIR2, PUD, VMU, WR, HD, NPD	40 feet above ground level	10 feet	50 feet

Table 2. Height Requirements for Small Facilities outside of Public Rights-of-Way

If a Small Wireless Facility is proposed in the following Zoning District (s)	New, modified or replacement utility power Height of Utility Pole	Small wireless facility above utility pole, wireless support structure or Tow utility pole	Total Height
B-1(c), B-1(g), B-2, B-3, B-3T, M-1, M-2, CT, O, ORMU	50 feet above ground level	10 feet	60 feet

- (1) Small wireless facilities may also be attached to existing structures including poles, provided that the height of the wireless support structure and antennae together increase the height of the existing structure by not more than ten (10) feet.
- (2) All small and micro wireless facilities shall meet the provisions of 15-176(a)(10), (11), (12) and (14), above.
- (3) Small wireless facilities shall be collocated on existing or replacement poles or wireless support structures to the extent feasible. If new poles or wireless support structures are requested by an applicant, the applicant shall comply with the Town's design criteria for such new poles and wireless support structures and shall consider, if feasible, a design that could accommodate collocations of other wireless facilities.

- (4) New small wireless support structures may be built no closer than 200 feet from an existing wireless support structure or utility pole. The Town may consider a deviation from this standard upon request of the user if no feasible alternative in the public right-of-way exists.
- (5) Unless otherwise required by the Federal Communications Commission (FCC), the Federal Aviation Administration (FAA), or the Town, the composition of new poles or wireless support structure shall be in accordance the provisions below.
  - a. New small cell facilities must use camouflage design techniques that blend the facility with natural and built environment. Where a new pole replaces an existing pole, the new pole shall be designed and constructed to match existing poles in the zoning district, or subdivision unless such pole is located in an area subject to other design standards.
  - b. Installations shall be on non-conductive poles.
  - c. Concrete or reinforced concrete shall not be used except for pole foundations.
  - d. New or replacement poles located in a Town designated water quality buffer per Article XVI, Part III of this chapter, shall be metal unless the applicant can provide documentation that the proposed wood pole is environmentally “green” and will not leach any volatile organic compounds or toxic materials into the ground.
  - e. Upon request of the applicant, public or the Town, the Town Council may accept and approve (at its reasonable discretion), new wireless support structure designs submitted by the applicant, which shall be designated for use in specific design overlay districts, historic districts, residential districts or other areas of the Town as may be preferred and so designated by the Town. The consideration of alternative designs shall be part of a separate review process prior to the submittal of an application for a new pole or wireless support structure, and therefore not subject to the review process described in 15-52(f).
- (6) Wireless installations shall be on poles that meet or exceed current National Electric Safety Code (NESC) standards and wind and ice loading requirements of ANSI 222 Version G for essential services.
- (7) No exterior lights are permitted on any small or micro facilities unless required by the Federal Communications Commission (FCC) or the wireless support structure is designed and permitted as a street light.
- (8) Small wireless facilities and their wireless support structures shall utilize a concealed design, including all cabling being inside the support structure or “concealed” behind a fairing cabinet or other masking device.
- (9) All radios, network equipment and batteries will be enclosed in a pedestal cabinet near

the pole, or in a concealed pole-mounted cabinet.

- (10) The total cumulative volume of all accessory equipment, cabinets, or shelters used to house equipment to support the operation of a small wireless facility cannot exceed 28 cubic feet. Any equipment not used in direct support of such operation shall not be stored on the site.
- (11) Signs on any portion of a small wireless facility shall be prohibited unless required by the Federal Communications Commission (FCC), state of North Carolina or other government agency. A sign permit is required whenever a sign is allowed.
- (12) Equipment compounds are not permitted in the public right-of-way.
- (13) Unless proved unfeasible by clear and convincing evidence, in lieu of installing new poles, any wireless installation in the public right-of-way shall replace a pre-existing distributed pole, secondary pole or streetlight. Any work involving public rights-of-way shall be comply with the standards in Article II of Chapter 7 of the Town Code.
- (14) Outside of the public right-of-way in all districts, the administrator shall have the authority to impose reasonable landscaping requirements surround the equipment compound or accessory equipment cabinet. Required landscaping shall be consistent and surrounding vegetation and shall be maintained by the facility owner. The administrator may choose to not require landscaping for sites that are not visible from the public rights-of-way or adjacent property or in instances where landscaping is not appropriate or necessary.
- (15) All small wireless facilities located outside the public rights-of-way shall comply with the provisions of Section 15-176(a)(2), (9) and (13). The base of any pole or tower for a small or micro facility shall be set back from a street right-of-way line and every lot boundary line a distance that is not less than the height of the pole or tower.
- (16) No pole or tower intended for small or micro wireless facilities may be constructed, substantially modified, including modifications relating to collocations, except in accordance with and pursuant to a zoning permit as provided for in Article IV, Part I. of this chapter and, if applicable, to an encroachment permit in accordance to Article II, of Chapter 7.
  - a. Subject to the application requirements and approval process outlined in Section 15-52, construction shall begin no later than six months from the date the permit is issued.
  - b. Small wireless facilities shall be activated for their intended use in no more than one year from the date a permit is issued, and shall be subject to the renewal requirements of subsection (b)(12) above. Permits shall automatically expire if these deadlines are not met.
  - c. If a small wireless facility ceases to transmit a signal for at least 180 days, or the permittee announces that it intends to cease transmitting signals, the facility shall be deemed abandoned on the earlier of the two dates.

1. If the owner/provider does not remove the facility in 180 days from the date of abandonment, the Town may remove the facility and bill the owner for the costs of removal.
  2. The provider of the facility may receive an extension if the provider provides reasonable evidence that the provider is diligently working to return the facility to service.
- d. Substantial modifications are subject to the provisions of Section 15-176(b) above.

**Section 7.** Section 15-185(e) amended to include small and micro wireless facilities, as follows:

(d) Towers, antennas, and wireless facilities, including small and micro wireless facilities shall not be subject to the maximum height limitations set forth in this section but shall be governed by the restrictions inherent on the definitions of such uses as well as the other provisions of this chapter applicable to use classification 18.000. The height of a tower or antenna attached to a structure other than an antenna shall be the vertical distance measured from the main elevation of the finished grade at the front of the building or structure to which the tower is attached to the top of the tower (or antenna, if the antenna extends above the tower). Pursuant to Section 15-176, the height of a small or micro wireless facility on a new, modified or replacement utility pole shall be measured from the ground to the top of the pole. **(AMENDED 02/18/97)**

**Section 8.** Section 15-52, (Zoning Permits) is amended with the addition of a new Subsection (f) to read as follows:

(f) An application for a zoning permit to collocate small and micro wireless facilities in public rights-of-way on new, existing or replacement utility poles or wireless support structures; or outside public rights-of-way are subject to the approval process required by N.C. Gen. Stat. Chapter 160A, Art. 19, Part 3E. Wireless Telecommunications Facilities, as incorporated into this ordinance.

- (1) In addition to the requirements of section 15-176, and Chapter 7, Streets and Sidewalks, an application for a small wireless facility must include an attestation that the small wireless facility shall be:
  - a. activated for use by a wireless services provider to provide service no later than one year from the permit issuance date, and
  - b. collocation shall commence within six months of the permit issuance date, and
  - c. if not, the permit may be revoked.
- (2) Review and processing shall be completed within forty-five (45) days of the Town's receipt of a completed application. The Town shall provide written notice that an

application is incomplete within thirty (30) days of the receipt of the application.

- (3) Applications for zoning permits for small wireless facilities shall be reviewed for conformance with this ordinance, including the applicable site plan and State Building code requirements.
- (4) The Town may deny an application for a small wireless facility only on the basis that it does not meet any of the following:
  - a. the Town's applicable ordinance;
  - b. Town ordinances that concern public safety, objective design standards for decorative utility poles, Town utility poles, or reasonable and nondiscriminatory stealth and concealment requirements, including screening or landscaping for ground-mounted equipment, subject to Appendix E;
  - c. public safety and reasonable spacing requirements concerning the location of ground-mounted equipment in a right-of-way; or
  - d. the requirements of any historic district.
- (5) Applicants may file for a consolidated application for no more than 25 separate facilities and may receive a permit for the collocation of all the small wireless facilities meeting the requirements of this ordinance. The Town may remove small wireless facility collocations from a consolidated application and treat separately small wireless collocations *(i)* for which incomplete information has been provided, or *(ii)* that are denied. The Town may issue a separate permit for each collocation that is approved.
- (6) Applications for small wireless facilities to be in Town rights-of-way shall meet the requirements of Chapter 7, Streets and Sidewalks.
- (7) No zoning permit application or fee is required for the suspension of micro wireless facilities between existing utility poles by or for a communications service provider; for routine maintenance; or for the replacement of small wireless facilities with small wireless facilities. An encroachment permit may be required as provided in Chapter 7, Streets and Sidewalks.

**Section 9.** All provisions of any Town ordinance or resolution in conflict with this ordinance are repealed.

**Section 10.** This ordinance is effective upon adoption.



AN ORDINANCE TO AMEND THE CARRBORO TOWN CODE RELATING TO  
WIRELESS FACILITIES

**\*\*DRAFT 6-19-2020\*\***

BE IT ORDAINED BY THE CARRBORO TOWN COUNCIL THE FOLLOWING:

**Section 1.** Article II of Chapter 7 of the Town Code, Streets and Sidewalks is renamed as follows:

Article II – ENCROACHMENTS, DRIVEWAYS and EXCAVATIONS

**Section 2.** Article II of Chapter 7 of the Town Code, is amended by adding a new Section 7-9, “Encroachment Permit Required,” to read as follows:

Section 7-9      Encroachment Permit Required

Prior to performing work or placing facilities in a public right-of-way in the Town, a user must obtain an Encroachment Permit (also called “work permit”) issued by the administrator. An encroachment permit is required for the following activities:

- (a) Excavation or restoration within the public way, including but not limited to construction of new portions of a driveway, sidewalk or public way;
- (b) Cutting, mobbing, or alteration of concrete, pavement, paver (for example, brick or stone), pipe, conduit, pole, meter, fire hydrant, facility, or other equipment or structure owned by the Town, or attachment to such objects;
- (c) Installation or repair of facilities within the public way, including, but not limited to, placing facilities on other facilities already located in the public way;
- (d) Construction of private streets (including, but not limited to, paving and gutters), sidewalks, or alleys;
- (e) Installation or repair of facilities for the conveyance of water, sewer, or stormwater;
- (f) Installation or repair of facilities for electrical, gas, video, internet, telephone, cable, telecommunications, television, or other information or data transfer service to customers within the Town;
- (g) Work in the rights-of-way that affects traffic patterns, either permanently or temporarily;
- (h) The installation of any permanent structures or property in the public right-of-way including utilities and communication networks;
- (i) Make Ready Work. The Town shall provide estimates for any make-ready work necessary to enable a Town utility pole to support the requested collocation, including pole

replacement, if necessary, within 60 days after receipt of a complete application. Make-ready work, including any pole replacement, shall be completed within 60 days of written agreement on the cost of the work;

- (j) Attachments to or replacements of Town utility poles;
- (k) Attachments to Town property (other than Town utility poles) in NCDOT or other rights-of-way;
- (l) The Town may approve agreements for the use of Town property that substitute for encroachment or work permits, such as the lease of antenna space on a water tower.

**Section 3.** Article II of Chapter 7 of the Town Code, is amended by adding a new Section 7-10, “General Conditions for Use of Rights-of-Way,” to read as follows:

Section 7-10    General Conditions for Use of Rights-of-Way

(a) Rights-of-way in the Town may be controlled by N.C. Department of Transportation (DOT), private parties, and/or the Town. The Town issues and/or monitors work and/or encroachments in the Town’s right-of-way by issuing encroachment permits. Where Town property is located in DOT rights-of-way, the Town issues permits for disturbance or use of its properties including attachments to Town-owned poles located within DOT right-of-way.. Encroachment permits, or agreements are required to attach or use any Town property. Wireless telecommunication facility encroachments in the public rights-of-way require review by the Planning Department. (See Chapter 15 of this Code, (Land Use Ordinance). All public right-of-way encroachments must be reviewed by the Town Manager or designee, including attachments to Town utility poles, replacement of Town utility poles, and “make ready” requests.

(b) The right to perform work in the public right-of-way and the ability to maintain facilities in the public right-of-way are allowed subject to the conditions in §§ 7-9 and 7-11 and below, as supplemented by those set forth in other sections of this ordinance, standards adopted by the Public Works Department, and requirements contained in permits and/or other authorizations.

- (1) An encroachment permit does not convey any legal right, title, or interest in the public way. Persons doing work in the public way and users may need to obtain approvals from persons with property interests in the property.
- (2) A permit or authorization does not limit the Town’s exercise of its regulatory, police, government, legislative, or contracting authority. The Town retains all rights to use all portions of public rights-of-way for its purposes not prohibited by law. If a permit or authorization conflicts with the terms of another permit or authorization, or with the Town Code, the stricter of the applicable provisions shall control. The stricter provision shall not control, however, if a later-issued permit, authorization, or ordinance explicitly and specifically states that particular terms are to override prior, less strict terms in an authorization.

- (3) The Town and its officials, officers, and employees are not liable for any direct, indirect, or consequential damages that result when facilities in the public way are damaged during the construction, installation, inspection, maintenance, use, or repair of public improvements that have received Town funding or that are installed pursuant to a contract with the Town.
- (4) Users and persons who cause work to be done in the public way shall pay for all damage that results, directly or indirectly, from work performed for their benefit in the public right-of-way, and for the installation, repair, maintenance, and operation of their facilities in the public right-of-way.
- (5) An encroachment permit creates no third-party rights against the Town and is intended only for the benefit of the person receiving the permit or authorization.
- (6) Persons doing work in the public right-of-way shall not interfere with existing utilities, such as infrastructure for conduit and fiber optics, electricity, water, natural gas and sewer, the natural and constructed stormwater system, and traffic signals and associated lines, or the repair or replacement of such systems. Persons doing work in the public right-of-way that does not involve creating a new structure shall apply for an encroachment permit at least ten (10) working days prior to initiating work, to allow time to locate and mark any existing Town utility lines. Persons building structures and/or utility poles, including wireless facilities, and associated underground conduit, shall apply for an encroachment permit at least thirty (30) calendar days prior to beginning work. (See section 7-9.) The application shall accurately describe the portion of the street to be affected. Damage to Town utilities or other infrastructure shall be paid for by the person or user contracting for the work that resulted in such damage. If an encroachment permit is not required, persons doing work in the public right-of-way shall also give the Town Public Works Department at least ten (10) working days' notice to locate and mark any existing Town utility lines prior to initiating work. In addition, in all cases mentioned above, persons will give the department a second notice 24-hours before beginning any work in the public right-of-way as required by Section 7-10(15) below.
- (7) Persons and users performing work in the public way shall ensure worker, traffic, and pedestrian safety and shall ensure that all work is performed in accordance with industry standards. Compliance with all federal, State, and local regulations, and all federal, State, local, and industry codes and standards are required. These include, but are not limited to, compliance with the Occupation Safety and Health Act; compliance with the Manual of Uniform Traffic Control Devices, National Electrical Code, and National Electrical Safety Code; compliance with fiber optic installation standards and telecommunication industry standards; compliance with plumbing and pipe installation codes and standards; and compliance with standards and codes for traffic safety and lane closures. Persons and users shall provide all equipment and personnel necessary to meet applicable regulations, codes, and standards, and shall furnish additional equipment or personnel if requested by the Town.

- (8) The administrator shall have the discretion, for reasons of public health or safety, to approve, deny, alter, and condition all proposed locations of facilities in the public way, and to determine whether placement, if allowed, shall be above ground or below ground.
- (9) Wires, fiber, and other similar conduit shall generally be located underground. A user that wishes to place such facilities above ground shall demonstrate to the Town's satisfaction why above-ground placement is necessary.
- (10) The Town recommends but does not require that facilities be located in existing ducts if such ducts are available and practicable to use.
- (11) A user shall demonstrate to the administrator's satisfaction that sufficient space exists in the public way for its proposed facilities without interfering with existing or planned public projects, and that placement of the facilities will not unduly disrupt use of the public way or negatively impact the condition of the public way.
- (12) The administrator may require a user to post written notice of proposed work or activities along the public way impacted and/or distribute notices to individual properties located along the impacted public way.
- (13) Users shall give the Town as-built or other maps, which shall be furnished in the form required by the Public Works Department, and changes to planned locations that were necessary to avoid pre-existing infrastructure. Users shall give the Town any other commercially reasonable information it requests regarding the installation of facilities, including underground conduit, upon completion in accordance with application requirements.
- (14) A person or user that conducts excavation or other activities that disturb the public rights-of-way or plantings within the public rights-of-way or facilities within the public way shall restore the area to a functional condition equivalent to that it was in prior to the disturbance. The restoration shall include, but is not limited to, installation of pavement, resurfacing nearby areas, grading other surface areas, restoring below-ground areas, planting and landscaping, replacing curb ramps to current standards, and repairing improvements and facilities. Replacement landscaping shall comply with the requirements of Article XIX and Appendix E of Chapter 15 of this code.
- (15) Users shall contact the Public Works Department at least 24-hours prior to actual work performed in the right-of-way, except in the case of an emergency.
- (16) To the extent permitted by North Carolina law, the Town may require a performance bond for work to be done in the public right-of-way.
- (17) A user shall, at its own cost, relocate its facilities within a time determined at the discretion of the Town, upon providing at least 120 days prior written notice to the user, if the Town determines that the facilities were placed in the public

right-of-way without first obtaining permission from the Town, and the facilities:

- a. Interfere with the use of the public way, or the provision of services to Town residents; or
- b. Interfere with the repair or maintenance of any Town-maintained utility; or
- c. Will impede the construction of a project funded in part with public funds, or a project to be dedicated to the public upon completion. The Town agrees to work in good faith to identify a suitable alternative location to relocated affected facilities.

**Section 4.** Article II of Chapter 7 of the Town Code, Encroachments, Driveways and Excavations is amended by adding a new Section 7-11, “Application Requirements.” The existing Section 7-11, “Driveways,” and Section 7-12, “Excavations,” are renumbered as 7-12 and 7-13 respectively.

#### Section 7-11 Application Requirements

An application must be filed with the administrator before the commencement of any work described in Section 7-9, including modification, change, or replacement of equipment that would be different in size, weight, or appearance than the existing equipment that is not otherwise exempt under this ordinance. The following information shall be submitted in an application for an encroachment permit:

- (a) Contact information for the user of the public right-of-way and contractors performing the work. Include all contractor’s/trade’s/professional licenses held and license numbers.
- (b) Description of the work to be performed, including the specific location or the requested make ready work.
- (c) Construction drawings demonstrating compliance with the Town’s Engineering Specifications and Standard Details, the NCDOT Subdivision Road Manual, the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD), and all relevant portions of Chapter 15 of this Code (Land Use Ordinance).
- (d) Description of all existing infrastructure within the proposed work area and any proposed modification, improvement, or movement of infrastructure.
- (e) Evidence that the owners of other utilities or encroachers near the new work have been notified.
- (f) Proposed work schedule.
- (g) The Town may require persons that do work in the public right-of-way and users to provide insurance by a company authorized to do business in the state, including, but not limited to:

(a) workers' compensation coverage for all employees; (b) employers' liability insurance; (c) commercial general liability; and (d) business auto policy. The Town may require that the Town, its officials, employees, and consultants be named as additional insureds on such insurance policies. In such cases, the applicant shall provide a certificate of insurance. If an applicant has previously damaged Town property or has not adequately repaired damaged Town property during the past three (3) years, the amount of insurance shall be as determined by the Town, in part based on the scope of the work and the tenure or term of occupancy.

(h) To facilitate the preparation and submittal of an application in compliance with this ordinance, and thereby expedite the review and permitting of an application, a pre-application meeting may be held.

(i) No permit or authorization shall be granted for new equipment or facilities that are not expressly and individually identified at the time of the application, including the specific location and design characteristics of each facility.

(j) A site visit of each facility or proposed location of a new facility may be conducted to determine the physical condition of the facility or proposed location and to identify any issues of concern, non-compliance with applicable laws, rules, and regulations, and any safety issues or concerns.

(k) Installations in the public right-of-way shall be located and constructed to create the least visual impact on the immediate surrounding area and the least physical intrusion and impact on the limited space in the public right-of-way. Such facilities/equipment shall not be constructed in a sight triangle or so close to the curb or edge of pavement that a safety hazard is created. (See Manual on Uniform Traffic Control Devices and Chapter 15 of this Code, (Land Use Ordinance), Appendix A on Sight Triangles).

(l) All cable risers or other vertically run cable of any kind attached to a pole or other support structure shall be protected with non-conductive, non-degradable material matching the color of the pole or support structure as closely as is reasonably possible.

(m) New and replacement wireless telecommunication facilities (poles or support structures that are not substantial modifications or routine maintenance) shall require a zoning permit and encroachment permit application. An application for a new or replacement pole or support structure must include detailed design criteria, including material composition, aesthetic appearance and structural adequacy analysis with calculations which must be able to be independently verified using the information submitted by the applicant to determine compliance with Town standards.

(1) New and replacement installations shall be consistent throughout Town limits;

(2) When feasible, in lieu of installing new poles, new wireless telecommunication facilities, installations shall first consider the following: (i) replace existing distribution poles, (ii) then secondary poles, or (iii) thirdly streetlights with a pole that meets the standards set forth in this section. New poles shall not be installed unless no existing pole is suitable or can be modified or replaced by a new pole in the same location;

- (3) New utility poles shall comply with the Town's adopted standards for small wireless utility poles.

**Section 5.** Article II of Chapter 7 of the Town Code, Encroachments, Driveways and Excavations is amended by renaming Section 7-12, "Driveways," to "Driveways Additional Requirements." The existing subsection (a) is deleted; the subsequent subsections (b) through (f) are renumbered (a) through (e) to read as follows:

Section 7-12      Driveways Additional Requirements

(a) Any person who receives a permit under this section shall be responsible for repairing any damage to the sidewalk or street (including curb and gutter) caused by the driveway construction.

(b) The administrator shall review the driveway construction and design plans and shall issue the permit unless he finds the driveway, if constructed as proposed, will substantially interfere with or pose a danger to: (1) persons using the street or sidewalk intersected by the driveway, or (2) public facilities (including utility poles, traffic signal standards, etc.), or will fail to comply with any of the provisions of this section.

(c) No driveway may be constructed closer than 3 feet to a fire hydrant or catch basin or closer than 30 feet to the right-of-way line of a street that intersects with the street the driveway opens onto.

(d) If the driveway crosses a drainage ditch on a lot that abuts a street without curb or gutter, then piping of sufficient size and strength (as approved by the administrator) shall be installed beneath the driveway surface so that the drainage capability of the drainage ditch is not materially impaired.

(e) This section shall not apply to driveways that open into state-maintained streets to the extent that the state has approved the driveway. Nor shall a person be required to obtain a permit under this section to the extent that the driveway is being constructed in accordance with plans approved pursuant to a review process authorized by Chapter 15 of this Code.

**Section 6.** Chapter 7, Article II of the Town Code, Encroachments, Driveways and Excavations is amended by renaming Section 7-13, "Excavations," to "Excavations Additional Requirements." The existing Section 7-13, "Town Indemnified" is renumbered as Section 7-15.

Section 7-13      Excavations Additional Requirements

(a) Except in emergency situations or as otherwise provided in this section, no person may dig in or excavate any street or sidewalk within the town without having obtained a written permit from the administrator.

(b) Any person who receives a permit in accordance with this section shall be responsible as soon as weather permits for putting the street or sidewalk where any excavation is made in as good a condition as it was prior to the excavation.

(c) Before granting an encroachment permit pursuant to this section, the administrator shall determine that the applicant has decided to comply with subsection (b), and if the town is to do the necessary repair work, the permit shall not be issued until the applicant makes a deposit equal to the estimated costs of repair.

(d) This section shall not apply to any excavation made in a state-maintained street to the extent that the state has given its permission for such an excavation to be made, except that the person making the excavation shall still be responsible for notifying the administrator of the intended excavation forty-eight (48) hours before the work begins. (Amend. 8/22/95)

**Section 7.** Chapter 7, Article II of the Town Code, Encroachments, Driveways and Excavations is amended by adding a new Section 7-14, “Additional Requirements for Wireless Support Structures, Wireless Facilities, and any other Wireless Communication Facility, Small Wireless Facility or Micro Wireless Facilities in the Rights of Way,” to read as follows:

Section 7-14 Additional Requirements for Wireless Support Structures, Wireless Facilities, and any other Wireless Communication Facility, Small Wireless Facility or Micro Wireless Facilities in the Rights-of-Way

An applicant shall demonstrate compliance with Sections 7-9, 7-10 and 7-11 of this section and provide the additional supplemental information specific to wireless facilities, structures, and ancillary equipment. The definitions adopted in Chapter 15 of this Code (Land Use Ordinance) Article II, shall be used in this section and are incorporated herein by reference.

(a) Persons adding or modifying wireless facilities in a public right-of-way shall apply for an encroachment permit at least thirty (30) calendar days prior to initiating work.

(b) To facilitate the application process and to mitigate application-related costs for applicants, applications for small/micro wireless facilities may be submitted in groups of up to twenty-five (25) facilities in a single application.

(c) No Taxpayer Subsidization. Taxpayers may not directly or indirectly subsidize an applicant’s costs.

(d) The height of wireless support structures, utility poles, and Town utility poles and small wireless facilities shall meet the standards in Section 176(d) of Chapter 15 of this code.

(e) On blocks where decorative light or utility poles are installed, collocations may only occur on decorative poles if feasible. New poles shall be of the same design and materials as the decorative poles. (See Section 7-10 for information on encroachment on Town utility poles).

(f) New and small wireless support structures may be built no closer than 200 feet front an existing support structure or utility pole. The Town may consider a deviation from this standard upon request of the user if no feasible alternative in the public right-of-way exists.

(g) Compliance with National Electrical Safety Code NESC (NESC) and National Electrical Code (NEC): all electronic attachments to poles or other structures in the public right-of-



way shall always follow the edition of the NESC and the NEC in effect the later of (a) the time the facility was constructed; or (b) the time of the last modification of equipment on the pole or other support structure; or (c) the edition in effect at the time of the current application.

(h) Service Date: Applicants shall attest that small wireless facilities be activated and placed in service no later than one year from the date the permit is issued.

(i) Abandonment. Wireless service providers are required to remove an abandoned wireless facility with 180 days of abandonment. Should the wireless services provider fail to timely remove the abandoned facility, the Town may cause such wireless facility to be removed and may recover the actual cost of such removal, including legal fees, if any, from the wireless service provider. For purposes of this subsection, a wireless facility shall be deemed abandoned at the earlier of the date that the wireless service provider indicates that it is abandoning such facility or the date that is 180 days after the date that such wireless facility ceases to transmit a signal, unless the wireless service provider gives the Town reasonable evidence that it is diligently working to place such wireless facility back service.

(j) Materials. The composition of new poles shall comply with the standards meet the standards in Section 176 of Chapter 15 of this code.

(k) Sizes: Micro and Small Wireless Facilities shall meet the size limits found in Article II of Chapter 15 of this code, "Definitions."

**Section 8.** Chapter 7 of Article II, Section 7-15 of the Town Code, "Town Indemnified," is amended to read as follows:

Section 7-15 Town Indemnified

Any person obtaining a permit authorized by this Article agrees as a condition of the permit to indemnify the town of and hold the town harmless from any expense (including but not limited to attorney's fees, litigation costs and judgments) incurred as a result of claims made for damages arising out of operations conducted by the permit recipient pursuant to the permit, except for the Town's intentional misconduct.

**Section 9.** All provisions of any Town ordinance or resolution in conflict with this ordinance are repealed, and this ordinance is effective upon adoption.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2017**

**SESSION LAW 2017-159  
HOUSE BILL 310**

**AN ACT TO REFORM COLLOCATION OF SMALL WIRELESS COMMUNICATIONS  
INFRASTRUCTURE TO AID IN DEPLOYMENT OF NEW TECHNOLOGIES.**

The General Assembly of North Carolina enacts:

**SECTION 1.** The General Assembly finds the following:

- (1) The design, engineering, permitting, construction, modification, maintenance, and operation of wireless facilities are instrumental to the provision of emergency services and to increasing access to advanced technology and information for the citizens of North Carolina.
- (2) Cities and counties play a key role in facilitating the use of the public rights-of-way.
- (3) Wireless services providers and wireless infrastructure providers must have access to the public rights-of-way and the ability to attach to poles and structures in the public rights-of-way to densify their networks and provide next generation services.
- (4) Small wireless facilities, including facilities commonly referred to as small cells and distributed antenna systems, often may be deployed most effectively in the public rights-of-way.
- (5) Expeditious processes and reasonable and nondiscriminatory rates, fees, and terms related to such deployments are essential to the construction and maintenance of wireless facilities.
- (6) Wireless facilities help ensure the State remain competitive in the global economy.
- (7) The timely design, engineering, permitting, construction, modification, maintenance, and operation of wireless facilities are matters of statewide concern and interest.

**SECTION 2.(a)** G.S. 160A-400.51(4a) is recodified as G.S. 160A-400.51(4d).

**SECTION 2.(b)** G.S. 160A-400.51(7a) is recodified as G.S. 160A-400.51(7b).

**SECTION 2.(c)** Part 3E of Article 19 of Chapter 160A of the General Statutes, as amended by subsections (a) and (b) of this section, reads as rewritten:

"Part 3E. Wireless Telecommunications Facilities.

**"§ 160A-400.50. Purpose and compliance with federal law.**

...  
(c) This Part shall not be construed to authorize a city to require the construction or installation of wireless facilities or to regulate wireless services other than as set forth herein.

**"§ 160A-400.51. Definitions.**

The following definitions apply in this Part.

- (1) Antenna. – Communications equipment that transmits, receives, or transmits and receives electromagnetic radio signals used in the provision of all types of wireless communications services.



- (1a) Applicable codes. – The North Carolina State Building Code and any other uniform building, fire, electrical, plumbing, or mechanical codes adopted by a recognized national code organization together with State or local amendments to those codes enacted solely to address imminent threats of destruction of property or injury to persons.
- (2) Application. – ~~A formal request submitted to the city to construct or modify a wireless support structure or a wireless facility.~~ A request that is submitted by an applicant to a city for a permit to collocate wireless facilities or to approve the installation, modification, or replacement of a utility pole, city utility pole, or wireless support structure.
- (2a) Base station. – A station at a specific site authorized to communicate with mobile stations, generally consisting of radio receivers, antennas, coaxial cables, power supplies, and other associated electronics.
- (3) Building permit. – An official administrative authorization issued by the city prior to beginning construction consistent with the provisions of G.S. 160A-417.
- (3a) City right-of-way. – A right-of-way owned, leased, or operated by a city, including any public street or alley that is not a part of the State highway system.
- (3b) City utility pole. – A pole owned by a city in the city right-of-way that provides lighting, traffic control, or a similar function.
- (4) Collocation. – ~~The placement or installation~~ placement, installation, maintenance, modification, operation, or replacement of wireless facilities ~~on~~ on, under, within, or on the surface of the earth adjacent to existing structures, including ~~electrical transmission towers,~~ utility poles, city utility poles, water towers, buildings, and other structures capable of structurally supporting the attachment of wireless facilities in compliance with applicable codes. The term "collocation" does not include the installation of new utility poles, city utility poles, or wireless support structures.
- (4a) Communications facility. – The set of equipment and network components, including wires and cables and associated facilities used by a communications service provider to provide communications service.
- (4b) Communications service. – Cable service as defined in 47 U.S.C. § 522(6), information service as defined in 47 U.S.C. § 153(24), telecommunications service as defined in 47 U.S.C. § 153(53), or wireless services.
- (4c) Communications service provider. – A cable operator as defined in 47 U.S.C. § 522(5); a provider of information service, as defined in 47 U.S.C. § 153(24); a telecommunications carrier, as defined in 47 U.S.C. § 153(51); or a wireless provider.
- (4d) Eligible facilities request. – A request for modification of an existing wireless tower or base station that involves collocation of new transmission equipment or replacement of transmission equipment but does not include a substantial modification.
- (5) Equipment compound. – An area surrounding or near the base of a wireless support structure within which a wireless facility is located.
- (5a) Fall zone. – The area in which a wireless support structure may be expected to fall in the event of a structural failure, as measured by engineering standards.
- (6) Land development regulation. – Any ordinance enacted pursuant to this Part.

- (6a) Micro wireless facility. – A small wireless facility that is no larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height and that has an exterior antenna, if any, no longer than 11 inches.
- (7) Search ring. – The area within which a wireless support facility or wireless facility must be located in order to meet service objectives of the wireless service provider using the wireless facility or wireless support structure.
- (7a) Small wireless facility. – A wireless facility that meets both of the following qualifications:
  - a. Each antenna is located inside an enclosure of no more than six cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements, if enclosed, could fit within an enclosure of no more than six cubic feet.
  - b. All other wireless equipment associated with the facility has a cumulative volume of no more than 28 cubic feet. For purposes of this sub-subdivision, the following types of ancillary equipment are not included in the calculation of equipment volume: electric meters, concealment elements, telecommunications demarcation boxes, ground-based enclosures, grounding equipment, power transfer switches, cut-off switches, vertical cable runs for the connection of power and other services, or other support structures.
- (7b) Substantial modification. – The mounting of a proposed wireless facility on a wireless support structure that substantially changes the physical dimensions of the support structure. A mounting is presumed to be a substantial modification if it meets any one or more of the criteria listed below. The burden is on the local government to demonstrate that a mounting that does not meet the listed criteria constitutes a substantial change to the physical dimensions of the wireless support structure.
  - a. Increasing the existing vertical height of the structure by the greater of (i) more than ten percent (10%) or (ii) the height of one additional antenna array with separation from the nearest existing antenna not to exceed 20 feet.
  - b. Except where necessary to shelter the antenna from inclement weather or to connect the antenna to the tower via cable, adding an appurtenance to the body of a wireless support structure that protrudes horizontally from the edge of the wireless support structure the greater of (i) more than 20 feet or (ii) more than the width of the wireless support structure at the level of the appurtenance.
  - c. Increasing the square footage of the existing equipment compound by more than 2,500 square feet.
- (8) Utility pole. – A structure that is designed for and used to carry lines, cables, ~~or wires~~ wires, lighting facilities, or small wireless facilities for telephone, cable television, ~~or electricity~~, ~~or to provide lighting~~ lighting, or wireless services.
- (8a) Water tower. – A water storage tank, a standpipe, or an elevated tank situated on a support structure originally constructed for use as a reservoir or facility to store or deliver water.
- (9) Wireless facility. – ~~The set of equipment and network components, exclusive of the underlying wireless support structure or tower, including antennas, transmitters, receivers, base stations, power supplies, cabling, and associated equipment necessary to provide wireless data and wireless telecommunications services to a discrete geographic area.~~ Equipment at a

fixed location that enables wireless communications between user equipment and a communications network, including (i) equipment associated with wireless communications and (ii) radio transceivers, antennas, wires, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration. The term includes small wireless facilities. The term shall not include any of the following:

- a. The structure or improvements on, under, within, or adjacent to which the equipment is collocated.
- b. Wireline backhaul facilities.
- c. Coaxial or fiber-optic cable that is between wireless structures or utility poles or city utility poles or that is otherwise not immediately adjacent to or directly associated with a particular antenna.
- (9a) Wireless infrastructure provider. – Any person with a certificate to provide telecommunications service in the State who builds or installs wireless communication transmission equipment, wireless facilities, or wireless support structures for small wireless facilities but that does not provide wireless services.
- (9b) Wireless provider. – A wireless infrastructure provider or a wireless services provider.
- (9c) Wireless services. – Any services, using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or mobile, provided to the public using wireless facilities.
- (9d) Wireless services provider. – A person who provides wireless services.
- (10) Wireless support structure. – A new or existing structure, such as a monopole, lattice tower, or guyed tower that is designed to support or capable of supporting wireless facilities. A utility pole or a city utility pole is not a wireless support structure.

...

**"§ 160A-400.54. Collocation of small wireless facilities.**

(a) Except as expressly provided in this Part, a city shall not prohibit, regulate, or charge for the collocation of small wireless facilities.

(b) A city may not establish a moratorium on (i) filing, receiving, or processing applications or (ii) issuing permits or any other approvals for the collocation of small wireless facilities.

(c) Small wireless facilities that meet the height requirements of G.S. 160A-400.55(b)(2) shall only be subject to administrative review and approval under subsection (d) of this section if they are collocated (i) in a city right-of-way within any zoning district or (ii) outside of city rights-of-way on property other than single-family residential property.

(d) A city may require an applicant to obtain a permit to collocate a small wireless facility. A city shall receive applications for, process, and issue such permits subject to the following requirements:

- (1) A city may not, directly or indirectly, require an applicant to perform services unrelated to the collocation for which approval is sought. For purposes of this subdivision, "services unrelated to the collocation," includes in-kind contributions to the city such as the reservation of fiber, conduit, or pole space for the city.
- (2) The wireless provider completes an application as specified in form and content by the city. A wireless provider shall not be required to provide more information to obtain a permit than communications service providers that are not wireless providers.

- (3) A permit application shall be deemed complete unless the city provides notice otherwise in writing to the applicant within 30 days of submission or within some other mutually agreed upon time frame. The notice shall identify the deficiencies in the application which, if cured, would make the application complete. The application shall be deemed complete on resubmission if the additional materials cure the deficiencies identified.
- (4) The permit application shall be processed on a nondiscriminatory basis and shall be deemed approved if the city fails to approve or deny the application within 45 days from the time the application is deemed complete or a mutually agreed upon time frame between the city and the applicant.
- (5) A city may deny an application only on the basis that it does not meet any of the following: (i) the city's applicable codes; (ii) local code provisions or regulations that concern public safety, objective design standards for decorative utility poles, city utility poles, or reasonable and nondiscriminatory stealth and concealment requirements, including screening or landscaping for ground-mounted equipment; (iii) public safety and reasonable spacing requirements concerning the location of ground-mounted equipment in a right-of-way; or (iv) the historic preservation requirements in subsection 160A-400.55(h). The city must (i) document the basis for a denial, including the specific code provisions on which the denial was based and (ii) send the documentation to the applicant on or before the day the city denies an application. The applicant may cure the deficiencies identified by the city and resubmit the application within 30 days of the denial without paying an additional application fee. The city shall approve or deny the revised application within 30 days of the date on which the application was resubmitted. Any subsequent review shall be limited to the deficiencies cited in the prior denial.
- (6) An application must include an attestation that the small wireless facilities shall be collocated on the utility pole, city utility pole, or wireless support structure and that the small wireless facilities shall be activated for use by a wireless services provider to provide service no later than one year from the permit issuance date, unless the city and the wireless provider agree to extend this period or a delay is caused by a lack of commercial power at the site.
- (7) An applicant seeking to collocate small wireless facilities at multiple locations within the jurisdiction of a city shall be allowed at the applicant's discretion to file a consolidated application for no more than 25 separate facilities and receive a permit for the collocation of all the small wireless facilities meeting the requirements of this section. A city may remove small wireless facility collocations from a consolidated application and treat separately small wireless facility collocations (i) for which incomplete information has been provided or (ii) that are denied. The city may issue a separate permit for each collocation that is approved.
- (8) The permit may specify that collocation of the small wireless facility shall commence within six months of approval and shall be activated for use no later than one year from the permit issuance date, unless the city and the wireless provider agree to extend this period or a delay is caused by a lack of commercial power at the site.
- (e) A city may charge an application fee that shall not exceed the lesser of (i) the actual, direct, and reasonable costs to process and review applications for collocated small wireless facilities; (ii) the amount charged by the city for permitting of any similar activity; or (iii) one

hundred dollars (\$100.00) per facility for the first five small wireless facilities addressed in an application, plus fifty dollars (\$50.00) for each additional small wireless facility addressed in the application. In any dispute concerning the appropriateness of a fee, the city has the burden of proving that the fee meets the requirements of this subsection.

(f) A city may impose a technical consulting fee for each application, not to exceed five hundred dollars (\$500.00), to offset the cost of reviewing and processing applications required by this section. The fee must be based on the actual, direct, and reasonable administrative costs incurred for the review, processing, and approval of an application. A city may engage an outside consultant for technical consultation and the review of an application. The fee imposed by a city for the review of the application shall not be used for either of the following:

- (1) Travel expenses incurred in the review of a collocation application by an outside consultant or other third party.
- (2) Direct payment or reimbursement for an outside consultant or other third party based on a contingent fee basis or results-based arrangement.

In any dispute concerning the appropriateness of a fee, the city has the burden of proving that the fee meets the requirements of this subsection.

(g) A city may require a wireless services provider to remove an abandoned wireless facility within 180 days of abandonment. Should the wireless services provider fail to timely remove the abandoned wireless facility, the city may cause such wireless facility to be removed and may recover the actual cost of such removal, including legal fees, if any, from the wireless services provider. For purposes of this subsection, a wireless facility shall be deemed abandoned at the earlier of the date that the wireless services provider indicates that it is abandoning such facility or the date that is 180 days after the date that such wireless facility ceases to transmit a signal, unless the wireless services provider gives the city reasonable evidence that it is diligently working to place such wireless facility back in service.

(h) A city shall not require an application or permit or charge fees for (i) routine maintenance; (ii) the replacement of small wireless facilities with small wireless facilities that are the same size or smaller; or (iii) installation, placement, maintenance, or replacement of micro wireless facilities that are suspended on cables strung between existing utility poles or city utility poles in compliance with applicable codes by or for a communications service provider authorized to occupy the city rights-of-way and who is remitting taxes under G.S. 105-164.4(a)(4c) or G.S. 105-164.4(a)(6).

(i) Nothing in this section shall prevent a city from requiring a work permit for work that involves excavation, affects traffic patterns, or obstructs vehicular traffic in the city right-of-way.

**"§ 160A-400.55. Use of public right-of-way.**

(a) A city shall not enter into an exclusive arrangement with any person for use of city rights-of-way for the construction, operation, marketing, or maintenance of wireless facilities or wireless support structures or the collocation of small wireless facilities.

(b) Subject to the requirements of G.S. 160A-400.54, a wireless provider may collocate small wireless facilities along, across, upon, or under any city right-of-way. Subject to the requirements of this section, a wireless provider may place, maintain, modify, operate, or replace associated utility poles, city utility poles, conduit, cable, or related appurtenances and facilities along, across, upon, and under any city right-of-way. The placement, maintenance, modification, operation, or replacement of utility poles and city utility poles associated with the collocation of small wireless facilities, along, across, upon, or under any city right-of-way shall be subject only to review or approval under subsection (d) of G.S. 160A-400.54 if the wireless provider meets all the following requirements:

- (1) Each new utility pole and each modified or replacement utility pole or city utility pole installed in the right-of-way shall not exceed 50 feet above ground level.

(2) Each new small wireless facility in the right-of-way shall not extend more than 10 feet above the utility pole, city utility pole, or wireless support structure on which it is collocated.

(c) Nothing in this section shall be construed to prohibit a city from allowing utility poles, city utility poles, or wireless facilities that exceed the limits set forth in subdivision (1) of subsection (b) of this section.

(d) Applicants for use of a city right-of-way shall comply with a city's undergrounding requirements prohibiting the installation of above-ground structures in the city rights-of-way without prior zoning approval, if those requirements (i) are nondiscriminatory with respect to type of utility, (ii) do not prohibit the replacement of structures existing at the time of adoption of the requirements, and (iii) have a waiver process.

(d1) Notwithstanding subsection (d) of this section, in no instance in an area zoned single-family residential where the existing utilities are installed underground may a utility pole, city utility pole, or wireless support structure exceed forty (40) feet above ground level, unless the city grants a waiver or variance approving a taller utility pole, city utility pole, or wireless support structure.

(e) Except as provided in this part, a city may assess a right-of-way charge under this section for use or occupation of the right-of-way by a wireless provider, subject to the restrictions set forth under G.S. 160A-296(a)(6). In addition, charges authorized by this section shall meet all of the following requirements:

(1) The right-of-way charge shall not exceed the direct and actual cost of managing the city rights-of-way and shall not be based on the wireless provider's revenue or customer counts.

(2) The right-of-way charge shall not exceed that imposed on other users of the right-of-way, including publicly, cooperatively, or municipally owned utilities.

(3) The right-of-way charge shall be reasonable and nondiscriminatory.

Nothing in this subsection is intended to establish or otherwise affect rates charged for attachments to utility poles, city utility poles, or wireless support structures. At its discretion, a city may provide free access to city rights-of-way on a nondiscriminatory basis in order to facilitate the public benefits of the deployment of wireless services.

(f) Nothing in this section is intended to authorize a person to place, maintain, modify, operate, or replace a privately owned utility pole or wireless support structure or to collocate small wireless facilities on a privately owned utility pole, a privately owned wireless support structure, or other private property without the consent of the property owner.

(g) A city may require a wireless provider to repair all damage to a city right-of-way directly caused by the activities of the wireless provider, while occupying, installing, repairing, or maintaining wireless facilities, wireless support structures, city utility poles, or utility poles and to return the right-of-way to its functional equivalence before the damage. If the wireless provider fails to make the repairs required by the city within a reasonable time after written notice, the city may undertake those repairs and charge the applicable party the reasonable and documented cost of the repairs. The city may maintain an action to recover the costs of the repairs.

(h) This section shall not be construed to limit local government authority to enforce historic preservation zoning regulations consistent with Part 3C of Article 19 of this Chapter, the preservation of local zoning authority under 47 U.S.C. § 332(c)(7), the requirements for facility modifications under 47 U.S.C. § 1455(a), or the National Historic Preservation Act of 1966, 54 U.S.C. § 300101, et seq., as amended, and the regulations, local acts, and city charter provisions adopted to implement those laws.

(i) A wireless provider may apply to a city to place utility poles in the city rights-of-way, or to replace or modify utility poles or city utility poles in the public rights-of



way, to support the collocation of small wireless facilities. A city shall accept and process the application in accordance with the provisions of G.S. 160A-400.54(d), applicable codes, and other local codes governing the placement of utility poles or city utility poles in the city rights-of-way, including provisions or regulations that concern public safety, objective design standards for decorative utility poles or city utility poles, or reasonable and nondiscriminatory stealth and concealment requirements, including those relating to screening or landscaping, or public safety and reasonable spacing requirements. The application may be submitted in conjunction with the associated small wireless facility application.

**"§ 160A-400.56. Access to city utility poles to install small wireless facilities.**

(a) A city may not enter into an exclusive arrangement with any person for the right to collocate small wireless facilities on city utility poles. A city shall allow any wireless provider to collocate small wireless facilities on its city utility poles at just, reasonable, and nondiscriminatory rates, terms, and conditions, but in no instance may the rate exceed fifty dollars (\$50.00) per city utility pole per year. The North Carolina Utilities Commission shall not consider this subsection as evidence in a proceeding initiated pursuant to G.S. 62-350(c).

(b) A request to collocate under this section may be denied only if there is insufficient capacity or for reasons of safety, reliability, and generally applicable engineering principles, and those limitations cannot be remedied by rearranging, expanding, or otherwise reengineering the facilities at the reasonable and actual cost of the city to be reimbursed by the wireless provider. In granting a request under this section, a city shall require the requesting entity to comply with applicable safety requirements, including the National Electrical Safety Code and the applicable rules and regulations issued by the Occupational Safety and Health Administration.

(c) If a city that operates a public enterprise as permitted by Article 16 of this Chapter has an existing city utility pole attachment rate, fee, or other term with an entity, then, subject to termination provisions, that attachment rate, fee, or other term shall apply to collocations by that entity or its related entities on city utility poles.

(d) Following receipt of the first request from a wireless provider to collocate on a city utility pole, a city shall, within 60 days, establish the rates, terms, and conditions for the use of or attachment to the city utility poles that it owns or controls. Upon request, a party shall state in writing its objections to any proposed rate, terms, and conditions of the other party.

(e) In any controversy concerning the appropriateness of a rate for a collocation attachment to a city utility pole, the city has the burden of proving that the rates are reasonably related to the actual, direct, and reasonable costs incurred for use of space on the pole for such period.

(f) The city shall provide a good-faith estimate for any make-ready work necessary to enable the city utility pole to support the requested collocation, including pole replacement if necessary, within 60 days after receipt of a complete application. Make-ready work, including any pole replacement, shall be completed within 60 days of written acceptance of the good-faith estimate by the applicant. For purposes of this section, the term "make-ready work" means any modification or replacement of a city utility pole necessary for the city utility pole to support a small wireless facility in compliance with applicable safety requirements, including the National Electrical Safety Code, that is performed in preparation for a collocation installation.

(g) The city shall not require more make-ready work than that required to meet applicable codes or industry standards. Fees for make-ready work shall not include costs related to preexisting or prior damage or noncompliance. Fees for make-ready work, including any pole replacement, shall not exceed actual costs or the amount charged to other communications service providers for similar work and shall not include any consultant fees or expenses.

(h) Nothing in this Part shall be construed to apply to an entity whose poles, ducts, and conduits are subject to regulation under section 224 of the Communications Act of 1934, 47 U.S.C. § 151, et seq., as amended, or under G.S. 62-350.

(i) This section shall not apply to an excluded entity. Nothing in this section shall be construed to affect the authority of an excluded entity to deny, limit, restrict, or determine the rates, fees, terms, and conditions for the use of or attachment to its utility poles, city utility poles, or wireless support structures by a wireless provider. This section shall not be construed to alter or affect the provisions of G.S. 62-350, and the rates, terms, or conditions for the use of poles, ducts, or conduits by communications service providers, as defined in G.S. 62-350, are governed solely by G.S. 62-350. For purposes of this section, "excluded entity" means (i) a city that owns or operates a public enterprise pursuant to Article 16 of this Chapter consisting of an electric power generation, transmission, or distribution system or (ii) an electric membership corporation organized under Chapter 117 of the General Statutes that owns or controls poles, ducts, or conduits, but which is exempt from regulation under section 224 of the Communications Act of 1934, 47 U.S.C. § 151 et seq., as amended.

**"§ 160A-400.57. Applicability.**

(a) A city shall not adopt or enforce any ordinance, rule, regulation, or resolution that regulates the design, engineering, construction, installation, or operation of any small wireless facility located in an interior structure or upon the site of any stadium or athletic facility. This subsection does not apply to a stadium or athletic facility owned or otherwise controlled by the city. This subsection does not prohibit the enforcement of applicable codes.

(b) Nothing contained in this Part shall amend, modify, or otherwise affect any easement between private parties. Any and all rights for the use of a right-of-way are subject to the rights granted pursuant to an easement between private parties.

(c) Except as provided in this Part or otherwise specifically authorized by the General Statutes, a city may not adopt or enforce any regulation on the placement or operation of communications facilities in the rights-of-way of State-maintained highways or city rights-of-way by a provider authorized by State law to operate in the rights-of-way of State-maintained highways or city rights-of-way and may not regulate any communications services.

(d) Except as provided in this Part or specifically authorized by the General Statutes, a city may not impose or collect any tax, fee, or charge to provide a communications service over a communications facility in the right-of-way.

(e) The approval of the installation, placement, maintenance, or operation of a small wireless facility pursuant to this Part does not authorize the provision of any communications services or the installation, placement, maintenance, or operation of any communications facility, including a wireline backhaul facility, other than a small wireless facility, in the right-of-way."

**SECTION 3.(a)** G.S. 136-18 reads as rewritten:

**"§ 136-18. Powers of Department of Transportation.**

The said Department of Transportation is vested with the following powers:

- ...
- (10) To make proper and reasonable rules, regulations and ordinances for the placing or erection of telephone, telegraph, electric and other lines, above or below ground, wireless facilities, signboards, fences, gas, water, sewerage, oil, or other pipelines, and other similar obstructions that may, in the opinion of the Department of Transportation, contribute to the hazard upon any of the said highways or in any way interfere with the same, and to make reasonable rules and regulations for the proper control thereof. And whenever the order of the said Department of Transportation shall require the removal of, or changes in, the location of telephone, telegraph, electric or

other lines, wireless facilities, signboards, fences, gas, water, sewerage, oil, or other pipelines, or other similar obstructions, the owners thereof shall at their own expense, except as provided in G.S. 136-19.5(c), move or change the same to conform to the order of said Department of Transportation. Any violation of such rules and regulations or noncompliance with such orders shall constitute a Class 1 misdemeanor. For purposes of this subdivision, "wireless facilities" shall have the definition set forth in G.S. 160A-400.51.

...."

**SECTION 3.(b)** Article 2 of Chapter 136 of the General Statutes is amended by adding a new section to read:

**"§ 136-18.3A. Wireless communications infrastructure.**

- (a) The definitions set forth in G.S. 160A-400.51 shall apply to this section.
- (b) The Department of Transportation is authorized to issue permits to wireless providers for the collocation of wireless facilities and the construction, operation, modification, or maintenance of utility poles, wireless support structures, conduit, cable, and related appurtenances and facilities for the provision of wireless services along, across, upon, or under the rights-of-way of State-maintained highways. The permits and included requirements shall be issued and administered in a reasonable and nondiscriminatory manner.
- (c) The Department of Transportation shall take action to approve or deny a permit application for collocation of a small wireless facility under this section within a reasonable period of time of receiving the application from a wireless provider.
- (d) The collocation of small wireless facilities and the construction, operation, modification, or maintenance of utility poles, wireless support structures, conduit, cable, and related appurtenances and facilities for the provision of small wireless facilities along, across, upon, or under the rights-of-way of State-maintained highways shall be subject to all of the following requirements:
  - (1) The structures and facilities shall not obstruct or hinder the usual travel or public safety on any rights-of-way of State-maintained highways or obstruct the legal use of such rights-of-way of State-maintained highways by other utilities.
  - (2) Each new or modified utility pole and wireless support structure installed in the right-of-way of State-maintained highways shall not exceed the greater of (i) 10 feet in height above the height of the tallest existing utility pole, other than a utility pole supporting only wireless facilities, in place as of July 1, 2017, located within 500 feet of the new pole in the same rights-of-way or (ii) 50 feet above ground level.
  - (3) Each new small wireless facility in the right-of-way shall not extend (i) more than 10 feet above an existing utility pole, other than a utility pole supporting only wireless facilities, or wireless support structure in place as of July 1, 2017, or (ii) above the height permitted for a new utility pole or wireless support structure under subdivision (2) of this section."

**SECTION 4.** This act is effective when it becomes law.

In the General Assembly read three times and ratified this the 29<sup>th</sup> day of June,  
2017.

s/ Daniel J. Forest  
President of the Senate

s/ Tim Moore  
Speaker of the House of Representatives

s/ Roy Cooper  
Governor

Approved 11:39 a.m. this 21<sup>st</sup> day of July, 2017

## ORANGE COUNTY PLANNING & INSPECTIONS DEPARTMENT

Craig N. Benedict, AICP, Director

Administration  
(919) 245-2575  
(919) 644-3002 (FAX)  
www.orangecountync.gov



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



### TRANSMITTAL DELIVERED VIA EMAIL

May 22, 2020

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

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

Dear Tina:

Thank you for the opportunity to review the following Land Use Ordinance amendments received by us on May 15, 2020 and proposed for town public hearing on June 16, 2020:

- *An Ordinance Amending the Carrboro Land Use Ordinance to Establish Regulations for Small and Micro-Wireless Facilities.*
- *An Ordinance Amending the Carrboro Land Use Ordinance to Establish a Climate Action and Environmental Sustainability Commission.*

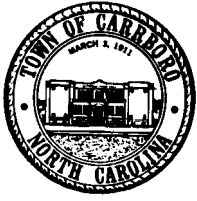
We have reviewed the amendments and find no inconsistency with the adopted *Joint Planning Area Land Use Plan*.

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

Sincerely,

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

Perdita Holtz, AICP  
Planning Systems Coordinator



# TOWN OF CARRBORO

## Planning Board

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

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

**THURSDAY, JUNE 4, 2020**

### **Land Use Ordinance Text Amendment to Establish Regulations for Small and Micro-Wireless Facilities**

The Planning Board encourages the consideration of equity in the distribution of 5G infrastructure. Every neighborhood, urban and rural, including neighborhoods in the Town's extraterritorial jurisdiction, should be able to benefit from this technology.

Encourage collocation and the use of existing poles for new wireless facilities to the extent possible. Applicants seeking to install 5G small wireless facilities should take advantage of the opportunity of trenching and bury existing utilities. Consider appearance/design of new poles to respect the surrounding area and neighborhood residents. Tree removal should be limited as much as possible. Invasive plants should not be used for screening or landscaping; native plants should be.

Motion was made by Foushee and seconded by Clinton that the Planning Board of the Town of Carrboro recommends that the Town Council approve the draft ordinance, with the above comments.

#### **VOTE:**

AYES: (10) Clinton, Foushee, Fray, Gaylord-Miles, Leloudis, Mangum, Posada, Poulton, Sinclair, Tooloe

NOES: (0)

ABSTENTIONS: (0)

ABSENT/EXCUSED: (0)

#### **Associated Findings**

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

Motion was made by Foushee and seconded by Posada that the Planning Board of the Town of Carrboro finds the proposed text amendment, which will align the provisions of the Land Use Ordinance dealing with towers and antennas to recent state legislation is consistent with the provisions in section 15-2 which specifies the authority granted to the Town through state enabling legislation.

Furthermore, the Planning Board of the Town of Carrboro finds the proposed text amendment is reasonable and in the public interest because the Town seeks to remain consistent with its adopted plans or policies.

**VOTE:**

AYES: (10) Clinton, Foushee, Fray, Gaylord-Miles, Leloudis, Mangum, Posada, Poulton, Sinclair, Tooloe

NOES: (0)

ABSTENTIONS: (0)

ABSENT/EXCUSED: (0)

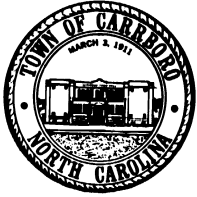
DocuSigned by:  
*Catherine Fray*  
1725EEF4E2B64F0...

6/9/2020

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(Chair)

(Date)



# TOWN OF CARRBORO

## Appearance Commission

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

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

**THURSDAY, JUNE 4, 2020**

### **Land Use Ordinance Text Amendment to Establish Regulations for Small and Micro-Wireless Facilities**

Motion was made by David Markeiwicz and seconded by Sharon Reilley that the Appearance Commission had the following recommendation related to the above noted text amendment.

Recommendation: 1. that design standards be established (ie. pole color in downtown match).

#### **VOTE:**

AYES: (Markeiwicz, Reilley, Brown)

NOES: (none)

ABSTENTIONS: (none)

ABSENT/EXCUSED: (Scott, Haywood, Szpir)

#### **Associated Findings**

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

Motion was made by Markeiwicz and seconded by Reilley that the Appearance Commission of the Town of Carrboro finds the proposed text amendment, which will align the provisions of the Land Use Ordinance dealing with towers and antennas to recent state legislation is consistent with the provisions in section 15-2 which specify the authority granted to the Town through state enabling legislation.

Furthermore, the Appearance Commission of the Town of Carrboro finds the proposed text amendment is reasonable and in the public interest because the Town seeks to remain consistent with its adopted plans or policies.

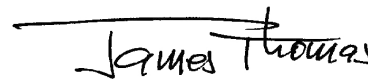
#### **VOTE:**

AYES: (Markeiwicz, Reilley, Brown)

NOES: (none)

ABSTENTIONS: (none)

ABSENT/EXCUSED: (Scott, Haywood, Szpir )



(Chair)

6-9-2020

(Date)





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-243

**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Adoption of FY 2020-21 Annual Budget

**PURPOSE:** The purpose of this agenda item is for the Town Council to complete budget discussions and adopt the annual budget for fiscal year 2020-21.

**DEPARTMENT:** Town Manager

**CONTACT INFORMATION:** David Andrews, 918-7315; Cary McNallan, 918-7301

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

On January 21, 2020 the Town Council held a public hearing to receive community input prior to beginning the budget process for FY 2020-21. On May 26, 2020 the Town Manager presented to the Town Council a recommended budget for FY 2020-21 totaling \$70.8 million, and this document was filed with the Town Clerk. It has remained available on the Town’s website, and in the Town Clerk’s Office for public inspection; notice of its availability was published in the local media. On June 2, 2020, a public hearing was held on the Manager’s recommended budget.

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

General Fund	\$ 25,063,106
Special Revenue Fund	2,832,922
Capital Projects Fund	42,150,375
<b><i>Total Governmental Funds</i></b>	<b><i>\$ 70,046,403</i></b>
Stormwater Utility Enterprise Fund	\$ 994,475
Parking Enterprise Fund	346,300
<b><i>Total Enterprise Funds</i></b>	<b><i>\$ 1,340,775</i></b>
<b>Grand Total Budget</b>	<b><i>\$ 71,387,178</i></b>

The General Fund is the Town's operating fund. The total budget is basically unchanged from the current year. There are no new position requests and increases in personnel costs are primarily the result of mandatory benefit increases. Other minor adjustments have been made to several other functions based on updated information. The Final General Fund Budget presented for adoption is \$25,063,106 which is \$61,500 more than the Recommended Budget

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

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

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

### **Annual Budget Ordinance - Attachment A**

The attached Annual Budget Ordinance includes General Fund appropriation of \$25,063,106 by function for operation of the Town beginning July 1, 2020. The Annual Budget Ordinance also includes the estimated revenues from major sources that are expected to be available during the fiscal year.

The property tax rate remains unchanged at 59.94 cents for each \$100 valuation of taxable property with a penny of that amount dedicated for Affordable Housing Fund.

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

The Annual Budget for FY 2020-21 includes changes to be incorporated into the Position Classification and Pay Plan. These changes, which will increase the Town's total FTE's from 167.0 to 168.5, are:

- a. Add one full time Stormwater Administrator position, Salary Grade 14
- b. Add one half time GIS Specialist, Salary Grade 13
- c. Reclassify the Stormwater Specialist position from Salary Grade 14 to 15
- d. Rename the Sign & Marking Specialist to Maintenance/Construction Worker III

The pay ranges for all positions established in the Position Classification and Pay Plan will remain unchanged, effective July 1, 2020.

There will be no merit or performance pay provided to Town employees in FY 2020-21.

### **Minimum Salary and Hourly Rates Adjustment - Attachment C**

There will be no across-the-board salary increase effective July 1, 2020 for all current permanent full-time, permanent part-time, appointed employees and elected officials. However, included in this resolution is provision to pay all part-time employees an hourly wage that is equal to the Orange County Living Wage of \$14.90 per hour, effective July 1, 2020.

### **Town Attorney - Attachment D**

This is to contract for legal services.

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

After confirmation of the fund balance at June 30, 2019 by the Town's independent auditors,

the Town Manager assigned \$2.0 million for transfer to the Capital Projects Fund for future capital needs.

**Capital Project Ordinance for FY20-21 Vehicle Purchases - Attachment F**

The ordinance authorizes a capital project to be established for the purpose of purchasing the FY20-21 vehicles approved in the adopted budget.

**Fee Schedule - Attachment G**

The resolution establishes various Miscellaneous Fees and Charges Schedule beginning July 1, 2020. New fees added include: Recreation, Parks, Cultural Resources: Party Trailer Rental \$150.00, MLK Park Large Shelter Rental \$50/hour, Amphitheater Rental \$50/hour.

**FISCAL & STAFF IMPACT:** The total 2020-21 General Fund Budget presented for adoption is \$25,063,106. The grand total budget including all funds is \$71,387,178.

**RECOMMENDATION:** The Town Council is requested to adopt the following:

- A. Annual Budget Ordinance for FY 2020-21,
- B. Resolution Adopting Changes to Position Classification and Pay Plan,
- C. Resolution Approving minimum salary and hourly rates for employees.
- D. Resolution for Town Attorney Contract,
- E. Resolution to authorize use of unassigned fund balance for capital projects.
- F. Capital Project Ordinance for FY20-21 Vehicle Purchases
- G. Resolution Approving Miscellaneous Fees and Charges Schedule (Attachment G-1).

## FY21 Adopted Budget

### Summary of Changes from Recommended to Adopted Budget

The FY21 Recommended Budget was presented at the May 26, 2020 Council meeting and published on the Town's website. Below is a summary of proposed changes to the recommended budget based on comments and suggestions at the public hearing and the Council budget work sessions.

- **General Fund:**

- Increase the Mayor & Town Council budget by \$15,000 to include \$7,500 for Community Engagement and \$7,500 for Criminal Justice Debt Program.
- Increase the Town Manager budget by \$17,500 for reimbursement to Orange County for Long Term Recovery Coordinator.
- Increase the Housing & Community Services budget by \$44,000 for additional Human Services Grants, of which \$40,000 is related to COVID-19 relief.
- Decrease the Recreation, Parks, & Cultural Resources budget by \$15,000 to reduce the July 4<sup>th</sup> Community Event budget.
- The net increase of \$61,500 for General Fund expenditures would be funded by a \$4,000 increase in Fund Balance Appropriations, and \$57,500 in federal CARES Act revenues.

<u>Department</u>	<u>Recommended Budget</u>	<u>Change</u>	<u>Revised Budget</u>
Mayor & Town Council	\$ 376,313	\$ 15,000	\$ 391,313
Town Manager	367,439	17,500	384,939
Housing & Community Services	494,144	44,000	538,144
Recreation, Parks, & Cultural Resources	1,859,009	(15,000)	1,844,009
All Other General Fund Departments	21,904,701	-	21,904,701
<b>Totals</b>	<b>\$ 25,001,606</b>	<b>\$ 61,500</b>	<b>\$ 25,063,106</b>

- **Special Revenue Funds:**

- Include the Emergency Loan Fund in the Adopted Budget document. This fund was started after the Recommended Budget went to print. It includes the original \$475,000 in funding plus estimated FY21 loan repayments.

### **SPECIAL REVENUE FUNDS**

The Special Revenue Fund accounts for revenues and expenditures legally restricted or designated by the Board of Aldermen for specific program activities or services. The Special Revenue Fund was restructured in 2011 to comply with GASB 54. Included in the Special Revenue Fund are the following funds:

- Affordable Housing
- Grant Administration
- Emergency Loans
- Revolving Loans for Energy Efficiency
- Revolving Loans for Economic Development

#### **BUDGET SUMMARY**

	<u>Adopted Budget FY2019-20</u>	<u>Adopted Budget FY2020-21</u>	<u>Amount Change</u>	<u>Pct Change</u>
<b>Fund:</b>				
<b>Affordable Housing</b>	358,500	338,000	-20,500	-5.7%
<b>Grant Administration</b>	998,096	893,249	-104,847	-10.5%
<b>Emergency Loans</b>	0	508,405	508,405	#DIV/0!
<b>Revolving Loans for Energy Efficiency</b>	267,388	240,572	-26,816	-10.0%
<b>Revolving Loans for Economic Development</b>	902,101	852,696	-49,405	-5.5%
<b>Totals</b>	<b>\$2,526,085</b>	<b>\$2,832,922</b>	<b>\$306,837</b>	<b>12.1%</b>

- **Capital Funds:**
  - The Capital Projects Fund was adjusted to include the \$125,000 funding of the South Orange Fire District to be used towards the purchase of a \$350,000 tanker truck.

## **CAPITAL FUNDS**

Capital projects are projects financed (in whole or in part) by the proceeds of bonds, notes or debt instruments involving the construction or acquisition of a capital asset. Capital projects are approved via a balanced project ordinance as required by the North Carolina General Statutes (GS 159-13.2) whereby the Town budgets for the life of the capital project. A project ordinance is balanced when revenues estimated to be available for the project equal appropriations for the project. Projects that show a zero balance are no longer active and considered complete and are removed from the general ledger one year following project completion.

The Capital Projects Fund is comprised of the following funds:

- Capital Projects
- GO Bonds, Sidewalks and Greenways
- Facilities Rehab
- Capital Reserves
- Payment In Lieu Reserves

### **BUDGET SUMMARY - TOTAL CAPITAL PROJECTS FUND**

	<b><u>Adopted Budget FY2019-20</u></b>	<b><u>Recommended Budget FY2020-21</u></b>	<b><u>Amount Change</u></b>	<b><u>Pct Change</u></b>
<b><u>Fund:</u></b>				
Capital Projects	\$ 21,052,330	\$ 33,222,583	\$ 12,170,253	57.8%
GO Bonds, Sidewalks and Greenways	7,499,643	7,920,942	421,299	5.6%
Facilities Rehab	-	1,005,750	1,005,750	#DIV/0!
Capital Reserves	406,200	400	(405,800)	-99.9%
Payment In Lieu Reserves	950	700	(250)	-26.3%
<b>Totals</b>	<b>\$ 28,959,123</b>	<b>\$ 42,150,375</b>	<b>\$ 13,191,252</b>	<b>45.6%</b>

- **Total Adopted Budget:**
  - The resolutions attached to the agenda item reflect these changes for the FY2020-21 adopted budget.

## ATTACHMENT A

### ANNUAL BUDGET ORDINANCE FY 2020-21 Town of Carrboro, North Carolina

WHEREAS, the recommended budget for FY 2020-21 was submitted to the Town Council on May 26, 2020 by the Town Manager pursuant to G.S. 159-11 and filed with the Town Clerk pursuant to G.S. 159-12;

WHEREAS, on June 2, 2020, the Town Council held a public hearing on the budget pursuant to G.S. 159-12;

WHEREAS, on June 23, 2020, the Town Council adopted a budget ordinance making appropriations and levying taxes in such sums as the Town Council considers sufficient and proper in accordance with G.S. 159-13;

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

#### ARTICLE I – GENERAL FUND

##### Section 1. General Fund Appropriations

The General Fund is the Town of Carrboro's operating account. The following amounts are hereby appropriated by function for the operation of the Town and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

<b>GENERAL GOVERNMENT</b>	<b>\$ 5,627,231</b>
Mayor and Town Council	\$ 391,313
Advisory Boards	36,800
Town Manager	384,939
Economic Development	315,210
Climate Action	129,591
Housing & Community Services	538,144
Town Clerk	156,147
Finance	1,278,630
Human Resources	647,907
Information Technology	1,748,550
<b>PUBLIC SAFETY</b>	<b>7,376,879</b>
Police	4,190,696
Fire	3,186,183
<b>PLANNING</b>	<b>1,563,585</b>
<b>TRANSPORTATION</b>	<b>2,029,600</b>
<b>PUBLIC WORKS</b>	<b>4,113,574</b>
<b>RECREATION, PARKS, &amp; CULTURAL RESOURCES</b>	<b>1,844,009</b>
<b>NONDEPARTMENTAL</b>	<b>1,402,995</b>
<b>DEBT SERVICE</b>	<b>1,105,233</b>
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 25,063,106</u></b>

## Section 2. General Fund Revenues

It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2020 and ending June 30, 2021 to meet the general fund expenditures:

Ad Valorem Tax	\$ 13,156,500
Local Sales Tax	4,242,202
Other Taxes/Licenses	1,603,045
Intergovernmental	2,085,336
Fees and Permits	1,222,929
Sales and Services	131,250
Investment Earnings	140,000
Other Revenues	242,270
Other Financing Sources	2,239,574
<b>Total General Fund</b>	<b><u>\$ 25,063,106</u></b>

## ARTICLE II – AFFORDABLE HOUSING FUND

### Section 1. Affordable Housing Fund Appropriation

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

Community Home Trust	\$ 74,518
Home Consortium Match	14,057
Partnership to End Homelessness	35,232
AHSRF Deferred Loan Program	10,000
Affordable Hsg Advisory Board	500
Critical Home Repair	61,050
Rental Deposits Program	31,703
Acquisition and Development	100,000
Unexpended Reserves	10,940
<b>Total Appropriation</b>	<b><u>\$ 338,000</u></b>

### Section 2. Affordable Housing Fund Revenues

There is hereby levied a tax rate of \$ .0100 (1.0 cent) on each one hundred dollars (\$100) valuation of taxable property as listed for taxes on January 1, 2020 that shall be devoted solely to the affordable housing activities noted above.



## **ARTICLE III – CAPITAL PROJECTS**

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

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

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

The Stormwater Utility Enterprise Fund was created for the purpose of comprehensively addressing stormwater management and flooding issues throughout the Town, including making sure the Town stays in compliance with state and federal rules and regulations. A total of \$994,475 is appropriated for stormwater activities.

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

Revenues to support stormwater activities are generated through the rate structure established in the Town Code, Chapter 18, Article II, Section 18-6. Unexpended budget amounts from fiscal year 2019-20 may be carried forward to fiscal year 2020-21.

## **ARTICLE V – PARKING ENTERPRISE FUND**

### **Section 1. Parking Enterprise Fund**

The Parking Enterprise Fund was created for the purpose of managing parking related facilities within the Town and tracking related expenses. A total of \$346,300 is appropriated for parking activities.

### **Section 2. Revenues for Parking Enterprise Fund**

Revenues to support parking activities include a transfer of funds from the General Fund that will fund all of the parking related expenditures.

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

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

## **ARTICLE VII – GENERAL AUTHORITIES**

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

- a. The Town Manager may transfer funds between departments and functions within the General Fund for pay adjustments; service level benefits; law enforcement separation allowance; unemployment insurance; retiree, dependent, health insurance benefits; and, for any other purpose deemed necessary by the Town Manager without further action by the Town Council.

- b. The Town Manager may transfer funds within departments and functions.
- c. When unassigned fund balance exceeds 35% in the General Fund, the Town Manager, in accordance with the Town's Fund Balance Policy, may set aside an amount in assigned fund balance for transfer to the Capital Projects Fund for future projects.
- d. All funds encumbered or designated within fund balance for expenditures as confirmed in the annual audit for the year ending June 30, 2020 shall be re-appropriated to the Fiscal Year 2020-21 Adopted Budget without further action by the Town Council.
- e. The Finance Officer may approve transfer requests between programs or organizational units within the adopted general fund budget.
- f. Transfers between Funds may be authorized only by the Town Council.
- g. The Orange County Tax Collector, is authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Orange County Tax Assessor, and in the tax receipts herewith delivered to the Tax Collector, in the amounts and from the taxpayers likewise set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Orange. This section of the ordinance shall be a full and sufficient authority to direct, require, and enable the Orange County Tax Collector to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.
- h. Pursuant to NCGS 160A-314.1 and 160A-317 the Town of Carrboro authorizes Orange County to provide recycling collection services within the Town and to impose and administer a basic annual services fee per household for recycling services and a solid waste convenience center fee for residents within the Town.
- i. Under GS143-64.32, architectural, engineering, and surveying services with fees less than thirty thousand dollars (\$30,000) may be exempt from the RFQ (Request for Qualification) process.

**Section 2.** There is hereby levied the following rates of tax on each one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2020 for the purpose of raising the revenue constituting the general property taxes as set forth in the foregoing estimates of revenue (Article I, Section 2), to finance the foregoing General Fund appropriations (Article I, Section 1). One cent of the total tax rate shall be devoted exclusively to the Affordable Housing Fund.

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

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

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

The foregoing ordinance having been submitted to a vote received the following vote and was duly adopted this 23<sup>rd</sup> day of June 2020:

Ayes:

Noes:

Absent or Excused:

## **ATTACHMENT B**

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

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

WHEREAS, the Town Manager has submitted a budget for FY 2020-21 with proposed changes to the Position Classification and Pay Plan;

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CARRBORO  
RESOLVES:

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

- a. Add one full time Stormwater Administrator position, Salary Grade 14
- b. Add one half time GIS Specialist, Salary Grade 13
- c. Reclassify the Stormwater Specialist position from Salary Grade 14 to 15
- d. Rename the Sign & Marking Specialist to Maintenance/Construction Worker III

Section 2. All other provisions of the Position Classification and Pay Plan remain unchanged.

Section 3. The Human Resources Director shall revise the Position Classification and Pay Plan to reflect the changes in Section 1.

Section 4. This resolution shall become effective July 1, 2020.

**ATTACHMENT C**

**A RESOLUTION APPROVING MINIMUM SALARY AND HOURLY RATES  
FOR EMPLOYEES**

**BE IT RESOLVED** that the Town of Carrboro Town Council hereby approves the following as a part of the Annual Budget for FY 2020-21:

Section 1: Permanent full-time Town employees shall be paid a minimum annual salary that is at least equal to the Minimum Housing Wage of \$31,158.

Section 2: The Town Manager shall increase the salary of any permanent full-time Town employees earning less than \$31,158 to the annual Minimum Housing Wage.

Section 3: The Town of Carrboro will pay all part-time employees an hourly wage that is equal to the Orange County Living Wage, which is set at a rate of \$14.90 per hour.

Section 4: This resolution shall become effective July 1, 2020.

**ATTACHMENT D**

**A RESOLUTION APPROVING CONTRACT FOR TOWN ATTORNEY**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO:

Section 1: The Town Council hereby approves a contract for legal services with the Brough Law Firm for FY 2020-21 beginning July 1, 2020 and ending June 30, 2021.

Section 2: This resolution shall become effective upon adoption.

**ATTACHMENT E**

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

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

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

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

WHEREAS, the Town's annual audit at June 30, 2019 confirmed that the fund balance exceeds 35% and the amount above 35% may be committed for capital projects;

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

Section 1: The following projects are authorized to be undertaken until all project activity is completed:

A. Pedestrian Safety Improvements & Bike Plan	\$ 257,000
B. Playground Equipment Replacement	\$ 100,000
C. Comprehensive Plan	\$ 50,000
<b>TOTAL APPROPRIATION</b>	<b><u>\$ 407,000</u></b>

Section 2: Funds are appropriated from fund balance in the General Fund for transfer to the Capital Projects Fund for design, engineering, and/or construction expenses to carry out the project(s) identified in Section 1.

Section 3: Additionally, an amount not to exceed \$75,000 is appropriated from the GO Bond Fund for needed repairs of various sidewalks throughout the Town.

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

Section 5: This capital project ordinance shall be effective July 1, 2020.

**CAPITAL PROJECT ORDINANCE  
FOR FY2020-21 VEHICLE PURCHASES**

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO, UNDER GS 159-13.2, THAT:

Section 1: The 2021 Vehicle Purchases Capital Project is authorized to be undertaken for the purchases of the following vehicles:

<b>Department</b>	<b>Vehicles/Equipment</b>	<b>Cost Estimate</b>
Police	6 Vehicles @ \$56,000	\$ 336,000
Fire	Fire Tanker Truck	350,000
Fire	Ford Explorer Hybrid	49,000
Public Works	Boom Truck	155,000
Public Works	2 Pickup Trucks	64,000
	<b>Total</b>	<b>\$ 954,000</b>

Section 2. The amount appropriated in the Capital Fund for the eleven vehicles listed in Section 1 shall not exceed \$954,000 with the understanding that the Town will seek funding of \$125,000 from South Orange Fire District for the Fire Tanker Truck, and installment financing for the balance of the estimated vehicle costs.

Section 3: Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

Section 4: This capital project ordinance shall be effective July 1, 2020.

## **ATTACHMENT G**

### **A RESOLUTION APPROVING MISCELLANEOUS FEES AND CHARGES SCHEDULE**

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO:**

Section 1: The Town Council hereby approves the attached Miscellaneous Fees and Charges Schedule for FY 2020-21 effective July 1, 2020.

Section 2: This resolution shall become effective upon adoption.



**TOWN OF CARRBORO**  
**MISCELLANEOUS FEES AND CHARGES SCHEDULE**  
**EFFECTIVE JULY 1, 2020**

**ATTACHMENT G-1**

<b>ITEM</b>	<b>CURRENT FEE</b>
<b>Motor Vehicle Tax</b>	\$30.00 (Comprised of: General Municipal Vehicle Tax - \$25.00; Municipal Vehicle Tax for Public Transportation - \$5.00)
<b>Alcohol/Beer &amp; Wine Sales</b> G.S. 105-113.77	
Beer (consumed on premises)	\$15.00
Beer (sold to be taken off premises)	\$5.00
Wine (consumed on premises)	\$15.00
Wine (sold to be taken off premises)	\$10.00
<b>Fingerprinting</b>	\$20.00 for each fingerprinting
<b>Commercial Solicitation – Permit Application Fee</b>	\$5.00
<b>Commercial Solicitation – Permit Renewal Fee</b>	\$2.00
<b>Commercial Solicitation – Deposit Fee for Permit Card – Fee Returned Upon Receipt of Permit Cards</b>	\$10.00
<b>Animal Fees</b>	
Dogs (unsterilized)	\$20.00
(sterilized)	\$3.00
Cats (unsterilized)	\$10.00
(sterilized)	\$3.00
<b>Cemetery Fees</b>	
Resident or Property Owner	\$ 750.00 per space
Non-Resident	\$1,500.00 per space
Plot Staking	\$25.00
Monument/Marker Staking	\$15.00

<b>Compost Fees</b>	
Large Compost Bins	\$45.00
Compost Buckets	\$ 5.00
<b>RECREATION FEES</b>	Insurance may be needed if the event includes major physical activity and moderate/severe exposure to participants; expected attendance of over 500; large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property; and food will be served, sold and/or given to the general public. If insurance is required, the event sponsor must sign the reservation contract to hold harmless, defend and indemnify the Town of Carrboro, provide general liability insurance with a minimum limit of \$1 million general liability coverage endorsed to name the Town as an additional insured and provide a certificate for documentation.
<b>Picnic Shelters</b>	\$45.00 per 0-4 hours \$55.00 above 4 hours
Dr. Martin Luther King Jr. Park Large Shelter	\$50.00 per hour, 2 hour minimum
<b>Amphitheater</b>	\$50.00 per hour
<b>Amenities</b>	\$150 Party Trailer rental if used with any pavilion/shelter rental. (Includes five tables, 30 chairs, outdoor games, and cooler)
<b>TOWN COMMONS FACILITY FEES</b>	\$75.00 per hour; minimum two hours; no fee if town staff does not work during event, no public access to Town Hall bathrooms, no money is exchanged during event, no electricity used, the event is open to the public, reservations limited to no more than once per month by any one group and subject to Town insurance guidelines.
<b>Organizations Approved To Sell Goods And Services</b>	A one-time fee of \$25 per event is charged if the event is approved to sell goods or services.  Renters may be required to hire parking attendants when events are expected to draw more than 100 vehicles. Additional fees that may be required for use of Town Commons include: Police Officer - \$30.00 per hour, \$10.00 per vehicle Fire Fighter - \$30.00 per hour

Command vehicle/pick up - \$25.50/hr  
 Engine pumper truck - \$91.00/hr  
 Aerial truck - \$140.81/hr  
 Tent Permit (20' x 20' and larger) - \$50.00  
 Open Flame Permit - \$50.00  
 Assembly Permit - \$50.00  
 Public Works employee - \$30.00 per hour  
 Vehicle Usage - \$30/hr.  
 Street Closings plus cost of advertising public hearing & mailings - \$85.00

### Concessionaires

Long-Term

**Seasonal Fees: Deposit \$150** (Seasonal is the length of program concessionaire is servicing).

#### For- Profit Organization

#### Non-Profit Organization

Ex: Food trucks or trailers  
 \$500 (Spring baseball/softball,  
 Fall softball/baseball)

Ex: Food trucks or trailers  
 \$300 (Spring baseball/softball  
 Fall softball/baseball)

One-two item vendor/carts  
 \$250

One-two item vendor/carts  
 \$150

Special Event

Flat Fee to be determined by the nature and projected attendance of the event.  
 Fee paid in advance upon acceptance of application.

Event Booths (Nonprofit Groups, etc.)

Fee dependent upon the nature of the event \$15.00 - \$45.00 per booth.

Short-Term

**Deposit \$50.** Covers sporting, special events or community/neighborhood parks.

#### # DAYS

#### For-Profit Organization

#### Non-Profit Organization

1-2

\$25/day

\$12/day

3-5

\$20/day

\$10/day

6-plus

\$15/day

\$ 8/day

Field and Court Rentals(which includes ball and multi-

<p><b>purpose fields, tennis and basketball courts)</b></p> <p>Team/Group Rates (2-hour time block per field)</p> <p>(1) Use without lights</p> <p>(2) Use with lights</p> <p>(3) Field Preparation (baseball, softball, football, soccer and lacrosse)</p>	<p>\$10/30 minutes</p> <p>\$20/30 minutes</p> <p>\$22/time - 1st field, \$18 each additional field if prepared at same time</p> <p>\$45/time – 1st field, \$40 each additional field if prepared at the same time</p>
<p>Multipurpose field #2 at Anderson Park (near tennis courts) allows set up of temporary tents, awnings, or similar structures. All tents must be removed at the end of the rental period.</p>	

<p><b>Anderson Park Disc Golf Course (Tournament Rental)</b></p>	<p>One Round Tournament: \$35/day</p> <p>Two Round Tournament: \$45/day</p>
<p><b>Soccer Field</b></p> <p>(1) Use without lights</p> <p>(2) Use with lights</p>	<p>\$10/30 minutes</p> <p>\$20/30 minutes</p>
<p><b>Tournament Rates</b> (per ball field or multipurpose)</p> <p>(1) Use without lights</p> <p>(2) Use with lights</p> <p>(3) Field Preparation</p> <p>(4) Maintenance Fee and Damage Deposit</p> <p>(5) Weekend tournament use will require a charge of \$40.00 for each day to reimburse the town for costs incurred in specific maintenance duties related to impact from the tournament rental. Tournament renters will still be required to perform all maintenance duties such as cleaning their fields and adjoining areas, parking lot(s), etc. in order to receive a return on the maintenance and damage deposit.</p> <p>(6) Police security will be required for all tournaments. Renter may retain sworn law officer(s) by submitting a written request, including names of officer(s) and times scheduled. Prior approval of Police and Recreation and Parks Departments are required. (Using any portion of minimum rate above constitutes the full charge.)</p>	<p>\$50</p> <p>\$25/60 minutes, \$37.50/90 minutes</p> <p>\$22.00/time - 1st field, \$18.00 each additional field (if prepared at same time)</p> <p>\$300.00 (may be increased by Recreation and Parks Director if circumstances warrant)</p> <p>\$40.00 per day</p> <p>Cost of assigned officer is \$30/hr.</p>

(7) Organizations that book two or more tournaments in a calendar year may opt to be invoiced for rental balance due. Process follows current guidelines for Century Center rentals.	
<b>Equipment Rental Fee</b> (non-perishable)	\$10.00/activity

<b>Out-of-County Fee</b> *No Out-of-County Fee is assessed to programs that recover 100% or more of direct cost.	Annual Out-of-County Fee, Fiscal Year 2019-20: \$77.00  <u>Per Activity Fees:</u> PROGRAMS (leagues, classes, camps, workshops)= Annual Out-of-County Fee divided by three. Fiscal Year 2019-20: \$26.00  When out of county fees apply, participants should provide documentation of county residency.
<b>General Programs</b> Special Events and Workshops of a Specific Interest Nature (Road Run, Tennis Clinics, Special Interest Workshops)  Program Souvenirs   Special Activity Trips  Leisure Classes  Day Camp Program   Special Populations (activities, workshops, events,	Recover 100% of direct costs   Fees or charges to be determined by the nature of the program and type of product produced. Price determined by nature of event, direct cost to produce and anticipated demand. Price range \$3-\$50. To include but not limited to CD's, books and publications.  100% of direct costs  100% of direct costs  100% of direct costs Payment is due at the time of registration or \$40 camp deposit per camp registration. Balance is due by designated date.  15%-50% of direct costs in overall program



activities per fiscal year (July 1st-June 30th) at the approved discounted rate. Refunds or cancellations will be based on your discounted rate and the refund timeframe. Memberships can be suspended if participants don't show up for activities. Staff will follow up via phone or email for the first "no-show". A formal letter will be sent out for the second "no-show". On the third "no-show", the membership will be suspended for the remainder of the fiscal year unless written documentation is provided and accepted.

<b>Special Fee Waiver(s)</b>	<p><b>Youth Athletic Head Coach Waiver</b> - The registration fee for one child of a youth athletic league head coach shall be waived. The volunteer needs to be recognized as the "head" coach and the parent, guardian, or grandparent of the youth participant.</p> <p><b>Town Employees and Family Waiver</b> - Town employees and their family in their household will receive a 25% discount off all preregistered classes.</p>
<b>Volunteer Credit Certificate</b>	<p>Volunteers providing the following number of hours serving Carrboro Recreation and Parks sponsored programs during the year will be awarded the following:</p> <ul style="list-style-type: none"> <li>• 1 or more service hours = invitation to the volunteer recognition social.</li> <li>• 15 service hours = \$10 credit certificate to be applied toward a preregistered Carrboro Recreation and Parks Department sponsored program.</li> </ul> <p><u>Restrictions</u>  Each Credit Certificate may be used once.  Must be used within twelve months, immediately following volunteer service.  Credit Certificates may not be applied toward co-sponsored programs where revenue sharing is used.  No refunds, exchanges, or redemptions toward cash.  Credit Certificates may only be applied toward a family account.</p>





	<p>Tent Permit (20' x 20' and larger) - \$50.00  (800 square feet and bigger if it is enclosed and has side walls)  (1800 square feet and bigger if open on sides)  Open Flame Permit - \$50.00  Assembly Permit - \$50.00  Public Works employee - \$30.00 per hour  Vehicle Usage - \$30/hr.  Street Closings plus cost of advertising public hearing and mailings - \$85.00</p>
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<b>Equipment Bag Rental</b>	<p>Each bag rents for \$10.00 plus a separate deposit for the value of the equipment. Bags are rented for one night or weekend. All equipment needs to be returned by noon on the following business day.</p> <ol style="list-style-type: none"> <li>1. Basic Adult Bags 1 &amp; 2-(1) volleyball net (1) volleyball (3) softball bats (1 set) horseshoes (1) Frisbee (1) basketball Deposit: \$263.00</li> <li>2. Basic Child Bags 3 &amp; 4-(1) volleyball net (1) volleyball (1) playground ball (1) plastic bat (1) whiffle ball (1) Frisbee (1) basketball Deposit: \$87.00</li> <li>3. Croquet Bag 5-(1) Croquet Set Deposit: \$90.00</li> <li>4. Basic Volleyball Bag 6-(1) volleyball net (1) volleyball Deposit: \$52.00  Customized Bags-Must have staff approval; Volleyball Net: \$39.00  Volleyball: \$13.00 Softball Bat: \$40.00 Softball: \$4.00  Horseshoe Set:\$60.00 Frisbee: \$9.00 Basketball: \$10.00  Playground Ball: \$5.00 Wiffle Ball Bat: \$8.00 Wiffle Ball: \$2.00  Croquet Set: \$90.00</li> <li>5. Wilson Park Gate Key-check will be deposited if key is lost or not returned Deposit: \$300.00</li> </ol>
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***CARRBORO CENTURY CENTER***

ITEM	CURRENT FEES		
	STANDARD FEE	SPECIAL EVENT FEE	OTHER FEES
<b>Rooms</b> Hours of operation 9:00 a.m. to 11:00 p.m.	Covers: receptions, parties, dances, meetings, or any other private gathering	Covers: All events that are free and open to the public.	Rental requests outside of normal operating hours are subject to additional fees.

<b>Century Hall (3 hr. minimum usage)</b>  (Each additional half hour pro-rated at the set charge)			Nonrefundable prepayment Fee (all rooms and Hall – 10% of contract total) required to confirm rental.
Weekday Use: ( for Three Hours)	\$165.00	\$87.00	Use of Hall prior to or after normal operating hours – \$92 per hour
Weekend Use: (for Three Hours)	\$276.00	\$138.00	For Hall use on weekends; before or after normal operating hours – \$138 per hour
<b>Activity Rooms 1 – 4 (2 hr. min.)</b> Rooms 2 and 3 charged at single use rate	\$47.00	\$29.00	Use of Activity Rooms prior to or after normal operating hours – \$35 per hour
<b>Kitchen (1 hr. minimum usage)</b>	\$32.00	\$19.00	Room Reset Fee (changes occurring the day of the event): Activity Rooms - \$15.00; Century Hall - \$25.00. Room Rental Cancellation Fees: Cancellations three weeks or more prior to event receive refund of rental payment minus 10% nonrefundable prepayment fee; Century Hall, kitchen and Activity Rooms 1-4 <u>not cancelled</u> three weeks (21 days) in advance forfeit all rental fees.
<b>Century Center Equipment Fees</b> AV equipment (example: TV, DVD, Laptop computer, portable screen) LCD Projector Large Sound Board	\$10.00 per use  \$20.00 per use \$40.00 per use		
Patrons who maintain Century Hall rentals 10 times or more per calendar year may pay a flat rate deposit of \$50 per calendar year for their events instead of 10% of the contract total. These patrons may make one reservation per month per 12 month calendar year applying this flat rate deposit. . <b>Patrons who receive the flat rate but cancel two or more booked rentals thereafter during the calendar year will be required to pay the 10% booking fee minus \$50 after two or more cancellations.</b> Any additional bookings are subject to 10% of the contract. All bookings for the calendar year must be completed on one contract.			

**For the purpose of clarification:**

1. Reservations are first come, first serve subject to availability of space.
2. The 2-hour and 3-hour time blocks are the minimum that each room area may be rented. Less time than the minimum will result in the full charge as listed above. Times over the minimum block will be charged at half hour intervals pro-rated from the hourly rate in each category of use. Early arrivals or late departures charged at half hour intervals.

3. Groups renting the Century Hall for a single Standard Event with a rental length of 6 or more hours may schedule a rehearsal in the Century Hall on any date prior to their event if space is available. In the case of rehearsals the Town will charge a prorated hourly rate instead of the full 3 hour minimum.
4. Approved Chapel Hill-Carrboro School System rentals will be charged at \$16 per hour per space.
5. Rental payments not received 21 days prior to event will be assessed a \$25.00 late fee. Rentals will be cancelled if full balance of rental is not received seven (7) days prior to the event.
6. Fee waived events, Town Sponsored Events, Orange County local government boards and school boards' use and meetings of same are free. The Town manager or designee shall determine whether any event has rental fees waived or is a town sponsored event, considering all relevant factors related to the town's participation in or control over the event. However, the presence of one or more of the following factors shall generally lead to a determination that an event has rental fees waived or is town sponsored:
  - a. The town expends town funds for the planning and/or staging of the event, or
  - b. The town anticipates receiving revenue from the staging of the event, or
  - c. The town makes a substantial in-kind contribution toward the planning and/or staging of the event, or
  - d. The town exercises substantial managerial control over the planning and/or staging of the event. The event substantially advances the Town's policies or goals of Vision 2020. Waiving fees for a maximum of two events per year, per individual, group, or organization.
7. Community Art Groups may rent Century Hall on the First Sunday of the month from 2:00 p.m. to 5:00 p.m. for artistic events such as musicals, literary works, visual arts, including paintings, sculpture, etc: \$80. Each group is limited to one discounted rental per year. All other Century Center rental requirements apply. (If the hall is being used for a departmental event during a first Sunday request, staff will try to accommodate the request on another Sunday during that month).
8. Town of Carrboro retains all rights to sales and concessions taking place in the building. Event sponsors may sell only items that are associated with their activity with prior department approval. Event sponsors can sell items only within the room in which the activity is taking place.
9. Equipment fees are listed above.
10. Building supervisor costs are included in above fee.
11. Event sponsors must book dates and space needed for ongoing events.
12. Space will not be held for ongoing events/programs until a contract has been signed, deposit received and the reservation has been confirmed.
13. Changes to weekend rentals that may result in additional fees to the cost of the existing rental agreement must be paid at the time of the request via check or cash.
14. Fee waivers for sound equipment may be requested by certified non-profit 501c3 organizations.

Catering/M meal Services	Fees
Fee for all refreshments and/or food service activity (Century Hall Only)	5% of the room rental
Clean-up Fee	<b>\$300</b>

<p>A refundable clean-up/damage deposit may be required for any event where food and/or beverages are present.</p> <p>Event organizers are responsible for ensuring that the Century Hall is clean and that all litter is removed immediately following the event. Failure to do so will forfeit the clean-up/damage deposit. If town property is destroyed or damaged by reason of event sponsor's use, event, or activity, and the damage or destruction is directly attributable to the event sponsor, the event sponsor will be required to reimburse the town for the actual replacement or repair cost of the destroyed or damaged property.</p>	
<p style="text-align: center;"><b>Century Center Services</b></p> <p>Overnight storage (only available when no events are scheduled after the event that requires storage)</p> <p>Pre-Program overnight storage (example for wedding receptions deliveries)</p> <p>Piano Tuning beyond routine tuning (2x/yr)</p> <p>Booth Rental at Century Center Events</p> <p>100<sup>th</sup> Birthday party or 50<sup>th</sup> Wedding Anniversary (Carrboro Residents only)</p>	<p style="text-align: center;"><b>Rate</b></p> <p>\$50.00 per night – Century Hall</p> <p>\$25.00 per night – Activity Rooms, first floor</p> <p>\$100.00 per day Activity Rooms, first floor</p> <p>\$175.00 per day – Century Hall</p> <p>At cost</p> <p>\$25/no electricity or \$35/with electricity</p> <p>50% discount</p>

<p><b>Refunds</b></p>	<ol style="list-style-type: none"> <li>1. All refunds/withdrawals from programs should be requested in writing and sent to the Administrative Assistant of the Recreation and Parks department.</li> <li>2. In the event there is a change in the nature of the program, activity or reservation or cancellation, participants will be contacted and a transfer, full credit or refund will be given.</li> <li>3. Injury or illness of a participant. Doctor's documentation is needed. (If the program is underway, the refund will be prorated).</li> </ol> <p><b><u>PROGRAMS/ACTIVITIES</u></b></p> <ol style="list-style-type: none"> <li>1. When program/activity refund requests are received more than three (3) business days prior to the start of a recreation program, a refund less a \$5.00 administrative fee, or full credit or transfer will be given. Athletics program requests should be received three business days prior to the first practice/game.</li> </ol>
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2. \$40 for a withdrawal per summer camp that is made after the designated date and prior to the start of the camp.
3. After the camp has started, the \$40 administration fee is applied, along with the balance prorated (in accordance to how many days the camp has been held).
4. When a request is received in three business days or less a pro-rated credit will be placed on your account minus administrative fee. If a program is more than 50% complete it is left to discretion of the program coordinator.

**Note:** It is the discretion of the program supervisor whether a refund will be given on commodity (supplies, tickets, apparel, etc.) that has already been purchased by the participant.

#### **FACILITIES**

1. Century Center Room Rental Cancellation Fees: Cancellations three weeks or more prior to the event receive refund of rental payment minus 10% prepayment fee. Events not cancelled three weeks (21 days) in advance forfeit all rental fees. The Department may cancel a reservation in the case of severe weather conditions, a Town emergency, and if all of the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control.
2. Park Facility Cancellations: Cancellations made three days or more prior to the event receive refund minus \$5.00 administration fee. Any rental over \$20 not cancelled three business days prior to the rental will receive a refund of 75% of the rental fee minus the \$5.00 administrative fee. Any rental less than \$20 will be refunded less the \$5.00 administrative fee.

#### **PUBLIC WORKS FEES**

Roll Out Containers	Actual cost to town - \$48.25 per
Yard Waste Containers	Actual cost to town- 48.25 per
Extra Roll Out Container Service	\$2.00/container
Extra Dumpster Collection for Multi-Family Dwellings	\$22.00 8 cubic yard \$17.00 6 cubic yard \$12.00 4 cubic yard \$ 7.00 2 cubic yard
<b>Non-Residential Dumpster Fees</b>	<b>Cost Per Quarter (13 weeks service)</b>
Dumpster Size (Cubic Yards)	Per Pickup (each time)
2	\$13.69
4	\$16.46
6	\$19.23

8	\$21.92
Appliances	\$16.00 for up to three and \$4.00 for each additional after three
Televisions larger than 19 inch	\$6.00 for one and \$4.00 for each additional
Mattresses and Box Springs	\$7.00 for up to 2 pieces
Couch/Sofa	\$7.00 for one and \$5.00 for each additional
Other bulky, oversized waste	First 10 minutes free of charge. For collection requiring longer than 10 minutes, the fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. This fee must be paid in advance.
Large amount of yard waste/brush	First 10 minutes free of charge. For collections requiring longer than 10 minutes, a fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. The fee must be paid in advance.
Driveway Pipe	100% of cost of materials (if available in inventory)
Street Cut Repairs	\$95.00 per sq. yd
Street Signs	Actual cost of materials and cost of labor, if installation required. Payment required in advance.
Driveway Permit Fee	\$110.00
Building Structure Moving Permit Fee	\$125.00
Encroachment Permit	\$100.00
Street Closings	\$85.00 plus the cost of advertising the public hearing, including mailings.
Processing Fee for Permanent Right-of-Way Closing	\$85.00, plus the cost of advertising, certified mailing and first-class mailings
Full or Partial Street Improvement Inspection Fee (including storm drains, sidewalk, curb and gutter, paving, grading and appurtenant work in or adjacent to public rights-of-way)	\$2.60 per linear foot
Utility Service Improvement Inspection Fee (including excavation, backfill, and appurtenant work relating to the installation, repair, replacement, or removal of sewer, water, gas, telephone, electric, and/or similar utility facilities in or adjacent to public rights-of-way)	\$1.00 per linear foot

### ***POLICE FEES***

#### **Precious Metal Dealer Fees**

Annual Permit Application Fee	\$180.00
Fingerprinting Fee Per Person	\$38.00
Employee Initial Registration Fee	\$10.00
Employee Subsequent Renewal Fee	\$3.00

### ***PLANNING FEES***

Online Permitting and Access (charged on each individual permit)	\$40.00
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#### **CONSTRUCTION PERMIT FEES**

##### **Building Permits**

Minimum Permit Fee	\$65.00
Demolition permit	\$65.00
Relocation of Structures	\$65.00
Mobile home set up	\$65.00
Modular units (approved by NC Dept. of Ins)	\$120.00
Accessory Structures (less than 144 square feet)	No Charge
Manufactured, Assembled or Packaged	\$75.00
Re-inspection Fee	\$75.00
Homeowners Recovery Fund Fee	\$10.00
Replacement Permit Card Fee	\$50.00
Damaged or Missing Plans Fee	\$50.00
Technical Review	\$50.00
<b>Residential Construction</b>	
New Construction	.26/sq. ft.
Renovation or alteration	.21/sq. ft.
<b>Commercial Construction</b>	
New Construction	.26/sq. ft.
New Construction (Open Parking Structure)	30% of New Construction Fee
Renovation or Alteration	.21/sq. ft.
Replacement/Renovation not covered by minimum square footage (commercial), and renovations to existing commercial building located in the University Lake watershed	\$275.00
CO Certification (commercial)	\$100.00
Stocking Fee (Furniture/equipment/stock installation prior to issuance of CO)	.05/sq. ft.

<b>Plumbing</b>	
Minimum permit fee	\$50.00
Residential Additions	\$50.00
Commercial Fit up	\$50.00
Modular home (approved by NC Dept. of Ins.)	\$120.00
Sewer ejector pumps	\$35.00
Grease traps	\$35.00
Re-inspection Fee	\$75.00
Fixtures – (Defined as any opening into the waste and/or	.16/sq. ft.

<b>vent system. Also items such as water heaters, disposals, water pumps and dishwashers are deemed as such.)</b>	
Water/Sewer Only	\$50.00 minimum fee
Replacement/Renovation not covered by square footage (Commercial)	\$275.00
<b>Mechanical</b>	
Minimum Permit Fee	\$50.00
Replacement or system conversion	\$50.00
Installation of woodstove or factory built fireplace	\$50.00
Re-inspection Fee	\$75.00
Heating Equipment and Appliances (Gas or Oil)	.16/sq. ft.
Gas Lines	\$75.00
Modular Home (approved by NC Dept. of Insurance)	\$125.00
Replacement/Renovation not covered by square footage (Commercial)	\$275.00
Residential HVAC Change-out	\$100.00
Commercial Hoods	
0-25 sq. ft.	\$100.00
25.1-50 sq. ft.	\$125.00
Over 50 sq. ft.	\$150.00
Gasoline and Oil Tanks (Per Tank)	\$225.00

<b>Electrical</b>	
Minimum permit fee	\$50.00
Temporary electrical service	\$50.00
Residential Applications	Sq. Footage x .16
Residential & Commercial Additions (receptacles, switches, etc.)	\$45.00
Conditional Power	\$150.00
Commercial – Open Parking Structure	30% of Residential Application Fee
<b>Service changes</b>	
Up to 400 AMP	\$150.00
401 - 1,000 AMP	\$250.00



Mobile home electrical connection	\$75.00
Modular Home (approved by NC Dept. of Insurance)	\$125.00
Swimming pool	\$75.00
Sign Installation	\$75.00
Gas pump Installation	\$75.00/pump
Re-inspection fee	\$75.00
<b>Electric Motors and Generators</b>	
Minimum charge	\$50.00
Each Additional Motor transformer etc.	\$10.00
Commercial – New Construction	Sq. Ft. x .16
<b>Commercial electrical work not included in additions or not including a square footage component</b>	\$275.00
<b>Online Permitting and Access (charged on each individual permit)</b>	\$40
<b>Refunds</b>	
Refunds approved at the discretion of the Chief Building Inspector or Designee	
<b>Recycled Materials Permit</b>	10% of the total assessed building permit fee
<b>Work initiated without required construction permits</b>	Twice the original permit fee
<b>Engineering Inspection Fee - Residential</b>	\$165/ Certificate of Occupancy
<b>Engineering Inspection Fee - Commercial</b>	\$350/Certificate of Occupancy

<b>Fire Prevention</b>	
Blasting Permit	\$100.00
Renewal Fee (Must be renewed every 30 days)	\$50.00
Burning Permit	\$75.00
Pyrotechnic Permit	\$100.00
Hazardous Materials Permit	\$150.00
Fire Alarm and Detection System Permit	\$100.00
- Initiating or supervisory device (automatic or manual - pull station, water-flow switch, tamper switch, heat and smoke detectors, etc.). Commercial projects	\$2.00 per initiating device
Fire Sprinkler/Standpipe/Fire Pump/Extinguishing System Permit	\$100.00
Sprinkler head, fusible links, frangible bulbs, water flow switch, supervisory device, etc.	\$2.00 per initiating device
All other Fire Code Permits not listed above	\$50.00
Re-inspection fee	\$75.00
Life Safety Violation	\$250.00

Non-compliance fee per code violation	\$25.00
False Burglar and Fire Alarms	\$75.00 for each false burglar or fire alarm sounded by a private alarm system. This fee would be billed only after two such alarms were sounded during a given month for a particular business.
Fire-Rescue Address Signs	\$15.00 (sign only) \$20.00 (sign and post)
Work initiated without required construction permits	Twice the original permit fee
<b>LAND USE PERMIT FEES</b>	
Engineering plan review and requested inspections/site visit costs have been included with permit fees.	

<b>CONDITIONAL USE OR SPECIAL USE PERMITS (New Requests)</b>	
Residential (up to 3 rounds of review)	\$1,300 .00+ \$110.00 per unit
Residential >3 rounds of review)	\$ 750.00 +\$55.00 per unit
Commercial (up to 3 rounds of review)	\$1,200.00 + \$.06 per square foot of commercial building space
Commercial (>3 rounds of review)	\$600.00 +\$.03 per square foot of commercial building space
Mixed Use(up to 3 rounds of review)	\$1,200.00 + \$.06 per square foot of commercial building space + \$36.00 per residential unit
Mixed Use (>3 rounds of review)	\$600.00 +\$.03 per square foot of commercial building space +\$18.00 per residential unit
Miscellaneous, Less than 3 acres (up to 3 rounds of review)	\$750.00
Miscellaneous, Less than 3 acres (>3 rounds of review)	\$375.00
Miscellaneous, 3 acres or more (up to 3 rounds of review)	\$1,500.00
Miscellaneous, 3 acres or more (>3 rounds of review)	\$750.00
Watershed Subdivision, 4 lots or less	\$450.00 + \$75/lot
Child Day Care Facility-S.U.P. (Large Child Day Care Homes - 12 pre-school or 15 school-aged children)	\$450.00 + 0.025 per square foot of building area
<b>ZONING PERMITS</b>	
Residential	\$75.00 per unit + \$75/unit or lot and/or .025 per square foot of building area when engineering review
Commercial	\$60.00 or \$0.06/ per sq. ft. of commercial area, whichever is greater and .025 per square foot of building area when engineering review
Home Occupation	\$75.00
Site Re-inspection	\$60.00
<b>SIGN PERMITS</b>	
Single Sign Permit	\$40.00 per sign

Unified Sign Plan Permit	\$150 per sign unified sign plan
Individual Sign in accordance with approved plan	\$30.00 per sign
Sign on Historic Building (SUP, per Section 15-174 of the LUO)	\$50.00
<b>VILLAGE MIXED USE OR OFFICE/ASSEMBLY CONDITIONAL USE DISTRICT</b>	
Rezoning	\$1,500 + \$40/acre
Master Plan	\$ 750 + \$20/acre
CUP attached to any VMU or O/A Rezoning Request (up to 3 rounds of review)	\$1,500 + \$100 per residential unit + \$0.13/square foot of commercial space
CUP attached to any VMU or O/A Rezoning Request (> 3 rounds of review)	\$1,500 + \$100 per residential unit + \$0.13/square foot of commercial space

<b>CONDITIONAL USE REZONING</b>	
Rezone to RR-CU, R-20-CU, R-15-CU, R-10-CU, R-7.5-CU	\$700 + \$30.00/acre
Rezone to R-3-CU, R-2-CU, R-S.I.R-CU, R-S.I.R.-2-CU	\$850 + \$30.00/acre
Rezone to B-1(c)-CU, B-1(g)-CU, B-2-CU, B-3-CU, B-4-CU, CT-CU, B-3-T-CU, O-CU, M-1-CU, and M-2-CU	\$1200 + \$30.00/acre
Conditional Use Permit attached to any CU Rezoning Request (up to 3 rounds of review)	\$1000 + \$105.00/unit + \$.13/square foot of commercial building space
Conditional Use Permit attached to any CU Rezoning Request (>3 rounds of review)	\$500 + \$50.00 per unit + \$.07/square foot of commercial building space + \$75/unit when engineering plan review
<b>CONCEPT PLAN/PRE-APPLICATION</b>	
Walk-about/Concept Plan Review	\$150 + \$25/unit or lot
Yield Plan Review	\$150 + \$25/unit or lot
Pre-Application with technical review	\$50/lot and/or .025/ square foot of building area
Pre-Application with technical review > 3 rounds of review	\$300/lot and/or .025/ square foot of building area
<b>CONDITIONAL OR SPECIAL USE PERMIT MODIFICATIONS</b>	
Minor Modification with hearing	\$600.00 + \$50/lot and/or .025/ square foot
Minor Modification without hearing	\$300.00 + \$50/lot and/or .025/ square foot
Insignificant Deviations	\$150 + \$50/lot and/or .025/ square foot
<b>CONDITIONAL, SPECIAL USE, OR ZONING PERMIT EXTENSIONS OR RENEWALS</b>	
Residential, Commercial, or Mixed Use	\$350

<b>PHASING CHANGES AND REVIEW (IF SEPARATE FROM INITIAL APPROVAL)</b>	
Residential, Commercial, or Mixed Use	\$300
<b>FINAL PLAT APPROVALS</b>	
1. Less than 5 acres	\$180 + \$30.00 per unit or lot + \$50 per unit or lot when engineering review
2. 5 to 10 acres	\$250 + \$30.00 per unit or lot + \$50 per unit or lot when engineering review
3. More than 10 acres	\$300 + \$30.00 per unit or lot + \$50 per unit or lot when engineering review
<b>VARIANCES</b>	\$350.00 + \$50 per unit or lot when engineering review
<b>APPEALS</b>	\$300.00
<b>SPECIAL EXCEPTIONS</b>	\$250.00

<b>EXEMPT SUBDIVISIONS</b>	
Creation of additional lots	\$150.00
Combination or recombination of existing lots	\$60.00
Re-recording Existing Survey	No Fee
<b>ZONING/PROJECT COMPLIANCE LETTER</b>	\$120.00
<b>CONSTRUCTION PLAN REVIEW</b>	
Residential	
25 or more units	\$950.00 + \$80 per unit
5 to 25 units	\$500.00 per construction plan review + \$80 per unit
less than 5 units	\$250.00 per construction plan review + \$80 per unit
Commercial	\$750 + \$.18 per square foot of commercial building space
Mixed Use	\$600 + \$.15 per square foot of commercial building space + \$25 per residential unit + \$50/unit and/or .025/square foot of building area when engineering review
Construction Plan Revisions	(if separate from initial approval) = \$300.00
<b>PAYMENT-IN-LIEU</b>	
Payment-in-Lieu	\$210.30 (1.1% CPI) per point in accordance with Appendix G in the Land Use Ordinance
Open Space	Payment based on number of sq. ft. of open space not provided on-site multiplied by the unadjusted tax value per sq. ft. of land listed by Orange County multiplied by the increase in the Consumer Price Index since the date of evaluation.

Affordable Housing	\$32,167 (Determined by multiplying the average of median home sales prices, as obtained from MLS data, of the previous three years for the Chapel Hill Carrboro City School District, by 10%)
<b>ZONING MAP AMENDMENTS</b>	
To a Conditional Zone, Residential	\$1,200 + \$30/acre + \$50/unit when engineering review
To a Conditional Zone, Commercial or Mixed-Use	\$1,200 + \$30/acre + \$50/unit when engineering review
To C, NPD, WR, RR, R-20, R-15, R-10, R-7.5, HD, JLWP	\$850.00 + \$35.00 per acre
To R-2, R-3, R-SIR, R-SIR-2, PUD	\$1000.00 + \$35.00 per acre
To B-1G, B-1C, B-2, B-3, B-3T, B-4, B-5, M-1, EAT, WM-3, O, OA, PID, RHDC Overlay, CT	\$1,450.00 + \$35.00 per acre
To PF	\$600.00+ \$35.00 per acre
<b>ZONING TEXT AMENDMENT</b>	\$475.00

<b>MAPS AND SERVICES</b>	
<b><i>Zoning Map</i></b>	
Large, wall map	\$20.00
E-size (34 x 44)	\$15.00
D-size (22 x 34)	\$12.00
11 x 17	\$10.00
<b><i>City Limits Map</i></b>	
E-size	\$15.00
11 x 17	\$10.00
<b><i>Natural Constraints Map</i></b>	
E-size	\$15.00
11 x 17	\$10.00
<b><i>Custom Maps</i> (15-minute production time limit)</b>	
E-size	\$40.00
D-size	\$30.00
C-size (17 x 22)	\$25.00
11 x 17	\$20.00
8 ½ x 11 (color)	\$10.00
8 ½ x 11 (black/white)	\$5.00
With Orthography	\$45.00
Other Custom Maps	Map charge (shown above) + \$40.00 per hour (\$50.00 minimum)
<b><i>Blueprint Maps</i></b>	

1979 and 1985 Topographic Maps ( (Print of Digital Data)	\$30.00
<b>Digital Data</b>	
Existing Data Layer	\$30.00
Customized Data Layer	\$30.00 + \$40.00 per hour (\$50.00 minimum)
Digital Published Map	\$30.00
Public Hearing Notification Mailing	\$30.00 + \$.65/ address
<b>(Requests for Orange County digital data will be referred to Orange County)</b>	
<b>STREAM DETERMINATION AND WATER QUALITY BUFFER MITIGATION</b>	
Ephemeral Stream	\$60.00
Intermittent or Perennial Stream	\$120.00
<b>Mitigation Fees for Impacts to Ephemeral Stream Water Quality Buffers</b>	
Removal of Vegetation	\$.99 per sq. ft*1.5
Grading or Other Changes That Modify Natural Conditions of Diffuse Flow	\$12.50 per linear foot or stream disturbance for one or both sides of stream channel, depending on area of impact
Disturbance of Stream Channel	\$349 per linear foot of stream disturbance

<b>BMP Inspections (applicable to owners who have not provided adequate documentation of self-inspection and maintenance and who have not voluntarily entered into a maintenance agreement)</b>	
Sites with 1 or 2 BMPs	\$125.00
Sites with more than 2 BMPs	\$250.00
BMP Re-inspection	\$75.00
<b>PUBLICATIONS</b>	
Carrboro Architectural and Historical Inventory	\$7.50
Carrboro Bicycle Policy and Sidewalk Policy	\$1.00
Carrboro Downtown Guidelines for Design	\$10.00
Carrboro Connector Roads Policy	\$1.00
Downtown Carrboro New Vision	\$15.00
Carrboro Vision 2020 Report	\$7.50
Small Area Plan for Carrboro's Northern Study Area	\$20.00
Neighborhood Preservation District Guidelines	\$10.00
Carrboro Land Use Ordinance	\$25.00
Conceptual Master Plan Town of Carrboro, N.C. Bolin Creek Greenway	\$35.00

Comprehensive Bicycle Master Plan	\$25.00
Other Publications	10¢/page + 50¢/color page
<b>TOWN CODE</b>	\$20.00
<b>HOUSING CODE (Chapter 17)</b>	\$5.00
<b>XEROX COPIES OF MISCELLANEOUS DOCUMENTS</b>	10¢ per page
<b>HISTORIC CARRBORO PLAQUE</b>	\$135.00 per plaque
<b>BAD CHECKS</b>	\$35.00 per check
<b>PARKING FEE SCHEDULE FOR YAGGY PARKING LOT</b>	\$25.00 per space per month
<b>REGISTRATION OF DOMESTIC PARTNERS</b>	
Registration	\$40.00
Affidavit of Termination	\$40.00
Amendment to Statement	\$40.00
Copies of Domestic Partner Registrations	\$2.00
<b>COPIES OF VIDEO OR AUDIO RECORDINGS</b>	\$5.00 per tape, CD or DVD
<b>TRANSLATION EQUIPMENT RENTAL – TRANSLATORS NOT PROVIDED WITH EQUIPMENT</b>	
Security Deposit - People or organizations checking out the translation equipment will be liable for any damage to equipment or missing equipment up to or beyond the \$150 security deposit. (The security deposit will be waived for any governmental entities, including UNC-CH.)	
Rental Fee for use of equipment for up to 3 days – must be paid upfront.	\$25.00 (nonrefundable)
Late Fee (for any day beyond established rental time)	\$10.00 per day
<b>INDEX OF COMPUTER DATABASES</b>	
Digital Copy of Index of Computer Databases - CD, DVD, USB Solis State Drive	\$5.00
Digital Copy of Database Media and Costs - CD, DVD, USB Solis State Drive	\$15.00
Report Reproduction Cost List	\$ .10 for each printed, plotted or photographic database output page
<b>NOTE:</b> These fees do not apply to GIS related report and mapping reproduction; those fees are covered elsewhere in the Miscellaneous Fees and Charges Schedule.	
Custom Services Costs – Custom Report Preparation	Starting at \$100.00 per hour billable in 15-minute increments, and listed cost of digital and printed reproduction media. The ability to process custom requests is based upon staff and resource availability, and requesters should note that all requests may not be filled due to such limitations.







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-256

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointments to the Environmental Advisory Board

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

**DEPARTMENT:** Town Clerk

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

**INFORMATION:** The Environmental Advisory Board (EAB) is a seven member board. There are five seats eligible for appointment. Applications were received from Christine Schalkoff, Terry Hammersley, Ken Ditzel, Alfonso Blanco, Suzy Khachaturyan, and MariaJulia Echart. The Town Clerk contacted all applicants and they have stated that they are still interested in being considered for appointment and understand the work and commitment needed.

Of note, the applications were previously held for consideration for appointment until the Town Council provided direction on if the Environmental Advisory Board would be continue as currently structured. On June 16, 2020, the Town Council directed staff to bring applications to the June 23<sup>rd</sup> meeting for review. Please keep in mind that it was requested that Council reserve seats for recruitment of persons of color and the resolution shown holds two seats reserved for that purpose. The resolution depicts that the Town Council fill three of the vacant seats, appointing five members of the seven member Board.

An information matrix is attached.

The ballot process for selecting applicants in a virtual setting should follow the steps as shown and approved by the Town Attorney below:

- 1) Town Clerk sends Town Council all applications with instructions on how many seats are available for appointment.
- 2) Council Members will email Town Clerk INDIVIDUALLY (very important not to copy 3 or more Council Members) your selections by 12:00 PM on Tuesday.
- 3) If there is a tie of highest votes, I will then send instructions on remaining candidates and request another vote by 6:30PM. If no tie, move to step 4.
- 4) Town Clerk provides a live announcement of the highest vote receiver during the virtual meeting.
- 5) Town Council appoints by formal motion process.

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**Agenda Date:** 6/23/2020

**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 Town Council make appointments to the EAB.

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
ENVIRONMENTAL ADVISORY BOARD**

THE TOWN COUNCIL HEREBY APPOINTS THE FOLLOWING APPLICANT(S) TO THE  
ENVIRONMENTAL ADVISORY BOARD:

<b>Appointee</b>	<b>Term Expiration</b>
	02/2022
	02/2022
	02/2023
RESERVED	02/2023
RESERVED	02/2024

This resolution shall become effective upon adoption.

The current makeup of the EAB is shown below:

NAME	ADDRESS	DOB	RACE	SEX	OCCUPATION
Tim Turner, Chair	105 Sudbury Ln, Chapel Hill, NC 27510	5/2/1952	White	MALE	Engineer
Kathy Kaufman	1305 Lucy Lane, Chapel Hill	4/29/1965	White	Female	Retired from US EPA
Jeanette O'Conner (TERM EXPIRED)	117 S Peak Drive	1/13/1982	White	Female	Landscaper

The summarized applicant information is as follows (full detail on application):

Name	Address	DOB	Race	Sex	Occupation
Christine Schalkoff	100 Starlite Dr.	10/12/1991	White	Female	Graduate Student/Research Assistant
Terry Hammersley	203 Weathervane Dr.	6/2/1954	White	Female	Homemaker
Ken Ditzel	103 Turtleback Crossing Dr.	7/5/1976	Caucasian	Male	Consulting
Alfonso Blanco	191 Viburnam Way	9/21/1978	White Race/Hispanic Ethnicity	Male	Occupational Facilitator
Suzy Khachaturyan	201 NC 54	9/3/1989	White	Female	Public Policy Analyst
MariaJulia Echart	501 NC 54	10/6/1954	White	Female	Teacher

# Print

## Advisory Board Application - Submission #4110

Date Submitted: 6/2/2019

First Name\*

Christine

Last Name\*

Schalkoff

Date\*

6/2/2019

Select today's date

Address1\*

100 Starlite 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\*

8647108756

Please enter your primary contact phone number.

Email Address\*

caschalk@live.unc.edu

Enter your primary email address.

Date of Birth\*

10/12/1991

Please enter your Month/Day/Year of Birth

Race\*

White

Please enter your race.

Sex\*

Female

Please enter your sex.

Occupation\*

Graduate Student/Research Assistant

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

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 checked="" 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.

**\*Employer/Self Employed**

UNC Chapel Hill - Department of Health Behavior

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

**Advisory Board Preference\***

Environmental Advisory 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).

**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\*

I have been engaged over the past three years with several community organizations related to political canvassing and local voter registration efforts, including You Can Vote, the Orange County Democratic Party, and Neighbors on Call. I am also currently a PhD student in the Department of Health Behavior (Gillings School of Public Health) at UNC, and my research (in opioid use) is connected to NC opioid epidemic efforts more broadly; through this, I have been involved with community organizations such as the North Carolina Harm Reduction Coalition.

Please enter the requested information.

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

My background in the sciences, including a bachelor's degree in Biological Sciences and a master's degree in Public Health Sciences, will aid me in serving on applicable Advisory Boards in the Town of Carrboro. Through my extensive research background, which includes work on projects ranging from environmental science to substance use prevention, I am well-equipped to critically and thoroughly consider policies and information related to Carrboro activities and priorities--such as energy- and climate- related ordinances reviewed by the Environmental Advisory Board. My experience working in the field of public health also means that I am able to understand community priorities and balance evidence-based information with community capacity and needs. I also have experience engaging with community members through teaching, including a year spent teaching English on a Fulbright Scholarship; this experience provided me with the skills needed to convey information to others (be they community members, students, or Board members) in a clear, concise, and effective manner.

### Reasons You Wish to be Appointed\*

Throughout my training and community-based research in public health, I have become increasingly aware of the importance of engagement from community members in creating healthy, thriving, transparent local governments and cities. I also feel that more than ever, a connection between politics (at any level) and scientific knowledge is critical; policies and political decisions should be reviewed and considered by community members of all types, including those who have a background in scientific research. In connecting science and policy, those in the research field can also learn how to better work within an organization or political system in order to further enhance community health and potential. For these reasons, I believe that I would be a positive addition to Carrboro's Environmental Advisory Board. Beyond my educational background and commitment to civic engagement, my position as a young, enthusiastic resident of Carrboro means that I would bring an important perspective to this advisory board, and give back to the town I have fallen in love with.

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 Application - Submission #4283

Date Submitted: 9/20/2019

First Name\*

Terry

Last Name\*

Hammersley

Date\*

9/20/2019

Select today's date

Address1\*

203 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?\*

ETJ

Telephone\*

9199688143

Please enter your primary contact phone number.

Email Address\*

thammersley11@gmail.com

Enter your primary email address.

Date of Birth\*

6/2/1954

Please enter your Month/Day/Year of Birth

Race\*

white

Please enter your race.

Sex\*

female

Please enter your sex.

Occupation\*

homemaker

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

35 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

18

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 checked="" 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):

Climate Council

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

\*Employer/Self Employed

UNC

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

Advisory Board Preference\*

Climate council

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).

Number of Years Employed\*

15

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 at the moment. Former OC Master Gardener, Univ. Presbyterian Outreach Chair & Stephen Ministry Leader; NC Botanical Garden volunteer; Habitat for Humanity volunteer regarding community gardens; Women's Center volunteer; several HOA's, etc. \*Ten years spent caring for two family members, so needed a break recently. Now ready to get back into community service.

Please enter the requested information.

Experience to Aid You in Working on Advisory Boards\*

Multiple committees at University Presbyterian: Outreach, congregational life, Stephen Ministry; HOA boards in The Trails, Heritage Hills (including revamping community pool), and the Cedars at Bolin Forest; OC Master Gardeners Advisory Board, plant sale coordinator, community and school garden volunteer, etc.

Reasons You Wish to be Appointed\*

I have always had a strong interest in environmental issues and have been composting for 30 years along with using rain barrels, growing our own vegetables, buying local, and recently, recycling food waste at the Carrboro Farmers Market. I want to be part of encouraging our citizens to do more, e.g., with food waste, since it creates methane in the landfill (and we don't even have our own landfill anymore) and also reduction in the use of plastics. It's not enough to just recycle now. I want to implement new ways to encourage citizens to create less waste through education and collaboration (schools, grocery stores, etc.). I know some restaurants have their food waste picked up, for example, so how can we make it possible for all commercial food producers to recycle their food waste? Methane is just one facet of climate change, of course, but it is an example of something most people don't think about or know about and could be encouraged to create less of. Incentives for increasing bus ridership are always important, too. I believe in encouraging lots of people to make small changes that add up to big shifts in environmental quality.

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. \*

I don't meet any of these exceptions.

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 Application - Submission #4430

Date Submitted: 12/10/2019

First Name\*

Ken

Last Name\*

Ditzel

Date\*

12/10/2019

Select today's date

Address1\*

103 Turtleback Crossing Dr

Address2

City\*

Chapel Hill

State

North Carolina

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\*

7039661954

Please enter your primary contact phone number.

Email Address\*

ken.ditzel@fticonsulting.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\*

7/5/1976

Please enter your Month/Day/Year of Birth

Race\*

Caucasian

Please enter your race.

Sex\*

Male

Please enter your sex.

Occupation\*

Consulting

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

5 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

5 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 checked="" 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.

\*Employer/Self Employed

FTI Consulting

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

Advisory Board Preference\*

Environmental Advisory 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).

Number of Years Employed\*

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\*

University United Methodist Church member Rainbow / Chapel Hill United girls soccer coach Carrboro coed and YMCA/Woodcroft girls basketball coach

Please enter the requested information.

Relevant Experience:\*

I have twenty years of professional experience in working in and consulting for the energy and environmental industries. I have consulted for a broad range of companies (utilities, corporations, trade associations) on matters ranging from power generation, renewables, biofuels, and environmental compliance. These projects have mainly involved corporate and regulatory strategy development and project due diligence. I am currently involved in a project that is focused on explaining why U.S. plastics recycling rates have been stuck at 8-9 percent nationally.

Reasons You Wish to be Appointed\*

Since my childhood, I've always had a passion for recycling and composting. In addition, I have professional experience with how the recycling system works. I'd like to use my passion for and experiences in recycling to support Carrboro in its green initiatives. Improving how we reduce, reuse, and recycle as citizens and corporations can have a tremendous impact on the broader environment.

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 Application - Submission #4458

Date Submitted: 1/1/2020

First Name\*

Alfonso

Last Name\*

Blanco

Date\*

1/1/2020

Select today's date

Address1\*

191 VIBURNUM WAY

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\*

9192657132

Please enter your primary contact phone number.

Email Address\*

alfonso.e.blanco@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\*

9/21/1978

Please enter your Month/Day/Year of Birth

Race\*

White race, Hispanic ethnicity

Please enter your race.

Sex\*

male

Please enter your sex.

Occupation\*

Occupational facilitator

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

5

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

5

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 checked="" 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\*

Environmental Advisory 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

UNC

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\*

An active member of my cohousing community.

Please enter the requested information.

Relevant Experience:\*

Former Member of the Board of the Spanish Environmental Sciences Federation. 2005-2015 Master in Environmental Sciences. 2010.

Reasons You Wish to be Appointed\*

After 5 years of living in Carrboro I feel myself part of this city and I am ready to get more involved and share some of my knowledge, time and energy to make Carrboro becoming an even better place to live.

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 Application - Submission #4481

Date Submitted: 1/6/2020

First Name\*

Suzy

Last Name\*

Khachaturyan

Date\*

1/6/2020

Select today's date

Address1\*

201 NC 54

Address2

Apt 728

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\*

8018591844

Please enter your primary contact phone number.

Email Address\*

suzy.khachaturyan@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\*

9/3/1989

Please enter your Month/Day/Year of Birth

Race\*

White

Please enter your race.

Sex\*

Female

Please enter your sex.

Occupation\*

Public Policy Analyst

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

3.5 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

3.5 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 checked="" 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.

\*Employer/Self Employed

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

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).

Number of Years Employed\*

1 year in February

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 am currently a Bridge Builder Volunteer with Refugee Community Partnership, an organization based in Carrboro. Locally, I was previously a volunteer at the SHAC clinic (2 years), Heavenly Groceries food pantry through the Jackson Center in Chapel Hill (approx. 1 year). I've served in other, less-relevant volunteer roles in the area, and I've served in countless other roles outside of the state.

Please enter the requested information.

Relevant Experience:\*

I work at a nonprofit statewide public policy research and advocacy organization, which gives me a good sense of what is happening across various communities and states across the country, and also what the current and growing needs are. To varying degrees I have personally and professionally worked on issues related to public benefits, public housing and housing subsidies, immigrant and refugee rights, health care access and insurance, access to community resources, health equity, language justice, and more. While these areas have limited connection to the boards for which I have applied to serve, these issues are intersectional and, many times, individuals and families experience many overlapping challenges. I have a Bachelor of Science degree in Biology, with an emphasis in Environment and Ecology; a Master of Social Work degree; and a Master of Public Health degree.

Reasons You Wish to be Appointed\*

Since adolescence, I've committed myself to volunteering in my community and using my time and relative expertise to improve the lives of those around me. Professionally, I work at the policy level, however the majority of my volunteering work, which I find incredibly fulfilling, has been helping individuals and families at the direct service level. I'm excited about this opportunity to put my more natural skills to use by learning, reviewing, and making recommendations regarding local policies that affect the community that I've come to love. I believe I would bring a critical eye and a unique perspective to the table if I'm selected to serve on a board.

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 Application - Submission #4505

Date Submitted: 1/18/2020

First Name\*

MariaJulia

Last Name\*

Echart

Date\*

1/18/2020

Select today's date

Address1\*

501 NC 54 Bypass

Address2

Apt. B 8

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\*

3477794070

Please enter your primary contact phone number.

Email Address\*

marielechart@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\*

10/6/1954

Please enter your Month/Day/Year of Birth

Race\*

White

Please enter your race.

Sex\*

Female

Please enter your sex.

Occupation\*

Teacher

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

16 months

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

16 months

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 checked="" 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\*

Environmental Advisory 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

El Centro Hispano

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

Number of Years Employed\*

1 year

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\*

A all kind of community activities with El Centro Hispano in Carrboro

Please enter the requested information.

Relevant Experience:\*

Years of experience with the Community Organization Make the Road New York as a leader with the Fair Housing and Environmental Committee.

Reasons You Wish to be Appointed\*

I am very passionate about the environment, climate change and improving recycling duties and matters.

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. \*

it does not apply to me

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:**20-261

**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Appointments to the Comprehensive Plan Task Force

**PURPOSE:** The purpose of this item is for the Town Council to adopt a resolution appointing task force members and directing the work of the group.

**DEPARTMENT:** Planning, Town Clerk

**CONTACT INFORMATION:** Patricia McGuire, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org), 919-918-7327; Catherine Dorando, [cdorando@townofcarrboro.org](mailto:cdorando@townofcarrboro.org), 919-918-7309

**INFORMATION:** Such an important step. The Town is embarking on a multi-year project to develop and adopt a comprehensive plan, the first such effort in nearly 30 years or more. Extensive community engagement is needed for the plan to reflect the interests, vision, creativity and needs of the current populace and its expectations for the future extending out 20 years. A 28-member task force structure has been formulated to work with the staff and the planning consultants on implementation of the project scope, interfacing with all town advisory boards and commissions and other interest groups, and serving as lead ambassadors on involving the entire community.

Pages from the project Request for Proposals that describe the task force structure are attached. Noted advisory boards and commissions have been contacted and representatives identified. An application for at-large seats has been made available to the community as well. Signs have been posted in town, community leaders contacted, and social media outreach strategies used to engage and obtain at-large applicants from advisory members and the larger community.

Town Council is requested to review the 16 applications from the community at-large and consider appointments. There are eight available seats

The ballot process for selecting applicants in a virtual setting should follow the steps as shown and approved by the Town Attorney below:

- 1) Town Clerk sends Town Council all applications with instructions on how many seats are available for appointment.
- 2) Council Members will email Town Clerk INDIVIDUALLY (very important not to copy 3 or more

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Council Members) your selections by 12:00 PM on Tuesday.

- 3) If there is a tie of highest votes, I will then send instructions on remaining candidates and request another vote by 6:30PM. If no tie, move to step 4.
- 4) Town Clerk provides a live announcement of the highest vote receiver during the virtual meeting.
- 5) Town Council appoints by formal motion process.

**FISCAL & STAFF IMPACT:** No unusual/particular impacts are anticipated with the recommended action.

**RECOMMENDATION:** The staff recommends that the Town Council consider adoption of the resolution appointing members and directing the work of the task force.



RESOLUTION ESTABLISHING AND MAKING APPOINTMENTS TO THE  
COMPREHENSIVE PLAN TASK FORCE

WHEREAS, the Carrboro Town Council has planned for, funded, and obtained contractual service assistance for the development of a townwide Comprehensive Plan, the first such effort in nearly 30 years; and

WHEREAS, a task force allows advisory board members, residents and neighboring jurisdictions to participate in guiding and informing the process of comprehensive plan development.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CARRBORO HEREBY RESOLVES:

Section I. That the Carrboro Town Council appoints the following advisory board and commission representatives to the Comprehensive Plan Task Force and authorizes additional advisory board and commission representatives as they are designated by the respective boards and commissions:

Name	Board /Commission (#)
Catherine Fray (Chair)	Planning Board (Chair) (Chair, vice-chairs and up to 2 other members – up to 5 total)
Rachel Gaylord-Miles (1st Vice Chair)	Planning Board (Vice-Chair)
Braxton Foushee (2nd Vice Chair)	Planning Board
Elmira Mangum	Planning Board
Rasam Tooloe	Planning Board
Eliazar Posada	Planning Board
Jim Porto	Economic Sustainability Commission (2 members)
David Jessee	Economic Sustainability Commission
Sarah Brown	Transportation Advisory Board (1 member)
Maggie Funkhouser	Recreation and Parks Commission (1 member)
Amy Singleton	Affordable Housing Advisory Commission (1 member)
	Appearance Commission (1 member)
	Environmental Advisory Board (1 member)

[Type here]

Anahid Vrana	Northern Transition Area Advisory Committee (1 member)
Alyson West	Greenways Commission (1 member)
Lauren Joca	Stormwater Advisory Commission (1 member)
Dan Mayer	Arts Commission (1 member)
Quinton Harper	Human Services Advisory Commission (1 member)
	Youth Representative (1 members)
	Carrboro Business Alliance (2 members)
	Possible additional advisory board members (up to 2 if Planning Board is limited to 3)

Section 2. The Carrboro Town Council hereby appoints the following community members to the task force.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Section 3. This Carrboro Town Council hereby directs the Comprehensive Plan Task Force to work with the Town staff and a team of consultants to help form a collective vision for Carrboro; to participate fully in informing and guiding the comprehensive planning process through regular meetings and “homework” tasks.

This commitment will require members to “lean in” and embrace the role of community ambassadors who will further engage with their smaller networks and the broader community. Specific duties are as follows:

- Attend ALL meetings
- Complete occasional “homework
- Share perspectives on Town’s present needs and future opportunities
- Provide insight and feedback on consultant produced drafts and reports
- Participate in visioning exercises
- Promote active participation by others in outreach and engagement activities

[Type here]

- Provide consensus recommendation of plan prior to public hearing and adoption

Section 4. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote received the following vote and was duly adopted this 23<sup>rd</sup> of June in the year 2020

[Type here]

## 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:

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

## Racial Make-Up of Advisory Board Representatives-

<b>Advisory Board Rep. Name</b>	<b>Advisory Board</b>	<b>Race</b>
Catherine Fray (Chair)	Planning Board (Chair) (Chair, vice-chairs and up to 2 other members – up to 5 total)	White
Rachel Gaylord-Miles (1st Vice Chair)	Planning Board (Vice-Chair)	White
Braxton Foushee (2nd Vice Chair)	Planning Board	Black
Elmira Mangum	Planning Board	African-American
Rasam Tooloe	Planning Board	Mixed
Eliazar Posada	Planning Board	Latino
Jim Porto	Economic Sustainability Commission (2 members)	White
David Jessee	Economic Sustainability Commission	Caucasian
Sarah Brown	Transportation Advisory Board (1 member)	White
Maggie Funkhouser	Recreation and Parks Commission (1 member)	White
Amy Singleton	Affordable Housing Advisory Commission (1 member)	Caucasian
Anahid Vrana	Northern Transition Area Advisory Committee (1 member)	White
Lauren Joca	Stormwater Advisory Commission (1 member)	
Dan Mayer	Arts Commission (1 member)	White
Quinton Harper	Human Services Advisory Commission (1 member)	Black

Race and Gedner Data of 16 Community At-Large Members (Full Detail in Applications)

<b>At-Large Applicant Name</b>	<b>Race</b>	<b>Gender Identity</b>
Margaret Lillie	White	Nonbinary
Jacqueline Helvey	White, with 2 inter-racial kids	female
Ashley Brown	White	Female
Lisa Brown	white	female
Thomas Tiemann	White	Male
Justin Haslett	Caucasian	Male
Abirami Raja	Asian	Female
Perry Haaland	Caucasian	Male
Misty Belser		female
Ina Stern	white	female
David Dixon	White	Male
Timothy Richards	white	male
Leigh Anne King	white	Female
Bob Taylor	White	male
Sarah Dickson	White	Female
Mariah Wozniak	White	Female

## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 03, 2020 3:13 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Margaret
Last Name	Lillie
Address1	127 Viburnum Way
Address2	<i>Field not completed.</i>
City	Carrboro
State	North Carolina
Zip	27510
Telephone Number	919-923-4885
E-mail Addresss	mrlillie@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	Yes
If YES, please name them.	Cast Member of the Affordable Housing Musical and Volunteer at Community Empowerment Fund



Please share a few sentences of your vision for Carrboro.

I was born and raised in Carrboro and lived in Carrboro as a young professional. After 5 years in Durham, I have moved back to Carrboro and I want to be involved in the future of my beloved town. I have always been proud to come from a liberal town in the South but also am aware that even in the most liberal of towns we always need to be checking our systems to ensure they are supportive of all residents. I want to raise my young daughter in a town that practices what it preaches by giving voices to marginalized groups and by choosing basic quality of life over pure economic gain.

What skills, networks, or expertise will you bring to the planning process?

1. While I have just moved back to Carrboro officially, I have been engaged in local politics and have many formal and informal connections to change makers in the Carrboro community through the Affordable Housing Musical and through the Community Empowerment Fund. Through my work with the musical and CEF, I am also fully aware at how complicated issues like housing can be and I want to continue to take part in those conversations.

2. I would bring an analytical lens to the Comprehensive Plan Task Force. I work in program evaluation research and understand what sort of questions we need to be asking to assess whether we think programs or policies will work/are working.

3. I know the importance of stakeholder engagement and listening to all perspectives before making a final decision. I am currently the research coordinator for three program evaluations in Ghana, Kenya, and Tanzania and my job is to coordinate with various programmatic, research, and government stakeholders to insure data is being ethically collected, interpreted, and disseminated.

4. For the past 3 years, I have served on the Diversity and Inclusion Committee of the Duke Global Health Institute (my workplace). This committee not only brings people together for events to explore local and global inequalities, but we also have engaged with the Duke community and Duke Global Health leadership about how to make the institute more inclusive. This committee has also supported me in taking the Racial Equity Institute training.

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(Section Break)

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#### Demographic Information

*The Town of Carrboro wishes to ensure that the Comprehensive Planning Committee is openly equal to all residents who wish to contribute. The following*

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Thursday, June 18, 2020 5:31 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Mariah
Last Name	Wozniak
Address1	104 W Main St
Address2	Apt. 3
City	Carrboro
State	NC
Zip	27510
Telephone Number	7572187466
E-mail Addresss	wozniak.mariah@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	Yes
If YES, where are you currently enrolled?	I am currently a master's student enrolled in UNC's department of city and regional planning. I am specializing in land use and environmental planning.
Are you involved in any community groups?	No
If YES, please name them.	I am not involved in any community groups at the moment, but I did sit in on several EAB meetings this spring for a class project. As a result of this project, I am also familiar with Carrboro's Community Climate Action Plan.

Please share a few sentences of your vision for Carrboro.	Carrboro is an inclusive community that attracts residents, businesses, and visitors from various backgrounds. The Town is equitable, sustainable, and actively committed to antiracist beliefs and actions.
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What skills, networks, or expertise will you bring to the planning process?	As a graduate student studying city and regional planning, I bring a host of knowledge and experience related to the comprehensive planning process itself. This knowledge includes methods for effective community engagement and experience with vision, goal, agenda, and policy setting. I understand the importance of developing a comprehensive plan that allows for interconnectedness with Carrboro's other planning document, including the Community Climate Action Plan. I also have skills like demographic data analysis, site planning, and GIS mapping that will be of benefit to the Comprehensive Plan Task Force.
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(Section Break)

#### Demographic Information

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Race	White
Ethnicity	Field not completed.
Gender Identity	Female

(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Thursday, June 18, 2020 5:24 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Sarah
Last Name	Dickson
Address1	430 N Greensboro Street
Address2	Unit 407
City	Carrboro
State	NC
Zip	27510
Telephone Number	7046183598
E-mail Addresss	Sarahrossdickson@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	No
If YES, please name them.	<i>Field not completed.</i>

Please share a few sentences of your vision for Carrboro.

Building upon the vibrant community aspects in Carrboro that are already in place and strengthening them. This looks like being intentional about land use in the town and the creation of future space. Working to create inviting areas for public gatherings and civic participation. Prioritizing projects that make the town walkable and bike-able. A Carrboro that celebrates and acknowledges diversity, and prioritizes inclusivity. A Carrboro that works to create a local economy that supports this diversity. A Carrboro that has more affordable housing options. Lastly, a Carrboro that continues to be innovative and lead the fight against climate change with proactive policies.

What skills, networks, or expertise will you bring to the planning process?

Master of Public Administration, UNC Chapel Hill  
Course work and elective classes taken at UNC's City and Regional Planning Department.

(Section Break)

#### Demographic Information

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Race White

Ethnicity *Field not completed.*

Gender Identity Female

(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Thursday, June 18, 2020 2:29 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Bob
Last Name	Taylor
Address1	107 Viburnum Way
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Telephone Number	9195933003
E-mail Adresss	rgt7670@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	No
If YES, please name them.	<i>Field not completed.</i>

Please share a few sentences of your vision for Carrboro.

My vision for Carrboro is a vibrant, stable, involved, and engaged community that supports all of its residents and welcomes visitors. We have an opportunity to lead the region and the state on climate action, social justice, and sustainable economic development.

What skills, networks, or expertise will you bring to the planning process?

I currently work on a Disaster Recovery Coordination contract in the southeastern 12 counties of North Carolina that are recovering from Hurricanes Matthew, Florence, and Dorian. As part of that effort, I'm working with numerous funding agencies that include federal, state, and private foundations. I'm assisting local communities with resiliency planning and prioritization as that pertains to infrastructure improvements, economic development, and housing. I have a strong network of professionals within different sectors including housing, planning, water, sewer, and stormwater, and that network includes individuals in state agencies, private sector, local government, non-profit organizations, and academia.

(Section Break)

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Race white

Ethnicity non-hispanic

Gender Identity male

(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 17, 2020 3:31 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Leigh Anne
Last Name	King
Address1	203 Pleasant Drive
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Telephone Number	9199232508
E-mail Addresss	laking@clarionassociates.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	child attends Carrboro Elementary School too
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	No
If YES, please name them.	<i>Field not completed.</i>



Please share a few sentences of your vision for Carrboro.

Carrboro will be a connected, inclusive, and affordable community that maximizes use of sustainable local and regional transportation modes, supports the upward mobility of its residents and local businesses, and provides for a high quality of life through active recreation, green spaces, and community gatherings and events. Future development will utilize innovative techniques to achieve green building objectives and support affordability for residents and businesses.

What skills, networks, or expertise will you bring to the planning process?

I will bring nearly 20 years of city and regional planning experience, particularly focused on preparing comprehensive plans for communities throughout the Southeast. I am thrilled at the chance to be able to use these skills to help create a long range plan for my favorite little town in the world. While not an active member of a community group, I follow several and am willing to help share information to contacts.

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(Section Break)

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#### Demographic Information

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Race	white
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Ethnicity	n/a
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Gender Identity	Female
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(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 17, 2020 10:47 AM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Timothy
Last Name	Richards
Address1	301 Pleasant Dr
Address2	Apt A
City	Carrboro
State	NC
Zip	27510
Telephone Number	919-748-0202
E-mail Addresss	tarichards@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	No
If YES, please name them.	<i>Field not completed.</i>

Please share a few sentences of your vision for Carrboro.

A walkable, bicycle-friendly place that has a healthy sense of community and embraces diversity. The built environment, community groups, and government services support an enriching culture and a strong local economy.

What skills, networks, or expertise will you bring to the planning process?

I am a professional planner with a legal background. I have enjoyed living in Carrboro and would like to deepen my connection to the Town and expand my network. I think Carrboro is a pretty great place with a lot of assets and tremendous potential for equitable, sustainable development. That being said, if you opt for another candidate to achieve a more diverse task force, I completely support that.

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(Section Break)

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Race	white
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Ethnicity	not hispanic or latino
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Gender Identity	male
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(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 17, 2020 9:37 AM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	David
Last Name	Dixon
Address1	506 N Greensboro Street Apt 15
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Telephone Number	678-699-3259
E-mail Addresss	davidpdixon1@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	Yes
If YES, where are you currently enrolled?	UNC-Chapel Hill
Are you involved in any community groups?	Yes
If YES, please name them.	Carrboro Bicycle Coalition, Carrboro Run Club

Please share a few sentences of your vision for Carrboro.

Carrboro is a wonderful place to live and work. However, moving forward, the town must confront some of the exclusionary zoning and development approval practices that prevent denser development in the downtown area. By allowing for a broader range of housing choices and expanding mixed-use centers, Carrboro can become an even more inclusive place for residents throughout the Triangle. The challenges facing Carrboro over the next twenty years must be considered through a regional lens, as climate change,

What skills, networks, or expertise will you bring to the planning process?

As a student of city and regional planning at UNC and resident of Carrboro, I've become well-versed in the Carrboro Land Use Ordinance and existing planning context of the town. My connection to the university provides a broad range of resources, as well as connections to the student population, which drives a significant portion of the rental housing demand. My experience with the plan creation and community engagement processes will help to ensure an equitable articulation of community needs.

(Section Break)

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Race	White
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Ethnicity	Non-Hispanic
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Gender Identity	Male
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(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 16, 2020 1:30 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Ina
Last Name	Stern
Address1	422 Waterside Drive
Address2	<i>Field not completed.</i>
City	Carrboro
State	USA_NC
Zip	27510
Telephone Number	9192801847
E-mail Addresss	inagailstern@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	Yes
If YES, please name them.	Project EngAGE, a volunteer organization of senior leaders under the auspices of the Orange County Dept. on Aging. Board Member of Spring Valley Homeowners Association Advisory Board of Charles House

Please share a few sentences of your vision for Carrboro.

I would like to see Carrboro be as welcoming to its senior citizens as it is to its students. We should have a dynamic plan for enabling residents to age-in-community--a plan that is available to seniors of all races, faiths, and economic means. Within our town there is a wealth of knowledge and life experience that, when shared with all segments of the community will enhance the lives of us all--I envision our new library becoming that safe space that brings us together for the conversations that have been so difficult in recent days, and in our past. I see the vibrancy and local flavor of our businesses (pre-Covid and after) being used to attract and support even greater investment in our town in order for us to intentionally grow and sustain our community. Our parks and trails have been a balm for our citizens during the pandemic and I think this new-found appreciation for our natural environment will help us plan for ensuring these dedicated urban forests will be here for the next generation.

What skills, networks, or expertise will you bring to the planning process?

For most of the nearly 30 years I've lived in Carrboro I was the Marketing Director and then Associate Publisher of Algonquin Books of Chapel Hill (which was actually in Carrboro for a good chunk of that time). I have strong communication and editorial skills and experience planning events. Since I retired 2 years ago, I've been involved in Senior Advocacy and am well-versed in the needs, resilience, and power of the seniors in our midst. I am also a certified Advance Care Planning facilitator currently involved in a 5-year equity study at Duke University.

(Section Break)

#### Demographic Information

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Race	white
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Ethnicity	Field not completed.
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Gender Identity	female
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(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, June 16, 2020 9:33 AM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Misty
Last Name	Belser
Address1	107 Hogan Woods Circle
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Telephone Number	919.744.9594
E-mail Adresss	mimigibi@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	Yes
If YES, please name them.	Member of the Town of Carrboro Arts Committee



Please share a few sentences of your vision for Carrboro.

I see Carrboro as an inclusive and joyful place to live and thrive. My vision for the town is a vibrant community oasis where residents & businesses support one another. I'd like to see integrated spaces for work, leisure and the arts to be integrated and seamless.

What skills, networks, or expertise will you bring to the planning process?

I am a skilled project manager and sales professional who is able to focus, keep people engaged and get things done. I see big picture concepts and will be able to assist in getting others to recognize the vision the Comprehensive Planning Committee puts forward.

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(Section Break)

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#### Demographic Information

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Race	Field not completed.
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Ethnicity	Field not completed.
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Gender Identity	female
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(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Monday, June 15, 2020 11:35 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Perry
Last Name	Haaland
Address1	100 Simpson St
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Telephone Number	9194372428
E-mail Addresss	jigsandreels@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	Yes, No
If YES, please name them.	Before the pandemic, I led a bi-weekly Irish session on Thursday nights at Steel String.

Please share a few sentences of your vision for Carrboro.

The pandemic has shown us what a wonderful place Carrboro is with less traffic, less noise, more people outside, more people exercising, and generally people living here with enthusiasm. This is our chance to reimagine the future from a different perspective. I hope we can come together to discover a future with a vibrant economy and community life but with less pollution, noise, and traffic. I hope that we can take advantage of rediscovering our neighbors and community to forge more common interests and engagement to make Carrboro a better place for all of us.

What skills, networks, or expertise will you bring to the planning process?

Analytical thinking, statistical reasoning, data science, local music community, bird watching, walking, biking, neighborliness, and a general love of Carrboro.

(Section Break)

#### Demographic Information

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Race

Caucasian

Ethnicity

Scandinavian and Northern European

Gender Identity

Male

(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Thursday, June 11, 2020 7:31 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Abirami
Last Name	Raja
Address1	1546 Pathway Drive
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Telephone Number	919-883-5192
E-mail Addresss	abirami.raja@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	Yes
If YES, please name them.	Voices (formerly Chapel Hill Community Chorus)

Please share a few sentences of your vision for Carrboro.

Carrboro strives to be an vibrant community where people want to live, work and play. Our Plan must articulate the WHY of Carrboro - it must be comprehensive, in all senses of the word - and provide a guide for the Alderman and Town officials when making decisions.

What skills, networks, or expertise will you bring to the planning process?

I am a CPA and serve on the board of directors for the NC CPA Association (NCACPA). I am connected to the issues of residents as a member of my HOA Board. I am a parent of two children who attend CES.

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(Section Break)

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#### Demographic Information

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Race	Asian
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Ethnicity	Indian
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Gender Identity	Female
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(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 10, 2020 6:33 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Justin
Last Name	Haslett
Address1	1201 Cypress Road
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27517
Telephone Number	6199727974
E-mail Addresss	HASLETTJ@EMAIL.UNC.EDU
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Other
If OTHER, please explain	I am an engaged and interested member of the Chapel Hill Carrboro community -- Chair of the Chapel Hill Cultural Arts Commission, member of the Carrboro Arts Committee, and the board of the Orange County Arts Commission -- as well as the Managing Director of PlayMakers with over 15 years in arts and community engagement experience.
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	Yes

If YES, please name them.	PlayMakers Repertory Company, Chapel Hill Cultural Art Commission (Chair), Carrboro Arts Committee, Orange County Arts Commission Board
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Please share a few sentences of your vision for Carrboro.	I imagine the future of Carrboro as a vibrant, colorful, inclusive community where people want to live, work, shop, eat, engage in art, and generally want to spend their time.
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What skills, networks, or expertise will you bring to the planning process?	I am well connected in the Chapel Hill-Carrboro area through my community work and my connections with UNC.
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(Section Break)

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#### Demographic Information

*The Town of Carrboro wishes to ensure that the Comprehensive Planning Committee is openly equal to all residents who wish to contribute. The following information will help ensure that the group reflects our unique and diverse Town. The information you submit below is completely voluntary; you do not have to fill it out if you do not want to. We value your diversity.*

Race	Caucasian
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Ethnicity	White
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Gender Identity	Male
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(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 10, 2020 12:25 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Thomas
Last Name	Tiemann
Address1	100 Stable Rd
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Telephone Number	9196362283
E-mail Addresss	tiemann@elon.edu
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	No
If YES, please name them.	<i>Field not completed.</i>



Please share a few sentences of your vision for Carrboro.	A walkable town with a dense urban core and a variety of housing options.
What skills, networks, or expertise will you bring to the planning process?	PhD in economics with speciality in urban economics. I was on the Planning Board in Carrboro for many years.

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Race	White
Ethnicity	European
Gender Identity	Male

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(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Saturday, June 06, 2020 8:45 AM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Lisa
Last Name	Brown
Address1	1006 KAREN WOODS RD
Address2	<i>Field not completed.</i>
City	CHAPEL HILL
State	NC
Zip	27516-5199
Telephone Number	9198125796
E-mail Adresss	DOWNTOWNLB@GMAIL.COM
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Other
If OTHER, please explain	I am in the planning district NTA - in Carrboro planning but vote in Orange. Pay CH Carrboro Taxes for school, but not city services.
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	Yes
If YES, please name them.	Attend NTA meetings, some town meetings, have attended Rogers Rd meetings as they are my neighbors.

Please share a few sentences of your vision for Carrboro.

A place where people can live safely, with health and sustainable practices. This means ecology, economy and a balanced approach to the place that is Carrboro. What does that mean? Indoor/outdoor spaces that support social gathering and distancing (pandemic) be they private or public. Affordable, clean, green and thoughtful spaces. A balance of space and place to support all kinds of people and families. Not driving out history for the sake of finance, renewing space so it will help with carbon footprint but also ensure our older generations can stay.

What skills, networks, or expertise will you bring to the planning process?

I am a nonprofit fundraising professional. I think it structures for nonprofit management, which is like a small business. My work has been in education, health and human services, and my personal mission is to be of service to my community. Mission, vision, and execution of programmatic outcomes, while linking people to that are my 25+ yr background. I have a bachelors from Emory University and read, research and stay informed. I believe in data, and in research not just policy. I am married to faculty and act as a consultant to small nonprofits.

(Section Break)

#### Demographic Information

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Race	white
Ethnicity	european in origin
Gender Identity	female

(Section Break)

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Thursday, June 04, 2020 2:24 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Ashley
Last Name	Brown
Address1	901 N Greensboro St
Address2	Apt B
City	Carrboro
State	NC
Zip	27510
Telephone Number	260-243-1388
E-mail Addresss	ashmbrown@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	Yes
If YES, please name them.	I've been a weekly volunteer at IFC for 3 years.

Please share a few sentences of your vision for Carrboro.

Carrboro is a great place to live, and I want to build off of the strong foundation we already have. One of my main concerns is affordability and access to transportation. I want to ensure that Carrboro remains a viable option for people of all socioeconomic levels to live, especially if their jobs are located in Carrboro or Chapel Hill. I also appreciate the vibrant "small town"- like vibe the town provides especially with its events, but I want to ensure that those events remain representative and continue to celebrate diverse populations.

What skills, networks, or expertise will you bring to the planning process?

I am the Director of Research Services at the Kenan Institute at UNC Kenan-Flagler Business School. Our Institute aims to study the intersection of business and society, and we have a strong economic development arm, in which I support with research and data. I also have advanced degrees in public administrations and library science. I also interned at the town of Carrboro nearly 7 years ago.

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(Section Break)

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Race	White
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Ethnicity	Field not completed.
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Gender Identity	Female
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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Thursday, June 04, 2020 7:22 AM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Jacqueline
Last Name	Helvey
Address1	111 Roberts St.
Address2	<i>Field not completed.</i>
City	Carrboro
State	North Carolina
Zip	27510
Telephone Number	9199339312
E-mail Addresss	jackie@carrboro.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town, Business owner, Other
If OTHER, please explain	I own carrboro.com
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	Yes
If YES, please name them.	Carrboro Music Festival, Carrboro Film Festival, Mildred Council Community Dinner

Please share a few sentences of your vision for Carrboro.	Continuation of what we've already made it, an inclusive, forward thinking community.
What skills, networks, or expertise will you bring to the planning process?	Over 20 years helping build Carrboro into what it is today by being involved with the creating of festivals, sitting on the Arts Committee for 13 years, being the town photographer for over a decade, and producing a radio/TV show at WCOM.

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Race	White, with 2 inter-racial kids
Ethnicity	mixed bag, mainly scottish, irish, german
Gender Identity	female

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## Patricia J. McGuire

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, June 03, 2020 3:13 PM  
**To:** Patricia J. McGuire; Ben Berolzheimer  
**Subject:** Online Form Submittal: Comprehensive Plan Task Force Application

### Comprehensive Plan Task Force Application

First Name	Margaret
Last Name	Lillie
Address1	127 Viburnum Way
Address2	<i>Field not completed.</i>
City	Carrboro
State	North Carolina
Zip	27510
Telephone Number	919-923-4885
E-mail Addresss	mrlillie@gmail.com
(Section Break)	
(Section Break)	
How are you connected to the Town of Carrboro?	Resident of the Town
If OTHER, please explain	<i>Field not completed.</i>
Are you a student?	No
If YES, where are you currently enrolled?	<i>Field not completed.</i>
Are you involved in any community groups?	Yes
If YES, please name them.	Cast Member of the Affordable Housing Musical and Volunteer at Community Empowerment Fund



Please share a few sentences of your vision for Carrboro.

I was born and raised in Carrboro and lived in Carrboro as a young professional. After 5 years in Durham, I have moved back to Carrboro and I want to be involved in the future of my beloved town. I have always been proud to come from a liberal town in the South but also am aware that even in the most liberal of towns we always need to be checking our systems to ensure they are supportive of all residents. I want to raise my young daughter in a town that practices what it preaches by giving voices to marginalized groups and by choosing basic quality of life over pure economic gain.

What skills, networks, or expertise will you bring to the planning process?

1. While I have just moved back to Carrboro officially, I have been engaged in local politics and have many formal and informal connections to change makers in the Carrboro community through the Affordable Housing Musical and through the Community Empowerment Fund. Through my work with the musical and CEF, I am also fully aware at how complicated issues like housing can be and I want to continue to take part in those conversations.

2. I would bring an analytical lens to the Comprehensive Plan Task Force. I work in program evaluation research and understand what sort of questions we need to be asking to assess whether we think programs or policies will work/are working.

3. I know the importance of stakeholder engagement and listening to all perspectives before making a final decision. I am currently the research coordinator for three program evaluations in Ghana, Kenya, and Tanzania and my job is to coordinate with various programmatic, research, and government stakeholders to insure data is being ethically collected, interpreted, and disseminated.

4. For the past 3 years, I have served on the Diversity and Inclusion Committee of the Duke Global Health Institute (my workplace). This committee not only brings people together for events to explore local and global inequalities, but we also have engaged with the Duke community and Duke Global Health leadership about how to make the institute more inclusive. This committee has also supported me in taking the Racial Equity Institute training.

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(Section Break)

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#### Demographic Information

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Race	White
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Ethnicity	<i>Field not completed.</i>
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Gender Identity	Nonbinary
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*information will help ensure that the group reflects our unique and diverse Town. The information you submit below is completely voluntary; you do not have to fill it out if you do not want to. We value your diversity.*

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Race	White
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Ethnicity	<i>Field not completed.</i>
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Gender Identity	Nonbinary
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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-266

**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Black Lives Matter Mural Painting

**PURPOSE:** The purpose of this item is for the Town Council to discuss possible ways for painting Black Lives Matter murals on public property.

**DEPARTMENT:** Town Attorney, Planning, Recreation and Parks and Cultural Resources

**CONTACT INFORMATION:** Nick Herman, [herman@broughlawfirm.com](mailto:herman@broughlawfirm.com)

<mailto:herman@broughlawfirm.com>, 919-929-3905; Trish McGuire, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)

<mailto:pmcguire@townofcarrboro.org>, 919-918-7327; Anita Jones-McNair, [amcnair@townofcarrboro.org](mailto:amcnair@townofcarrboro.org)

<mailto:amcnair@townofcarrboro.org>, 919-918-7381

**INFORMATION:** Town Council members have communicated an interest in the installation of a Black Lives Matter mural on public property in Town. Sekou Keita, Carrboro resident and artist, has reached out with an interest in organizing a group to construct a mural using volunteers and donations. Mr. Keita will join the meeting Tuesday to discuss his proposal. Examples from other communities are noted in Attachment A. Most of these examples are on public streets. Staff has been examining these examples and policies and regulations to identify how to support this request. Information on what is allowable now or what might need to occur for alternative types of installations are noted below:

Town property, permanent installation, open to traffic - Would be approvable by the Town Council. Possible locations include the parking area at Town Hall/Town Commons as well as those within Town parks.

Town right-of-way, public street, temporarily closed to traffic - allowable under the Special Event process, temporary art/mural installations with restoration of the street to its prior condition.

Town right-of-way, public street, closed to traffic unless approval from FHWA- Would be approvable by the Town Council. Consultation with NCDOT would be needed if related to traffic signals on NCDOT roads.

Town right -of way, public street, open to traffic - Would request approval from the Federal Highway Administration for an alternative pavement treatment.

NCDOT right-of-way, public street, open to traffic - Would be referred to the Department for approval.

Coordination with/approval from Federal Highway Administration related to alternative pavement treatment.

Staff will have examples of possible installations to share at the meeting on Tuesday evening.

Guidance and standards related to painting in streets expect the Town will maintain the safety of users. Varying colors and messaging in the roadways communicates a very different than is normal and is dangerous because it

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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can distract drivers and others. The painted surfaces themselves can make the road more slippery and increase the chance of an accident.

Markings on streets that are open to traffic are subject to Federal Highway Administration (FHWA) standards. The Town is extremely careful in its adherence to FHWA standards for traffic control, signage, painting, et cetera as these uniform standards seek to communicate clearly with local residents and those travelling on town streets from other places about where and how to use the streets safely as drivers, cyclists and pedestrians.

The Town's adherence to those standards provide protection from liability for accidents that otherwise occur in the streets and rights-of-way. The MUTCD does provide for some painting and pavement markings.

When use of these alternatives are of interest, the Town either follows specific guidance already published or seeks FHWA authorization, as has been done recently to authorize the use of green paint in bike lanes. We have not identified guidance for painted messages in streets other than those that inform about traffic considerations.

Staff has prepared a draft letter requesting permission to use the alternative treatment for painting Black Lives Matter on a Town street. Details on the painting and paint would need to be approved by a licensed engineer if located where there would be vehicular traffic, including bicyclists.

**FISCAL & STAFF IMPACT:** None yet identified. Further assessment needed based on any action.

**RECOMMENDATION:** Staff recommends that the Town Council discuss the matter and provide direction to staff.

BREAKING | 2,103 views | Jun 16, 2020, 03:24pm EDT

# Black Lives Matter Murals Color Streets Across The Country (Photos)



**Jemima McEvoy** Contributor ◉

Business

*I cover breaking news for Forbes.*

**TOPLINE** After local artists and volunteers in Washington, D.C., painted “Black Lives Matter” in massive yellow letters on a street leading to the White House on June 5, cities across the country have followed suit, artistically expressing their own support for weeks of anti-racism protests.



SAN FRANCISCO, CA - JUNE 12: (From left) Ashley Williams, her 10-year-old daughter Marley McNealy ... [+] HEARST NEWSPAPERS VIA GETTY IMAGES

### KEY FACTS

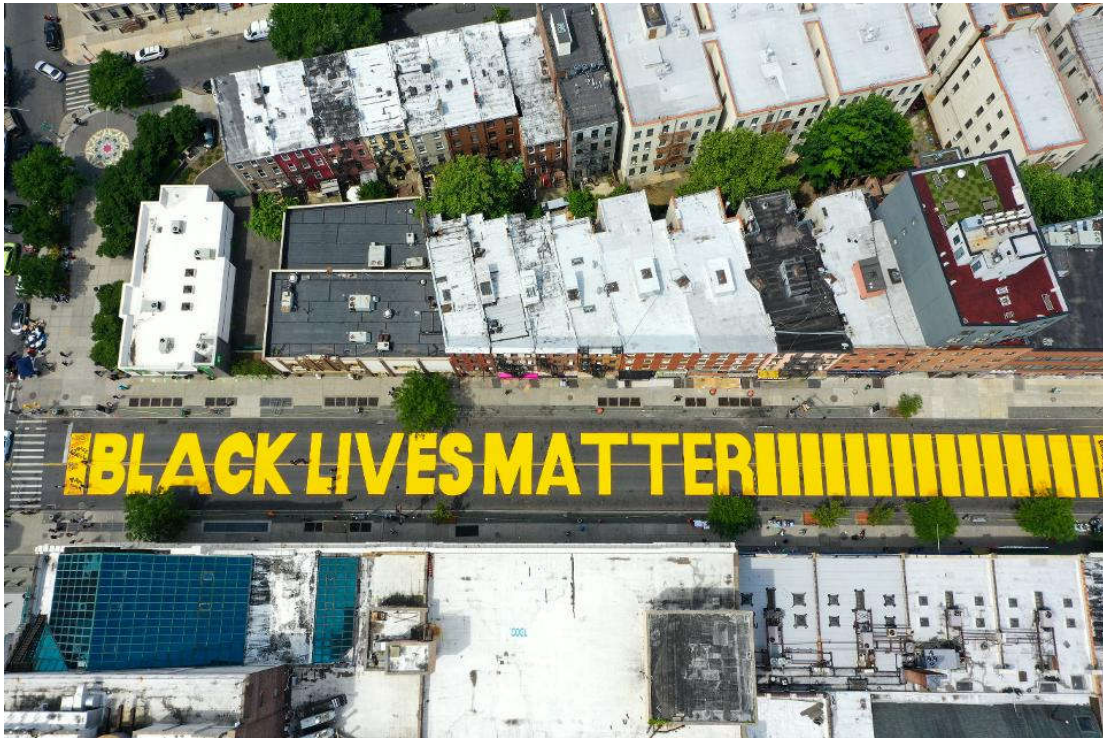
- The slogan was painted in the nation's capital while D.C. Mayor Muriel Bowser was engaged in an [escalating fight](#) with President Trump; she subsequently renamed a portion of the area “Black Lives Matter Plaza.”
- Since then, similar street art has popped up around the country, including several examples in the California cities San Francisco, Sacramento, Hollywood, and Oakland.
- In downtown Raleigh, North Carolina, D.C.-inspired protesters [painted](#) “End Racism Now” on June 9.
- New York City Mayor Bill de Blasio [announced](#) Monday that a 375-foot “Black Lives Matter” mural covering an entire street in Brooklyn will become a pedestrian plaza during the summer months.
- The latest additions to the national canvas are in [Austin](#), Texas, where a 40-foot slogan reading “Black Austin Matters” was painted on Tuesday morning, and in [Cincinnati](#), where a similar mural outside City Hall was just approved.







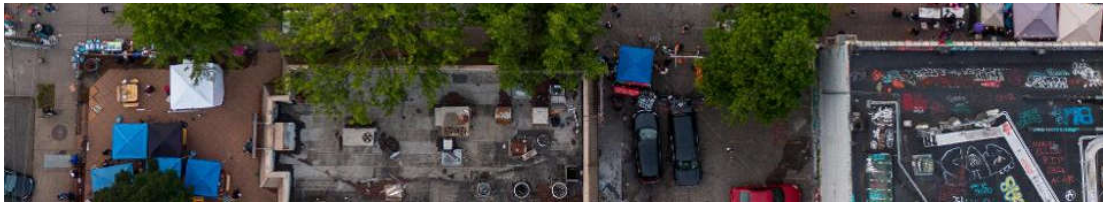
WASHINGTON, DC - JUNE 05: People walk down 16th street after volunteers, with permission from the ... [+] GETTY IMAGES



NEW YORK, USA - JUNE 15: An aerial view of 'Black Lives Matter' mural painting is seen on Fulton ... [+] ANADOLU AGENCY VIA GETTY IMAGES





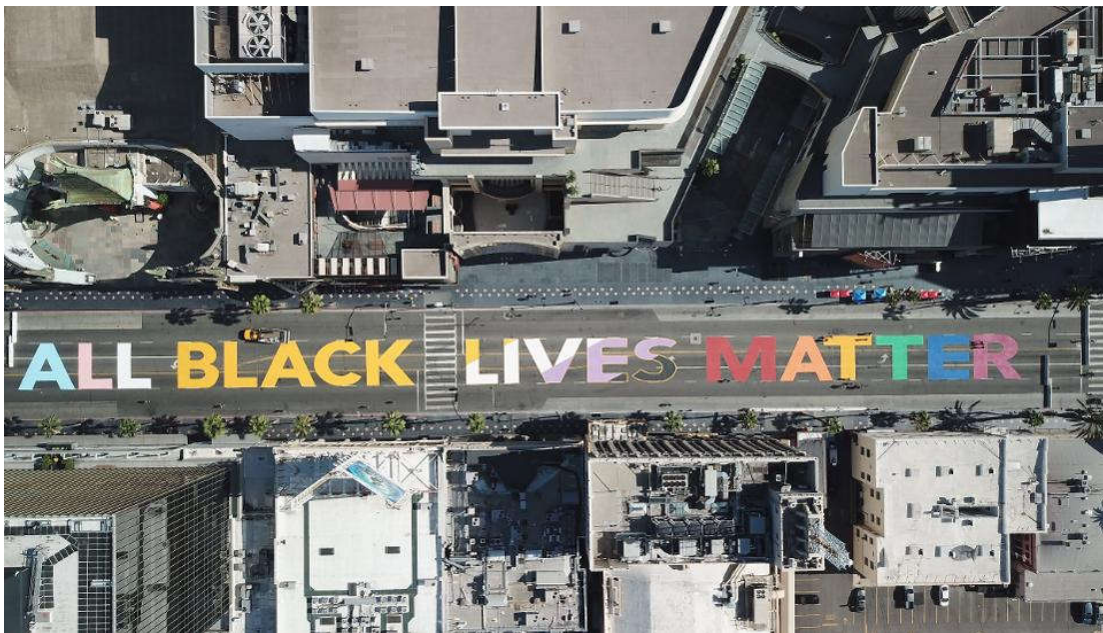


SEATTLE, WA - JUNE 14: An aerial view of a Black Lives Matter mural on East Pine Street near Cal ...

[+] GETTY IMAGES



SAN FRANCISCO, CA - JUNE 12: (From left) Ashley Williams, her 10-year-old daughter Marley McNealy ... [+] HEARST NEWSPAPERS VIA GETTY IMAGES





TOPSHOT - The words "All Black Lives Matter" are seen painted on Hollywood Blvd before the start  
a ... [+] AFP VIA GETTY IMAGES



WASHINGTON, DC - JUNE 05: People walk down 16th street after volunteers, with permission from  
the ... [+] GETTY IMAGES



WASHINGTON, DC - JUNE 05: People walk down 16th street after volunteers, with permission from the ... [+] GETTY IMAGES



OAKLAND, CA - JUNE : A mural of the words, "Black Lives Matter," written in the street across three ... [+] HEARST NEWSPAPERS VIA GETTY IMAGES

### KEY QUOTE

“There are people who are craving to be heard and to be seen and to have their humanity recognized,” Bowser said during a [news conference](#) the day the D.C. mural was painted. “And we had the opportunity to send that message loud and clear on a very important street in our city. That message is to the American people that black lives matter, black humanity matters, and we as a city raise that up.”

### KEY BACKGROUND

Protests over George Floyd’s death have entered their third week, with thousands of demonstrators still taking to the streets each day in cities across the country to demand police reform and an end to systemic racism. The protests have so far spurred nationwide change, including the [defunding](#) of major police departments, the most progressive Democratic police reform [proposal](#) in recent history, and the [removal](#) of statues across the globe tied to racism.

### SURPRISING FACT

Over the [weekend](#), Google Maps and Bing Maps added images from the “Black Lives Matter Plaza” in D.C. to their satellite and street views.

### FURTHER READING

[“Here’s How Statues Across The World Look After A Week Of Reckoning” Forbes](#)

[“In D.C., A Mural, A Mayor, And A Rebuke From Black Lives Matter” Forbes](#)

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**Jemima McEvoy**

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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-249

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Review of Comprehensive Plan Proposed Outreach and Engagement Strategies

**PURPOSE:** The purpose of this item is for the Town Council to review the outreach plan for the Comprehensive Planning effort.

**DEPARTMENT:** Planning

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

**INFORMATION:** The Town has entered into a contract with Teska Associates, Inc., for professional services from their staff and subconsultants, The Center for Neighborhood Technology and Lockamy Consulting Services, to assist with the completion of a Townwide comprehensive plan. A draft plan of the outreach for this effort is attached, as is a project timeline (*Attachments A and B*). An initial project webpage is under construction, with some information available at

[<http://www.townofcarrboro.org/2389/Town-of-Carrboro-Comprehensive-Plan>](http://www.townofcarrboro.org/2389/Town-of-Carrboro-Comprehensive-Plan).

**FISCAL & STAFF IMPACT:** None associated with consideration of this information.

**RECOMMENDATION:** Staff recommends that the Town Council review the information provided.

# TOWN OF CARRBORO COMPREHENSIVE PLAN

## TESKA TEAM OUTREACH

DRAFT 6-10-2020

### PHASE ONE PROJECT START-UP / ENGAGEMENT AND ANALYSIS

The first phase of the Carrboro Comprehensive Plan focuses on data collection and analysis of the planning area.

#### Task 1.1 - Kick Off Meeting

**Meeting with Staff:** A videoconference with Town Staff and the consultant team will be held to initiate the project and address status of current or recent development proposals and transportation improvements, availability and collection of data sources, the roles and responsibilities of the different project participants and relevant data related to study area (such as land use, markets conditions, traffic and parking, utilities, environmental etc.). The public input elements described in this work program will be reviewed. How best to incorporate members of the Task Force as well as local officials in the plan making process will be reviewed. Lastly, key community stakeholders to be interviewed in the planning process and other to be incorporated into the project will be considered. The kick-off meeting will discuss arrangements for the first Site Visit including Task Force Meeting 1 and stakeholder interviews.

The scope has been adapted to focus the first phase on virtual interviews, mapping, research and drafting of the Issues and Opportunities Analysis with the intention of beginning on-site meetings in September 2020. We understand that it will be important to be flexible in planning face-to-face outreach starting in the Fall based on State of North Carolina, CDC, and local directives and best practices. The Consultant Team will work closely with staff to develop and execute models of outreach that respond to current public health guidance and restrictions will still maximizing the input into development of the plan. All materials will be available for posting and comment on the project web site so that even if in-person meetings are held, everyone can participate on-line. Similarly, the Consultant Team will work with staff to devise ways for people who do not have Internet at home to be able to participate in alternative ways.








To the extent the scope allows, public health and safety will be a cross-cutting consideration across multiple issue areas of the plan. It is the Consultant Team's intent to consider the importance of public health and safety in the outreach, issue analysis, and recommendations. As the scope of work is based on the Town's Comprehensive Planning Services RFP, however, detailed and specific focus on public health issues may be beyond this scope of work and require additional expertise beyond that of the Consultant Team.

At the meeting, we will also review the communications strategy and the standards of GARE to ensure inclusive and purposeful outreach. The Outreach Plan specifically addresses how to implement GARE best practices throughout all tasks in the scope of work. We will also discuss the major themes of the plan including:



- Climate Action/Extreme Weather Preparedness Mitigation and Resilience/Climate Emergency
- Race and Equity
- Economic/Fiscal Sustainability
- Decline in Affordability for Commercial and Residential Uses
- Decrease income inequality and erosion of the middle class

The meeting will also review the recent questions/key trends identified in the Comprehensive Plan RFP and discuss how they will be addressed in the Issues and Opportunities Analysis.

Task 1.1 - Kick Off Meeting - Staff		
	Timeline	June 2020
	Objective	Coordination between staff and consultant team
	Audience	Town staff
	Consultant	Agenda for meeting, draft outreach plan
	Staff	Participate in meeting and comment on plan
	Deliverable	Final communications and outreach plan
	GARE Best Practices	Ensure communications and outreach meet GARE best practices including providing high quality data, identifying audiences, developing a shared vision, setting forth an action plan, messaging through storytelling & data and promoting values & action.








### Task 1.2 – Interviews and Web Site

Due to the necessity of compliance with social distancing, the project will start with a set of individual and group interviews conducted via phone or videoconference. The purpose of this initial outreach is to inform the vision, goals, and areas of interest of specific stakeholders in the process and will help direct the Issues and Opportunities analysis being conducted simultaneously by the Consultant Team.

**Stakeholder Interviews:** Individual and group meetings will be held over videoconference or telephone calls with Town stakeholders to gather their perspectives regarding the existing characteristics of the of the Town, desired potential outcomes, and any significant challenges that may need to be overcome. Stakeholders will be determined jointly between the Town and consultant and would include residents, elected officials, community leaders, property and business owners, representatives of other taxing jurisdictions, etc. Specific groups will include members of the following bodies. Interviews will be held individually or in small groups that are less than a quorum of the body if they are subject to the Open Meetings Act. Staff will arrange meetings of 2-3 representatives of each board except for the Town Council and Comprehensive Plan Task Force in which the Consultant Team will interview all available



members in small groups. The Consultant Team will conduct approximately 15 small group meetings over videoconference or telephone conference. Staff will coordinate invitations and scheduling for the group meetings.

- Town Council (all members)
- Comprehensive Plan Task Force (all members)
- Town Staff (all department heads)
- Planning Board
- Economic Sustainability Commission
- Recreation and Parks Commission
- Arts Committee
- Orange County
- Transportation Advisory Board
- Environmental Advisory Commission
- UNC and Duke University representatives
- Local businesses, developers and property owners
- Other interested parties







Task 1.2 – Stakeholder Interviews - Public		
	<b>Timeline</b>	June-July 2020
	<b>Objective</b>	Provide input into process and content for plan
	<b>Audience</b>	Stakeholders (listed above)
	<b>Consultant</b>	Write invitation email, prepare script & questions for interviews (some the same and some tailored), take notes during interviews
	<b>Staff</b>	Coordinate scheduling of interviews
	<b>Deliverable</b>	Summary of interviews
	<b>GARE Best Practices</b>	Targeted audiences, make sure there is an explicit focus on diversity and new voices, get input into shared vision and values, make sure process is genuine and respectful


**Website and Social Media:** Teska will set up and maintain a dynamic project website at the onset of the planning process, providing the community with an online forum to share and opine on ideas, upload photos, submit comments and questions, participate in online quick questionnaires, and monitor the overall progress of the project (news updates, etc.). Teska will coordinate with the Town of Carrboro on the appropriate launch date for the website. We would recommend that the website launches over the summer when the formal process starts, but there could be a “soft launch” to provide information to Task Force members. The website will integrate an email follow feature so that residents and stakeholders can opt-in to receive email alerts when new items, workshop highlights, documents,

and information has been posted. The website will be optimized to be viewable on mobile devices. Regarding social media, we recommend tapping into and coordinating with existing Town social media networks to spread awareness of the plan and drive traffic to the project website.

Task 1.2 - Web Site and Social Media - Public		
	Timeline	June-August 2020
	Objective	Create an inspirational and functional set of tools for electronic outreach
	Audience	All audiences, with tailored messaging to specific groups
	Consultant	Develop branding strategy, design web site, soft launch of social media campaign during summer
	Staff	Input into branding, functionality of web site, identify outlets and existing social media network
	Deliverable	Branding strategy, website, outreach tools such as comment map, social media guide
	GARE Best Practices	Tools to promote shared vision, action plan, storytelling & data, and avenues to collect stories and disseminate data to general and targeted audiences

**Community Survey:** The Consultant Team will coordinate with the Town of Carrboro and its survey consultant to either coordinate with the Biennial Survey or a standalone survey for the comprehensive plan in the Fall. The survey will be used to consider broad questions of goals and expectations of the community, as well as address specific questions related to plan elements like economic sustainability, arts, transportation, and notions of community character.








Task 1.2 – Community Survey - Public		
	Timeline	July – November 2020
	Objective	Seek input from a large sample of the community to learn and draw insights for the Comprehensive Plan led by an external expert survey firm
	Audience	Representative sample of Carrboro (TBD with survey consultant)
	Consultant	Draft content and questions for the survey consultant
	Staff	Coordinate between consultant teams
	Deliverable	Survey results and summary, summary article for web site

	<b>GARE Best Practices</b>	Identify underrepresented groups and make a plan for how to reach them
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**Outreach Tool Box:** Letting the community know about the plan and securing their participation typically requires active outreach. We use a range of techniques to inform the community of the project, upcoming meetings, opportunities for sharing comments, etc. We will work with the Town to determine how to most effectively use the engagement tools and tasks. Engagement is not static, it is ever-evolving! Below is a sampling of the elements that Teska's Outreach Toolbox may include:





- Graphically-Rich, Educational Project Presentation
  - Printable Quick Questionnaires
  - Project Cards (marketing the website)
  - Virtual and Print Materials (posters, brochure, newsletters)
  - Sign-Up Form to Follow the Website (great for events)
  - Digital Copy of a Kick-Off Outreach Video (project trailer!) (approximately 2-3 minute video)
- Printable flyers, colorable yard signs for residents to customize and share/post/repost.

The Consultant Team will begin to create the Outreach Tool Box during the Spring and launch in tandem with local events in the Summer and Fall.

Task 1.2 – Outreach Tool Box - Public		
	<b>Timeline</b>	June-September 2020
	<b>Objective</b>	Develop a comprehensive set of tools to reach different groups through a variety of formats
	<b>Audience</b>	All audiences, with tailored messaging to specific groups
	<b>Consultant</b>	Develop and finalize outreach toolbox
	<b>Staff</b>	Provide input into various tools and audiences
	<b>Deliverable</b>	Range of techniques for conducting outreach to be used for engagement activities throughout planning process
	<b>GARE Best Practices</b>	Define desired outcomes and develop a plan for reaching specific underrepresented groups


**Pop-Up Events:** As part of the outreach program we propose to design materials and train staff to attend local events to ask people to share ideas about their community that will be scheduled in coordination with the Town of Carrboro and our outreach team. We will train staff to replicate the process at other events such as (such as July 4th, and the farmers' market). As part of the outreach tool box, we will provide a kit to Town staff and Task Force members that can be used at additional events. This has proven to be an effective and fun outreach step, and we look forward to incorporating it into

the Carrboro process. We suggest the events be conducted early in the process to begin to build momentum and participation in the plan.

Task 1.2 – Pop-Up Events - Public		
	Timeline	July – November 2020
	Objective	Engage the community and build momentum around the project; learn ideas that will inform the Plan
	Audience	All audiences
	Consultant	Identify locations for pop-up events and any existing programs with which to partner; create event structure/template for Town staff to adapt and use
	Staff	Provide input and help identify existing programs/events for pop-up to build upon
	Deliverable	Pop-up event guide and toolkit
	GARE Best Practices	Schedule events at convenient times/locations to encourage participation from youth, seniors, working families, underrepresented groups, etc.

**Promotional Kick-Off Video:** As part of the outreach process, Teska will produce a short (2-3 minute) video to ignite excitement and build awareness about plan efforts. The video can be featured on the project website and other available media outlets, including the Town website, social media, etc. to maximize visibility of the plan. Our recent video work has featured local businesses and residents sharing the community’s story, asking questions, and highlighting ideas of what they’d like to see.

Task 1.2 – Promotional Kick-Off Video - Public		
	Timeline	July-August 2020
	Objective	Spread awareness and build momentum for the Plan from a wide range of audiences
	Audience	All audiences
	Consultant	Develop content and produce video
	Staff	Provide feedback and media to include in video
	Deliverable	2-3-minute kick-off video

	<b>GARE Best Practices</b>	Aim for inclusive representation and identify methods to reach underrepresented groups when video is released
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### **Draft Issues and Opportunities Report**

Findings of the existing conditions analysis will be summarized in an Issues and Opportunities Report. The report will be presented with emphasis on visuals, photos, and information graphics to ensure that it is accessible, interesting, and informative for the public. The report will provide baseline, high-level data to ground the plan rather than an exhaustive account of all available data. The purpose of the document will be to home in on the key issues and challenges facing the Town of Carrboro and will be informed by the input through the external interviews and the work sessions with staff. The Draft will be submitted to staff for review.

A videoconference will be held to review comments on the draft. An updated version will be provided for staff to circulate to the Task Force.

### **Phase 1 Deliverables:**

- 1) A Communications Plan detailing how the public engagement tasks will be conducted: 2) An Issues and Opportunities Report will be prepared and provided to the Town summarizing findings of this phase. A draft of the document will be provided to Town staff for review. The consultant will provide an electronic copy of the report for distribution as needed by the Town and will post it on the project website.
- 2) Issues and Opportunities Report. The report is expected to be an approximately 40-50 page summary document with maps, charts and text plus PowerPoint summary presentation.

## PHASE TWO COMMUNITY VISION FORMATION

During this phase, the consultant will facilitate an interactive public workshop to engage citizens and other stakeholders. That public input will be used to inform Committee work in establishing a common vision for future growth and development in Carrboro. These tasks are intended to generate new ideas and to encourage ownership of the planning process. The bottom line is that people's comfort to participate comes through different types of engagement and we will work with the Town to ensure that the open house is designed to secure valuable input and be enjoyable for participants.

### Task 2.1 – Task Force Meeting #1 Work Session

The consultant team will facilitate an extended work session with the Task Force during the first site visit. Due to schedule changes, it is proposed that a four-hour work session be held with the Task Force (e.g. 4:00-8:00 PM) to formally kick-off the Comprehensive Plan and break down into subgroups to discuss the Draft Issues and Opportunities report in detail. The Consultant Team will work with the Town to schedule the first site visit. It is proposed that the site visit include the following elements:








- Staff Meeting to review progress of Phase 1 and map out tasks in Phase 2 (Day 1 early afternoon)
- Task Force Work Session (Day 1 late afternoon)
- Work Session with Staff (Day 2 morning)
- Pop Up Event

***It is intended that the Task Force meetings will be in-person. The Consultant Team and staff will closely monitor restrictions and develop back-up plans in the case in which it is not possible based on health restrictions. This may include larger meetings being on-line and smaller meetings or break-out discussions being in person in larger spaces.***

The first part of the meeting will review the work program, anticipated schedule and project objectives. The vision for the plan will be discussed. The Draft Issues and Opportunities Report will be presented to the Task Force. The presentation will share the "snapshot" taken of the community developed during the data collection and interviews. The Task Force will be asked to provide their insights regarding the extent to which the summary clearly defines the Town today.

The Task Force will also be asked to focus on explicit ways to address race and equity throughout the planning process following guidance from GARE best practices. The Task Force will be provided GARE materials in advance of the first meeting so that there can be an informed discussion.






After the discussion on the overall vision and goals for the plan, the Task Force will divide into three groups such as land use, environmental systems and infrastructure, to review and discuss the Issues and Opportunities report.

Task 2.1 – Task Force Meeting #1		
	Timeline	September 2020
	Objective	Introduce the Task Force to the project and their role moving forward, review and discuss Draft Issues and Opportunities report
	Audience	Task Force members who represent different segments of the Carrboro community
	Consultant	Prepare agenda, presentation, and materials for work session
	Staff	Help coordinate scheduling and participate in work session
	Deliverable	Task Force Meeting #1 Summary
	GARE Best Practices	Ensure that race and equity are at the forefront of the conversation and incorporated throughout project discussions



## Task 2.2 – Pop Up Event

Teska will plan for and lead the first pop up event, likely held downtown in a central, visible location. The purpose of the pop ups is to reach out to the community, let them know about the plan, and get informal input. Teska will produce all the materials for the pop up and train staff that can replicate the pop up at the Farmers Market and other local events during the Summer and Fall. We will also develop a feedback tool so that there is consistency in questions and gathering feedback that can then be codified and reviewed by staff and the Task Force.

***Pop Up events may include a mix of virtual and in-person pop ups. For example, the Consultant Team will work with staff to determine ways in which we can innovatively seek input during Summer events such as July 4<sup>th</sup> through a mix of in-person and virtual activities.***

Task 2.2 – Pop-Up Event - Public		
	Timeline	September 2020
	Objective	Promote the Plan and gather feedback from wide array of Carrboro stakeholders
	Audience	All audiences
	Consultant	Prepare a plan and materials and facilitate initial pop-up event. Create a template for tabulating input at pop ups
	Staff	Provide input and assist in preparations as needed. Conduct additional pop-ups, tabulate input from pop ups run by staff










	<b>Deliverable</b>	Summary of results and ideas heard during pop-up event
	<b>GARE Best Practices</b>	Ensure that event is inviting and accessible to all (i.e. multilingual materials, multiple formats for participations, activities for different age groups)

**Task 2.5 Task Force Meeting 2 - Framework Plan and Environmental Systems:** The Teska team will facilitate a meeting of the Task Force during the second site visit to review and establish consensus on the overall community vision based on the results of the first Task Force and Community Meeting. The results of this meeting, the draft vision, goals, and objectives, will be useful in considering policy and program questions that come up as the plan is drafted. The Task Force will also review and provide input into a Framework Plan Map that will frame the discussion of the interrelationships among the various topics of the plan. We find that this type of consensus vision becomes a valuable way to focus the plan and those working on recommendations for implementation.

Second, the Task Force will take a deep dive into environmental systems and resilience including water, stormwater, wastewater and energy. The meeting will include topics of climate action/extreme weather preparedness mitigation and resilience/climate emergency. CNT will facilitate discussion of these issues and present draft goals and strategies for the Task Force to comment on.

Deliverable:

- Vision and Framework Plan Map
- Environmental Systems and Resilience Goals, Strategies and Objectives

Task 2.5 – Task Force Meeting #2		
	<b>Timeline</b>	October 2020
	<b>Objective</b>	Build consensus on a vision and interrelationships among Plan topics
	<b>Audience</b>	Task Force members
	<b>Consultant</b>	Prepare agenda, presentation, and materials for meeting
	<b>Staff</b>	Help coordinate scheduling and participate in meeting
	<b>Deliverables</b>	Vision and Framework Plan Map Environmental Systems and Resilience Goals, Strategies and Objectives
	<b>GARE Best Practices</b>	Ensure that discussions and materials address issues such as equitable growth and development and environmental justice.

## Task 2.6 Community Workshop: A Vision for Carrboro

Designed to be an interactive event, this session will be led by Teska Associates and involve citizens and stakeholders in sharing community history, common interests, understanding of how people enjoy Carrboro, and their hopes for the Town's future.

The outreach in advance of the meeting and the facilitation of the meeting will be consistent with GARE principles.

The open house will be organized around a series of activities to help people consider and share ideas – and will include a presentation of the Issues and Opportunities Report. Past programs Teska has led have included asking participants to draw concerns on area maps, work on assignments in small groups, draft “letters to the Mayor,” complete vision statement “Mad-Libs,” use planning blocks to show development patterns, and even make collages to convey their ideas and goals. Which of these approaches to include will be determined jointly by Teska and Town staff.

The session also will include a mapping exercise in which participants work in small groups on a hands-on community mapping exercise that focuses on the future of Carrboro. Participants will have the opportunity to map their ideas and concepts for the future of the Town on a base map using graphic tools provided. The exercise will focus on the downtown, east side industrial area, and commercial corridors, as well as key issues such as community connectivity and transportation accessibility (bike, pedestrian, transit), public facilities (civic, cultural, educational, recreation), environmental, and commercial, employment and housing development.

The Consultant Team will facilitate two workshops to make times convenient for different constituencies, e.g. 4:00-6:00 and 7:00-8:00. The workshops will be held at a central location that is most convenient for the entire community.

***It is intended that the Community meetings will be in-person. The Consultant Team and staff will closely monitor restrictions and develop back-up plans in the case in which it is not possible based on health restrictions. This may include larger meetings being on-line and smaller meetings or break-out discussions being in person in larger spaces. In addition, even if the community meetings are in-person, some people may not feel comfortable going to large meetings, so that all materials will be provided online and opportunities will be provided for people to participate in either synchronous or asynchronous activities to offer input into the Plan.***








In addition, the Consultant Team will package elements of the workshop into modules that will be used:

- Online Community Workshop – including an introductory PowerPoint video that provides background on the plan and the Issues and Opportunities Report, and discussion groups on specific topics in the plan. The Online Community Workshop will allow people to visit and offer comment at their convenience rather than at a set time.
- Community Workshop Toolbox – the Consultant Team will develop a “meeting in a box” and train staff to hold mini workshops throughout Carrboro.

Deliverables:

- Agenda, PowerPoint, and interactive materials for Community Workshop
- Online Community Workshop

- Community Workshop in a Box materials and training
- Summary of Community Workshop with photos and results from activities

Task 2.6 – Community Workshop: A Vision for Carrboro		
	<b>Timeline</b>	October 2020
	<b>Objective</b>	Facilitate an engaging, inclusive, and fun event that elicits thoughtful feedback from Carrboro residents and stakeholders to inform all topics within the Plan
	<b>Audience</b>	All audiences, particularly those who have not yet had an opportunity to engage in the planning process
	<b>Consultant</b>	Promote workshop to generate interest and attendance, prepare all workshop materials and facilitate event. Consultant will design materials and a guide to facilitate additional sessions on alternative days led by staff.
	<b>Staff</b>	Help promote workshop and provide input on planned activities. Staff may be asked to facilitate certain break-out discussions. Staff will lead additional sessions held on alternative dates if desired by the Town.
	<b>Deliverables</b>	<ul style="list-style-type: none"> <li>-Agenda, PowerPoint, and interactive workshop materials</li> <li>-Online Community Workshop (in-person activities adapted to virtual platform)</li> <li>-Workshop in a Box (materials and training)</li> <li>-Summary of Community Workshop</li> </ul>
	<b>GARE Best Practices</b>	Invite and spread awareness of workshop to all members of the community; targeted outreach to traditionally underrepresented groups, provide multiple methods of participation, materials in multiple languages (the Consultant Team can provide Spanish as well as design materials in other languages if translation is provided by the Town)








### Task 2.8 Task Force Meeting 3 –Land Use, Housing Affordability and Economic Sustainability

Task Force Meeting 3 will be held during the third site visit and focus on land use, housing and economic sustainability. The meeting will address economic and fiscal sustainability, evaluating costs and benefits of policies and plans.

Deliverables:

- Preliminary Land Use Strategy Map

- Draft Land Use and Economic Sustainability Goals and Strategies

Task 2.8 – Task Force Meeting 3		
	Timeline	January 2021
	Objective	Convene Task Force for a productive and engaging discussion around land use, housing, and economic sustainability
	Audience	Task Force
	Consultant	Prepare agenda, presentation, and materials for meeting
	Staff	Help coordinate scheduling and participate in meeting
	Deliverables	Preliminary Land Use Strategy Map Draft Land Use and Economic Sustainability Goals and Strategies
	GARE Best Practices	Ensure that materials and discussions include topics of equitable development, overcoming barriers and impediments to fair housing and economic opportunities

**Task 2.9 Community Meeting 2: Vision and Framework:** Teska will lead an interactive community meeting that solicits input into the Vision and Framework for the Plan during the third site visit. The meeting will include a brief presentation on what we have heard to date from the first Community Meeting, the Task Force, interviews, surveys and web site input.

There will then be several discussion issue areas with boards laying out initial goals for the issue area. Areas may be divided into broad elements of the plan including: Land Use, Parks and Open Space; Transportation; Environmental Systems and Equity. Residents and stakeholders will be able to visit each Issue Area, review the materials and participate in a facilitated conversation. Large comment boards in each area will capture written comments from meeting participants. In addition, comment cards will be available for comments as well. Consultant Team members will compile notes of all input received from the meeting.

Deliverables:

- Agenda and Materials for Community Meeting 2
- Materials will be made available online for people to comment on virtually
- Summary of Meeting







#### Task 2.9 – Community Meeting 2: Vision and Framework - Public


	<b>Timeline</b>	January 2021
	<b>Objective</b>	Facilitate an engaging, inclusive, and fun event that elicits thoughtful feedback from Carrboro residents and stakeholders to inform all topics within the Plan
	<b>Audience</b>	All audiences, particularly those who have not yet had an opportunity to engage in the planning process
	<b>Consultant</b>	Promote meeting to generate interest and attendance, prepare all meeting materials and facilitate event. Consultant will prepare materials that can be used by staff to facilitate additional sessions on alternative dates.
	<b>Staff</b>	Help promote meeting and provide input on planned activities, assistance in facilitating break-out sessions. Staff will lead additional sessions held on alternative dates.
	<b>Deliverables</b>	Agenda and Materials for Community Meeting 2 Summary of Meeting
	<b>GARE Best Practices</b>	Invite and spread awareness of meeting to all members of the community; targeted outreach to traditionally underrepresented groups, provide multiple methods of participation, materials in multiple languages

#### Task 2.11 Task Force Meeting 4: Infrastructure and Public Services

The fourth task force will take place during site visit four and will take a deep dive infrastructure and issues including transportation and capital programs. The meeting will build on input from the staff workshop and seek input on goals and strategies regarding infrastructure elements of the plan.

- Deliverables: Infrastructure Maps and Table of Improvements

Task 2.11 – Task Force Meeting 4		
	<b>Timeline</b>	March 2021
	<b>Objective</b>	Convene Task Force for a productive and engaging discussion around infrastructure, transportation, and capital programming
	<b>Audience</b>	Task Force
	<b>Consultant</b>	Prepare agenda, presentation, and materials for meeting
	<b>Staff</b>	Help coordinate scheduling and participate in meeting
	<b>Deliverables</b>	Infrastructure Maps and Table of Improvements

	<b>GARE Best Practices</b>	Ensure that materials and discussions include a focus equitable development and opportunities for all residents
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## Phase 2 Deliverables:

- 1) A summary of the Community Workshop will be prepared, provided to the Town in an electronic copy, and posted to the website:
- 2) A memo of the draft vision statement, goals, and objectives as determined by the Task Force will be provided in electronic form and posted to the website.
- 3) Draft strategies for the Plan will be completed for all elements of the Plan.

## PHASE 3 PLAN RECOMMENDATIONS

As a way of preparing the draft Comprehensive Plan in a way that focuses on items of greatest community interest and concern, this phase will develop recommendations related to each element of the Plan. The findings will be drafted into an Interim Draft Plan and evaluated with staff.

### Task 3.1: Preliminary Findings / Recommendations Workshop - Staff

The consultant team and Town staff will conduct a planning workshop to review draft concepts for key plan elements as developed in Phase 2. The purpose of the step is to refine options being addressed in preparing the draft plan and create clear decision thresholds for consideration by the Task Force. The Interim Report will be updated based on workshop results, prior to being submitted to the Task Force.

Deliverables:

- Draft Goals, Objectives and Implementation Activities Text and Graphics

### Task 3.2: Task Force Meeting 5 - Review of Draft Goals, Objectives and Implementation Activities

A Task Force meeting will be held to review the Interim Plan Report. The workshop will focus on the goals, objectives and implementation strategies. The Task Force will be asked to give preliminary acceptance of the concepts presented, with an eye toward the ideas being further tested at a community open house and in online community review.

Task Force Meeting 5 will also focus on human capital, arts & culture and public services.

Deliverables:

- Edited Goals, Objectives and Implementation Activities Text and Graphics

### Task 3.2 – Task Force Meeting 5

	<b>Timeline</b>	May 2021
	<b>Objective</b>	Confirm Draft Goals, Objectives, and Implementation Strategies with the Task Force and discuss topics of human capital, arts and culture, and public services
	<b>Audience</b>	Task Force
	<b>Consultant</b>	Prepare agenda, presentation, and materials for meeting
	<b>Staff</b>	Help coordinate scheduling and participate in meeting
	<b>Deliverables</b>	Edited Goals, Objectives and Implementation Activities Text and Graphics
	<b>GARE Best Practices</b>	Ensure that discussions and implementation strategies include a focus on equitable development and overcoming impediments to opportunities based on race, ethnicity, age, disability, etc.



### Task 3.3: Community Open House (Community Meeting #3)






An Open House will include a presentation and exhibits to present draft plan findings and recommendations to the community. As with the first, this open house will be based around stations related to plan topics and invite participants to respond to preliminary findings and recommendations for the opportunities developed in Phase 2.

After the open house, a public comment period will be established to invite input to the plan; it will be made available to the community via the project website and other identified outlets. Staff and consultant will reach out to stakeholders in the community who have participated in the process to solicit wide review and comment on the draft plan. Other outreach techniques including social media, pop-up exhibits, etc. will be used to maximize input.

Deliverables:

- Agenda, Findings and Recommendations PowerPoint and materials for meeting
- Materials will be made available online for people to comment on virtually
- Summary of Community Open House Input








Task 3.3 – Community Open House		
	<b>Timeline</b>	May 2021
	<b>Objective</b>	Gain input from the community to determine if draft plan findings and recommendations are consistent with the community vision

	<b>Audience</b>	All audiences, particularly those who have not yet had an opportunity to engage in the planning process
	<b>Consultant</b>	Promote meeting to generate interest and attendance, prepare all meeting materials and facilitate event
	<b>Staff</b>	Help promote meeting and provide input on planned activities
	<b>Deliverables</b>	Agenda, Findings and Recommendations PowerPoint and materials for meeting Summary of Community Open House Input
	<b>GARE Best Practices</b>	Invite and spread awareness of meeting to all members of the community; provide multiple methods of participation, materials in multiple languages

#### Task 3.4: Presentation to Town Council

The framework for the plan and draft goals and strategies will be presented by staff to the Town Council for feedback prior to drafting the comprehensive plan.

**Task 3.5: Prepare Public Draft of Comprehensive Plan:** The Public Draft will be prepared with recommendations on topics considered throughout the plan process. Graphics and tabular data will be highlighted as tools to present the plans findings and recommendations. A draft of the plan will be provided to staff for review and comment. **The plan will prioritize recommendations based on input from staff and the Task Force rather than produce exhaustive lists of possible projects.**

Task 3.5 – Prepare Public Draft of Comprehensive Plan		
	<b>Timeline</b>	August 2021
	<b>Objective</b>	Synthesize information gained through outreach, data analysis, and best practices to prepare a draft plan with recommendations that reflect community priorities
	<b>Audience</b>	All audiences
	<b>Consultant</b>	Prepare draft plan; share and elicit feedback via the project website and other outlets
	<b>Staff</b>	Review and provide comment on draft plan
	<b>Deliverables</b>	Public Draft Comprehensive Plan
	<b>GARE Best Practices</b>	Incorporate GARE best practices into each plan topic







### Task 3.7: Task Force Meeting 6

The sixth Task Force will focus on reviewing the entire Draft Plan and making recommendations for any changes based on community input and feasibility of implementing the recommendations.




After the public review period and the open house discussion, the Public Draft will be presented to the staff for final review and discussion. At the meeting the group will be asked to provide a consensus recommendation on the plan.





Deliverables: Revised Public Review Draft

Task 3.7 – Task Force Meeting 6		
	Timeline	September 2021
	Objective	Review the Draft Plan and community input and discuss implementation
	Audience	Task Force
	Consultant	Prepare agenda, presentation, and materials for meeting
	Staff	Help coordinate scheduling and participate in meeting
	Deliverables	Revised Public Review Draft
	GARE Best Practices	Ensure that efforts toward implementation and next steps for the plan promote equitable opportunities for all residents and overcome any impediments identified in the Plan.

### Task 3.8: Planning Board

The plan will be presented to the Planning Board. The Planning Board will be asked to consider recommending the plan for adoption by the Town Council. As necessary, the plan will be revised for adoption by the Town Council.

Task 3.8 – Planning Board		
	Timeline	September 2021
	Objective	Present the plan to the community and before the Planning Board; revise as needed for adoption
	Audience	All audiences

	<b>Consultant</b>	Prepare presentation to summarize the plan
	<b>Staff</b>	Prepare official Town materials for Planning Board
	<b>Deliverables</b>	Revised Adoption Draft
	<b>GARE Best Practices</b>	Targeted outreach to traditionally underrepresented audiences. Make sure all information is clear and available to all residents. Seek multiple outlets for residents, businesses and organizations to provide comment on the Draft Plan.

### Task 3.9: Final Plan







The Consultant Team will prepare a Final Plan for submission to the Town Council.

Deliverable: Final Plan

### Task 3.10: Town Council Adoption

The plan will be presented by the Consultant Team to the Town Council for adoption. If multiple meetings are needed in the adoption process, staff will make these presentations and relay changes that may be needed to the Plan. In adopting the plan, the Board can accept it as drafted or specify changes. The plan would be amended as needed based on Board direction.

Deliverable: One round of edits to Final Plan

Task 3.10 – Town Council Adoption		
	<b>Timeline</b>	November 2021
	<b>Objective</b>	Present the plan for adoption to the Town Council
	<b>Audience</b>	All audiences
	<b>Consultant</b>	Prepare presentation to summarize the plan
	<b>Staff</b>	Additional presentations of Plan
	<b>Deliverables</b>	Final Plan
	<b>GARE Best Practices</b>	Discuss how GARE principles can be continued as part of recommended strategies and plan implementation

**Task 3.11: Executive Summary**

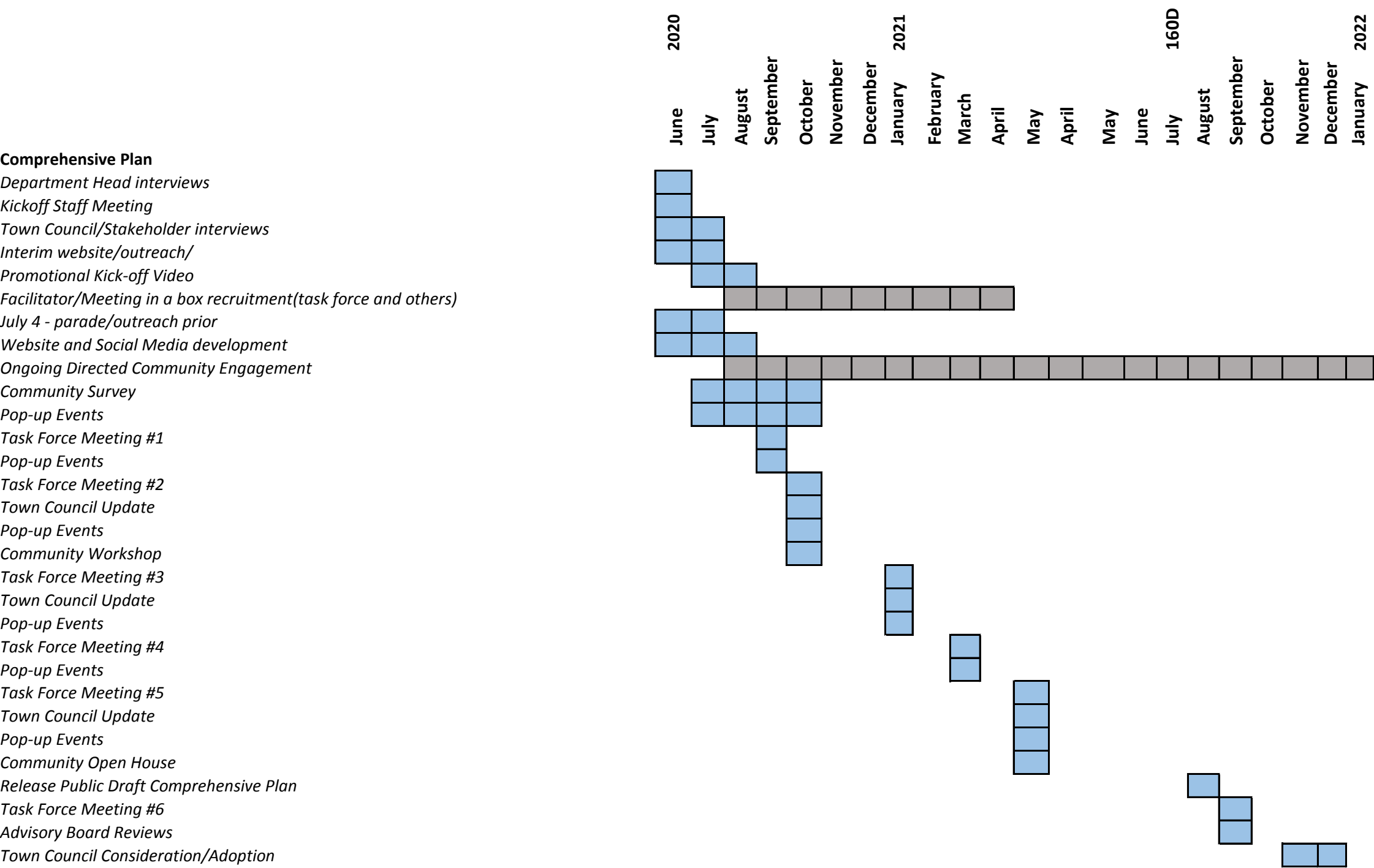
An executive summary in handout format of the adopted Comprehensive Plan will be prepared.

- Deliverable: Executive Summary of Comprehensive Plan

**Phase 3 Deliverables:**

- 1) Public Draft Comprehensive Plan (and provided electronically to the Town and posted on the project website).
- 2) A final, adopted Comprehensive Plan provided electronically and 15 hard copies.
- 3) An Executive Summary of the Plan.

Town of Carrboro Comprehensive Plan Outreach and Engagement





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-259

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Update on the reboot of the 203 South Greensboro Project - Design Contract and Public Process

**PURPOSE:** The purpose of this item is to provide the Town Council with an update on the design contract and anticipated scheduled for the 203 South Greensboro Project.

**DEPARTMENT:** Town Manager, Planning, Finance

**CONTACT INFORMATION:** David Andrews 919-918-7315, [dandrews@townofcarrboro.org](mailto:dandrews@townofcarrboro.org) [<mailto:dandrews@townofcarrboro.org>](mailto:dandrews@townofcarrboro.org); Patricia McGuire 919-918-7327, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org) [<mailto:pmcguire@townofcarrboro.org>](mailto:pmcguire@townofcarrboro.org); Cary McNallan 919-918-7301 [cmcnallan@townofcarrboro.org](mailto:cmcnallan@townofcarrboro.org) [<mailto:cmcnallan@townofcarrboro.org>](mailto:cmcnallan@townofcarrboro.org)

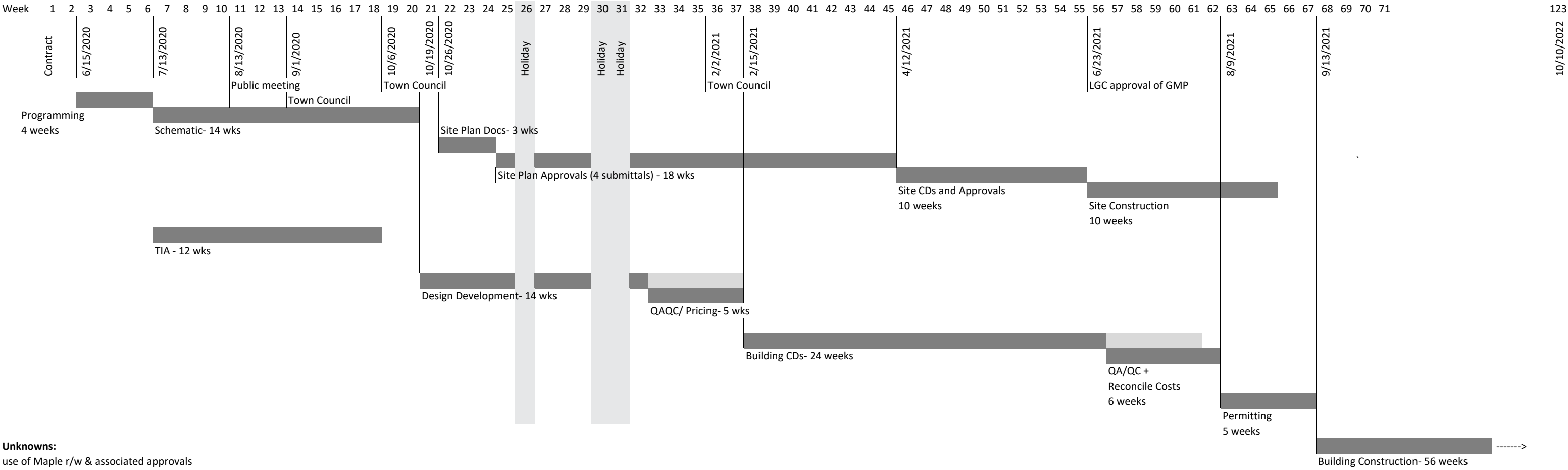
**INFORMATION:** Staff have been working with the selected design firm, Perkins+Will to revise the project scope for design, permitting and construction administration since the Arts Center component has been removed from the 203 South Greensboro project. A new contract with project design firm has been executed, and staff is working with Perkins+Will to finalize an updated schedule for project completion. The zoning permit process is still anticipated.

A robust outreach and engagement process consistent with the Town's diversity outreach and engagement plan that is in preparation.

An updated schedule is attached. Updates on the project will be scheduled throughout.

**FISCAL & STAFF IMPACT:** Updated design costs have been included in the capital project ordinance adopted on February 11, 2020.

**RECOMMENDATION:** Staff recommends that the Town Council receive the update on the status of the design contract and proposed public process.



**Unknowns:**  
use of Maple r/w & associated approvals  
Zoning amendments  
Aligning approvals with with scheduled public meetings or board meetings  
Seasonal alignment of sitework



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**20-268

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**Agenda Date:** 6/23/2020

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Update from Chief Schmidt on COVID-19