



# Town of Carrboro

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

## Meeting Minutes Board of Aldermen

Tuesday, June 13, 2017

7:30 PM

Board Chambers - Room 110

**Present:** Mayor Lydia Lavelle, Alderman Damon Seils, Alderman Bethany Chaney, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell

**Absent:** Alderman Sammy Slade

**Also Present:** David Andrews, Town Manager, Catherine Dorando, Town Clerk, Bob Hornik, Town Attorney

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### **POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS**

Susan Spalt read a poem entitled "Mrs. Calabash and Juliet" in honor of Tomato Day at the Carrboro Farmers Market.

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### **PROCLAMATION: RECREATION AND PARKS MONTH**

Mayor Lavelle proclaimed July 2017 as "Parks and Recreation Month" in the Town of Carrboro and presented the proclamation to members of the Recreation and Parks Commission and Recreation and Parks staff.

### **PRESENTATION OF CARRBORO BICYCLE BLVDS. BY DAVE MABE**

Dave Mabe, a resident of Carrboro, spoke to the Board about the concept of a bicycle boulevard.

**MOTION WAS MADE BY ALDERMAN HAVEN-O'DONNELL, SECONDED BY ALDERMAN GIST FOR STAFF TO CONTINUE TO WORK WITH DAVE MABE TO BRING THE INFORMATION, IN CONJUNCTION WITH UPDATES TO THE BIKE PLAN, BACK TO THE BOARD IN THE FALL. VOTE: AFFIRMATIVE FIVE, ABSENT ONE (SLADE)**

Alderman Chaney stated that she understands that the Bike Plan is to be updated next year and

asked to include the activation of the work with the updating of the Bike Plan. She also asked for staff to present information to show how neighborhoods like Lake Hogan Farms and Wexford can connect. She stated that the creation of a bike boulevard is essentially a marketing activity and asked that the communications officer assist with the marketing for the bike boulevard concept.

Alderman Seils stated that he agrees that the update from staff should also coincide with the Bike Plan update and the importance of the marketing of the project. He stated that it is important to include this in the larger connectivity network and that it should be marketed as such. He stated that the bicycle network is not accurately depicted on Google Maps and asked if this could be remedied.

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### **ANNOUNCEMENT OF UPCOMING MEETINGS**

Catherine Dorando, the Town Clerk, announced the upcoming public meetings.

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### **APPROVAL OF PREVIOUS MEETING MINUTES OF MAY 31, 2017 AND JUNE 6, 2017**

**MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN SEILS, THAT THE MINUTES OF MAY 31, 2017 AND JUNE 6, 2017 BE APPROVED, AS AMENDED. VOTE: AFFIRMATIVE FIVE, ABSENT ONE (SLADE)**

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### **REQUEST TO AUTHORIZE THE TOWN MANAGER TO AWARD CONSTRUCTION CONTRACT FOR THE TOWN COMMONS RENOVATION PROJECT**

The purpose of this agenda item was to grant the Town Manager the authority to approve the award of the construction contract for the Town Commons Renovation Project.

**A motion was made by Alderman Chaney, seconded by Alderman Seils, that this resolution be approved.**

**A RESOLUTION TO AWARD A CONSTRUCTION CONTRACT FOR THE TOWN  
COMMONS RENOVATION PROJECT**

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

Section 1. The Town Manager is hereby authorized to approve bids and award of a construction contract for the Town Commons Renovation Project up to the budget amount of \$917,800.00.

Section 2. Should the submitted bids exceed the construction budget by 20% or less; and the Town Manager determines the bid is reasonable, and the Town Manager identifies additional funds available, the Town Manager may approve bids and award of a construction contract not to exceed 20% of the construction budget.

Section 3. The resolution shall become effective upon adoption.

**This the 13th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

**Absent:** Alderman Slade

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**CONSIDERATION OF AN AFFORDABLE HOUSING FUNDING REQUEST FROM COMMUNITY HOME TRUST**

The purpose of this item was for the Board to consider approving a request for funding of up to \$16,000 to offset costs related to affordable housing acquisition.

**A motion was made by Alderman Chaney, seconded by Alderman Seils, that this resolution be approved.**

**A RESOLUTION APPROVING A REQUEST FOR GRANT FUNDS FROM THE AFFORDABLE HOUSING SPECIAL REVENUE FUND FOR COMMUNITY HOME TRUST HOUSING ACQUISITION ACTIVITIES**

WHEREAS, the Board of Aldermen on, June 27, 2007, by the adoption of resolution no. 244/2006-07 created the Affordable Housing Special Revenue Fund; and

WHEREAS, the creation of the fund is another way in which the Board can advance its goal of increasing and maintaining the stock of affordable housing within the Town and its planning jurisdiction; and

WHEREAS, the Affordable Housing Special Revenue Fund was also designed to provide funding for affordable housing acquisition for Carrboro residents; and

WHEREAS, Community Home Trust has requested funding from the Affordable Housing Special Revenue Fund for costs associated with affordable housing acquisition; and

WHEREAS, the total request is for no more than \$16,000; and

WHEREAS, Town Staff has reviewed the request and determined that it meets the criteria set forth in the Affordable Housing Special Revenue Fund and the Affordable Housing Goals and Strategies; and

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

Section 1. The Board of Aldermen approves the grant to Community Home Trust in an amount not to exceed \$16,000.

Section 2. The Board of Aldermen authorizes the Town Manager to develop and execute an agreement as necessary to carry out the Board's action.

Section 3. This resolution shall become effective upon adoption.

**This the 13th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

**Absent:** Alderman Slade

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**CREATION OF AN AFFORDABLE HOUSING ADVISORY COMMISSION**

The purpose of this item was for the Board to consider approving a permanent resident advisory board for affordable housing to be called the Affordable Housing Advisory Commission

**A motion was made by Alderman Chaney, seconded by Alderman Seils, that this ordinance be approved.**

**AN ORDINANCE AMENDING CHAPTER 3 OF THE CARRBORO TOWN CODE TO ESTABLISH A CARRBORO AFFORDABLE HOUSING ADVISORY COMMISSION**

Ordinance NO. 22/2016-17

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Article V of Chapter 3 of the Carrboro Town Code is amended by adding a new section 3-24.14 as follows:

Section 3-24.14 Carrboro Affordable Housing Advisory Commission

(a) Composition. There shall be a Carrboro Affordable Housing Advisory Commission composed of seven (7) members and two (2) non-voting liaison members. One liaison member shall be a member of the Town Staff and one liaison member shall be a member of the Board of Aldermen; both of whom shall be appointed by the Board of Aldermen. The voting members shall be appointed by the Board of Aldermen and shall be composed as follows:

- (1) Five residents of the Town of Carrboro;
- (2) One resident of the Town's extraterritorial zoning jurisdiction or the Town; and
- (3) One member who need not be a resident of the Town of Carrboro, but who must possess special expertise related to affordable housing.

(b) Term. The liaison members of the Commission shall be appointed by the Board every two years at, or shortly after, the Board's organizational meeting when other appointments to Board committees are made, and shall serve at the pleasure of the Board of Aldermen. The seven

regular members, including the seat which is not required to be a resident of the Town of Carrboro, shall be appointed for three-year, staggered terms, but members shall continue to serve until their successors have been appointed. The initial term of the seats on the Commission on the effective date of the ordinance creating the Commission (whether filled or vacant) shall be such that (i) three seats shall expire on February 28, 2021, (ii) two seats shall expire on February 28, 2020, and two seat shall expire on February 28, 2019. Vacancies in seats shall be filled for the unexpired terms, only.

(c) Purpose. The purpose of the Carrboro Affordable Housing Advisory Commission is as follows:

(1) To review and make recommendations to the Board of Aldermen concerning new or revised policies regarding the operation of the Town's Affordable Housing Fund;

(2) To review and make recommendations to the Board of Aldermen for new or revised Land Use Ordinance provisions related to the Town's Affordable Housing Goals and Strategies;

(3) To review and make recommendations to the Board of Aldermen on Affordable Housing Funding Applications;

(4) To carry out specific responsibilities that may be required in accordance with the Affordable Housing Fund Policies or the Town's Land Use Ordinance;

(5) To annually review the Town's Affordable Housing goals, data and other progress indicators, and to make recommendations to prioritize or adjust activities based on such review;

(6) To offer recommendations to the Board of Aldermen for new or specific actions the Town may pursue to increase the availability of diverse, affordable housing in Carrboro, particularly as new opportunities arise or are brought to the Commission's attention by Staff;

(7) To review and approve annual and other Staff reports to the Board of Aldermen;

(8) As needed or as requested by Town Staff, to organize subcommittees focusing on specific topics or issues to help advance specific work; and

(9) To identify and research affordable housing trends and issues.

(d) The Carrboro Affordable Housing Advisory Commission shall report to the Town Board.

(e) The Carrboro Affordable Housing Advisory Commission shall meet monthly, or as otherwise necessary to advance policy and funding decisions.

(f) Quorum and Voting.

(1) A quorum of the Carrboro Affordable Housing Advisory

Commission shall be four of seven voting members;

- (2) Majority vote of the members attending a meeting in which a quorum has been established will constitute an official action of the Commission.
- (3) Meetings and Engagement.

- a. The Commission shall hold regular monthly meetings, and at such other times as may necessary or appropriate to advance policy and funding decisions;
- b. The Commission shall, at its first meeting, designate one of its members to serve as chairperson and one member to serve as Vice-Chairperson. Thereafter, the Chair Person and Vice- Chair Person shall be elected annual at the Commission's first regular meeting in December, shall serve for terms of one year unless their term of appointment to the Commission expires. The Chair Person and Vice-Chair Person shall take part in all deliberations by the Commission and shall vote on all issues brought before the Commission for a vote.
- c. Unless waived by the Chair Person, all members shall be removed if they are absent without prior notice from three consecutive Commission meetings. The Town Clerk shall notify the Chair in writing as soon as a member becomes subject to removal under this Section. The Chair will have ten days after receipt of such notice to waive the removal. If the Chair fails to notify the Town Clerk in writing within ten days after receipt of such notice, then the Town Clerk will send a removal notice to the Commission member. This removal shall be effective of such notice.
- d. All Commission meetings will open public meetings, and the Commission shall publish a schedule of its proposed meetings in accordance with the Open Meetings Law.
- e. The Commission shall keep minutes of all its meetings. Section 2.

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

Section 3. This ordinance shall become effective upon adoption.

**This the 13th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

**Absent:** Alderman Slade

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**A RESOLUTION MAKING AN APPOINTMENT TO THE ORANGE COUNTY HUMAN RELATIONS COMMISSION**

The purpose of this item was to recommend that the Orange County Board of Commissioners consider appointment of an applicant to the Orange County Human Relations Commission.

**A motion was made by Alderman Chaney, seconded by Alderman Seils, that this resolution be approved.**

**A RESOLUTION RECOMMENDING AN APPOINTMENT TO THE ORANGE COUNTY HUMAN RELATIONS COMMISSION**

WHEREAS, the Town of Carrboro has a vacant seat on the Orange County Human Relations Commission;

WHEREAS, Daniel Ryan has submitted an application to Orange County expressing interest in serving as a Carrboro representative.

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

Section 1. The Mayor and Board of Aldermen hereby recommend that Daniel Ryan be appointed as a Carrboro representative on the Orange County Human Relations Commission for a term to expire 6/30/2020.

**This the 13th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

**Absent:** Alderman Slade

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**HUMAN SERVICES FUNDING FOR FISCAL YEAR 2017-18**

The purpose of this item was for the Board of Aldermen to consider human services funding allocation recommendations for FY 2017-18.

**A MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN SEILS TO APPROVE \$300,165.00 IN HUMAN SERVICES FUNDING ALLOCATIONS IN THE FY 2017-18 BUDGET. VOTE: AFFIRMATIVE FIVE, ABSENT ONE (SLADE)**

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**PUBLIC HEARING ON EXTENSION OF TOWN'S EXTRATERRITORIAL JURISDICTION**

The purpose of this item was for the Board of Aldermen to receive public comment on a proposal to extend the Town's extraterritorial boundary along the north side of NC Highway 54 West.

Trish McGuire, the Town's Planning Director, provided the staff report.

Mayor Lavelle opened the public hearing.



Jeff Boer, the owner of one of the subject lots, stated that this expansion would allow him and his brothers to keep their business in Carrboro.

**A motion was made by Alderman Gist, seconded by Alderman Haven-O'Donnell, that this resolution be approved.**

**A RESOLUTION CONTINUING A PUBLIC HEARING ON CONSIDERATION OF THE  
EXTENSION OF THE CARRBORO EXTRATERRITORIAL JURISDICTION**

WHEREAS, during a meeting on March 28, 2017, the Carrboro Board of Aldermen discussed its interest in extending the Town's Extraterritorial Jurisdiction (ETJ) boundary to encompass the entirety of five lots zoned WM-3 along NC Highway 54 West; and

WHEREAS, the Board of Aldermen has received public comment on the proposed extension and will be receiving feedback from the Board of County Commissioners after its June 20<sup>th</sup> consideration of a resolution to agree to the ETJ boundary change.

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Board of Aldermen continues the Public Hearing on ETJ Extension which was opened on June 13, 2017, from June 13, 2017 to the Carrboro Board of Aldermen's regularly scheduled meeting on June 27, 2017, at which continued hearing the Board of Aldermen will consider adoption of "An Ordinance to Extend the Carrboro Extraterritorial Jurisdiction to include an additional approximately 2.9 acres of land along North Carolina Highway 54 West".

**This the 13th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

**Absent:** Alderman Slade

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**PUBLIC HEARINGS ON LAND USE ORDINANCE TEXT AND MAP AMENDMENTS  
RELATING TO THE WM-3 ZONING DISTRICT**

The purpose of this agenda item was for the Board of Aldermen to receive public comment, to consider text amendments relating to the Watershed Manufacturing District (WM-3) and to consider whether to rezone portions of six parcels along NC Hwy 54 West to WM-3.

Trish McGuire, the Town's Planning Director, provided the staff report.

Mayor Lavelle opened the public hearing.

**A motion was made by Alderman Seils, seconded by Alderman Chaney, that this resolution be approved.**

A RESOLUTION CONTINUING THE PUBLIC HEARING ON CONSIDERATION  
OF AN AMENDMENT TO THE TEXT OF THE CARRBORO LAND USE ORDINANCE  
PROVISIONS RELATING TO THE WM-3 ZONING DISTRICT

WHEREAS, during a meeting on March 28, 2017, the Carrboro Board of Aldermen discussed its interest in extending the Town's Extraterritorial Jurisdiction (ETJ) boundary to encompass the entirety of five lots zoned WM-3 along NC Highway 54 West; and

WHEREAS, the Board of Aldermen has received public comment on the proposed extension and will be receiving feedback from the Board of County Commissioners after its June 20<sup>th</sup> consideration of a resolution to agree to the ETJ boundary change; and

WHEREAS, at the May 9, 2017 meeting, the Board of Aldermen of the Town of Carrboro set a public hearing to consider an amendment to the Carrboro Land Use Ordinance, described or identified as follows: "An Ordinance Amending the Town of Carrboro Land Use Ordinance Provisions Relating to the WM-3 Zoning District," and which ordinance is directly related to the extension of the ETJ boundary; and

WHEREAS, the Board of Aldermen has received public comment on the proposed text amendment, contingent upon the extension of the ETJ boundary.

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen of the Town of Carrboro continues the Public Hearing on the proposed text amendment from June 13, 2017 to June 27, 2017, at which hearing the Board of Aldermen will consider adoption of "An Ordinance Amending the Town of Carrboro Land Use Ordinance Provisions Relating to the WM-3 Zoning District."

**This the 13th day of June, 2017**

**The motion carried by the following vote:**

**Aye:** Alderman Seils, Alderman Chaney, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

**Absent:** Alderman Slade

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**FUNDING REQUEST FROM ORANGE COUNTY FOOD COUNCIL**

The purpose of this agenda item was for the Board to consider a request for funding from the Orange County Food Council.

**MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN HAVEN-O'DONNELL TO CONTINUE THIS ITEM TO THE JUNE 20, 2017 MEETING.  
VOTE: AFFIRMATIVE FIVE, ABSENT ONE (SLADE)**

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## **PRESENTATION OF THE DRAFT ECONOMIC SUSTAINABILITY PLAN**

The purpose of this agenda item was to allow staff to present to the Board the work of the Economic Sustainability Commission's Plan.

Annette Stone, the Town's Community and Economic Development Director, provided the staff report.

Alderman Gist applauded the work that has gone into creating the document and stated that the actions of making Carrboro a great place to live have unintended consequences of pushing poor people out and making the town unaffordable. She stated that she would like to get to the point of when they make a decision, they can also consider the unintended consequences of each action.

Alderman Chaney recommended that equity be a guiding principle of the document. She suggested the following under "Local Economy:"

- Better understanding neighborhoods and consumers of color, their unmet needs and wants, and strategies to fill them.
- Partnering with Minority and Women-Owned Business Enterprises (MWBE) technical assistance providers, and with community development financial institutions (CDFIs) that serve these markets
- Developing marketing strategies that reach audiences of color
- Supporting social capital by offering scholarships for membership in the Chamber of Commerce and Carrboro Business Alliance for low-asset businesses

Alderman Chaney suggested the following under "Funding and Capital:"

- Partnering with CDFIs
- Educating ourselves about systemic debt and equity gaps for businesses and artists of color and leverage partnerships to close those gaps
- Surveying businesses, entrepreneurs, and artists of color to better understand their needs and opportunities to help them thrive.

Alderman Haven-O'Donnell asked for staff to drill down and find out which businesses would be most affected by online shopping rather than physical shopping.

Alderman Seils stated that regional partnerships could be further examined. He also stated that the plan could speak to the Orange County 1/4 cent sales tax which creates grants that Carrboro businesses are eligible for. He stated that he agrees with Alderman Chaney's suggestions to distribute equity throughout the plan and to be explicit that the plan is discussing racial equity. He stated that Orange County commissioner Mark Marcoplos has been working on a database of locally owned businesses in Orange County and that other community members have spoken with him about identifying businesses in the database that are owned by people of color, LGBTQ people, and women.

**MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN SEILS TO**

**REFER THE DRAFT ECONOMIC SUSTAINABILITY PLAN TO THE FOLLOWING ADVISORY BOARDS; 1) PLANNING BOARD, 2) ENVIRONMENTAL ADVISORY BOARD, 3) TAB, 4) ARTS COMMITTEE, 5) AFFORDABLE HOUSING COMMISSION, 6) THE RECREATION AND PARKS COMMISSION, 7) THE YOUTH ADVISORY BOARD. FURTHER, THE ESC RECOMMENDED THE PLAN BE OPEN FOR PUBLIC COMMENT, ESPECIALLY FROM THE CARRBORO BUSINESS ALLIANCE. VOTE: AFFIRMATIVE FIVE, ABSENT ONE (SLADE)**

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### **ADJOURNMENT**

**MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN CHANEY TO ADJOURN THE MEETING. VOTE: AFFIRMATIVE FIVE, ABSENT ONE (SLADE)**