



# Town of Carrboro

## Meeting Minutes

### Board of Aldermen

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

Tuesday, February 6, 2018

7:30 PM

Board Chambers - Room 110

Present: Mayor Lydia Lavelle, Alderman Sammy Slade, Alderman Bethany Chaney, Alderman Barbara Foushee, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell, Alderman Damon Seils

Also Present: David Andrews, Town Manager; Rebecca Buzzard, Deputy Town Clerk; Nick Herman, Town Attorney

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

Gary Philips, the Town's Poet laureate, read from a selection of poetic writings of Rev. William Barber.

\*\*\*\*\*

#### **COMMUNICATIONS MANAGER**

Mayor Lavelle introduced Rachel Heggen, the Town's new Communications Manager.

\*\*\*\*\*

#### **CHARGES ISSUED TO RECENTLY APPOINTED BOARD VOLUNTEERS**

Rebecca Buzzard, the Deputy Town Clerk, issued charges to the recently appointed Stormwater Advisory Commission volunteers: Kevin Brigham, Robert Dickson, Shauna Hay, Thomas Hoban, Jeanette O'Connor, Michael Paul, and John Cox. Robert Dickson, Thomas Hoban, and Michael Paul were not in attendance.

Rebecca Buzzard, the Deputy Town Clerk, also issued a charge to the recently appointed Tourism Development Authority volunteer, Donald Strickland.

\*\*\*\*\*

#### **ADVISORY BOARD QUESTIONS**

Alderman Slade, noted that some volunteers who are now serving on the newly formed Stormwater Advisory Commission are also serving on the Environmental Advisory Board. He questioned whether volunteers are prohibited by Code from serving on two commissions. He suggested that if there is no Code which would prevent them from doing so, he would prefer that the volunteers currently serving on the Environmental Advisory Board who have been appointed to the newly formed Stormwater Advisory Commission be allowed to serve on both, to prevent a problem with meeting quorum, at least until new appointments are made to the EAB. Town Attorney, Nick Herman, stated that he found nothing in the Code which prevented someone from serving on multiple boards.

Alderman Bethany Chaney informed the Board of her findings on the topic of serving on more than one advisory board. She stated that the online Advisory Board Application contains the following:

*“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.”*

Pointing to the discrepancy between the Code and the application, Alderman Haven-O’Donnell stated that public confusion is understandable and expressed a need for it to be corrected. Mayor Lavelle acknowledged the issue warranted correction and stated that steps would be taken to make sure the printed application and the online version match.

\*\*\*\*\*

### **ANNOUNCEMENT OF UPCOMING MEETINGS**

Rebecca Buzzard, the Deputy Town Clerk, announced the upcoming public meetings.

\*\*\*\*\*

### **REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR**

Christen Campbell, a Chapel Hill High School French teacher who has been a resident of Carrboro since 2009, proposed a text amendment to Article 3, section E1 that would allow her to keep a small flock of sheep for grazing on her lot.

Alderman Slade suggested that the issue should be referred to staff.

**A MOTION WAS MADE BY ALDERMAN BETHANY CHANEY, SECONDED BY ALDERMAN FOUSHEE THAT THE ISSUE BE REFERRED TO STAFF FOR PLACEMENT ON A FUTURE MEETING AGENDA. VOTE: AFFIRMATIVE ALL**

\*\*\*\*\*

**CONSIDERATION OF AN AMENDMENT TO AN AFFORDABLE HOUSING REQUEST FOR CRITICAL HOME REPAIRS**

The purpose of this item was for the Board to consider amending the approval of a request for home repair funds from Habitat for Humanity of Orange County.

Alderman Chaney asked staff to consider a mechanism for enabling small increases to approved requests without the need for Board approval. She pointed out that doing so would assist with rapid repairs. Town Manager, David Andrews, stated that the current process was in strict adherence to current policy; however, he agreed that such flexibility would be beneficial. Staff will review and bring the matter before the Board in the future.

**MOTION WAS MADE BY ALDERMAN CHANEY, SECONDED BY ALDERMAN SEILS THAT THE ISSUE OF A MECHANISM FOR ENABLING SMALL INCREASES TO APPROVED REQUESTS WITHOUT THE NEED FOR BOARD APPROVAL BE REFERRED TO STAFF FOR PLACEMENT ON A FUTURE MEETING AGENDA. VOTE: AFFIRMATIVE ALL**

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

**A RESOLUTION AMENDING A REQUEST FOR GRANT FUNDS FROM  
THE AFFORDABLE HOUSING SPECIAL REVENUE FUND  
TO MAKE CRITICAL HOME REPAIRS  
02-06-2018**

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 critical home repair for Carrboro residents without the means to do them on their own; and

WHEREAS, Habitat for Humanity of Orange County has requested funding from the Affordable Housing Special Revenue Fund for repairs at the home located at 116 Eugene St.; and

WHEREAS, the request for \$1200 approved by the Board on November 14, 2017 is now amended to \$1800; 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 an additional \$600 grant to Habitat for Humanity of Orange County for Critical Home Repairs for a total amount of \$1,800.

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. The Town Clerk will forward a copy of this resolution within 5 days of its approval to the Finance Officer.

Section 4. The resolution is hereby effective upon adoption.

**This 6<sup>th</sup> day of February 2018.**

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

**Aye:** Mayor Lydia Lavelle, Alderman Sammy Slade, Alderman Bethany Chaney, Alderman Barbara Foushee, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell, Alderman Damon Seils

\*\*\*\*\*

**REQUEST FOR A CUP PERMIT EXTENSION FOR THE HILTON GARDEN INN HOTEL  
PROPOSED FOR 390 E. MAIN STREET**

The Board was asked to review and consider approving a request for an extension of the date when a Conditional Use Permit would otherwise expire for the Hilton Garden Inn CUP. Town staff recommended approval of the request.

Alderman Slade requested comment from developer or staff concerning the degree that neighboring businesses will be affected or whether safeguards are in place or being considered, to make sure they are not affected and/or have an opportunity for their concerns to be heard.

Marty Roupe, Development Review Administrator, stated that the Zoning Division is in the process of reviewing and finalizing construction plans and that the applicant has submitted a draft version of the contract management plan. He informed the Board that in addition to plan review a meeting of the neighbors has to occur.

Alderman Seils offered a clarification regarding the use of "neighbors" in this instance. Noting that normally Board issues that mention "neighbor," is usually a reference to neighboring properties but, further to the comment made by Alderman Slade, in this instance – in addition to the actual property owners of the neighboring businesses – the tenants should also be notified and included in the meeting of neighbors.

Alderman Slade stated that he would not vote on the permit extension as conditions have changed substantially for him, mainly in regard to community feedback he has gotten since the project's original approval. He expressed that having the current vote not be unanimous would reflect our community better as he feels the community is not unanimously for this project. In response to a question by Alderman Gist as to what had changed his view, Alderman Slade stated that he received community feedback opposed to the project on issues ranging from it being a force that pushes Carrboro's downtown business makeup further towards tourism service industries and away from the blue collar service industries; Also, Hilton's "large corporation" status is seen by some as problematic; and lastly the scale.

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

A RESOLUTION APPROVING AN EXTENSION OF THE DATE ON WHICH A  
CUP WOULD OTHERWISE EXPIRE FOR THE 390 E. MAIN STREET,  
HILTON GARDEN INN HOTEL CUP

WHEREAS, the Carrboro Board of Aldermen approved a Conditional Use Permit for the 390 E. Main Street, Hilton Garden Inn Hotel Conditional Use Permit on March 8, 2016; and

WHEREAS, the expiration date for this permit is March 8<sup>th</sup>, 2018; and

WHEREAS, the Board of Aldermen finds, per Section 15-62(c) of the LUO, that: 1) the CUP has not yet expired, 2) the permit recipient has proceeded with due diligence and in good faith, and 3) conditions have not changed so substantially as to warrant a new application.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the expiration date for the 390 E. Main Street, Hilton Garden Inn Hotel Conditional Use Permit is hereby extended by two years to March 8<sup>th</sup>, 2020.

**This the 6<sup>th</sup> day of February 2018**

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

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

**Nay:** Alderman Slade

\*\*\*\*\*

**REQUEST TO SET THE PUBLIC HEARING FOR MIXED USE BUILDING AT 1001 HOMESTEAD ROAD**

The purpose of this item was for the Board of Aldermen to receive public comment on the application submitted by Parker Louis, LLC for a Conditional Use Permit for a Mixed Use Building within the B-3 zoned portion of the Planned Unit Development for Claremont South Subdivision, Phase 4 located at 1001 Homestead Road.

This agenda item set forth a public hearing for the conditional use permit requested for 27th of February, 2018.

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

**A RESOLUTION SETTING A PUBLIC HEARING ON AN APPLICATION FOR MIXED USE FOR THE BUILDING LOCATED 1001 HOMESTEAD ROAD**

BE IT RESOLVED by the Board of Aldermen of the Town of Carrboro that February 27, 2018 at 7:30 PM is hereby set as the date for a public hearing on a request by Parker Louis, LLC for a Conditional Use Permit for a Mixed Use Building within the B-3 zoned portion of the Planned Unit Development for Claremont South Subdivision, Phase 4 located at 1001 Homestead Road.

**This 6<sup>th</sup> day of February 2018.**

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

**Aye:** Mayor Lydia Lavelle, Alderman Sammy Slade, Alderman Bethany Chaney, Alderman Barbara Foushee, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell, Alderman Damon Seils

\*\*\*\*\*

**AMENDMENT TO CAPITAL PROJECT ORDINANCE FOR THE MORGAN CREEK GREENWAY AND AUTHORIZATION FOR CONTRACT AMENDMENT**

The purpose of this item was to provide the Board of Aldermen with an opportunity to consider appropriating \$250,000 from the Bond Fund to the Morgan Creek Greenway project for design and contingency and authorize an amendment for design and engineering services.

Alderman Slade questioned the request for contingency funding and if including contingency funding is standard practice. If so he questioned, why the request was missing from the preliminary budget. Town Manager David Andrews stated that the request is for \$20,000 and is for construction contingency. Alderman Slade, seeking further clarification, asked if the request for contingency funding is typically done right before items go out for bid. Arche McAdoo, Finance Director, came forward to address the

issue. Mr. McAdoo confirmed that it was indeed standard practice to include some contingency funding for every project, which may or may not be used. He explained that Trish McGuire, the Planning Director, informed him that the contingency funds previously appropriated had been used. Alderman Gist, asking that the Planning Director to correct her if she was wrong, recollected that the funds had been used when there was a need for an additional floodway review.

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

AMENDMENT TO MORGAN CREEK GREENWAY CAPITAL PROJECT ORDINANCE  
Ordinance No. 13/2017-18

WHEREAS, the Board of Aldermen on June 21, 2011 adopted the Morgan Creek Greenway Capital Improvement Project Ordinance No. 22/2010-11 and subsequently amended it on June 16, 2015 (Ordinance No. 19/204-15); and,

WHEREAS, the Town of Carrboro, has received additional federal funding through the North Carolina Department of Transportation (NCDOT) under the Federal TAPP Program for construction of the Morgan Creek Greenway; and,

WHEREAS, the Town has executed a Municipal Agreement with NCDOT to administer federal funding to design and construct the Morgan Creek Greenway; and,

WHEREAS, the Town as contracted with Coulter, Jewell, Thames, Inc. for design and engineering services; and,

WHEREAS, additional funding is needed for design and engineering services; and,

WHEREAS, a contingency fund needs to be established for this project;

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

Section 1: Revenues for the Morgan Creek Greenway Capital Improvement Project No. 19/204-15 is hereby amended as follows:

	<u>Current</u> <u>Appropriation</u>	<u>Increase</u> <u>(Decrease)</u>	<u>New</u> <u>Appropriation</u>
Federal Funds	\$1,210,000.00	\$0.00	\$1,210,000.00
Bond Funds	<u>\$302,500.00</u>	<u>\$249,875.00</u>	\$552,375.00
Total	<u>\$1,512,500.00</u>	<u>\$249,875.00</u>	<u>\$1,762,375.00</u>

Section 2: The following amount is appropriated for this project and to be expended for the following:

	<u>Current</u> <u>Appropriation</u>	<u>Increase</u> <u>(Decrease)</u>	<u>New</u> <u>Appropriation</u>
Design and Engineering	\$ 350,000.00	\$ 20,000.00	\$ 370,000.00
Construction	1,162,500.00	-	1,162,500.00
Contingency	-	229,875.00	229,875.00
Total Appropriation	<u>\$ 1,512,500.00</u>	<u>\$ 249,875.00</u>	<u>\$ 1,762,375.00</u>

Section 3: Funds appropriated shall be available until all project activity is completed.

Section 4: The Town Manager is authorized to amend the existing contract with Coulter, Jewell, Thames, Inc. for additional engineering and design work.

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

This the 6<sup>th</sup> day of February, 2018.

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

**Aye:** Mayor Lydia Lavelle, Alderman Sammy Slade, Alderman Bethany Chaney, Alderman Foushee, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell, Alderman Damon Seils

\*\*\*\*\*

**RESCHEDULING CONTINUATION OF PUBLIC HEARING ON LAND USE  
ORDINANCE AMENDMENTS RELATING TO TREE PROTECTION, SHADE  
TREES, CANOPY COVERAGE AND REPLACEMENT STANDARDS**

The purpose of this item was for the Board of Aldermen to continue the public hearing on text amendments to the Land Use Ordinance relating to the provisions in Article XIX, Screening and Trees, and the associated appendices to March 27, 2018.

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

A RESOLUTION RESCHEDULING CONTINUATION OF PUBLIC HEARING ON LAND USE  
ORDINANCE AMENDMENTS RELATING TO THE TREE PROTECTION, SHADE TREES,  
CANOPY COVERAGE AND REPLACEMENT STANDARDS

BE IT RESOLVED by the Board of Aldermen of the Town of Carrboro that March 27, 2018 at 7:30 PM is hereby set as the date for a public hearing on the Land Use Ordinance relating to provisions in Article XIX, Screening and Trees, and the associated appendices.

**This the 6<sup>th</sup> day of February 2018**



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

**Aye:** Mayor Lydia Lavelle, Alderman Sammy Slade, Alderman Bethany Chaney, Alderman Foushee, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell, Alderman Damon Seils

\*\*\*\*\*

**CONSIDERATION OF LAND USE ORDINANCE AMENDMENT RELATING TO CONSISTENCY FOR MAP AND TEXT AMENDMENTS**

The purpose of this agenda item was for the Board of Aldermen to consider adoption of an amendment to the text of the Land Use Ordinance relating to consistency for map and text amendments.

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

A RESOLUTION ADOPTING A STATEMENT EXPLAINING THE BOARD OF ALDERMEN'S REASONS FOR ADOPTING AN AMENDMENT TO THE TEXT OF THE CARRBORO LAND USE ORDINANCE

WHEREAS, an amendment to the text of the Carrboro Land Use Ordinance has been proposed, which amendment is described or identified as follows: AN ORDINANCE AMENDING THE TOWN OF CARRBORO LAND USE ORDINANCE TO COMPLY WITH NEW STATUTORY REQUIREMENT FOR ZONING CONSISTENCY STATEMENTS.

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

Section 1. The Board concludes that the above described amendment affirms the existing policy in Land Use Ordinance relating to consistency.

Section 2. The Board further concludes that the above described amendment which will conform the provisions of the Land Use Ordinance, with regard to map and text amendment consistency, to recent changes in state legislation, is in the public interest.

Section 3. This resolution becomes effective upon adoption.

**This the 6th day of February 2018**

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

**Aye:** Mayor Lydia Lavelle, Alderman Sammy Slade, Alderman Bethany Chaney, Alderman Foushee, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell, Alderman Damon Seils

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

**AN ORDINANCE TO AMEND THE TOWN OF CARRBORO'S LAND USE  
ORDINANCE TO COMPLY WITH NEW STATUTORY REQUIREMENTS FOR  
ZONING CONSISTENCY STATEMENTS**

Ordinance No. 16/2017-18

BE IT HEREBY ORDAINED BY THE CARRBORO BOARD OF ALDERMEN THE FOLLOWING:

**Section 1.** Subsection 15-324 (d) of the Carrboro Land Use Ordinance is revised to reflect the requirements of Session Law 2017-10 so that the entirety of the Section 15-324 Board Action on Amendments now reads as follows:

- (a) At the conclusion of the public hearing on a proposed amendment, the Board may proceed to vote on the proposed ordinance, refer it to a committee for further study, or take any other action consistent with its usual rules of procedure.
- (b) The Board is not required to take final action on a proposed amendment within any specific period of time, but it should proceed as expeditiously as practicable on petitions for amendments since inordinate delays can result in the petitioner incurring unnecessary costs.
- (c) Voting on amendments to this chapter shall proceed in the same manner as on other ordinances, subject to Section 15-326 of the Land Use Ordinance and Section 2-15 of the Town Code.
- (d) Prior to adopting or rejecting any zoning amendment, the Board shall adopt one of the following statements which shall not be subject to judicial review:
  - (1) A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.
  - (2) A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.
  - (3) A statement approving the zoning amendment and containing at least all of the following:
    - a. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.
    - b. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.
    - c. Why the action was reasonable and in the public interest.
  - (4) The Board retains the right to find a zoning amendment to be consistent with any duly adopted plan, but to deny the zoning amendment request.

- (5) For the purposes of this section, "comprehensive plan" includes a unified development ordinance and any other officially adopted plan that is applicable.

(e) A Board member shall not vote on any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. (See also Carrboro Town Code Section 2-35).

**Section 2.** All provisions of any Town ordinance or resolution in conflict with this ordinance are repealed.

**Section 3.** This ordinance is effective upon adoption.

**This the 6th day of February 2018**

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

**Aye:** Mayor Lydia Lavelle, Alderman Sammy Slade, Alderman Bethany Chaney, Alderman Foushee, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell, Alderman Damon Seils

\*\*\*\*\*

### **PUBLIC WORKS WINTER STORM INGA REPORT**

The purpose of this item was to update the Board on recent snow and ice removal activities during the January 17<sup>th</sup> Winter Storm Inga event, review the current ice and snow removal plan, and acknowledge Town staff.

Public Works Director, Joe Guckavan, mentioned that the Winter Weather Policy had been updated to reflect current staffing and provided some statistics related to snow and ice removal efforts related to Winter Storm Inga. He advised the Board that they are investigating real-time methods of communicating with the public during a weather event. Further, he stated that they are looking at technology leaning methods of providing updates to the snow removal progress such as live streaming and they are considering the possibility of adding a frequently asked questions section to their website. The Director and the Board recognized Chris Cates, Public Works Superintendent; Chris Clark, Solid Waste Supervisor; and Kevin Wright, Construction Inspector, for their efforts. Bobby Horton, Landscape and Grounds Crew Leader was also mentioned but was not in attendance.

Alderman Haven-O'Donnell wanted to know the types of challenges faced by the Public Works employees during weather emergencies. Director Guckavan stated that during major weather events, everything else stops and the full focus goes towards the storm. Further clarifying, he stated that it takes about a week to catch up with other things such as trash collection following a weather event.

Alderman Seils, thanked the employees, acknowledged the extra effort and cost, and suggested that the new communications manager may be a resource for communicating with the citizens. He went on to mention that there are some communication channels already in place for non-snow emergencies where Chief Williams and others are involved when there is a need for a coordinated county-wide effort. He acknowledged that he did not know if it was possible for the Town to piggy back some communications via those established emergency response channels or if it was prohibited in some manner but suggested it was worth consideration.

Alderman Gist wanted to know who is responsible for clearing the sidewalks. After discussion, it was agreed that it is the duty of the businesses to clear the sidewalks in front of their establishments. Mayor Lavelle stated that there may be some confusion emanating from the fact that the Town is clearing some areas but not others and suggested that staff can look at options to communicate with businesses so they know their obligations.

Alderman Foushee expressed her appreciation for the efforts of the public works department. Directing her initial question to Joe Guckavan, she wanted to know if he intended to make any recommendations geared towards expansion of operations, if he saw the need for additional equipment, or if he would recommend doing anything differently. Comparing the efforts and results of his group with that of much larger metropolitan areas in a similar storm; he assured Alderman Foushee that he believed the overall time it took to clear the snow was very reasonable and, given the frequency and intensity of such weather events, did not see the need to add additional staff or equipment. Town Manager, David Andrews, interjected to point out that the Town's equipment has the capacity for handling one to three inches of snow and that Storm Inga, with its twelve inches of snow was not the typical storm for the area. Finishing up, Alderman Foushee, on the topic of communications, pointed out that some folks still rely on the telephone for urgent communications and she strongly recommended a communications model that included the telephone as a component. Joe expressed his agreement that the use of phones needs to be considered.

Alderman Chaney thanked Joe for the updated email of the Winter Weather Policy and requested that he send it out each time there is a storm. On the topic of businesses and their sidewalks, she pointed out that some business owners live on secondary streets that are not the first to be cleared and, in the case of an extreme weather event, often the business owners cannot get to town to attend to their store fronts nor are they able to easily contract help to do so because the larger businesses are being serviced first. She suggested that perhaps the Community and Economic Development Department could work towards some emergency plan for small businesses.

Alderman Gist questioned compensation and rest time for the folks who worked twelve hour days. Joe advised that staff work twelve hours on and twelve hours off; there is comp time; and, after the designated number of hours, overtime. Town Manager, Andrews, clarified how comp time is determined

and how and when comp time can be used. Alderman Gist expressed that there was a need to take better care of the staff.

Alderman Slade thanked everyone and noted the importance of observing the cost factor.

Mayor Lavelle mentioned that the Town of Chapel Hill used a heavily utilized “hotline” number to keep citizens informed for Storm Inga and suggested that something could be learned from their experience. She pointed out that some streets do not have OWASA service and asked that consideration is given to address the special needs of those individuals without OWASA services as they may not have access to water in such emergencies.

\*\*\*\*\*

### **PROJECT STATUS UPDATE FOR THE 203 S. GREENSBORO PROJECT**

The purpose of this item was to provide the Board of Aldermen with an opportunity to receive an update on the 203 S. Greensboro project.

Planning Department Director, Patricia McGuire, explained that the principal uses are intended to be town offices, an Orange County Southern Branch Library, and a location to house The Arts Center. The probable secondary uses include a virtual justice center, WCOM radio, a seed library, and a teen center. Next, she addressed the topic of the needed 280 to 300 long-term parking spaces associated with the project. She explained the Ordinance language regarding shared lots, satellite parking, and parking for existing buildings and short-term parking. She explained how Section 15-299 is a key section that impacts the parking options for a lot of properties in downtown Carrboro. Further explaining that the section allows lots with existing buildings to have their parking used even if such lot is for a business that does not have sufficient parking. She provided details as to how the parking estimate was calculated which included considerations for issues such as handicapped parking requirements.

Director McGuire provided an overview of the Land Use Ordinance to show the correlation of how provisions such as the expected number of users and the large tree provisions impact how the parking standards are calculated. She also provided the findings of a study completed by an intern after the examination of satellite agreements in the Planning Department files and based on information related to businesses not meeting the presumptive standard. She informed the Board that her department is working with the fire department to update and complete their business and parking needs database. Information regarding the options and estimated costs for on-site underground parking was provided.

Continuing her update, she addressed the issue of short-terms parking. Per Director McGuire, staff is looking at vacant and other lots and are speaking with private property owners as part of their efforts to sure up parking while construction takes place. She spoke about the possibility of using shuttles to and

from short term parking and confirmed, following a request for clarification from Alderman Gist, that the shuttle would be to shuttle employees not customers. Alderman Slade asked if the short-term parking will replace the 88 current lot spaces and received confirmation that it would. Alderman Slade wanted to know how employee parking needs will be determined. Annette Lafferty, Community & Economic Development Director, explained that staff will be working on a case by case basis since there is a need to take into consideration the true composition of the folks parking in public parking. Patricia McGuire then clarified that although the 88 spaces go away, there will be a net gain in parking spaces. The development agreement with Orange County was discussed. She explained that they are now at the plan, development, and permit review phase. She said the current time-frame calls for the design process to be underway in March, bidding to commence in the spring of 2019, and that the construction process is expected to last 12 to 15 months.

Alderman Seils expressed his pleasure at seeing the updated timeline, shared that he had brainstormed with some downtown business owners about the need to collaborate and work together to support each other during construction, and asked that staff consider creative ways to get the businesses to work together with each other and with the Town. He felt that this was a great opportunity to engage in community building and concurrently ease some of the business owner's concerns about the impact the construction will have on their businesses. Alderman Haven-O'Donnell agreed with Alderman Seils and suggested that the topic would be a good discussion item for the Economic Sustainability Commission.

Mayor Lavelle thanked Alderman Seils and asked for other comments. There were none. The Mayor stated that the design team presentations and interviews are scheduled for next week. Town Manager, David Andrews, informed the Mayor that an email had been sent to her requesting a closed session to review the draft development agreement.

Alderman Slade thanked Director McGuire for the presentation and stated that the parking situation is one of the biggest tasks this Board needs to resolve. He reiterated some views he shared in an email to the fellow Board members related to his concern that it was premature to contract with a designer at this point. He asked that the Board consider adjusting the timeline for bringing the designer on board. He focused on issues of parking, presumptive standards, and costs. Per direction from the Board during the March 6, 2018 meeting, Alderman Slade's email is included in the minutes as part of the record.

On Feb 5, 2018, at 1:21 AM, Sammy Slade <[sslade@townofcarrboro.org](mailto:sslade@townofcarrboro.org)> wrote:

All,

Last time we had a public discussion about the 203 S Greensboro project on October 3, 2017, in response to a question by Martha Arnold about process, Lydia answered for us that we "would be bidding out for **someone to draw up the plans based on this board's decision about how to deal with the parking situation.**"(1:01:40).

Given that we have not made a decision on how to deal with the parking situation yet and that we need more information than what is in our upcoming agenda for making this decision Tuesday night, in my view (and in my estimation of the public's view) it is premature for us to interview and select an architect next week to draw up the plans.

David, can we please get an update of the options that were discussed by the BOA in closed session before the winter break?

David, also please, here are some other questions related to the concepts that have been presented by Jim Spencer. The answers will help me towards making a decision on what to do about parking:

-What are the presumptive parking requirements? Can staff confirm the numbers that were presented by Jim Spencer?:

50 library, 30 recs and parks, 30 next floor (or up to 50 next floor depending on ArtsCenter participating and the proportion of their space dedicated to programming vs. performance)

-What is the minimum onsite parking we can get away with:

--50 for the library (how many of these are for library staff?)

--For all building uses how many ADA parking spaces are required?

-Within a biking radius from the building, how many public lot spaces are available according to the parking plan analysis of parking lots?

The ArtsCenter:

--Will they be 'on board'.

-- what is the sq. ft. of space? What proportion is for programming vs. performance space and what do our presumptive parking requirements call for given that proportion? How many spaces for employees?

--How would taking 88 spaces offline impact the surplus inventory that the parking study shows exist in town?

--Of the options that were presented by Jim Spencer that are still viable -excluding options to which it is now known the properties are not available for building a deck and excluding the *multi floor* underground parking option- how do the various concepts compare in terms of estimated parking costs, including and not including the public parking (non-presumptive standard) portion?

Sammy Slade

Alderman

Carrboro, Nc

919-951-5200

On Jan 20, 2018, at 10:58 AM, Sammy Slade

Alderman Chaney stated that although she agreed with Alderman Slade regarding the need to prioritize the issue of parking, her belief was not consistent with his when it came to the issue of the timing for bringing the designer on board because she believed that the designer could offer useful input during the current phase.

Alderman Gist stated that the need for a library and the parking problems have been issues for a long time. She said that the Board must get a better handle on those two things. She expressed her view that the two issues could work in tandem and speed along the progress of both and opposed any further delay.

Alderman Seils thanked Alderman Slade for his email and stated that the email helped him to understand Alderman Slade's views and confirmed that he had some of the same concerns and wanted answers to those questions as well. However, he affirmed that he was in agreement with Alderman Chaney that the

meeting with the designers will be a good venue for Alderman Slade's questions and requested that Alderman Slade make use of the opportunity to question the designers during that meeting.

Alderman Haven-O'Donnell expressed her agreement with the importance of the topics discussed but pointed out that the library is not a Carrboro library. She reminded the Board that this is a Southwest Orange County Library and that there is substantial history surrounding the agreement to bring it to the downtown Carrboro location as opposed to a more suburban area as initially sought by Orange County. She expressed the need to also consider the unique needs of those who live in the extended areas who will utilize the library.

Alderman Slade stated it is his belief that there will be sufficient parking for the library. He clarified his position, stating that he does not want to delay going forward with the project. He explained that his concern was the Board being transparent with the public. Regarding on-site parking, he expressed the need to compare the costs once there is a better understanding of the options.

Mayor Lavelle made mention of the numerous discussions surrounding the issue of parking and stated that she felt that the public would agree that moving forward with the design team presentations next week would not negate the parking issues. She thanked Alderman Slade for continuing work to show the urgency and connectedness of the issues and went on to state that she agreed with the views expressed by Alderman Chaney as to the possibility that there may be a benefit to concurrent effort.

Alderman Foushee asked if the Board members would be provided with background information on the firms. Patricia McGuire confirmed. The Town Manager provided details of how the presentations by the firms would occur.

\*\*\*\*\*

## **CONCEPT PLAN FOR AFFORDABLE COMMERCIAL - DEVELOPMENT POTENTIAL OF OLD 86 - TOWN OWNED PROPERTY**

The purpose of the agenda item was to update the Board on information and gather feedback from the members regarding a proposal by staff to develop town-owned property for affordable commercial flex-space.

Annette Lafferty, the Town's Community and Economic Development Director, provided an update about the Town's goals and objectives for the 22 acre tract.

Board members and staff discussed the possible options for developing the property as currently zoned and the possibility of rezoning or annexation, possible creative uses of the land, and the possibility of using the land for cooperative opportunities. Discussion of County input and other ideas for use of the



land by the Board was requested in order to have some well-defined suggestions in order for moving forward and getting the item on the Orange County agenda. Board members agreed that the Lake Hogan Farm connector and the question of extension of water and sewer will be factored into discussions of possible uses. Staff and Board discussed the correlation between the issue of a business model and the issue of land use. Prior to meeting with the county, staff is to provide the Board with more information as to what a cooperative model could look like from a legal and business prospective.

Mayor Lavelle asked for confirmation of agreement for moving forward with scheduling the meeting with Orange County.

**MOTION BY ALDERMAN SEILS, SECONDED BY ALDERMAN CHANEY, TO SET UP MEETING WITH COUNTY COMMISSIONERS TO PRESENT AN IDEA FOR THE PROPERTY AND LAY OUT A TIMELINE TO GET THERE. VOTE: AFFIRMATIVE ALL**

\*\*\*\*\*

**TOWN OF CARRBORO MARTIN LUTHER KING JR CELEBRATION DISCUSSION**

The purpose of this item was for the Board of Aldermen to have a discussion about an annual Martin Luther King Jr. Celebration in Carrboro.

Anita Jones-McNair, Recreation and Parks Director, gave a presentation as to the current events in and around the Carrboro area. Discussion as to the need for a dedicated Carrboro event or alternately to the option of greater involvement with existing Chapel Hill events resulted in consensus by the Board members for the Town of Carrboro to coordinate more with Chapel Hill events. Board members will focus efforts towards engaging Carrboro's youth, teens, and towards encouraging parental involvement. The Youth Advisory Board is directed to seek opportunities for discussions with the NAACP youth group. Anita Jones-McNair will reach out to local schools for input.

\*\*\*\*\*

**REQUEST FOR AGENDA ITEM RELATED TRUTH PLACARD FOR HOW TOWN OF CARRBORO GOT ITS NAME**

Alderman Gist mentioned a recent letter from a citizen who was concerned as to how Carrboro got its name. Acknowledging that this issue comes up from time to time, she requested that the name issue become an agenda item for exploration of the option of a truth placard at Town Hall to acknowledge the realities of the past.

**MOTION BY ALDERMAN GIST, SECONDED BY ALDERMAN CHANEY, FOR STAFF TO EXPLORE OPTIONS FOR AN AGENDA ITEM RELATED TO A TRUTH PLACARD FOR HOW TOWN OF CARRBORO GOT ITS NAME. VOTE: AFFIRMATIVE ALL**

\*\*\*\*\*

**ADJOURNMENT**

**MOTION BY ALDERMAN CHANEY, SECONDED BY ALDERMAN FOUSHEE TO ADJOURN THE MEETING. VOTE: AFFIRMATIVE ALL**