



# **Town of Carrboro**

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

## **Meeting Minutes Board of Aldermen**

**Tuesday, January 15, 2019**

**7:00 PM**

**Board Chambers - Room 110**

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

**Also Present:** David Andrews, Town Manager; Catherine Dorando, Town Clerk; Chris Milner, Deputy Town Clerk; Nick Herman, Town Attorney

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

Gary Phillips read a poem called "Diagnosis" by Sharon Olds.

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### **APPROVAL OF OCTOBER 23 AND DECEMBER 4, 2018 MEETING MINUTES**

**A MOTION WAS MADE BY ALDERMAN SLADE, SECONDED BY ALDERMAN FOUSHEE, TO APPROVE THE MINUTES OF OCTOBER 23, 2018 AND DECEMBER 4, 2018, AS AMENDED. VOTE: AFFIRMATIVE ALL**

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### **A RESOLUTION MAKING APPOINTMENTS TO THE ENVIRONMENTAL ADVISORY BOARD**

The purpose of this item was for the Board to make appointments to the Environmental Advisory Board.

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

**A RESOLUTION MAKING APPOINTMENTS TO THE  
ENVIRONMENTAL ADVISORY BOARD**

THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING APPLICANTS  
TO THE ENVIRONMENTAL ADVISORY BOARD:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Member	Sonia Desai	02/2022
Member	Lindsay Gavin	02/2022
Member	Andrea Wood	02/2021

This resolution shall become effective upon adoption.

**This the 15<sup>th</sup> day of January, 2019.**

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

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

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**CONSIDERATION OF A RECOMMENDATION FROM THE AFFORDABLE HOUSING  
ADVISORY COMMISSION REGARDING A FUNDING REQUEST FROM COMMUNITY  
HOME TRUST**

The purpose of this item was for the Board to consider approving the Affordable Housing Advisory Commission's (AHAC) recommendation to fund \$30,000 for Community Home Trust (CHT) to offset costs related to maintenance of properties in the affordable housing stock that are falling into disrepair.

**A motion was made by Alderman Slade, seconded by Alderman Foushee, that the following resolution be approved.**

**A RESOLUTION APPROVING RECOMMENDATION FOR GRANT FUNDS FROM THE  
AFFORDABLE HOUSING SPECIAL REVENUE FUND FOR COMMUNITY HOME TRUST  
HOUSING REHABILITATION 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 rehabilitation for Carrboro residents; and

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

WHEREAS, the Affordable Housing Advisory Commission recommended funding the request at \$30,000; 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 of \$30,000.

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 15<sup>th</sup> day of January, 2019.**

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

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

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**REFERRAL OF PROJECTS TO AFFORDABLE HOUSING ADVISORY COMMITTEE  
AHEAD OF AFFORDABLE HOUSING REVIEW MEETINGS WITH BOARD OF  
ALDERMEN**

The Board of Aldermen was asked to approve a resolution which refers development projects that must participate in an Affordable Housing Review Meeting to the Affordable Housing Advisory Committee for review and consideration before the meeting with the Board of Aldermen takes place.

**A motion was made by Alderman Sammy Slade, seconded by Alderman Barbara Foushee, that the following resolution be approved.**

**A RESOLUTION REFERRING ANY DEVELOPMENT PROJECT THAT MUST  
PARTICIPATE IN AN AFFORDABLE HOUSING REVIEW MEETING TO THE  
AFFORDABLE HOUSING ADVISORY COMMITTEE FOR REVIEW AND  
CONSIDERATION AHEAD OF MEETING WITH THE BOARD OF ALDERMEN**

WHEREAS, the Carrboro Board of Aldermen desires to see affordably priced housing constructed within the Town of Carrboro; and

WHEREAS, an applicant for a Special Use Permit or Conditional Use Permit that does not contain 15% affordable housing in accordance with the LUO Section 15-182.4 or a payment in lieu thereof must

participate in an affordable housing review meeting with the Board of Aldermen per LUO Section 15-54.1; and

WHEREAS, the Carrboro Board of Aldermen has established an Affordable Housing Advisory Committee;

**NOW, THEREFORE BE IT RESOLVED** by the Carrboro Board of Aldermen that any development project that must participate in an Affordable Housing Review Meeting is automatically referred to meet with the Affordable Housing Advisory Committee in advance of participating in an Affordable Housing Review Meeting with the Board of Aldermen.

**This the 15th day of January 2019.**

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

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

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**CONSIDERATION OF APPROVAL OF A MARKETING AGREEMENT WITH WCHL RADIO**

The purpose of this item was to update the Board on staff's efforts to expand communications strategies to increase outreach to the public with town information, news and events.

**MOTION WAS MADE BY ALDERMAN SLADE, SECONDED BY ALDERMAN FOUSHEE TO AUTHORIZE STAFF TO ENTER INTO A MARKETING AGREEMENT WITH WCHL RADIO. VOTE: AFFIRMATIVE ALL**

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**REQUEST FOR A MINOR MODIFICATION TO THE WINMORE VMU CONDITIONAL USE PERMIT TO TERMINATE PIANO STREET BEFORE THE PROPERTY LINE**

The Board of Aldermen was asked to consider approving a Minor Modification to the Conditional Use Permit for Winmore VMU to allow the developer to terminate Piano Street before it reaches the northern property line.

**A motion was made by Alderman Slade, seconded by Alderman Foushee, that the following resolution be approved.**

**A RESOLUTION APPROVING A MINOR MODIFICATION TO THE WINMORE VILLAGE MIXED USE CONDITIONAL USE PERMIT PROJECT AT 1400 HOMESTEAD ROAD ALLOWING PIANO STREET TO TERMINATE 25 FEET FROM THE NORTHERN PROPERTY LINE.**

WHEREAS, the Carrboro Board of Aldermen approved a Conditional Use Permit for the Winmore Village Mixed Use Project at 1400 Homestead Road on June 10, 2003; and

WHEREAS, constructing Piano Street all the way to the northern property line would involve significant impacts to a drainageway and stand of mature trees adjacent to and on land that is not intended to be developed for the foreseeable future; and

WHEREAS, Town Staff has determined that this request constitutes a Minor Modification to the Conditional Use Permit; and

WHEREAS, the applicant has met the criteria in the Town's Land Use Ordinance related to Minor Modifications.

**NOW, THEREFORE BE IT RESOLVED** by the Carrboro Board of Aldermen that the Minor Modification to the Winmore Village Mixed Use Conditional Use Permit is hereby approved.

**This the 15<sup>th</sup> day of January, 2019.**

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

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

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**A RESOLUTION MAKING APPOINTMENTS TO THE CARRBORO TOURISM DEVELOPMENT AUTHORITY AND SELECTING A CHAIR PERSON**

The purpose of this item was for the Board of Aldermen to consider appointing members to the Carrboro Tourism Development Authority (CTDA) and to select a chair person.

Annette Stone, Community and Economic Development Director for the Town of Carrboro, spoke to the Board on this issue. She clarified the requirements of the positions and asked the Board to consider reappointing Dan Mayer and Donald Strickland.

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

**A RESOLUTION MAKING APPOINTMENTS TO THE CARRBORO TOURISM DEVELOPMENT AUTHORITY**

Section 1. The Board of Aldermen hereby appoints the following persons to the CTDA for a term to expire in January 2020: Dan Mayer and Donald Strickland.

Section 2. The Board hereby selects the following person as chair of the Authority: Donald Strickland.

Section 3. This resolution is effective immediately upon adoption.

**This the 15<sup>th</sup> day of January, 2019.**

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

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

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### **STORMWATER UTILITY UPDATE**

The purpose of this agenda item was to provide an update on Stormwater Utility activities in the second half of 2018.

Randy Dodd, Stormwater Utility Manager for the Town of Carrboro, updated the Board on recent activities of the Stormwater Utility and the impacts of recent weather events. He also discussed efforts to obtain funding from the Federal Emergency Management Agency (FEMA) to offset costs related to recent flooding issues. Mr. Dodd also specifically noted recent flood damage to the Carrboro Public Works facility and highlighted the potential danger of flooding in that area due to on-site fuel storage.

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

#### **A RESOLUTION ACCEPTING THE STORMWATER UTILITY UPDATE REPORT AND DIRECTING STAFF TO WORK WITH THE STORMWATER ADVISORY COMMISSION AND PROVIDE A FOLLOW UP REPORT**

WHEREAS, the Town of Carrboro modified the Town Code in June, 2017 to create a Stormwater Utility and Stormwater Enterprise Fund and create a new Stormwater Advisory Commission; and

WHEREAS, the Board of Aldermen adopted a new Stormwater Utility rate structure in June, 2018; and

WHEREAS, Town staff have been working in the second half of 2018 to transition the Utility from a formative to operational stage.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Aldermen accept the staff report provided.

BE IT FURTHER RESOLVED that the Board direct Stormwater Utility staff to work with the Stormwater Advisory Commission to review the Town's Drainage Policy and provide recommendations for a residential assistance program, and provide a report to the Board in the late spring.

**This the 15<sup>th</sup> day of January, 2019.**

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

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

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## **REVIEW OF CURRENT REGULATIONS PERTAINING TO NOISE**

The Board of Aldermen was asked to receive a presentation on current regulations pertaining to noise and provide any necessary feedback or direction on possible changes and / or additional outreach efforts regarding the topic.

Marty Roupe, Development Review Administrator for the Town of Carrboro, presented a review of the town's noise regulations.

Alderman Gist suggested engaging in an information effort to ensure the residents of Carrboro understand the current regulations.

Police Chief Horton provided an overview of some recent noise issues and noted that the current regulations seem to be adequate.

**A MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN FOUSHEE, THAT THE BOARD OF ALDERMEN ACCEPT THIS PRESENTATION ON CURRENT REGULATIONS PERTAINING TO NOISE. VOTE: AFFIRMATIVE ALL.**

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## **BICYCLE PLAN UPDATE**

The purpose of this agenda item was to provide the Board with the latest information on the schedule and scope of the bicycle plan update as well as the make-up of the proposed steering committee members.

Zachary Hallock, Transportation Planner for the Town of Carrboro, presented a staff report on the status of the bicycle plan update and the steering committee.

Alderman Slade stated that his approval of this item is conditioned on the addition of a member of the steering committee that is focused on climate change.

Alderman Haven-O'Donnell also stressed the need for an environmentally-focused aspect to the steering committee.

Alderman Foushee stated that she was glad to see diverse voices at the table for the Bicycle Plan Steering Committee.

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

**A RESOLUTION RECEIVING AN UPDATE ON THE BICYCLE PLAN AND DIRECTING STAFF TO IDENTIFY STAKEHOLDERS FOR THE BICYCLE PLAN STEERING COMMITTEE**

WHEREAS, on May 28, 2018, the Town of Carrboro Board of Aldermen adopted a resolution authorizing the Town Manager to Accept a Bicycle Planning Grant from the North Carolina Department of Transportation and to Select and Award a Contract to a Transportation Planning Firm to Update the Town's Comprehensive Bicycle Transportation Plan.

WHEREAS, on December 7, 2018, after soliciting proposals through the RFP process and developing a selection process with Town Staff, the Town Manager entered into an agreement with Alta Planning and Design to provide the advertised services;

WHEREAS, on January 7, 2019, Town staff met with Alta staff to review the project goals, scope of work, proposed schedule, steering committee structure, public outreach, and final plan deadlines;

**NOW THEREFORE BE IT RESOLVED** by the Carrboro Board of Aldermen that the Board has received the update and schedule for the Town's Comprehensive Bicycle Transportation Plan Update;

**BE IT FURTHER RESOLVED** that the Carrboro Board of Aldermen directs staff to identify stakeholder members to participate in the Bicycle Plan Steering Committee and makes the following comments regarding the stakeholder list:

- At Large Carrboro Resident
- Rogers Road Community
- El Centro Hispano
- Carrboro Burmese Community
- Chapel Hill-Carrboro NAACP Representative
- Elderly/Senior Residents of Carrboro
- Differently-Abled Residents of Carrboro
- Carrboro Bicycle Coalition
- Carrboro Business Community
- Local Bike Shops
- Chapel Hill-Carrboro City Schools
- Carrboro Planning Board
- Carrboro Youth Advisory Board
- Carrboro Rec and Parks Department
- Carrboro Police Department
- Carrboro Board of Aldermen Liaison
- Orange County
- Durham-Chapel Hill-Carrboro MPO
- NCDOT Division 7
- NCDOT Division of Bicycle and Pedestrian Transportation
- Town of Chapel Hill
- Carrboro Public Works Department
- Carrboro Transportation Advisory Board
- Carrboro Greenways Commission
- UNC Chapel Hill
- Triangle J Council of Governments
- Environmental Advisory Board/Climate Action Committee
- Community Environmental Advocate



**This the 15<sup>th</sup> day of January, 2019.**

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

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

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### **MATTERS BY BOARD MEMBERS**

The Board discussed the impacts of the federal government shutdown on the residents of Carrboro and efforts by the town to ensure citizens are aware of programs that can be of assistance to them during the shutdown.

Alderman Gist addressed the means of communication to low-income residents that are impacted by the shutdown and wanted to ensure that those means of communication would be appropriate and effective.

Alderman Seils requested dissemination of information on grants that could be of assistance to citizens of Carrboro that are impacted by the shutdown.

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### **ADJOURNMENT**

**A MOTION WAS MADE BY ALDERMAN HAVEN-O'DONNELL, SECONDED BY ALDERMAN SLADE TO ADJOURN THE MEETING. VOTE: AFFIRMATIVE ALL**