



# Town of Carrboro

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

## Meeting Agenda Town Council



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Tuesday, April 27, 2021

7:00 PM

Remote Meeting - View Livestream or Cable TV

18

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### 7:00-7:05

#### A. ROLL CALL

### 7:05-7:20

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

1. [21-135](#) Proclamation: Arbor Day
2. [21-134](#) Proclamation: Breastfeeding Friendly Community

### 7:20-7:25

#### C. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:25-7:35

#### D. PUBLIC COMMENT

*Comments are limited to three minutes per speaker.*

### 7:35-7:45

#### E. CONSENT AGENDA

1. [21-133](#) Approval of Minutes from the March 16, 2021 and April 13, 2021 Meetings
2. [21-127](#) Adoption of a Town Code Amendment Creating the Racial Equity Commission and a Resolution Making Appointments to the Commission  
**PURPOSE:** The purpose of this agenda item is for the Town Council to amend the Town Code to create the Racial Equity Commission and make appointments to the commission.

**Attachments:**   [Attachment A - Racial Equity Commission Ordinance](#)  
[Attachment B - Resolution](#)  
[Attachment C - Applications](#)

3.     [21-128](#)     Affordable Housing Advisory Commission Funding Recommendation

**PURPOSE:** The purpose of this item is for the Town Council to consider approving recommended funding for one nonprofit affordable housing application to the Affordable Housing Special Revenue Fund.

**Attachments:**   [ATTACHMENT A Resolution for AHSRF award April 2021](#)  
[ATTACHMENT B Recommendation AHSRF April 2021](#)  
[ATTACHMENT C Application EmPOWERment April 2021](#)

4.     [21-129](#)     Affordable Housing Quarterly Report

**PURPOSE:** The purpose of this item is for the Council to receive an update on the Town's Affordable Housing Activities.

**Attachments:**   [ATTACHMENT A- Affordable Housing Active Projects](#)  
[ATTACHMENT B - Affordable Housing Collaboration](#)

5.     [21-103](#)     Approval of MOU for Criminal Justice Debt Program

**PURPOSE:** The Purpose of this agenda item is to request that the Town Council approve the MOU with the Town of Chapel Hill so the Town of Carrboro can participate in the Criminal Justice Debt Program.

**Attachments:**   [Carrboro CJDP MOU](#)  
[A RESOLUTION FOR CARRBORO TO PARTICIPATE IN THE CHAPEL HILL CRIMINAL JUSTICE DEBT PROGRAM](#)

6.     [21-115](#)     Police Department Quarterly Equity Report

**PURPOSE:** The Purpose of this agenda item is to provide the Town Council a brief overview of the quarterly equity report for the final quarter of 2020 and the first quarter of 2021.

**Attachments:**   [Police Equity Quarterly 2020 Q4](#)  
[Police Equity Quarterly 2021 Q1](#)

7.     [21-118](#)     Disposal of Surplus Property and Online Public Auction Spring 2021

**PURPOSE:** To seek authorization for disposal of surplus vehicles, equipment, and personal property owned by the Town.

**Attachments:**   [RESOLUTION FOR DISPOSAL OF TOWN SURPLUS PROPERTY 2019](#)

8.     [21-132](#)     Request-to-Set Public Hearings on Conditional Rezoning at 410, 420



and 430 Smith Level Road and associated LUO Text Amendment

**PURPOSE:** The Town has received a petition to rezone property at 410, 420 and 430 Smith Level Road to O/A-CZ (Office/Assembly, conditional) for the construction of a commercial development that would include a self-storage facility, office, retail and restaurant uses. An application for a text amendment to the Land Use Ordinance relating to the project has also been submitted. The Town Council must receive public input before reaching decisions on these requests. A hearing date of May 25, 2021 has been identified. Resolutions setting two public hearings are provided for the Council's use.

**Attachments:**    [Attachment A-1 Resolution for Rezoning 4-23-2021](#)  
                              [Attachment A-2 Resolution for Text Amend 04-23-2021](#)  
                              [Attachment B-1 Applicant's Narrative, Rezoning Petition & Draft](#)  
                              [Conditions](#)  
                              [Attachment B-2 Application for Text Amendment](#)  
                              [Attachment C-1 Draft Ordinance for Rezoning with Conditions](#)  
                              [Attachment C-2 Draft Ordinance TextAmend OA-CZ](#)  
                              [Attachment D Vicinity Map for Smith Level Road-Proposed Rezoning to](#)  
                              [OACZe](#)  
                              [Attachment E Illustrative Master Plan](#)  
                              [Attachment F NIM Form & Minutes](#)  
                              [Attachment G Excerpts from LUO](#)

## **F.        OTHER MATTERS**

### **7:45-8:15**

1.        [21-136](#)        Presentation from Orange County Tax Assessor on Recent Tax Valuation

### **8:15-9:00**

2.        [21-131](#)        Discussion of Manufactured Home Communities in Carrboro

**PURPOSE:** The purpose of this item is for the Town Council to discuss manufactured home communities in Carrboro and consider the possibility of creating a regionally unified manufactured home strategy.

**Attachments:**   [ATTACHMENT A Orange County Mobile Home Park Survey](#)  
[ATTACHMENT B Carrboro Manufactured Home Parks Information](#)  
[ATTACHMENT C Carrboro Manufactured Home Parks locations](#)  
[ATTACHMENT D Chapel Hill Staff Presentation Mobile Home Park  
Development Displacement 1.20](#)  
[ATTACHMENT E Chapel Hill Strategy Report](#)  
[ATTACHMENT F Orange County Risk Mitigation and Housing  
Displacement Fund Policies 5.20](#)  
[ATTACHMENT G Orange County Proposed Rapid Response Protocol](#)  
[ATTACHMENT H ROC Model](#)

**G.       MATTERS BY COUNCIL MEMBERS**

- H.       CLOSED SESSION 143-318.11 (A)(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.**



# Town of Carrboro

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## Agenda Item Abstract

**File Number:**21-135

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**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Proclamation: Arbor Day



# Town of Carrboro

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301 W. Main St.  
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## Agenda Item Abstract

**File Number:**21-134

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**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Proclamation: Breastfeeding Friendly Community



# Town of Carrboro

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## Agenda Item Abstract

**File Number:**21-133

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**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Approval of Minutes from the March 16, 2021 and April 13, 2021 Meetings



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-127

**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Adoption of a Town Code Amendment Creating the Racial Equity Commission and a Resolution Making Appointments to the Commission

**PURPOSE:** The purpose of this agenda item is for the Town Council to amend the Town Code to create the Racial Equity Commission and make appointments to the commission.

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

**CONTACT INFORMATION:** Anita Jones-McNair, RPCR Director and Racial Equity Officer,  
919.918.7381

**INFORMATION:** The Town Council approved the establishment of the Racial Equity Commission on January 19, 2021. Next steps include amending the Town Code to reflect the new commission and to make appointments to the commission.

Nick Herman, Town Attorney drafted an ordinance amending the Carrboro Town Code. (see Attachment A)

Four of the nine seats are filled with a member of the AHAC, EAB, ESC and Farmer's Market Board. The respective boards and commission shared the following names to serve as representatives -

Betty Curry - Affordable Housing Advisory Commission representative

Namdi Brandon - Environmental Advisory Board representative

Dan Mayer - Economic Sustainability Commission representative

Emily Boynton- Farmer's Market Board representative

In addition, five seats are available for community appointments. Applications were received from 20 year residents - Nathaniel Davis and Liz Carter and 10 year residents - Kenyatta Clark and Makeda Ma'at. Ms. Ma'at is currently on the Recreation and Parks Commission. (see Attachment C)

Town Council members are encouraged to review the [Advisory Board Recruitment and Appointment Policy](http://townofcarrboro.org/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy->) [<http://townofcarrboro.org/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy->](http://townofcarrboro.org/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy->).

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

**RECOMMENDATION:** It is recommended that the Mayor and Council review the amendment to the Town Code, representatives selected by boards and commissions, applications for vacant seats and approve the attached resolution. (see Attachment C)

AN ORDINANCE AMENDING THE CARRBORO TOWN CODE TO ESTABLISH A  
RACIAL EQUITY COMMISSION

THE CARRBORO TOWN COUNCIL ORDAINS:

Section 1. Chapter 3, Article VIII of the Carrboro Town Code is amended to add a new Section 3-43 as follows:

Section 3-43 Racial Equity Commission Established

(a) There shall be a Racial Equity Commission to advise and work with the Town Council, Race and Equity Officer, and Town staff to educate, provide leadership, and facilitate on-going equitable engagement within the immediate and greater Carrboro community toward the goal of creating a community of inclusiveness in which political, economic, social, and cultural institutions are no longer predicated and influenced by race.

(b) The Commission shall be appointed by the Council and consist of nine members, all of whom are residents of the Town, and who shall complete race and equity training provided by the Town's Core Team. This training may be provided before or after their appointment. Of the nine members, two shall have lived in the Town for at least twenty years and be a person of color, and two shall have lived in the Town for at least ten years and be a person of color. The Commission shall otherwise be composed of:

1 representative from the Affordable Housing Advisory Commission

1 representative Environmental Advisory Board

1 representative Economic Sustainability Commission

1 representative from the Farmer's Market Board

1 youth seat

2 non-voting Town Council Liaisons

The Race and Equity Officer – Staff Liaison (non-voting)

(c) The inaugural members of the Commission will begin staggering terms after the second year of the Commission's establishment; and Commission members will serve two-year terms, with an option to serve for two sequential terms.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this \_\_\_\_ day of \_\_\_\_\_, 2021.

Ayes:

Noes:



Absent or Excused:

## APPOINTMENTS TO THE RACIAL EQUITY COMMISSION

Section 1. The Town Council hereby appoints the following representatives:

Betty Curry - AHAC representative

Namdi Brandon - EAB representative

Dan Mayer - ESC representative

Emily Boynton- Farmer's Market Board representative

In addition, five seats are available for community appointments.

Persons of color who are 20 year residents - Nathaniel Davis and Liz Carter

Persons of color who are 10 year residents - Kenyatta Clark and Makeda Ma'at.

(Ms. Ma'at is currently on the Recreation and Parks Commission and has requested to serve on both committees).

The inaugural members of the Commission will begin staggering terms after the second year of the Commission's establishment; and Commission members will serve two-year terms, with an option to serve for two sequential terms.

Section 2. This resolution shall become effective upon adoption.

# Print

## Advisory Board Application - Submission #5252

Date Submitted: 2/23/2021

First Name\*

Kenyatta

Last Name\*

Clark

Date\*

2/23/2021

Select today's date

Address1\*

300 S CAMELLIA ST #406

Address2

City\*

CHAPEL HILL

State

NC

Zip\*

27516

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

Yes

Please select Yes or No.

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

Unsure

Telephone (111)-111-1111\*

9199237637

Please enter your primary contact phone number.

Email Address\*

kandkservices.1@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.

Current Age\*

1/11/1986

Race\*

Black

Please enter your race.

Sex\*

Female

Please enter your sex.

Occupation\*

Entrepreneur

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

NC

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

13

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"/> Appearance Commission/NPDC             | <input type="checkbox"/> OWASA Board of Directors                    |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> Planning Board                              |
| <input type="checkbox"/> Board of Adjustment                    | <input checked="" type="checkbox"/> Racial Equity Commission         |
| <input type="checkbox"/> Climate Action Team                    | <input type="checkbox"/> Recreation and Parks Commission             |
| <input type="checkbox"/> Economic Sustainability Commission     | <input type="checkbox"/> Stormwater Advisory Commission              |
| <input type="checkbox"/> Environmental Advisory Board           | <input type="checkbox"/> Tourism Development Authority*              |
| <input checked="" type="checkbox"/> Human Services Commission   | <input type="checkbox"/> Transportation Advisory Board               |
| <input type="checkbox"/> Greenways Commission                   |  |

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

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

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

**\*\*Employer/Self Employed**

K and K Services

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

**Advisory Board Preference\***

Racial Equity Commission

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

**Number of Years Employed**

10

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

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

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

### Community Activities/Organizational Memberships\*

\*Helped organize the Chapel Hill Carrboro NAACP Youth Council when charter was first issued (My oldest daughter was the 1st President of the NAACP Youth Council) \*Participated in many marches and organizational meetings for CHCCS Racial Equity issues \*Trained in Restorative Practices for encouraged implementation and it's effective use in educational environments \*Attended Racial Equity Trainings Phase I and Phase II through the Racial Equity Institute \*Attended Family Engagement Summit in 2014 paid for by CHCCS \*Worked with the School to Prison Pipeline Justice Reform as a parent representative in CHCCS alongside Lori Clark

Please enter the requested information.

### Relevant Experience:\*

As I enumerated above, I have had extensive trainings and experience in matters of racial equity and community organizing. After many dedicated years, I decided to step away from community engagement, realign and work to focus on my family structure. I embarked on a personal healing journey after the loss of my fourteen year old daughter to suicide. Now I am ready, willing and able to be of service to my community again. It would be a pleasure to lend my voice, experience and knowledge base to this committee. It is my belief that becoming appointed to something within the beautiful town of Carrboro with which I have familial ties will serve as proof of power. My appointment will demonstrate what is possible when one is willing to be apart of the solution instead of standing by on the sidelines to complain about the problem.

### Reasons You Wish to be Appointed\*

The use of my voice in a way that lends perspective is my birthright. As a black woman in America under the age of forty, my ancestors gave so much for me to be in this position to have the ability to even apply by way of application for an appointment to a town committee. I am their dream and vision of hope. I do this for them. What better time than one such as this. My story matters just as much as my existence. Service to my community is my mission. To show what is possible and speak truth to power is my life's purpose. An appointment to this committee would be but one lane to my ultimate destination.

**We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.\***

Racial equity, diversity and inclusion has historically been Carrboro's legacy. You would have to be from this area to know that as an actual fact. Carrboro is a state leader in such concepts. This is why I jumped at the opportunity to apply to this committee to do my part. In the absence of awareness to racial equity, diversity and inclusion invisibility remains. Freedom writer Manny Scott said it best: "Where there is no desire to understand those you serve, you become a benevolent oppressor" I live by these words as it relates to racial equity work and my dedication to recognize, resist, and revise matters of disparity.

**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.**

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 #5277

Date Submitted: 2/28/2021

First Name\*

Nathaniel

Last Name\*

Davis

Date\*

2/28/2021

Select today's date

Address1\*

104 James Street

Address2

City\*

Carrboro

State

NC

Zip\*

27510

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

Yes

Please select Yes or No.

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

Planning Jurisdiction

Telephone (111)-111-1111\*

9199284892

Please enter your primary contact phone number.

Email Address\*

natedavis318@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.

Current Age\*

2/28/2021

Race\*

B

Please enter your race.

Sex\*

M

Please enter your sex.

Occupation\*

Retired

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

70

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

40

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"/> Appearance Commission/NPDC             | <input type="checkbox"/> OWASA Board of Directors                    |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> Planning Board                              |
| <input type="checkbox"/> Board of Adjustment                    | <input checked="" type="checkbox"/> Racial Equity Commission         |
| <input type="checkbox"/> Climate Action Team                    | <input type="checkbox"/> Recreation and Parks Commission             |
| <input type="checkbox"/> Economic Sustainability Commission     | <input type="checkbox"/> Stormwater Advisory Commission              |
| <input type="checkbox"/> Environmental Advisory Board           | <input type="checkbox"/> Tourism Development Authority*              |
| <input type="checkbox"/> Human Services Commission              | <input type="checkbox"/> Transportation Advisory Board               |
| <input type="checkbox"/> Greenways Commission                   |  |

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

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

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

**\*\*Employer/Self Employed**

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

**Advisory Board Preference\***

Racial Equity Commission

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

**Number of Years Employed**

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

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

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

**Community Activities/Organizational Memberships\***

Chapel Hill Carrboro NAACP, Strowd Roses Garden Board of Directors, Orange County Department of Ageing Seymour Center Board of Directors.

Please enter the requested information.

Relevant Experience:\*

Past member of the Orange County Human Relation Commission.

Reasons You Wish to be Appointed\*

To work with Carrboro Town Council and staff to develop recommendations that will educate the citizens of Carrboro on racial equity.

We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.\*

I think that it is important that all citizens of Carrboro know why racial equity and diversity and inclusion are important.

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.

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 #5316

Date Submitted: 4/1/2021

First Name\*

Liz

Last Name\*

Carter

Date\*

4/1/2021

Select today's date

Address1\*

203 King Street

Address2

City\*

Carrboro

State

North Carolina

Zip\*

27510

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

Yes

Please select Yes or No.

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

Unsure

Telephone (111)-111-1111\*

9192603223

Please enter your primary contact phone number.

Email Address\*

liz3651@bellsouth.net

Enter your primary email address.

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

Current Age\*

3/6/1951

Race\*

Black

Please enter your race.

Sex\*

Female

Please enter your sex.

Occupation\*

Ret./sub. Teacher

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

70 yr.

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

50

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"/> Appearance Commission/NPDC             | <input type="checkbox"/> OWASA Board of Directors                    |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> Planning Board                              |
| <input type="checkbox"/> Board of Adjustment                    | <input checked="" type="checkbox"/> Racial Equity Commission         |
| <input type="checkbox"/> Climate Action Team                    | <input type="checkbox"/> Recreation and Parks Commission             |
| <input type="checkbox"/> Economic Sustainability Commission     | <input type="checkbox"/> Stormwater Advisory Commission              |
| <input type="checkbox"/> Environmental Advisory Board           | <input type="checkbox"/> Tourism Development Authority*              |
| <input type="checkbox"/> Human Services Commission              | <input type="checkbox"/> Transportation Advisory Board               |
| <input type="checkbox"/> Greenways Commission                   |  |

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

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

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

**\*\*Employer/Self Employed**

Retired UNC Hospital

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

**Advisory Board Preference\***

Racial Equity Commission

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

**Number of Years Employed**

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

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

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

**Community Activities/Organizational Memberships\***

Member of First Baptist Church - 102 Roberson Street - CH

Please enter the requested information.

Relevant Experience:\*

Member of NAACP , serve on the education committee and youth advisor for NAACP . Former member of CHCCS board of Education. Served as Chair & vice chair on BOE. Served for thirteen years. Currently, second year on Orange County ABC board.

Reasons You Wish to be Appointed\*

Count it an honor to volunteer in service capacity in the community. Representing populations of individuals that are often overlooked and underserved is of importance to me. I am one of those persons. We all important and should be viewed in that manner!

We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.\*

Whole heartily believe this! I treat others as I like to be treated. When I began to treat others different I should not seek or expect to represent others on a public 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.

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.

## Catherine Dorando

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**From:** noreply@civicplus.com  
**Sent:** Thursday, November 5, 2020 6:00 PM  
**To:** Catherine Dorando  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Makeda
Last Name	Ma'at
Date	11/5/2020
Address1	private
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone	3237625332
Email Address	growtolife@yahoo.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
Date of Birth	11/5/2020
Race	AA
Sex	Female

Occupation	Educator/ Founder
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	10
Length of Residence in the Town of Carrboro	10
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Affordable Housing Advisory Commission, Recreation and Parks Commission
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Recreation and Parks Commission
**Employer/Self Employed	CHCCS/ DPS
Number of Years Employed	<i>Field not completed.</i>
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Founder of Grow to Life, which operates a short-term food pantry providing groceries routinely to people in need of emergency food through mobile and on site distributions in affiliation with the Town of Chapel Hill- Parks and Recreation. We also empower youth with the essential tools of developing gardening skills through educational classes. Former Director of the Summer Seamless Program, a USDA summer meals initiative for school aged youth. Former Housing Counselor with Greensboro Housing Coalition, advocate for fair, safe, and affordable housing for low and moderate income people and those with special needs. I have served on various boards and committees such as Carolina Cupboard, Hope Gardens and MLK Day of Service locally.

Relevant Experience:	I have decades of experience with community organizing, planning, promoting and working with youth to the elderly. During my childhood through my participation in church, YMCA and 4-H programs, I developed an interest to see projects germinate from seed to fruition. Later and more recently, I gained great satisfaction with establishing new initiatives like The Landings Blossom, a youth garden and healthy cooking classes at Orange County Dept. of Aging.
Reasons You Wish to be Appointed	My life's quest lie in a commitment to "serve GOD by serving others" that drives me to promote nature balance through community endeavors. As a resident, I would like to explore the Town functions and offer my ideas to this community. I'm confident that working in harmony with the Recreation and Parks Commission will be a great opportunity to serve in another capacity to ensure our community be one of distinction and it's my sincere desire to work for the good of all.
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving on a Town Board or Committee?	No
If yes, are you applying for a third consecutive term?	No
If yes, please describe how you meet one, or more, of the following exceptions noted below.	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

**From:** Grow Tolife <growtolife@yahoo.com>  
**Sent:** Friday, February 12, 2021 5:25 PM  
**To:** Catherine Dorando  
**Subject:** RE: Racial Equity (First choice)/AHAC Appointment

Blessed Greetings Mrs. Dorando!


Give thanks again for your divine assistance and kindness with the application process. Per our conversation, I would like to transfer to the newly formed Racial Equity Commission (first choice) and AHAC if permissible. As a resident of at least 10 years in Carrboro, I feel these Commissions is where I can make the best impact for the residents of Carrboro based on lived experiences, perspective, knowledge and openness to listen to others views other than my own. Below is my response to the question added by the Respected members of the Town Council.

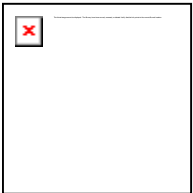
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.\*

**It's foundation to a healthy democracy that all communities and constituencies are represented so that the best decision for the community at large can be reached. While we all can sincerely try our best to represent the views of others, our attempts will be inadequate, no more than a man can fully appreciate the experience of a woman navigating through a society or a woman fully**

**realize the experience of a man. All voices and perspectives need to be at the table to make the fairest decisions affecting the community at large.**

Give thanks to the respected Town Council for allowing these Commissions to be established for the benefit of all.

In Service and "Care",   
Makeda Ma'at







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-128

**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Affordable Housing Advisory Commission Funding Recommendation

**PURPOSE:** The purpose of this item is for the Town Council to consider approving recommended funding for one nonprofit affordable housing application to the Affordable Housing Special Revenue Fund.

**DEPARTMENT:** Housing and Community Services

**CONTACT INFORMATION:** Rebecca Buzzard, Housing and Community Services Director, [rbuzzard@townofcarrboro.org](mailto:rbuzzard@townofcarrboro.org); Anne-Marie Vanaman, Management Specialist, [amvanaman@townofcarrboro.org](mailto:amvanaman@townofcarrboro.org)

**INFORMATION:** On March 5, 2019, the Town Council approved the revised application process for the Affordable Housing Special Revenue Fund.

In the April 1, 2021 application cycle, one (1) request was received and forwarded to the Affordable Housing Advisory Commission (AHAC) for review. This request totaled \$15,582.94.

On April 21, 2021, the AHAC heard from the applicant and discussed the request. They voted to make the following funding recommendation for a total of \$15,600:

**1. EmPOWERment - Recommendation: To Fund \$15,600**

Requested \$15,582.94 to support renovations in 12 of its affordable rental units in Hillmont and Collins Crossing. These renovations will extend the life of the units and reduce water usage. This is the third request for funding for this project. The Town approved funding in April 2020 (\$10,000) and October 2020 (\$11,000). EmPOWERment faced increased costs for this project due to COVID-related delays and an increase in the cost of materials.

Their recommendation can be found in Attachment B. The funding application can be found in Attachment C.

**FISCAL & STAFF IMPACT:** This recommended funding allocation will be drawn from the Town's Affordable Housing Special Revenue Fund. The recommended funding allocation will leave \$10,513 in uncommitted funds in the FY20-21 Fund budget.

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**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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**RECOMMENDATION:** Staff recommends the Town Council consider approving the funding recommendation. A resolution for approval is provided in Attachment A.

**A RESOLUTION APPROVING GRANT FUNDING FROM THE  
AFFORDABLE HOUSING SPECIAL REVENUE FUND**

April 27, 2021

WHEREAS, the Town Council 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 Council 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 Advisory Commission (AHAC) reviewed one funding application for the Affordable Housing Special Revenue Fund on April 21, 2021; and

WHEREAS, the AHAC determined that the request met the criteria set forth in the Affordable Housing Special Revenue Fund; and

WHEREAS, the AHAC made the following funding recommendation:

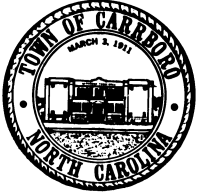
<b>Empowerment</b>	<b>\$15,600</b>
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NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO:

Section 1. Approves the recommended grant funding activity from the Affordable Housing Special Revenue Fund in FY2020-2021.

Section 2. Authorizes the Town Manager to develop and execute agreements as necessary to carry out the Council's action.

Section 3. This resolution shall become effective upon adoption.



## TOWN OF CARRBORO

**Affordable Housing Advisory Commission***301 West Main Street, Carrboro, North Carolina 27510***R E C O M M E N D A T I O N**

April 21, 2021

**Affordable Housing Special Revenue Fund  
Funding Recommendation**

Motion was made by Betty Curry, and seconded by Amy Singleton, that the AHAC recommends that the Town Council consider the following funding recommendation:

The AHAC received one application for funding in the April 1, 2021 funding cycle. With \$26,113 available in the Affordable Housing Special Revenue Fund budget for the current fiscal year (FY20-21), the AHAC recommends to:

Fully fund the request from EmPOWERment for \$15,600.

**Comments:**

The motion included funding the request at a slightly higher amount, \$15,600, rounding up by \$17.06 above the requested amount of \$15,582.94.

**VOTE:**


YES: (4) Quinton Harper, Betty Curry, Amy Singleton, Cain Twyman

ABSENT/EXCUSED: (3) Ben Gear, Heather Nash, Pam Atwood

NOES: (0)

ABSTENTIONS: (0)

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

  
 \_\_\_\_\_ April 22, 2021  
 (Chair) (Date)

## TOWN OF CARRBORO AHSRF APPLICATION SCORE SHEET

APPLICANT: EMPOWERMENT, INC.

PROJECT TYPE: Rehabilitation

AMOUNT REQUESTED: \$15,582.94

TOWN AH GOALS ADDRESSED: 1.3 A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. +opportunities to decrease utility payments.

2.4 Reduce erosion of rental housing quality and affordability.

PROJECT ADDRESS: Hillmont Apartments, 124 Fidelity Street, and Collins Crossing, 502 Jones Ferry Road in Carrboro

PROJECT SUMMARY: The project has been funded by the Town previously, in April 2020 and October 2020 for a total of \$21,000. Due to COVID delays, increases in material costs, and unforeseen, needed repairs, EmPOWERment requests additional funds to support the project. Renovated units include:

- o Hillmont #4 - Bathroom renovation
- o Hillmont #8 - Bathroom renovation
- o Hillmont #45-Bathroom renovation
- o Hillmont #26-Bathroom renovation
- o Hillmont #3- Bathroom renovation
- o Hillmont #12- Bathroom renovation
- o Hillmont #25- Bathroom renovation
- o Hillmont #28- Bathroom renovation
- o Hillmont #34- Bathroom renovation
- o Hillmont #38- Total renovation
- o Collins Cr#E-8-Total renovation
- o Collins Cr #P8-Bathroom renovation and new flooring throughout unit

All units are owned by EmPOWERment and leased to households earning 60% AMI or less. The completed work will help extend the life of the units and reduce water usage.

POPULATION SERVED:

TOTAL NUMBER: 12

AMI 5 <30% 7 31%-60%    61-80%    81-100%    101-115%

RACE/ETHNICITY    Asian    5 Black    1 Hisp./Latino    Mixed Race    1 Other    5 White

TOWN OF CARRBORO AHSRF APPLICATION SCORE SHEET

# OF SENIORS PRESENT/ESTIMATED 3

# OF CHILDREN PRESENT/ESTIMATED \_\_\_\_\_

# WITH DISABILITY PRESENT 4

**ENVIRONMENTAL IMPACT:** Reduction in water usage.

- Energy Efficient measures: The renovated units will include low-flow toilets and water saving showerheads.

**FUNDING RECOMMENDATION:**

- ☐ FULLY FUND
- ☐ PARTIALLY FUND (Can include suggested amount or %) \_\_\_\_\_
- ☐ DO NOT FUND

# FUNDING APPLICATION

DATE: April 1, 2021

## Section 1: APPLICANT AND PROJECT OVERVIEW

### A. Applicant Information

Applicant/Organization's Legal Name: EmPOWERment, INC

Primary Contact Person and Title: Delores Bailey, Executive Director

Applicant/Organization's Physical Address: 109 N. Graham Street, #200, Chapel Hill, NC 27516

Applicant/Organization's Mailing Address: 109 N. Graham Street, #200, Chapel Hill, NC 27516

Telephone Number: 919-967-8779

Email Address: empowermentincnc@gmail.com

### B. Project Information

Project Name: EmPOWERment Affordable Rental Renovations

Total Project Cost: \$36,582.94

Total Amount of Funds Requested: \$15,582.94

Please specify **which permitted use of funding is being requested** (as listed in Section 2: B.1.):

Rehabilitation for owner-occupied or rental.

To the best of my knowledge all information and data in this application are true and current. The document has been duly authorized by the governing board of the applicant.

Signature: Latanya Davis April 1, 2021  
Executive Director or other Authorized Signatory Date

## Section 2: PROJECT DESCRIPTION

Please provide a thorough description of the project (by answering the "who," "what," "when," and "where" questions about your project). Do not assume the reader knows anything about the project.

### A. "Who"

1. Who is the target population to be served and how will their needs be addressed through this project? If this is a repair or rehabilitation project, please address how the beneficiary meets eligibility requirements and provide substantiation, such as a deed, homeowner insurance policy statement, etc.
  - The typical target population that EmPOWERment serves is the more vulnerable citizens of Carrboro. These residents are transitioning from homelessness, living at or below the poverty level, veterans, seniors on a fixed income, the disabled, Housing Choice Voucher holders or those with very low income. Each potential client must complete an application and provide proof of household income to qualify for an EmPOWERment unit. All of EmPOWERment Inc's units are insured. Hillmont and Collins Crossing are insured through the HOA. In addition to the HOA coverage, tenants are required to have renter's insurance on their individual belongings. The renovations have been completed on 12 units.
2. Please indicate the income of the beneficiaries (households) to be served through the proposed project. Please see **Attachment A** for the current income limits for the Durham-Chapel Hill MSA.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of AMI	7	58%
31%-60% of AMI	4	33%
61-80% of AMI	1	09%
81-100% of AMI		
101-115% of AMI		
TOTAL	12	100%

Income Group	Seniors (age 62+)	Children	Disability Present	Asian	Black	Hisp./ Latinx	Mixed Race	Other	White
<30% of AMI	3		4		5				2
31%-60% of AMI					1			1	2
61-80% of AMI						1			



81-100% of AMI									
101-115% of AMI									
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>4</b>

**3. Project Staff.** Please provide names of staff, contractors, and/or volunteers that will be involved with the project. Describe their responsibilities with the project and track record in successful completion of similar projects in the past:

EmPOWERment, Inc. has been in the affordable rental property management business for 24 years. The Property Manager and her team carry out all program activities. All the EmPOWERment, Inc staff, college interns and volunteers are trained to help with the Rental Program. This project is like a project recently started in the Hillmont units that was temporarily halted because COVID-19.

- Operations Manager, LaTanya Davis, holds a BA in Business Management, BS in Economics, and a Master's in Business Education. She is also a Broker-in-Charge with over twenty years of experience in the real estate world. Ms. Davis brings her ten years of experience as EmPOWERment Inc's previous Property Manager to this project. She now oversees the entire rental program and works closely with the Executive Director in procuring acquisitions and managing renovation projects. It is her responsibility to secure funding and manage this project. This position will work closely with the contractor and the EmPOWERment, Inc Maintenance Supervisor, Jamal Thompson. Recently, she managed the renovations at Hillmont #38 and Collins Crossing #E8, similar to this project. She will work with the Executive Director, Delores Bailey to draw down funds for this project.

- Property Manager, Valencia Thompson (previous Assistant Property Manager) holds a MBA in Accounting and Finance and has been a Real Estate Broker for ten years. This role includes overseeing the Rental Property Management program which includes: rental counseling, apartment turnovers, maintenance oversight, negotiating with vendors, rent collection, counseling with tenants, handling administrative rental duties, data collection and website management for the Rental Program. She will be responsible for certifying all tenants. The Property Manager is responsible for filing timely reports to the Town of Carrboro. Ms. Thompson will assure households will be minimally affected during the renovations.

- Lazarus Maintenance and Repair (LMR) will be the contractor for this project. They were contracted to perform the renovations at #38 Hillmont (see pictures included). LMR has completed many renovations for EmPOWERment, Inc. They have been on budget and on time. They have been in business for over 20 years and are a minority and woman owned business.

- Lazarus Maintenance and Repair Systems Institute, LLC, Completed the renovations for Collins Crossing E-8. The company was founded in 2016 after the owners spent 25+ years

in the residential maintenance industry. Their mission is to service the needs of landlords, property owners and management with training for their staff and labor for smaller management companies. This is also a minority and woman owned business that completes the majority of EmPOWERment's maintenance request.

## **B. "What"**

**1. Type of Activity.** Please check the category under which your project falls.

- ☐ Acquisition
- ☐ Pre-development costs
- ☐ Rental subsidy
- ☐ Ownership subsidy
- ☐ New construction for homeownership
- ☐ New construction for rental
- ☒ Rehabilitation for owner-occupied or rental (including urgent repairs - see \*)
- ☐ Land banking
- ☐ Grant to land trust
- ☐ Foreclosure assistance Other (specify):

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*\*Starred items requesting no more than \$5,000 or 15% of the existing fund, whichever is lower, do not have to provide performance measures and can apply outside of the funding cycles.*

**2. Project Description.** Please provide a general overview of your project, including what you are planning to produce, how the requested funds will be used and how you are planning to carry out the project. Include how your project meets the criteria of eligible uses.

- This project included renovations to 12 affordable rentals. Ten units were located at Hillmont that consisted of bathroom renovations: paint, replacing older plumbing fixtures and vanities, medicine cabinets with a light fixture, installing shower and toilet shut off valves (not included in original scope of work), installing water efficient toilets; new flooring and the addition of universal design fixtures like grab bars as needed. In addition to the bathroom renovations, two units received a complete renovation. Hillmont unit #38 received a total renovation that included painting (entire unit) including kitchen cabinets, new kitchen counter tops, new kitchen sink with faucet, new flooring (entire unit) and new lighting fixtures throughout the unit. Collins Crossing unit #E-8 also received total renovation including painting (entire unit), new flooring (entire unit), new kitchen cabinets and new kitchen sink with faucet.
- EmPOWERment applied for the Affordable Housing Special Reserve Funding twice last year and was awarded \$10,000 on the first application and \$11,000 on the second grant application for a total of \$21,000. We are requesting the addition funds for the out-of-pocket expenses EmPOWERment inherited due to the increased cost of materials due to COVID 19 pandemic and additional repairs and upgrades not anticipated in the original grant application.

### C. "Where"

**1. Project Location.** Please be as specific as possible.

The renovation upgrade will be in Carrboro at 124 Fidelity Court (Hillmont Apartments) and 501 Jones Ferry Road (Collins Crossing).

The renovations will be in the following units:

- Hillmont #4 - Bathroom renovation
- Hillmont #8 - Bathroom renovation
- Hillmont #45-Bathroom renovation
- Hillmont #26-Bathroom renovation
- Hillmont #3- Bathroom renovation
- Hillmont #12- Bathroom renovation
- Hillmont #25- Bathroom renovation
- Hillmont #28- Bathroom renovation
- Hillmont #34- Bathroom renovation
- Hillmont #38- Total renovation
- Collins Cr#E-8-Total renovation
- Collins Cr #P8-Bathroom renovation and new flooring throughout the unit

**2. Project Size (if applicable).** Please provide the size of development site:   N/A   acres

Please attach the following: See previous application

- Site    ☐ map showing lot boundaries, locations of structure(s), and other site features    General  
         ☐ location map (at least ½ mile radius)

### D. "When"

☐ Attach a **detailed** timetable showing when each work task will be completed (e.g., planning; obtaining financial commitments; design; environmental review; bidding; loan closing; key milestones in construction; marketing; final inspection; occupancy; etc.)

**The project has been completed with the exception of carpet installed at Collins Crossing P-8. The carpet is scheduled to be installed April 12, 2021.**

### E. Project Details

If the questions below are not applicable or the requested information is not currently available, please insert N/A.

### 1. Property Acquisition.

- a. Has your agency acquired real property in order to carry out the project, or is property acquisition planned? EmPOWERment owns these units.
- b. Is the property currently occupied? If so, attach a description of your plan to relocate. N/A
- c. Please attach an appraisal of the property.

### 2. Construction/Rehabilitation Detail.

- a. How many units will be newly constructed? 0
- b. How many units will be rehabilitated? 12 units were renovated.
- c. What is the square footage of each unit? 560-650
- d. What is the number of bedrooms in each unit? Hillmont-1 bedroom: Collins-2 bedrooms
- e. What is the number of bathrooms in each unit? 1
- f. How many units will have full ADA accessibility? 0
- g. Is the proposed project located in Carrboro Town limits, ETJ, or transitional area? Yes

#### h. Please attach the following:

- ☒ Floor plan(s)
- ☒ Elevation(s)
- ☒ List of Energy Efficiency measures included in the project (if applicable)
- ☒ List of Universal Design principles included in the project (if applicable)

• Energy Efficient measures: The renovated units included low-flow toilets and water saving showerheads.

• Universal Design principles: Grab bars were added in the bathrooms to meet the universal design principles as needed.

### 3. Design, Affordability, Marketing, and Supportive Services.

- a. Describe any methods to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, deed restrictions, etc.:
  - EmPOWERment, Inc will follow the HUD guidelines for assuring long-term affordability. We will continue to serve low-income families. These funds will be fully leveraged to help EmPOWERment, Inc recapture

subsidies. The following documents will ensure long-term affordability of these rental housing units:

- Deed Restrictions
- Performance Agreements
- Development Agreement

b. What are the proposed rents (including utility costs) or sales prices for completed units?

- The rents at these locations range from \$500.00 to \$683.00 per month. The water is included and the electric bills average between \$85.00 and \$125.00 per month.

c. Explain your agency's process for marketing to ensure an adequate pool of income-eligible renters or to buyers:

- Although these units are occupied, EmPOWERment, Inc currently has a wait list of individuals that are looking for 1-bedroom and 2-bedroom apartments. Our waitlist continues to grow throughout this COVID pandemic of individual's experiencing layoffs and reduced hours of employment, that are seeking affordable units as well as second chance landlords. We continue to work closely with clients of Community Empowerment Fund and are listed on that database. Since aiding the homeless is a priority, EmPOWERment, Inc works closely with the Project to End Homelessness, the Interfaith Council and other housing and community service organizations which assist Carrboro residents in finding housing.

d. Describe the use of **energy efficient principles**, universal design, and/or materials with extended life span.

- According to the EPA, toilets are by far the main source of water use in the home, accounting for nearly 30 percent of an average home's indoor water consumption. Older, inefficient toilets that use as much as 6 gallons per flush also happen to be a major source of wasted water in many homes. The units at Hillmont and Collins Crossing are over 25 years old and have these old inefficient toilet and showerheads. Utilizing these measures will not only reduce water consumption and by reducing water consumption will reflect saving for the Hillmont HOA community and extend the life span of these affordable rental properties to delay this expense being passed on to the tenants. EmPOWERment, Inc. installed the following:
  - Grab bars were installed in units that required them to meet the universal design principles.
  - Installed water saving efficient toilets and showerheads.

- e. What supportive services, if any, will be provided through this project?
- Rental counseling which includes HUD certified Housing Counselors to provide financial planning to potential tenants so they understand what they can afford to pay in rent. We also work with tenants once they are in the unit to prepare a budget so that they can manage their income and expenses.
  - Utility supportive program known as “The MOM Fund” that will help with up to \$200 on an electric, gas or water bill.
  - Community outreach programs that include quarterly meetings to keep tenants and the community updated on programs and policies that are relevant to them as citizens.
  - EmPOWERment, Inc’s Rental staff perform annual visits as well as an annual survey to assess tenant needs and concerns.
  - Tenant Association meetings are held semiannually to bring tenants together and provide updated information and guest speakers on topics that directly affect them as rental residents.
  - COVID outreach assistance that includes monthly phone calls to each family to ascertain the well-being of the family and to see how EmPOWERment, Inc’s staff can be of service to them.
  - Liaison between Orange County Emergency Assistance Fund and recipients in need of housing/utility resources. Our staff has also connected tenants that are experiencing financial difficulties with local resources that have been able to assist with rent and utility payments.

### Section 3: PERFORMANCE MEASUREMENTS

#### A. Goals and Objectives

Please complete the following chart with information about the project’s goals and objectives.

Goal/Objective	Measurement
<i>Ex: Provide housing for low- to moderate-income households.</i>	<i>Ex: By 2020, build ten units that are affordable to households earning less than 80%AMI.</i>
Renovations to 12 affordable rental units to extend the efficiency and lifespan of these units	Completed 12 renovations projects to Hillmont and Collins Crossing units.

### **B. Alignment with Town Goals and adopted affordable housing strategies.**

Please explain how the proposed project aligns with the Town Council Goals and adopted affordable housing strategies.

EmPOWERment, Inc's rental program and this project fully embodies the Town of Carrboro Affordable Housing Goals and Strategies. All these units are located on the transit route making it less expensive to get to work and lessens the need to have an automobile. Goal 2.4 speaks to "providing more quality, safe affordable rental housing in Carrboro in an attempt to stop affordable rental inventory from eroding away". This project will expand the lifespan of 12 units, giving tenants better quality homes to live in.

## **Section 4: PROJECT BUDGET AND PRO-FORMA**

### **A. Project Budget**

☒ Attach a **detailed project budget** in Excel format showing all sources and uses of funds. Indicate which funds are committed or pending and include the % of committed funds toward this project. Attach funding commitment letters where available or copies of funding applications previously submitted.

☐ Has an appraisal been conducted? If so, please attach.

### **B. Terms of Project Funding**

Please specify the type of funding request for which you are applying:

☒ Grant      ☐ Loan

### **C. Pro-forma (for rental property only)**

☐ If you are developing a property for rent, please attach a 20-year pro-forma showing estimated income, expenses, net operating income, debt service, and cash flow.

**Section 5: ORGANIZATION DESCRIPTION -The information for Section 5 was provided in a previous application.**

If you have already provided this information on a previous application in the current fiscal year, you do not need to provide this information again.

**A. Organization**

What is your organization's . . .

1. Mission statement?
2. Incorporation date (Month and Year)?
3. Estimated Total Agency Budget for this fiscal year? \$
4. Total number of agency staff (full time equivalents):

**B. Organization Track Record and Community Support**

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Please describe your organization's experience and ability to carry out the proposed project, including:

1. Evidence of coordination of this application with other organizations to complement and/or support the proposed project.
2. Involvement of intended beneficiaries of the project in the planning process.
3. Past achievements in carrying out similar projects and evidence of successful record of meeting proposed budgets and timetables.
4. Collaborative relationships with other agencies
5. Plans to develop linkages with other programs and projects to coordinate activities so solutions are holistic and comprehensive.
6. Any other features relating to organization capacity that you consider relevant, (i.e. property management experience, including accepting Section 8 Vouchers, etc.).



## Section 6: DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Are any of the Board Members or employees of the agency which will be carrying out this project, or members of their immediate families, or their business associates:

- a) Employees of or closely related to employees of the Town of Carrboro

YES ☐ NO ☒

- b) Members of or closely related to members of the governing bodies of Carrboro?

YES ☐ NO ☒

- c) Current beneficiaries of the project/program for which funds are requested?

YES ☐ NO ☒

- d) Paid providers of goods or services to the program or having other financial interest in the program?

YES ☐ NO ☒

If you have answered YES to any question, **please explain below**. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an **undisclosed** conflict may result in the termination of any grant awarded.

Budget for Hillmont/Collins Crossing

Date	Grant Award		Bathroom Renovation		Total unit Renovation	Mics
Apr-20	\$10,000		7			
Oct-20	\$11,000		5			
Total	\$21,000					
21-Mar	27,500		12			
20-Jul	\$5,000				Hillmont 38	
20-Nov	\$2,678.34				Collins E-8	
21-Apr	\$1,404.60					Collins P-8 carpet
Total	\$ 36,582.94					
Difference	\$ 15,582.94					



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-129

**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Affordable Housing Quarterly Report

**PURPOSE:** The purpose of this item is for the Council to receive an update on the Town's Affordable Housing Activities.

**DEPARTMENT:** Housing and Community Services

**CONTACT INFORMATION:** Rebecca Buzzard, Housing & Community Services Director, [rbuzzard@townofcarrboro.org](mailto:rbuzzard@townofcarrboro.org), Anne-Marie Vanaman, Management Specialist, [amvanaman@townofcarrboro.org](mailto:amvanaman@townofcarrboro.org)

**INFORMATION:** Town staff have been using the Goals and Strategies document, created in 2014, as the main guide for the Town's affordable housing efforts. On September 8, 2020, staff presented the [yearly affordable housing report](https://carrboro.legistar.com/LegislationDetail.aspx?ID=4633094&GUID=6E6EAD9B-556E-4AF2-9D9B-87E4FA6FD76C) <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=4633094&GUID=6E6EAD9B-556E-4AF2-9D9B-87E4FA6FD76C>>.

The presentation and report reflected the Town's accomplishments towards the stated goals and provided additional information on progress being made toward Council identified targets. This will continue to be updated and reported on a yearly basis.

In the meantime, Town Council members requested quarterly updates on current affordable housing projects and collaborative activities. Staff presented the last report on [January 26, 2021](https://carrboro.legistar.com/LegislationDetail.aspx?ID=4762638&GUID=8D470D57-6CB6-4439-8935-381080F94CB4&Options=&Search=>) <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=4762638&GUID=8D470D57-6CB6-4439-8935-381080F94CB4&Options=&Search=>>>. Attachment A provides a listing of current affordable housing projects. Attachment B provides information on local and regional collaborative housing efforts.

**FISCAL & STAFF IMPACT:** None noted in relation to the receipt of this update.

**RECOMMENDATION:** Staff recommends that the Town Council receive this update.

Project - Partner (Location)	Units Supported, Added, or Preserved/Maintained	Details	Next Steps	Housing Goal
Development of Rental Units - CASA (Merritt Mill)	24 to be added	The North Carolina Housing Finance Agency awarded tax credits for the Merritt Mill Road project in August 2020. Staff representatives from Carrboro, Chapel Hill, CASA, and their engineering firm have scheduled regular meetings to ensure a consistent, timely, and smooth development process. CASA conducted a contest to name the community; Perry Place was the winner, named after Velma Perry who was a Northside leader and activist. A groundbreaking and virtual celebration was held on April 14th.	1. Staff will continue to keep the Council updated. 2. The anticipated timeline is for construction to begin in spring 2021 and completion of the project is expected in mid-2022.	2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI.
Development of Rental Units - Alliance of AIDS Services - Carolina, (1700 North Greensboro Street)	7 to be added	The Orange Community Residence (OCR) has been vacant since 2016. AASC is rehabilitating the home to provide permanent supportive housing. The existing HUD agreement specifies that the home must be used for affordable housing until 2035 and AASC will keep that designation after that time.	In January 2021, the Council granted \$40,500 toward the rehabilitation of the home. Construction is expected to be complete by June 30, 2021. Conversations with AASC, Town staff, Orange County Housing and Development and UNC Health Care explored using the home for medical respite but after consulting with their Board and HUD, ASSC determined permanent supportive housing was the best model for them to follow.	Goal 2.1 of the Town of Carrboro's affordable housing goals by increasing the number of rental units that are permanently affordable to individuals earning less than 60% of AMI.

Development of Rental Units -Pee Wee Homes (Town-owned parcel - Hill St)	1-3 to be added	Housing and Planning Staff are working with Pee Wee Homes to move forward with building small homes on the Hill St. Town-owned parcel. Homes will be affordable to households under 30% AMI. On February 17th , the AHAC recommended the Town Council consider donating this parcel to Pee Wee Homes. In March 2021, the Town received plans proposing to build 3 small homes on this parcel.	The parcel has development constraints including a stream buffer that runs through most of the property and is zoned for one dwelling. The plans will require a variance from the Board of Adjustment, and if the variance is granted, the property will need to be rezoned to allow more than one home. This spring, the Collaborative recommended \$100,000 in HOME funds to Pee Wee Homes in support of the Hill St. project. On April 21st, the Board of Adjustment expressed support for the project but the item was continued to the May meeting. They requested Pee Wee Homes submit an updated variance request based on BOA and public comment received during the 4/21 meeting. Staff expects a request for AHSRF funding in the October cycle.	2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI. 3.1 Concerted Land Use Planning
Development of Owner Occupied Housing - Habitat for Humanity (Northside - Cobb St.)	4 to be added	\$100,000 AHSRF grant to support the construction costs of the 4-unit development.	Construction began in April and members of the Town Council and AHAC participated in a volunteer build day on April 16th. Additional work days can be planned.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
Preservation of Affordable Housing Stock/Rehab & Repair - EmPOWERment, Jackson Center, Rebuilding Together of the Triangle (RTT)	11-18 homes maintained and repaired.	AHSRF grant awarded to EmPOWERment to renovate and upgrade 5 rental units (4 in Hillmont and 1 in Collins Crossing.) AHSRF grant awarded to the Jackson Center for an emergency repair on Starlite Drive. RTT will complete critical repairs on 2 homes (AHSRF funded in Spring 2020). On April 13th, Orange County Home Preservation Coalition presented to Town Council.	The pandemic has slowed the pace of the renovations. Work is expected to be completed in Spring 2021 with the exception of one home. Due to illness of the homeowners, RTT will complete repairs over the summer or early fall. RTT also repaired 2 homes this Spring. The Town of Carrboro's AHSRF and the Jackson Center provided funds for the repairs. On April 21st, the AHAC recommended funding for Empowerment to renovate rental units. The Council will consider their recommendation on April 27th. If approved, 18 homes will have been repaired in FY21 to date.	1.3 A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. +opportunities to decrease utility payments. 2.4 Reduce erosion of rental housing quality and affordability.

Development of Manufactured Home Preservation and Relocation Policy	N/A	Due to the pandemic, the AHAC delayed its discussion of the development of a manufactured home displacement policy, but revisited the topic in March and will continue to discuss this spring as regional, collaborative plans emerge. Town staff has reached out to the owner of Pine Grove to restart conversations about preserving Pine Grove for affordable housing, as well as the property manager of Rocky Brook to build relationships and engage residents.	The Comprehensive Plan's draft Affordable Housing Visions, Goals, and Strategies document includes manufactured homes and is being revised to strengthen the recommendations. The AHAC reviewed the document and provided feedback at their April meeting. Their feedback will be shared with the Comprehensive Plan Task Force in May. Meanwhile, regional discussions are taking place to create a coordinated strategy for the Towns and County. On April 27th, Town Council will have a discussion about manufactured home parks in Carrboro.	1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
Manufactured Home Park Preservation/Displacement Prevention - Orange County/Possibly Nonprofit Partner (Pine Grove)	39 ownership units	Owners Sustainable Properties, LLC, Town staff and some members of the Orange County Affordable Housing Coalition met to discuss possibilities to develop the property for affordable housing. Initial conversations indicated financial feasibility is an obstacle.	Town staff contacted the owner in April to restart discussions and will schedule a meeting with additional partners to continue the exploration of viable options.	2.5 Examine the current marketplace for mobile and modular homes
Emergency Housing Assistance - CARES and Local Funding	164 Carrboro households	164 households diverted from pandemic-driven homelessness through the use of CARES Act funds.	Complete - awaiting additional information on the second major stimulus bill of the pandemic, American Rescue Plan, which Congress passed in December 2020 for the current 2021 year.	2.4 Reduce erosion of rental housing quality and affordability.
Emergency Housing Assistance - CDBG-CV	TBD	In Fall 2020, the Town applied to the NC Department of Commerce for \$900,000 in CDBG-CV funding for emergency housing assistance. The Town was awarded \$900,000, the maximum grant amount, in December.	The Council accepted the award and authorized staff to enter into a contract for administration with the County. Town staff met with the Department of Commerce regarding grant administration and the Town Council approved four compliance plans required by the Dept. of Commerce. Funds are expected to be released soon.	2.4 Reduce erosion of rental housing quality and affordability.
Energy-Efficiency Loan Fund	N/A	Town Housing, Economic, and Environmental Sustainability staff are working together to develop a process to access these funds for residential projects.	Environmental Sustainability Coordinator has assessed the program guidelines. Staff held initial discussions and are exploring parameters around this fund.	1.3 A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. +opportunities to decrease utility payments. 3.6 Reduce utility costs

Comprehensive Plan	N/A	Provide input for affordable housing considerations during the comprehensive plan process. Staff contributed to the development of Carrboro Connects: Housing Issues and Opportunities and presented to the Task force. AHAC member Amy Singleton serves on the Affordable Housing committee for the Comprehensive Plan.	Conducted community presentations and workshops: OCAHC and NAACP Housing Committee in February. The AHAC reviewed the draft of the Affordable Housing Vision, Goals, and Strategies document on April 21st. Amy Singleton will provide the Task Force with their feedback in May.	3.1 Concerted Land Use Planning/small land use plan for three high priority/high potential areas. 3.2 Improve opportunities for developers and potential partners to identify affordability in a project. 3.5 Provide greater incentives for developers to include affordable housing in their projects
Landlord Outreach	N/A	Develop relationships with local landlords to easily share information with residents and encourage acceptance of vouchers.	Shared Landlord Incentive Program and Housing Helpline information with all landlords in database. Continue to make connections and meet landlords and managers.	2.4 Reduce erosion of rental housing quality and affordability
Property Tracking	N/A	Community Home Trust created an MLS query for staff to keep track of homes and land coming on the market. This will allow staff to be better positioned to land bank, prevent gentrification, and identify potential properties for affordable housing.	Staff is now receiving a weekly MLS email to facilitate the tracking of vulnerable neighborhoods, and potential lots for purchase. Staff is meeting monthly with CHT to refine our partnership and procedures with CHT to be ready to quickly purchase properties.	3.7 Acquisition of land/property
Pandemic Response	N/A	Housing & Community staff respond to community inquiries, direct residents to services, and go through step-by-step processes for help.	Residents continue to seek pandemic-relief assistance from the Town, primarily for rental and utility payment assistance. Staff stays abreast of relevant developments such as eviction moratoriums, funding opportunities, utility payment policies, etc.	2.4 Reduce erosion of rental housing quality and affordability
Rogers Road Sewer Connection Assistance	N/A	Jointly-funded effort between Orange County and the Towns of Chapel Hill and Carrboro in which the costs of new sewer connection may be fully covered at no expense property owners of “Heritage Lots with Existing Dwellings” that also qualify as Low-To-Moderate-Income (LMI) households as defined by HUD guidelines.	One household is fully connected. One household is under construction, and another is in process. Staff will work with RENA, Planning, and the Communications Manager to do additional outreach this summer.	3.6 Reduce utility costs

Develop Process for Using Town Owned Land for Affordable Housing	N/A	Staff is researching and drafting possible approaches for the development of affordable housing on Town-owned land (Crest & Pathway) to present to Council in early Fall 2021.	Work will occur over the summer with options for the Council to move forward, to be presented in September 2021.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors. 2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI. 3.1 Concerted Land Use Planning
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Group	Group Mission	Activity	Topics/Future Work	Housing Goal
Orange County Affordable Housing Coalition	The Orange County Affordable Housing Coalition is an association of individuals and organizations working together to provide housing opportunities for all in Orange County, NC. The mission is to foster collaboration among providers and advocates to support affordable housing development and preservation in Orange County.	Participate in monthly group meetings. Keep non-profit partners up to date on projects in Carrboro.	1. Teska Associates presented Carrboro Connects Housing Issues and Opportunities to the OCAHC in February 2021. 2. Manufactured home subcommittee formed; Carrboro staff are members of this subcommittee as well as the Development Review subcommittee.	1.1 Increase number of homeownership units that are permanently affordable. 2.2 Increase the number of rental units that are permanently affordable.
Orange County Affordable Housing Coalition - Development Review Subcommittee	Engage group in review of Carrboro developments at the appropriate time.	Participate in monthly meetings.	Discuss development plans or opportunities in Carrboro developments as they arise.	3.2 Improve opportunities for developers and potential partners to identify affordability in a project.
Orange County Affordable Housing Coalition - Manufactured Home Subcommittee	Develop resident engagement messaging and messaging delivery systems. Participate in developing a regional policy for manufactured home park preservation and relocation, if needed.	Carrboro staff meets monthly with the subcommittee.	1. Developing role within the framework of a regional manufactured home policy. 2. Exploring best methods and practices of resident engagement. 3. Staff will engage this group around discussions of Pine Grove park.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to homeownership retention, particularly among seniors. 3.6 Reduce utility costs

Orange County Local Government Affordable Housing Collaborative	Reviews HUD's HOME Investment Partnerships Program applications that fund a wide range of activities including construction, acquisition, and/or rehabilitating affordable housing for rent or homeownership, or to provide direct rental assistance to low-income people. <b>Expanded mission in 2017 to increase collaboration and information sharing around affordable housing issues within the county.</b>	Staff from Carrboro, Hillsborough, Chapel Hill, and Orange County meet monthly. Elected Officials (with staff) meet quarterly.	1. Recommended funding plan for FY21/22 HOME funds in March. Plans will be presented to Council in May for approval. 2. The Collaborative will work to develop a regional, coordinated manufactured home policy.	Addresses all goals: 1. Affordable homeownership 2. Affordable Rentals 3. Overarching priorities, such as land use planning, identified funding sources, developer incentives, housing strategies, and acquisition of land.
Orange County Home Preservation Coalition	The Orange County Home Preservation Coalition is a county-wide network of organizations in Orange County, NC working together to improve accessibility and affordability of home repairs and preservation projects to Orange County Residents.	Participate in monthly meetings with local home repair organizations, representatives from the TJCOG, Orange County Department on Aging, and jurisdictional funding partners.	Stay abreast of Carrboro homes that are in the process of being repaired or assessed for repairs. The SEEA grant is complete and final report has been released. 2. The OCHPC presented to Council on April 13th. 3. The OCHPC will create a subcommittee to work on streamlining available funds and funding criteria to help meet the great need in manufactured home parks. 4. Staff will work to get feedback from Coalition on revised EERLF implementation.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to homeownership retention, particularly among seniors. 3.6 Reduce utility costs

Triangle J Council of Governments	TJCOG is a key player in regional efforts that span cross-jurisdictional boundaries, including transportation planning, development and land-use coordination, water resources and infrastructure, sustainability, and regional economic development strategies.	Housing Practitioners Group met last in the spring of 2020. Meetings have been postponed so that staff can address pandemic response efforts.	Staff is part of their effort to create a regional housing strategy. Exploring the use of an online tool to track regional affordable housing inventory. Will bring information to the Council as the strategy is developed.	1.1 Increase number of homeownership units that are permanently affordable. 2.2 Increase the number of rental units that are permanently affordable.
Carrboro Affordable Housing Advisory Commission	The AHAC is tasked with furthering the Town of Carrboro's housing mission, which is to provide opportunities for safe, decent and affordable housing for all residents no matter their age, ability or income level.	Monthly meetings.	Reviewed annual affordable housing progress. Joint review of HR-MU. Gave feedback of the draft Comprehensive Plan document for Affordable Housing in April. Will continue discussion of need in manufactured home communities in May. Made funding recommendations for the AHSRF to the Town Council in January and April 2021. Recommended the Town donate 106 Hill Street to Pee Wee Homes for affordable rental housing for households earning 30% AMI or below, if variance and rezoning approved.	3.4 Ensure implementation of the Affordable Housing Strategy.

Orange County Master Aging Plan Housing Workgroup	The Orange County Affordable Housing Coalition is an association of individuals and organizations working together to provide housing opportunities for all in Orange County, NC. The mission is to foster collaboration among providers and advocates to support affordable housing development and preservation in Orange County.	Participate in quarterly meetings.	Update the 2017-2022 Master Aging Plan (Year 4 Implementation Plan). Engagement in affordable housing projects that could benefit seniors. Town staff continued engagement with Carolina Spring and Lloyd Farms. Town staff met with Epcon Communities, a developer of senior patio homes, to discuss affordable housing.	1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
Northside Neighborhood Initiative	Engage group in review of Carrboro developments at the appropriate time.	Participate in regular meetings.	Examining development of town owned land on Hill St. Plans have been developed for three small homes on 106 Hill St. This will require a variance and rezoning.	1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
Long Term Recovery Group	The Long-Term Recovery Group was established to inform and shape decisions about recovery by bringing together stakeholders of diverse backgrounds and expertise. The Long-Term Recovery Group is made up of smaller working groups, called Recovery Support Functions.	Project Management Team meets weekly. Provide input for affordable housing considerations and solutions during the long-term pandemic recovery process.	Receive public input on the Draft Long-Term Recovery & Transformation Plan. Share feedback opportunities with housing non-profits and community members. Present Long-Term Recovery Plan to Council on May 4th for review and comment.	Draft Plan addresses Carrboro's established goals.

Partnership to End Homeless - Leadership	The Orange County Partnership to End Homelessness (OCPEH) is a coalition of service providers, local governments, and community members who work together to coordinate funding and bring best practices to the work of ending homelessness in Orange County. The Leadership Team is the governing body of the Orange County Partnership to End Homelessness and as such makes policy to prevent and end homelessness in Orange County.	Leadership Team meets monthly. Housing staff are not members of the leadership team, but attend meetings for informational purposes. Staff also attend bi-weekly meetings on homelessness issues related to COVID-19 and report information and notes from these meetings to council.	Corey Root, Partnership to End Homelessness Manager, presented the yearly summary and gaps analysis to the AHAC on March 17th and Town Council on April 13th.	The Comprehensive plan process is examining how issues of homelessness fit in with established goals & strategies and recommend changes based on assessment.
Partnership to End Homeless - Project Review	To review, score and make recommendations for ESG funding applications and review grantee progress toward goals.	Meets as needed.	Made funding recommendations for ESG-CV grants and received reports for funded agencies.	Same as above.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-103

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**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Approval of MOU for Criminal Justice Debt Program

**PURPOSE:** The Purpose of this agenda item is to request that the Town Council approve the MOU with the Town of Chapel Hill so the Town of Carrboro can participate in the Criminal Justice Debt Program.

**DEPARTMENT:** Police Department

**CONTACT INFORMATION:** Chief Chris Attack, 919-918-7397

**INFORMATION:** The MOU will formally link the Town of Carrboro to the Chapel Hill Criminal Justice Debt Program and will be renewed as needed to continue the Town of Carrboro's participation in the program.

**FISCAL & STAFF IMPACT:** Staff time will be spent on investigating and verifying the process for reimbursement to applicants. \$7500 per year is the current direct budget impact.

**RECOMMENDATION:** Staff recommends the Council approve the MOU.

**MEMORANDUM OF UNDERSTANDING REGARDING TOWN OF CARRBORO  
PARTICIPATION IN THE TOWN OF CHAPEL HILL'S CRIMINAL JUSTICE DEBT  
PROGRAM**

This Memorandum of Agreement is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Town of Carrboro, a North Carolina municipal corporation ("Carrboro") with the office for the conduct of its business located at 301 West Main Street, Carrboro, North Carolina 27510, and the Town of Chapel Hill, a North Carolina municipal corporation with its principal offices located at 405 Martin Luther King, Jr. Boulevard, Chapel Hill, North Carolina 27514 ("Chapel Hill").

The primary purpose of this MOU is to establish the terms and conditions for Carrboro's participation in the Chapel Hill Criminal Justice Debt Program.

WHEREAS, the Chapel Hill Town Council on January 22, 2020 established a Criminal Justice Debt Program to assist eligible persons with the payment of court, fees and costs as generally described in Attachment A (A Resolution to Establish the Chapel Hill Criminal Justice Debt Program); and

WHEREAS, Carrboro desires to participate in this program and to make the program available to Carrboro residents; and

WHEREAS, African-Americans are disproportionately represented in the criminal justice system due to historic and structural racism, making this a racial equity issue; and

WHEREAS, Carrboro and Chapel Hill each realize the potential benefits of working cooperatively in terms of cost savings and efficiencies in the operation and administration of the program.

NOW, THEREFORE, based on the premises and for good and valuable consideration, the receipt of which is acknowledged by the parties hereto, it is agreed as of the date first set forth above by Carrboro and Chapel Hill as follows:

1. The Town of Carrboro is authorized to participate in the Chapel Hill Criminal Justice Debt Program.
2. The Crisis Unit within the Chapel Hill Police Department will be responsible for operation and administration of the Criminal Justice Debt Program.
3. Carrboro shall make payment to the Town of Chapel Hill within 30 days, based on the submission of a monthly invoice detailing the service(s) provided to Carrboro

residents. The total amount to be paid to the Town of Chapel Hill shall not exceed \$7,500 during a fiscal year, unless this MOU is appropriately amended in writing by both parties.

4. Any funds disbursed shall be tracked using payment invoices created by Chapel Hill and submitted to Carrboro's Finance Officer for payment.
5. The Carrboro Police Department shall solicit and evaluate applications from Carrboro residents to determine initial program eligibility. Carrboro program eligibility for participation shall comply with the Program Eligibility criteria outlined in Attachment A. All applications and other data collection forms used by Carrboro shall be consistent with those used by Chapel Hill.
6. All Carrboro residents identified by the Carrboro Police Department as eligible for Program participation shall be forwarded to the Criminal Justice Debt Program Advisory Committee for review and approval for funding amount and activities to be funded.
7. Eligible activities to be funded by the Program include:
  - a. Post-conviction court fees and costs;
  - b. Deferred prosecution court fees and costs; and
  - c. NCDMV license restoration fees.
  - d. Fines and restitution payments imposed as part of sentencing are not eligible for funding.
8. Upon receipt of a program application from a Carrboro resident, the Carrboro Police Department will review the application for eligibility and secure all supporting documentation to be provided to the Advisory Committee for review and approval. The Chapel Hill Police Crisis Unit shall facilitate disbursement to the Court, NCDMV or another appropriate agency. (The use of the funds disbursed pursuant to this Agreement shall be limited to paying court costs, fees incurred by the program recipient.
9. Carrboro and Chapel Hill shall not represent itself as an agent or employee of the other. To the fullest extent permitted by laws and regulations, each party shall indemnify and hold harmless the other and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or arising out of or resulting from the performance of this MOU or the actions of the other or its officials, employees, or contractors under this MOU. This indemnification shall survive the termination of this agreement.
10. Chapel Hill and Carrboro agree to:



- a. Not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, disability or on the basis of sexual orientation or gender expression/identity.
  - b. Take affirmative action to ensure that applicants are employed and that employees are treated fairly and legally during employment throughout the implementation of this program regarding their age, sex, race, creed, national origin, disability or on the basis of sexual orientation or gender expression/identity.
- 11. This MOU may be amended only in writing by mutual agreement by both parties.
- 12. This MOU may be terminated with or without cause at any time by either party provided by written notice of a minimum of ninety (90) days.
- 13. The term of this agreement shall expire on June 30, 2021 unless further extended by written agreement of Carrboro and Chapel Hill.

WHEREFORE, the parties have put their hands this the \_\_\_\_ day of April, 2021.

**TOWN OF CARRBORO**

**TOWN OF CHAPEL HILL**

\_\_\_\_\_  
David Andrews, Town Manager

\_\_\_\_\_  
Maurice Jones, Town Manager

**ATTEST**

**ATTEST**

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

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

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

\_\_\_\_\_  
Carrboro Finance Director

## **ATTACHMENT A**

### **A RESOLUTION FOR CARRBORO TO PARTICIPATE IN THE CHAPEL HILL CRIMINAL JUSTICE DEBT PROGRAM**

WHEREAS, Court fees and costs have a disparate impact on the poor; and

WHEREAS, these costs and fees create barriers to community members seeking to reintegrate into the community; and

WHEREAS, African-Americans are disproportionately represented in the criminal justice system due to historic and structural racism, making this is a racial equity issue; and

WHEREAS, the Town of Chapel Hill has established a Criminal Justice Debt Program that offers a small funding resource to eligible low-income individuals who have not been able to get court or other available debt relief from fees and costs imposed due to criminal justice or traffic court involvement; and,

WHEREAS, the Town of Chapel Hill has made provisions for residents of the Town of Carrboro to participate in this Criminal Justice Debt Program; and,

WHEREAS, the Carrboro Town Council believes it is important for local jurisdictions to address racial equity issues for members of the community seeking to reintegrate into the community.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Carrboro that:

1. The Carrboro Police Department is authorized to participate in the Chapel Hill Criminal Justice Debt Program as outlined under the terms and conditions of the attached Memorandum of Understanding (MOU).
2. The Town Manager is authorized to execute the attached MOU and make changes in it as deemed necessary to achieve the objectives of the Criminal Justice Debt Program.
3. The Carrboro Town Council has appropriated \$7,500 in its FY 2020-21 Adopted Budget to provide services to Carrboro residents that may be enrolled in the Criminal Justice Debt Program. The amount of future appropriations for the participation in the Criminal Justice Debt Program will be determined by the Carrboro Town Council during its annual budget process.
4. The Carrboro Chief of Police shall provide an annual report to the Carrboro Town Council on the accomplishments of the Criminal Justice Debt Program.
5. This resolution if effective immediately.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-115

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**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Police Department Quarterly Equity Report

**PURPOSE:** The Purpose of this agenda item is to provide the Town Council a brief overview of the quarterly equity report for the final quarter of 2020 and the first quarter of 2021.

**DEPARTMENT:** Police Department

**CONTACT INFORMATION:** Chief Chris Attack, 919-918-7397

**INFORMATION:** This report will provide information for the quarter on traffic stops, searches, citations, arrests, use of force, and citizen complaints

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

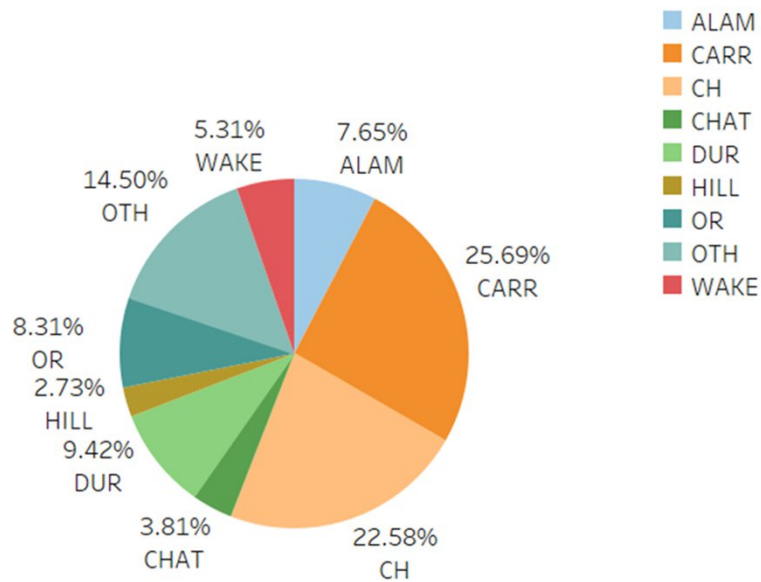
**RECOMMENDATION:** Staff recommends the Town Council receive and accept this report.

# Policing Equity in Carrboro 2020 Q4

Update on efforts towards bias free policing

# Residency Tracking 2019

Residency of Stopped Drivers



## Weighted Population

White	62.49037
Black	18.36172
Asian	7.39882
Hispanic	8.96115
Other	2.78794

The above chart is the estimated demographics of Carrboro drivers, based on area of residence of stopped drivers.

# Overall Stop Rate 2020 Q4

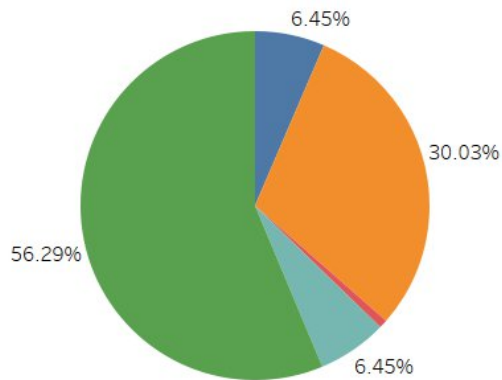
Overall Stop Rate

2020

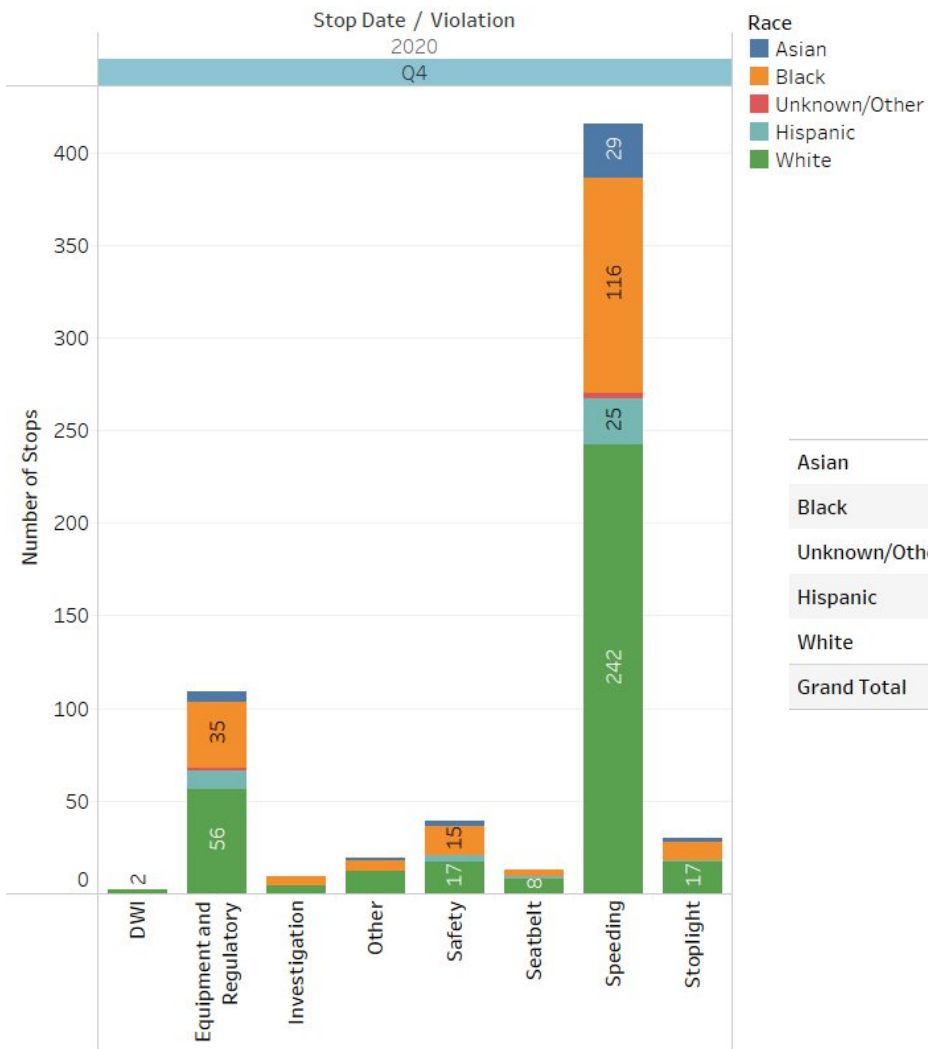
Q4

Race

- Asian
- Black
- Unknown/Other
- Hispanic
- White



Asian	Black	Hispanic	White	Unknown/Other
41	191	41	358	5

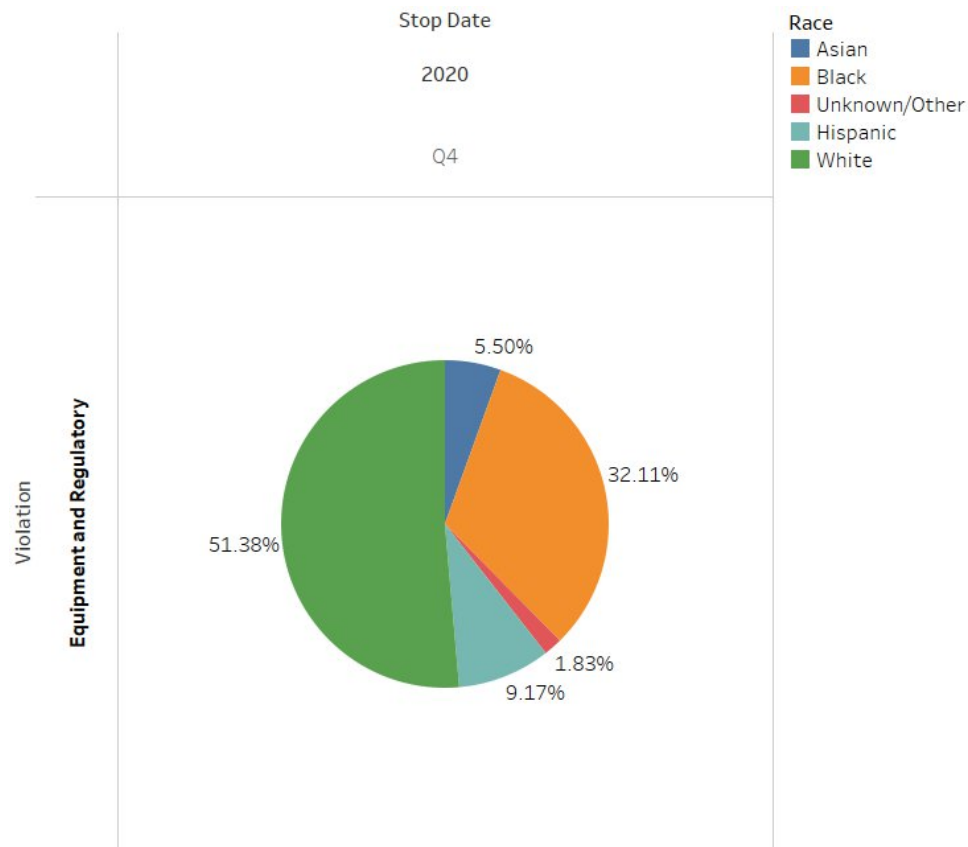


## Reason for Stop

	DWI	Equipment and Regulatory	Investigation	Other	Safety	Seatbelt	Speeding	Stoplight
Asian		6		1	3		29	2
Black		35	5	6	15	4	116	10
Unknown/Other		2					3	
Hispanic		10			4	1	25	1
White	2	56	4	12	17	8	242	17
Grand Total	2	109	9	19	39	13	415	30



# Equipment and Regulatory Violations



	2020
	Q4
Asian	6
Black	35
Unknown/Other	2
Hispanic	10
White	56

# Types of Searches and Search Productivity

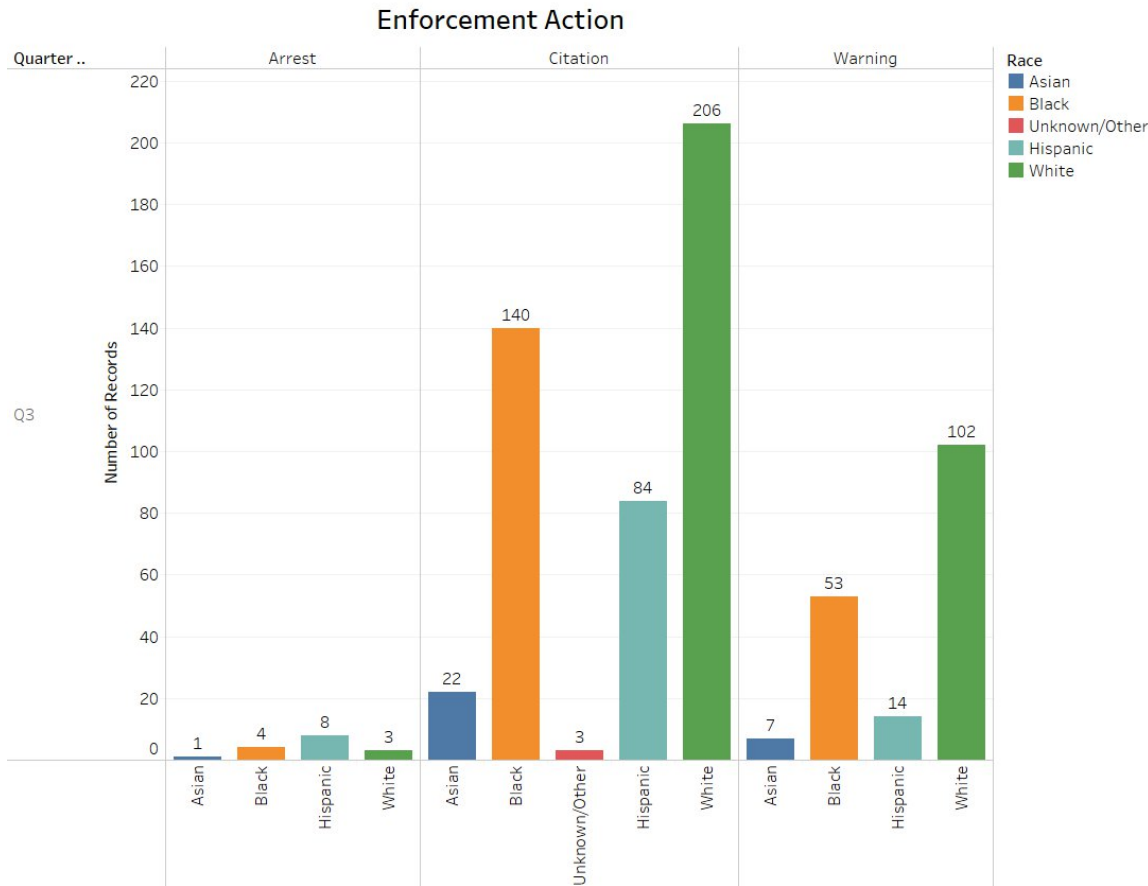
## Reason for All Searches 2020

		Erractic/ Suspicious Behavior 2020 Q4	Observation of Contraband 2020 Q4	Other Official Information 2020 Q4	Probable Cause 2020 Q4	Suspicious Movement 2020 Q4	Witness Observation 2020 Q4
DRIV	Asian	0	0	0	0	1	0
	Black	4	1	0	3	4	1
	Unknown/Other	0	0	0	0	0	0
	Hispanic	1	0	0	1	5	0
	White	1	4	0	5	15	1
PASS	Black	2	1	0	3	3	2
	White	1	1	0	4	1	2

## Search Productivity for All Searches

		Alcohol Found 2020 Q4	Drugs Found 2020 Q4	Money Found 2020 Q4	No Contraband Found 2020 Q4	Other Contraband Found 2020 Q4
DRIV	Asian	0	0	0	1	0
	Black	0	1	0	7	0
	Unknown/Other	0	0	0	0	0
	Hispanic	0	0	0	5	0
	White	2	4	0	13	0
PASS	Black	0	1	0	2	0
	White	2	4	0	0	0

# Enforcement Action 2020 Q4



Enforcement Action

	Arrest	Citation	Warning	
	2020	2020	2020	Grand Total
	Q4	Q4	Q4	
Asian	1	21	19	41
Black	5	110	76	191
Unknown/Ot..		4	1	5
Hispanic	4	30	7	41
White	13	185	160	358
Grand Total	23	350	263	636

# Probable Cause Searches

Enforcement Action for Drivers of Probable Cause Searches

		Asian	Black	Hispanic	White
		2020	2020	2020	2020
		Q4	Q4	Q4	Q4
Arrest	DRIV	0	1	0	0
	PASS		2		
Citation	DRIV	0	2	1	3
	PASS		1		2
Warning	DRIV	0	0	0	2
	PASS				2

# Use of Force

- Seven use of force incidents in 2020 Q4. This is atypical (more typical is 1-4).
- Suspects involved: 3 white male, 3 black male, 1 black female

# Citizen Complaints

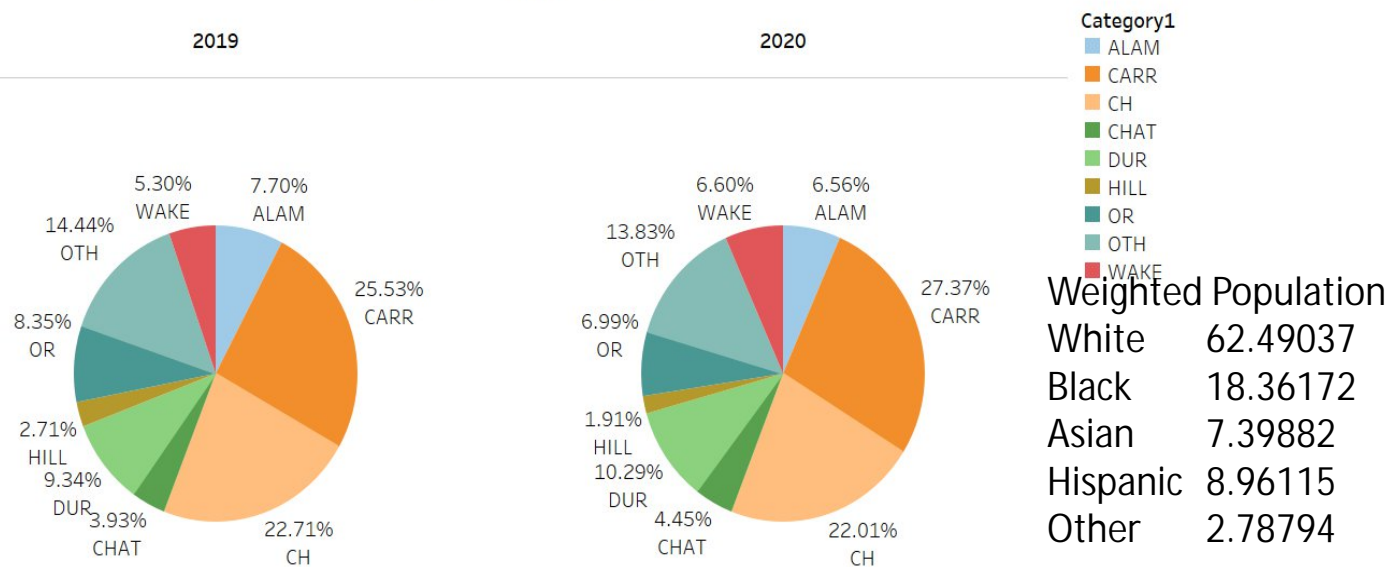
- Only 1 citizen complaint in 2020 Q4.
- 1. Nature: Other; Resolution: Unfounded

# Policing Equity in Carrboro 2021 Q1

Update on efforts towards bias free policing

# Residency Tracking 2019-2020

Residency of Stopped Drivers



The above chart is the estimated demographics of Carrboro drivers, based on area of residence of stopped drivers.

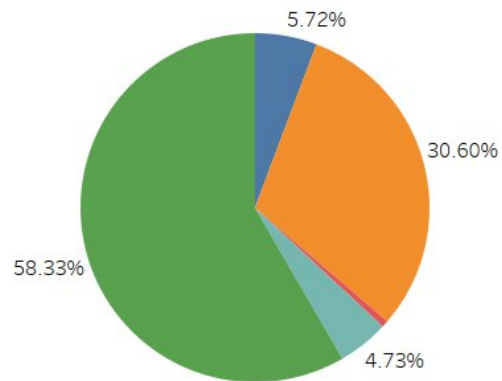


# Overall Stop Rate 2021 Q1

Overall Stop Rate

2021

Q1



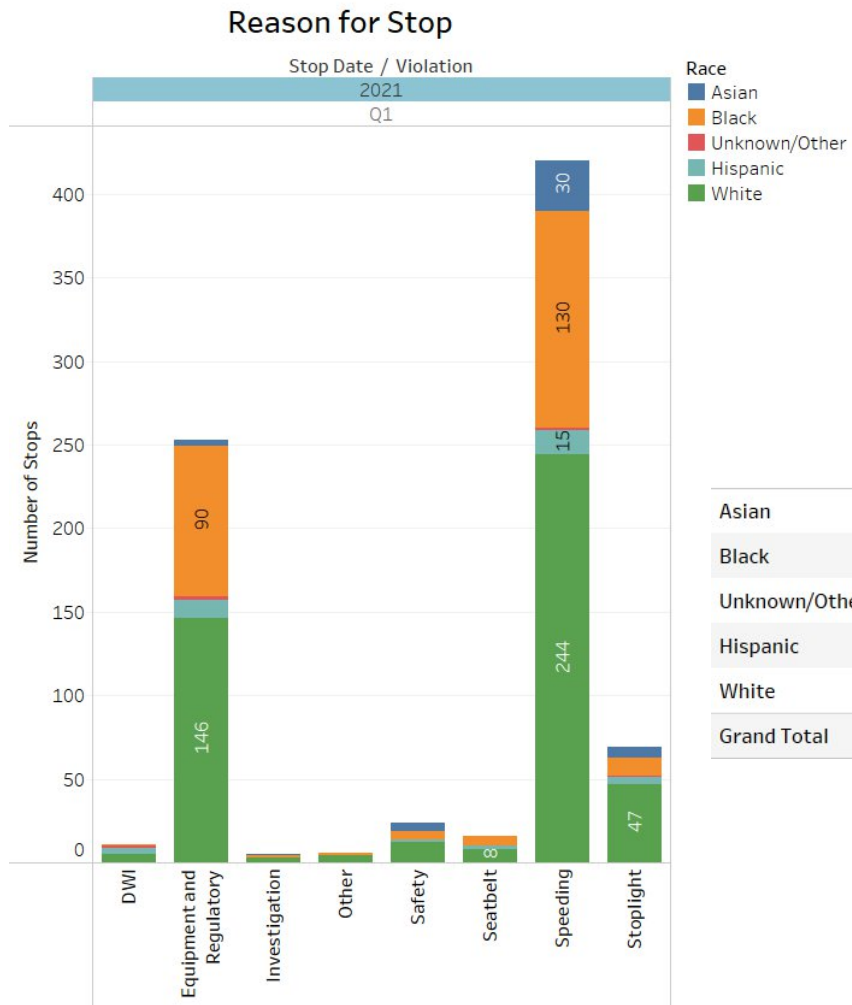
Race  
 Asian  
 Black  
 Unknown/Other  
 Hispanic  
 White

Overall Stop Rate

2021

Q1

	2021
	Q1
Asian	46
Black	246
Hispanic	38
White	469
Unknown/Other	5

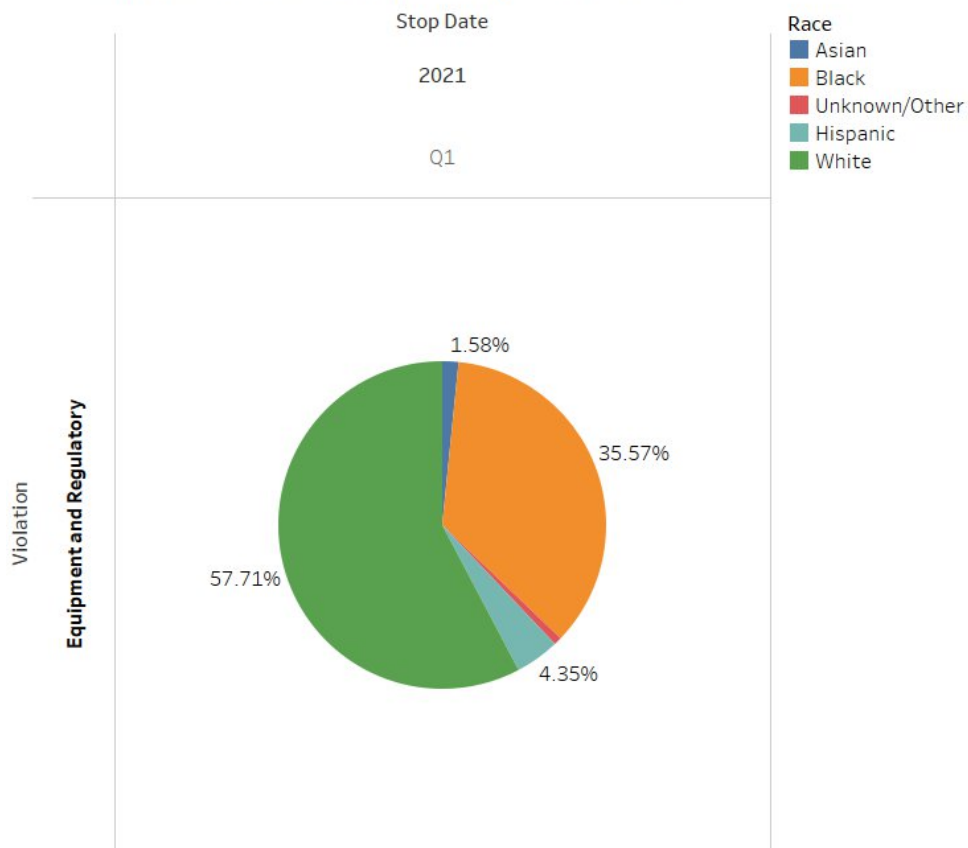


# Reason for Stop

	Reason for Stop							
	DWI	Equipment and Regulatory	Investigation	Other	Safety	Seatbelt	Speeding	Stoplight
	2021	2021	2021	2021	2021	2021	2021	2021
	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1
Asian		4	1		5		30	6
Black	1	90	1	2	5	6	130	11
Unknown/Other	1	2					1	1
Hispanic	4	11			2	2	15	4
White	5	146	3	4	12	8	244	47
Grand Total	11	253	5	6	24	16	420	69

# Equipment and Regulatory Violations

Equipment and Regulatory Violations



Equipment and  
Regulatory  
Violations

	2021
	Q1
Asian	4
Black	90
Unknown/Other	2
Hispanic	11
White	146

# Types of Searches and Search Productivity

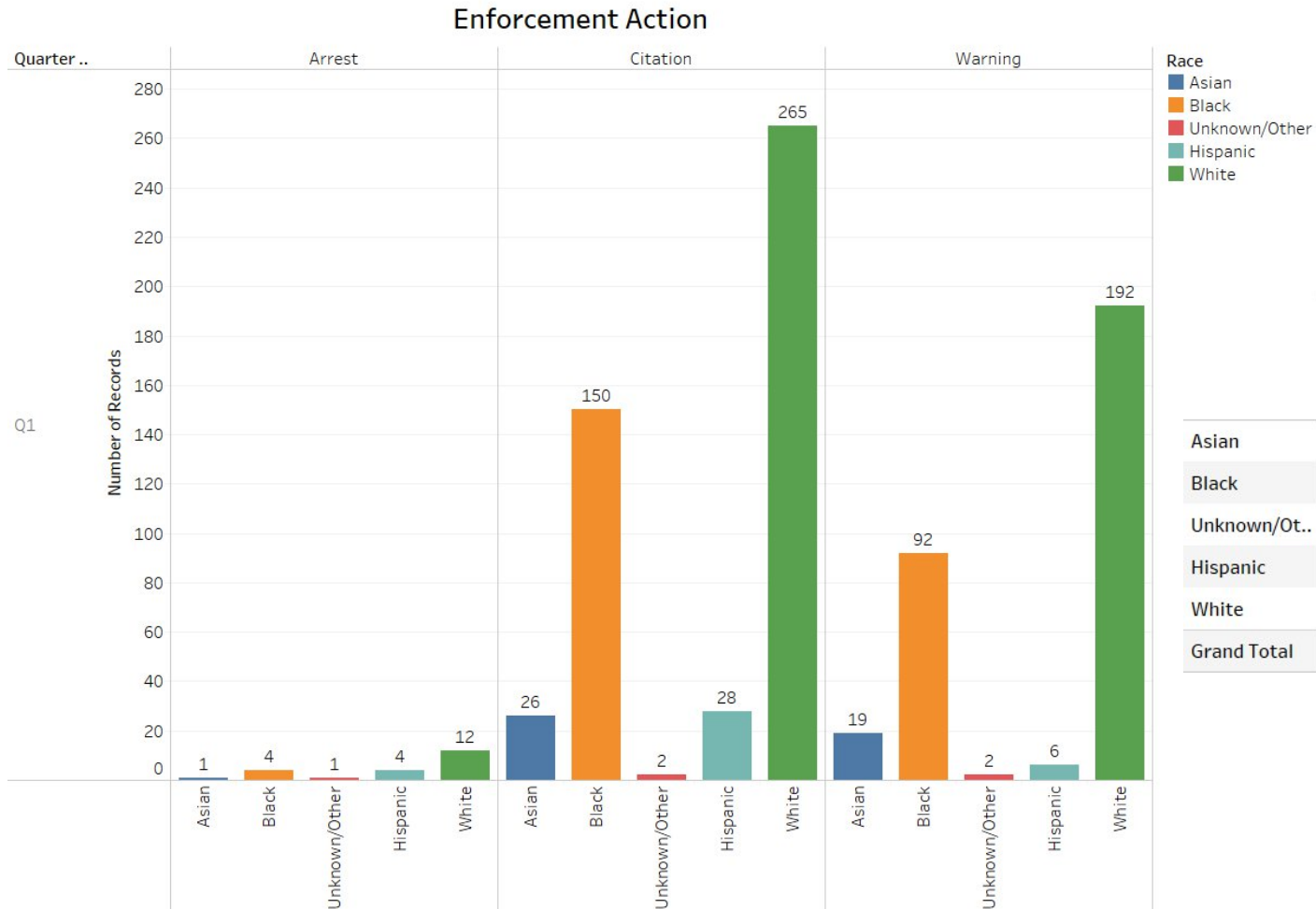
## Reason for Search

		Consent 2021	Incident to Arrest 2021	Probable Cause 2021	Protective Frisk 2021	Search Warrant 2021
		Q1	Q1	Q1	Q1	Q1
DRIV	Asian	0	1	0	0	0
	Black	0	4	1	2	0
	Unknown/Other	0	1	0	0	0
	Hispanic	0	4	1	0	0
	White	0	10	3	0	0
PASS	Black	0	0	0	1	0
	Hispanic	0	0	0	0	0
	White	0	0	0	0	0

## Search Productivity for All Searches

		Alcohol Found 2021	Drugs Found 2021	Money Found 2021	No Contraband Found 2021	Other Contraband Found 2021
		Q1	Q1	Q1	Q1	Q1
	Asian	0	0	0	1	0
	Black	0	1	0	5	0
	Unknown/Other	0	0	0	1	0
	Hispanic	1	2	0	3	0
	White	2	1	0	10	0
PASS	Black	0	0	0	1	0
	Hispanic	0	0	0	0	0
	White	0	0	0	0	0

# Enforcement Action 2021 Q1



Enforcement Action				
	Arrest	Citation	Warning	Grand Total
	2021	2021	2021	
	Q1	Q1	Q1	
Asian	1	26	19	46
Black	4	150	92	246
Unknown/Ot..	1	2	2	5
Hispanic	4	28	6	38
White	12	265	192	469
Grand Total	22	471	311	804

# Probable Cause Searches

Enforcement Action for Drivers of Probable Cause Searches

		Asian	Black	Hispanic	White
		2021	2021	2021	2021
		Q1	Q1	Q1	Q1
Arrest	DRIV	0	0	0	1
Citation	DRIV	0	1	1	1
	PASS			0	
Warning	DRIV	0	0	0	1
	PASS		0		0

# Use of Force

- Two use of force incidents in 2021 Q1.
- Suspects involved: 1 black male, 1 white male

# Citizen Complaints

- Only 1 citizen complaint in 2021 Q1.
- 1. Nature: Other; Resolution: Pending





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-118

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**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Disposal of Surplus Property and Online Public Auction Spring 2021

**PURPOSE:** To seek authorization for disposal of surplus vehicles, equipment, and personal property owned by the Town.

**DEPARTMENT:** Finance, Public Works, et al

**CONTACT INFORMATION:** Arche McAdoo, ext. 7493; Joe Guckavan, ext. 7427

**INFORMATION:** Normally Town holds one or two public auctions a year to dispose of vehicles, equipment, and personal property that is of no longer of value or use to the Town. Until last year, surplus vehicles and equipment had been transported to High Point for public auction at facilities of the auctioneer. Last year we conducted an on-site auction at the Public Works and Grounds under the leadership of Rogers Auctioneers, Inc. Because of the pandemic, this year we plan to hold an online public auction with Rogers Auctioneers. Inc.

Exhibit 1 to Attachment A, Resolution for Disposal of Town Surplus Property, has a list of surplus property identified that is intended for the public auction sale in May. There may be other items taken out of service before the auction will need to be added to the list. While each item or group of items is estimated to have a fair market value of less than thirty thousand dollars (\$30,000), we anticipate total revenues from this sale will be more than \$94,000. Surplus items for disposal and/or auction with estimated value greater than \$30,000 require approval of the governing board.

**FISCAL & STAFF IMPACT:** All funds from the public auction sale will be deposited in the Town's General Fund.

**RECOMMENDATION:** That the Board of Aldermen adopt the attached resolution for disposal of Town surplus property.

## RESOLUTION FOR DISPOSAL OF TOWN SURPLUS PROPERTY

WHEREAS, the Town Manager pursuant to N.C.G.S. 160A-266 (c) is authorized to dispose of any surplus personal property owned by the Town of Carrboro whenever he determines, in his discretion, that the property is no longer necessary for the conduct of public business; and, the item or group of items has a fair market value of less than thirty thousand dollars (\$30,000.00); and,

WHEREAS, the Town now has accumulated a number of vehicles and equipment that have been replaced by the acquisition of new vehicles and equipment; and,

WHEREAS, other personal property owned by the Town is no longer useable due to the wear and tear or obsolescence; and,

WHEREAS, the Town Manager has determined that certain vehicles, equipment and other personal property is no longer necessary for the conduct of Town business;

NOW THEREFORE, the Carrboro Town Council hereby resolves that:

1. The Town Manager is authorized to dispose of the surplus property listed in the attached Exhibit 1, and any other surplus property as the Town Manager may deem appropriate.
2. Town Manager is authorized to dispose of surplus property at a public auction to be conducted online by Rogers Auctioneer, Inc.
3. The Town Manager is authorized to enter into a contacts not to exceed 12 months with Rogers Auctioneer, Inc. or other licensed auctioneer for a public auction.
4. The terms of the public auction sale shall be as follows:
  - a. to the highest bidder;
  - b. items specifying a minimum bid price shall be to the highest bidder equaling or exceeding the established minimum;
  - c. all sales shall be designated final on the day of the auction; and
  - d. all items shall be sold on an “as is” and “where is” basis and the Town makes no guarantee of merchantability or any other implied or express warranty and assumes no responsibility for any of the items.
5. Any items remaining after the public auction may, at the Town Manager’s discretion, be offered for sale online at [www.govdeals.com](http://www.govdeals.com) or other online bidding site(s); or the Town Manager may retain the property, obtain any reasonably available salvage value, or cause it to be disposed of as waste material.
6. Advertisement of all public and online auctions are to be posted to the Town of Carrboro website prior to the date(s) of the auction.
7. This resolution is effective immediately and shall remain in effect for a one year period after Town Council approval.

## Exhibit 1

### Town of Carrboro Property Declared Surplus for Disposal

<u>MAKE</u>	<u>Town ID</u>	<u>Year</u>	<u>MODEL</u>	<u>Quantity</u>	<u>VIN/SER#</u>	<u>EST. VALUE</u>
Ford	987	2008	F-250 4x4	1	1FTSW21R88ED80235	5,000.00
Ford	41	2006	F-350 4x4	1	1FTWX31P46EC19753	\$4,500.00
Autocar	807	2015	ACX64	1	5VCACD8G9FH219167	\$20,000.00
American LaFrance	802	2009	Condor	1	5SXHNZCY89R000355	\$15,000.00
Ford	986	2007	Expidition	1	1FMFU16587LA83978	\$2,750.00
C&J	TR-002	1995	16ft Open Trailer	1	1C9AB112XSA1C9368	\$1,000.00
C&J	TR-003	1995	16ft Landscape Trailer	1	1C9AB1820SA1C9398	\$1,000.00
Texas Bragg	TR-004	1999	6x10 Landscape Trailer	1	17XFP1024X1997889	\$1,500.00
Texas Bragg	TR-005	1999	6x10 Landscape Trailer	1	17XFP1020X1997890	\$1,500.00
Chevrolet	236	2010	Imapala	1	2G1WD5EM1A1170227	\$3,500.00
Chevrolet	237	2010	Imapala	1	2G1WD5EM8A1169950	\$4,000.00
Chevrolet	240	2011	Imapala	1	2G1WD5EM0B1213506	\$4,000.00
Chevrolet	246	2012	Imapala	1	2G1WD5E38C1234340	\$4,500.00
Chevrolet	248	2012	Imapala	1	2G1WD5E32C1237573	\$4,500.00
<b><u>Other Items</u></b>						
ODB			14.5 Stainless Steel Leaf Box	1		\$1,500.00
Gray Oil Filter Crusher			QP-150	1		\$500.00
Coats Tire Balancer			1055	1	9806349287	\$1,000.00
Heniker Snow Plow			8Ft Blade	1	2802-E30896644	\$2,000.00
Heniker Salt Spreader			2 Yard Hopper	1		\$2,000.00
Swenson	033B		Salt Spreader	1	0208-2194	\$2,000.00
ODB	609	2012	LCT 600 Leaf Vac	1	1Z9PL1619BR168161	\$5,000.00
Rear Tine Tillers			Honda FR-600 and Husqvarna 700 DRT	2	Honda-FZAV-2001274 Husqvarna-020507T003305	\$500.00
Snowex			Snow Broom SS4000	1	150126300557	\$1,000.00
Snowex			Snow Broom SS4000	1	150126300541	\$1,000.00
John Deere Tractor w/ loader and Backhoe	64	2000	4600 Compact Tractor	1	LV4600H367241	\$5,000.00
						<b>\$94,250.00</b>



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:21-132**

**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Request-to-Set Public Hearings on Conditional Rezoning at 410, 420 and 430 Smith Level Road and associated LUO Text Amendment

**PURPOSE:** The Town has received a petition to rezone property at 410, 420 and 430 Smith Level Road to O/A-CZ (Office/Assembly, conditional) for the construction of a commercial development that would include a self-storage facility, office, retail and restaurant uses. An application for a text amendment to the Land Use Ordinance relating to the project has also been submitted. The Town Council must receive public input before reaching decisions on these requests. A hearing date of May 25, 2021 has been identified. Resolutions setting two public hearings are provided for the Council's use.

**DEPARTMENT:** Planning Department

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

**INFORMATION:** In March 2020, Deans Hackney of Hackney & Company, LLC, submitted a petition to rezone three parcels encompassing approximately 3.94 acres along Smith Level Road from R-10 to O/A-CZ for a proposed development involving the construction of four new buildings with a combined total of approximately 100,000 square feet of commercial space. Mr. Hackney also submitted an application for a text amendment to reduce the minimum size for the district from 5 acres to 4 acres. The subject properties are further identified in the table below and the vicinity map provided as *Attachment D*.

No.	PIN	Existing Zoning	Proposed Zoning	Acres
Parcel 1	9778-60-9205	R-10	O/A-CZ	0.795
Parcel 2	9778-70-0424	R-10	O/A-CZ	1.623
Parcel 3	9778-60-9663	R-10	O/A-CZ	1.523
<b>Total</b>				3.941

The application materials were distributed to reviewing agencies including the Town Engineer and NCDOT to determine compliance with applicable regulations. On June 25, 2020, the proposal was presented to the joint

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**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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advisory board for a courtesy review ([\\_ 06252020-3804 \(townofcarrboro.org\)](http://www.townofcarrboro.org/AgendaCenter/ViewFile/Agenda/06252020-3804)  
<[http://www.townofcarrboro.org/AgendaCenter/ViewFile/Agenda/ 06252020-3804](http://www.townofcarrboro.org/AgendaCenter/ViewFile/Agenda/06252020-3804)>. Based on comments from the advisory boards, and the reviewing agencies, Mr. Hackney substantially revised the proposal and resubmitted updated materials in December 2020. These materials included a brief project narrative, an updated petition for rezoning, a list of draft conditions (*Attachment B-1*) and a revised illustrative master plan (*Attachment E*). The applicant also submitted an updated request for the text amendment to reduce the minimum size for the district to 3.5 acres (*Attachment B-2*). A neighborhood information meeting was held on April 8<sup>th</sup>. Materials from the meeting--the neighborhood information form and meeting summary are provided (*Attachment F*).

A draft ordinance for the requested rezoning has been prepared. The ordinance includes an initial list of conditions; additional refinement is anticipated (*Attachment C-1*). A draft text amendment has also been prepared (*Attachment C-2*). As currently written, the text amendment is designed to incorporate some of the specific elements of the existing O/A-conditional use district into the O/A-conditional district. (As a reminder, amendments underway for compliance with the adoption of G.S. Chapter 160D will eliminate conditional use districts and conditional use permits after July 1<sup>st</sup>.)

The Town Council must receive public comment before adopting amendments to the Land Use Ordinance (map and text). Planning Board, and Orange County review for the text amendment, are also needed, and other advisory boards have been identified based on their areas of expertise. If the text amendment and rezoning are approved, the applicant would follow with an application for a special use permit subject to Town Council approval.

**FISCAL & STAFF IMPACT:** The petitioner has submitted fees and materials for reviewing and processing this request, which includes public hearing notice and advisory board evaluation. Staff time will be necessary for public notice and public hearing agenda preparation.

**RECOMMENDATION:** Staff recommends that the Town Council consider the attached resolutions setting two public hearings for May 25, 2021 and for referring both applications to advisory boards: *Attachment A-1* for the request for rezoning and *Attachment A-2* for the requested LUO text amendment.

A RESOLUTION CALLING A PUBLIC HEARING ON THE PROPOSED CONDITIONAL  
DISTRICT REZONING AT 410, 420 & 430 SMITH LEVEL ROAD

**WHEREAS**, the Carrboro Town Council seeks to provide ample opportunities for the public to comment on proposed projects; and

**WHEREAS**, an application has been received for a Conditional District Rezoning for the property located along Smith Level Road, known as 410, 420 and 430 Smith Level Road; and

**WHEREAS**, the application includes a petition to rezone three properties that may be identified by Orange County PIN Numbers (#9779-60-9205, #9778-70-0424 and #9778-60-9663) from R-10 to O/A, Conditional.

**NOW, THEREFORE BE IT RESOLVED** by the Carrboro Town Council that the Council calls a public hearing on May 25, 2021 to discuss the rezoning petition.

**BE IT FURTHER RESOLVED** that the rezoning petition is referred to the Town of Carrboro Planning Board and the following Town of Carrboro advisory boards and commissions for consideration and recommendation prior to the specified public hearing date:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Appearance Commission              | <input type="checkbox"/> Recreation and Parks Commission             |
| <input checked="" type="checkbox"/> Transportation Advisory Board      | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input checked="" type="checkbox"/> Environmental Advisory Board       | <input checked="" type="checkbox"/> Stormwater Advisory Commission   |
| <input checked="" type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> _____                                       |

This is the 27<sup>th</sup> day of April in the year 2021.

A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE  
CARRBORO LAND USE ORDINANCE TO RELATING TO THE OFFICE/ASSEMBLY  
CONDITIONAL ZONING DISTRICT

WHEREAS, the 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 May 25, 2021, to consider adopting “An Ordinance Amending the Carrboro Land Use Ordinance Relating to the Office/Assembly Conditional Zoning District.”

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County and the Town of Carrboro Planning Board for consideration and recommendation prior to the specified public hearing date.

BE IT FURTHER RESOLVED that the draft ordinance is also referred to the following Town of Carrboro advisory boards and commissions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Appearance Commission              | <input type="checkbox"/> Recreation and Parks Commission             |
| <input checked="" type="checkbox"/> Transportation Advisory Board      | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input checked="" type="checkbox"/> Environmental Advisory Board       | <input type="checkbox"/> Stormwater Advisory Commission              |
| <input checked="" type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> _____                                       |

This is the 27<sup>th</sup> day of April in the year 2021.



# Hackney & Company

April 23<sup>rd</sup>, 2021

Town of Carrboro  
Attn: Town Council  
301 W. Main St.  
Carrboro, NC 27510

Re: 420 Smith Level Road – Conditional Rezoning Petition

Dear Members of the Town Council,

I would like to take this opportunity expand upon the narrative presented in the Petition for Change of Zoning for our proposed development located at 420 Smith Level Road. We firmly believe that this project will provide economic and social benefits to the community as a whole by creating a destination commercial node that will provide a significant new source of tax revenue as well as full-time employment opportunities in a manner compatible with surrounding residential districts.

Our plan will significantly increase the property tax revenue generated from the existing parcels. We used a developed parcel of the South Green development, specifically Orange County Parcel 9778837930, as a comparable parcel to estimate the tax benefits of our project. Our calculations indicate that at full buildout and using 2021 dollars, the project would generate over \$212,000 in annual tax revenue. Of that figure, \$76,000 would be generated for the Town of Carrboro and \$25,000 for Chapel Hill – Carrboro City Schools. Currently the subject properties only generate \$13,000 in tax revenue, with \$4,700 of that for the Town of Carrboro and \$1,500 for Chapel Hill – Carrboro City Schools. We expect 420 Smith Level Road to create full time employment opportunities for the Carrboro community. At completion, we conservatively estimate the project will create 10-15 full time jobs, based on the types of uses considered and permitted within the Office/Assembly zoning district.

We aim to design the project to be a destination commercial node that is compatible with the adjacent residential districts. All building exteriors will be constructed with brick, stone, wood or fabricated residential lap siding made of hardboard or vinyl. The roof pitch for Buildings 2, 3, & 4 will have a minimum vertical rise of one foot for every two feet of horizontal run. The windows for those same buildings will be of the scale and proportion typical of single-family residences. To the extent practicable, Building 1, which we have identified as the self-storage building, will also be designed and constructed with similar windows but will have a flat roof to accommodate for solar panels.

We are confident that the development of 420 Smith Level Road will be a mutually beneficial endeavor for all of the project's stakeholders, particularly the Town and citizens of Carrboro. Thank you for your time and consideration of our proposal.

Respectfully submitted,

**Deans Hackney III**  
Hackney & Company LLC  
(910) 508-6658  
deans@hackneycompany.com  
Mailing: P.O. Box 3442, Wilmington, NC 28406  
Office: 4004 Oleander Dr, Suite 103, Wilmington, NC 28403  
www.hackneycompany.com



## **APPENDIX A – 2**

# **PETITION FOR CHANGE OF ZONING FORM**

CARRBORO DEVELOPMENT GUIDE  
APPENDIX A

## TOWN OF CARRBORO

## PETITION FOR CHANGE OF ZONING



PETITIONER:

Levi &amp; Patricia Green, and Steven &amp; Valerie Green

DATE:

12/11/2020

**The Petitioner named above respectfully requests the Town Council of the Town of Carrboro to rezone the below-described property from R10 to O/A-CZ zoning classification. The Petitioner furthermore submits the following information in support of this petition.**

1. PETITIONER'S NAME Levi & Patricia Green, and Steven & Valerie Green  
ADDRESS: P.O. Box 3442, Wilmington, NC 28406  
TELEPHONE #:( 910 ) 508-6658
2. INTEREST IN PROPERTY(IES): Owners
3. BROAD DESCRIPTION OF PROPERTY AREAS SOUGHT TO BE REZONED BY REFERENCE TO ADJOINING STREETS : 410, 420, and 430 Smith Level Road  
Intersection of Smith Level Road and Culbreth Road
4. DESCRIPTION OF INDIVIDUAL LOT(S) SOUGHT TO BE REZONED:
  - a. OWNER: Levi & Patricia Green  
Book 1997 / Page 19  
TAX MAP: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ACREAGE: 0.795 PARCEL: 9778609205  
SUBDIVISION NAME: \_\_\_\_\_ FRONTAGE: 235' DEPTH : 180'  
EXISTING STRUCTURES AND USES: Single Family Residence
  - b. OWNER: Steven Green & Valerie Green  
Book 1997 / Page 19  
TAX MAP: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ACREAGE: 1.623 PARCEL: 9778700424  
SUBDIVISION NAME: \_\_\_\_\_ FRONTAGE: 400' DEPTH : 300'



**CARRBORO DEVELOPMENT GUIDE  
APPENDIX A**

the area. The project will complement established transitional uses, creating employment opportunities and needed services to the community. Further, the project will establish an organized mixed-use, neighborhood commercial node servicing the adjacent residential district with shopping and dining conveniently located along Smith Level Road. The storage use proposed will result in low amounts of traffic generation, noise, and light, making it a great transitional use adjacent to established multi-family residential.

- (b) **In what way is the property proposed for rezoning peculiarly/particularly suited for the potential uses of the new district?**

The proposed O/A conditional district is within an appropriate transition area, per Section 3.3 of the Town's Vision2020 Plan (New Commercial Growth). The subject property is one of the few remaining large undeveloped infill parcels within the Town limits and has much more potential to provide economic and social benefit to the Town as a commercial district. The district will support a pedestrian scaled project compatible with Section 3.312 fostering an attractive assortment of needed community uses while providing a destination neighborhood commercial node for the benefit of the surrounding local area. The site is also well suited for these uses due to the existing high volume of traffic along Smith Level Road.

- (c) **How will the proposed rezoning affect the value of nearby buildings?**

The rezoning is anticipated to maintain, if not enhance, property values in the surrounding area. The Traffic Impact Analysis for the proposed development has shown that traffic generation will be minimal and will not impact traffic flows in the Smith Level Road and Culbreth Road corridors. The project will bring needed goods and services closer to the adjacent residential districts, thus reducing drive times and traffic generation while increasing convenience. The district will result in a low-impact destination work/shop/play commercial node that prospective property owners will want to be close to.

- (d) **In what way does the rezoning encourage the most appropriate use of the land in the planning jurisdiction?**

Given the subject property's location in a transition area adjacent to a major roadway, rezoning the property to an O/A conditional district will result in the highest and best use of the property while mitigating any negative impacts of commercial development. The Town's Vision2020 Plan encourages new office/assembly conditional use developments within these transition areas in Section 3.3. The subject property has great potential to serve the Town as a destination commercial node that would supply needed goods and services to existing residential areas.

---

WHEREFORE, THE PETITIONER REQUESTS THAT THE OFFICIAL ZONING MAP BE AMENDED AS SET OUT ABOVE. THIS IS THE 11th DAY OF December, 2020.

PETITIONER'S SIGNATURE: Steven Gray Val MD

**PLEASE NOTE:**

For all the persons identified under "5", please attach addressed envelopes with the correct postage. Oversight of this requirement could delay processing your rezoning request.



# Hackney & Company

December 11<sup>th</sup>, 2020

Town of Carrboro  
Attn: Town Council  
301 W. Main St.  
Carrboro, NC 27510

Re: Morgan Creek Commons – Conditional Rezoning Application Conditions

Dear Members of the Town Council,

I would like to take this opportunity to submit a list of conditions to the Petition for Change of Zoning submitted by Hackney & Company LLC for lands located at 410, 420, & 430 Smith Level Road. We are proposing the following conditions in association with the rezoning and subsequent proposed development, Morgan Creek Commons:

- 1) The applicant will build in substantial conformance to the plans submitted.
- 2) The applicant shall limit conditional uses to the following uses identified in the permit:
  - a) Retail - use #2.110 and 2.120
  - b) Office, clerical, research, and services - use #3.110, 3.120, and 3.130
  - c) Restaurant - use #8.100 and 8.200
  - d) Storage - use #10.210
- 3) For all exterior lighting, the applicant will install a maximum fifteen-foot high light poles throughout the project and use a maximum 3000 kelvin rating for all LED lights
- 4) The Declaration of Covenants and Restrictions will restrict hours of deliveries between the hours of 6am and 10pm on weekdays and 7am and 10pm on weekends
- 5) The Declaration of Covenants and Restrictions will restrict hours of access to the self-storage use to between the hours of 6am and 10pm.
- 6) The Declaration of Covenants and Restrictions will restrict the hours of collection of trash and recycling. A copy of the Declaration of Covenants and Restrictions will be provided to the Town prior to approval of construction plans.
- 7) The Declaration of Covenants and Restrictions will restrict the hours of landscape maintenance. A copy of the Declaration of Covenants and Restrictions will be provided to the Town prior to approval of construction plans.
- 8) The applicant will utilize native plants as identified in the Land Use Ordinance in supplemental landscaping to the extent possible. Supplemental aesthetic plantings, such as pots and beds, may utilize drought tolerant and non-invasive plants.
- 9) The applicant must incorporate design wiring infrastructure for solar panels within the self-storage building design
- 10) The applicant must provide four electric vehicle charging stations.

Respectfully submitted,

**Deans Hackney III**

Hackney & Company LLC  
(910) 508-6658  
deans@hackneycompany.com  
Mailing: P.O. Box 3442, Wilmington, NC 28406  
Office: 4004 Oleander Dr, Suite 103, Wilmington, NC 28403  
www.hackneycompany.com

## TOWN OF CARRBORO



## LAND USE ORDINANCE AMENDMENT REQUEST

*"Dear Potential Business Operator:*

*Please be advised that it may be necessary to meet with several members of Town staff as well as outside agencies to identify and fully understand all rules, regulations, and policies applicable to your business. Please refer to the 'Checklist for Opening a Business in Carrboro.'*"

**To the Town Council, the Planning Board, and the Appearance Commission, as appropriate, of the Town of Carrboro:**

**I (we), the undersigned do hereby respectfully make application and petition the Carrboro Town Council to amend the Land Use Ordinance. In support of this application, the following facts are shown:**

- 1) The Land Use Ordinance, at present, would allow (description/quote, page and number of section in question):**

O/A Assembly – Section 15-136 (10-a). No less than 5 contiguous acres may be  
zoned as an Office/Assembly District.

- 2) The proposed amendment to the Land Use Ordinance would allow (describe briefly intended change):**

No less than 3.5 acres may be zoned as an Office/Assembly District.

- 3) State the reasons for the proposed amendment:**

There are few large parcels remaining within the Town of Carrboro with future  
development potential, and almost none that are five or more acres. This text  
amendment will allow planning tools like the O/A-CZ district to promote an orderly  
transition towards commercial uses in appropriate areas as envisioned in Vision2020.  
Modifying the ordinance to 3.5 acres will not have a substantial impact on the number  
of properties that qualify for the rezoning, but it will allow for more of the larger  
transitional parcels to qualify.

**SIGNATURE:**

*Deans Hackney III*  
 applicant

Deans Hackney III  
 {print}

**ADDRESS:**

P.O. Box 3442  
Wilmington, NC 28406

**TELEPHONE NUMBER:**

(910) 508-6658

AN ORDINANCE AMENDING THE CARRBORO ZONING MAP TO REZONE APPROXIMATELY  
3.94 ACRES OF PROPERTY KNOWN AS 410, 420 AND 430 SMITH LEVEL ROAD FROM R-10  
(RESIDENTIAL, 10,000 SQUARE FEET PER DWELLING UNIT) TO O/A-CZ  
(OFFICE/ASSEMBLY, CONDITIONAL)

\*\*DRAFT 4-23-2021\*\*

THE TOWN COUNCIL OF THE TOWN OF CARRBORO ORDAINS:

SECTION 1. The Official Zoning Map of the Town of Carrboro is hereby amended as follows:

That property being described on the Orange County Tax Maps by parcel identification numbers shown below shall be rezoned as noted and subject to the following conditions:

No.	PIN	Existing Zoning	Proposed Zoning	Acres
Parcel 1	9778-60-9205	R-10	O/A-CZ	0.795
Parcel 2	9778-70-0424	R-10	O/A-CZ	1.623
Parcel 3	9778-60-9663	R-10	O/a-CZ	1.523
<b>Total</b>				3.941

1. The Concept Plan labeled “*Morgan Creek Commons Illustrative Master Plan*,” dated \_\_\_\_\_ is approved and incorporated herein to indicate all potential land uses, the general location and size of buildings and parking areas, vehicular and bicycle-pedestrian access points, general circulation patterns, stormwater management features and building setbacks. Other features and issues remain to be decided at the time a special use permit is requested for development. Those features include, but are not necessarily limited to, preserved trees and other landscaped areas, traffic improvements at Smith Level Road and the intersection with Culbreth and BPW roads, and the amount of required parking.
2. The applicant shall limit land uses to the following classifications:
  - a) Sales and Rental of Goods, Merchandise and Equipment: use classifications 2.110 (High-Volume Traffic Generation) and 2.120 (Low-Volume Traffic Generation)
  - b) Office, Clerical, Research and Services Not Primarily Related to Goods or Merchandise: use classifications 3.110 (Operations designed to attract and serve customers or clients on the premises, such as the office of attorneys, physicians, other professions, insurance and stock brokers, travel agents, governmental office buildings, etc.), 3.120 (Operations designed to attract little or no customer or client traffic other than employees of the entity operating the principal use) and 3.130 (Office or clinics of physicians or dentists with not more than 10,000 square feet of gross floor area).
  - c) Restaurants (including food delivery services), Bars, Night Clubs: – use classifications 8.100 (Restaurant with none of the features listed in use classification below as its primary activity), and 8.200 (Outside Service or Consumption).
  - d) Storage and Parking: use classification 10.210 (All storage within completely enclosed structures).
3. For all exterior lighting, the applicant will install a maximum fifteen-foot high light poles through the project and use a maximum 3000 kelvin rating for all LED lights.



4. The Declaration of Covenants and Restrictions will restrict the hours of deliveries between the hours of 6 am and 10 pm on weekdays and 7 am and 10 pm on weekends.
5. The Declaration of Covenants and Restrictions will restrict the hours of access to the self-storage use to between the hours of 6 am and 10 pm.
6. The Declaration of Covenants and Restrictions will restrict the hours of collection of trash and recycling. A copy of the Declaration of Covenants and Restrictions will be provided to the Town prior to approval of construction plans.
7. The Declaration of Covenants and Restrictions will restrict the hours of landscape maintenance. A copy of the Declaration of Covenants and Restrictions will be provided to the Town prior to approval of construction plans.
8. The applicant will utilize native plants as identified in the Land Use Ordinance in supplemental landscaping to the extent possible. Supplemental aesthetic plantings, such as post and beds, may utilize drought tolerant and non-invasive plants.
9. The applicant must incorporated design wiring infrastructure for solar panels within the self-storage building design.
10. The applicant must provide four electric vehicle charging stations.
11. The special use permit application shall include a timeline for the installation of stormwater features as well as the schedule for converting erosion control features into permanently maintained BMPS/SCMS. Erosion control features shall be designed and installed to provide sufficient stabilization during development.

SECTION 2. All provisions of the any Town ordinance in conflict with this ordinance are repealed.

SECTION 3. This ordinance shall become effective upon adoption.

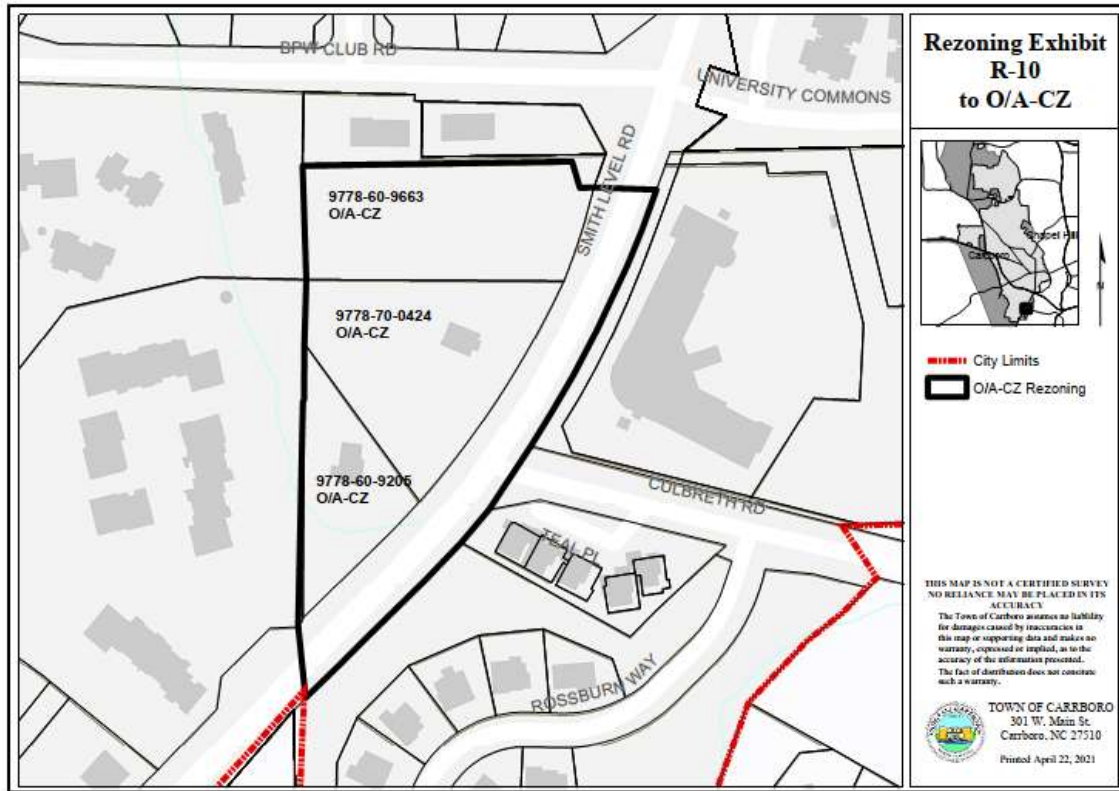
The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted, this the \_\_\_\_\_ day of \_\_\_\_\_ 2021.

AYES:

NOES:

ABSENT OR EXCUSED.





DRAFT

AN ORDINANCE AMENDING THE CARRBORO LAND USE ORDINANCE RELATING TO  
THE OFFICE/ASSEMBLY CONDITIONAL ZONING DISTRICT

**\*\*DRAFT 04-23-2021\*\***

THE CARRBORO TOWN COUNCIL ORDAINS:

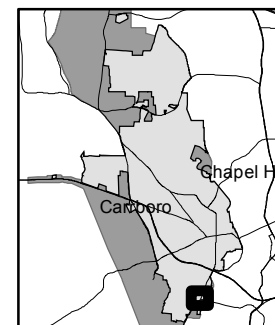
**Section 1.** Subsection 15-141.4(c) of the Carrboro Land Use Ordinance, Conditional Zoning Districts, is amended by adding a new subdivision (3) to read as follows:

- (3) Property that is zoned O/A-CZ shall be subject to all regulations applicable to the O/A district (including but not limited to the performance standards set forth in part I of Article XI) and the following additional requirements:
  - a. No area less than three and one-half contiguous acres and no more than a total of twenty-five (25) acres may be rezoned to the O/A-CZ.
  - b. Buildings within the O/A-CZ district shall constructed with exterior walls of materials commonly used on the exterior walls of single-family residences (such as brick, stone, wood or fabricated residential lap siding made of hardboard or vinyl).

**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.

# Proposed O/A-CZ Rezoning



City Limits

Proposed O/A-CZ

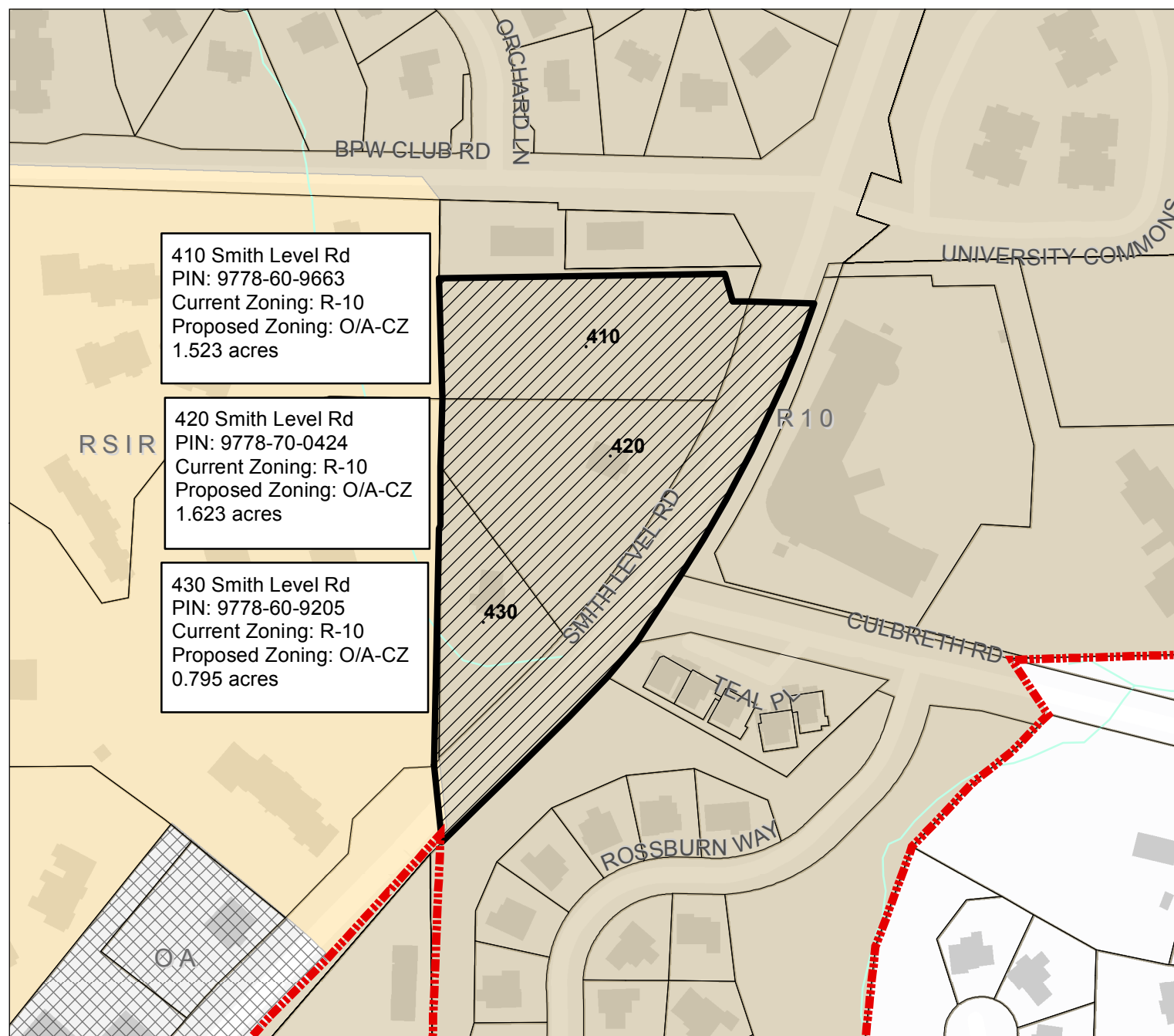
**THIS MAP IS NOT A CERTIFIED SURVEY  
NO RELIANCE MAY BE PLACED IN ITS  
ACCURACY**

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 April 22, 2021





# MORGAN CREEK COMMONS CARBORO, NORTH CAROLINA

## ILLUSTRATIVE MASTER PLAN

November 2020



### SITE DATA

SITE ADDRESS: 410 420 & 430 SMITH LEVEL ROAD  
CARBORO, NC 27833

SITE AREA: 57.75 ACRES  
PROPOSED ZONING: 134 ACRES

BUILDING RETENACKS (O&A): 134 ACRES  
OFFICE ASSEMBLY

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OFFICE ASSEMBLY

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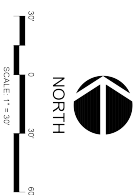
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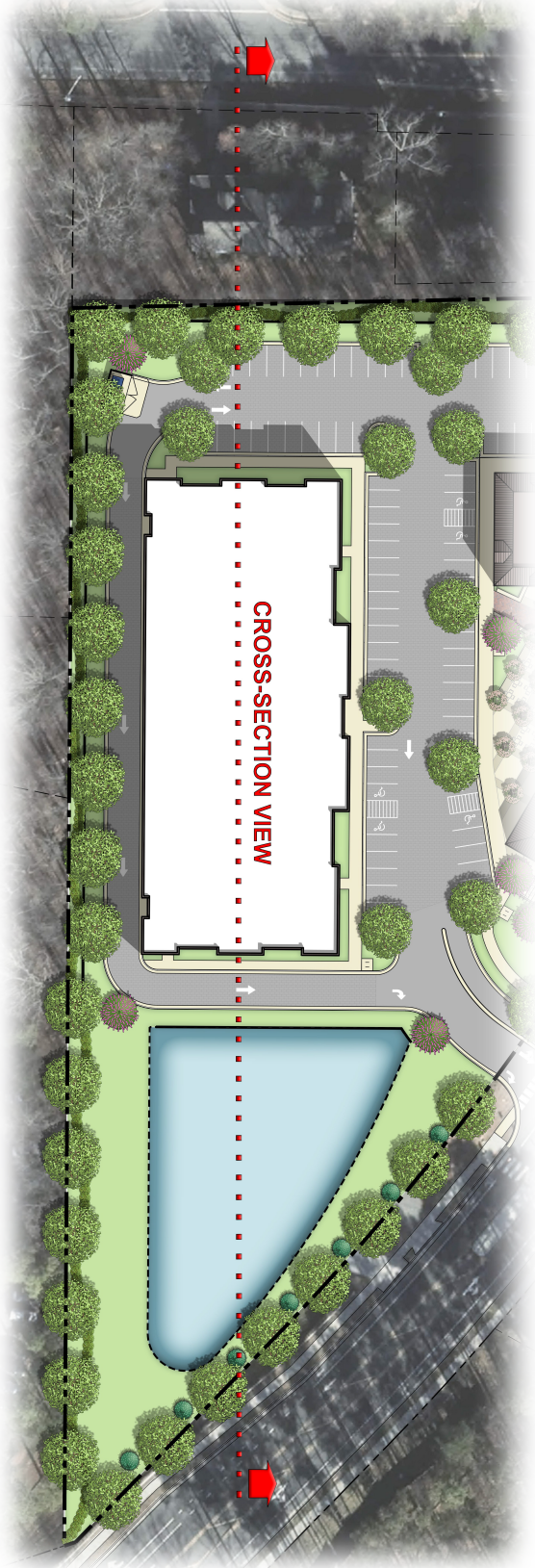
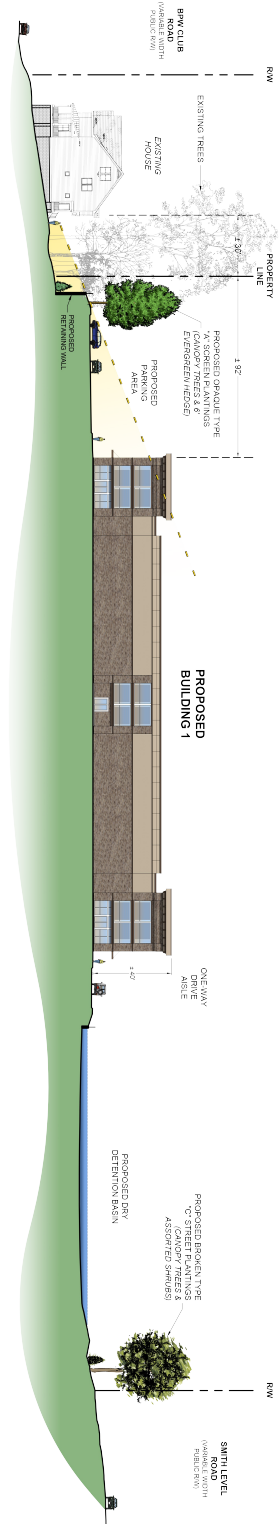
301 GLENWOOD AVENUE, SUITE 220  
RALEIGH, NC 27603



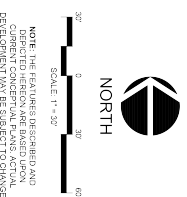
NOTE: THE FEATURES DESCRIBED AND SHOWN ON THIS PLAN ARE BASED ON THE CURRENT CONCEPTUAL PLANS. ACTUAL DEVELOPMENT MAY BE SUBJECT TO CHANGE.

**PARKING REQUIREMENTS**  
177 TOTAL SPACES WITH 20% REDUCTION = 99 SPACES REQUIRED  
1 BICYCLE SPACE / 10 VEHICLE SPACES = 9.9 BICYCLE SPACES  
99 PARKING SPACES PROVIDED (INCLUDING 11.5 SPACES & 4 RV  
20 BICYCLE SPACES PROVIDED (INCLUDING 8 COVERED))





**MORGAN CREEK COMMONS**  
 CARBORO, NORTH CAROLINA  
**CROSS-SECTION VIEW EXHIBIT**  
 November 2020



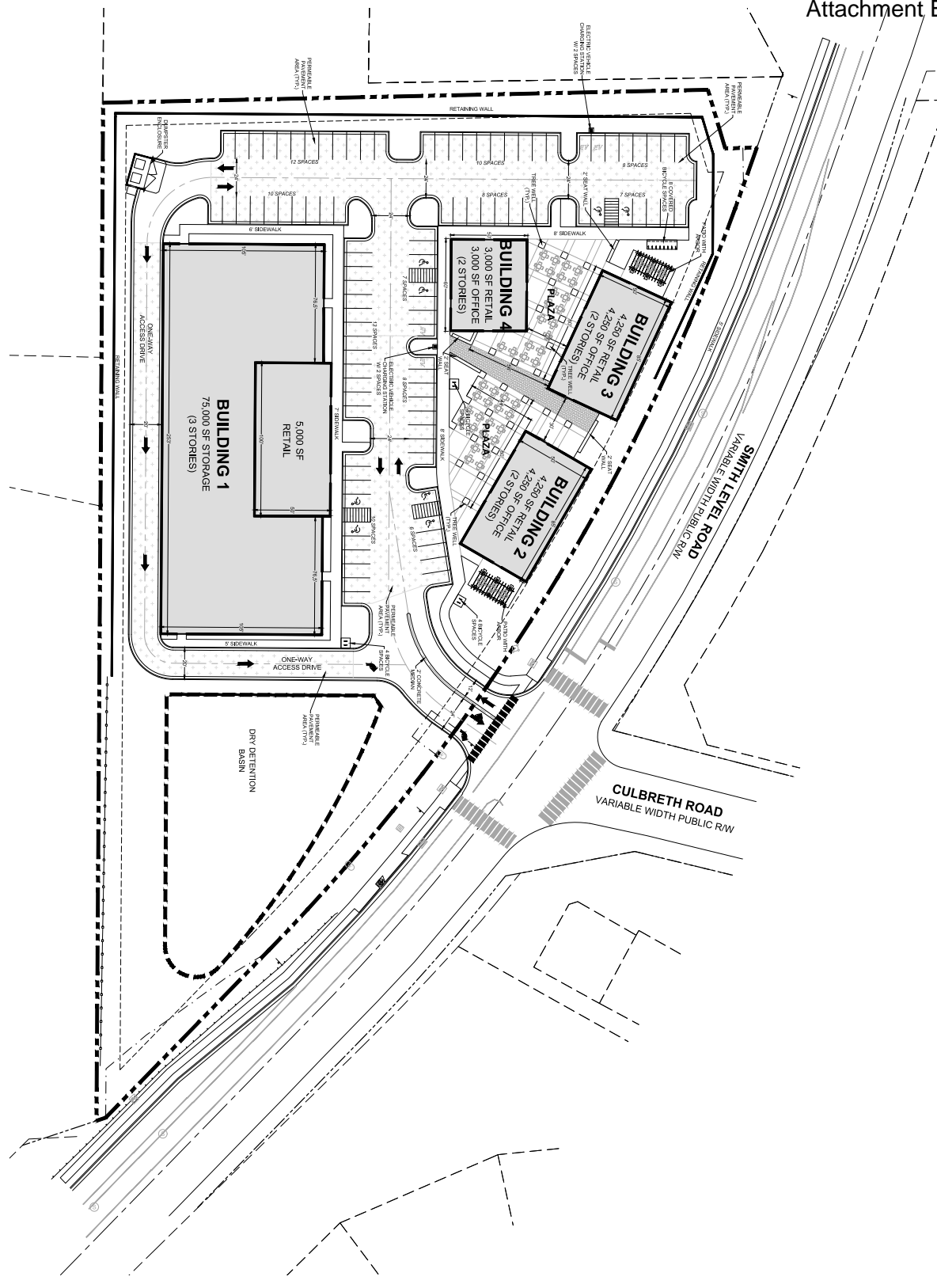
NOTE: THE FEATURES DESCRIBED AND  
 LOCATIONS SHOWN ARE BASED UPON  
 INFORMATION PROVIDED BY THE  
 DEVELOPER AND ARE SUBJECT TO CHANGE



**CE GROUP**  
 301 GLENNWOOD AVENUE, SUITE 220  
 RALEIGH, NC 27603

**MORGAN CREEK COMMONS**  
CARBORO, NORTH CAROLINA

**CONCEPTUAL SITE PLAN**  
November 19, 2020

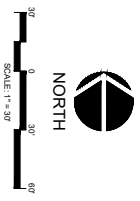


**SITE DATA**

**SITE ADDRESS:** 410, 420 & 430 SMITH LEVEL ROAD  
CARBORO, NC 27921  
**PHONE:** 773-734-6214  
**SITE AREA:** 9.73 ACRES  
**PROPOSED ZONING:** S10  
**OFFICE/ASSESSMENT:** 15.0

**PROPOSED USES**

**BUILDING 1**  
RETAIL: 15,000 SF  
OFFICE: 1,000 SF  
**BUILDING 2**  
OFFICE: 1,000 SF  
**BUILDING 3**  
OFFICE: 1,000 SF  
**BUILDING 4**  
OFFICE: 1,000 SF  
**RETAIL:** 1,000 SF  
**STORAGE:** 1,000 SF  
**PARKING REQUIREMENTS:**  
RETAIL: 1 SPACE / 1,000 SF = 15 SPACES REQUIRED  
OFFICE: 1 SPACE / 1,000 SF = 15 SPACES REQUIRED  
TOTAL: 30 SPACES WITH 20% REDUCTION = 24 SPACES REQUIRED  
1 BICYCLE SPACE / 10 BICYCLE SPACES = 2 BICYCLE SPACES REQUIRED  
99 PARKING SPACES PROVIDED (INCLUDING 1 H.C. SPACE & 4 EV 20 BICYCLE SPACES PROVIDED (INCLUDING 1 COVERED)



**CE GROUP**  
301 GLENWOOD AVE SUITE 220  
RALEIGH, NC 27603  
PHONE: 919-367-8700  
www.cegroupinc.com

**CARRBORO, NORTH CAROLINA**

## November 19, 2020

SITE ADDRESS: 410, 420 & 430 SMITH LEVEL ROAD  
CARBORO NC

VEHICLE / 35% SHAT

STOROA - 1 SPACE / 500 SF = 15 SPACES REQUIRED  
RETAIL - 1 SPACE / 200 SF = 8 SPACES REQUIRED  
OFFICE - 1 SPACE / 400 SF = 20 SPACES REQUIRED  
123 TOTAL SPACES WITH 25% REDUCTION = 65 SPACES REQUIRED  
1 BICYCLE SPACE / 10 VEHICLE SPACES = 10 BICYCLE SPACES  
REQUIRED  
99 PARKING SPACES PROVIDED (INCLUDES 8 H.C. SPACES & 4 EV  
CHARGING SPACES)  
20 BICYCLE SPACES PROVIDED (INCLUDES 8 COVERED)

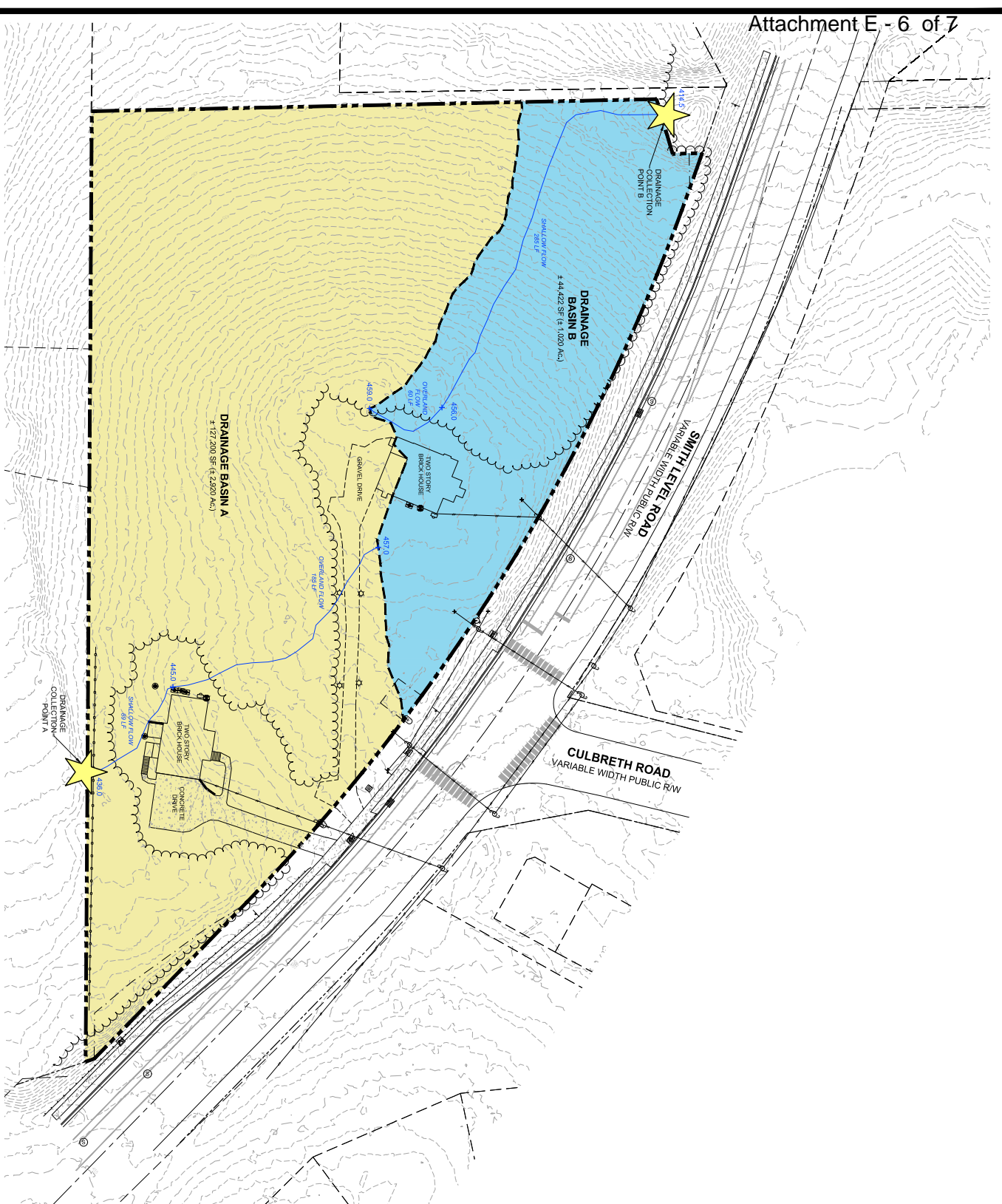


PHONE: 919-361-8790  
www.cegroupinc.com

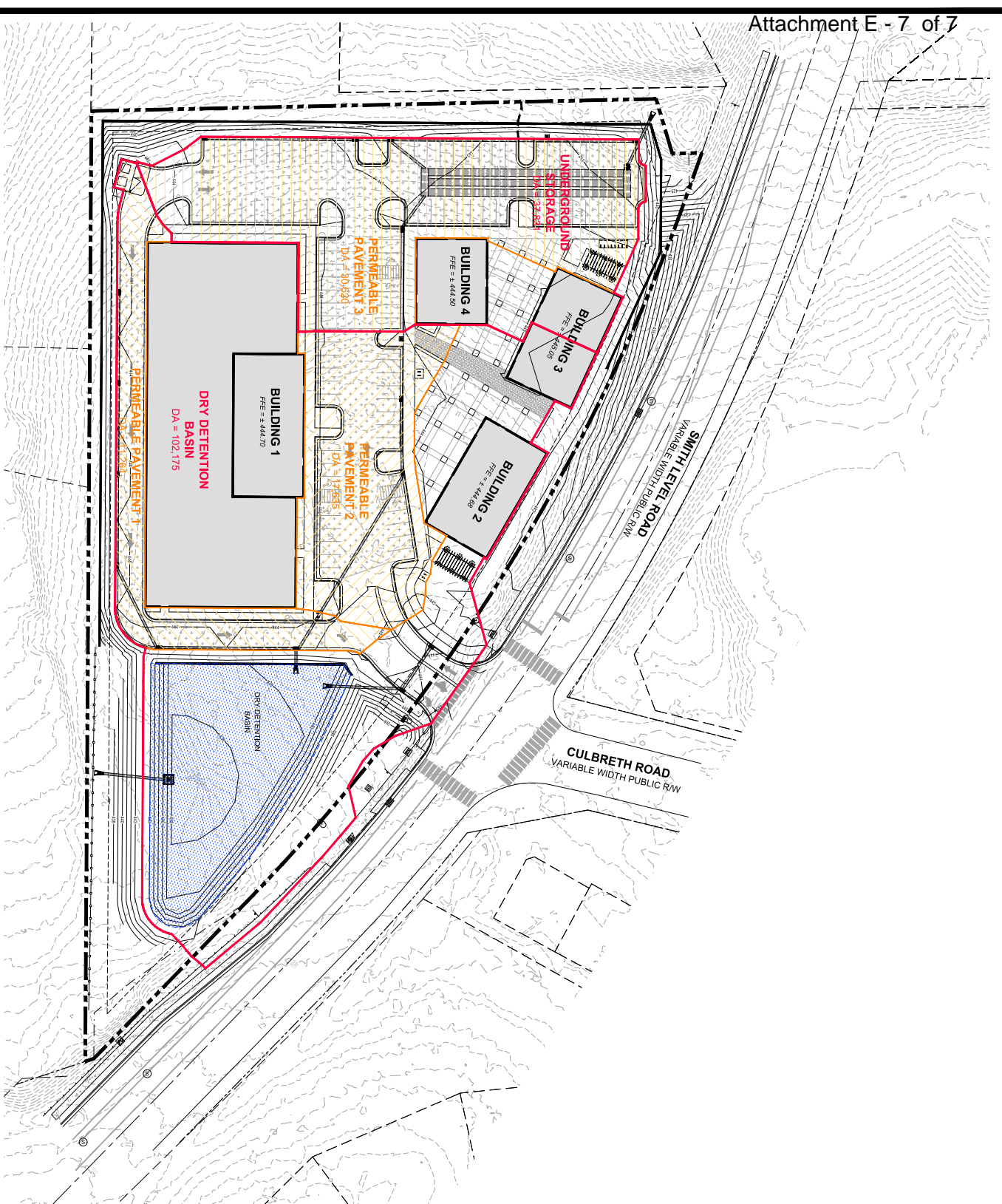








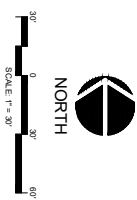
**MORGAN CREEK COMMONS**  
 CARRBORO, NORTH CAROLINA  
**DRAINAGE AREA MAP**  
 PRE-DEVELOPED  
 December 2020



MORGAN CREEK COMMONS  
CARRBORO, NORTH CAROLINA

# Drainage Area Map Post-Developed

December 2020



CE GROUP  
301 GLENWOOD AVE, SUITE 220  
RALEIGH, NC 27603  
PHONE: 919.871.8700  
www.cegroupinc.com



# TOWN OF CARRBORO

## NEIGHBORHOOD MEETING FORM



*"Dear Potential Business Operator:*

*Please be advised that it may be necessary to meet with several members of Town staff as well as outside agencies to identify and fully understand all rules, regulations, and policies applicable to your business. Please refer to the 'Checklist for Opening a Business in Carrboro.'*

### TO THE TOWN COUNCIL OF THE TOWN OF CARRBORO:

**DUE TO PROPOSED LAND DISTURBING ACTIVITY TO TAKE PLACE ON PROPERTY LOCATED AT:**

420 Smith Level Road

**TO BE CALLED** 420 Smith Level

**AND TAX MAP REFERENCED AS** 9778700424;

**I, Deans Hackney, REPRESENTING Hackney & Company LLC,**

**SUBMIT THIS NEIGHBORHOOD MEETING FORM TO ACKNOWLEDGE THAT:**

**[PLEASE CHECK THE APPROPRIATE BOX BELOW.]**



**A MEETING WAS HELD WITH THE MEMBERS OF THE NEIGHBORHOOD ON**

April 8<sup>th</sup>, 2021.



**Residents (including Property Owners and Renters), up to 1000 feet of the property, were notified of the neighborhood meeting.**



**A MEETING WAS NOT HELD WITH THE MEMBERS OF THE NEIGHBORHOOD.**

**THIS NEIGHBORHOOD MEETING FORM IS RESPECTFULLY SUBMITTED TO THE TOWN STAFF ON THIS**

21<sup>st</sup> DAY OF April, 2021.

**By affixing my signature, I attest to the accuracy of the submitted information.**

Deans Hackney

**Signature**



## Hackney & Company

April 19<sup>th</sup>, 2021

Town of Carrboro  
Attn: Town Council  
301 W. Main St.  
Carrboro, NC 27510

Re: Minutes of 420 Smith Level Neighborhood Information Meeting (4/8/21)

Dear Members of the Town Council,

I would like to take this opportunity to submit the minutes from the Neighborhood Information Meeting that was held on Thursday, April 8<sup>th</sup>, 2021 regarding the conditional re-zoning proposal for 420 Smith Level. The meeting had 55 virtual attendees including the applicant, Deans Hackney with Hackney & Company, project engineer and landscape architect, Joe Faulkner with CE Group, as well as Tina Moon, Marty Roupe, and Jon Hartman-Brown with the Town of Carrboro. Below is a summary of questions and comments that were addressed as well as a complete list of attendees.

- Concerns were raised regarding stormwater runoff from the proposed project. Applicant responded by noting that the proposal should actually alleviate stormwater issues on neighboring properties by capturing and treating runoff that currently sheet flows from 420 Smith Level onto their property. Applicant also noted that all post-developed flow rates are at or below the pre-developed peak flow rate.
- Concerns were raised regarding the self-storage use's hours of operation. Applicant responded by noting the conditions proposed would limit hours of operation from 6am-10pm.
- Concerns were raised regarding tree removal. Applicant responded by noting re-plantings would meet requirements set out in the Town ordinance.
- Concerns were raised regarding traffic generation. Applicant cited the traffic impact analysis (TIA) which shows only a minimal increase in traffic.
- Concerns were raised regarding grading. Applicant noted the intent will be to balance the site and minimize the amount of dirt hauled on or off site.
- Concerns were raised about the future of the site in 100 years. Applicant could not speculate as to the future of the site that far from now.
- Concerns were raised that the market is oversupplied with self-storage. Applicant responded by citing a third-party market study noting the market is undersupplied and all competing facilities have reached stabilized occupancy.
- A suggestion was made that the Town purchase the property for a park.
- Concerns were raised that the market is oversupplied with retail and office. Applicant responded by noting they have had conversations with prospective tenants interested in leasing space at the site.
- Concerns were raised regarding the presence of bedrock on site and its impact on infiltration of the permeable pavement areas. Applicant responded by noting the bedrock is located in a fill area where proposed construction would not disturb it. Additionally, since it is located in a proposed fill area, infiltration should actually improve.

- A suggestion was made for the applicant to redesign the concept plan to remove the self-storage use and increase retail & office or add a residential component. The applicant would not be interested in developing the site without the self-storage concept.
- Concerns were raised regarding the effect on property taxes should the development fail to lease. Applicant responded by noting that property taxes based on the assessed value from the County and are paid regardless of vacancy rates.
- Concerns were raised regarding pedestrian safety. Applicant cited the TIA that notes a minimal increase in traffic, as well as the site plan which adds a fourth crosswalk to an already controlled intersection.

#### List of Attendees

---

Deans Hackney – Hackney & Company LLC  
Joe Faulkner – CE Group

Tina Moon – Town of Carrboro  
Marty Roupe – Town of Carrboro  
Jon Hartman-Brown – Town of Carrboro

Jessica Aylor  
Mark Rhodes  
Ellen Cornette  
James Cornett  
Pam Freedman  
Joseph Guglielmo  
Amy Perou  
Sarah Goodnight  
Sowmya Rajan  
Sarah Poulton  
Laura Hayes Morgan  
Bill Schaller  
Lynn O'Brien  
Sandy Cash  
Peter Winkler  
Jon Powell  
Curt Torell  
Peadar Noone Eithne Burke  
Marsha Hamilton  
J. Frakes  
Southern Seaboard  
Tiffany  
Linda Kastleman  
Brandon Wagner  
Tammy Atkins  
Torin Monahan  
cmb  
Alex Nesbit  
Ivan Urlaub  
B.J. Warshaw  
Sharon Warren

Sumeet Chawla  
Wes Shuttleworth  
Robert McGlothlin  
Peter Dooling  
Roger Mitchell  
Leedom Lefferts  
Lauren Adair  
Jeong  
Jessica Sherrieb  
Norns Phillips  
Amy Wang  
Betty  
Dean Karriger  
Helen Lazear  
Jill Fisher  
Joyce Waterbury  
Kyle H  
Liz  
Reg Morgan

## ARTICLE IX

### ZONING DISTRICTS AND ZONING MAP

#### PART I. ZONING DISTRICTS

- (10) **O/A OFFICE/ASSEMBLY.** This district is intended to provide for office, administrative, professional, research, and specialized manufacturing (such as light assembly and processing) activities in close proximity to an arterial street. This district is intended to provide employment near residential areas; therefore, the required development standards are intended to be compatible to adjacent residential uses and provide a park-like setting for employment. It is strongly encouraged that development in the Office/Assembly zoning district be designed so that employees may easily utilize alternative forms of transportation (such riding buses, cycling or walking) to commute to their place of employment. Any development within the Office/Assembly (O/A) district shall comply with the following requirements: **(AMENDED 05/25/99; 5/28/02)**
- a. No area less than five contiguous acres may be zoned as an Office/Assembly district;
  - b. The performance standards (Article XI, Part I) applicable to 4.000 classification uses in business zones shall govern uses in an Office/Assembly zone;
  - c. As shown in Section 15-308, Table of Screening Requirements, screening will be required between non-residential uses in the Office/Assembly district and adjacent residential properties;
  - d. Manufacturer's specifications for proposed outdoor lighting fixtures (including candlepower distribution) must be included in the submitted plans and maximum illumination areas must be delineated on the site plan. Light sources (light bulbs or tubes) shall be shielded to reflect down onto the ground and not out onto neighboring properties. **(AMENDED 04/16/91)**
  - e. Not more than 25 percent of the total building gross floor constructed within the proposed district may be used for uses permissible within this district that fall within the 2.000 classification.
- (11) **O/A CU OFFICE/ASSEMBLY CONDITIONAL USE.** This district is identical to the O/A district and shall be subject to all regulations applicable to the O/A district (including but not limited to the performance standards set forth in Part 1 of Article XI) except as follows: **(AMENDED 05/25/99; 5/28/02)**

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- a. This district shall be a conditional use district authorized under N.C.G.S. 160A-382. As such, property may be placed within this district only in response to a petition by the owners of all the property to be included.
- b. No area less than four contiguous acres and no more than a total of twenty-five (25) acres may be rezoned to the O/A CU.
- c. As indicated in the Table of Permissible Uses, the only permissible use within an O/A CU district is an office/assembly planned development, and an office/assembly planned development is permissible only in an O/A CU district.
  - 1. The applicant for an office/assembly planned development conditional use permit shall specify which of the use classifications generally permissible with an O/A district the applicant wants to make permissible within the proposed O/A CU district.
  - 2. Once a conditional use permit authorizing an office/assembly planned development has been issued, then individual tenants or occupants of the spaces or properties covered by the permit may occupy or use such individual spaces or properties without need for additional zoning, special use, or conditional use permits, so long as such use or occupancy is consistent with the approved conditional use permit including limitations on permissible use classifications approved pursuant to subsection 1 above or other conditions or limitations imposed as conditions pursuant to Section 15-59.
  - 3. Uses within the O/A CU district shall be limited to those where loading and unloading occurs during daylight hours only.
- c.1. Not more than 25 percent of the total building gross floor constructed within the proposed district may be used for uses permissible within this district that fall within the 2.000 classification.
- d. When an O/A CU rezoning petition is submitted (in accordance with Article XX of this chapter), the applicant shall simultaneously submit a conditional use permit application for an office/assembly planned development.
  - 1. The rezoning and conditional use permit applications shall be processed and reviewed concurrently.
  - 2. The Board of Aldermen shall simultaneously conduct a public hearing on the rezoning and conditional use permit applications, in accordance with the procedures applicable to other conditional use permit applications.



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3. If the Board concludes in the exercise of its legislative discretion that the proposed rezoning would not be consistent with the public health, safety, or welfare, it may deny the application in accordance with the same procedures applicable to any ordinance amendment request.
  4. The Board may not approve the rezoning application unless it simultaneously approves a conditional use permit for an office/assembly planned development, which permit may be issued subject to reasonable conditions and requirements a set forth in Section 15-59.
- e. Buildings within the O/A CU district shall comply with the following standards:
1. Exterior walls shall be constructed of materials commonly used on the exterior walls of single-family residences (such as brick, stone, wood or fabricated residential lap siding made of hardboard or vinyl).
  2. The pitch of the roof shall have a minimum vertical rise of one foot for every two feet of horizontal run.
  3. Windows shall be of a scale and proportion typical of single-family residences. **(AMENDED 05/25/99)**

**Section 15-141.4 Conditional Zoning Districts (AMENDED 5/27/08)**

- (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-CC-CZ zoning district, pursuant to the purpose statement and criteria described in Section 15-136.1.(AMENDED 02/09/21)

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(b) The conditional zoning districts authorized by this section may be applied to property only in response to a petition signed by all the owners of the property to be included within such district.

(c) Subject to the provisions of subsections (f) and (g), the uses permissible within a conditional zoning district authorized by this section, and the regulations applicable to property within such a district, shall be those uses that are permissible within and those regulations that are applicable to the general use zoning district to which the conditional district corresponds, except as those uses and regulations are limited by conditions imposed pursuant to subsection (d) of this section. For example, property that is rezoned to a B-2-CZ district may be developed in the same manner as property that is zoned B-2, subject to any conditions imposed pursuant to subsection (d). **(AMENDED 10/23/18)**

(1) Property that is zoned B-4-CZ may be developed for use classifications 1.231 (duplex, maximum 20% units > 3 bedrooms/dwelling unit), 1.241 (two family apartment, maximum 20% units > 3 bedrooms/dwelling unit), 1.321 (multi-family residences, maximum 20% units > bedrooms/dwelling unit and 1.331 (multi-family, maximum 20% units > 3 bedrooms/dwelling unit) 1 in addition to other uses permissible in the B-4 district, subject to a conditional use permit, and the following: (i) not more than 25% of the total land area covered in this district may be developed for such uses; and (ii) the area developed for such uses shall have a minimum of 1,500 square feet per dwelling unit (except that applicable density bonuses shall apply).

(2) (Reserved) **(AMENDED 11/9/11)**

(d) When a rezoning petition for a conditional zoning district is submitted (in accordance with Article XX of this chapter), the application shall include a list of proposed conditions (which may be in the form of written statements, graphic illustrations, or any combination thereof) to be incorporated into the ordinance that rezones the property to the requested conditional zoning district. **(AMENDED 10/25/16)**

(d1) A rezoning petition may be submitted to allow use classification 3.260 Social Service Provider with Dining within a building of more than two stories or 35 feet in height. **(AMENDED 10/25/16)**

(1) The petition shall include information that demonstrates that, if the project is completed as proposed, it:

- a. Will not substantially injure the value of adjoining or abutting property; and
- b. Will be in harmony with the area in which it is to be located. The manner in which a project is designed to accommodate additional building

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height including, but not limited to, scale, architectural detailing, compatibility with the existing built environment and with adopted policy statements in support of vibrant and economically successful and sustainable, mixed-use, core commercial districts shall be among the issues that may be considered to make a finding that a project is or is not in harmony with the area in which it is to be located. The applicant may use a variety of graphic and descriptive means to illustrate these findings; and

c. Will be in general conformity with the Land Use Plan, Thoroughfare Plan, and other plans officially adopted by the Board. **(AMENDED 03/22/16, 10/25/16)**

(2) All relative provisions of the Land Use Ordinance shall apply except to the extent that such provisions are superseded by the provisions of this section or any conditions incorporated into the conditional zoning district described in subsection (d1) above. **(AMENDED 10/25/16)**

(e) The list of proposed conditions may be modified by the planning staff, advisory boards, or Board of Aldermen as the rezoning application works its way through the process described in Article XX, but only those conditions mutually approved by the applicant and the Board may be incorporated into the conditional zoning district shall be limited to (i) those that address the conformance of the development and use of the site to the provisions of this chapter or to applicable plans adopted by the Board, and (ii) those that address the impacts reasonably expected to be generated by the development or use of the site. **(AMENDED 03/22/16, 10/25/16)**

(f) Notwithstanding the foregoing, all uses that are permissible in the B-4-CZ zoning district shall require the issuance of a conditional use permit. **(AMENDED 10/23/18)**

(g) All uses that are permissible in the conditional zoning district shall require the issuance of the same type of permit that such use in the corresponding general use district would ordinarily require (according to the Table of Permissible Uses), i.e. a zoning permit, special use permit, or conditional use permit.

(h) Notwithstanding the foregoing, in approving a rezoning to a B-1(g) – CZ zoning district, the Board of Aldermen may authorize the property so zoned to be developed at a higher level of residential density than that otherwise permissible in B-1(g) zoning districts under Section 15-182 if the rezoning includes conditions that provide for site and building elements that will create a more vibrant and successful community. Site and building elements are intended to be selected from at least three of the following seven areas: stormwater management, water conservation, energy conservation, on-site energy production, alternative transportation, provision of affordable housing, and the provision of public art and/or provision of outdoor amenities for public use. Conditions that may be included to meet the above stated objective include but shall not be limited to the following: **(AMENDED 11/9/11)**

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- (1) Reduction in nitrogen loading from the site by at least 8% from the existing condition, as determined by the Jordan Lake Accounting Tool
- (2) Energy performance in building requirements to meet one or more of the following
  - a. Achieve 40% better than required in the Model Energy Code, which for NC, Commercial is ASHRAE 90.1-2004-2006 IECC equivalent or better, and Residential is IECC 2006, equivalent or better).
  - b. “Designed to Earn the Energy Star” rating.
  - c. Architecture 2030 goal of a 50 percent fossil fuel and greenhouse gas emission reduction standard, measured from the regional (or country) average for that building type.
  - d. AIA goals of integrated, energy performance design, including resource conservation resulting in a minimum 50 percent or greater reduction in the consumption of fossil fuels used to construct and operate buildings.
  - e. LEED certification to achieve 50% CO2 emission reduction, or LEED silver certification
  - f. US Conference of Mayors fossil fuel reduction standard for all new buildings to carbon neutral by 2030.
  - g. Specific energy saving features, including but not limited to the following, are encouraged..
    - i. Use of shading devices and high performance glass for minimizing heating and cooling loads
    - ii. Insulation beyond minimum standards;
    - iii. Use of energy efficient motors/HVAC;
    - iv. Use of energy efficient lighting;
    - v. Use of energy efficient appliances
    - vi. LED or LED/Solar parking lot lighting (50-100% more efficient).
    - vii. Active and passive solar features.
- (3) Provision of onsite facilities (e.g. solar, wind, geothermal) that will provide 5% of electricity demand associated with the project.
- (4) Use of harvested rainwater for toilet flushing.
- (5) Parking lot meets the standard for a “green” parking lot, per the EPA document Green “Parking Lot Resource Guide.”
- (6) Inclusion of Low Impact Development features.
- (7) Provision of covered bike parking sufficient to provide space for one space per every two residential units.
- (8) Provision of a safe, convenient, and connected internal street system or vehicle accommodation area designed to meet the needs of the expected number of motor vehicle, bicycle, pedestrian, and transit trips
- (9) Inclusion of at least one (1) parking space for car sharing vehicles
- (10) Provision of public art and/or outdoor amenities for public use.
- (11) Use of surface materials that reflect heat rather than absorb it.
- (12) Use of devices that shade at least 30% of south-facing and west-facing building facades.

## (13) Provision of affordable housing in accordance with Town policy.

(h) If a B-1(g) – CZ zoning district is created and, pursuant to subsection (f) of this section, a higher level of residential density than that otherwise permissible in B-1(g) zoning districts is approved for that district, then it shall be a requirement of such district that at least twenty percent (20%) of the total leasable or saleable floor area within all buildings located within such zoning district shall be designed for non-residential use. Occupancy permits may not be given for residential floor area if doing so would cause the ratio of residential floor area for which an occupancy permit has been issued to non-residential floor area for which an occupancy permit has been issued to exceed four to one (4:1). **(AMENDED 11/9/11)**

(i) For property that is zoned B-4-CZ, the Board of Aldermen may approve a conditional use permit that authorizes the tract to be divided into two or more lots, so long as (i) the application for the CUP contains sufficient information to allow the Board of Aldermen to approve (and the Board does approve) such subdivision (including without limitation the street system, stormwater control system, open spaces, and all other common areas and facilities outside the boundaries of the subdivided lots) as well as the development of at least one of the lots within the subdivided tract, all in accordance with the applicable standards and requirements of this chapter (i.e. the subdivision and development of such lot(s) require no further review by the Board); and (ii) the application specifies (as a proposed condition on the CUP) the use or uses, maximum height, and maximum floor area of any structure(s) allowed on each lot for which the application does not provide sufficient information to allow development approval by the Board. **(AMENDED 10/23/18)**

- (1) Notwithstanding the provisions of subsection 15-64(d), with respect to lots for which the application for a CUP for the entire tract does not provide sufficient information to allow development approval of such lots by the Board, the Board shall specify (by way of a condition upon the CUP) whether development approval of such lots shall be regarded as an insignificant deviation or a minor modification, or shall require a new application. In making this determination, the Board shall consider the extent to which the initial CUP imposes limitations on the use and design of each such lot beyond the minimum requirements of this section. The Board's determination as to the type of approval of such lots shall apply only to applications that are consistent with the permit previously approved by the Board. Such applications may be submitted by persons who have an interest (as described in Section 15-48) only in such lots, rather than the developer of the entire tract zoned B-4-CZ.
- (2) Except as provided in subdivision (1) above, the provisions of Section 15-64 and Subsection 15-141.4 shall apply to proposed changes to a CUP issued in connection with a B-4-CZ rezoning.

**Section 15-141.5 Site Specific, Flexible Zoning District (AMENDED 06/21/16)**

(a) A site specific, flexible zoning district (FLX) may be established in accordance with the provisions of this section. The purpose of such a district is to establish detailed standards for alternative possibilities for the development of a specific tract of land, thereby facilitating the development of that property according to the demands of the market, but in a way that is consistent with sound planning and the promotion of the public health, safety, and welfare.

(b) To be considered for FLX zoning, a tract must (i) be at least twenty-five acres in size, (ii) be, as a whole, owned by or under control or option to be purchased by one or more individuals or entities, (iii) be located adjacent to a major arterial such that, when developed, the principal entrance to such development will be from that arterial, (iv) have been the subject of a site specific planning study by the Town to determine the most appropriate potential development options for such tract. As used herein, the term “site specific planning study” shall mean a collaborative programmatic and design study for the site performed either by, or with the participation of the Town and input from one or more workshops, which shall result in a narrative report and conceptual master plan describing in general terms how the site might be developed and how the conceptual master plan corresponds to and addresses applicable components of all town plans for the area, and applicable conditions, and (v) be located in an area that is subject to an adopted small area plan.

(1) If the Town receives a request for FLX zoning for a tract that has not been the subject of a site specific planning study as described in Subsection (b)(iv) above, the Planning Director shall present to the Board of Aldermen a proposal for undertaking such a study before accepting a formal application for the rezoning. If the Board of Aldermen accepts the proposal, the site specific planning study shall proceed as described in the following subsections, or as otherwise directed by the Board.

- a. The site specific planning study shall be structured as a charrette of a minimum of one day in duration, or more as determined by the Board.
- b. The Town shall contract a design professional, with no ties to the applicant, to conduct the charrette. The Town may also contract with a qualified facilitator to oversee the charrette process and final reports prepared from the charrette process.
- c. Participation shall include representatives from advisory boards, neighbors, and members of the public.
- d. Notice of the date of the charrette will be mailed to residents and property owners within 1000 feet of the subject property, published in the newspaper as well and any other means the Town deems suitable.

(2) Findings from the site specific planning study report, or narrative, and site plan(s) shall be presented to the Board of Aldermen. Subsequent requests for FLX zoning shall demonstrate compliance with the findings from the site specific planning study.

- (3) If more than five years have elapsed since the findings from the site specific planning study were presented to the Board and the circumstances relating to the study have substantially changed, the Board may request an update to the study before accepting a request for FLX zoning. Examples of substantial changes in circumstances include but are not limited to: annexation, some or all of the tract has been subject to a rezoning, unrelated to the FLX district, that increases residential density or changes the types of uses, (i.e. residential to commercial), development on surrounding properties has changed the character or capacity of existing infrastructure.
- (c) A FLX zoning district shall address the following:
- (1) The types of uses that are permissible within the FLX district, along with a maximum (and if applicable, a minimum) percentage of the gross land area that will be devoted to each such use. The description of uses may be in reference to the use classification numbers set forth in the Table of Permissible Uses, or the uses may otherwise be described. The district regulations may also establish density or intensity limitations (expressed in terms of a maximum and/or, if applicable, a minimum number of dwelling units or square feet of building floor area, and applicable ratios, if any if different types of uses within the district).
  - (2) The dimensional restrictions (building height, minimum lot size, setbacks) that shall apply throughout the district. Different restrictions may apply to different portions of the district, depending on the uses located therein. The dimensional restrictions may be described by reference to those applicable within particular zoning districts, or otherwise.
  - (3) Any limitations on the areas within the district where particular types of uses may be allowed.
  - (4) Any architectural standards that will apply to all or designated portions of the district.
  - (5) Any limitations on the timing or sequence of development of various portions of the district.
  - (6) The location of entrances to and exits from the tract zoned FLX.
  - (7) The manner in which the development of the property will comply with the stormwater requirements set forth in Article XVI, Part II. All developed lots within the district shall be subject to these standards, regardless of the amount of land disturbance, but the FLX district may allow the necessary stormwater treatment facilities to be constructed to meet these standards on a lot by lot basis, or some other basis that provides effective and efficient treatment for all new construction.

- (8) Any limitations on the location or design of parking lots and facilities.
  - (9) Specifications and standards for the internal circulation system serving vehicular and pedestrian traffic, including a statement as to whether such facilities will be dedicated to the Town.
  - (10) All infrastructure improvements proposed to be constructed in conjunction with the development of the property zoned FLX (including but not limited to improvements to adjoining streets) together with a schedule that links construction of such improvements to the development of the property.
  - (10A) A traffic impact analysis of the FLX zone, including a phase plan or schedule of improvements along with a description of thresholds to require improvements.
  - (11) The extent to which, and the manner in which, development within the tract zoned FLX will be required to meet the goals of Low Impact Design and or exceed the standards for LEED gold certification.
- (d) Development of any lot within a FLX zoning district shall require a zoning permit (and a sign permit if applicable), but not a special or conditional use permit.
  - (e) All relevant provisions of the Land Use Ordinance shall apply except to the extent that such provisions are superseded by the provisions of this section or any FLX district established pursuant to this section. In the case of conflict, the provisions of this ordinance or of the specific FLX district ordinance for the tract shall apply.
  - (f) A text amendment establishing a FLX district as well as a map amendment applying such district to a particular tract shall be initiated and processed in accordance with the following provisions:
    - (1) The owner of property who wishes to have such property zoned FLX shall submit a written request to the Board of Aldermen, identifying the subject property and explaining why the property is a good candidate for FLX zoning. This written request shall include or attach (i) relevant documents (i.e. narrative, and site plan(s) and a list of proposed conditions which may be in the form of written statements, graphic illustrations, or any combination thereof) that describe the results of the site specific planning process referred to in subsection (b)(iv) above, and (ii) an explanation as to why and how the proposed district is consistent with the Northern Study Area Plan, or if the property is not located within the Northern Study Area, such other plans or policies as may be applicable. The Board may, in its discretion, summarily deny the request or direct the town attorney and planning staff to work with the property owner to develop an ordinance pursuant to this section that establishes an appropriate FLX



district and that applies this district to such property.

- (2) Once an ordinance has been drafted as provided in subdivision (f)(1), such ordinance shall be processed in accordance with the provisions of Article XX of this chapter applicable to ordinance amendments initiated by the town administration, except that (i) a preliminary draft of the ordinance, including a concept plan shall be presented to the planning board, Transportation Advisory Board, Environmental Advisory Board, Appearance Commission, Economic Sustainability Commission, and Northern Transition Area Advisory Committee (and other advisory boards to which the Board of Aldermen may refer the draft) prior to the ordinance being referred to the Board of Aldermen to establish a date for the legally required public hearing on the ordinance; (ii) at the time the Board of Aldermen directs that an ordinance be drafted in accordance with subsection (f)(1) above, the Board may establish such additional processes as deemed necessary to ensure that the public has an adequate opportunity for input into the proposed FLX district, and (iii) no property shall be rezoned FLX without the consent of the property owner (which consent may be withdrawn at any time before the adoption of the ordinance establishing the FLX district). The text and the map amendment may be processed simultaneously.
- (3) Amendments to a FLX district shall be initiated and processed in the same manner as the initial ordinance, except that, if the planning staff determines that a proposed amendment has no substantial impact on neighboring properties, the general public, or those intended to occupy the site zoned FLX, the staff may forward the requested amendment to the Board as provided in subsection 15-321(c)(2). In such case, the Board may (i) decline to call for a public hearing on the proposed amendment, thereby rejecting it; (ii) establish a date for a public hearing on the proposed amendment in accordance with the procedures applicable to any other zoning amendment; or (iii) direct that additional processes be followed to obtain additional public input on the proposal before setting a date for the legally required public hearing.
- (g) Property within a FLX district may be subdivided according to the provisions of this chapter applicable to minor subdivisions, even if such subdivision involves the creation of more than a total of four lots or the creation of a new public street.

## **PART II. ZONING MAP**

### **Section 15-142 Official Zoning Map.**

- (a) There shall be a map known and designated as the Official Zoning Map, which shall show the boundaries of all zoning districts within the town's planning jurisdiction. This map shall

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be drawn on acetate or other durable material from which prints can be made, shall be dated, and shall be kept in the planning department.

- (a) The Official Zoning Map dated April, 1973 is adopted and incorporated herein by reference. Amendments to this map shall be made and posted in accordance with Section 15-143.
- (b) Should the Official Zoning Map be lost, destroyed, or damaged, the administrator may have a new map drawn on acetate or other durable material from which prints can be made. No further board authorization or action is required so long as no district boundaries are changed in this process.

**Section 15-143 Amendments to Official Zoning Map (AMENDED 4/27/10; 10/26/10); 09/24/13**

- (a) Amendments to the Official Zoning Map are accomplished using the same procedures that apply to other amendments to this chapter, as set forth in Article XX.
- (b) The administrator shall update the Official Zoning Map as soon as possible after amendments to it are adopted by the Board. Upon entering any such amendments to the map, the administrator shall change the date of the map to indicate its latest revision. New prints of the updated map may then be issued.
- (c) No unauthorized person may alter or modify the Official Zoning Map.
- (d) The planning department shall keep copies of superseded prints of the zoning map for historical reference.

**Section 15-143.4 Downtown Neighborhood Protection Overlay District (AMENDED 8/23/05)**

(a) There is hereby created a Downtown Neighborhood Protection (DNP) Overlay District. The purpose of this district is to establish special height, setback, and design requirements applicable to lots in certain commercially zoned downtown areas where such lots abut or are directly across the street from residentially zoned properties.

- (b) Because the DNP district is an overlay district, properties within this district are subject to the regulations applicable to the underlying district except as those regulations are modified or superseded by the requirements of the DNP district. The requirements of the DNP district are set forth in Section 15-185.1 of this chapter.

**Section 15-143.5 Lloyd/Broad Overlay District (Amended 06/26/2018)**

(a) There is hereby created a Lloyd/Broad Overlay District. The purpose of this District is to protect and preserve the character of the District and to establish special height, setback, mass and parking requirements applicable to lots within the District.

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(b) Because the Lloyd/Broad Overlay District is an overlay district, properties within this District are subject to the regulations applicable to the underlying zoning district, except as those regulations are modified or superseded by the requirements of this District which are set forth in Section 15-185.2 of this Chapter.

**Section 15-144 through 15-145 Reserved.**

## **ARTICLE XX**

### **AMENDMENTS**

#### **Section 15-320 Amendments in General**

(a) Amendments to the text of this chapter or to the zoning map may be made in accordance with the provisions of this article, or in the case of nonsubstantive editorial changes, may be made administratively by the planning director, as described in Section 15-38 of this ordinance. **(AMENDED 09/01/87)**

(b) The term “major map amendment” shall refer to an amendment that addresses the zoning district classification of five or more tracts of land in separate ownership or any parcel of land (regardless of the number of lots or owners) in excess of fifty acres. All other amendments to the zoning district map shall be referred to as “minor map amendments.”

(c) All properties within the University Lake Watershed are zoned WR, B-5, WM-3 or C. As provided in Subsection 15-137(b), no additional areas may be rezoned WM-3 or B-5, and no areas within the University Lake Watershed may be rezoned to any classification other than WR, or C. **(AMENDED 10/15/96)**

(d) The regulations applicable to the watershed districts do, and all amendments to these regulations shall, comply with the water supply watershed protection rules promulgated by the State pursuant to G.S. 143-214.5. Copies of all amendments to Sections 15-265 or 15-266 shall be sent to the Division of Community Assistance, Division of Environmental Health, and Division of Water Quality. **(AMENDED 10/15/96)**

#### **Section 15-321 Initiation of Amendments**

(a) Whenever a request to amend this chapter is initiated by the Board of Aldermen, the planning board, the board of adjustment, the appearance commission, or the town administration, the town attorney in consultation with the planning staff shall draft an appropriate ordinance and present that ordinance to the Board of Aldermen so that a date for a public hearing may be set.

(b) Any other person may also petition the Board to amend this chapter. The petition shall be filed with the planning department and shall include, among the information deemed relevant by the planning department:

- (1) The name, address, and phone number of the applicant.
- (2) A description of the land affected by the amendment if a change in zoning district classification is proposed.
- (3) Stamped envelopes containing the names and addresses of all those to whom notice of the public hearing must be sent as provided in Section 15-323.

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- (4) A description of the proposed map change or a summary of the specific objective of any proposed change in the text of this chapter.
  - (5) A concise statement of the reasons why the petitioner believes the proposed amendment would be in the public interest.
- (c) Upon receipt of a petition as provided in (b), the planning staff shall either:
- (1) Treat the proposed amendment as one initiated by the town administration and proceed in accordance with subsection (a) if it believes that the proposed amendment has significant merit and would benefit the general public interest; or
  - (2) Forward the petition to the Board with or without written comment for a determination of whether an ordinance should be drafted and a public hearing set in accordance with subsection (d).
- (d) Upon receipt of a proposed ordinance as provided in subsection (a), the Board may establish a date for a public hearing on it. Upon receipt of a petition for an ordinance amendment as provided in subsection (b), the Board may summarily deny the petition or set a date for a public hearing on the requested amendment and order the attorney, in consultation with the planning staff, to draft an appropriate ordinance.

**Section 15-322 Planning Board and Other Advisory Consideration of Proposed Amendments**

(a) If the Board sets a date for a public hearing on a proposed amendment, it shall also refer the proposed amendment to the planning board for its consideration and may refer the amendment to the appearance commission if community appearance is involved, and may refer the amendment to the transportation advisory board if the amendment involves community transportation issues, and may refer the amendment to the environmental advisory board if the amendment involves community environment issues, and may refer the amendment to the affordable housing advisory commission if the amendment involves an affordable housing issue. **(AMENDED 09/19/95, REWRITTEN 02/25/14, AMENDED 06/25/19).**

(b) The planning board shall advise and comment on whether the proposed amendment is consistent with the Land Use Plan, Thoroughfare Plan, or other applicable plans officially adopted by the Board of Aldermen. The planning board shall provide a written recommendation to the Board of Aldermen that addresses plan consistency and other matters as deemed appropriate by the planning board. If no written report is received from the planning board within 30 days of referral of the amendment to that board, the Board of Aldermen may proceed in its consideration of the amendment without the planning board report. **(AMENDED 10/24/06)**

(c) A comment by the planning board that a proposed amendment is inconsistent with the Land Use Plan, Thoroughfare Plan or other officially adopted plan shall not preclude consideration or approval of the proposed amendment by the Board of Aldermen, and the Board of Aldermen is not bound by the recommendations of the planning board. **(AMENDED 10/24/06)**

(d) A member of the planning board and any other advisory committee that provides direct advice to the Board of Aldermen (i.e. it does not report to the planning board) shall not vote on recommendations regarding 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. **(AMENDED 10/24/06)**

### **Section 15-323 Hearing Required: Notice**

(a) No ordinance that amends any of the provisions of this chapter may be adopted until a public hearing has been held on such ordinance.

(b) The planning staff shall publish a notice of the public hearing on any ordinance that amends the provisions of this chapter once a week for two successive weeks in a newspaper having general circulation in the Carrboro area. The notice shall be published for the first time not less than ten days nor more than twenty-five days before the date fixed for the hearing. This period is to be computed in accordance with G.S. 160A-364, which provides that the date of publication is not counted but the date of the hearing is.

(c) With respect to all map amendments, the planning staff shall mail, by first class mail, written notice of the public hearing to the record owners of all properties whose zoning classification is changed by the proposed amendment as well as the owners of all properties any portion of which is within 1000 feet of the property rezoned by the amendment. For purposes of this section the term "owners" shall mean the persons shown as owners on Orange County's computerized land records system. The planning staff shall also make reasonable efforts to mail a similar written notice to the non-owner occupants of residential rental property located within 1,000 feet of the lot that is the subject of the rezoning. The notices required by this subsection shall be deposited in the mail at least 10 but not more than 25 days prior to the date of the public hearing. The staff member mailing such notices shall certify to the board that the notices have been mailed, and such certificate shall be deemed conclusive in the absence of fraud. **(AMENDED 10/12/82; 1/22/85; 10/1/85; 04/15/97; 3/26/02)**

(d) The first class mail notice required under subsection (c) of this section shall not be required if the zoning map amendment directly affects more than 50 properties, owned by a total of at least 50 different property owners, and the Town elects to use the expanded published notice provided for in this subsection. In this instance, the Town may elect to either make the mailed notice provided for in subsection (c) of this section or may, as an alternative, elect to publish notice of the hearing as required by G.S. 160A-364, but provided that each advertisement shall not be less than one-half (1/2) of a newspaper page in size. The advertisement shall only be effective for property owners who reside in the area of general circulation of the newspaper

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which publishes the notice. Property owners who reside outside of the newspaper circulation area, according to the address listed on the most recent Orange County property tax listing for the affected property, shall be notified according to the provisions of subsection (c) of this section. **(AMENDED 10/24/06)**

(e) For proposed zoning map amendments, the planning staff shall prominently post a notice of the public hearing on the site proposed for a rezoning or an adjacent public street or highway right-of-way. When multiple parcels are included within a proposed zoning map amendment, a posting on each individual parcel is not required, but the planning staff shall post sufficient notices to provide reasonable notice to interested persons.

(f) The planning staff shall take any other action deemed by the Planning Department to be useful or appropriate to give notice of the public hearing on any proposed amendment.

(g) The notice required or authorized by this section (other than the posted notice required by subsection (e)) shall: **(AMENDED 11/24/09)**

- (1) State the date, time, and place of the public hearing.
- (2) Summarize the nature and character of the proposed change.
- (3) If the proposed amendment involves a change in zoning district classification, reasonably identify the property whose classification would be affected by the amendment.
- (4) State that the full text of the amendment can be obtained from the town clerk.
- (5) State that substantial changes in the proposed amendment may be made following the public hearing.

(h) The planning staff shall make every reasonable effort to comply with the notice provisions set forth in this section. However, it is the Board's intention that the notice requirements set forth in this section that are not required by state law shall not be regarded as mandatory, and therefore a failure to comply with such requirements shall not render any amendment invalid. **(AMENDED 11/24/09)**

(i) Except for a town-initiated zoning map amendment, when an application is filed to request a zoning map amendment and that application is not made by the owner of the parcel of land to which the amendment would apply (regardless of how the staff treats the proposed amendment under subsection 15-321(c)), the applicant shall certify to the Board of Aldermen that the owner of the parcel of land as shown on the county tax listing has received actual notice of the proposed amendment and a copy of the notice of public hearing. The person or persons required to provide notice shall certify to the Board of Aldermen that proper notice has been

**Art. XX AMENDMENTS**

provided in fact, and such certificate shall be deemed conclusive in the absence of fraud. **(AMENDED 11/24/09)**

(j) Actual notice of the proposed amendment and a copy of the notice of public hearing required under subsection 15-323(i) of this section shall be by any manner permitted under G.S. 1A-1, Rule 4(j). If notice cannot with due diligence be achieved by personal delivery, registered or certified mail, or by a designated delivery service authorized pursuant to 26 U.S.C. § 7502(f)(2), notice may be given by publication consistent with G.S. 1A-1, Rule 4(j1). This subsection applies only to an application to request a zoning map amendment where the application is not made by the owner of the parcel of land to which the amendment would apply. This subsection does not apply to a city-initiated zoning map amendment. **(AMENDED 11/24/09)**

**Section 15-324 Board Action on Amendments (AMENDED 10/24/06)**

(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 **(AMENDED 2/6/2018)**:

- (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 15-325 Ultimate Issue Before Board on Amendments**

In deciding whether to adopt a proposed amendment to this chapter, the central issue before the Board is whether the proposed amendment advances the public health, safety or welfare. All other issues are irrelevant, and all information related to other issues at the public hearing may be declared irrelevant by the mayor and excluded. In particular, when considering proposed minor map amendments:

- (1) Except when the request is to rezone property to a conditional use district or conditional zoning district, the Board shall not consider any representations made by the petitioner that, if the change is granted, the rezoned property will be used for only one of the possible range of uses permitted in the requested classification. Rather, the Board shall consider whether the entire range of permitted uses in the requested classification is more appropriate than the range of uses in the existing classification. (AMENDED 05/25/99; 05/27/08)
- (2) The Board shall not regard as controlling any advantages or disadvantages to the individual requesting the change, but shall consider the impact of the proposed change on the public at large.

#### **Section 15-326 Citizen Comments on Zoning Map and Text Amendments (AMENDED 10/24/06, REWRITTEN 12/6/16).**

The Town of Carrboro Land Use Ordinance may from time to time be amended, supplemented, changed, modified or repealed. If any resident or property owner in the Town submits a written statement regarding a proposed amendment, modification or repeal to this Ordinance to the Clerk of the Board of Aldermen at least two (2) business days prior to the proposed vote on such change, the Clerk to the Board shall deliver such written statement to the

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Board. If the proposed change is the subject of a quasi-judicial proceeding under North Carolina General Statutes Section 160A-388 (such as conditional use rezoning in which the legislative rezoning is accompanied by or followed by a quasi-judicial conditional use permit process), the Clerk shall provide only the names and addresses of the individuals providing written comment, and the provision of such names and addresses to all members of the Board shall not disqualify any member of the Board from voting. Written statements submitted in connection with a quasi-judicial proceeding may be admitted into evidence at such a proceeding if the Board determines that such statements are admissible in the proceeding. (Amended 12-6-16 ; and enacted pursuant to a Resolution in Opposition to the General Assembly's Repeal of Statutory Authority for Qualified Protest Petitions to Trigger a Super Majority Vote for Certain Zoning Map Amendments, dated 12-6-16).



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-136

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**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Presentation from Orange County Tax Assessor on Recent Tax Valuation



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**21-131

**Agenda Date:** 4/27/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Discussion of Manufactured Home Communities in Carrboro

**PURPOSE:** The purpose of this item is for the Town Council to discuss manufactured home communities in Carrboro and consider the possibility of creating a regionally unified manufactured home strategy.

**DEPARTMENT:** Housing and Community Services & Planning, Zoning, and Inspections

**CONTACT INFORMATION:** Rebecca Buzzard, Housing and Community Director, [rbuzzard@townofcarrboro.org](mailto:rbuzzard@townofcarrboro.org) <<mailto:rbuzzard@townofcarrboro.org>>; Patricia McGuire, Planning, Zoning, and Inspections Director, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org) <<mailto:pmcguire@townofcarrboro.org>>; Anne-Marie Vanaman, Management Specialist, [amvanaman@townofcarrboro.org](mailto:amvanaman@townofcarrboro.org) <<mailto:amvanaman@townofcarrboro.org>>

**INFORMATION:** Manufactured home communities, which are an existing source of affordable housing for many, have become a County-wide topic of discussion in light of recent development pressures. The Town Council has requested an agenda item on this topic for discussion. To facilitate the discussion, staff has provided background and resource information.

Manufactured homes are factory-built, prefabricated homes built on a permanent chassis that adhere to [HUD construction standards](https://www.hud.gov/program_offices/housing/rmra/mhs/mhshome) <[https://www.hud.gov/program\\_offices/housing/rmra/mhs/mhshome](https://www.hud.gov/program_offices/housing/rmra/mhs/mhshome)> established in 1976. Prior to 1976, these homes were called “mobile homes” and the term is often still used today. Manufactured homes are not typically moved once they are placed on the home site, unlike “trailers” which are designed for travelling. According to a [2017 study by the Urban Institute](https://www.urban.org/urban-wire/new-evidence-shows-manufactured-homes-appreciate-well-site-built-homes) <<https://www.urban.org/urban-wire/new-evidence-shows-manufactured-homes-appreciate-well-site-built-homes>>, new manufactured homes are estimated to be 35-47% cheaper than site-built homes and have an annual appreciation rate of 3.4%. On November 20, 2017, the Orange County Board of Commissioners received a presentation and recommendations from the Mobile Home Park Work Group. This group consisted of local government staff, for-profit developers, and non-profit housing staff and was formed to discuss and evaluate the opportunities and obstacles in redeveloping existing mobile home parks and developing new affordable housing to address the needs of mobile home park residents at risk. The agenda item also provided a survey conducted by Orange County that showed manufactured home owners appreciate their tight-knit communities and the proximity to good schools, public transportation, and employment which their manufactured home parks provide. Although some residents noted that they would like to move into site built single-family homes, most could not afford to

do so, and they did not know where they could afford to move to if their community was redeveloped. The agenda item and survey are provided in Attachment A.

Carrboro has four manufactured home communities: Rocky Brook and Pine Grove - located within the Town's Limits; Calvander and Homestead Acres - located in Carrboro's Transition Area 1. Most of the homes in these communities are older and many are in need of repair. The Orange County Home Preservation Coalition (OCHPC) reported to Council on [April 13, 2021 <https://carrboro.legistar.com/LegislationDetail.aspx?ID=4908512&GUID=3A24EF05-0B35-4A6E-9386-E7542FE0DE3C&Options=&Search=>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=4908512&GUID=3A24EF05-0B35-4A6E-9386-E7542FE0DE3C&Options=&Search=>) that 79% of their Carrboro applicants seeking critical repairs owned detached houses. However, OCHPC received a disproportionate amount of applications from manufactured home residents (10.5%) compared to Town supply (1.5%). Attachments B and C provide location and information about the Carrboro manufactured home communities.

The County and Towns are in various stages of developing manufactured home policies for their respective jurisdictions. Carrboro staff began working on this issue with the AHAC prior to the pandemic and revisited the creation of a policy at their March meeting. County and Town Housing staff, local nonprofits such as EmPOWERment and Justice United, the Orange County Home Preservation Coalition, and the Orange County Affordable Housing Coalition have also been working on manufactured home preservation, including resident engagement, streamlining funding assistance and exploring expanding eligibility parameters to include manufactured home renters.

For background, a copy of the Town of Chapel Hill's presentation for a January 2021 Town Council work-session is included in Attachment D, Chapel Hill's Manufactured Home Park Strategy is included in Attachment E, and Orange County's Mitigation and Housing Displacement Fund Policies and proposed Rapid Response Protocol are provided in Attachments F and G respectively. One of the strategies explored in the Town of Chapel Hill's work session was [Resident Owned Communities](https://orange.nc.granicus.com/MediaPlayer.php?view_id=2&clip_id=1454&meta_id=37042) (ROC). Attachment H is their summary of the ROC model. The ROC model was also [presented <http://orange-nc.granicus.com/MediaPlayer.php?view\\_id=2&clip\\_id=1454&meta\\_id=37042>](https://orange.nc.granicus.com/MediaPlayer.php?view_id=2&clip_id=1454&meta_id=37042) to the Orange County Board of County Commissioners on April 6<sup>th</sup>.

There is a movement for all jurisdictions to collaborate to develop a unified strategy that can be implemented County-wide. It has been suggested that the Collaborative, made up of housing staff and one elected official from each jurisdiction, could work on a unified manufactured home strategy. [In 2017 <https://carrboro.legistar.com/LegislationDetail.aspx?ID=3161767&GUID=D1E21369-58F6-4BC3-A039-9B68069D5516&Options=ID|Text|&Search=HOME>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=3161767&GUID=D1E21369-58F6-4BC3-A039-9B68069D5516&Options=ID|Text|&Search=HOME), the elected officials voted to expand the scope of work and rename the HOME Consortium Program Review Committee as the Orange County Local Government Affordable Housing Collaborative. The revised scope includes broader discussions about affordable housing issues, including to:

- strategize about funding options; provide updates on projects and affordable housing efforts, as well as code or policy changes;
- provide oversight of performance measures and expenditure rates (to be developed by the staff for review by the Collaborative)
- help tell the story of the impact of our affordable housing initiatives; develop shared targets and goals for affordable housing preservation and development and track progress over time;

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**Agenda Date:** 4/27/2021

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and serve as advocates for affordable housing in Orange County (elected officials)

During the most recent Collaborative meeting, on March 25<sup>th</sup>, the elected representatives requested to meet more frequently and indicated they would like to discuss the creation of a regionally unified manufactured home strategy.

**FISCAL & STAFF IMPACT:** Fiscal and staff impact will vary based on specified follow-up action.

**RECOMMENDATION:** Staff recommends the Town Council discuss this item and provide direction to staff.

**ORANGE COUNTY  
BOARD OF COMMISSIONERS  
ACTION AGENDA ITEM ABSTRACT  
Meeting Date: November 20, 2017**

**Action Agenda  
Item No. 6-b**

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**SUBJECT:** Presentation of the Mobile Home Park Survey Report and Recommendations

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**DEPARTMENT:** County Manager, Housing,  
Human Rights, and Community  
Development, Planning and  
Inspections, and Health

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**ATTACHMENT(S):**

1. June 20 BOCC Mobile Home Park Work Group Information Item
2. Mobile Home Park Survey Report
3. Summary of Tools Used In Other Jurisdictions
4. Mobile Home Park Recommendations

**INFORMATION CONTACT:**

Sherrill Hampton, 919-245-2490  
Travis Myren, 919-245-2308  
Craig Benedict, 919-245-2575  
Meredith McMonigle, 919-245-2071

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**PURPOSE:** To present the Mobile Home Park Survey Report and Work Group recommendations.

**BACKGROUND:** For many years, there has been interest in addressing the vulnerability of residents living in mobile home parks in Orange County. The Orange County Board of Commissioners allocated \$1 million in the FY2015-16 budget process to address preservation and retention of manufactured homes parks and/or to assist in the acquisition of property and land banking for future residential development as an affordable housing alternative. During the FY2016-17 budget process, the BOCC allocated another \$1 million to the land banking program.

**Mobile Home Park Work Group**

Following the establishment of the land banking program and designated funding from Orange County, local housing partners began to discuss and evaluate the opportunities and obstacles in redeveloping an existing mobile home park or developing new affordable housing addressing the needs of mobile home park residents at risk. Orange County Habitat for Humanity invited interested, local individuals to form an informal ad hoc committee that became known as the Mobile Home Park Work Group. The Work Group consisted of local government staff, for-profit developers, and non-profit housing staff and continues to meet as facilitated by County staff.

Over the course of several months, the Work Group reviewed and discussed several issues facing mobile home park residents and owners. The main issue identified by the Work Group was that mobile home park residents, specifically in Chapel Hill and Carrboro, were faced with losing their homes thereby resulting in displacement as a result of redevelopment of the existing parks. In addition, these residents faced limited affordable housing options due to a lack of available mobile homes and/or mobile home spaces elsewhere and increasing housing costs in the Towns.

After identifying the main issues that may be unfolding in the immediate future, the Work Group set out to identify goals, explore options, and consider strategies that would assist in developing effective recommendations to address the mobile home park issue in Orange County. Additional information regarding the Mobile Home Park Work Group is included in [Attachment 1](#).

### *Mobile Home Park Survey Report*

Throughout the process, the Mobile Home Park Work Group stressed the need to learn more about the mobile home park residents. In order to develop an effective strategy to deal with the potential conversion of mobile home parks, the Work Group recognized it was imperative to learn about the needs and obstacles current mobile home park residents are facing. In addition, the group identified the importance to collect information regarding residents' social and economic needs in order to create successful recommendations in the future. In order to gather input and data on existing residents, the Orange County Family Success Alliance initiated a survey campaign in August which included the completion of 100 surveys from eight (8) mobile home parks in Orange County. The Mobile Home Park Survey Report is included in [Attachment 2](#). Information collected from this survey was utilized to develop the proposed mobile home park recommendations.

### *Best Practices*

See [Attachment 3](#) – Summary of Tools Used In Other Jurisdictions

### *Mobile Home Park Work Group Recommendations*

Based on best practices, drafted mobile home park strategies, mobile home park evaluations, and the Mobile Home Park Survey Report, the Work Group formulated four (4) recommendations which are provided below and detailed in [Attachment 4](#).

<b>1.</b>	<b>Mobile Home Park Improvement and Expansion Program (Short Term)</b>
	Orange County establishes a loan program for mobile home park owners to improve and/or expand their existing park. This strategy would be part of an overall Rental Rehabilitation Initiative for Investor-Owners with 25 or less properties. In addition, it is also recommended that up to \$500,000 from the \$2M Affordable Housing/Land Bank Set-aside in the approved Capital Investment Plan be used to initially fund this Initiative. Currently, the remaining balance in the Affordable Housing/Land Bank Set-aside is \$1,706,600.
<b>2.</b>	<b>Repair and/or Replacement Program Component (Short Term)</b>
	Orange County establishes, with local funds, a repair and/or replacement program component for residents living in a mobile home, whether rental or owner-occupied. This strategy would be part of the County's existing Single-Family Housing Rehabilitation and Urgent Repair Programs. Presently, assistance for mobile home repair is <u>only</u> available under the County's Urgent Repair Program and applicants must own the land, as well as the mobile home. If the recommendation is approved, it would allow for the inclusion of residents who do not meet the aforementioned ownership requirements but either have the owner's written approval for proceeding with the repairs and/or replacement or own the mobile home but not the land. In addition, it would allow for mobile home repair and/or replacement under the County's Single-Family Rehabilitation Program. Currently, there is a combined total of \$455,468 available for these programs.
<b>3.</b>	<b>Mobile Home Park Development (Long Term)</b>
	Orange County uses designated funds to pursue the development of a mobile home park and/or mixed housing development on an undeveloped parcel with access to transportation, goods, services, employment, and public water and wastewater infrastructure in the County.
<b>4.</b>	<b>Greene Tract (Long Term)</b>
	Orange County, the Town of Chapel Hill, and the Town of Carrboro elected officials and staff continue to explore affordable housing opportunities on the Greene Tract, with a focus on alternatives for displaced mobile home park residents and utilization of a portion of the Greene Tract.



**FINANCIAL IMPACT:** There is no negative financial impact associated with this item.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goals are applicable to this agenda item:

- **GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY**

The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential or economic status.

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

**RECOMMENDATION(S):** The Manager recommends that the Board:

1. Receive the presentation;
2. Discuss as appropriate; and
3. Endorse the recommendations contained in Attachment 4.

## MEMORANDUM

**TO:** Board of County Commissioners  
Bonnie B. Hammersley, County Manager

**FROM:** Affordable Housing Land Banking/Mobile Home Park Work Group

**DATE:** June 20, 2017

**SUBJECT:** Information Item – Update on the Affordable Housing Land Banking/Mobile Home Park Work Group

Please accept the following memorandum regarding the Affordable Housing Land Banking/Mobile Home Park Work Group.

### **Background**

For many years, there has been interest in addressing the vulnerability of residents living in mobile home parks in Orange County. The Orange County Board of Commissioners allocated \$1 million in the FY2015-16 and FY16-17 budgets for a land banking program. This program was established by the BOCC to address land banking of mobile homes parks, and/or to assist in the acquisition of property for future residential development as an affordable housing alternative. The goal was for these funds to support the development of affordable housing by acquiring improved and unimproved land for current and future affordable housing developments.

### **Mobile Home Park Work Group**

Following the establishment of the land banking program and designated funding from Orange County, local housing partners began to discuss and evaluate the opportunities and obstacles in redeveloping an existing mobile home park or developing new affordable housing addressing the needs of mobile home park residents at risk. Orange County Habitat for Humanity invited interested, local individuals to form an informal ad hoc committee that became known as the Affordable Housing Land Banking/Mobile Home Park Work Group. The work group consisted of local government staff, for-profit developers, and non-profit housing staff including:

- Susan Levy, Habitat for Humanity
- Robert Dowling, Community Home Trust
- Jess Brandes, CASA
- Travis Myren, Orange County
- Craig Benedict, Orange County
- Ashley Moncado, Orange County
- Judy Johnson, Town of Chapel Hill
- Edward Barberio, Town of Chapel Hill
- Eric Chupp, Capkov Ventures, Inc.
- Elam Hall, Eller Capital Partners
- David Beck, Self Help

Over the course of several months the work group reviewed and discussed several issues facing mobile home park residents and owners. The main issue identified by the work group was that mobile home park residents, specifically in Chapel Hill and Carrboro, were faced with losing their homes and displacement as a result of redevelopment of the existing parks. In addition, these residents faced limited affordable housing options due to a lack of available mobile homes and/or mobile home spaces elsewhere and increasing housing costs in the Towns.

After identifying the main issues that may be unfolding in the immediate future, the work group set out to identify goals, explore options, and consider strategies that would assist in developing effective recommendations to address the mobile home park issue in Orange County.

### **Mobile Home Park Strategies**

In order to address concerns related to mobile home parks, the work group proposed several strategies with the intent to mitigate displacement, preserve existing mobile home supply, and increase mobile home supply. The development of these strategies was based on a review of other communities' efforts addressing mobile home park conversions, similar to Orange County, and other successful case studies. In addition, these strategies incorporated approaches to address mobile home park concerns, based on the work group's experience and knowledge, as well as existing resources including the mobile home park inventory and maps. The purpose of collecting and drafting these strategies was to review and determine what options may be available for Orange County to successfully implement in order to address local concerns and goals related to mobile home parks. These strategies include:

- Mobile home urgent repair and rehab program;
- Mobile home park outreach campaign;
- Mobile home space/home lease or rental program;
- Rezoning of existing mobile home parks;
- Resident mobile home park purchase and management;
- Government funded financial incentives for park improvements;
- Government funded infrastructure improvements;
- Mobile home park revitalization and/or expansion;
- Government purchase of existing mobile home park;
- Government purchase, revitalization, and/or expansion of existing mobile home park; and
- Government purchase of undeveloped land for future development

### **Mobile Home Park Evaluation**

While identifying and evaluating the proposed strategies, the work group also began a preliminary assessment of existing mobile home parks in the county. The purpose of this assessment was to determine the opportunity and capacity to employ the proposed mobile home park strategies in Orange County. As a result, the work group drafted key criteria to identify and evaluate mobile home parks where the proposed strategies may be feasible in Orange County. These criteria included:

- Access to public transportation, health services, government services, education, shopping, and employment centers;
- Condition of the mobile home park, homes, infrastructure, and amenities;
- Vacancy rate;
- Access to existing or planned public water and wastewater infrastructure;
- Estimated infrastructure costs;
- Future expansion and redevelopment opportunities;
- Future and existing land use and zoning, including surrounding parcels;
- Potential acquisition costs; and
- Current and future ownership, partnership, and management opportunities

Utilizing these criteria, the work group was able to identify several existing mobile home parks and potential new locations in the county where the individual strategies may be implemented successfully. This provided the group with a starting point for modifying the strategies and drafting recommendations that would be attainable and practical based on Orange County's resources and circumstances.

**Next Steps**

Moving forward, the work group will begin coordinating community outreach efforts with existing stakeholders and the Orange County Family Success Alliance in order to seek input from existing mobile home park residents. In addition, the work group will be drafting and finalizing recommendations to the Orange County Board of Commissioners. The final recommendations will include action steps with additional information, including identified locations in the county where the recommendations may be implemented and various items for consideration by the BOCC for successful outcomes. These recommendations will be presented for review and comment at the September 19 BOCC meeting. At that time, the BOCC may request further information from the work group and/or determine the next steps in the process based on information received.

If you have questions, please contact Ashley Moncado, Orange County Special Projects Planner, by phone at (919) 245-2589 or by e-mail at [amoncado@orangecountync.gov](mailto:amoncado@orangecountync.gov) or Craig N. Benedict, Orange County Planning Director, by phone at (919) 245-2575 or by e-mail at [cbenedict@orangecountync.gov](mailto:cbenedict@orangecountync.gov).

# Mobile Home Park Survey

10/9/2017  
Orange County Health Department  
Family Success Alliance

## Acknowledgments

Deepest thanks and appreciation go first and foremost to the residents of the mobile home parks in Orange County for their time and participation.

We would also like to thank the following people:

### **Survey Collectors**

Antonia Cortes  
 Brittany Bulluck  
 Claudia Yerena  
 Erika Cervantes Munoz  
 Mariela Hernandez

### **Data Team**

Coby Jansen Austin  
 Dominika Gazdzinska  
 Meredith McMonigle  
 Kiana Redd  
 Juliet Sheridan

**County Manager, Bonnie Hammersley**

**Deputy County Manager, Travis Myren**

**Orange County Planning and Inspections Department**, especially Ashley Moncado

## Executive Summary

A survey was conducted of 8 mobile home parks in Orange County identified as high risk for displacement and/or because of an interest in general information about residents and living conditions. 96 surveys were conducted by Navigators from the Family Success Alliance. Almost all families were Hispanic, very low income, and own their own homes, but rent space from the mobile home park. Most of the families are satisfied living in their current mobile home and prefer not to move. Residents often look to their neighbors for assistance with child care, transportation, and other services. Many also rely on public transportation to get to medical appointments, work, and school.

Although residents are generally satisfied, many residents also feel they don't have many options other than living in their mobile home; their low income limits their ability to move elsewhere, and they prefer not to move because of the schools, public transport, and proximity to services. The residents were also very clear that moving into an apartment complex is not a preferred option—they commented that in addition to the huge difference in cost, there's a lack of privacy and concern about limited places for children to play. Although not collected in the survey, documentation status was also an issue raised by many families as a significant obstacle in securing affordable housing.

The biggest concerns residents had about the parks themselves were infrastructure in the mobile home parks and the age and condition of their mobile homes. Many of the homes are very old—the newest home was manufactured in 2002, and residents are concerned about limitations on moving their homes based on the age and condition of the home and the cost to move it. When it comes to management, residents commented that many of the mobile home parks need infrastructure maintenance, especially for roads and landscaping, e.g., filling in potholes with gravel, for dead trees to be cut down, fixing drainage issues.

The Navigators, who administered the surveys, noted that residents often seemed proud of their homes and hoped to stay there long-term. Many residents also shared that they are carpenters, electricians, and construction workers and discussed their ability to contribute their extensive skills to the building or repairing of homes and the park.

In summary, many of these mobile home parks consist of tight-knit communities of families with children, who are proud of their homes and where they live. They own their own homes and would like to own their land as well. Because of their documentation status and their income, many of these families feel they have no place to go—that they can't afford to move and are afraid that they won't qualify for assistance, if developers displace them.

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## Introduction

For many years, there has been interest in addressing the vulnerability of residents living in mobile home parks in Orange County. The Board of Commissioners allocated funds in the FY 2015-16 and FY 2016-17 budgets to address land banking of mobile home parks and/or to assist in the acquisition of property for future residential development as an affordable housing alternative. An ad hoc committee of local housing partners and county staff began meeting last fiscal year to discuss and evaluate the opportunities and obstacles. The voices of mobile home residents were not a part of this initial process, and the committee recognized the need for their input. Therefore, Navigators with the Family Success Alliance, who have personal and programmatic connections to mobile home park residents, partnered with the county manager's office to visit various mobile home parks during a four-week period in August and September to conduct a survey and gather input from residents.

## Survey Methodology

Out of approximately 100 mobile home parks in Orange County, 8 parks were selected by the Planning Department as areas of special interest owing to developer activity or an interest in general information about residents and living conditions. These parks were assigned to FSA Navigators, who had a goal of a 33% response rate, or around 100 surveys total. In Table 1, each of the eight priority mobile home parks are listed, with the goal and actual number of surveys collected. The Planning Department's selections for those parks at high risk of displacement were mostly in Chapel Hill and Carrboro; although these parks represent a small fraction of all parks in the county, these parks are overrepresented in the survey.

In early August, a letter was sent to residents of the selected parks to notify them that surveys would be conducted (see Appendix A). Survey piloting and data collection took place from August 9, 2017 to September 11, 2017. Each survey took between an hour to an hour and a half, and 82% of them were conducted in Spanish. Families who participated were given a \$10 gift card to Walmart.

The Navigators used snowball sampling—each of them had contacts within the mobile home parks, and enlisted those contacts in helping them find other families who would be willing to participate. They also waited at the school bus stop, mailboxes, and other gathering areas in order to begin conversations with residents and encourage their participation. This sampling method means that there may be selection bias in terms of who agreed to undertake the survey. The Navigators did knock on doors cold, but some families refused to open the door or refused to participate.

Specifically, because sometimes the maintenance workers live in the mobile home parks, they received the introductory letter explaining the survey and asking for participation. Many of the residents expressed fear that the maintenance workers had told their landlords about the survey and would retaliate against them if they responded. This fear was especially prevalent in some mobile home parks compared to others. Despite the best efforts of our Navigators, some families refused to participate.

## Results

### Survey Overview

There were 96 surveys completed, with some mobile homes reaching higher rates of participation than others.

#	Mobile Home Park Name	Street Address	City	Purpose/ Objective	Approx. Survey Goal (32.5%)	# Occupied Sites	Actual # Surveyed	% Sampled
1	Airport Road	1575 Martin Luther King Jr Blvd	Chapel Hill	Displacement	10	33	23	70%
2	Byrdsville	1801 Old NC 10	Hillsborough	General Feedback - Hillsborough	15	47	13	28%
3	Caroline	4931 Howe St	Durham	General Feedback – Eno Area	21	66	16	24%
4	Homestead	6421 NC 86 S	Chapel Hill	General Feedback – Orange County	3	9	4	44%
5	Lakeview	1000 Weaver Dairy Rd	Chapel Hill	Displacement	10	33	6	18%
6	Rocky Brook	500 S Greensboro St	Carrboro	Displacement	13	41	13	32%
7	Tarheel	1208 Martin Luther King Jr Blvd	Chapel Hill	Displacement	23	72	14	19%
8	Village AKA Wright's	1660 Martin Luther King Jr Blvd	Chapel Hill	Displacement	7	24	7	29%
					102	325	96	30%

### Demographics

Overall, most of the participants were Hispanic (89%), with 8% of participants who were African-American, and 4% of participants who were white.

Here is a table of the main demographics:

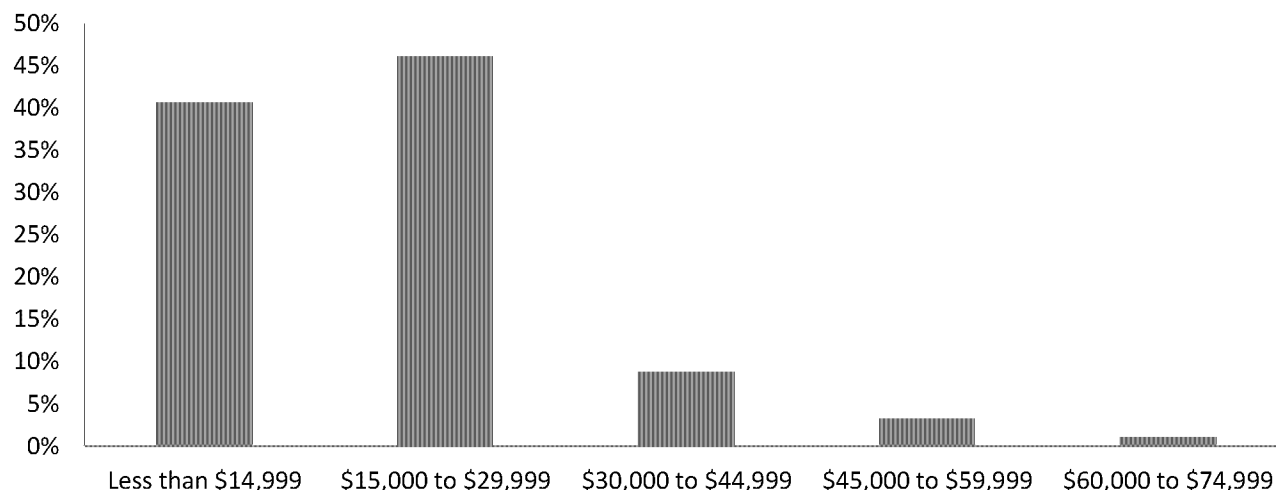
Race/Ethnicity	% (number)
Hispanic	88.5% (84)
African-American	8.3% (8)
White	4.2% (4)
<b>Household Information</b>	
Average Members of Household	4.1
Average Number of Children	1.8
Average Adults Contributing to Household Costs	1.4
Percent with Children (0-17 y/o) in Household	76%
Percent with Seniors (62+ y/o) in Household	8%

School District Attended (if children in household)	
Orange County Schools	40.3%
Chapel Hill-Carrboro City Schools	59.7%

### Annual Household Income

The families in this study were almost entirely very low income. Almost all families (87%) make less than \$30,000 per year.

### Annual Household Income, % of Respondents



Looking at Area Median Income, HUD defines AMI for a family of 4 in Chapel Hill as \$73,300. Given that the average members of the households for families in our study was 4.1, almost all of the families (85%) represented are at or below 40% of AMI, with 2 in 5 families at or below 20% of AMI.

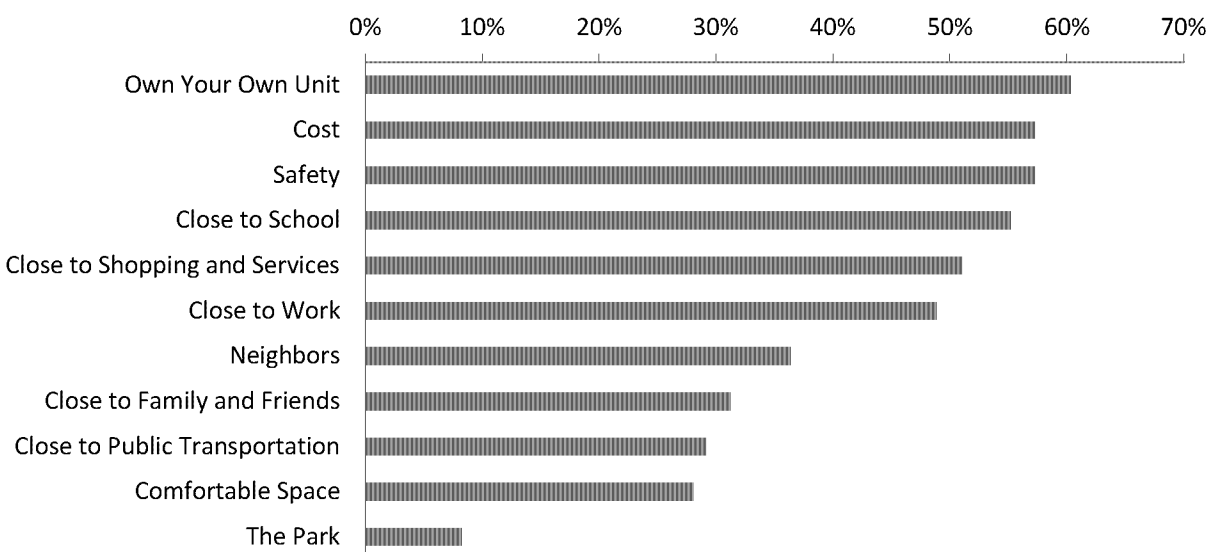
### Current Mobile Home Information

59% of respondents live in mobile home parks located in the Town of Chapel Hill, 14% in the Town of Carrboro, 3% in the Town of Hillsborough, and 24% in Orange County, outside of town limits.

When asked how long they had lived in their mobile home, a quarter had lived there 1-4 years (25%), more than a quarter for 5-9 years (28%), one fifth for 10-14 years (22%), and 12% for 15-19 years. The majority of families owned their home (83%) but rented their park space (89%).

Overall, almost all of the residents were satisfied or very satisfied with their current mobile home (95%).

## What do you like most about your current home?



### Cost Information

Most families own their own home, which means they pay for their mobile home space, water, electricity, and assorted other costs. The average rent for the mobile home space was \$342; once the average cost for utilities is included, the total cost of housing is approximately \$568 per month.

For families who do not own their homes, the average total monthly cost for renting the mobile home is \$489 per month. When added to the others costs those residents pay, which in some cases includes space rental and usually includes utilities, is approximately \$787 per month. It is important to remember that very few families rent their homes: only 17% of families are bearing this higher cost.

A majority of families (70%) said that rent has increased at least one or more times in the last 12 months, and on average, rent increased \$44 dollars, with a maximum increase of \$90 dollars. These costs are broken down below:

Type of Bill	Average Cost per Month	Minimum Cost	Maximum Cost
Mobile Home Mortgage	\$489	\$200	\$850
Mobile Home Space	\$342	\$280	\$450
Water	\$64	\$20	\$200
Electricity	\$158	\$50	\$350
Other (Including internet, cable, and cellphone)	\$192	\$18	\$400

### Owning or Renting Their Home

Almost all of the families preferred to own their homes in the future (95%), and almost the same number of families wanted to own their land in the future (94%). When asked about selling their mobile home that they currently own, around half of families (56%) said that they would sell if they could. More

families who live in the County instead of in town limits indicated that they would sell their homes compared to those who live in the city limits (61% vs. 54%).

## Services

### Public Transportation

40% of families used public transportation. Of these families, the most common reason to use public transportation was for medical appointments or health services (74%). Getting to work (68%) and school (58%) were also common responses.

If the family did not use public transportation, all of them except one family said that they have a car and drove themselves (96%).

### Services

When families were asked about where they went to access services, the service a majority of families mentioned that they would ask their neighbors were child care (52%). The next most common areas where residents would reach out to their neighbors were for transportation (42%), carpenters (40%), and electricians (30%). Most other services, including computer repair, lawn care, car repair, medical care, and produce or food were sought outside the mobile home park.

### Internet

Almost three-quarters of the mobile home parks had access to the internet (72%), and 80% of families living in those parks are connected to the internet in their homes.

Of the 28% of families who do not have access to the internet, half of them access it through their cellphones. One fifth of those families access the internet at the library, and around the same number don't use the internet (equivalent to less than 6% of all respondents).

## Relocation

When asked about their preferences for their ideal living situation, 87% of families agreed that a detached single family home would be ideal. Similarly, 82% of families said that a multi-family or apartment building would be their least preferred option. Some families said that they would never choose to live in an apartment building.

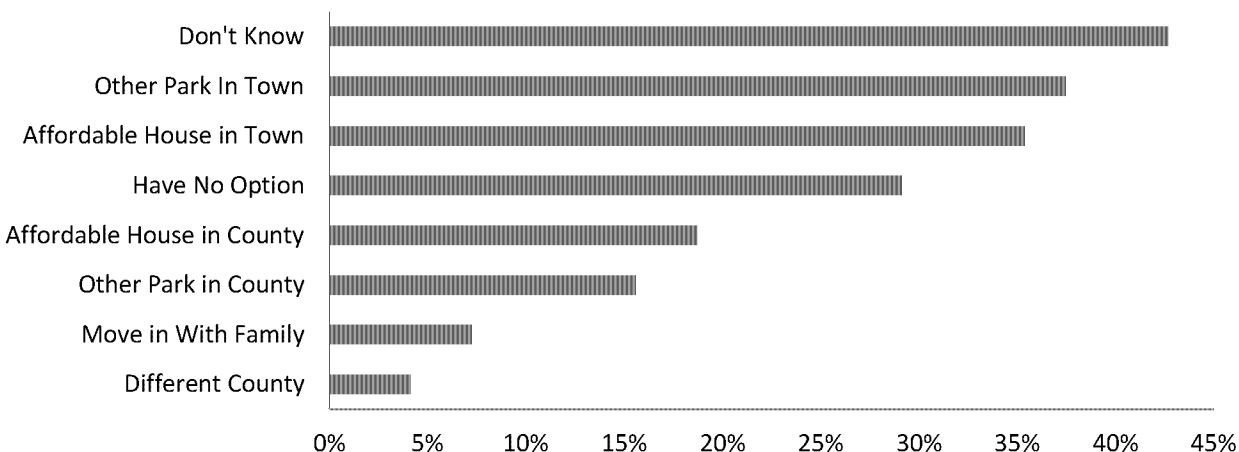
A majority of families selected a mobile home as their second choice (62%), and 59% listed an attached single family home like a townhome or duplex as their third choice.

Chapel Hill and Carrboro residents were asked if they would be happy relocating to outside of the Chapel Hill-Carrboro area. More than three fourths of families (80%) responded that they would not want to relocate outside of the Chapel Hill-Carrboro area. Only 1 in 5 families indicated that they would be willing to move outside CHC.

When asked why they would not want to relocate outside of the Chapel Hill and Carrboro area, almost half of the families cited the school system as the primary reason they would not want to leave. That reason is closely followed by being close to work and the store and liking the area. Almost 20% of families said that they depend on the public transportation system, as they can't drive.

If the mobile home park closed, most families didn't know what options they had (43%), although another park in town or an affordable house in town were common responses. It is important to note that almost a third of families said they didn't have another option if their park closed (29%).

## Options Families Would Consider if Park Closed



Most families do not want to move from their current mobile home park (85%). The most common priorities influencing families' decisions to move were the school system, proximity to family and friends, affordability, home ownership options, and proximity to stores and services.

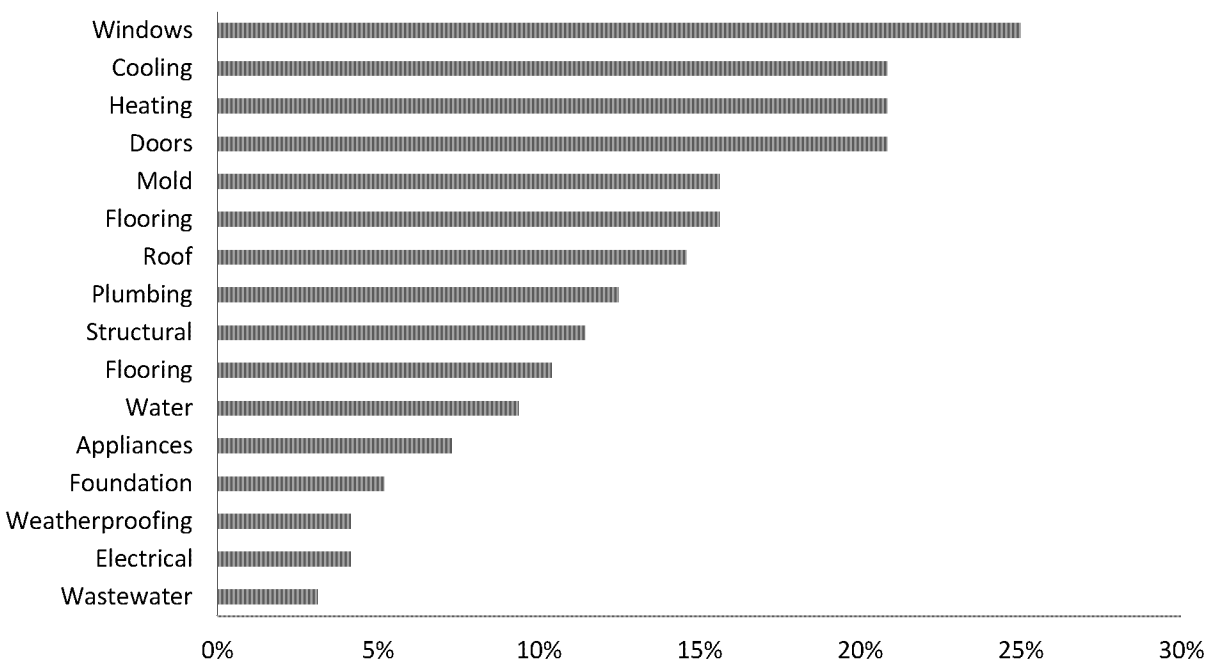
When asked if funding was available to move their existing mobile home, 68% of families would apply, but some families expressed reservations about whether they would qualify and that their mobile home might not be moveable. Additionally, they mentioned that some parks required that homes be less than 10 years old in order to move in; none of the survey respondents would meet that requirement.

## Mobile Home Conditions

All of the mobile homes in the survey were built before 2002. The majority were built in the 1990's (42%), with around a quarter built in the 1980's (27%). The oldest house was built in 1960, the most common year of manufacture was 1996, and the median year was 1986. Almost all of the homes (94%) were single-wide homes. In addition, two-thirds of homes had modifications like additions, porches, decks, or ramps.

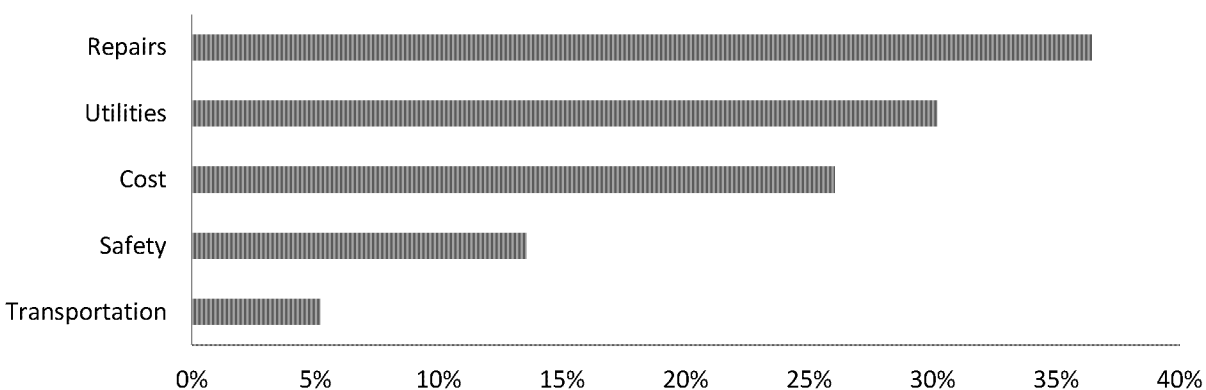
When asked about issues, the most common responses were windows, doors, heating and cooling, mold, flooring, and the roof.

## Problems with Mobile Homes



Overall families' greatest concerns about their home were related to repairs, utilities and cost. Safety and transportation were also mentioned as concerns.

## Families' Greatest Concerns Related to Their Home



Approximately half of the families stated that their homes would not be able to relocate without significant damage (50%), and 40% of families said that their homes could be relocated; 10% did not answer the question.

There were differences in condition of the home between respondents in the Chapel Hill-Carrboro area and the Hillsborough and greater County area. In the Chapel Hill-Carrboro area, 49% of families said that

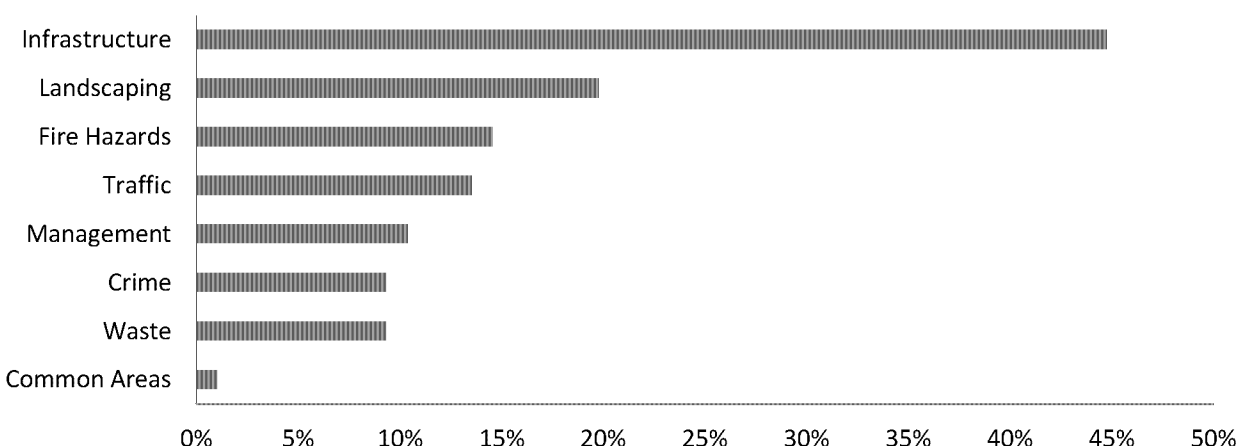
their homes could not be moved without significant damage, compared to 65% of families in the County who could not move their homes.

When asked if they would apply for funding to repair and maintain their homes, 84% of families would apply.

### Park Management

Only 17% of families were dissatisfied with current park management, although families had many suggestions for how to improve the mobile home park. They were asked about their greatest concerns related to their mobile home park, and their answers were overwhelmingly related to infrastructure problems:

## Families' Greatest Concerns about Their Mobile Home Park



### Improvements to the Mobile Home Park

When families were asked how the mobile home park could be improved, the most common responses were to improve and fix the roads, with more than double the responses of other issues. Those suggestions included adding gravel in places, repaving areas, and fixing potholes.

Other common concerns included adding green areas and a park or playground for children, having more space between homes, adding more lighting, and improving the quality of the water.

Living conditions in the parks have mostly stayed the same over the past three years, with 69% of families experiencing approximately the same living conditions. For those residents where conditions had changed, more of them had changed for the worse rather than the better, although they were around the same (16% worsened, while 14% improved).

### Management Responsiveness to Resident Concerns

In the past, 2 in 5 families have tried to contact management with a problem about the park. Of those families, more than half of them (55%) were dissatisfied with management's responsiveness.



When asked about retaliation, only 20% of families were concerned about the manager and/or owner getting back at them for complaints or requests. Of those families, all except one identified as Hispanic.

On the other hand, 63% of families would file an anonymous complaint if that was available, signaling that retaliation may be a larger concern than the original data would suggest.

One resident told the following story:

*“We complained about the potholes in the road for a long time. Finally, our manager bought gravel and filled in the holes. However, a few months later, rent went up a lot for everyone. We could never prove that it was because of gravel, but now we’re afraid to complain about anything.”*

#### **Additional Observations by the Survey Team**

During survey administration, many families discussed the following concern with the survey team:

**Documentation Status:** Although not collected in the survey, many families expressed that documentation status can be a significant obstacle, even for those families who have “mixed status” (the children are citizens, but the parents are not). The lack of legal status for parents can restrict the services that they are eligible to receive and can complicate other issues. For example, some mobile home residents have the signed title from the previous owner, but in order to put the title in their name they need a North Carolina driver’s license, which they can’t get if they’re undocumented. Families are very interested in programs where they could put in work to buy a home and the land it sits on, but are concerned they may not qualify because of their documentation status. They are afraid that there may be similar limitations on alternatives offered through other government programs because of their status. There are also fears about benefitting from governmental housing support more generally, even if they qualify, because of the potential implications of publically recognizing their status.

## Appendix A: Letter to Residents

[Date]

[address line 1]

[city, state zip]

Dear Orange County Resident:

I am writing to invite you to participate in the 2017 Survey of Mobile Home Residents, a process that is being conducted by Orange County. This assessment is part of an effort to increase housing that is affordable for Orange County mobile home park residents.

In Orange County we are aware of the challenges of having good housing that is affordable. Housing costs continue to rise and some residents struggle to make ends meet. The County is involved in efforts to increase housing that is affordable and to respond to the priorities of residents living in mobile home parks.

We need the voices of mobile home residents in this process. To do this, we are conducting a survey to learn more about your experiences. Members of the Family Success Alliance, an Orange County Health Department initiative, will visit various mobile home parks in the coming weeks to conduct a survey and will share the results of this survey with the County to help determine what actions can be taken to support our mobile home park communities.

The survey is completely voluntary, and it should take no more than 30 minutes to complete. There are no right or wrong answers. You may refuse to answer any question you don't feel comfortable with. Your answers will be completely confidential. The information you give us will not be linked to you in any way. Thanks in advance for your participation.

In the upcoming weeks someone may come to your door and ask you to complete this survey with us. If you have any questions or comments about this assessment we would be happy to talk with you. You can call Meredith McMonigle at 919-245-2071 or email [mmcmonigle@orangecountync.gov](mailto:mmcmonigle@orangecountync.gov).

Thank you very much for helping with this assessment.  
Sincerely,

Bonnie Hammersley  
County Manager

## Appendix B: Final Survey in English

Mobile Home Park \_\_\_\_\_ - \_\_\_\_\_ - E01  
(park ID) (nav ID) (survey ID)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

1. Where is your mobile home park located?
  - A. In the Town of Chapel Hill
  - B. In the Town of Carrboro
  - C. In the Town of Hillsborough
  - D. In Orange County, outside of town limits
2. What do you like most about your current home? (Please select up to five)
  - A. Own your own unit
  - B. Cost/affordability
  - C. Comfortable living space/size of the unit
  - D. Safety
  - E. Neighbors
  - F. Mobile home park
  - G. Close to work
  - H. Close to schools
  - I. Close to family and friends
  - J. Close to public transportation
  - K. Close to shopping and services
  - L. Other (Specify) \_\_\_\_\_
3. How satisfied are you with your current mobile home?
  - A. Very satisfied
  - B. Satisfied
  - C. Dissatisfied
  - D. Very dissatisfied
4. Please provide the total number adults, seniors, and/or children in your household below:  
 # of adults (18 and older) \_\_\_\_\_ # of seniors (62 and older) \_\_\_\_\_ # of children (17 and under) \_\_\_\_\_
5. If you have children in the public school system, which school district do your children attend?
  - A. Orange County Schools
  - B. Chapel Hill – Carrboro City Schools
  - C. N/A
6. What is your total annual household income? (select one)
  - A. Less than \$14,999
  - B. \$15,000 to \$29,999
  - C. \$30,000 to \$44,999
  - D. \$45,000 to \$59,999
  - E. \$60,000 to \$74,999
  - F. \$75,000 to \$89,999
  - G. \$90,000 to \$104,999
  - H. \$105,000 to \$124,999
  - I. \$125,000 to \$149,999
  - J. \$150,000 or more
7. How many members of your household contribute to housing costs (mortgage and/or rent)?
  - A. 1
  - B. 2
  - C. 3
  - D. 4
  - E. 5 or more
8. What race(s) or ethnicities do you identify yourself with? (select all that apply)
  - A. American Indian or Alaska Native
  - B. Asian
  - C. Black or African American
  - D. Hispanic, Latino, or Spanish Origin
  - E. Native Hawaiian or Other Pacific Islander
  - F. White
  - G. Other \_\_\_\_\_
9. How long have you lived in your mobile home?
  - A. Less than 1 year
  - B. 1 to 4 years
  - C. 5 to 9 years
  - D. 10 to 14 years
  - E. 15 to 19 years
  - F. 20 or more (Please specify: \_\_\_\_\_ years)
10. Do you own or rent your mobile home?
  - A. Own
  - B. Rent

11. Do you own or rent your mobile home park space?  
 A. Own                      B. Rent
12. What is the approximate monthly cost for your mobile home and mobile home park space?  
 Home \$ \_\_\_\_\_ Space \$ \_\_\_\_\_
13. How many rental increases have you experienced in the last 12 months?  
 A. None                      D. 5 – 6  
 B. 1 – 2                      E. 7 or more  
 C. 3 – 4

In total, how much has your rent increased in the last 12 months? \$ \_\_\_\_\_

Please provide additional monthly costs. If these are included in your monthly rental fee please indicate that.

	Included in monthly rental fee?
Water \$ _____	Yes/No
Sewer/Waste Water \$ _____	Yes/No
Electrical \$ _____	Yes/No
Trash \$ _____	Yes/No
Other Costs (Specify below) \$ _____	Yes/No

14. Would you prefer to own or rent your home in the future? (select one)  
 A. Own                      B. Rent
15. Would you prefer to own or rent your land in the future?  
 A. Own                      B. Rent
16. If you own your mobile home and could sell it, would you?  
 A. Yes                      B. No
17. If your preference is to own, what keeps you from buying a home? (Select all that apply)  
 A. Not enough income                      D. Lack of a down payment  
 B. Poor credit                      E. Legal issues  
 C. Lack of affordable housing options                      F. Other (Please specify) \_\_\_\_\_

### Services

18. Do you regularly use public transportation (i.e. Chapel Hill Transit, Orange Public Transportation)?  
 A. Yes                      B. No
- If yes, where to? (Select all that apply)
- |             |   |
|-------------|---|
| C. Work     | F. Medical Appointments/Health Services |
| D. School   | G. Personal                             |
| E. Shopping | H. Other (Please specify) _____         |
- If no, how do you get around?
- |  |                                 |
|--|---------------------------------|
| A. I have a car and drive myself                 | D. I bike                       |
| B. Someone in my household drives a personal car | E. I walk                       |
| C. I get rides from neighbors or family members  | F. Other (Please specify) _____ |

19. When you are in need of or require the services listed below, do you most frequently ask your neighbors in the mobile home park or service providers outside of the mobile home park? (select all that apply)

- |                               |              |            |
|-------------------------------|--------------|------------|
| 1. Carpenter                  | A. Neighbors | B. Outside |
| 2. Child Care                 | A. Neighbors | B. Outside |
| 3. Computer/Technology Repair | A. Neighbors | B. Outside |
| 4. Electrician                | A. Neighbors | B. Outside |
| 5. Lawn Care/Landscaping      | A. Neighbors | B. Outside |
| 6. Mechanic                   | A. Neighbors | B. Outside |
| 7. Medical/Health Care        | A. Neighbors | B. Outside |
| 8. Produce/Food Sales         | A. Neighbors | B. Outside |
| 9. Transportation             | A. Neighbors | B. Outside |

20. Does your mobile home park have access to internet?

- A. Yes                      B. No

If yes, is your home connected to internet?

- A. Yes                      B. No

If no, how do you access the internet when you need to? (Please specify)

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### **Relocation**

---

21. Please rank which housing type would be your ideal living situation, regardless of potential costs. (1 being the option you prefer the most, 4 being the option you prefer the least)

- \_\_\_\_ Detached single family home (i.e. a standalone house that is a free-standing residential building)
- \_\_\_\_ Mobile home
- \_\_\_\_ Attached single family home (i.e. townhouse, duplex)
- \_\_\_\_ Multi-family (i.e. apartment)

22. For Chapel Hill and Carrboro residents: If you were to relocate, would you be happy relocating to a community outside of the Chapel Hill and Carrboro area?

- A. Yes                      B. No

If no, please specify why? \_\_\_\_\_

23. What potential relocation options would you consider if your mobile home park was to close and residents had to leave? (Please select up to four)

- |   |                           |
|---|---------------------------|
| A. Move to a different park in town                       | F. Move in with family    |
| B. Move to a different park in the county                 | G. Have no option         |
| C. Move to an affordable apartment or house in town       | H. Don't know             |
| D. Move to an affordable apartment or house in the county | I. Other (Please specify) |
| E. Move to a different county                             | J. _____                  |

24. Do you prefer to move from your existing mobile home and park?

- A. Yes                      B. No

If you prefer to move, what priorities influence your decisions about where to live? (Please select up to four)

- |                                       |                             |
|---------------------------------------|-----------------------------|
| A. School system                      | G. Pedestrian/bike friendly |
| B. Proximity to public transportation | H. Affordability            |

- |                                       |                           |
|---------------------------------------|---------------------------|
| C. Proximity to family and friends    | I. Home ownership options |
| D. Proximity to shopping and services | J. Rental options         |
| E. Proximity to jobs                  | K. Other (Please specify) |
| F. Safety                             | _____                     |

25. If funding was available to move your household and your existing mobile home, if it can be moved, would you apply?

- A. Yes                      B. No

### **Mobile Home Conditions**

---

26. What year was your mobile home manufactured/built? \_\_\_\_\_

27. Is your mobile home a single wide or double wide?

- A. Single                      B. Double

28. Have modifications been made to your mobile home? (i.e. additions, porches, decks, ramps)

- A. Yes                      B. No

29. Does your mobile home have issues with any of the following? (Please select all that apply and provide any additional comments or details on the next page.)

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| A. Water (well/public water)        | K. Heating systems               |
| B. Wastewater (septic/public sewer) | L. Cooling systems               |
| C. Electrical                       | M. Plumbing                      |
| D. Roof                             | N. Flooring                      |
| E. Windows (including leaks)        | O. Installation/weather proofing |
| F. Doors (including leaks)          | P. Appliances                    |
| G. Flooring/carpeting               | Q. Other (Please specify)        |
| H. Structural                       | _____                            |
| I. Foundation/insulation/set up     |                                  |
| J. Mold                             |                                  |

Additional Comments or Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

30. Greatest concerns related to your home? (Please select up to three)

- |   |                                      |
|---|--------------------------------------|
| A. Housing costs (including home and space) | D. Feeling safe                      |
| B. Home repairs                             | E. Lack of convenient transportation |
| C. Paying for utilities                     | F. Other (Please specify)            |
- \_\_\_\_\_

31. Would your mobile home be able to relocate or move to another location without resulting in significant damage?

- A. Yes                      B. No

32. If funding was available for repair and maintenance to your existing home, would you apply?

- A. Yes                      B. No

### **Park Management**

---

33. How satisfied are you with current park management?

- |                   |                      |
|-------------------|----------------------|
| A. Very satisfied | C. Dissatisfied      |
| B. Satisfied      | D. Very dissatisfied |

34. What are your greatest concerns related to your mobile home park? (Please select all that apply and provide any additional comments)

- A. Fire hazards (abandoned homes, inoperable vehicles) \_\_\_\_\_
- B. Landscaping (grass, overgrown vegetation, weeds) \_\_\_\_\_
- C. Traffic (busy streets, lack of access points, speeding) \_\_\_\_\_
- D. Solid waste collection (trash, junk, recycling) \_\_\_\_\_
- E. Crime and safety \_\_\_\_\_
- F. Park infrastructure (roads, lighting, fencing, stormwater, flooding) \_\_\_\_\_
- G. Common area maintenance (playgrounds, laundry, swimming pools) \_\_\_\_\_
- H. Park management \_\_\_\_\_
- I. Other (Please specify) \_\_\_\_\_

35. If you could improve one thing within your mobile home park, what would it be?

36. How have living conditions in the park changed in the last three years?

- A. They have worsened
- B. They have stayed the same
- C. That have improved

37. In the past, have you attempted to contact management regarding a problem?

- A. Yes                      B. No

If yes, how satisfied are you with management's responsiveness?

- A. Very satisfied  
B. Satisfied  
C. Dissatisfied  
D. Very dissatisfied

Did management resolve the problem and how? (Please specify)

38. Are you concerned with issues of retaliation from the mobile home park manager and/or owner?

- A. Yes                      B. No

39. If there was a resource to file an anonymous complaint on a mobile home park manager and/or owner, would you?

- A. Yes                      B. No

**Please provide any additional comments:**

[illegible]

---

**FOR OFFICIAL USE ONLY:**

Navigator Notes (if notes relate to a specific question, please indicate the question number.):



## Appendix C: Final Survey in Spanish

Mobile Home Park \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(park ID) (nav ID) (survey ID)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

40. ¿Dónde se encuentra ubicado el parque de casas móviles donde usted vive?
- A. En la ciudad de Chapel Hill
  - B. En la ciudad de Carrboro
  - C. En la ciudad de Hillsborough
  - D. En el Condado de Orange, fuera de los límites de la ciudad
41. ¿Qué es lo que más le gusta de su vivienda actual? (Seleccione hasta cinco)
- A. Es dueño de su propia unidad
  - B. El costo/la accesibilidad
  - C. El espacio es cómodo/el tamaño de la unidad
  - D. La seguridad
  - E. Los vecinos
  - F. El parque de casas móviles
  - G. Cerca del trabajo
  - H. Cerca de las escuelas
  - I. Cerca de familiares y amigos
  - J. Cerca del transporte público
  - K. Cerca de las tiendas y otros servicios
  - L. Otro (especifique) \_\_\_\_\_
42. ¿Qué tan satisfecho está con su casa móvil actual?
- A. Muy satisfecho
  - B. Satisfecho
  - C. Insatisfecho
  - D. Muy insatisfecho
43. Por favor a continuación escriba el número total de adultos, adultos mayores y niños en su hogar:  
# de adultos (18 a 61 años) \_\_\_\_\_ personas de 62 años o más \_\_\_\_\_ niños (17 años o menos) \_\_\_\_\_
44. Si tiene niños en el sistema escolar público, ¿a qué distrito escolar asisten sus niños?
- A. Orange County Schools
  - B. Chapel Hill – Carrboro City Schools
  - C. N/A (No Aplica)
- Escuelas del Condado de Orange Escuelas de las ciudades de Chapel Hill- Carrboro*
45. ¿Cuál es el ingreso anual total de su hogar? (selecta uno)
- A. Menos de \$14,999
  - B. \$15,000 a \$29,999
  - C. \$30,000 a \$44,999
  - D. \$45,000 a \$59,999
  - E. \$60,000 a \$74,999
  - F. \$75,000 a \$89,999
  - G. \$90,000 a \$104,999
  - H. \$105,000 a \$124,999
  - I. \$125,000 a \$149,999
  - J. \$150,000 o más
46. ¿Cuántos miembros de su hogar contribuyen a los costos de la vivienda (hipoteca y/o alquiler)?
- a. 1
  - b. 2
  - c. 3
  - B. 4
  - C. 5 o más
47. ¿A qué grupo racial o étnico se identifica más? (Seleccione todas las que apliquen)
- A. Nativo Americano o Nativo de Alaska
  - B. Asiático
  - C. Negro o Afroamericano
  - D. Origen Hispano, Latino, o Español
  - E. Nativo de Hawái u otra Isla del Pacífico
  - F. Blanco
  - G. Otro \_\_\_\_\_
48. ¿Cuánto tiempo ha vivido en su casa móvil?
- A. Menos de un año
  - B. 1 a 4 años
  - C. 5 a 9 años
  - D. 10 a 14 años
  - E. 15 a 19 años
  - F. 20 o más (Por favor especifique: \_\_\_\_\_ años)
49. Su casa móvil ¿es propia (es el dueño) o es alquilada?
- A. Propia
  - B. Alquilada

50. ¿Posee (es el dueño) o alquila el espacio de aparcamiento de su casa móvil?  
 A. Es propio      B. Lo alquilo
51. ¿Cuál es el costo mensual aproximado de su casa móvil y el espacio de aparcamiento?  
 Casa \$ \_\_\_\_\_ Espacio de aparcamiento \$ \_\_\_\_\_
52. ¿Cuántos aumentos del alquiler ha experimentado en los últimos 12 meses?  
 A. Ninguno      D. 5 – 6  
 B. 1 – 2      E. 7 o más  
 C. 3 – 4
- En total, ¿cuánto ha aumentado su renta en los últimos 12 meses? \$ \_\_\_\_\_

Por favor proporcione los costos mensuales adicionales. Si estos costos están incluidos en su cuota de alquiler mensual, solo marque poniendo un ganchito (✓) de verificación.

		Esta incluíado en la renta?
Agua (water)	\$ _____	Si/No
Alcantarillado y Aguas Residuales (Sewer/Waste Water)	\$ _____	Si/No
Electricidad (Electrical/Electricity)	\$ _____	Si/No
Basura (Trash)	\$ _____	Si/No
Otros costos (por favor especifíquelos a continuación)	\$ _____	Si/No

53. Si actualmente alquila, ¿en el futuro preferiría ser dueño o alquilar? (selecta uno)  
 A. Dueño      B. Alquilar
54. Si actualmente es dueño, ¿en el futuro preferiría ser dueño o alquilar?  
 A. Dueño      B. Alquilar
55. Si es dueño de su casa móvil y pudiera venderla, ¿la vendería?  
 A. Sí      B. No
56. Si usted prefiere tener vivienda propia, ¿qué le impide comprar una casa?  
 (Seleccione todas las que apliquen)
- |  |  |
|--|--|
| A. No tengo ingresos suficientes           | D. Falta del pago inicial (down payment) |
| B. Mal crédito                             | E. Asuntos legales                       |
| C. Falta de opciones de vivienda asequible | F. Otro (por favor especifique)          |
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Servicios

57. ¿Utiliza el transporte público? (por ejemplo, Chapel Hill Transit, Orange Public Transportation)  
 A. Sí      B. No      *Los autobuses de Chapel Hill    El transporte público de Orange*  
 ¿Si contestó sí, para ir a dónde? (Seleccione todas las que correspondan)
- |               |                                       |
|---------------|---------------------------------------|
| A. Trabajo    | D. Citas médicas/Servicios de Salud   |
| B. Escuela    | E. Asuntos personales                 |
| C. De compras | F. Otro (Por favor especifique) _____ |
58. Cuando necesita o requiere los servicios listados a continuación, ¿con mayor frecuencia los pide a sus vecinos en el parque de casas móviles o a proveedores de servicios fuera del parque de casas móviles?  
 (Seleccione todas las que apliquen)
- |   |            |                      |
|---|------------|----------------------|
| 1. Carpintería                          | A. Vecinos | B. Persona de afuera |
| 2. Cuidado de niños                     | A. Vecinos | B. Persona de afuera |
| 3. Reparación de computadora/tecnología | A. Vecinos | B. Persona de afuera |

- |   |            |                      |
|---|------------|----------------------|
| 4. Electricista                         | A. Vecinos | B. Persona de afuera |
| 5. Cuidado del césped/arreglo del patio | A. Vecinos | B. Persona de afuera |
| 6. Mecánico                             | A. Vecinos | B. Persona de afuera |
| 7. Servicios médicos o de salud         | A. Vecinos | B. Persona de afuera |

8. Venta de productos o alimentos                      A. Vecinos                      B. Persona de afuera

9. Transporte                      A. Vecinos                      B. Persona de afuera

59. ¿Su parque de casas móviles tiene acceso a servicios de Internet?

- A. Sí                      B. No

Si contestó sí, ¿está su casa conectado a los servicios de internet?

- A. Sí                      B. No

Si contestó no, ¿cómo obtiene acceso /se conecta a Internet cuando lo necesita?

(Por favor especifique) \_\_\_\_\_

### **Reubicación**

60. Por favor clasifique qué tipo de vivienda sería su situación de vivienda ideal, sin tomar en cuenta los costos potenciales. (1 sería la opción que más prefiere, 4 la opción que usted menos prefiere)

- \_\_\_\_ Casa unifamiliar separada (es decir: una casa independiente que es una residencia individual)  
 \_\_\_\_ Casa móvil  
 \_\_\_\_ Casa unifamiliar unida (es decir, casa adosada/unida, dúplex)  
 \_\_\_\_ Edificio de múltiples -familias (por ejemplo, un apartamento)

61. Para los residentes de Chapel Hill y Carrboro: Si fuera a reubicarse/mudarse, ¿sería feliz reubicándose a una comunidad fuera de la zona de Chapel Hill y Carrboro?

- A. Sí                      B. No

Si contestó no, por favor especifique ¿por qué? \_\_\_\_\_

62. ¿Qué opciones potenciales de reubicación consideraría si su parque de casas móviles cerrara y los residentes tuvieran que mudarse? (Por favor, seleccione hasta cuatro)

- |  |                                 |
|--|---------------------------------|
| A. Moverme a un parque diferente en la ciudad              | F. Irme a vivir con familiares  |
| B. Moverme a un parque diferente en el condado             | G. No tengo opción              |
| C. Moverme a un apartamento o casa asequible en la ciudad  | H. No lo sé                     |
| D. Moverme a un apartamento o casa asequible en el condado | I. Otro (Por favor especifique) |
| E. Moverme a otro condado                                  | J. _____                        |

63. ¿Prefiere mudarse de su actual casa móvil y parque?

- A. Sí                      B. No

Si prefiere mudarse, ¿qué prioridades influyen su decisión sobre dónde vivir?

(Por favor, seleccione hasta cuatro)

- |   |                                      |
|---|--------------------------------------|
| a. Sistema escolar                          | g. Apto para peatones y bicicletas   |
| b. Proximidad al transporte público         | h. Asequibilidad (costo razonable)   |
| c. Cercanía a familiares y amistades        | i. Opciones para tener casa propia   |
| d. Cercanía a servicios y centro de compras | j. Opciones para alquiler            |
| e. Cercanía a trabajos                      | k. Otro (Por favor especifique)_____ |
| f. Seguridad                                | B. _____                             |

64. Si hubiera financiamiento disponible para mover a los miembros de su hogar y su casa móvil actual, si la casa móvil puede moverse, ¿aplicaría usted para ese financiamiento?

- A. Sí                      B. No

### **Condiciones de la Casa Móvil**

65. ¿En qué año fue fabricada/construida su casa móvil? \_\_\_\_\_
66. ¿Es su casa móvil de anchura sencilla (single wide) o doble (double wide)?  
A. Sencilla (Single)                      B. Doble (Double)
67. ¿Se han hecho modificaciones a su casa móvil? (adiciones, porches, terrazas/plataformas, rampas)  
A. Sí                      B. No
68. ¿Su casa móvil tiene problemas con algo de lo siguiente? (Seleccione todo lo que aplique y proporcione comentarios adicionales o detalles en la página siguiente).
- |   |  |
|---|--|
| A. Agua (pozo/servicio de agua pública)                     | K. Sistemas de calefacción                       |
| B. Aguas residuales (tanque séptico/alcantarillado público) | L. Sistemas de refrigeración(aire acondicionado) |
| C. Electricidad   | M. Plomería                                      |
| D. Techo  | N. Suelos/pisos                                  |
| E. Ventanas (incluyendo filtraciones o fugas)               | O. Instalación/impermeabilización                |
| F. Puertas (incluyendo filtraciones o fugas)                | P. Electrodomésticos                             |
| G. Pisos/alfombras (moquetas)                               | Q. Otro (por favor especifique) _____            |
| H. Estructura   |  |
| I. Fundación/aislamiento(insulation)/montaje (set-up)       |  |
| J. Moho   |  |
- Comentarios o Detalles Adicionales: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

69. ¿Cuáles son las mayores preocupaciones relacionadas con su casa? (Por favor, seleccione hasta tres)
- |   |                                       |
|---|---------------------------------------|
| A. Precio de vivienda (incluyendo casa y espacio) | D. Sentir seguridad                   |
| B. Reparaciones de la casa                        | E. Falta de transporte conveniente    |
| C. El pago de las utilidades                      | F. Otro (por favor especifique) _____ |
70. ¿Podría su casa móvil ser trasladada o movida a otra ubicación sin que sufra daños significativos?  
A. Sí                      B. No
71. Si hubiera fondos disponibles para reparación y mantenimiento de su casa, ¿aplicaría usted?  
A. Sí                      B. No

### **La Administración del Parque**

72. ¿Qué tan satisfecho está con la gerencia/administración actual del parque?  
A. Muy satisfecho                      C. Insatisfecho  
B. Satisfecho                      D. Muy insatisfecho
73. ¿Cuáles son sus mayores preocupaciones relacionadas con su parque de casas móviles? (Por favor seleccione todas las que apliquen y proporcione comentarios adicionales)
- A. Riesgos de incendio (casas abandonadas, vehículos inoperables) \_\_\_\_\_
  - B. Las áreas verdes (césped, vegetación frondosa, malezas) \_\_\_\_\_
  - C. El tráfico (calles muy frecuentadas, falta de vías de acceso, exceso de velocidad) \_\_\_\_\_
  - D. Recolección de residuos sólidos (basura, chatarra, reciclaje) \_\_\_\_\_
  - E. El crimen y la



## SUMMARY OF TOOLS UTILIZED IN OTHER JURISDICTIONS

The rise of mobile home park closures and subsequent eviction of residents has become a growing concern for the affordable housing arena across the United States in recent years. The newly recovered real estate market is likely to put a significant number of mobile home parks in jeopardy. Mobile home parks are the largest segment of non-subsidized affordable housing in the country. Like Orange County, many jurisdictions, including those in Texas, Florida, Louisiana, California and even New York, Cleveland and Seattle have seen a rise in mobile home park closures that leave low income individuals and families struggling to find affordable housing in an already strained market where supply of such housing is limited.

The information contained in this summary looks at a few of the tools being utilized by other communities, in North Carolina and across the United States.

North Carolina Communities		
Locale	Practice (s)	Additional Comments/Notes
Alamance County/Burlington/Graham	The City of Burlington administers the HOME Program for the Consortium in the County and provides low-interest loan assistance but all participants must own the land and the MH must be on a permanent foundation. The City uses HOME funds to undertake this program and it is conducted only in the County.	No replacement assistance is offered.  In addition, the Piedmont Triad COG provides a Weatherization Program. Eligible properties include mobile homes and assistance is provided to the elderly, disable persons and low income families with children. Renters may apply for assistance but the property owner must agree in writing to have the repairs completed.
	Piedmont Triad COG, through a grant from the NC Housing Finance Authority (NCHFA), administers a Single-Family Rehab Program. Mobile homes are <b>not</b>	

	addressed under this program. The assistance is in the form of a forgivable loan.	
Caswell County	Piedmont Triad COG administers an Essential Rehab Program funded by the NCHFA. Mobile homes may be addressed under this program. However, the applicant must own the land and the home. In addition, the mobile home must be on a permanent foundation. Assistance is in the form of a forgivable loan.	
Chatham County	<p>Rebuilding Together of the Triangle provides a Limited Rehab Program, which does address mobile homes. The assistance is in the form of a grant. The Council on Aging also provides a minor repair program for the elderly.</p> <p>The Joint Orange-Chatham County Community Action Agency (JOCCA) provides a HVAC Repair &amp; Replacement Program through funding from the NC Dept. of Health &amp; Human Services. In addition, JOCCA provides a Weatherization Program that addresses mobile homes. Assistance is available to persons at or below 200% of poverty and receives either SSI or TANF.</p>	Chatham County recently, through consultant services provided by the Triangle J COG, completed a study on affordable rental housing and developed a plan of action. The cities of Goldston, Pittsboro, and Siler City collaborated with Chatham County on the initiative.
Durham County/City of Durham	At the present time, the City of Durham is revising its Minor Repair Program and no	

	<p>assistance is available. The City-wide program was open to elderly and disabled persons and was in the form of a grant.</p> <p>Rebuilding Together of the Triangle provides housing rehabilitation assistance in the County. Mobile homes can be addressed under their program.</p>	
Guilford County/City of Greensboro	<p>Piedmont Triad COG administers, through a grant from the NCHFA, an Essential Rehab Program. Mobile homes may be addressed under this program. However, the applicant must own the land and the home. In addition, the mobile home must be on a permanent foundation. Assistance is in the form of a forgivable loan.</p> <p>The City of Greensboro does <b>not</b> provide assistance for mobile homes.</p>	
Person County	<p>The Kerr Tarr COG provides a Single-family Housing Rehab Program funded by the NCHFA. The program does <b>not</b> address mobile homes.</p>	
Wake County	<p>Rebuilding Together of the Triangle provides a housing rehabilitation program in the County and mobile homes can be addressed. Wake County also provides several housing resources in the County.</p>	



## SUMMARY OF TOOLS UTILIZED IN OTHER JURISDICTIONS CONT'D

<i>Communities Across The US</i>		
State	Practice(s)	Additional Comments/Notes
California	Various municipalities provide a wide-range of assistance programs.	Several protections for mobile home residents are afforded by the state. Mobile Home Park owners must provide residents with notice of at least one year in advance of closure plans and financial assistance in relocating.
Colorado	A nonprofit entity, as well as a County government purchased mobile home parks in an effort to maintain an adequate affordable housing supply in their respective locales.	Thistle Communities purchased the Boulder's Mapleton MH Park.  Pitkin County Commissioners approved the purchase of a MH Park in December 2016.  Residents at Denver Meadows MH Park sought to buy their Park and create a resident-owned community. However, the Park owner declined their purchase offer.

Florida		<p>The County gave persons living in mobile homes or manufactured homes priority in assistance under its First-time Home Buyer and Affordable Housing Trust Fund programs. In addition, the County worked with the local Community Land Trust to also provide assistance for low income individuals and those persons living in mobile homes or manufactured housing.</p>	<p>The County also enacted an Affordable Housing Ordinance that addressed voluntary affordable housing incentives (impact and permit fee deferrals, density bonuses, transfer of development rights, and mandatory policies governing affordable housing lost to development).</p>
<p>■ Brevard County</p> <p>■ Delray Beach</p>	<p>The City and the Delray Beach Community Redevelopment Area provides direct subsidy assistance for affordable housing developments; worked with developers to ensure affordable housing set-asides, provides down-payment assistance and maintains an aggressive property acquisition program, as well as fostered the Delray Beach Community Land Trust.</p>		
<p>■ Martin County</p>	<p>The County used funds from the Hurricane Housing Recovery (HHRP) to assist eligible individuals with replacing their destroyed mobile or manufactured homes or to repair damage.</p>	<p>In 2007, the County Commissioners approved an 18-month moratorium on the rezoning of mobile home parks. In addition, they also voted on an emergency comprehensive plan amendment that would allow people who own their own mobile home and lot to replace it with a permanent home.</p>	
<p>■ Orange County</p>	<p>The County developed a homebuyer assistance program for mobile home/manufactured home residents, which would provide up to \$20,000 down</p>		

<p>■ Pinellas County</p>	<p>payment and closing cost assistance to qualified homebuyers purchasing a new or existing post 1994- mobile home. The program was funded under the Hurricane Housing Recovery Program.</p>	
	<p>The County created a Park Saver Loan Program available to mobile home residents who have organized and want to convert the park to resident ownership. The Park Saver Program offers a 10 year, interest free loan up to \$10,000 for all eligible residents and properties.</p>	
<p>New Hampshire</p>	<p>In 1983 the New Hampshire Community Loan Fund was created to assist low income persons build their assets and create long-term economic stability. The Loan's eligible applicants include manufactured and mobile home residents who want to purchase their MH park and form cooperatives. The Fund also provides home improvement loans and mortgage products that are not available through traditional financing channels.</p>	<p>Today, in New Hampshire, there are 120+ mobile parks that have been converted into resident-owned communities.</p>

#### **Other National Resources Providers:**

- ✓ *ROC USA* -- Launched in 2008 by national and regional nonprofits with a mission of making quality resident ownership viable nationwide. A variety of assistance, including mortgages, as it relates to creating successful resident ownership is available.
- ✓ *Prosperity Now* (formerly CFED) – Serves to build financial security, stability and mobility for all Americans by working with service providers to develop, test and scale proven approaches to building wealth; advancing policies that enable mobility;

conducting research and collaborating with national partners to provide opportunities for economic mobility. Created the I'M HOME (Innovations in Manufactured Homes) Initiative for nonprofits and other entities working in the manufactured/mobile home arena. Since 2005, Prosperity Now has made more than 25 investments in new development, community conversion programs, development of mortgage products and advocacy as it relates to mobile and manufactured homes as a viable affordable housing strategy.

- ✓ *The Opportunity Finance Network* – A national network of community development financial institutions (CDFIs), OFN provides capital solutions for mobile home conversions that facilitate resident ownership, enhanced livability, quality of life and the preservation of affordability.

## **MOBILE HOME PARK RECOMMENDATIONS**

### **1. Mobile Home Park Improvement and Expansion Program (Short Term)**

[Not in County's ownership] [Partner with existing owners] [County management]

#### **Background**

- Information collected on existing mobile home parks identified several issues with aging park infrastructure and mobile homes. Many mobile home park owners are faced with expensive infrastructure improvements and ongoing repair issues that they are unable to address. In some cases, mobile home parks owners may be forced to permanently vacate a space and/or mobile home due to a failed septic system or maintenance issue that may be too costly to repair or residents are living in unsafe conditions. Due to maintenance issues, deteriorated infrastructure, and aging homes, families are displaced, owners experience a loss of income, and Orange County residents lose an affordable housing unit.

#### **Recommendations**

- **In order to address these issues, one recommendation is to establish a loan program for mobile home park owners to improve and/or expand their existing parks. This strategy would be part of an overall Rental Rehabilitation Initiative for investor-owners with 25 or less properties. In addition, it is also recommended that up to \$500,000 from the Affordable Housing/Land Bank Set-aside in the approved Capital Investment Plan be used to initially fund this Initiative.**
  - One function of this program would offer low-interest loans and other types of assistance to mobile home park owners wanting to improve or enhance their existing park. In return, this program would require an agreement between the mobile home park owner and Orange County to maintain a specific set of standards related to maintenance and upkeep and require the mobile home park owner to keep the park in operation for an established period of time. Funds may be used to invest in infrastructure maintenance or upgrades for water systems, waste water systems, drainage, or other improvements (i.e. roadways, internet access, etc.) that would improve and prolong the life of the mobile home park. In addition, the County may explore the logistics and opportunity to lease mobile home park spaces from owners requesting loan funds.

#### **Outcome**

- Orange County develops a loan program for mobile home park owners for necessary improvements and/or expansions, including infrastructure. The funds would strive to improve and expand the available supply of affordable housing in Orange County, as well mitigate the displacement of low income residents due to the sale and redevelopment of mobile home parks.

**If the Board of County Commissioners endorses the recommendations, staff will proceed with the design and implementation of a loan program for mobile home park owners to improve and/or expand their existing parks with the proposed initial funding source.**

✓	Mitigate Displacement	✓	Preserve Existing Stock	✓	Increase Supply
---	-----------------------	---	-------------------------	---	-----------------

## MOBILE HOME PARK RECOMMENDATIONS

### **2. Repair and/or Replacement Program Component (Short Term)**

[Not in County's ownership] [Partner with existing owners/residents] [County management]

#### **Background**

- As the recent mobile home park survey indicates, many of the mobile homes were built in the 1990s and are in need of repair. An overwhelming number of the low income residents occupying these units do not have the funds necessary to repair their mobile homes. In addition, some mobile homes given their condition cannot be repaired. Therefore, due to the condition of the aging mobile homes and cost of needed repairs, low income individuals and families are in threat of displacement.

#### **Recommendation**

- **The second recommendation from the Working Group is to establish a repair and/or replacement program component for mobile home residents within the County's existing Single-Family Rehabilitation and Urgent Repair Programs capitalized with local funds only. Presently, assistance for mobile home repair is only available under the County's Urgent Repair Program for persons who own their homes, as well as the land. In addition, there is no provision for the replacement of a substandard mobile home under the Single-Family Housing Rehabilitation Program. This program does not address mobile homes at all. The proposed assistance would be available to individuals occupying a mobile home, whether rental or owner-occupied.**
  - This recommendation focuses on providing assistance to address maintenance and repairs specifically for low income individuals and families owning and/or occupying a mobile home. Assistance would be in the form of grants, forgivable loans, as well as low-interest loans. The registered owner of the mobile home must enter into an agreement with the County. Replacement activities would be undertaken when the unit cannot be repaired or the cost of repair exceeds the after-rehab value of the unit.

#### **Outcome**

- Displacement would be mitigated and the preservation of affordable housing units would be achieved. The quality of life for low income individuals and families would be enhanced.

**If the Board of County Commissioners endorses the recommendations, staff will proceed with revising the programmatic guidelines and implementing a repair and/or replacement program component for residents occupying a mobile home within the County's existing Single-Family Rehabilitation and Urgent Repair Programs.**

✓	Mitigate Displacement	✓	Preserve Existing Stock		Increase Supply
---	-----------------------	---	-------------------------	--	-----------------

### 3. Mobile Home Park Development (Long Term)

[County or third party/non-profit ownership] [County or third party/non-profit management]

#### Background

- Throughout the process, the Work Group examined the need to provide for safe and long-term affordable housing in areas of the County with access to public transit, employment, goods and services, and public water and wastewater infrastructure.

#### Recommendation

- **Due to a lack of existing available mobile homes and spaces and increasing housing costs in the Towns, the Work Group recommends Orange County use designated funds to pursue the development of a mobile home park and/or mixed housing development on an undeveloped parcel with access to transportation, employment, goods, services, and public water and wastewater infrastructure in the County.**
  - A new mobile home park would increase the number of mobile home sites in the County and provide affordable housing units for residents facing potential displacement as a result of development. A mixed housing development would act as a viable source for affordable housing, increase the number of affordable housing units in the County, and provide affordable and sustainable housing units for all low-income residents facing potential displacement as a result of redevelopment. The recommendation may also incorporate additional affordable housing goals and objectives and allow for a mix of housing types including multifamily, townhomes, cottage homes, mobile homes, modular units, and stick built construction. This would then provide for viable, long-term housing that would appreciate over time.
  - Due to financial constraints and development pressure in the Towns, the Work Group examined long-term solutions that may be pursued in the northern portion of the County, specifically the Eno and Efland areas. These areas of the Orange County may provide for access to employment centers, education, and everyday goods and services via public transit. In addition, these areas may have the capacity to connect to public water and wastewater infrastructure, compared to other areas of the county. This would allow for greater density and additional affordable housing units.
  - This recommendation may allow for the County to work with an existing mobile home park owner to expand their existing mobile home park with the County's purchase of an adjacent, undeveloped parcel.
  - If this recommendation is pursued, the County shall explore opportunities for non-profit or third party ownership, development, and management in the immediate future. This may require the County to initiate a Request for Proposal (RFP) process, similar to the RFPs initiated for the 2016 Affordable Housing Bond Funds.

**Potential Funding Source:** Funds allocated by the BOCC for land banking opportunities.

#### Outcome

- Orange County would purchase and pursue the development of a mobile home park and/or mixed housing development on an undeveloped parcel in Orange County. This would allow for safe and long-term affordable housing for displaced mobile home park residents in the future.

**If the Board of County Commissioners endorses the recommendations, staff will proceed with identifying and evaluating parcels in Orange County for future mobile home park and/or affordable mixed housing development.**

	Mitigate Displacement		Preserve Existing Stock	✓	Increase Supply
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#### 4. Greene Tract (Long Term)

[County or third party/non-profit ownership] [County or third party/non-profit management]

##### Background

- Throughout the process the Mobile Home Work Group discussed the need to locate displaced mobile home park residents close to their existing communities in Chapel Hill and Carrboro. Based on results from the survey, existing mobile home park residents prefer to stay within their existing communities and the Chapel Hill - Carrboro City Schools District. The Work Group identified the need and significance of locating affordable housing opportunities in Chapel Hill and Carrboro, but was aware of the financial constraints and costs of purchasing land for development in the Towns.

##### Recommendation

- **With the goal of retaining displaced mobile home park residents in their community, the Work Group recommends Orange County, the Town of Chapel Hill, and the Town of Carrboro elected officials and staff continue to explore affordable housing opportunities on the Greene Tract, with a focus on displaced mobile home park residents.**
  - This recommendation would include at least the 18.1 acres previously set aside for affordable housing in the resolution and concept plan approved by the Chapel Hill Town Council in 2002.
  - The recommendation may incorporate additional affordable housing goals and objectives and allow for a mix of housing types including multifamily, townhomes, cottage homes, modular units, mobile homes, and stick built construction.
  - If this process is pursued, County funds allocated for mobile home parks may be put towards infrastructure improvements, site preparation, construction, and/or housing. This recommendation would result in permanent affordable housing in a key location with access to public transit, education, employment, and goods and services.
  - The county shall explore opportunities for non-profit or third party ownership, development, and management in the immediate future. This may require the County to initiate a Request for Proposal (RFP) process, similar to the RFPs initiated for the 2016 Affordable Housing Bond Funds.

**Potential Funding Source:** Funds allocated by the BOCC for land banking opportunities.

##### Outcome

- Orange County, Chapel Hill, and Carrboro elected officials and staff continue efforts currently underway regarding the development of affordable housing on the Greene Tract, with a focus on displaced mobile home park residents. Pursuing this recommendation would allow for potentially displaced residents to remain in their community.

**If the Board of County Commissioners endorses the recommendations, staff will proceed with planning discussions and efforts for the Greene Tract with a focus on providing affordable housing options for mobile home park residents facing displacement in Chapel Hill and Carrboro.**

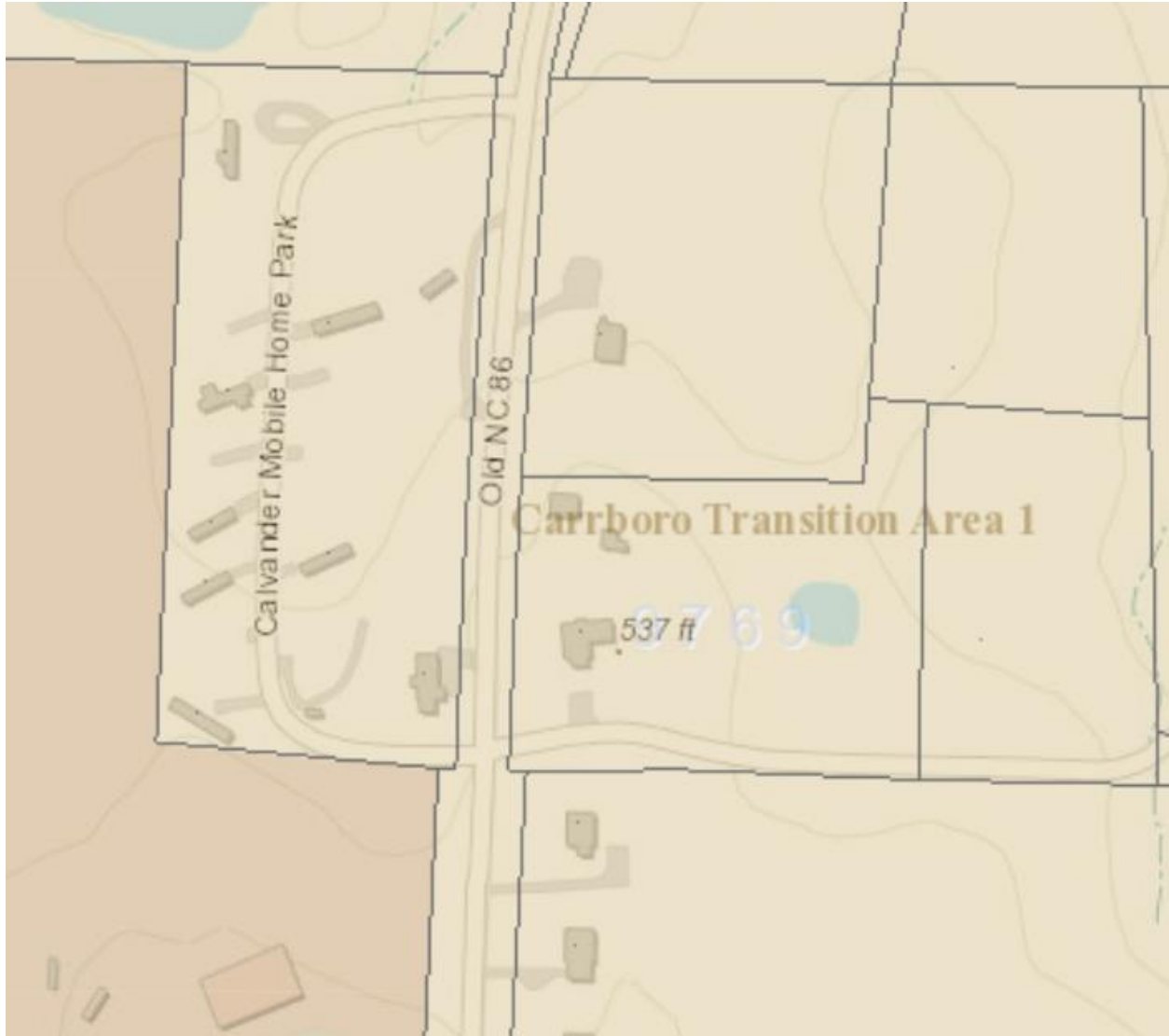
	Mitigate Displacement		Preserve Existing Stock	✓	Increase Supply
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Community Name	Address/Site Info.	Community Owner	Number of Sites	Notes
<b>Calvander</b>	8717 Old NC 86  Joint Planning Area Carrboro Transition Area 1  RR Rural Residential (1 unit per acre)  6.2 Acres	Mulberry Ridge, LLC	8	In FY19-20, this parcel was listed for sale. The Town of Carrboro, Orange County and EmPOWERment explored a partnership to preserve this property as a mobile home community and possible parcel for future mobile home relocation. The idea was put on hold due to needed infrastructure costs and the pandemic.  The property was sold to a private owner in 2020 and continues operate as a manufactured home park.
<b>Homestead Acres</b>	222 Homestead Rd.  Joint Planning Area Carrboro Transition Area 1  R-15 (1 unit per 15,000 sq/ft)  3.5 Acres	Family Owned	7	This property has been owned by the same owners since 1985.
<b>Pine Grove</b>	810 Old Fayetteville Rd.  Carrboro Jurisdiction Carrboro City Limits	Sustainable Properties, LLC	38	Conditional Use Rezoning/Permit was extended in 2020 until 2022. The owner of the property originally had plans to build 39 stick-built, single family homes. However, the plan has not proved financially feasible. Their intention is to continue to operate as a manufactured home park while entertaining offers from manufactured home park operators and private developers over the

	<p>R-2 CU (1 unit per 2,000 sq/ft subject to conditional use permit)</p> <p>2 lots: 1.9, 2.8 acres</p>			<p>mid to long term that carve out protections against displacement for existing tenants, especially long terms residents, as a part of that deal.</p> <p>In 2020, Town staff connected the owner with members of the Orange County Affordable Housing Coalition to explore a public/private partnership to build affordable housing on the parcel without resident displacement. Initial talks determined that financial feasibility is an issue. However, there is interest to reengage; Town staff is scheduling a future meeting.</p> <p>A Community Information Center is scheduled to be installed by the Town at the end of April.</p>
<b>Rocky Brook</b>	<p>500 S Greensboro St.</p> <p>Carrboro Jurisdiction Carrboro City Limits</p> <p>R-7.5 (1 unit per 7,500 sq/ft)</p> <p>2 lots: 4.9, 1.9 acres</p>	<p>Affordable Communities Group (ACG) Rockybrook LLC</p>	41	<p>Park is owned by an LLC committed to affordable housing. The owner has no plans to redevelop.</p> <p>Residents own their homes and rent the lots. They have no vacancies and most are long term residents (over 15 years). Lot rent is \$410 a month.</p> <p>Town staff has engaged the property manager over the past year. The Property Manager has said Rocky Brook and the residents feel supported by the Town and County and noted that the residents have a lot of pride in their homes.</p> <p>A Community Information Center was installed by the Town in December 2020.</p>

Calvander



## Homestead Acres



Pine Grove



## Rocky Brook



# MANUFACTURED HOME STRATEGY DISCUSSION

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Council Work Session Presentation  
January 6, 2021



# Agenda

1. Background

2. Strategy Overview and Implementation Progress

3. Guiding Questions and Discussion

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# Background

- **Manufactured housing** (commonly known as mobile homes) is a type of prefabricated housing that is largely assembled in factories and then transported to sites
- **Mobile home** is the term used for manufactured homes produced prior to 1976
- **Trailers** are designed to be moved frequently and are typically used for traveling



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# Development Sites Near Manufactured Home Communities

**Development Sites**

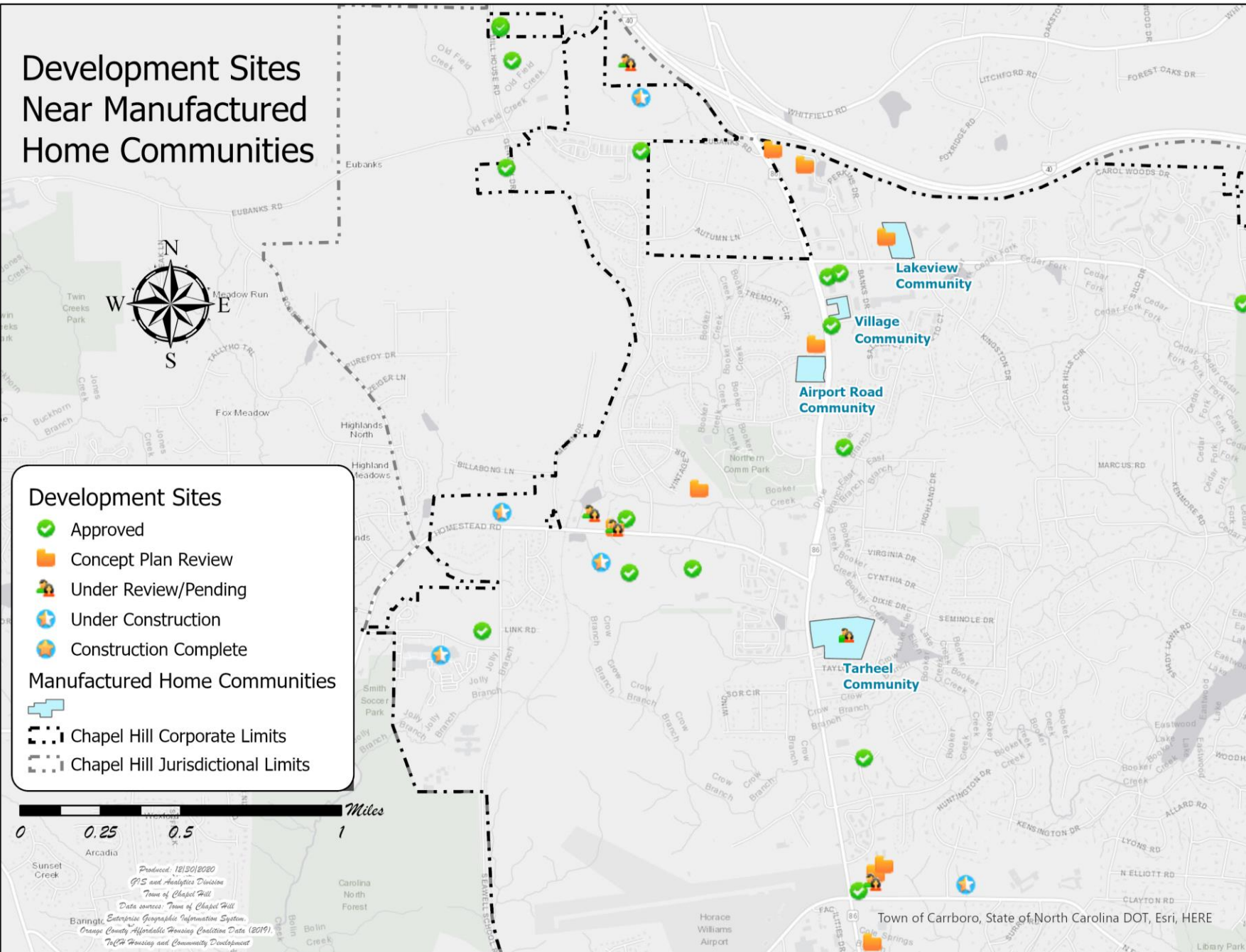
- Approved
- Concept Plan Review
- Under Review/Pending
- Under Construction
- Construction Complete

**Manufactured Home Communities**

- 
- Chapel Hill Corporate Limits
- Chapel Hill Jurisdictional Limits

Miles

Produced: 12/30/2020  
GIS and Analytics Division  
Town of Chapel Hill  
Data sources: Town of Chapel Hill  
Barringer Enterprise Geographic Information System  
Orange County Affordable Housing Coalition Data (2019)  
NCHA Housing and Community Development



Town of Carrboro, State of North Carolina DOT, Esri, HERE

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# Manufactured Home Strategy Overview



Engagement



Housing  
Options



Site Analysis

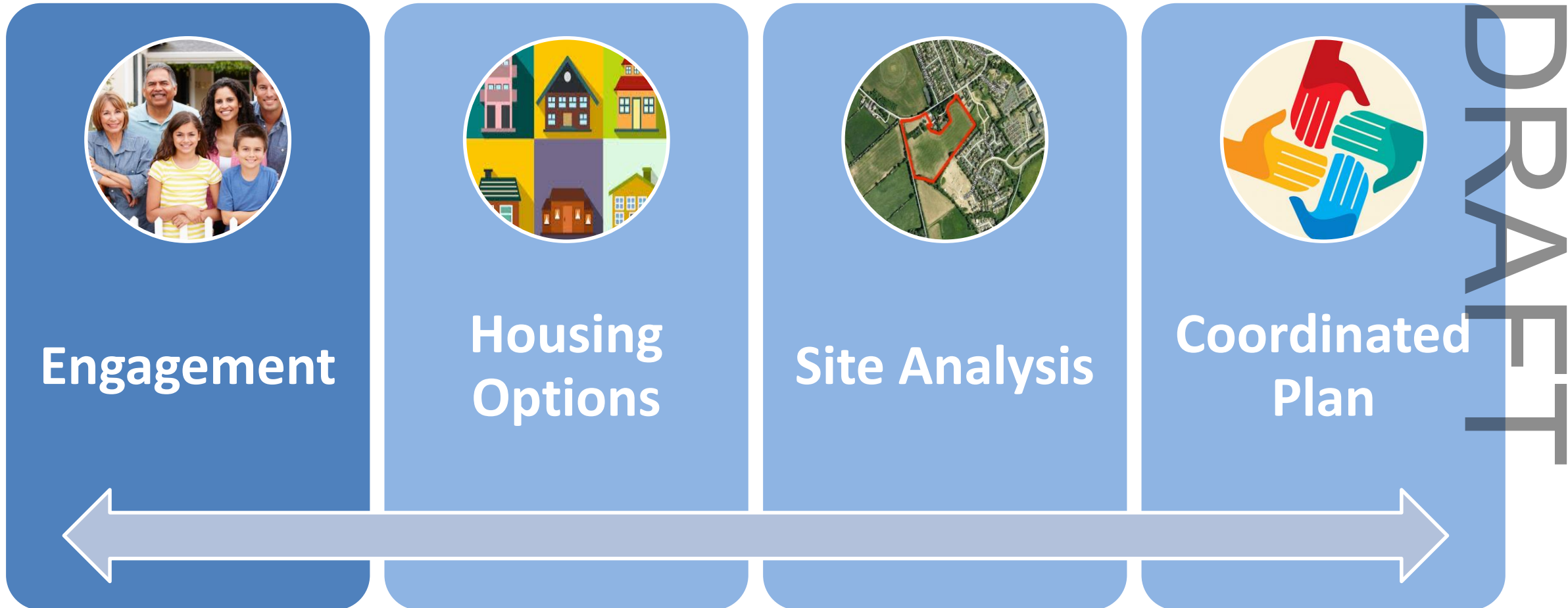


Coordinated  
Plan

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# 1. Engage manufactured home park residents, owners, and developers





# Manufactured Home Resident Engagement Highlights

- Approximately 650 residents live in manufactured homes
- 40% of manufactured home households responded to our surveys
- 4 community meetings



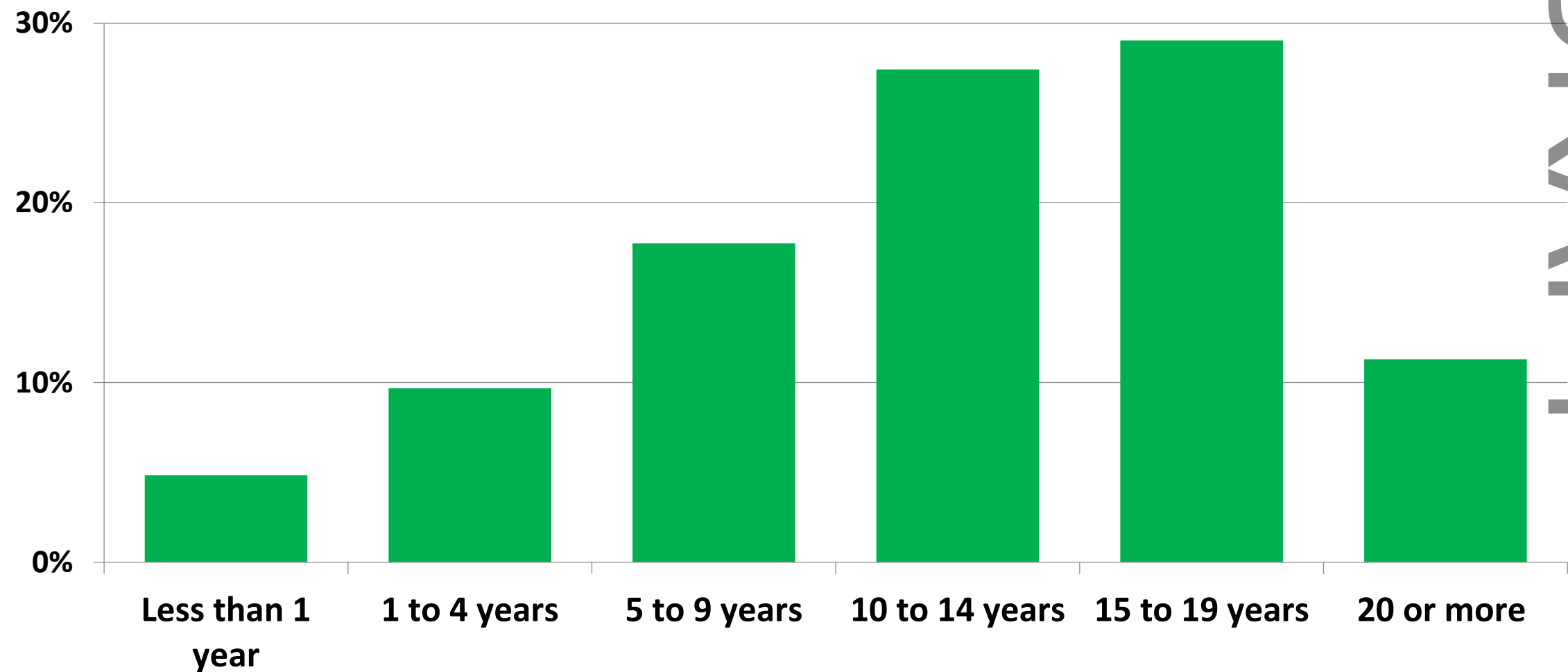
## Resident Survey Key Findings

- Average household size is 4
- Average annual income is \$31,418
- Average monthly housing cost is \$604
- 90% own their home



# Most Manufactured Home Residents are Long-Time Community Members

How long have you lived in your home?



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# Residents Like the Proximity to Work, School, & Amenities

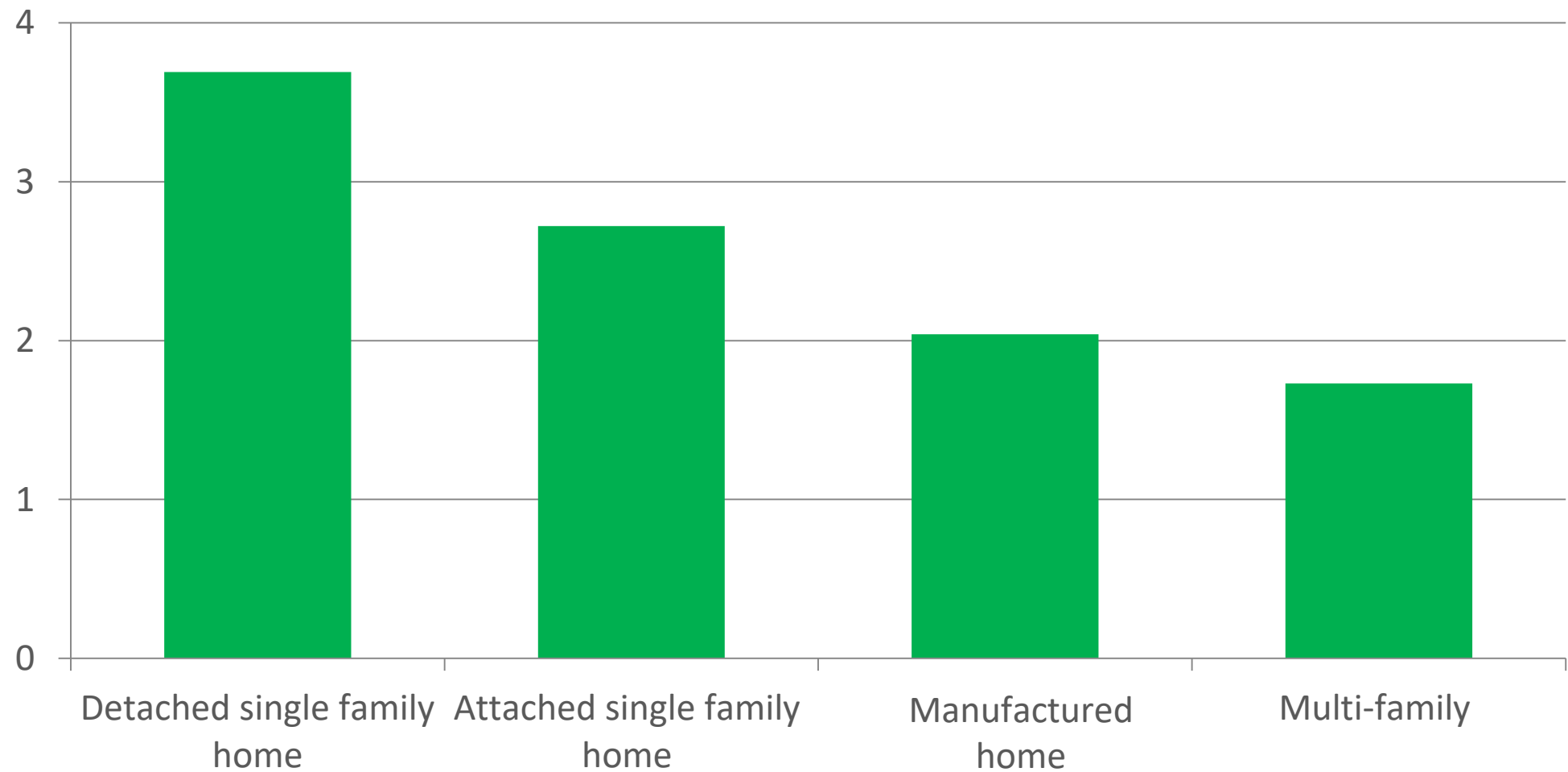
What do you like most about your home and living in Chapel Hill?



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# Residents Prefer Single-Family Attached and Detached Homes

Rank which housing type would be your ideal living situation, regardless of costs.



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# Additional Engagement Efforts



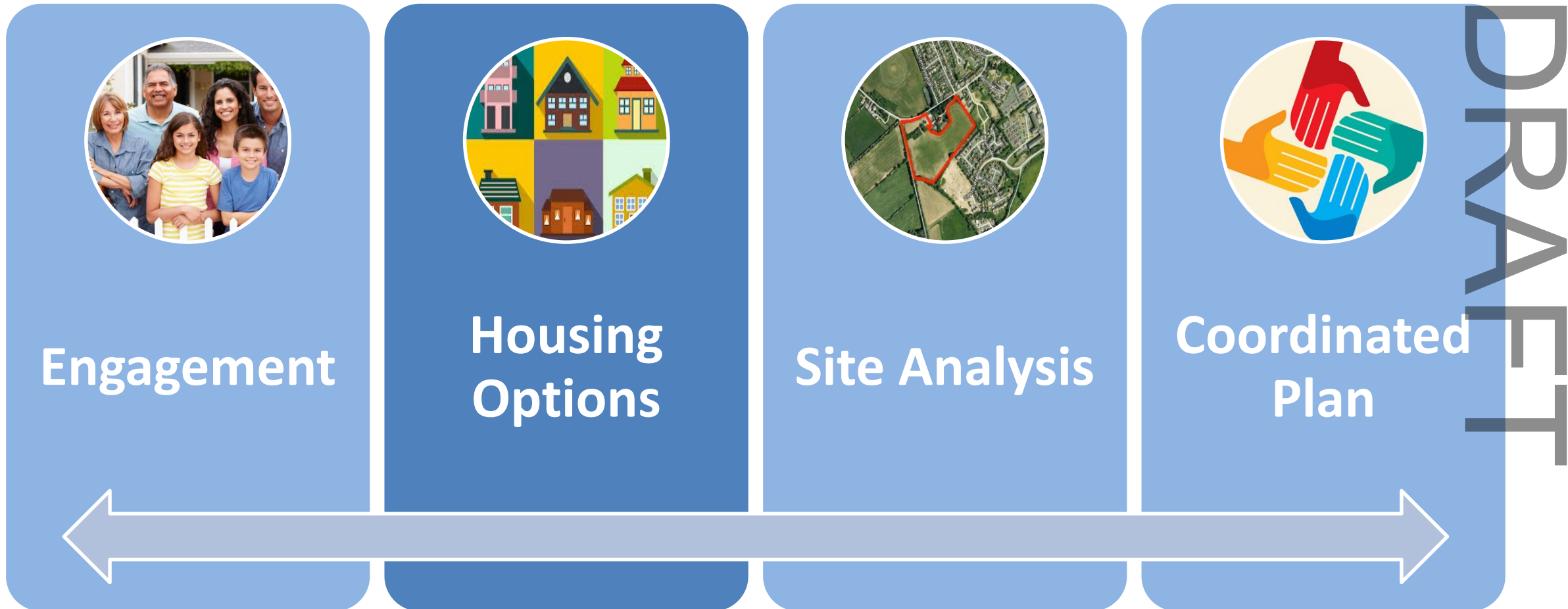
## Tar Heel Community

- Staff have held several community meetings with residents
  - Ensure residents have opportunity to participate in review process
  - Incorporate their thoughts and concerns into the project discussion

## Developers

- Multiple meetings with Tar Heel applicant
- Shared finding from resident engagement report to incorporate into their relocation plan

## 2. Develop a Menu of Housing Options



# Menu of Housing Options

- Financial assistance for relocation
- Land purchase
- Onsite unit construction as part of redevelopment
- Off-site unit construction



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# Menu of Housing Options – Relocation Assistance

- Relocation Assistance Options
  - One-time grant to relocate
  - Assistance relocating a manufactured home
  - Subsidy to move to another manufactured home neighborhood
- Work with developers to contribute to any relocation strategy
  - Tar Heel applicant created proactive relocation strategy to keep residents onsite



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# Menu of Housing Options – Land Purchase

- Town pursued possibility of purchasing Lakeview Community
- Researched other options for gaining site control and redeveloping
- Land Purchase Report – 3 models to consider



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# Menu of Housing Options – Land Purchase



## 1. Town-Led Model – Boulder, CO

- City purchased the 68 home Ponderosa Mobile Home Park
- Used resident engagement as foundation for development of project solutions
- Plan to develop a mix of housing types allowing residents housing choices
- Phased development approach with Habitat for Humanity to ensure no resident displacement

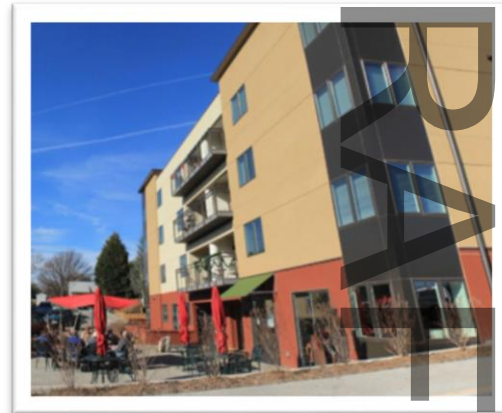


# Menu of Housing Options – Land Purchase



## 2. Nonprofit-Led Model – Charlottesville, VA

- In 2012, Habitat for Humanity successfully redeveloped the 16 home Sunrise Park community without resident displacement
- Phased development of a mixed-income, mixed-use community
- Building on this model with the Southwood community
  - 800 residential units
  - 200,000 sq. ft. of commercial space

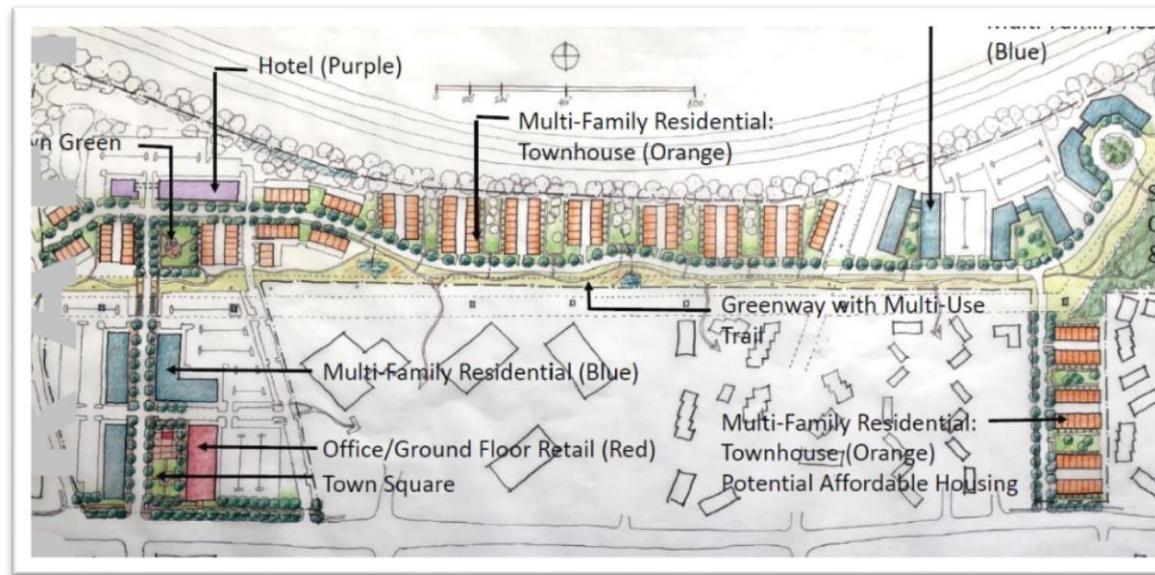






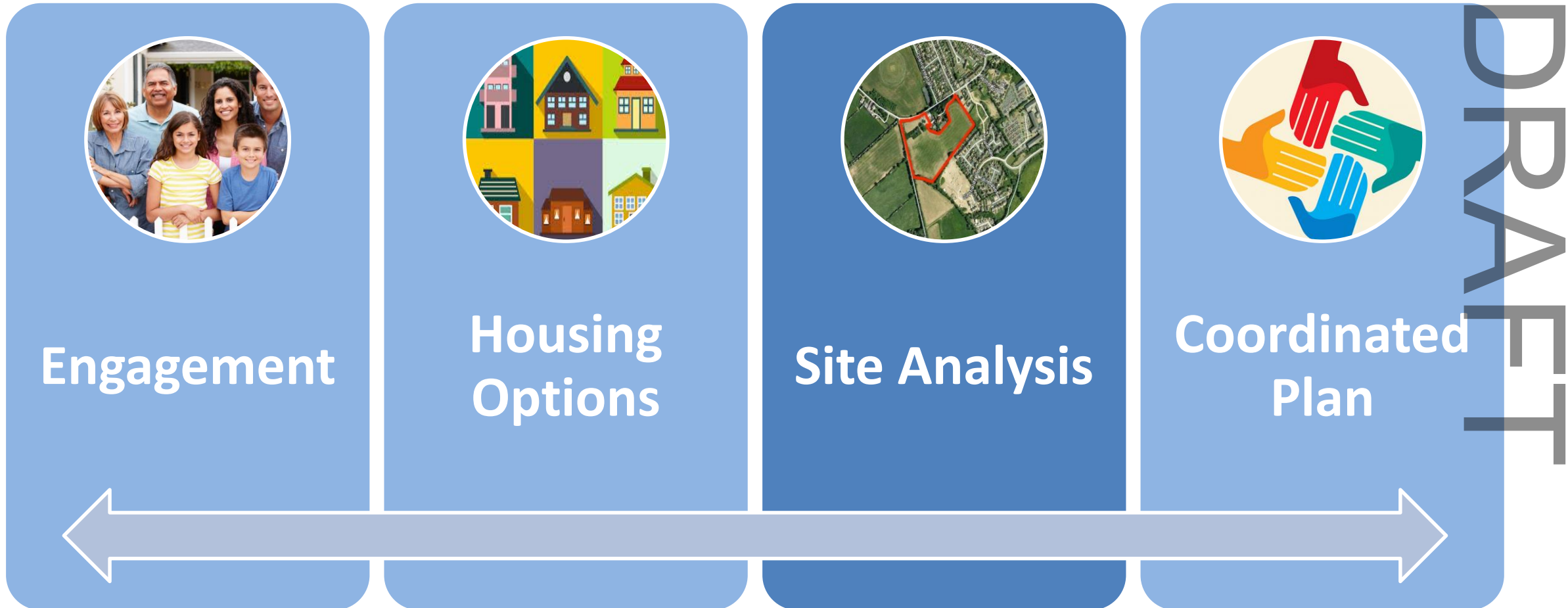
# Menu of Housing Options - Construction as Part of Redevelopment

- Chapel Hill North
  - Process to proactively create opportunities for affordable housing construction as part of any redevelopment for area on Weaver Dairy
- Option to discuss with potential developer of other communities



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### 3. Identify Sites for Development of New Housing

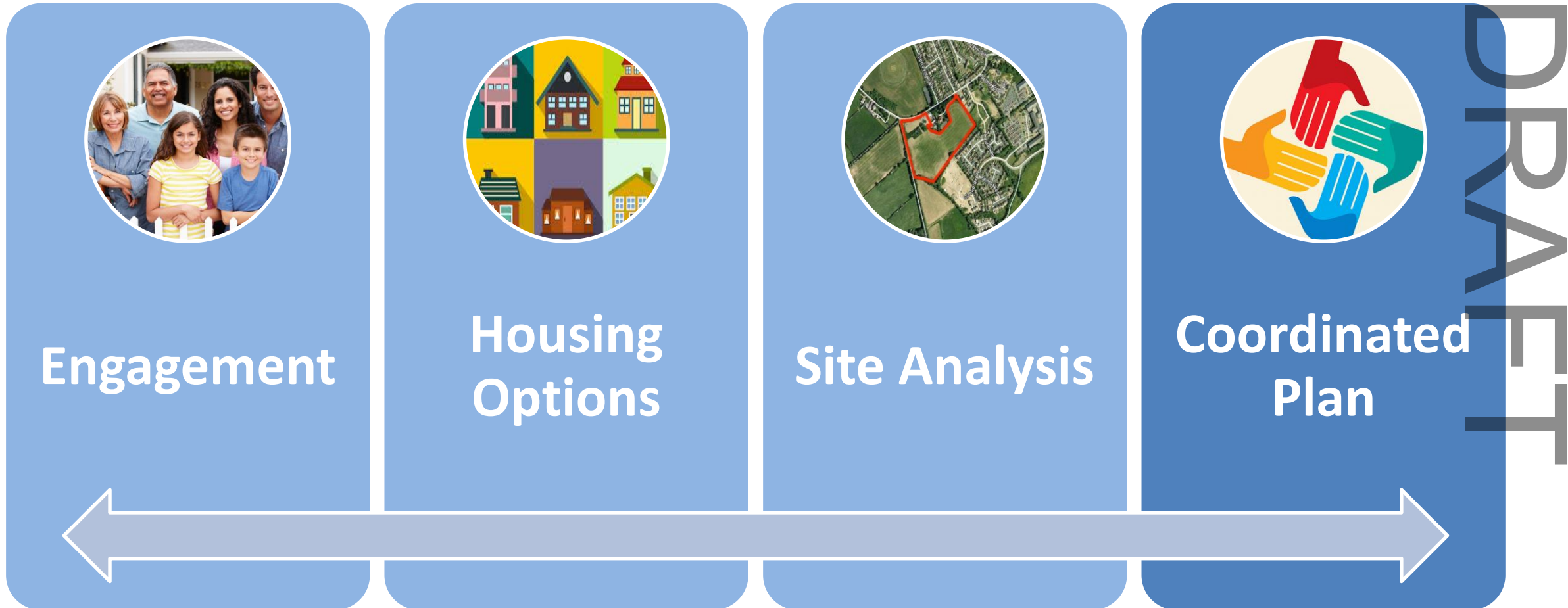


# Site Analysis

- Goal –increase affordable housing supply to create additional relocation options if residents are displaced
- Evaluate Town-owned sites
  - Three sites prioritized for affordable housing
    - Jay Street, Bennett Road, Dogwood Acres Drive
  - 2200 Homestead Road
  - Public Housing redevelopment
  - Other potential options
    - Legion Road property
    - Greene Tract

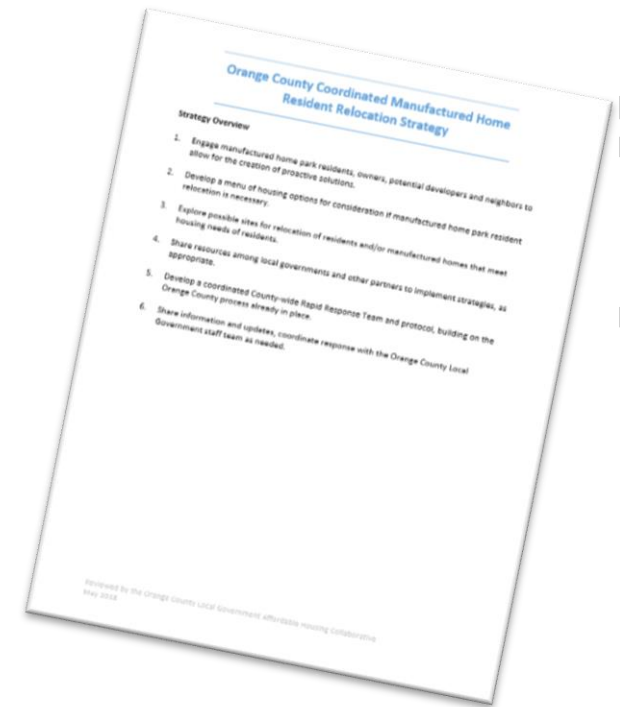


## 4. Develop Coordinated Plan



# Coordinated Plan Highlights

- Local Government Affordable Housing Collaborative has developed a coordinated strategy
- Town staff continue to work closely with partners in engagement efforts:
  - Family Success Alliance
  - EmPOWERment, Inc.
  - School System



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# Questions for Council

1. What does a successful solution to the redevelopment threats look like to you?
2. Which strategies should staff focus more time and resources on going forward?
3. What's missing or could be changed within our existing Strategy?



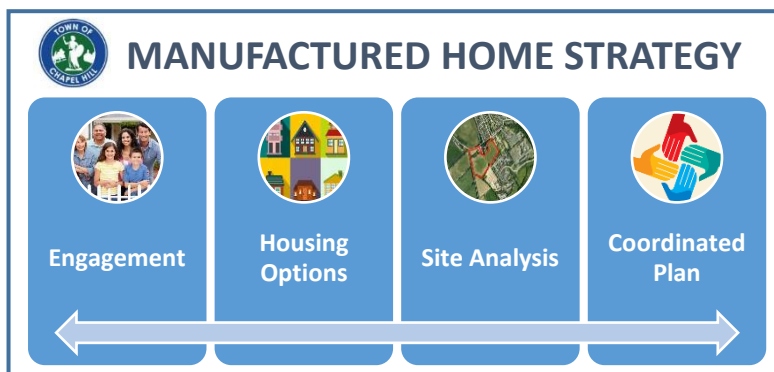
# MANUFACTURED HOME STRATEGY DISCUSSION

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DRAFT

Council Work Session Presentation  
January 6, 2021





## STAFF REPORT – JUNE 2018

### Background

The Town initiated efforts in the winter of 2017 to develop a Strategy for proactively engaging residents and owners of the Town's four manufactured home communities (see map attached) and developing a relocation plan should future redevelopment occur on any of these sites. The purpose of this report is to provide an overview of our strategy and the current status of our efforts.

### Strategy Overview and Update



#### **1. Engage manufactured home park residents, owners, potential developers and neighbors to create proactive solutions.**

#### **Current Status:**

- Resident engagement efforts:
  - Our Housing and Community staff, in collaboration with Family Success Alliance and Empowerment Inc., held three community meetings with manufactured home park residents – two with Lakeview residents, as well as one open to residents of all manufactured home communities in Chapel Hill. Approximately 50-70 residents attended each of the meetings.
  - The resident meetings were designed to share the Town's goals and interests in developing housing options rooted in residents' preferences and needs. This also facilitated the development of relationships with residents so that they would have a voice from the beginning in the process should redevelopment plans proceed for their communities. At the community meetings, residents completed a brief survey on household demographics and housing preferences.
  - Forty-percent of manufactured home park residents have completed the survey. Please see the Resident Survey Report attached for additional details.
- Owner engagement efforts:
  - Housing and Community staff have reached out to owners of all manufactured home communities in Chapel Hill to learn more about their current challenges, as well as future plans for their properties. We conveyed our interest in being available as a resource should they be interested in selling or redeveloping their properties. Additionally, in collaboration with Orange County, Carrboro, Hillsborough, and the Mobile Home Park Work Group, we convened a meeting for all manufactured home park owners in Orange County in April of 2018.



- Developer engagement efforts:
  - Town staff have met with the Hanover developer regarding their concept plan submission for the Lakeview Manufactured Home community to share what we have learned from our meetings with residents and explore opportunities for developing a relocation plan for existing residents on this site. Staff are prepared to replicate and build on our developer engagement efforts initiated with the Hanover developer if development proposals are pursued for the other manufactured home communities in Chapel Hill.



## **2. Develop a menu of housing options for the Council to consider as manufactured home residents face displacement, including but not limited to:**

- *Financial assistance for relocation*
- *Land purchase*
- *Onsite unit construction as part of redevelopment*
- *Off-site unit construction*

### **Current Status:**

- Based on what we have learned from residents, as well as best practices from other communities staff have focused our efforts on:
  - identifying potential affordable housing partners for construction of homes for displaced residents
  - developing cost models for different housing options based on the demographics of manufactured home park residents
  - continuing to research creative policy and partnership options
- Planning and Housing and Community staff have evaluated potential housing options based on the household composition and housing preference data we collected from manufactured home residents. We reviewed that information in the light of proven strategies from other communities and innovative opportunities that we may be positioned to explore with a willing partner. Key findings that will inform our recommendations going forward include:
  - A majority of manufactured home residents are not interested in being relocated to another manufactured home community, nor are they interested in a one-time payment should relocation be required, as they believe that neither of these options represents a sustainable long-term housing solution that would meet their family's needs.
  - A majority of residents prefer a detached or attached single-family home within Chapel Hill that is close to employment, amenities, public transit and schools.
  - Potential options under consideration should be suitable for families with children, affordable to low-income households, and accessible to those with barriers to many traditional housing options (those without a substantial credit history or documentation status).



### 3. Identify potential sites for development of new housing.

- *Evaluate Town-owned sites*
- *Work with Orange County to identify sites*
- *Determine if existing manufactured home communities have additional capacity*

#### **Current Status:**

- An interdepartmental staff team has conducted a thorough evaluation of Town-owned land utilizing a multi-layered evaluation process. See the Site Analysis Report attached for additional details on the evaluation methodology. This analysis identified three sites of Town owned land that appear to be suitable for development for this purpose, one near Jay Street, one on Bennett Road, and one on Dogwood Acres Drive near the Southern Community Park.
- Staff continue to explore additional property options for potential relocation throughout Orange County.
- Empowerment, Inc. has conducted extensive research of manufactured home community capacity, and found a scarcity of vacant lot spaces throughout Orange County. As such, staff does not believe this strategy is a viable option for a significant number of households unless conditions change significantly.



### 4. Develop a coordinated plan to apply to any manufactured home community faced with redevelopment. Partners include:

- *Internal partners*
- *Housing Advisory Board*
- *Government partners*
- *Nonprofit organizations*
- *Resident associations*

#### **Current Status:**

- The Orange County Local Government Affordable Housing Collaborative partners (Chapel Hill, Carrboro, Hillsborough and Orange County) have developed the Coordinated Manufactured Home Resident Relocation Strategy (attached) for collaboratively responding to manufactured home communities that may face displacement due to redevelopment. See the attached Strategy.
- Housing and Community staff continue to work closely with Family Success Alliance, Empowerment, Inc., and Chicle Language Services, and the school system to coordinate outreach and communication efforts with manufactured home park residents.
- Housing and Community staff have shared the draft strategy and updates on our efforts with manufactured home residents with the Housing Advisory Board, and will continue to do so going forward.

### **Recommendations**

We recommend that the Town Council dedicate three Town-owned sites for affordable housing development on Bennett Road, Jay Street, and Dogwood Acres Drive (see map attached).



## Department of Housing and Community Development

# THE RISK MITIGATION AND HOUSING DISPLACEMENT FUND

### OVERVIEW

In an effort to encourage landlord participation in Orange County rental assistance and other subsidy programs, assist with housing stabilization and mitigate displacement of low- and very low-income residents, and prevent homelessness, the Orange County Board of County Commissioners (BOCC) created the pilot Risk Mitigation and Housing Displacement Fund. The Fund, which is administered by the Orange County Department of Housing and Community Development Department (OCHCD), provides assistance in three (3) activity areas:

- **Risk Mitigation** (for landlords)
- **Emergency Housing Assistance** (assistance for security deposits, utility connections, and rental payments)
- **Displacement Mitigation** (due to an urgent community need such as manufactured home park closures and natural disasters)

The Fund was initially capitalized with \$67,778 in the FY 2017-18 budget. In FY 2018-2019, the BOCC allocated \$75,000 to the Fund. In FY 2019-2020 and in subsequent years, the BOCC will replenish the fund to maintain the \$75,000 level, based on availability of funds. OCHCD reserves the right, based on need and without prior notice, to shift funds from one activity area to another.

Financial assistance under the Risk Mitigation and Housing Stabilization activity areas is based on availability of funds and are provided on a first come, first served basis. To be eligible for assistance under the Displacement Mitigation activity area, an individual or family must be participating in the Displacement Mitigation Assistance Program (D-MAP) or be referred based on another urgent community need, such as natural disaster or closure of naturally occurring affordable housing complexes. The following paragraphs provide additional information on each activity areas.

### RISK MITIGATION

Assistance under this area is available to landlords participating in the following voucher programs:

- Housing Choice Voucher Program (HCV)
- Permanent Supportive Housing Voucher (PSHV)
- Supportive Services for Veterans and their Families (SSVF)
- HUD-VA Supportive Housing (HUD-VASH)
- Housing Opportunities for Persons with AIDS (HOPWA)
- Key Rental Assistance (Key)
- Transitions to Community Living Voucher (TLCV)
- Any Rapid Re-Housing program

**Mailing Address**  
P.O. Box 8181  
Hillsborough, NC 27278

**Main Office**  
300 W. Tryon Street  
Hillsborough, NC 27278

**Satellite Office**  
2501 Homestead Road  
Chapel Hill, NC 27516



OCHCD reserves the right, based on need and without prior notice, to provide assistance to landlords participating in other subsidy programs.

For damages less than \$10,000, assistance may cover costs over and above any insurance proceeds the landlord may receive. The landlord requesting assistance must inform the County of any insurance proceeds received prior to receiving funds from the County. For damages above \$10,000, assistance may be granted for those items not covered by insurance.

Assistance should only be requested when repair costs are more than the security deposit and cannot be related to general maintenance items. Landlords must submit the attached application to be considered for funding. The maximum amount of assistance will not exceed the lesser of \$3,500 or 50% of the total repair cost.

The landlord must allow OCHCD's Rehabilitation Specialists to document the damage, provide specifications for completion of repairs, and inspect the completed work before the funds are disbursed. If the repairs necessitate involvement of the County's Permitting and Inspections Division, all work must pass the required inspections according to Building Code and a Certificate of Occupancy must be issued, as applicable. A copy of the passed inspection reports and the Certificate of Occupancy, as applicable, must be forwarded to OCHCD.

Should the landlord also seek relief for damages through the judicial system and recoup any monies, OCHCD should be reimbursed for the monies paid by the Fund.

### **EMERGENCY HOUSING ASSISTANCE**

Assistance under this activity area is available to households in Orange County that (1) earn no more than 60% of the area median income (AMI), (2) can demonstrate urgent need for housing assistance, and (3) do not have adequate savings to cover their housing costs.

To be referred for assistance, households must either:

- Be assessed through Coordinated Entry as at risk of or currently experiencing homelessness and who have identified safe, decent, and affordable housing
- OR**
- Referred by various Orange County Departments and local service providers (e.g., Aging, Health/Family Success Alliance, Criminal Justice Resource and Social Services, Community Empowerment Fund, Interfaith Council, Compass Center, etc.)

*\* Preference will be given to applicants earning under 50% of AMI*

The most current income limits for Orange County are below:

	Household Size							
	1	2	3	4	5	6	7	8
<b>30% AMI</b>	19,100	21,800	24,550	27,250	30,680	35,160	39,640	44,120
<b>50% AMI</b>	31,850	36,400	40,950	45,450	49,100	52,750	56,400	60,000
<b>60% AMI</b>	38,220	43,680	49,140	54,540	58,920	63,084	67,680	72,000

*Source: 2020 HUD Income Limits*

### **Eligible Costs and Maximum Assistance**

Emergency Housing Assistance may pay for security deposits, utility connections and arrears, rental payments and arrears, and, in certain emergency situations and upon OCHCD approval, other urgent housing-related costs (e.g., short-term stays in hotels, moving costs), especially for hard-to-house individuals and families, such as large families with children, seniors, people with disabilities, veterans, and people with justice system involvement. Emergency Housing Assistance may not duplicate any assistance provided by any other program.

Emergency Housing Assistance grants are one-time assistance and are capped at \$2,000 per household.

### **Applying for Emergency Housing Assistance**

Referrals and individual applications for assistance should include:

- A written request describing:
  - The urgent need for assistance;
  - Pertinent background information on the client and other household members;
  - Information on the identified housing unit or complex (name of the complex, if applicable, and address); and
  - Name and address of the landlord or property manager to whom the check for assistance should be made payable (whenever possible, a W-9 for the landlord or property manager should be included), as applicable.
- Documentation verifying total gross household income and savings (see the Emergency Housing Assistance Application for a checklist of the acceptable source documentation).
- Copy of the lease or other documentation from the landlord showing the client has been approved to live at the identified unit and amount of funds needed, as applicable.
- Statement or invoice from utility provider, as applicable.

### **Reimbursement to Referring Agencies**

In situations when assistance is required urgently, referring agencies may use their own funds assist clients, and OCHCD may reimburse referring agencies for these expenses. Applicants must first be approved for assistance by OCHCD and referring agencies must receive prior approval from OCHCD in order to receive reimbursement. Only eligible costs for clients approved for assistance by OCHCD will be eligible for reimbursement.

### **DISPLACEMENT MITIGATION**

Assistance under this activity area is only available when an urgent community housing need and displacement of residents occurs, such as a manufactured home park closure or natural disaster. Funds may be used to provide direct assistance to affected individuals and families at or below eighty percent (80%) of the Area Median Income for Orange County. If the urgent community need relates to manufactured home park closures, persons requesting assistance must be participating in the County's Displacement Mitigation Assistance Program (D-MAP). Available assistance includes payment of security deposits, utility connections, etc.

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This document is an overview of the Risk Mitigation and Housing Displacement Fund. Interested persons and entities should contact OCHCD for more information. Orange County reserves the right to amend, revise, and/or waive the program requirements, specified assistance, and activity areas based on community needs and budgetary and personnel constraints.

## ORANGE COUNTY PROPOSED RAPID RESPONSE PROTOCOL

*(To Be Utilized During the Redevelopment Process of Mobile Home Parks)*

The proposed protocols will be implemented when a proposed closure and/or redevelopment of a mobile home park occurs, whether within the incorporated jurisdictions or unincorporated areas of Orange County. The protocols offer a coordinated approach to assisting mobile home park residents to mitigate the challenges of relocation and displacement while working with mobile home park owners and developers in a collaborative way. This approach helps ensure the continued availability of affordable housing and economic opportunity for Orange County residents, as well fosters a sustained relationship with the private sector.

As the County and its community partners proceed to implement the prescribed protocols, note that they may be revised and refined, periodically, to ensure that the needs of residents are being met effectively and efficiently.

### *When Mobile Home Park Redevelopment Occurs Within an Incorporated Area:*

- The local jurisdiction serves as the lead entity (LE)
- The LE, along with the developer and mobile home park owner, is responsible for coordinating all community engagement activities
  - *Resident meetings*
  - *Communication strategy for notification of assistance*
  - *Translation services, as applicable*
- Orange County will assist the LE in the following manner:
  - *Provide information on available County resources and assistance, as applicable. Upon invitation from the LE, County staff in the Housing and Community Development Department will attend community meetings to share information on available resources and assistance, as well as participate in activities where applications for assistance are taken.*

### *When Mobile Home Park Redevelopment Occurs Within Unincorporated Areas:*

**Given the proposed mobile home park redevelopment efforts taking place in Chapel Hill currently, Orange County Planning Department has already begun the process of determining which mobile home parks may have spaces available for rent. The Housing and Community Development (H&CD) Department will assist the Planning Department by maintaining and keeping the list updated.**

- Once the County has received the redevelopment request and at the direction of the County Manager, the Housing and Community Development (H&CD) Department serves as the “lead” on all community engagement activities but works closely with the Planning Department throughout the re-zoning and development process.

- Working with the Planning Department, mobile home park owner and developer, H&CD will create a timeline for the proposed redevelopment and the required community engagement process.
- H&CD, working with the County Manager's office, will facilitate a meeting with other applicable County departments to form the **Rapid Response Team**, including:
  - *Department of Social Services*
  - *Department of Health*
  - *Department of Human Rights & Relations*
  - *Department of Community Relations*
  - *Department of Aging*
- H&CD will work with the applicable school district and ask that it provide a representative to be a part of the Rapid Response Team.
- H&CD will facilitate periodic meetings with applicable service providers throughout the process as it relates to needed services and resources.
- The Rapid Response Team will meet at least twice monthly throughout the process or more often as needed.
- H&CD and the Rapid Response Team will develop a communications strategy, including social media and Website notification, as a part of its outreach and marketing efforts during the process. Translation services will be available at all community meetings, as applicable.
- Meeting notification should take place at least 15 days in advance of all community meetings, unless a different timeframe is required given the re-zoning process or other occurrence.
- H&CD will utilize its Departmental Interns and the services of the Family Success Alliance's Navigators and/or other applicable community partners, as well as work with the mobile home park owner, to survey the applicable mobile home park residents to determine the community demographics and resident needs. Inspectors from H&CD will do cursory inspections to determine which mobile homes may be in a condition to be relocated. Depending on the number of mobile homes, H&CD may seek assistance from the Planning & Inspections Department on this activity.
- H&CD will provide extended hours (evenings and Saturdays) during the phase where applications for assistance will be taken.
- H&CD will work with the County Attorney's Office to facilitate the creation of a simple template for all applicable Agreements based on County policy and the type of assistance provided.
- H&CD will conduct 30, 90 and 180-day follow-up for all families relocated. However, relocated families do not have to wait for the follow-up but may simply contact the H&CD office if they have issues or questions.



## Resident-Owned Communities – ROC USA



**Overview:** [ROC USA](#) is a national organization with regional affiliates providing lending and technical assistance to residents to purchase and manage their manufactured home communities. ROC and its affiliate members have created over 250 resident-owned manufactured home communities in 17 states.

### **Benefits:**

- Control lot rent price, community repairs and improvements
- Lifetime security against unfair eviction
- Liability protection (members are not personally liable)
- Building a strong sense of community
- Higher home values



**How it Works:** In a resident-owned community, homeowners form and join a non-profit cooperative association. The cooperative borrows the money for purchase from ROC USA Capital, whose sole mission is lending to resident-owned communities. Each cooperative member contributes a maximum \$1,000 joining fee while their lot fees go toward paying off the mortgage and running the new business that is their community. ROC USA Capital's average loan amount is around \$2.67 million.

Each household is a member of the cooperative, which owns the land and manages the community. Members own their homes individually and an equal share of the land beneath the neighborhood.

Residents make major decisions by democratic vote. Members elect a board of directors, which appoints committees to manage the day-to-day operations of the organization.

**Local Context:** [Carolina Common Enterprise](#) (CCE), based in Durham, is finishing the process to become a ROC USA affiliate member. In 2020, CCE and ROC worked with residents of a manufactured home community in Asheboro to provide the technical assistance and financing to successfully purchase the community from the owner. This was the first ROC community in North Carolina.



**Staff Involvement:** Staff attended a [Prosperity Now](#) Manufactured Home Conference to learn more about manufactured home preservation strategies in December 2018. At this conference staff met with ROC and learned more about their model. ROC staff put us in touch with CCE and we have remained in communication as they have gone through the process to become a ROC affiliate. Staff has discussed the four manufactured home communities in Chapel Hill and the general dynamics of each community with CCE.

At our last meeting in February, staff from the Town of Chapel Hill, Orange County, CCE, and ROC discussed in greater detail the opportunities and challenges for using the ROC model in Chapel Hill, including additional subsidy gap that would need to be filled beyond ROC financing to make the model work in this community. Consistent with their established outreach process, CCE and ROC plan to reach out to owners of one or more of the Chapel Hill communities to gauge their interest in selling the property.