



Town of Carrboro

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

Meeting Agenda Town Council



Tuesday, September 21, 2021

7:00 PM

Remote Meeting - View Livestream or Cable TV

18

7:00-7:05

A. ROLL CALL

7:05-7:25

B. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

1. [21-309](#) Proclamation - Diaper Need Awareness Week
2. [21-312](#) Proclamation - Minority Enterprise Development Week

7:25-7:30

C. ANNOUNCEMENT OF UPCOMING MEETINGS

7:30-7:45

D. PUBLIC COMMENT

Comments are limited to three minutes per speaker.

7:45-8:00

E. CONSENT AGENDA

1. [21-307](#) Approval of Minutes from the June 22, 2021 Meeting
2. [21-302](#) Appointments to the Arts Commission
PURPOSE: The purpose of this agenda item is for the Town Council to make appointments to the Arts Commission.
Attachments: [Attachment A - Appointment Resolution](#)
[Attachment B - Matrix](#)
[Attachment C - Chair Forms and Applications](#)

3. [21-303](#) Economic Development Monthly Report
PURPOSE: Regular Monthly Activities and Status Report
Attachments: [Attachment A - August Economic Development Report](#)
4. [21-273](#) Police Department Monthly Reports
PURPOSE: The purpose of this item is to provide a brief overview of calls for service for the months of June, July, and August.
Attachments: [July 2021 Monthly Report](#)
[June 2021 Monthly Report](#)
[August 2021 Monthly Report](#)
5. [21-313](#) Fire Department Monthly Report
PURPOSE: To provide the Town Council a monthly overview of calls for service.
Attachments: [8-21 August 2021.pdf](#)
6. [21-274](#) Stormwater Utility Monthly Report
PURPOSE: The purpose of this item is to provide the monthly update regarding Stormwater Utility projects and initiatives.
Attachments: [September 2021 Stormwater Report](#)
7. [21-298](#) Conditional Use Permit Minor Modification Request for Harris Distribution Facility at 308 Highway 54

PURPOSE: The Town Council is asked to review the Minor Modification to the Conditional Use Permit for the Harris Distribution to allow use Wholesale Sales (use #2.130) to the original Conditional Use Permit. The town staff recommends approval of the request.
Attachments: [Attachment A - Original CUP Document](#)
[Attachment B - Resolution](#)
8. [21-306](#) Request to Cancel a Previously Set Public Hearing Date for a Conditional Use Permit to allow an Office Building at 1716 Smith Level Road

PURPOSE: Town Council is asked to cancel a previously set date, of September 28, 2021, for a public hearing regarding consideration of a Conditional Use Permit application for an office building at 1716 Smith Level Road. A resolution is included as Attachment A cancelling the hearing date.
Attachments: [Attachment A - Resolution](#)
[Attachment B - Vicinity Map](#)

9. [21-301](#) A Request to Issue Street Closing Permits for the Annual Carrboro 10K Road Race, and the Gallop and Gorge 8K Road Race.

PURPOSE: The purpose of this item is to consider Street Closing Permit Applications submitted by Cardinal Track Club for the following annual road races:

- Carrboro 10 K Road Race
- Gallop and Gorge 8 K Road Race

Attachments: [Attachment A – Street Closing Permit Application \(Carrboro 10K Road Race\)](#)
[Attachment B - Town of Carrboro Event Pre-Application \(Carrboro 10K Road Race\)](#)
[Attachment C – Carrboro 10K Race Map](#)
[Attachment D – Street Closing Permit Application \(Gallop and Gorge 8K Road Race\)](#)
[Attachment E - Town of Carrboro Event Pre-Application \(Gallop & Gorge 8K Road Race\)](#)
[Attachment F – Gallop and Gorge 8K Race Map](#)
[Attachment G – Copy of Orange County Covid Safety Plan Review Form](#)
[Attachment H –Covid-19 Mitigation Strategies for the Carrboro 10K Road Race](#)
[Attachment I - Cardinal Track Club Street Closing Resolution](#)

10. [21-278](#) 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 second quarter of 2021.

Attachments: [Police Equity Quarterly 2021 Q2](#)

F. OTHER MATTERS

8:00-8:40

1. [21-300](#) Update on Carrboro Connects Comprehensive Plan Process and Request to Set a Public Hearing

PURPOSE: The purpose of this agenda item is to provide the Town Council with an update on the comprehensive planning process and an opportunity to set a public hearing for review of the draft plan on Tuesday, November 16, 2021.

Attachments: [A- Resolution - Public Hearing](#)
[B- Presentation Slides](#)
[C - Resolution - Task Force](#)

G. MATTERS BY COUNCIL MEMBERS



Town of Carrboro

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Agenda Item Abstract

File Number:21-309

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Proclamation - Diaper Need Awareness Week



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Agenda Item Abstract

File Number:21-312

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Proclamation - Minority Enterprise Development Week



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Agenda Item Abstract

File Number:21-307

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Approval of Minutes from the June 22, 2021 Meeting



Town of Carrboro

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

Agenda Item Abstract

File Number:21-302

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Appointments to the Arts Commission

PURPOSE: The purpose of this agenda item is for the Town Council to make appointments to the Arts Commission.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Cathy Dorando, 919-918-7309

INFORMATION: The Arts Commission currently has two seats available for appointment.

Applications were received from Tierny Sneerginer and Lindsey Womack.

Victoria Rovine is the chair of the Arts Commission and provided the chair forms for the Council's review. Chair forms are located directly in front of the application.

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->).

All applicant and chair information is attached.

A matrix is also included.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: Staff recommends that the Mayor and Council review the applications and make the appointments.

**A RESOLUTION MAKING AN APPOINTMENT TO THE
ARTS COMMITTEE**

THE TOWN COUNCIL HEREBY APPOINTS THE FOLLOWING APPLICANT(S) TO THE
ARTS COMMITTEE:

Appointee	Term Expiration
Lindsey Womack	2/2025
Tierney Sneeringer	2/2024

This resolution shall become effective upon adoption.

Current makeup of the Arts Committee:

NAME	ADDRESS	TERM EXPIRATION	DOB	RACE	SEX	OCCUPATION
Tiffany Palmer - Lytle	180 BPW Club Road	2/1/2024	Undisclosed	African American	Female	Revenue Cycle Rep.
Victoria Rovine, Chair	305 E Poplar Avenue	2/1/2023	12/17/1964	W	F	Professor of Art History
Misy Belsar	107 Hogan Woods Circle	2/1/2023	7/6/1963	White	Female	Sales Manager
Seamus Bestwick	605 Jones Ferry Road	2/1/2025	9/14/1997	White	Trans Man	Bartender
Shaundra Daily	220 W Winmore	2/1/2024	5/29/1979	Black		Professor
Daniel Mayer ArtsCenter Liaison	The ArtsCenter, 300-G E. Main St., Carrboro	N/A				
Catherine Froelich	101 Hanna St.	2/1/2025	Undisclosed	White	Female	Montessori Teacher
Kelli Crispin	605 Jones Ferry Rd	2/1/2023	9/28/1969	White	Female	Business Analyst
VACANT						
VACANT						

Applicant summary information (full detail in application):

NAME	ADDRESS	DOB	RACE	SEX	ETHNICITY	OCCUPATION
Lindsey Womack	118 Bim St.	9/13/1993	White	Female	Non-Hispanic	Program Coordinator
Tierney Sneeringer	208 Spring Valley Road	6/13/1983	White	Female	(Submitted prior to question on form)	Cultural Organization Director

Print

Advisory Board Chair Report (Complete One Per Applicant) - Submission #5774

Date Submitted: 8/4/2021

Advisory Board Name:*

Arts Committee

Chair Name*

Vicki Rovine

Applicant First Name:*

Lindsey

Applicant Last Name:

Womack

1. Has the applicant previously served on this or another advisory board?*

☐

Yes

☒

No

2. If yes, how many total years have they served?

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

☐

Yes (Skip to Last Question)

☒

No

4. Is the applicant already serving on this advisory board and completed their two full terms?

☐

Yes

☒

No

5. Is the applicant applying for a special or expert seat on the advisory board?*

☐

Yes

☒

No

6. If yes, which seat?

7. Did the applicant attend an advisory board meeting?*

☒

Yes

☐

No

8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?

☐

Yes

☐

No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on

the advisory board:



Yes



No

10. If no, briefly explain:

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.



Diversity



Occupation, Experience, or Special Skills



Other

If other, please explain:

The applicant expresses a strong desire to give back to the Carrboro community after living here for 5 years. She participates in many local events/resources.

Print

Advisory Board Application - Submission #5369

Date Submitted: 5/10/2021

First Name*

Lindsey

Last Name*

Womack

Date*

5/10/2021

Select today's date

Address1*

118 Bim Street

Address2

Unit D

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?*

Unsure

Telephone (111)-111-1111*

5127864636

Please enter your primary contact phone number.

Email Address*

lindsey.a.womack@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*

9/13/1993

Race*

White

Please enter your race.

Sex*

Female

Please enter your sex.

Ethnicity*

Non-hispanic

Occupation*

Program Coordinator

Please enter your occupation.

Are you a registered Orange County Voter?*

Yes

Please answer Yes or No

Length of Residence in Orange County*

5 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

5 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Appearance Commission/NPDC | <input type="checkbox"/> OWASA Board of Directors |
| <input checked="" type="checkbox"/> Arts Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Racial Equity Commission |
| <input type="checkbox"/> Climate Action Team | <input checked="" 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**

UNC Chapel Hill

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

Advisory Board Preference*

Arts Committee

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

Number of Years Employed

4

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

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

Required only for the Tourism Development Authority Application.

Community Activities/Organizational Memberships*

I live near the Carrboro Commons and regularly attend events held there. I try to shop local as much as possible and support Carrboro small businesses. I regularly attend events at the ArtsCenter and pre-covid, all Carrboro-wide events like the music festival. I also volunteered at Table Inc. for a few years, event planning for Empty Bowls and assisting with grant applications.

Please enter the requested information.

Relevant Experience:*

I have always enjoyed being active within my community. I've served on many boards in college: Student Ambassadors, Theater Fraternity - Alpha Psi Omega, tour guide. I have also worked in town government positions: Economic Development intern for Whitesboro, TX, and Denison Main Street employee, Denison, TX. When I worked in Denison I help plan town-wide festivals (Doc Holiday festival and the annual music festival) and economic development initiatives (downtown beautification effort, ice-skating rink, and historic preservation). I am invested in the arts community, seeing shows at ArtsCenter, Cats Cradle, and taking improv classes from the PIT.

Reasons You Wish to be Appointed*

I, like many others who move to Carrboro, love this town and wish to give back. I have lived here for five years and hope to live here indefinitely. I've taken the few years to get to know the town, people, and community. I feel like I'm ready to engage in a meaningful, thoughtful way.

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 believe that diversity, equity, and inclusion are fundamental to governance and should be on the top list of priorities for every group, organization, board, and governmental entity. It is imperative that DEI is acknowledged, but also that there are clearly stated goals, actions, accountability, and transparency. Reports should be readily available for how the organization's DEI practices are progressing and how they are evaluating DEI outcomes. The community should be able to reflect and comment on the organization's actions and any responses from the community should be taken seriously by the organization.

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 Chair Report (Complete One Per Applicant) - Submission #5773

Date Submitted: 8/4/2021

Advisory Board Name:*

Arts Committee

Chair Name*

Vicki Rovine

Applicant First Name:*

Tierney

Applicant Last Name:

Sneeringer

1. Has the applicant previously served on this or another advisory board?*

☐

Yes

☒

No

2. If yes, how many total years have they served?

This should be available on the application or by asking the applicant.

3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?

☐

Yes (Skip to Last Question)

☒

No

4. Is the applicant already serving on this advisory board and completed their two full terms?

☐

Yes

☒

No

5. Is the applicant applying for a special or expert seat on the advisory board?*

☐

Yes

☒

No

6. If yes, which seat?

7. Did the applicant attend an advisory board meeting?*

☒

Yes

☐

No

8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?

☐

Yes

☐

No

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on

the advisory board:



Yes



No

10. If no, briefly explain:

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.



Diversity



Occupation, Experience, or Special Skills



Other

If other, please explain:

The applicant works for the City of Raleigh in a cultural organization-related role. She has just moved to Carrboro and wants to contribute her skills to the city.

Advisory Board Application - Submission #5324

Date Submitted: 4/12/2021

First Name*

Tierney

Last Name*

Sneeringer

Date*

4/12/2021

Select today's date

Address1*

208 Spring Valley Road

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?*

Unsure

Telephone (111)-111-1111*

4439090196

Please enter your primary contact phone number.

Email Address*

ktsneeringer@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*

6/13/1983

Race*

White

Please enter your race.

Sex*

Female

Please enter your sex.

Occupation*

Cultural Organization Director

Please enter your occupation.

Are you a registered Orange County Voter?*

No

Please answer Yes or No

Length of Residence in Orange County*

12 days

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

12 days

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 checked="" type="checkbox"/> Arts Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Board of Adjustment | <input 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*

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*

I am new to Carrboro so I have not had the chance to join community activities--although I have enjoyed the numerous murals and have followed the Town's social media for over a year and a half so I feel tangentially involved. I am not currently a registered voter--soon!

Please enter the requested information.

Relevant Experience:*

I have worked in museums and arts organizations for over a decade. I recently served on the Public Arts Commission in Alameda, CA, where I previously lived. As a member of the Commission, I approved large public art installations and helped guide the City's public art priorities. I have experience managing large public programs around the arts, community outreach, marketing and communications, and curatorial experience. I am committed to making the arts and culture more accessible and part of everyday life. Below is my relevant work experience. Exploratorium, San Francisco, CA Program Developer, Dec 2019 â€“ June 2020 Communications Specialist / PR Specialist, Jan 2018 â€“ Dec 2019 Oakland Art Mural, Oakland, CA Communications Manager, Nov 2015 â€“ Dec 2017 Assistant Director, CONNERSMITH. Gallery, Washington, D.C., Apr 2014 â€“ Mar 2017 Coordinator, (e)merge art fair, Washington, D.C., Apr 2014 â€“ May 2015 Smithsonian American Art Museum, Luce Foundation Center, Washington, D.C. Program Specialist, Sept 2011 â€“ Apr 2014 Program Assistant, Sept 2008 â€“ Sept 2011

Reasons You Wish to be Appointed*

I am passionate about the arts and public service and would love the opportunity to serve my new community.

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.*

There are high barriers of access and system racism in cultural organizations and government. As a white woman of privilege, it is important to be an ally and to include, reflect, and celebrate historically marginalized communities in my work.

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.



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Agenda Item Abstract

File Number:21-303

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Economic Development Monthly Report

PURPOSE: Regular Monthly Activities and Status Report

DEPARTMENT: Economic Development

CONTACT INFORMATION: Jon Hartman-Brown - 919-391-7846 - JHartman-Brown@TownofCarrboro.org

INFORMATION:

FISCAL & STAFF IMPACT:

RECOMMENDATION:



Economic Development Department

Monthly Update Report – August 2021

ACTIVITY

- **Attending CBA Marketing, Policy, and Leadership meetings**
I am currently attending CBA Marketing Committee, Policy Committee, and Leadership Council meetings to both understand the role of the CBA and to network with these business owners and find ways the Department can get plugged in. The 203 Project and Downtown Parking have been the center of on-going concerns and discussions with the CBA and their respective committees.
- **Working with Two New Businesses**
I have been working with two potential new businesses – a truck and food cart. One will be a retail truck selling products out of a small mobile unit. The second is a food cart concept that would sell limited food selection out of a mobile cart. Working with Planning Staff, we have determined that both of these establishments would be required to locate on private property, but could operate under existing regulations within the Town limits.
- **Business Alliance and ESC Mentor Program Under Development**
We are working to develop a new program for new businesses in Carrboro to be matched with a local business mentor. While this will be similar to SCORE's services, it will be less structured than SCORE's program and will primarily function as a networking opportunity for new start-ups. Both the CBA and the ESC are encouraged by this program and members are willing to participate.
- **BIPOC Business Update**
Another BIPOC Business Roundtable is being scheduled for September 30th. Additionally, we will be starting a Buy BIPOC campaign to kick-off on September 20th to celebrate Minority Enterprise Development Week. The campaign will include social media outreach and the publishing of a list of BIPOC businesses in Carrboro.

PROJECTS

- **Minority Business Roundtable – Implementation**
Current Status: The Resource Center is completed, and additional resources are continuing to be added. Meetings with community leaders have been ongoing.
Next Steps: Continue to hold BIPOC Business Roundtable Meetings.
Projected Completion: On-going. We anticipate these activities to continue and become a part of the economic development workflow process.
- **Project Arrange**
We have received feedback that Project Arrange was very appreciated by the Town Manager's offer to expedite the development review process when they are ready to

expand their physical space. The company has paused this project until they can reassess their needs post-COVID-19.

- **Economic Development Strategic Plan – Developing an Action Plan**

Current Status: The ESC has reviewed and accepted the draft goals and strategies that the Comprehensive Plan Taskforce and Teska have created. Over the summer break staff have begun reviewing and developing action plans for each strategy in preparation for approval by the ESC.

Next Steps: Developing an action plan for ESC goals and strategies.

Projected Completion: October 2021

- **Downtown Parking Study – Visitation and Parking Counts**

Current Status: Walker Consulting staff will be visiting the town Sept. 15-18 to meet with various stakeholders and conduct parking counts. This should be the final portion to get the study finished up.

Next Steps: Walker will take the data and insights collected and begin finishing the Town's parking study.

Project Completion: December 2021

- **COVID-19 Mitigation Business Grants**

Current Status: A draft policy has been developed and is awaiting final Council review and approval.

Next Steps: Open the grant application period (anticipated to last for one month).

Project Completion: November 2021

- **203 Project Parking Replacement**

Area	Spaces	Availability	Status
203 S. Greensboro (203 Project)	-100	24/7	--
Dispute Settlement Center	+6	24/7	Not started
CommunityWorx	+12	24/7	Not started
309 N. Greensboro (Fitch)	+55	Evening & 24 hrs. Weekends	Staff Reviewing Plans
502B N. Greensboro (Fitch)	+19	24/7	Lease before Council
300 E. Main (behind ArtsCenter)	+62	Daytime	Completed
Net Change	+54	--	--



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Agenda Item Abstract

File Number:21-273

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Police Department Monthly Reports

PURPOSE: The purpose of this item is to provide a brief overview of calls for service for the months of June, July, and August.

DEPARTMENT: Police Department

CONTACT INFORMATION: Chief Chris Attack, 919-918-7407

INFORMATION: This report provides data on calls for service, traffic stops, citations, arrests, use of force, and traffic crashes.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: Staff recommend that Council accept the reports.



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Agenda Item Abstract

File Number:21-313

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Fire Department Monthly Report

PURPOSE: To provide the Town Council a monthly overview of calls for service.

DEPARTMENT: Fire Department

CONTACT INFORMATION: Chief David Schmidt, (919) 918-7349

INFORMATION: This report will provide information on Fire Department calls for service that occurred in Carrboro, South Orange Fire District, and neighboring jurisdictions.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: Staff recommends the report be received and accepted.



Location	Fire		Overpressure / Rupture		EMS		Hazardous Condition		Service Call		Good Intent		False Alarm		Special Incident		Total #	Total %
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%		
Carrboro	3	75.0%	1	50.0%	70	79.5%	11	84.6%	2	66.7%	10	43.5%	13	81.3%	0	66.7%	110	73.8%
South Orange	0	0.0%	0	0.0%	18	20.5%	2	15.4%	0	0.0%	3	13.0%	3	18.8%	0	33.3%	26	17.4%
Chapel Hill	1	25.0%	1	50.0%	0	0.0%	0	0.0%	1	33.3%	9	39.1%	0	0.0%	0	0.0%	12	8.1%
New Hope Fire District	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	4.3%	0	0.0%	0	0.0%	1	0.7%
Grand Total	4	100.0%	2	100.0%	88	100.0%	13	100.0%	3	100.0%	23	100.0%	16	100.0%	0	100.0%	149	100.0%

Fire	Examples include any type of fire; structure, vehicles, vegetation, rubbish, other outside fires
Overpressure/Rupture	This is an overpressure or rupture of air, steam, or gas where there is no associated fire
EMS	Any type of medical call or rescue of a person in distress
Hazardous Condition	Any type of condition where no fire exists - fuel/chemical spills, electrical equipment failure
Service Call	Examples of Public service incidents include: lockouts, water leaks, assisting other public agencies
Good Intent	Examples of good intent incidents include: steam mistaken for smoke, authorized controlled burns, no incident found at the location
False Alarm	Examples of false alarms include: alarms sounding due to a malfunction or the unintentional activation, and malicious false alarms.
Weather	Examples of weather incidents include: earthquakes, floods, damage assessments, or weather spotting
Special Incident	Example of special incidents include: citizen complaints due to code or ordinance violations



Town of Carrboro

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

Agenda Item Abstract

File Number:21-274

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Stormwater Utility Monthly Report

PURPOSE: The purpose of this item is to provide the monthly update regarding Stormwater Utility projects and initiatives.

DEPARTMENT: Public Works

CONTACT INFORMATION: Randy Dodd, Stormwater Utility Manager, 919 918-7341

INFORMATION: The report identifies 7 separate projects and initiatives that Stormwater staff are currently involved in. (Updates are provided **in bold**). These are specific efforts, some time-limited and others part of ongoing stormwater program development, that are above and beyond the baseline workload that includes but is not limited to: program administration; responding to requests for support and community outreach; stormwater system inspection and maintenance; reviewing development plans; stream determinations/buffer reviews; and illicit discharge response and pollution prevention.

FISCAL & STAFF IMPACT: There is no fiscal impact associated with this update.

RECOMMENDATION: It is recommended that the Council receive the staff report.

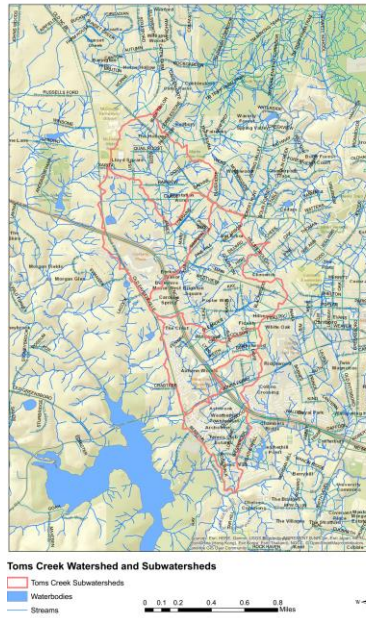
STORMWATER UTILITY MONTHLY REPORT

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PART 1: WATER QUANTITY DRIVEN WORK

1. RainReady Study Follow Up



Project Description: In 2019, the Council directed staff to move forward with a pilot study due to the persistent and ongoing need to address flooding issues, with the upper Toms Creek watershed serving as the geographic focus.

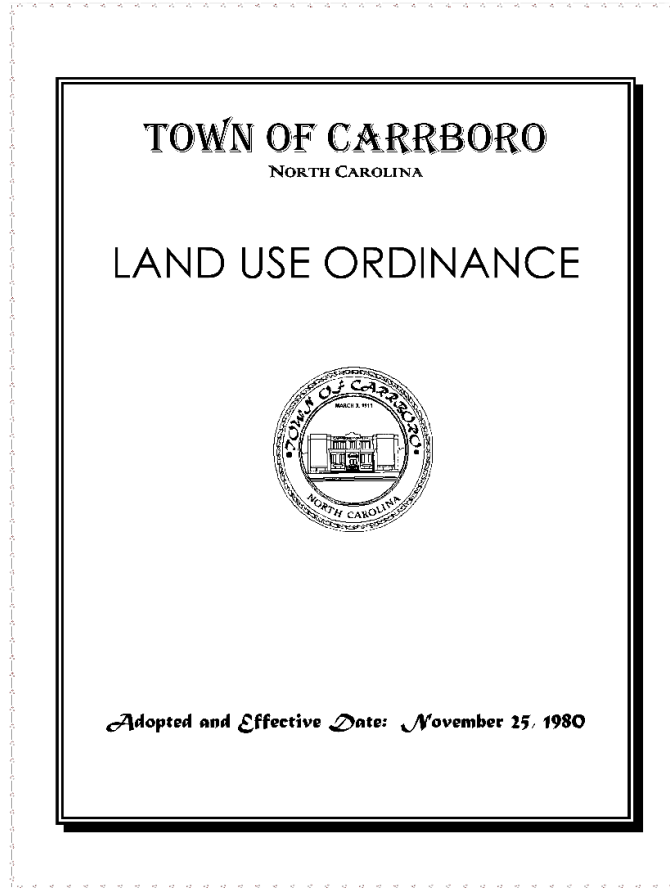
Project Background: For the Toms Creek watershed, flooding and drainage is a recurring and important theme. The upper watershed has received the most attention in recent years due to the degree of flooding and drainage issues experienced by residential property owners both in the regulated floodplain and other areas. A watershed based approach is needed to comprehensively address the issues that exist. An emerging concern is resiliency in consideration of the growing number of recent intense storms and the potential for a shift to more flooding in the future due to climate change.

Status: **Active.** The Town contracted with the Center for Neighborhood Technology (CNT), resulting in a “RainReady” report in May, 2020. Sungate Design has also completed an engineering assessment of a catchment between Hillsborough Rd. and West Main Street with known drainage issues, and additional analyses of flooding along Toms Creek. **Preliminary engineering work is underway for infrastructure improvements along High and West Main streets. Town staff are preparing to bring recommendations forward to the Stormwater Advisory Commission for review that respond to the RainReady study.**

Fiscal and Staffing Considerations: Sungate’s work cost \$16.5k and the CNT’s work cost \$25k. There could be further implementation costs as a result of these projects. Any fiscal impact resulting from financial assistance to be provided as part of a new program will be determined through administrative and policy level review. There has been and will continue to be a staff impact associated with technical assistance. This impact will increase if staff will be administering a new program.

Additional Information: Additional information is available from multiple Council agenda items from 2013-2019. A [project website](#) has been created with relevant historical and project related information.

2. Land Use Ordinance Stormwater Provisions Review



Project Description: LUO stormwater provisions are under review.

Project Background: At the April 16, 2019 meeting, the Council referred further review of the stormwater provisions in the LUO to staff and the Stormwater Advisory Commission in consideration of the flooding and drainage impacts being experienced and elevated risk for increasing impacts due to climate change.

Status: Planning. This has been referred to Stormwater and Planning staff, Sungate Design, and the Stormwater Advisory Commission. Staff and Sungate are currently researching and considering the scope of potential changes, and anticipate working with the SWAC later in 2021.

Fiscal and Staffing Considerations: There is no fiscal impact with reviewing and amending the LUO. There will be a staff impact with performing the review.

Additional Information:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3919560&GUID=59CDD594-2973-4C2B-813C-738A1CF5707B&Options=&Search>

<http://www.townofcarrboro.org/DocumentCenter/View/698/Article-XVI-Floodways-Floodplains-Drainage-and-Erosion-PDF>

3. FEMA Hazard Mitigation Grant Program Letters of Interest (Acquisition and Elevation)



Project Description: The information presented below is for an acquisition project for 116 Carol Street, and a new elevation project for 100 James Street

Project Background: Following on Hurricane Florence and Tropical Storm Michael, FEMA announced new rounds of HMGP funding. In addition to the Lorraine Street properties discussed above, two additional homeowners at 116 Carol Street and 100 James Street (properties included in previous HMGP applications for acquisitions that did not move forward) have responded, and were included in Letters of Interest submitted by the Town to the NC Department of Public Safety (NCDPS). Staff submitted one Letter of Interest for an acquisition project for 116 Carol Street and a second Letter of Interest for elevation of the home at 100 James Street in early 2019. Staff received notification in the summer of 2019 that the NCDPS would accept applications.

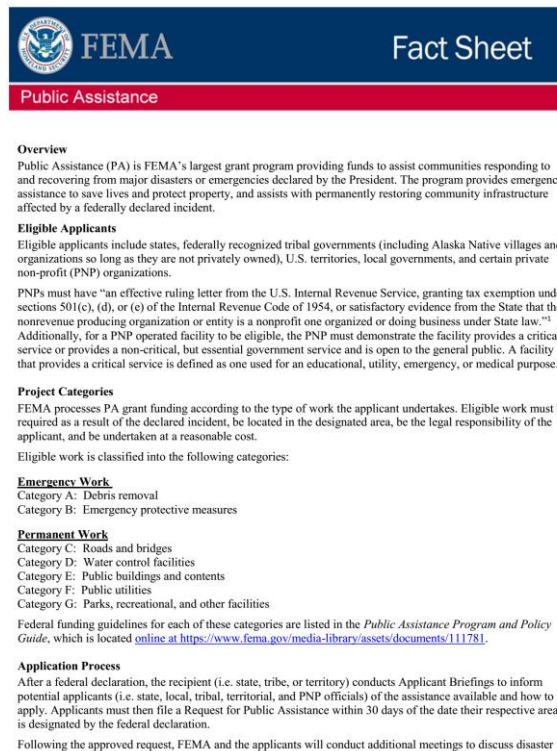
Status: Applications in Review. Application materials for the 116 Carol acquisition were submitted to the State in October, 2019 under Hurricane Florence. Application materials for the 100 James Street elevation were submitted to the State in November, 2019 under Tropical Storm Michael. Staff regularly check on the status, which has remained “pending obligation” since the applications were submitted. If approved, staff will follow up with pursuit of entering into (a) grant agreement(s) for one or both projects.

Fiscal and Staffing Considerations: If the Town is able to successfully enter into grant agreements (one for acquisition and one for elevation), costs for work covered by the grants will first be borne by the Town and then reimbursed to the Town with a combination of both Federal and State funds covering eligible costs, provided that all grant requirements are met. Elevation costs can be reimbursed at up to \$175k per home and acquisition costs at up to \$276k per home. There would be a significant staff impact to administer the grant funds.

Additional Information:

https://www.fema.gov/media-library-data/1493317448449-b83f27544e36b7bf67913f964a56b15a/HMA_Homeowners_Guide_040717_508.pdf

4. FEMA Public Assistance: Damage Recovery from Hurricane Florence



Project Description: The Town has been working through the FEMA Public Assistance process for damage recovery from Hurricane Florence. This aspect of Public Assistance is associated with covering the costs for debris removal, emergency protective measures, restoring roads, equipment and facilities to pre-storm conditions, and administrative costs. It is considered separately from the activities described in #11 below, although also under the Public Assistance umbrella.

Project Background: Stormwater staff have been leading the Town's pursuit of FEMA Public Assistance funding. Staff have submitted claims for losses not covered by insurance and have been working with FEMA/NCDPS staff to document and receive reimbursement, as well as reimbursement for staff time associated with emergency response and follow up. This process has been underway since the winter.

Status: Closeout. The Florence damage recovery work and reimbursal has been completed. Staff are working with NCDPS and FEMA to close out the final review now that the stream restoration project (#11) is complete. **The Town received \$106k in reimbursement for this project in July, and expect to receive up to \$100k in addition for the project as well as grant administration in the near future.**

Fiscal and Staffing Considerations: The Town has received about \$200k in uninsured costs from FEMA to date, and could receive up to about \$100k of additional funds. This work has required over 500 hundred hours of Stormwater staff time.

Additional Information:

https://www.fema.gov/media-library-data/1534520496845-4b41646e3d8839c768deb3a7f4ded513/PADeliveryModelFactSheetFINAL_Updated_052418.pdf
https://www.fema.gov/pdf/government/grant/pa/fema323_app_handbk.pdf

PART 2: WATER QUALITY & FEDERAL/STATE REGULATORY DRIVEN WORK

5. NPDES Town Wide Permit

What is an MS4 Permit Compliance Audit?

An MS4 Audit is a structured review of the Stormwater Management Program to evaluate whether the MS4 is meeting the requirements specified in the NPDES MS4 Permit & Stormwater Management Plan (SWMP)



AKA do you have your ducks in a row?

Department of Environmental Quality



Regulatory Requirement: The Town is regulated under a town wide permit that requires the Town to implement a comprehensive stormwater management program that includes six minimum measures:

- (1) Public education and outreach on stormwater impacts
- (2) Public involvement/participation
- (3) Illicit discharge detection and elimination
- (4) Construction site stormwater runoff control (delegated to Orange County)
- (5) Post-construction stormwater management for new development and redevelopment, and
- (6) Pollution prevention/good housekeeping for municipal operations.

The initial Carrboro permit was issued effective July 1, 2005, renewed in 2011, and again in 2017.

Background: In 1990, under the authority of the federal Clean Water Act and starting with large (population >100k) municipalities (and industries), EPA began regulating stormwater runoff. In 2000, the scope was extended to smaller municipalities, and EPA delegated the authority to the State to issue these municipalities (including Carrboro) a stormwater permit.

Status: Active. The planned EPA/State NPDES Phase II stormwater permit audit was completed in August, 2020. A Notice of Violation, as anticipated and previously reported, was provided in November, 2020. Staff presented a draft Stormwater Management Plan to the Stormwater Advisory Commission in early January and subsequently submitted this plan to the NCDEQ. **NCDEQ has reviewed and accepted the plan and indicated that they will be providing a public review opportunity for the plan and permit renewal in the near future.**

Fiscal and Staffing Considerations: Preparing for and follow up from this audit and improving the Town's permit compliance and record keeping activities has been and will continue to be a significant undertaking.

Additional Information:

<https://deg.nc.gov/about/divisions/energy-mineral-and-land-resources/stormwater/stormwater-program/npdes-ms4-permitting>

6. Stormwater Control Measure Maintenance and Inspection Program



Background: The Town's Land Use Ordinance (LUO) has required "Stormwater Control Measures" (SCMs) as part of development projects. SCMs treat runoff to reduce both water quantity and quality impacts. Since 2007, the LUO¹ has articulated requirements for private landowner maintenance of SCMs. (Prior to 2007, this responsibility was implicit rather than explicit.) In early 2020, the Council approved a rate increase to support the necessary capacity to expand program efforts in general, and specifically including SCM compliance oversight. In August, 2020, NCDEQ audited the Town's performance for its permit. Past oversight of SCM maintenance was a recognized permit performance deficiency. Moving forward with a compliant and comprehensive Town wide SCM maintenance oversight program is also seen as an immediate and effective action that the Town can take for flood/climate change resilience since there are many existing SCMs for which performance can be improved with proper maintenance, and risks of poorer future performance can also be avoided through preventative maintenance.

Status: Active. Staff have been actively moving forward with the SCM maintenance and inspection program activities in recent months with goals of:

- 1) A letter being sent to all owners of Town permitted SCMs outlining their responsibilities and clear communications about the program and what will be happening going forward (initiated in November, 2020);
- 2) All owners of Town permitted SCMs being required to initiate their own annual reporting of their maintenance and inspection efforts;
- 3) Stormwater staff committing to complete staff inspections of all Town permitted SCMs.

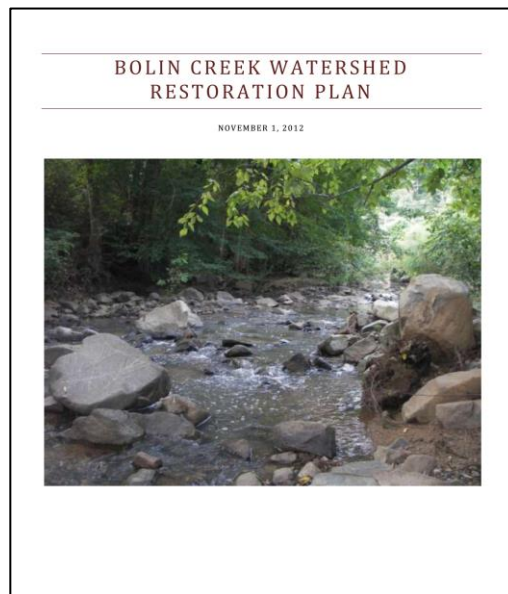
Staff have been reporting on activities to the Stormwater Advisory Commission. More than 30 property owners have been contacted, representing about 60% of the entire SCM inventory. The response has in general acknowledged an interest in pursuing the maintenance, inspection and reporting being requested. Letters to the remaining owners are planned for the coming weeks.

Fiscal and Staffing Considerations: This activity is requiring a significant amount of staff time.

Additional Information: <http://www.townofcarrboro.org/751/Maintenance-and-Inspection>

¹ [Section 15-263.1 Maintenance of Structural BMPs](#)

7. Bolin Creek Watershed Restoration Plan Implementation



Regulatory Requirement: The downstream extent of Bolin Creek in Carrboro, and continuing into Chapel Hill, is on the state/federal list of impaired waters. Local actions are needed to improve water quality.

Background: Carrboro staff worked with Chapel Hill and other local, state and federal agency staff in 2006 to create the Bolin Creek Watershed Restoration Team (BCWRT) because of the impaired waters listing. At the time, the Bolin Creek watershed was selected as one of only 7 watersheds in the state to receive focused state and federal assistance in preparing grant applications and leveraging other resources to remove Bolin Creek from the impaired waters list. The BCWRT's long term goal is to improve the health of Bolin Creek and its tributaries and remove it from the impaired waters list. This is an ambitious goal that will require a robust commitment for many years to come.

Status: Active. Since 2012, watershed restoration plan implementation has been inactive since 2012 due to insufficient staff capacity and funding resources. In early spring, 2021, the Town Council approved and the Stormwater Advisory Commission reviewed the submittal of an EPA/NCDEQ 319 grant application with 3 HOAs in the Bolin Forest neighborhood and other partners to address an eroding gulley as a restoration and demonstration project. **The application was submitted in early May, 2021. The project team was invited for an interview in June, and provided a favorable review in July. An invitation to enter into a grant agreement is anticipated (but not guaranteed) in the near future.**

Fiscal and Staffing Considerations: The application is based on the Town offering an in kind but not cash match for the grant. There would be a staff impact with grant administration.

Additional Information:

<https://townofcarrboro.org/280/Bolin-Creek-Watershed-Restoration>



Town of Carrboro

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

Agenda Item Abstract

File Number:21-298

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Conditional Use Permit Minor Modification Request for Harris Distribution Facility at 308 Highway 54

PURPOSE: The Town Council is asked to review the Minor Modification to the Conditional Use Permit for the Harris Distribution to allow use Wholesale Sales (use #2.130) to the original Conditional Use Permit. The town staff recommends approval of the request.

DEPARTMENT: Planning Department

CONTACT INFORMATION: James Thomas, Planner / Zoning Development Specialist, 918-7335 or jthomas@townofcarrboro.org

INFORMATION: Harris, Inc. was issued a Conditional Use Permit, now titled Special Use Permit-A, on October 26, 1982 for the construction and operation of a wholesale distribution facility on the property located at 308 Highway 54 Bypass (Attachment A). The Harris Distribution Facility closed and the permit was subsequently modified, in 2004, to allow for a Copy Center/Printing Operation (use #3.150). The printing operation closed and the building was later converted into an Elementary and Secondary School (use #5.110) in February of 2010. This school has since closed and the applicant is requesting that the permitted use be returned to the original use of Wholesale Sales (use #2.130). The proposed use of the building involves helium sales for distribution to local medical facilities.

FISCAL & STAFF IMPACT: None

RECOMMENDATION: The Town Staff recommends that the Town Council adopt the attached resolution approving the requested change-in-use to Wholesale Sales (use #2.130).

NORTH CAROLINA
ORANGE COUNTY

BOOK 410 PAGE 26

Attachment A, Page 1

Prepared by: Caroline Stuck
Return to: Planning Dept.
Box 337
Carrboro, NC 2751

BOOK 405 PAGE 512

THE TOWN OF CARRBORO

CONDITIONAL USE PERMIT GRANTED

On the date(s) listed below, the Board of Aldermen of the Town of Carrboro met and held a public hearing to consider the following application.

Applicant William L. O'Brien, Jr. (Agent for Harris, Inc.)

Property Location 306 Highway 54 Bypass
Street Address

Tax Map 114 Block Lot 17E Zone B-4

Proposed Use of Property Construction and operation of a wholesale distribution facility for Anheuser-Busch and Eagle Brand
Meeting Date(s) October 26, 1982 Snack Foods

PIN 9778-35-1569
Assigned by: phs 7.11.82..17 E

Having heard all the evidence and argument presented at the hearing, the Board finds that the application is complete, that the application complies with all of the applicable requirements of the Carrboro Land Use Code for the development proposed, and that therefore the application to make use of the above described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Land Use Code and the following conditions:

- 1) The applicant shall complete the development strictly in accordance with the plans submitted to and approved by this Board, a copy of which is filed in the Carrboro Town Hall.
- 2) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.
- 3) In accordance with Section 15-213(a) of the Carrboro Land Use Ordinance, and subject to final design approval from the N.C. Dept. of Transportation, the applicant shall construct left-turn lanes along N.C. 54 Bypass at the intersection of Oleander Road and the driveway serving the Harris Distributing Company project. The applicant should construct a 100-foot left-turn lane with a 440-ft. taper southeast of the driveway along the southwestern side of Highway 54 Bypass. The turn lane will require widening the southwestern side of the Bypass to 27½ feet from the existing centerline of the highway with shoulder replacement.

Northwest of the driveway, a left-turn lane designed to accommodate one automobile (approximately 25 feet) should be provided by widening the southwestern side of the Bypass to 27½ feet from the existing centerline of the highway with shoulder replacement. A taper should be constructed to the northwest of this turn lane. This taper should tie in with the existing curvature of the highway and will be approximately 200 feet in length.

If this permit authorizes development on a tract of land in excess of one acre, nothing authorized by the permit may be done until the property owner properly executes and returns to the Town of Carrboro the attached acknowledgment of the issuance of this permit so that the town may have it recorded in the Orange County Registry.

IN WITNESS WHEREOF, the Town of Carrboro has caused this permit to be issued in its name, and the undersigned being all of the property owners of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding upon them and their successors in interest.

ATTEST:

Caroline S. Stuck (SEAL)
Deputy Town Clerk

THE TOWN OF CARRBORO

BY

Richard F. Hunter
Town Manager

I, Rachel E. Alford (Graham), a Notary Public in and for said County and State, do hereby certify that Richard F. Hunter, Town Manager of the Town of Carrboro, and Caroline S. Stuck Deputy Town Clerk for the Town of Carrboro, personally came before me this day and being by me duly sworn says each for himself that he/she knows the corporate seal of the Town of Carrboro and that the seal affixed to the foregoing instrument is the corporate seal of the Town of Carrboro, that Richard F. Hunter, Town Manager of said Town of Carrboro and Caroline S. Stuck Deputy Town Clerk for the Town of Carrboro subscribed their names thereto; that the corporate seal of the Town of Carrboro was affixed thereto, and by virtue of a resolution of the Board of Aldermen, and that said instrument is the act and deed of the Town of Carrboro.

IN WITNESS THEREOF, I have hereunto set my Hand and Notarial Seal this the 27th day of October, 19 82.

Rachel E. Alford (Graham)
Notary Public

My Commission Expires:

Nov. 20, 1984

I, Joe M. Harris, owners, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned owners do further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding upon them and their successors in interest.

Owner

Joe M. Harris (SEAL)
Owner

NORTH CAROLINA
COUNTY

I, Carley L. Walker, a Notary Public in and for said State and County, do hereby certify that Joe M. Harris, owners, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

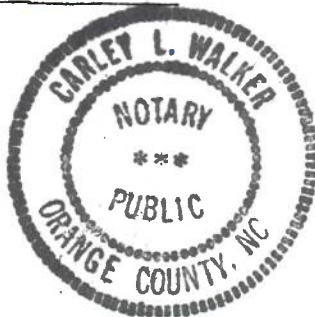
WITNESS my Hand and Notarial Seal, this the 15 day of Nov., 19 82.

Carley L. Walker
Notary Public

My Commission Expires:

10-29-85

(Not valid until fully executed and recorded)



BOOK **410** PAGE **28**

Return to:

BOOK **405** PAGE **514**

Town of Carrboro
P.O. Box 337
Carrboro, NC 27510

STATE OF NORTH CAROLINA
COUNTY OF ORANGE

The foregoing certificate(s) of Rachel E. Alford (Graham) and Carley L. Walker

~~Notary~~ Notaries Public of the designated governmental units ~~(is)~~ (are) certified to be correct.

This the 23 day of December A.D., 19 82 at 11:52 A.M.

Betty June Hayes
Register of Deeds

BY

B. H. Owens
Assistant/Deputy
Register of Deeds

NORTH CAROLINA – ORANGE COUNTY

The foregoing certificate(s) of Rachel E. Alford (Graham) and Carley L. Walker

~~Notary~~ Notaries) Public of the designated Governmental units ~~(is)~~ (are) certified to be correct. Re-
tion this the 16th day of February, 1983, at 10:48 o'clock, A.M.
in Record Book 410 Page 26

Return: _____

By:

Betty June Hayes, Register of Deeds
B. B. Norman
Assistant/Deputy
Register of Deeds

Re- FILED
BOOK/FILE# 410 PAGE# 26

FEB 16 10 48 AM '83

BETTY JUNE HAYES
REGISTER OF DEEDS
ORANGE COUNTY, N.C.

A RESOLUTION ALLOWING A MINOR MODIFICATION TO THE CONDITIONAL USE PERMIT FOR THE EXISTING HARRIS, INC DISTRIBUTION FACILITY LOCATED AT 308 HIGHWAY 54.

WHEREAS, the Town Council approved a Conditional Use Permit for wholesales sales at 308 Highway 54 on October 26, 1982; and

WHEREAS, the use of the site was modified subsequently to allow for a copy / printing center, then an elementary / secondary school; and

WHEREAS, the property owner is now requesting that the use of the building be returned to the original permitted use, Wholesale Sales, and

WHEREAS, the Town of Carrboro Land Use Ordinance requires that any modification of an existing Conditional Use Permit that does not substantially impact neighboring properties, the general public, or the intended occupants of the project, constitutes a minor modification to the original Conditional Use Permit; and

WHEREAS, the Town Council finds that the applicant has satisfied the requirements related to minor modifications contained in the Land Use Ordinance.

NOW, THEREFORE BE IT RESOLVED by the Town Council that the request for a Minor Modification to the CUP is hereby approved allowing for the Harris Distribution Facility CUP to be returned to the original use, Wholesale Sales (use #2.130).

This the 21st day of September 2021.



Town of Carrboro

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

Agenda Item Abstract

File Number:21-306

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Request to Cancel a Previously Set Public Hearing Date for a Conditional Use Permit to allow an Office Building at 1716 Smith Level Road

PURPOSE: Town Council is asked to cancel a previously set date, of September 28, 2021, for a public hearing regarding consideration of a Conditional Use Permit application for an office building at 1716 Smith Level Road. A resolution is included as Attachment A cancelling the hearing date.

DEPARTMENT: Planning Department

CONTACT INFORMATION: Marty Roupe, Development Review Administrator, 919-918-7333 or mroupe@townofcarrboro.org <<mailto:mroupe@townofcarrboro.org>>

INFORMATION: Trent Stewart, of Arcadia Consulting Engineers, has submitted a Conditional Use Permit, now titled Special Use Permit-A, application seeking to build a 2,850 square foot office building at 1716 Smith Level Road. The application consists of a one story office building with associated stormwater infrastructure and parking. The parcel is identified by Orange County PIN 9776-59-5932. A vicinity map is included as Attachment B.

As review of the project continued over the summer it became evident that the applicant would need to seek a Variance from the Board of Adjustment related to a landscaping buffer along a major road, in accordance with LUO Section 15-312. That matter was heard by the Board of Adjustment on September 15, 2021, at which time a variance was granted allowing for encroachment into the buffer. Now that the Board of Adjustment has granted the variance, project review will continue but the public hearing needs to be delayed for now. Staff will bring forward a new Request to Set the Public Hearing agenda item once project review is complete and a new date is identified.

FISCAL & STAFF IMPACT: None associated with cancelling the public hearing.

RECOMMENDATION: Town staff recommends that the Council adopt the attached resolution cancelling the public hearing date of September 28, 2021 (Attachment A).

A RESOLUTION CANCELLING A PREVIOUSLY SET PUBLIC HEARING DATE OF SEPTEMBER 28, 2021 FOR CONSIDERATION OF A CONDITIONAL USE PERMIT APPLICATION FOR A PROPOSED OFFICE BUILDING AT 1716 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 Use Permit authorizing the construction of an office building at 1716 Smith Level Road, further identified as Orange County PIN number 9776-59-5932; and

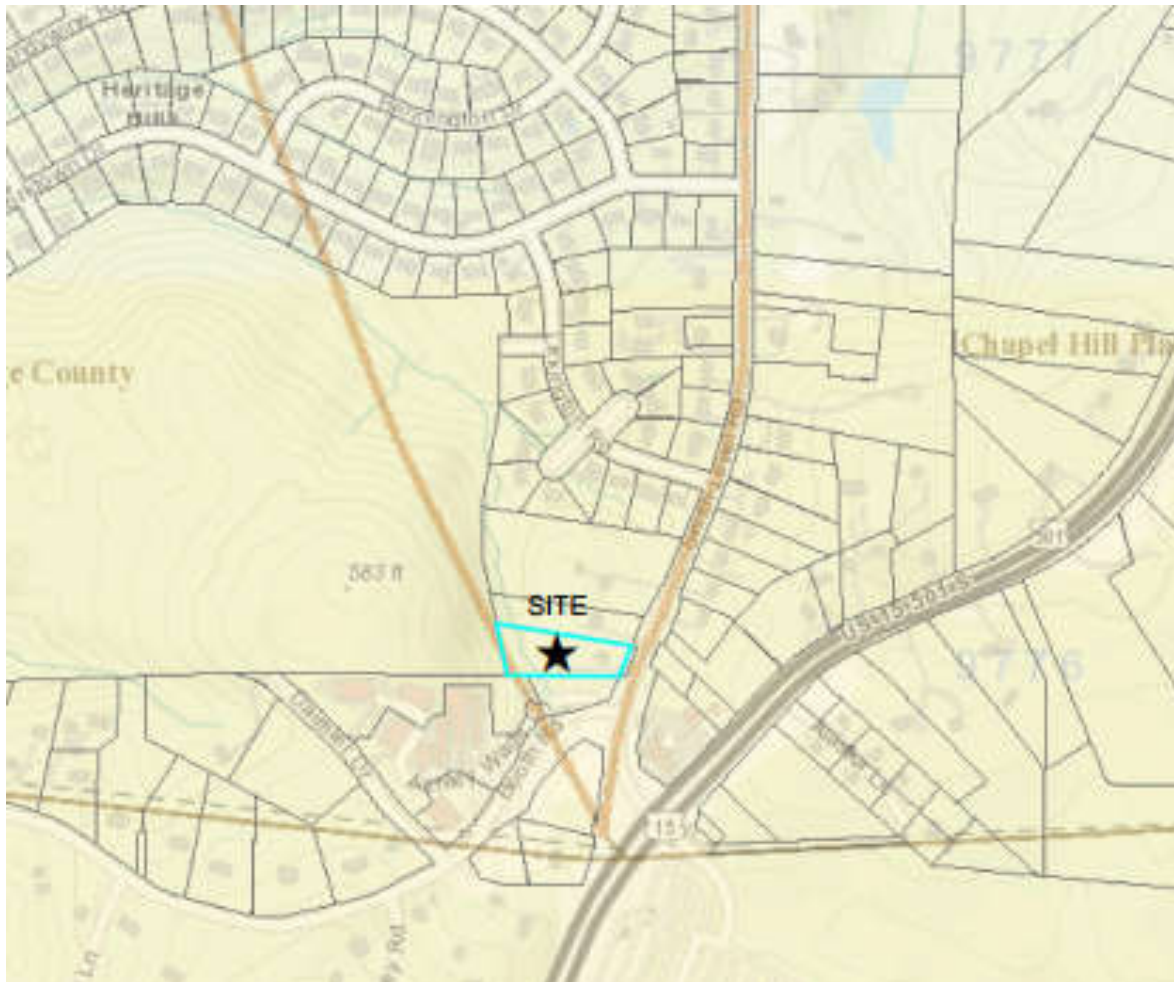
WHEREAS, it has become necessary to cancel the public hearing and reschedule it for a later date as review of the design is continuing at this time.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Town Council that the previously scheduled public hearing date of September 28, 2021 is cancelled. A new public hearing date to discuss the CUP application for a proposed office building at 1716 Smith Level Road will be brought forward at a later time.

This the 21st day of September 2021.

Vicinity Map

ATTACHMENT B





Town of Carrboro

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

Agenda Item Abstract

File Number:21-301

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

A Request to Issue Street Closing Permits for the Annual Carrboro 10K Road Race, and the Gallop and Gorge 8K Road Race.

PURPOSE: The purpose of this item is to consider Street Closing Permit Applications submitted by Cardinal Track Club for the following annual road races:

- Carrboro 10 K Road Race
- Gallop and Gorge 8 K Road Race

DEPARTMENT: Public Works

CONTACT INFORMATION: Daniel Snipes, 919-918-7432, dsnipes@townofcarrboro.org

INFORMATION: The Carrboro 10K and Gallop & Gorge 8K road races have been held annually in Carrboro for almost 20 years, sponsored by the Cardinal Track Club, and with the (paid) support of Carrboro Public Works and Carrboro Police. No in-person events were held in 2020, and the Four on the Fourth 4-Miler event in 2021 was held virtually. The Cardinal Track Club donates the net proceeds of the road races in Le Tour de Carrboro series to 6 local non-profit organizations, based in Orange County and has given out checks totally over \$560,000 to-date.

In an effort to be more efficient, Cardinal Track Club has submitted two Street Closing Permit Applications, at one time, for the following races:

- Carrboro 10K Road Race: Saturday, October 2, 2021 from 7:50 am - 8:10 am. See Attachment A - Street Closing Permit Application (Carrboro 10K Road Race) and Attachment B - Town of Carrboro Event Pre-Application (Carrboro 10K Road Race). The road race follows the same routes as in previous years. See Attachment C - Carrboro 10K Race Map.
- Gallop and Gorge 8K Road Race: Thursday, November 25, 2021 from 6:30 am - 10:00 am. See Attachment D - Street Closing Permit Application (Gallop and Gorge 8K Road Race) and Attachment E -Town of Carrboro Event Pre-Application (Gallop and Gorge 8K Road Race). The road race will follow

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

the same route as in 2019 when it modified the street plan in order to increase safety for participants. See Attachment F - Gallop and Gorge 8K Race Map.

Covid-19 Mitigation Strategies

Both the Carrboro 10K Road Race and Gallop and Gorge 8K Road Race will be held both in-person and virtually. In-person events will be conducted outdoors only, with masks and social distancing strongly encouraged before and after the actual run. Cardinal Track Club submitted the Orange County's Covid Safety Plan Review Form for the Carrboro 10K Road Race. See Attachment G - Copy of Orange County Covid Safety Plan Review Form. In addition, Cardinal Track Club developed a COVID Mitigation Strategies document, which will be emailed to all participants 2 days prior to the actual event and is posted on its website. See Attachment H -Covid-19 Mitigation Strategies for the Carrboro 10K Road Race. Cardinal Track Club will develop appropriate Covid-19 mitigation strategies for the Gallop and Gorge 8K Road Race based on current data closer to the time of the event and State and Local recommendations.

Pursuant to Section 7-19 of the Town Code, a Public Hearing to receive public input prior to issuing a Street Closing Permit is not required for these particular events.

FISCAL & STAFF IMPACT: Applicant will be responsible for all costs incurred by Police and Public Works to facilitate the events. The Town will send the applicant an itemized bill for the final costs incurred by Police and Public Works per event. The applicant has paid the application fees.

RECOMMENDATION: It is recommended that the Town Council approve the attached Resolution (Attachment I - Cardinal Track Club Street Closing Resolution) with the following stipulations:

1. Applicant shall post signs at roadway intersections along race courses, 5-7 days before the event, to notify the public about the running race.
2. Applicant will be responsible for all costs incurred by Police, Fire and Public Works to facilitate these events. Applicant will be sent an itemized bill for the final costs incurred by Police, Fire, and Public Works.

STREET CLOSING PERMIT APPLICATION

CONCERNING THE USE OF STREETS AND PUBLIC RIGHT-OF-WAY FOR STREET FAIRS, FESTIVALS, CARNIVALS, AND OTHER PUBLIC EVENTS

EVENT: _____

EVENT SPONSOR: _____

IS THE SPONSOR A: _____NON-PROFIT _____FOR PROFIT _____OTHER:_____

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT: _____

EVENT COORDINATOR INFO:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE: _____ Time Period: From: _____

RAIN DATE: _____ To: _____

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT: _____

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES____ NO____

(traffic control may be required, and event organizers may be required to reimburse the Town for any related expenses):

If YES, specify

ATTACH A SKETCH SHOWING:

- *Area where event is to take place*
- *Any streets to be closed or obstructed*
- *Any barriers or traffic control devices to be erected*
- *Location of any concession stand, booth or other temporary structures*
- *Location of proposed fences stands, platforms, stages, benches or bleachers*

OTHER INFORMATION: _____

INSURANCE INFORMATION: _____

NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

*The **APPLICANT** is responsible for notifying Central Communications (911):*

- *at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)*
- *on the day of the closing, prior to the actual closing of the street (dialing 911)*
- *on the day of the closing, when the street is re-opened (dialing 911)*

NOTIFICATION OF THE PUBLIC:

A public hearing is required for all street closing permit applications and the applicant must speak with the Town Clerk about requesting this public hearing. The public must be notified by a formal advertisement in a local newspaper. The Public Works Department *will submit* the advertisement copy to the newspaper. **However, the applicant will be responsible for reimbursing the Town for the full cost of the advertisement (an estimated \$30-\$40).**

Any other notification of the public of this event will be the Applicant's responsibility.

NOTIFICATION OF ABUTTING PROPERTY OWNERS:

The **APPLICANT** is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished at least seven days prior to the Public Hearing. The notification must include:

- the DATE, TIME and LOCATION of the proposed street closing; and
- the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing

The Public Works Department must receive in writing from the APPLICANT the following at least five days prior to the Public Hearing:

names of all property owners notified

copy of the notification

method used to notify these property owners (mail or hand delivery)

CLEAN-UP TIME TABLE:

FEES: **\$ 85.00 application fee plus 100% of the cost of the Public Hearing advertisement**
Application fee must accompany the submittal of this application

Event / Street Closing Checklist:

Permit Application submitted along with **\$85.00** application fee: _____

Board of Aldermen set a public hearing: _____ Date: _____

(Pub. Wks. will forward applications to the Town Clerk, who will set a date for the Board to consider scheduling a Public Hearing)

Duly advertise a Notice of the Public Hearing: _____

(Town places advertisement and applicant reimburses Town 100% of the advertising cost (estimated \$ 30 - 40))

Abutting property owners duly notified: _____

(notification must be certified to the Public Works Dept. in the manner described above)

Public Hearing: _____



Town of Carrboro Community Event Pre-Application

Please provide the following information to assist staff with evaluating what types of approvals may be needed for your event. Submission of this application is not an approval of the event.

Event Organizer Information

Name of Organization: Cardinal Track Club

Organization: ☒ Nonprofit ☐ For-Profit ☐ Other:
(Check appropriate box)

Website: cardinaltrackclub.com

Organization Primary Contact Name (first, last name): Richard Forbis

Mailing Address: 117 W. Carr St.

City: Carrboro

State: NC

zip: 27510

Phone: (919) 360-6006

Email: dickforbis@unc.edu

Event Information

Name of Event: Carrboro 10 K Road Race

Preferred Date: Oct. 2, 2021

Event time: 7:30 am

Set-up time: 7:00 am

Clean-up time: 10:30 am

Other Possible Dates (if the above date is not available):

Rain Date: _____

Expected Attendance: 300

Type of Event (check all that apply):

☐ Public Event on Private Property

Location:

☒ Public Event on Public Property - Including (check all that applies):

☐ Town Commons

☐ Century Center

☐ Park or Facility (be specific):

☐ Street Event -Public Street or Right-Of-Way-(list street(s):

☒ Other site(s): ☐ Other (Please explain):

start + finish @ McDougle Middle School

Event Details

Does your event include any of the following?

Activity	Yes	No
Sell and/or consumption of Alcohol		X
Sell and/or consumption of Food		X
Sell of crafts or goods		X
Street or lane closures	X	
Police/Public Safety/Security	X	
Temporary shelters, tents, staging or other structures		X
Open Flames or Pyrothernics		X
Town staffing, resources, or equipment*	X	

*please be advised that some events may require reimbursement for town related expenses

Event Description

Please provide a general description and purpose of your event. Attach a simple diagram of event area with details of staging, fencing, booths, tents, walkways, entryway/exits, emergency response plan, etc. Providing this information will assist town staff in helping you to plan a successful event. Thank you!

This event has been held for almost 20 years, yearly except for 2020, with the approval of Town Council and (paid) support by Carrboro Police and Public Works. Both departments have detailed procedures for road closures/traffic control and traffic cones/signage. Map is attached. We will work with O.C. Public Health to develop and implement a COVID safety protocol.

Richard Folio
Signed by Primary Contact

6/28/21

Date

Submit this application to Carrboro Recreation and Parks office at 100 N. Greensboro Street, or fax to (919)918-4475 or email to Dianah Alston-Sanders – dsanders@townofcarrboro.org

CARRBORO 10K

CARRBORO, NORTH CAROLINA



FINISH ON TRACK

McDougle Middle School
900 Old Fayetteville Rd.
Carrboro, NC



START



⑥

Hillsborough Rd.

Parkview Ave.

Pathway Dr.

Waterside Dr.

Winsome Ln.

Strowd Ln.

**Carrboro
Community
Park**

Old Fayetteville Rd.

Pine Grove

Lisa Dr.

Rainbow

Quail Roost Dr.

James St.

⑤

Blueridge Rd.

④

Springvalley Rd.

N



Morning
side Dr.

N. Greensboro St.

5K

Carol St.

James St.

①

Lorraine St.

Simpson St.

②

Hillsborough Rd.

Cheek St.

③

Oak St.

Pine St.

High St.

West View Dr.

West Main St.

Old Fayetteville Rd.

Carrboro
Plaza

RACE INFORMATION

Race Date: First Saturday in October, 8:00 AM.

Race Length: 10 Kilometers

More info: www.cardinaltrack.com

Directions:

From the West:, take exit 148, (54 East) off of I-85/40 @ Burlington. Turn left onto Old Fayetteville Rd.

From the East:, Take exit 273, (54 West) off of I-40, follow 54 around Chapel Hill, turn right onto Old Fayetteville Rd.



Outbound



Inbound



CARRBORO 10K

CARRBORO, NORTH CAROLINA



FINISH ON TRACK

McDougle Middle School
900 Old Fayetteville Rd.
Carrboro, NC

START

Winsome Ln.

Strowd Ln.

**Carrboro
Community
Park**



RACE INFORMATION

Race Date: First Saturday in October, 8:00 AM.

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Hillsborough Rd.

Parkview Ave.

Pathway Dr.

Waterside Dr.

Quail Roost Dr.

Blueridge Rd.

Springvalley Rd.

Pine Grove

Lisa Dr.

Rainbow

Carol St.

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Morning

side Dr.

N. Greensboro St.

Cheek St.

Oak St.

Pine St.

High St.

West View Dr.

West Main St.

Old Fayetteville Rd.

**Carrboro
Plaza**



N



STREET CLOSING PERMIT APPLICATION

CONCERNING THE USE OF STREETS AND PUBLIC RIGHT-OF-WAY FOR STREET FAIRS, FESTIVALS, CARNIVALS, AND OTHER PUBLIC EVENTS

EVENT: _____

EVENT SPONSOR: _____

IS THE SPONSOR A: _____NON-PROFIT _____FOR PROFIT _____OTHER:_____

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT: _____

EVENT COORDINATOR INFO:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE: _____ Time Period: From: _____

RAIN DATE: _____ To: _____

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT: _____

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES____ NO____

(traffic control may be required, and event organizers may be required to reimburse the Town for any related expenses):

If YES, specify

ATTACH A SKETCH SHOWING:

- *Area where event is to take place*
- *Any streets to be closed or obstructed*
- *Any barriers or traffic control devices to be erected*
- *Location of any concession stand, booth or other temporary structures*
- *Location of proposed fences stands, platforms, stages, benches or bleachers*

OTHER INFORMATION: _____

INSURANCE INFORMATION: _____

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- *on the day of the closing, prior to the actual closing of the street (dialing 911)*
- *on the day of the closing, when the street is re-opened (dialing 911)*

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- the DATE, TIME and LOCATION of the proposed street closing; and
- the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing

The Public Works Department must receive in writing from the APPLICANT the following at least five days prior to the Public Hearing:

names of all property owners notified

copy of the notification

method used to notify these property owners (mail or hand delivery)

CLEAN-UP TIME TABLE:

FEES: **\$ 85.00 application fee plus 100% of the cost of the Public Hearing advertisement**
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Event / Street Closing Checklist:

Permit Application submitted along with **\$85.00** application fee: _____

Board of Aldermen set a public hearing: _____ Date: _____

(Pub. Wks. will forward applications to the Town Clerk, who will set a date for the Board to consider scheduling a Public Hearing)

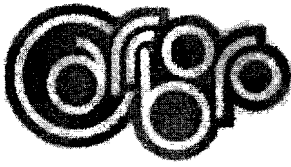
Duly advertise a Notice of the Public Hearing: _____

(Town places advertisement and applicant reimburses Town 100% of the advertising cost (estimated \$ 30 - 40))

Abutting property owners duly notified: _____

(notification must be certified to the Public Works Dept. in the manner described above)

Public Hearing: _____



Town of Carrboro Community Event Pre-Application

Please provide the following information to assist staff with evaluating what types of approvals may be needed for your event. Submission of this application is not an approval of the event.

Event Organizer Information

Name of Organization: Cardinal Track Club

Organization: ☒ Nonprofit ☐ For-Profit ☐ Other:
(Check appropriate box)

Website: cardinaltrackclub.com

Organization Primary Contact Name (first, last name): Richard Forbis

Mailing Address: 117 W. Carr St.

City: Carrboro State: NC zip: 27510

Phone: (919) 360-6086 Email: dickforbis@unc.edu

Event Information

Name of Event: Gallop & Gorge 8K Road Race

Preferred Date: Nov. 25, 2021 Event time: 7:30 am
Set-up time: 6:00 am
Clean-up time: 10:30 am

Other Possible Dates (if the above date is not available):

Rain Date: _____ Expected Attendance: 600

Type of Event (check all that apply):

☐ Public Event on Private Property
Location:

☒ Public Event on Public Property - Including (check all that applies):
☐ Town Commons ☐ Century Center ☐ Park or Facility (be specific):

☐ Street Event - Public Street or Right-Of-Way (list street(s):

☒ Other site(s): ☐ Other (Please explain):
start + finish @ Weaver St ifo WSM

Event Details

Does your event include any of the following?

Activity	Yes	No
Sell and/or consumption of Alcohol		X
Sell and/or consumption of Food		X
Sell of crafts or goods		X
Street or lane closures	X	
Police/Public Safety/Security	X	
Temporary shelters, tents, staging or other structures		X
Open Flames or Pyrothetics		X
Town staffing, resources, or equipment*	X	

*please be advised that some events may require reimbursement for town related expenses

Event Description

Please provide a general description and purpose of your event. Attach a simple diagram of event area with details of staging, fencing, booths, tents, walkways, entryway/exits, emergency response plan, etc. Providing this information will assist town staff in helping you to plan a successful event. Thank you!

This event has been held for almost 20 years, yearly except for 2020, with the approval of Town Council and (paid) support by Carrboro Police and Public Works. Both departments have detailed procedures for road closures/traffic control and traffic cones/signage. Map is attached. We will work with O.G. Public Health to develop and implement a COVID safety protocol.

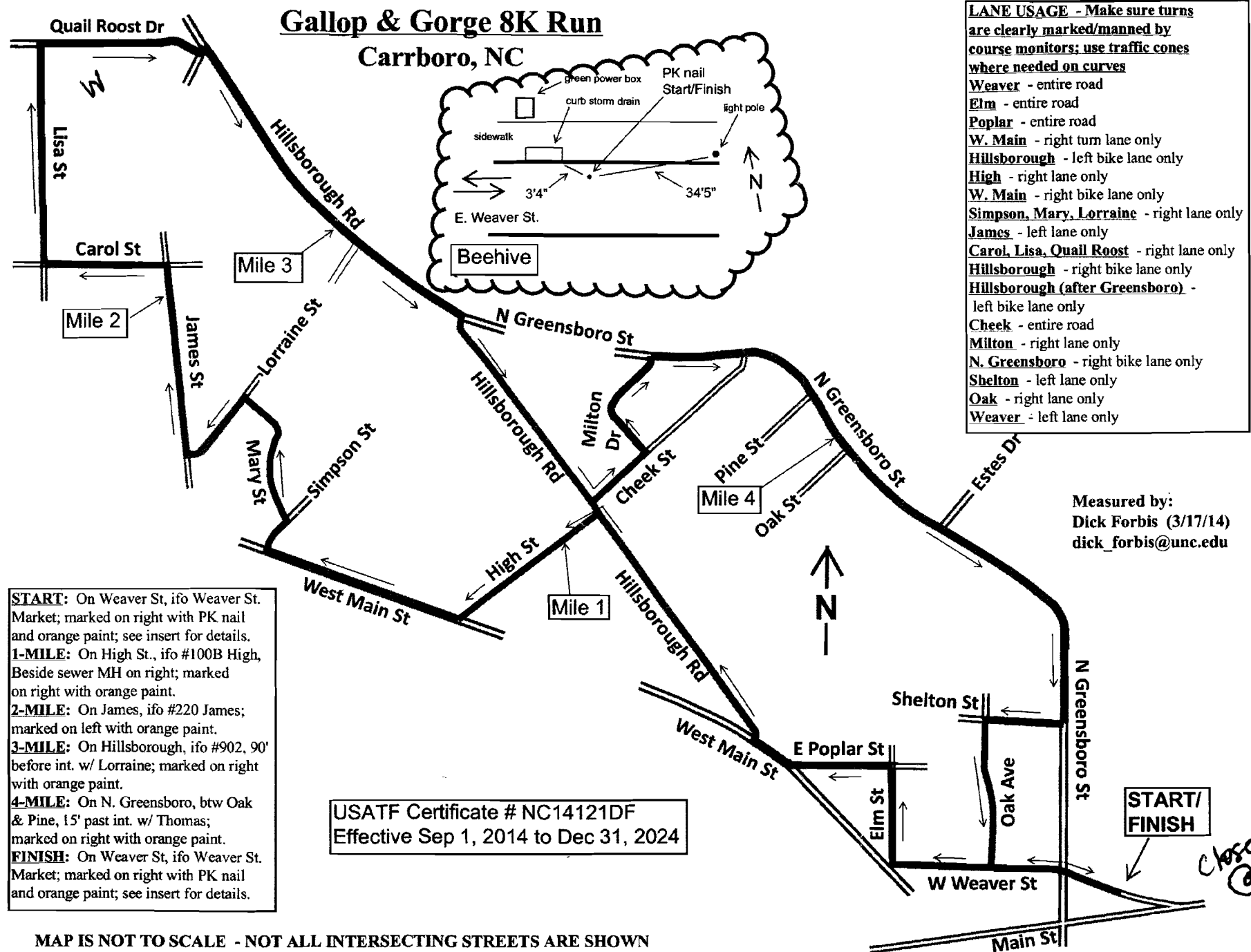
Richard Folsie

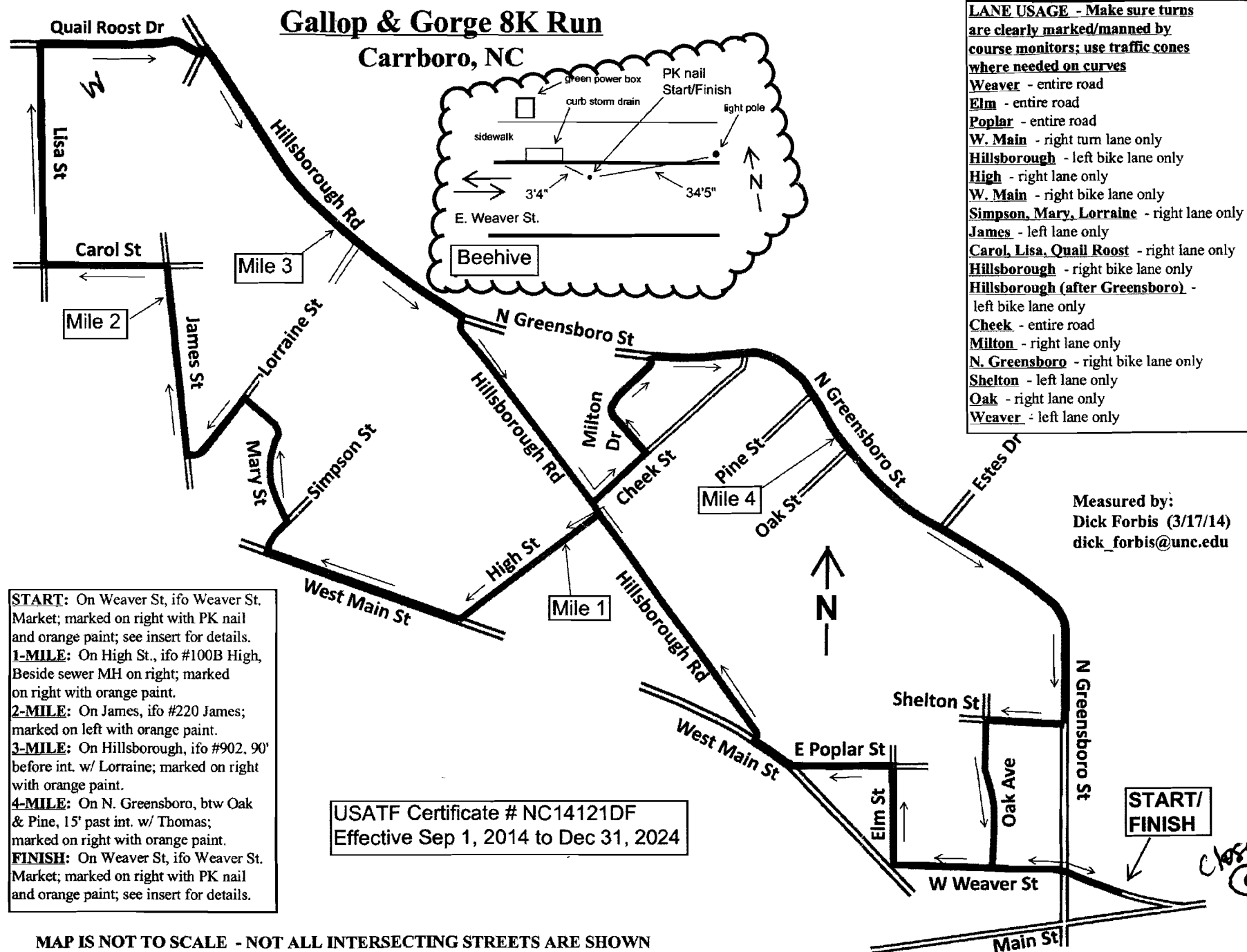
Signed by Primary Contact

9/15/21

Date

Submit this application to Carrboro Recreation and Parks office at 100 N. Greensboro Street, or fax to (919)918-4475 or email to Dianah Alston-Sanders – dsanders@townofcarrboro.org





COVID SAFETY PLAN REVIEW (REVISIÓN DEL PLAN DE SEGURIDAD DE COVID)

Business or Organization Name (Nombre de la empresa/Negocio u Organización)	Cardinal Track Club
Physical Address (Dirección Física)	117 W Carr St
Best email contact for review questions (Mejor contacto por email para preguntas sobre la revisión)	dick_forbis@unc.edu
Date(s) planned (Fecha(s) planeada(s))	October 2, 2021, for the Carrboro 10K Road Race -- a completely outdoor event
Interior Square Footage (Metros Cuadrados del Interior)	0
Exterior Square Footage (Metros Cuadrados del Exterior)	36,000 sf (football field & surrounding track)
Number of proposed persons (Número de personas propuestas)	300
Please describe the daily screening of employees and/or guests/visitors (Por favor, describa las evaluaciones diarias de los empleados y/o invitados/visitantes)	we will ask by email to all participants on Friday, October 1 that they not come to the race if they feel unwell, have a fever, or have been in direct contact with someone with COVID within the past week.
Attach a sample of daily screening document (Adjunte un ejemplo del documento de la evaluación diaria)	2021_COVID mitigation strategies_C10K.pdf

Please describe how visitors and guests will be logged (Por favor, describa cómo se inscribirán los visitantes e invitados)	Since registration for the event is only allowed online, through RunSignUp, we will have a roster of all participants and all volunteers, including email address and phone number.
Attach a sample of visitor log (Adjunte un ejemplo de la lista de visitantes)	<i>Field not completed.</i>
Please describe physical distancing methods (Por favor, describa los métodos del distanciamiento físico)	we will make repeated announcements before and after the road race event to remind participants that they should wear their mask and maintain social distance before and after the race; no mask is required during running.
Please describe food service plan(s) (Por favor, describa el plan (o planes) del servicio de comida)	No prepared food will be available; only bottled water and packaged snacks available for runners
Please explain action for a Covid+ exposure. This is the plan to manage a Covid+ exposure to the space or staff/visitors. (Por favor, explique la acción a tomar sobre la exposición a un caso de Covid+ (positivo). Este es el plan para gestionar la exposición a un caso de Covid+ (positivo) la exposición al espacio o al personal/visitantes.)	If we are notified of a COVID+ participant at our event, we would encourage that individual to quarantine and to also notify any other person that he/she was in close contact with for any extended time.
Attach any Covid(+) or Case Contact Plans (Adjunte cualquier Covid+ (positivo) o Planes sobre Contacto con algún Caso)	<i>Field not completed.</i>

Please describe daily or operational cleaning and disinfecting AND post-exposure cleaning and disinfecting (Por favor, describa la limpieza y desinfección diaria u operativa Y la limpieza y desinfección posteriores a una exposición.)

We will have hand-sanitizing stations set up for the outdoor tent/table for bib pick-up and at the porta-johns.

Attach any cleaning protocols from a 3rd party cleaning company (Adjunte cualquier protocolo de limpieza que tenga una compañía de limpieza externa.)

Field not completed.

Please describe the training of employees or staff on this CSP (Por favor, describa el entrenamiento de los empleados o del personal sobre este Plan de Seguridad de Covid (CSP, por sus siglas en inglés))

Our COVID Mitigation Strategies document is posted on the Cardinal Track Club website, and will be emailed to each participant upon registration, and sent to all volunteers.

Name (Nombre)

Richard Forbis

COVID-19 MITIGATION STRATEGIES FOR CARRBORO 10K ROAD RACE

Introduction:

This information is intended to provide guidance on safely operating the Carrboro 10K road race as COVID cases rise and fall in the Carrboro community and other areas of central North Carolina. We also strongly recommend that participants/runners and volunteers become vaccinated with one of the FDA-approved vaccines prior to race day.

This entire event will be conducted outside, including registrations (online only), bib/packet pickup at Fleet Feet or on-site on race morning, and award announcements. The risk of outdoor transmission has been estimated to be nearly 20 times lower than indoors, and occurs so infrequently that outdoor transmission events – particularly when social distancing or using masks – are rarely described in the medical literature.

Recent reports and surveillance work has demonstrated that outdoor transmission comprises as few as 0.1% of all transmission events. The virus spreads primarily through respiratory droplets and aerosols that are released into the air while talking, laughing, coughing, and breathing. Outdoors, droplets and aerosols are dispersed rapidly, resulting in a lower risk of transmission to others. The risk of transmission at outdoor gatherings is dependent on things such as:

- The amount of time spent in close contact with others;
- The number of people at the gathering, the ability to socially distance, and the use of face masks.

On the day before the race, we will send an email to all registered participants, reminding them to follow our planned COVID mitigation strategies on race day and to self-monitor on race morning for symptoms of a possible COVID infection that should preclude their participation.

Pre-race:

In recent years, 95+% of our race registrations occur online. This year we will accept only online registrations, through the end of the day on Friday, October 1 (registration cutoff will occur at 9pm), with bib pick-up on Saturday morning at McDougle (outdoors). NO race morning registrations will be allowed.

Packet/bib pick-up will occur at Fleet Feet Sports in Carrboro on Friday, October 1 in an outside tent. All volunteers will be asked to wear masks and disposable gloves, and we will post signs requiring masks to be worn when picking up bibs and encouraging social distancing when queuing to pick up bibs. Hand sanitizing stations will be available in the tent area. We will alert all registrants to the need to wear a mask when picking up their bibs in the registration confirmation email that will be sent to all runners.

Race morning:

In addition to posting the COVID mitigation strategies on our Cardinal Track Club website, and sending a copy to each registered participant in the week before the race, on race morning we will periodically announce parts of the protocol during to the participants and spectators before and during the race.

In past years, we have used the gymnasium restrooms at McDougale, through reservation with Lincoln Center. However, the CHCCS Board has extended the freeze on facility rentals to outside groups through October 31. We will use rental porta-johns, and will have a hand-sanitizing station, and we will remind runners to social distance in lines and to wear their masks.

On-site at McDougale School, we will recommend that ALL participants and spectators wear a mask and socially-distance themselves whenever they feel that it is necessary for them to do so.

As in previous races that start on Old Fayetteville Road in front of McDougale School, this race start line will stretch across all lanes of the roadway, essentially 4 lanes wide. This start line width will allow runners to self-distance themselves for the start. In addition, to avoid crowding at the start line, we will encourage non-competitive runners to seed themselves further back from the start line, leaving room for competitive runners to “toe the start line”.

Face masks are not required when running on the race course. However, we strongly recommend that all runners continue to wear their face mask up to the actual start of the race, and then to pocket their face mask for reuse at the finish line, or discard the mask in an appropriate waste receptacle – NOT ON PUBLIC ROADS OR PRIVATE PROPERTY.

Running in groups that stick together for the race is discouraged, if possible. In general, because of airflow and dispersion afforded by being outdoors, as well as the limited duration that any two participants spend near each other on the course, the probability of transmission during racing is strongly reduced.

Volunteers wearing masks and disposable gloves will staff the water stations along the course.

Post-race:

Bottled water will be available to runners after crossing the finish line on a self-serve basis. We will actively encourage the wearing of masks and social distancing by all participants and spectators, as they depart the finish area.

Post-race refreshments will be limited to bottled water and pre-packaged, individual snacks, requiring no preparation by volunteers. We will encourage appropriate social distancing and queuing in one direction only at the refreshment table.

We will forego an actual award presentation ceremony at this race, in an effort to encourage runners to participate, but not congregate. Results will be posted, with those in attendance encouraged to socially distance themselves and wear masks. Actual award pickup will take place at Fleet Feet Sports during the next week.

**A RESOLUTION AUTHORIZING THE TEMPORARY CLOSING OF THE
FOLLOWING STREETS TO ACCOMMODATE THE
CARRBORO 10K ROAD RACE AND GALLOP AND GORGE 8K ROAD RACE.**

1. The following streets shall be temporarily closed on Saturday, October 2, 2021 from 7:50 AM to 8:10 AM to accommodate the *Carrboro 10 K Road Race*. This event is to be held in accordance with the permit issued by the Town Council pursuant to Article III of Chapter 7 of the Town Code.

1. Old Fayetteville Rd. to Carol St.
2. Carol St. to James St.
3. James St. to Lorraine St.
4. Lorraine St to Hillsborough Rd.
5. Hillsborough Rd. to Simpson St.
6. Simpson St. to West Main St.
7. West Main St. to Hillsborough Rd.
8. Hillsborough Rd. to Oak St.
9. Oak St. to North Greensboro St.
10. North Greensboro St. to Morningside Dr.
11. Morningside Dr. to Blueridge Rd.
12. Blueridge Rd. to Spring Valley Rd.
13. Spring Valley Rd to Pathway Dr.
14. Pathway Dr. to Parkview Ave.
15. Parkview Ave. to Hillsborough Rd.
16. Hillsborough Rd. to James St.
17. James St. to Rainbow Dr.
18. Rainbow Dr. to Lisa Dr.
19. Lisa Dr. to Carol St.
20. Carol St. to Old Fayetteville Rd.
21. Finish at McDougle Middle School

2. The following streets shall be temporarily closed on Thursday, November 25, 2021 from 6:30 AM to 10:00 AM to accommodate the *Gallop and Gorge 8K Road Race*. This event is to be held in accordance with the permit issued by the Town Council pursuant to Article III of Chapter 7 of the Town Code.

1. West Weaver St. to Elm St.
2. Elm St to East Poplar St.
3. East Poplar St. to West Main St.
4. West Main St. to Hillsborough Rd.
5. Hillsborough Rd to High St.

4. High St. to West Main St.
5. West Main St. to Simpson St.
6. Simpson St. to Mary St.
7. Mary St. to Lorraine St.
8. Lorraine St. to James St.
9. James St. to Carol St.
10. Carol St. to Lisa St.
11. Lisa St. to Quail Roost Dr.
12. Quail Roost Dr. to Hillsborough Rd.
13. Hillsborough Rd. to Cheek St.
14. Cheek St. to Milton Dr.
15. Milton Dr. to North Greensboro St.
16. North Greensboro St. to Shelton St.
17. Shelton St. to Oak Ave.
18. Oak Ave to West Weaver St.
19. Finish at West Weaver St.

Section 2. The Town shall supply the appropriate traffic control devices to give notice of the temporary traffic controls.

Section 3. No person may operate any vehicle contrary to the traffic control devices installed in accordance with Section 2 of this resolution.

Section 4. The Event Coordinator will be responsible for notifying Central Communications when the street is closed and when it is reopened to vehicular traffic.

Section 5. Applicant shall post signs at roadway intersections along race course, 5-7 days before the event, to notify the public about the running race.

Section 6. Applicant will be responsible for all costs incurred by Police, Fire and Public Works to facilitate this event. Applicant will be sent an itemized bill for the final costs incurred by Police, Fire and Public Works.

Section 7. This resolution shall become effective upon adoption.



Town of Carrboro

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

Agenda Item Abstract

File Number:21-278

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

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 second 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 2021 Q2

Update on efforts towards bias free policing

Residency Tracking 2019-2020

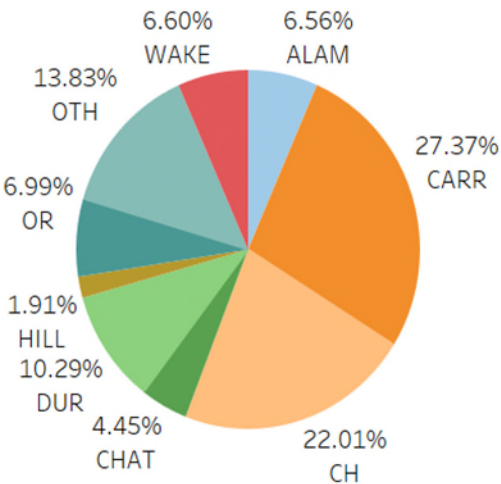
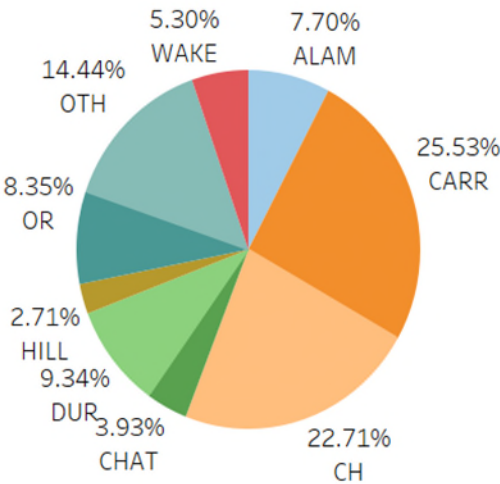
Residency of Stopped Drivers

2019

2020

Category1

- ALAM
- CARR
- CH
- CHAT
- DUR
- HILL
- OR
- OTH
- WAKE



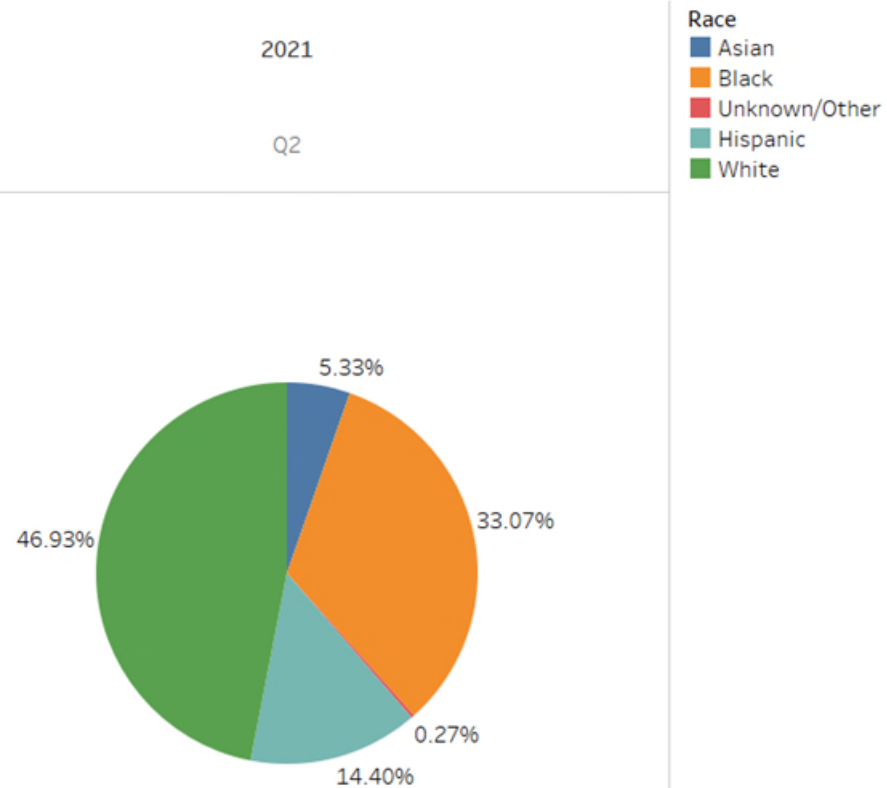
Weighted Population

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 2021 Q2

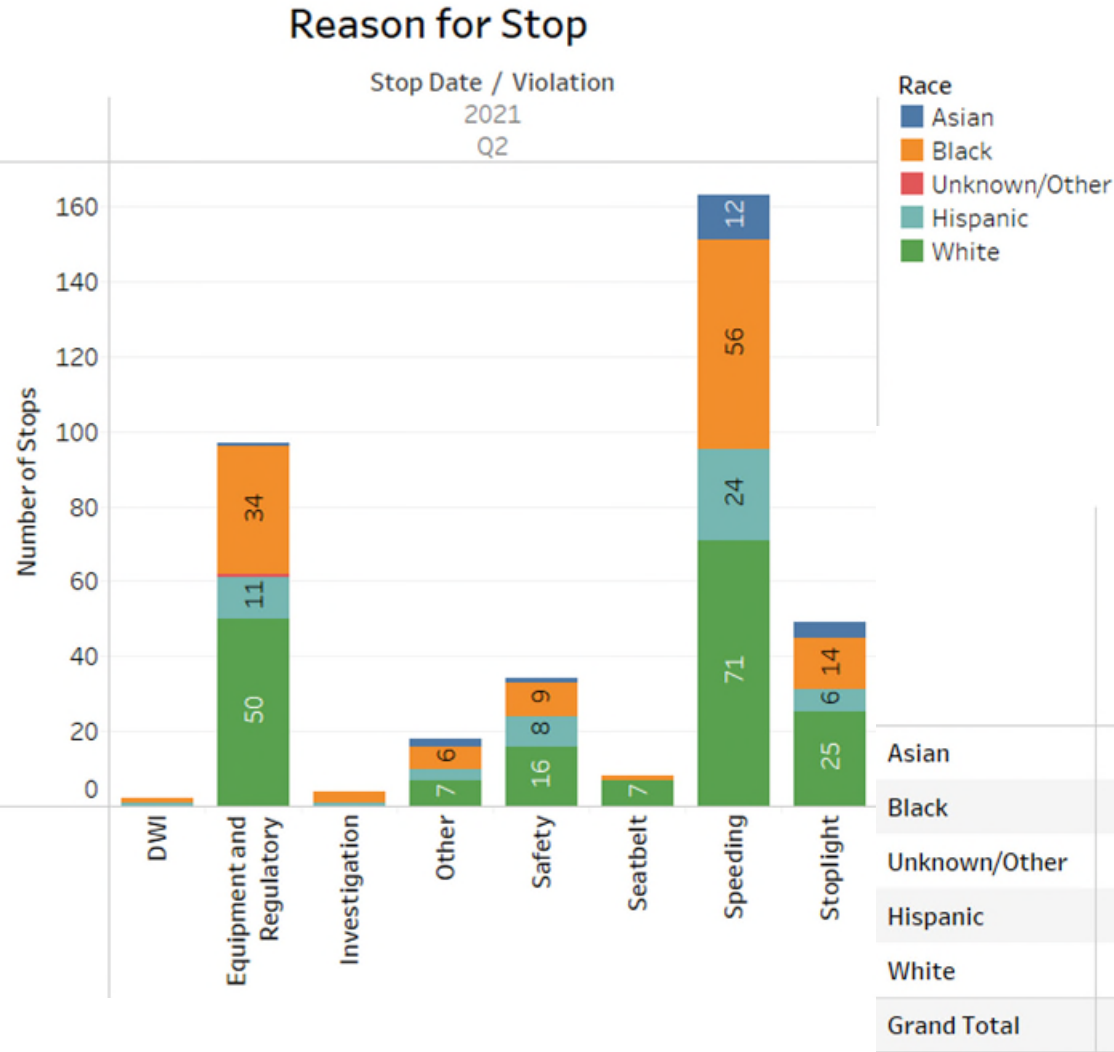
Overall Stop Rate



Overall Stop Rate

	2021
	Q2
Asian	20
Black	124
Hispanic	54
White	176
Unknown/Other	1

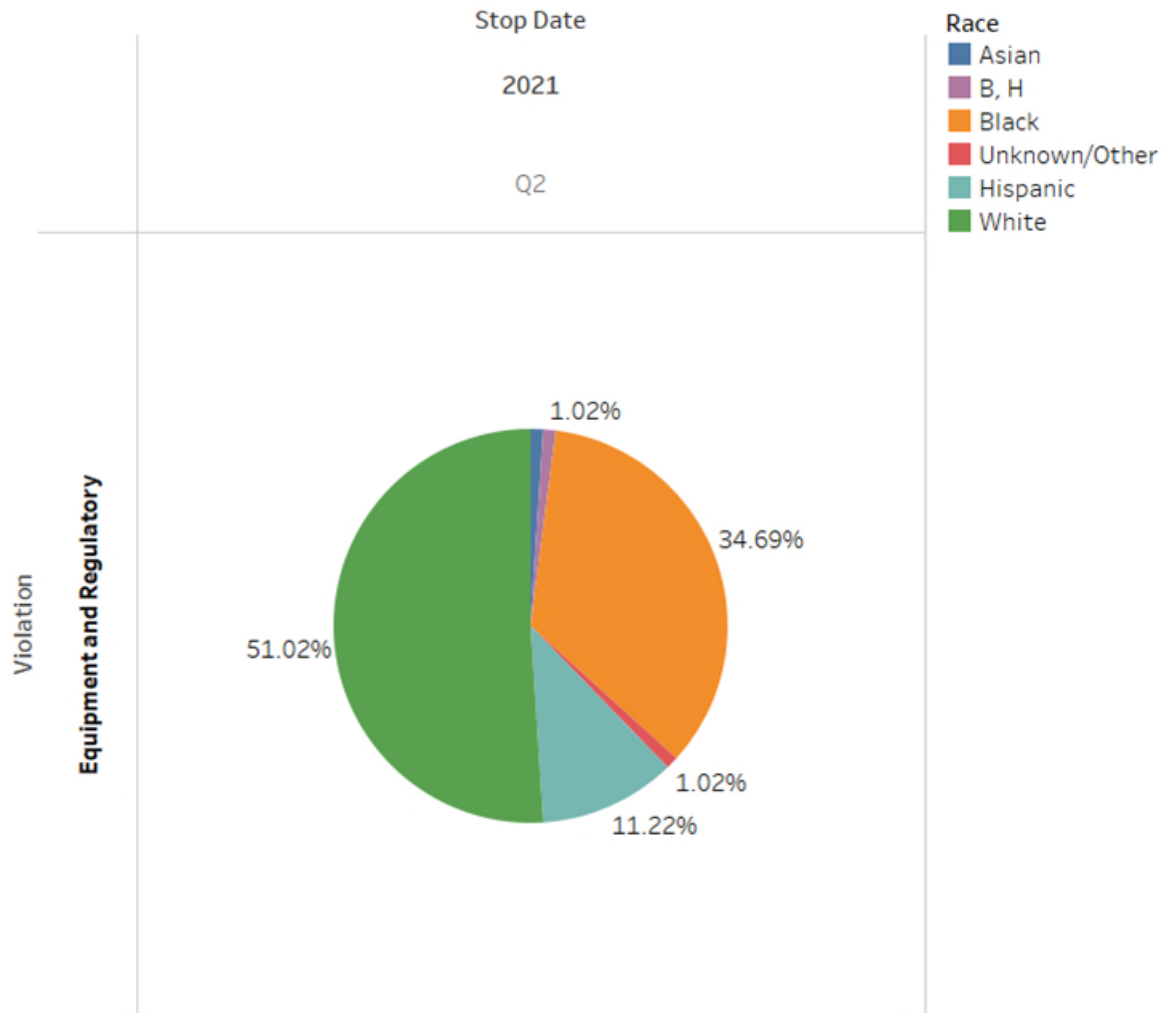
Reason for Stop



	Reason for Stop							
	DWI	Equipment and Regulatory	Investigation	Other	Safety	Seatbelt	Speeding	Stoplight
	2021	2021	2021	2021	2021	2021	2021	2021
	Q2	Q2	Q2	Q2	Q2	Q2	Q2	Q2
Asian		1		2	1		12	4
Black	1	34	3	6	9	1	56	14
Unknown/Other		1						
Hispanic	1	11	1	3	8		24	6
White		50		7	16	7	71	25
Grand Total	2	97	4	18	34	8	163	49

Equipment and Regulatory Violations

Equipment and Regulatory Violations



Equipment and Regulatory Violations

	2021
	Q2
Asian	1
Black	34
Unknown/Other	1
Hispanic	11
White	50

Types of Searches and Search Productivity

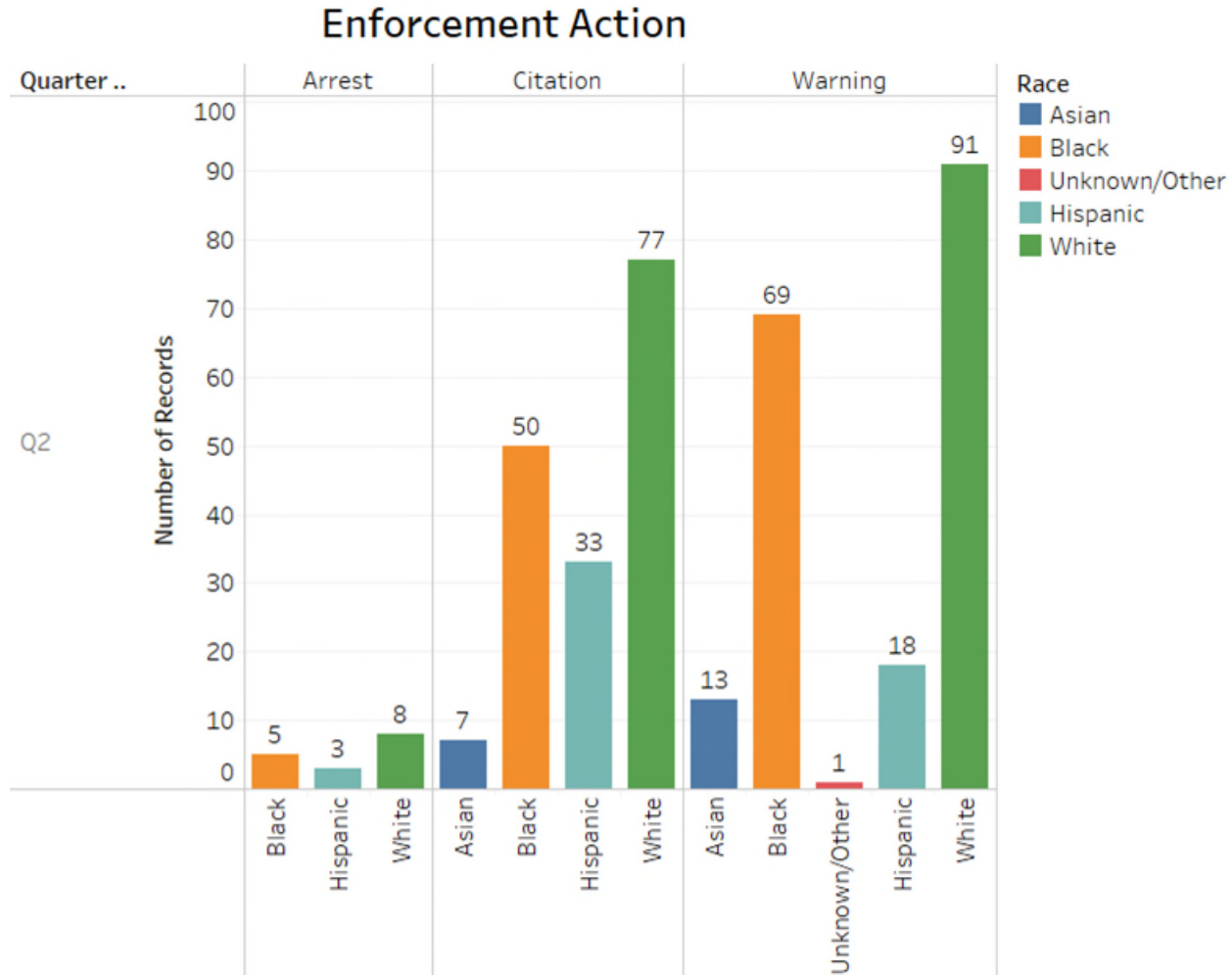
Reason for Search

		Consent	Incident to Arrest	Probable Cause	Protective Frisk	Search Warrant
		2021	2021	2021	2021	2021
		Q2	Q2	Q2	Q2	Q2
DRIV	Asian	0	0	0	0	0
	Black	0	5	5	1	1
	Unknown/Other	0	0	0	0	0
	Hispanic	0	3	4	1	0
	White	1	8	2	0	0
PASS	Black	0	0	0	0	0
	Hispanic	0	0	1	0	0
	White	0	1	0	0	0

Search Productivity for All Searches

		Alcohol Found	Drugs Found	Money Found	No Contraband Found	Other Contraband Found
		2021	2021	2021	2021	2021
		Q2	Q2	Q2	Q2	Q2
	Asian	0	0	0	0	0
	Black	2	5	0	6	1
	Unknown/Other	0	0	0	0	0
	Hispanic	0	2	0	5	1
	White	0	0	0	10	0
PASS	Black	0	0	0	0	0
	Hispanic	0	0	0	1	0
	White	0	0	0	1	0

Enforcement Action 2021 Q2



Enforcement Action				
	Arrest	Citation	Warning	
	2021	2021	2021	Grand Total
	Q2	Q2	Q2	
Asian		7	13	20
Black	5	50	69	124
Unknown/Ot..			1	1
Hispanic	3	33	18	54
White	8	77	91	176
Grand Total	16	167	192	375

Probable Cause Searches

Enforcement Action for Drivers of Probable Cause Searches

		Asian	Black	Hispanic	White
		2021	2021	2021	2021
		Q2	Q2	Q2	Q2
Arrest	DRIV		0	0	0
	PASS				0
Citation	DRIV	0	4	3	2
	PASS			1	0
Warning	DRIV	0	1	1	0
	PASS		0		

Use of Force

- Four use of force incidents in 2021 Q2.
- Suspects involved: 2 white male, 1 black female, 1 white female

Citizen Complaints

- Only 1 citizen complaint in 2021 Q2.
- 1. Nature: Other; Resolution: Not Sustained



Town of Carrboro

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

Agenda Item Abstract

File Number:21-300

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Update on Carrboro Connects Comprehensive Plan Process and Request to Set a Public Hearing

PURPOSE: The purpose of this agenda item is to provide the Town Council with an update on the comprehensive planning process and an opportunity to set a public hearing for review of the draft plan on Tuesday, November 16, 2021.

DEPARTMENT: Planning

CONTACT INFORMATION: Patricia McGuire, Planning Director, 919-918-7327;
pmcguire@townofcarrboro.org

INFORMATION: Carrboro Connects, the Town's Comprehensive Planning process underway since June 2020, continues to move forward with plan development and community engagement. Since the last report on June 22nd, draft plan elements have been reviewed by task force members and staff and planning has been underway for a community open house and task force meeting in conjunction with this update.

A preliminary draft plan that incorporates the substantive chapters, maps, and illustrations is ready for community consideration, starting with a presentation this evening, a Community Open House at the Town Commons on Wednesday, September 22nd and a virtual Task Force meeting, via Zoom videoconference, on Thursday, September 23rd. Information about the Open House and the plan will be available for review after 5PM on Friday, September 17, 2021 at <https://www.carrboroconnects.org/prelim-draft-plan>.

The Community Open House begins at 7:00 PM following the Farmer's Market closing time. Project consultants and staff will be on hand to discuss with attendees the purpose, process, engagement, and products prepared to date. Feedback on recreation, parks, and cultural services and projects that have been identified as needs and/or wants is being sought.

The preliminary draft will be distributed to advisory boards for review at their October meetings to incorporate any input in this final step of developing the public hearing draft. A Town Council worksession on this preliminary draft is scheduled for October 5th.

The November 16th public hearing date is anticipated to provide ample time for subsequent referral to advisory boards for recommendations and continuation of the hearing to receive input. It is currently anticipated that the

Agenda Date: 9/21/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Town Council may be ready to adopt the plan in the spring of 2022. Per North Carolina State Law, 2019-111, Section 2.9(c), action on a plan that accords with North Carolina General Statutes 160D 501 is needed before July 1, 2022 in order for the Town to continue to exercise its zoning authority.

A power point presentation on the work to date and the schedule for next steps is attached (*Attachment B*). Scott Goldstein of Teska Associates, Inc. will attend the meeting on Tuesday to walk through the presentation.

The Town Council established the Comprehensive Plan Task Force on June 23, 2020 to allow residents and businesses owners to participate in guiding and informing the process of comprehensive plan development. Seven Task Force meetings and three community meetings were scheduled at the outset. The Task Force will consider the preliminary draft plan at the last meeting currently scheduled next Thursday September 23rd. An additional meeting in late October or early November would allow the Task Force to provide a consensus recommendation prior to the public hearing scheduled for November 16th. A resolution (*Attachment C*) recognizing and appreciating the work of the Task Force members and requesting their participation in up to two additional meetings has been prepared for the Council's consideration.

An interactive project website with full functionality for accessing project information and engagement opportunities is available at [CarrboroConnects.org <https://www.carrboroconnects.org/>](https://www.carrboroconnects.org/). Other background information on the project is available at <http://www.townofcarrboro.org/2389/Town-of-Carrboro-Comprehensive-Plan>.

FISCAL & STAFF IMPACT: None noted with the Town Council receiving this report.

RECOMMENDATION: The staff recommends that the Town Council receive the information on the process and adopt the resolution setting a public hearing for Tuesday, November 16th (*Attachment A*) and the resolution approving next steps for the Comprehensive Plan Task Force (*Attachment C*).

**A RESOLUTION SETTING A PUBLIC HEARING FOR CARRBORO CONNECTS –
CREATING COMMUNITY TOGETHER –
DRAFT COMPREHENSIVE PLAN 2022-2042**

WHEREAS, the Carrboro Town Council has established a 29-member Comprehensive Plan Task Force to assist with development of a plan to guide growth and development for the next 20 years, and;

WHEREAS, despite COVID-19 pandemic conditions, the Task Force has met on at least six occasions, two community input sessions have been held, consultants interviewed over 60 residents, staff task force members, affordable housing and elected leaders, drop-in sessions, a project website has been developed and maintained to house project materials and manage communication, and

WHEREAS, the Task Force and advisory boards will be reviewing a preliminary draft of the plan in October and offering input into development of the public hearing draft.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Town Council that the Council sets a public hearing for Tuesday, November 16, 2021 to receive public comment;

This is 21st day of September in the year 2021.

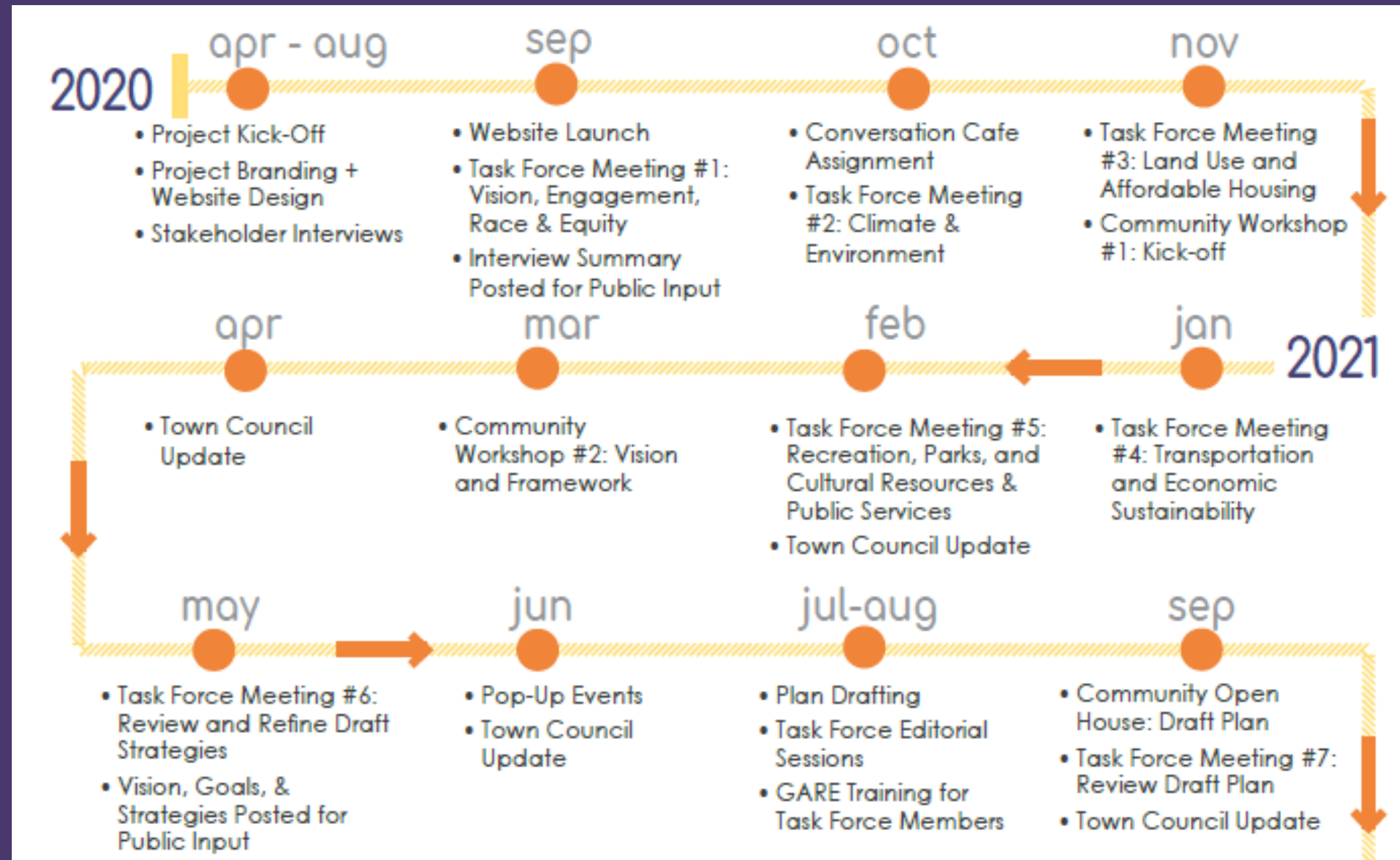


Town Council Update

September 21, 2021



timeline to date



plan
foundations:

race + equity



Plan foundation: climate action



Engagement



Engagement Update: Takeaways

Project Task Force that is **40%** BIPOC members

Two virtual community meetings each with **100-150** participants

18% of website participants are BIPOC

560 views on El Centro Facebook Live event reaching Latinx community

180 views on the Refugee Community Partnership (RCP) Listening Session reaching the community from Burma

12 one-on-one conversations via the Conversation Café

5 Around Carrboro Pop-ups at strategic locations interacting with at least **130** residents

3,500+
total touchpoints

1,300+
total engaged

Pop Up Stats

5 Pop Ups

Carrboro Plaza, Rogers Rd, MLK Jr. Park, South Green, Farmers Market

Share Ideas

81 Post It Ideas
6 Web Ideas

Map It!

9 Pop Up Map Comments
30 Web Comments

Registrants

42 people provided demographics



plan elements



Affordable Housing

- Increase number of affordable homeownership units
- Increase number of affordable rental units
- Diversify and expand housing options of different affordable housing types
- Maintain and improve Naturally Occurring Affordable Housing (NOAH)
- Expand resources for affordable housing



Carolina Spring



The Landings

Climate Action & Environment

- Achieve 80% reduction in per capita GHG by 2030 compared with 2010
- Enable lower-income residents and small businesses to participate and benefit from climate resiliency programs
- Conserve and restore watersheds, ecosystems and native species
- Promote policies to ensure equitable distribution of environmental burdens and access to natural areas



Transportation & Infrastructure

- Address disparate impacts of transportation and investments in BIPOC, lower-income and non-abled populations.
- Expand multi-modal transportation that prioritizes walking, biking and transit
- Reduce GHG from motor vehicle use by 80%
- Maintain and improve quality of water supply
- Reduce treated water use while improving affordability
- Expand stormwater green infrastructure



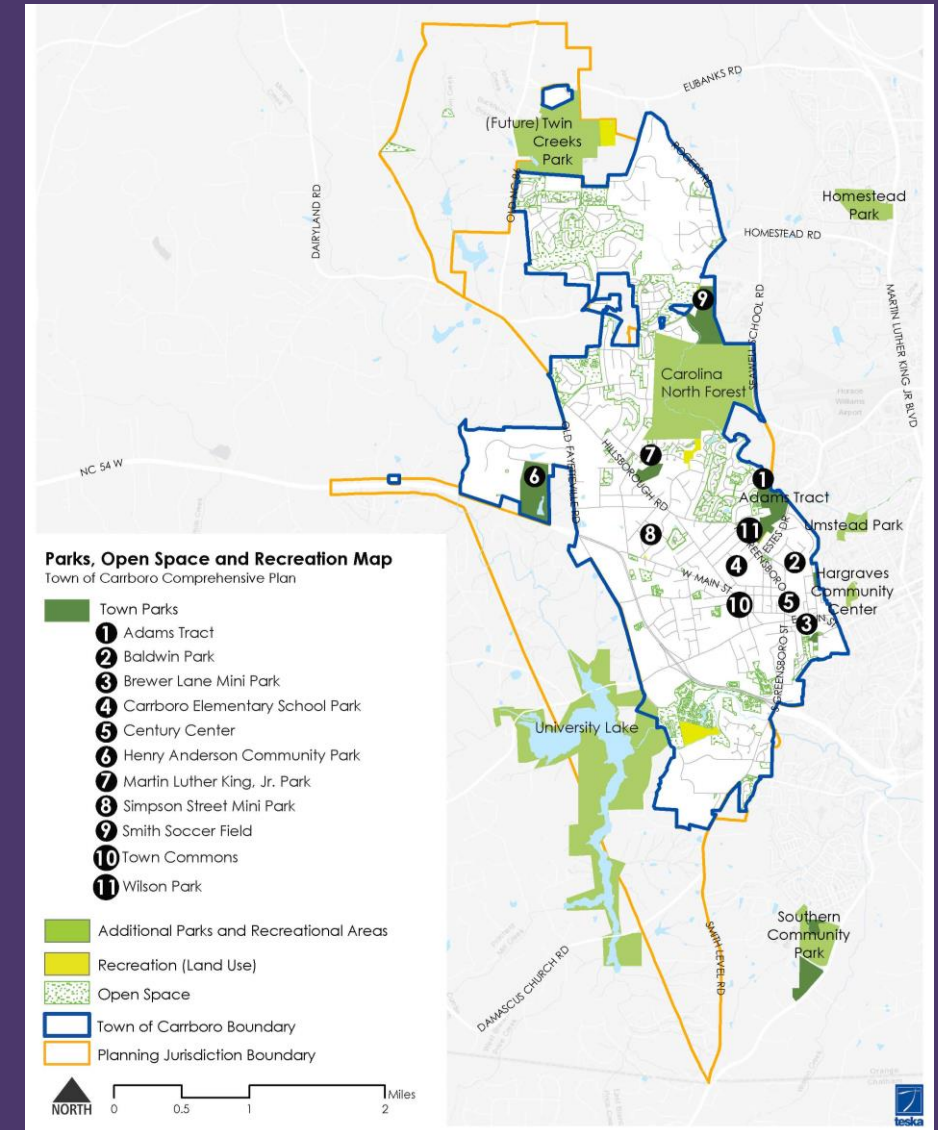
Economic Sustainability

- Create more inclusive economy and encourage more racial equity in business growth and start-ups
- Promote economic development that is resilient and promotes excellence in design
- Grow the arts, entertainment, cultural and tourism sectors
- Encourage transition to economy to one based on green technology and low-impact industries



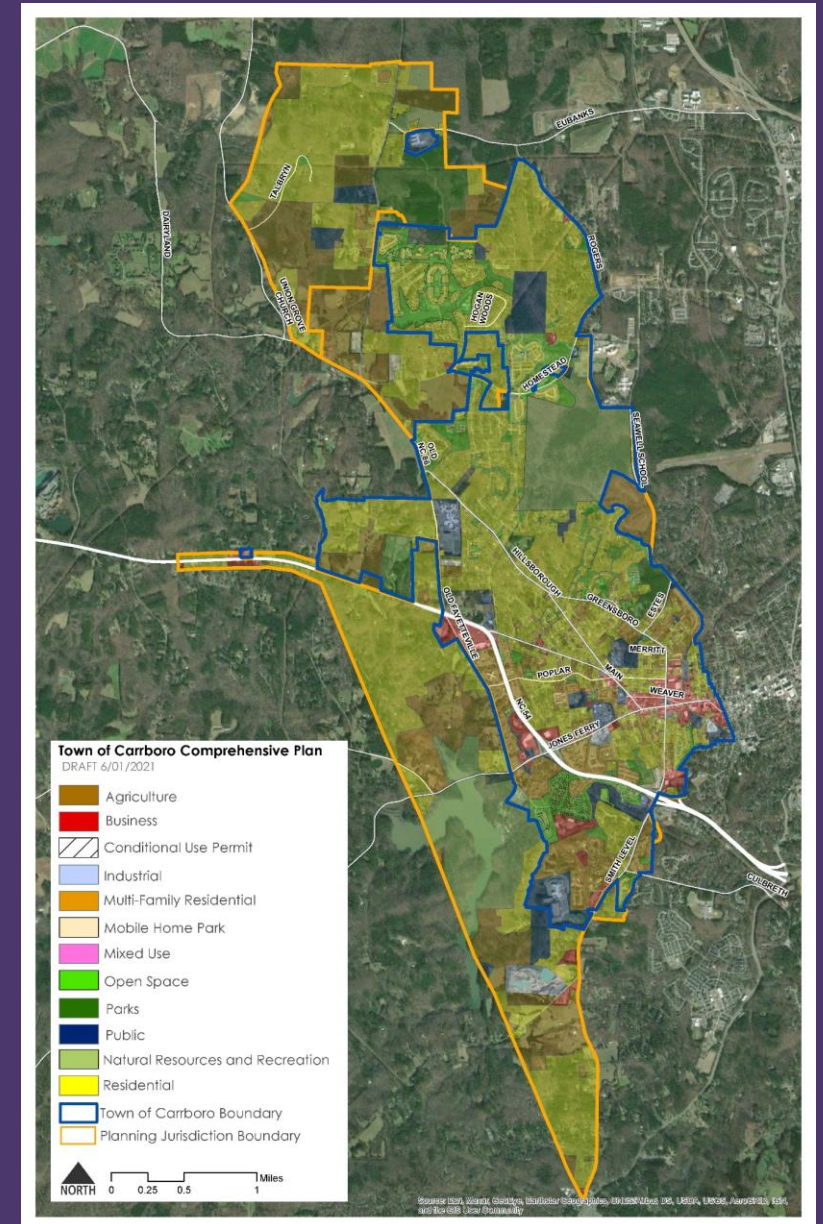
Recreation, Parks & Cultural Resources

- Promote recreational programming and cultural resources across all ages, genders, races and abilities
- Ensure all people have safe, equitable and connected access to parks
- Ensure facilities and programming are environmentally responsible and further climate action goals
- Strengthen a sense of community and inclusion through the arts, events and programming



Land Use

- Promote design that contributes to the character and promotes the diversity of Carrboro
- Plan for expansion of affordable housing through land use tools
- Support development patterns that advance climate action goals
- Improve access and availability of Town Parks
- Preserve architecturally significant and historic properties and districts that represent the history and diversity of the community



Public Services

- Communications & Engagement
- Finance
- Fire and Rescue
- Information Technology
- Planning
- Police
- Public Works
- Town Clerk
- Town Manager



Project Evaluation Criteria



1. Does the project address race and equity?
2. Would the project advance climate action goals?
3. Would the project have the potential for high community impact?
4. Does the project advance cross-cutting goals?
5. Are there resources to implement the project?
6. Would the project promote community partnerships?

Reviewing the Preliminary Draft Plan



September 22: Community Open House at Town Commons

September 23: Task Force Meeting 7- Preliminary Draft Review

October 4th – 20th: Town Council Worksession and Advisory Boards Review

October/November TBD – Review session with Task Force

Oct 18th – Nov 5: Preparation of Draft for Public Hearing

November 16: Public Hearing

January – March – Continuation of public hearing and adoption of plan

Community Open House



Community Open House
7 PM WEDNESDAY, SEPTEMBER 22ND, 2021
TOWN COMMONS · 301 W MAIN ST. CARRBORO, NC

● ● ● JOIN US IN PERSON OR PARTICIPATE ONLINE ● ● ●
CARRBOROCONNECTS.ORG · (919) 918-7324

A RESOLUTION APPROVING THE NEXT STEPS OF THE COMPREHENSIVE PLAN
TASK FORCE

WHEREAS, the Carrboro Town Council established a Comprehensive Plan Task Force on June 23, 2020 to allow residents, business owners and staff to participate in guiding and informing the process of comprehensive plan development; and

WHEREAS, Task Force members have participated fully in informing and guiding the comprehensive planning process through regular meetings, “homework” tasks, and three community meetings; and

WHEREAS, Task Force members have fully embraced the role of community ambassadors and have engaged with their smaller networks and the broader community; and

WHEREAS, the remaining duty is for Task Force members to provide a consensus recommendation of plan prior to public hearing and plan adoption; and

WHEREAS, up to two additional Task Force meetings are anticipated to complete the requested assistance and participation from the members.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Carrboro Town Council:

Section 1. Recognizes and appreciates the work of the twenty-nine Task Force members who have given of their time, talent, creative energy, and passion to the process of developing a comprehensive plan for the Town since June 2020.

Section 2. Requests that Task Force members make every effort to participate in up to two additional meetings and any related public hearings and community events, as they are able to do so.

Section 3. Determines that upon adoption of the Comprehensive Plan, the work of the Task Force would have reached its conclusion and be completed.

Section 3. This resolution shall be effective upon the date of adoption.

This the 21st day of September in the year 2021.