



# Town of Carrboro

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

## Meeting Agenda Town Council



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Tuesday, October 12, 2021

7:00 PM

Remote Meeting - View Livestream or Cable TV

18

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### 7:00-7:05

#### A. ROLL CALL

### 7:05-7:15

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

1. [21-324](#) Proclamation - Community Planning Month

### 7:15-7:20

#### C. ANNOUNCEMENT OF UPCOMING MEETINGS

### 7:20-7:35

#### D. PUBLIC COMMENT

*Comments are limited to three minutes per speaker.*

### 7:35-7:50

#### E. CONSENT AGENDA

1. [21-339](#) Approval of Minutes from the September 21, 2021 Meeting
2. [21-336](#) Quarterly Report (2021 Q3) for the Town of Carrboro's CDBG-CV Grant No. 20-V-3525  
**PURPOSE:** The purpose of this item is to provide an update on the Town of Carrboro's Community Development Block Grant - Coronavirus (CDBG-CV) grant from the NC Department of Commerce.  
**Attachments:** [Quarterly Report Q3 - CDBG-CV](#)

#### F. OTHER MATTERS

**7:50-7:55**

1. [21-340](#) Appointments to the Affordable Housing Advisory Commission  
**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Affordable Housing Advisory Commission.  
**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Matrix](#)  
[Attachment C - Chair Forms and Applications](#)

**7:55-8:00**

2. [21-338](#) Appointments to the Climate Action Team  
**PURPOSE:** The purpose of this agenda item is make appointments to the Climate Action Team.  
**Attachments:** [Attachment A - Resolution Making Appointments to the Climate Action Team](#)  
[Attachment B - Chapter 3 - Climate Action Team](#)  
[Attachment C - Climate Action Applicant Information](#)  
[Attachment D - Climate Action Team Applications](#)

**8:30-9:15**

3. [21-337](#) Fiscal Year 20-21 Affordable Housing and Community Services Report  
  
**PURPOSE:** The purpose of this agenda item is to request that Town Council receive a report on the Town's Affordable Housing and Community Services Activities in FY 20-21.  
**Attachments:** [Attachment A - Housing Yearly Summary FY20.21 Memo](#)  
[Attachment B - FY20-21 HCS Year End Report](#)  
[Attachment C - Updated Affordable Housing Goals & Strategies](#)  
[Attachment D- Quarterly Affordable Housing Report](#)  
[Attachment E - FY20-21 Map of Affordable Housing Funding Locations](#)  
[Attachment F- EHA Outreach Update -Town of Carrboro](#)

**9:15-9:40**

4. [21-319](#) Transportation Projects Update

**PURPOSE:** The purpose of this agenda item is to provide the Town Council an update on the status of transportation projects within the Town.

**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Transportation Projects Report](#)

**9:40-10:00**

5. [21-320](#) Review of Draft Bike Share RFP

**PURPOSE:** The purpose of this agenda item is to provide Town Council an opportunity to discuss and comment on the beginnings of an RFP (Request for Proposals) to select a bike share service provider to create a unified system for Carrboro, Chapel Hill, and UNC-Chapel Hill.

**Attachments:** [Attachment A - Resolution](#)  
[Attachment B - Draft Bike Share RFP](#)  
[Attachment C - Bike Share Interest Areas](#)

**G. MATTERS BY COUNCIL MEMBERS**



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:21-324**

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**Agenda Date:** 10/12/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Proclamation - Community Planning Month



# Town of Carrboro

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## Agenda Item Abstract

**File Number:21-339**

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Approval of Minutes from the September 21, 2021 Meeting



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:21-336**

**Agenda Date:** 10/12/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Quarterly Report (2021 Q3) for the Town of Carrboro's CDBG-CV Grant No. 20-V-3525

**PURPOSE:** The purpose of this item is to provide an update on the Town of Carrboro's Community Development Block Grant - Coronavirus (CDBG-CV) grant from the NC Department of Commerce.

**DEPARTMENT:** Housing and Community Services

**CONTACT INFORMATION:** Rebecca Buzzard, Housing and Community Services Director,  
[rbuzzard@townofcarrboro.org](mailto:rbuzzard@townofcarrboro.org) <<mailto:rbuzzard@townofcarrboro.org>>, 919-918-7438

**INFORMATION:** On August 25, 2020, Governor Roy Cooper announced funding for three initiatives to help North Carolinians with rental and utility payments in the wake of the COVID-19 pandemic. One of these initiatives provided the availability of \$27.5 million from a federal Community Development Block Grant - Coronavirus (CDBG-CV) to be administered by incorporated municipalities with under 50,000 residents and counties with under 200,000 residents, through the North Carolina Department of Commerce. Local governments were encouraged to prioritize the support of rental and utility payments and prevent evictions for those with a demonstrated need.

The Town of Carrboro applied for and was awarded CDBG-CV funds to be used with the County's existing Emergency Housing Assistance (EHA) program, which provides financial assistance to help Orange County residents with low incomes secure and maintain stable housing.

As part of the CDBG-CV grant compliance requirements, the Town of Carrboro must provide quarterly written status reports to Town Council on the use of the CDBG-CV funds. Each quarterly report must be signed by the Mayor and submitted to the NC Department of Commerce. This is the third report for the grant, covering the third quarter of calendar year 2021, July 2021-September 2021.

**FISCAL & STAFF IMPACT:** None noted in relation to the receipt of this report. Review and submission of quarterly reports is required to maintain compliance with the terms of the Town of Carrboro's \$900,000 CDBG-CV grant. After the first three quarters, \$550,686.24 remains in the grant fund and at the current rate, it is expected all funds will be expended by January 2022. All funds must be obligated by March, 17, 2023.

**RECOMMENDATION:** Staff recommends that the Town Council review the quarterly report and

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authorize the Mayor to sign the report for submission to the NC Department of Commerce.



**Town of Carrboro  
Housing and Community Services Department**

**Quarterly Report: Town of Carrboro CDBG-CV Grant No: 20-V-3525 - Emergency Housing Assistance**

Quarter: Third Quarter - July, August, & September 2021

Total Amount of Funds Disbursed: \$174,963.80

EHA Payments for Carrboro Residents: \$159,058.00

EHA Administration Costs: \$15,905.80

Number of Households Assisted: 30

Average Amount of Assistance Per Household: \$5,301.93

**DEMOGRAPHICS**

Applicant Race	Count	% of Total
Asian	0	0.0%
Black/African American	18	60.0%
Multiracial/Other	6	20.0%
White/Caucasian	5	16.7%
Unknown	1	3.3%

Applicant Ethnicity	Count	% of Total
Hispanic and/or Latinx	9	30.0%
Not Hispanic and/or Latinx	20	66.7%
Unkown	1	3.3%

Household Income	Count	% of Total
30% AMI	18	60.0%
50% AMI	11	36.7%
60% AMI	1	3.3%

**ASSISTANCE PROVIDED**

Expense Type	Amount	% of Total Funds Disbursed
Rent Payments (Current and/or Future)	\$60,119.82	37.8%
Rent Payments (Arrears)	\$79,804.75	50.2%
Rent Deposits/Fees/Bond	\$1,249.00	0.8%
Utility/Internet Payments	\$10,366.43	6.5%
Mortgage Payments (Current / Future)	\$2,506.00	1.6%
Mortgage Payments (Arrears)	\$5,012.00	3.1%

This quarterly report was received and reviewed by the Town Council for the Town of Carrboro on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Lydia Lavelle, Mayor  
Town of Carrboro



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:21-340**

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**Agenda Date:** 10/12/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointments to the Affordable Housing Advisory Commission

**PURPOSE:** The purpose of this agenda item is for the Town Council to make appointments to the Affordable Housing Advisory Commission.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando, 919-918-7309

**INFORMATION:** The Affordable Housing Advisory Commission currently has three seats available for appointment with one of those being reserved for someone that has an expertise in affordable housing.

Applications were received from: Bobby Funk, Jesus Gonzalez-Ventura, Lillian Mindich, Brandon Tubby, Courtney Kirshner, MaryBeth Spoehr, Andrew Williamson, and Lindsay Griffin.

Quinton Harper is the chair of the Affordable Housing Advisory 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:** It is recommended that the Mayor and Council review the applications and consider making appointments.

**A RESOLUTION MAKING AN APPOINTMENT TO THE  
AFFORDABLE HOUSING ADVISORY COMMISSION**

THE TOWN COUNCIL HEREBY APPOINTS THE FOLLOWING APPLICANT(S) TO THE  
AFFORDABLE HOUSING ADVISORY COMMISSION:

<b>Appointee</b>	<b>Term Expiration</b>
	2/2023
	2/2024
	2/2025

Section 2. This resolution shall become effective upon adoption.

## Current makeup of the Affordable Housing Advsiory Committee:

NAME	ADDRESS	TERM EXPIRATIO N	DOB	RACE	SEX	OCCUPATION
Amy Singleton	1215 Hillsborough	2/2024	7/9/1968	Caucasian	Female	Administrator
Quinton Harper	501 Jones Ferry	2/2023	7/8/1985	Black	Male	Community Organizer
Betty Curry	501 Jones Ferry	2/2022	7/25/1960	Black	Female	Bookseller
Heather Nash	103 West Main	2/2024	7/26/1975	Indigenous	Female	Student
VACANT						
VACANT						
VACANT Special Expert Seat						

## Applicant summary information (full detail in application):

NAME	ADDRESS	DOB	RACE	ETHNICITY	SEX	OCCUPATION
Lillian Mindich	133 Circadian Way	3/1978	Caucasian	Submitted before question added	Female	Clinical Social Worker
Andrew Williamson	102 Dairy Ct.	11/1967	White/Caucasian	White	Male	Nurse Practitioner
Jesus Gonzalez-Ventura	501 Jones Ferry	12/1995	Black	Mixed Indigenous Latinx	Male	Student
Lindsay Griffin	115 Barnes St	3/1978	White	None	Female	Communications and Marketing Manager
Bobby Funk	1713 Pathway Dr.	4/1985	White	Caucasian	Male	Affordable Housing Developer
Brandon Tubby	116 Bim St	4/1998	White	Non-hispanic	Male	Public Housing Finance Consultant
MaryBeth Spoehr	105 Jones Ferry	6/1992	White	American	Female	Graduate Student
Courtney Kirschner	920 Hillsborough	11/1957	White	Submitted before question was added	Female	Teacher/buddhist priest

# Print

## Advisory Board Chair Report (Complete One Per Applicant) - Submission #5885

Date Submitted: 10/3/2021

Advisory Board Name:\*

AHAC

Chair Name\*

Quinton Harper

Applicant First Name:\*

Bobby

Applicant Last Name:

Funk

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:

Applicant is a white male, who works as an affordable housing developer. Applicant has experience securing state and federal funding to build affordable housing LIHTC housing. Strongly recommend.

**Print**

# Advisory Board Application - Submission #5735

Date Submitted: 7/14/2021

**First Name\***

Bobby

**Last Name\***

Funk

**Date\***

7/14/2021

Select today's date

**Address1\***

1713 Pathway Drive

**Address2**

**City\***

Carrboro

**State**

NC

**Zip\***

27510

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

Yes

Please select Yes or No.

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

Planning Jurisdiction

**Telephone (111)-111-1111\***

8285516511

Please enter your primary contact phone number.

**Email Address\***

bobbyfunk74@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\***

4/5/1985

**Race\***

White

Please enter your race.

**Sex\***

Male

Please enter your sex.

**Ethnicity\***

Caucasian

**Occupation\***

Affordable Housing Developer

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

13 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

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

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.

**Advisory Board Preference\***

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

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

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

**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\***

Before returning to graduate school to move in a different direction in my career, I was actively involved with several economic development and arts organization locally and state-wide. I served on the board of the North Carolina Downtown Development Association and Frank Gallery board. I also served on several local committees including the Chapel Hill MLK North/South Corridor policy committee and Launch Chapel Hill executive committee.

Please enter the requested information.

**Relevant Experience:\***

Before transitioning into a new career path, beginning with my return to graduate school several years ago, I worked in the field of planning and economic development for nine years. Since 2019, I have served as the development director for an affordable housing company, Mills Construction, which develops, constructs, and manages affordable housing developments throughout the state utilizing the Low Income Housing Tax Credit program. I am currently finalizing permitting and closing of financing on a 66-unit affordable development in Valdese, NC with several other new projects under development. In my role I have expanded partnership opportunities working with non-profit housing organizations to expand housing opportunities in Western NC. I would love the opportunity to help Carrboro best position itself to leverage the numerous assets we have as a community to help address the significant affordable housing needs we are currently facing.

**Reasons You Wish to be Appointed\***

I am passionate about Carrboro and believe in contributing to my community in any way I can. I believe I can bring a community development perspective to this group as well as real estate development perspective. I have relevant experience working with federal and state financing sources to develop and construct affordable housing while taking maximum advantage of all relevant funding sources to bring much needed affordable housing units to our 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.\***

Meaningful representation and inclusion of historically underrepresented and marginalized groups is vital to address the centuries-long processes of building systems that have built wealth and opportunity for white people at the expense of black people and other minorities. Simply addressing these inequities through legislation is not enough to meaningfully address racial inequality. Active antiracism in all policies and actions is critical to making our community more just and inclusive. A key component of this work is meaningful representation by and active engagement with historically underrepresented communities. Additionally, I believe housing affordability is a key component to wealth building for low-income families in our community. There are so many linkages between housing affordability and health, education, and long-term economic prosperity outcomes. Working to make more high quality housing units available to Carrboro's residents will help make our town a more equitable community. I recognize that as a white man I may not be the best fit for this committee's goal of increasing inclusion of underrepresented voices in our town. However, I believe I would add meaningful experience and expertise in the field of affordable housing while doing my best to lift up the voices and goals of those who have historically been underrepresented.

**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 #5884

Date Submitted: 10/3/2021

Advisory Board Name:\*

AHAC

Chair Name\*

Quinton Harper

Applicant First Name:\*

Jesus

Applicant Last Name:

Gonzalez-Ventura

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:

Applicant was invited to two AHAC meetings and did not come.

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:

Applicant is a Black, Latinx, indigenous male, student studying City and Regional planning. I really appreciate applicants response to racial equity, diversity and inclusion: "Inclusion in community work is about raising up the most vulnerable voices and concerns. Equity is important because white-wealthy cis-het males have all the social and economic power on the planet....In terms of local government, it must be comprised of and resemble its people meaning there should be folks from all walks of life in government and in positions of leadership in community..

**Print****Advisory Board Application - Submission #5698**

Date Submitted: 6/29/2021

First Name\*

Jesus

Last Name\*

Gonzalez-Ventura

Date\*

6/28/2021

Select today's date

Address1\*

501 Jones Ferry 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\*

9107880086

Please enter your primary contact phone number.

Email Address\*

jesusagv5@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\*

12/1/1995

Race\*

Black

Please enter your race.

Sex\*

Male

Please enter your sex.

Ethnicity\*

Mixed indigenous Latinx

Occupation\*

Student

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\*

1

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

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.

**Advisory Board Preference\***

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

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

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

**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\***

Please enter the requested information.

**Relevant Experience:\***

**Reasons You Wish to be Appointed\***

To be involved in the community I live. To engage with people working to better life as it realtes planning. Learn such that I work to apply my knowledge in a different Town setting.

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

It is important for us in a public space to recognize that the majority of people are not "included" in wellness, in society and very much are left out of a dignified life worthy of living. Inclusion in community work is about raising up the most vulnerable voices and concerns. Equity is important because white-wealthy cis-het males have all the social and economic power on the planet. Valuing equity means that 100 people will not hold the wealth of half the planet. We live at too close proximity to people terrorized by their minds living on the streets in desolation while at the same time proximity to those whose upbringing was set on the lap of luxury. IT IS OUTRAGEOUS. UGH. We can work more effectively to create a community that is safe, sane and sound for all people. In terms of local government, it must be comprised of and resemble its people meaning there should be folks from all walks of life in government and in positions of leadership in community. Viewpoint diversity is vital to meet common goals effectively. Bringing diverse viewpoints together means a wealth of perspectives and experiences which can be drawn on in order do the work.

**Have you ever served on any Town of Carboro 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.**

N/a

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 #5861

Date Submitted: 9/26/2021

Advisory Board Name:\*

AHAC

Chair Name\*

Quinton Harper

Applicant First Name:\*

Lindsay

Applicant Last Name:

Griffin

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 Haison.

Diversity

Occupation, Experience, or Special Skills

Other

If other, please explain:

Applicant brings a personal lived experience to the board of raising a family and "needing affordble housing and barely finding it". Lindsay also brings the experience of being a life-long resident. Applicant attended September board meeting and went above and beyond to communicate her interest in serving on the board. Finally, I was encouraged to read Lindsay's emphasis on inclusion, racial equity and diversity. Application is a MUST READ. Strongest recommendation for appointment to the board.

**Print**

# Advisory Board Application - Submission #5704

Date Submitted: 6/30/2021

**First Name\***

Lindsay

**Last Name\***

Griffin

**Date\***

6/30/2021

Select today's date

**Address1\***

115 Barnes St

**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\***

9194511112

Please enter your primary contact phone number.

**Email Address\***

lgriffin78@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\***

3/12/1978

**Race\***

White

Please enter your race.

**Sex\***

Female

Please enter your sex.

**Ethnicity\***

None

**Occupation\***

Communications and Marketing Manager

Please enter your occupation.

**Are you a registered Orange County Voter?\***

Yes

Please answer Yes or No

**Length of Residence in Orange County\***

41 years

How long have you been a resident of Orange County?

**Length of Residence in the Town of Carrboro\***

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

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.

**Advisory Board Preference\***

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

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

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

**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\***

Currently, I am not part of any organized community activity. Raising two children and working full time has been a primary focus of the last 15 years for me but I would very much like to get more involved now that the children are older and more self-sufficient. Most recently I have participated in PTA activities through my children's school and work annually on a Habitat Women Build in the Greensboro area (location focus due to work)

Please enter the requested information.

**Relevant Experience:\***

I don't necessarily have relevant experience in terms of organized community work but I've always done collaborative work for small business owners who typically are employing local people in a wage sector that can now barely afford to live here, myself included. My experience is needing affordable housing and barely finding it. Gasping for air when I see the skyrocketing housing prices in the mill town I raised in where as a kid I was considered from "the wrong side of the tracks". My experience of watching this area become increasingly unlivable for low and moderate wage earners due to the increase in housing costs. My experience is living in one of the last "affordable" neighborhoods where you now you can't buy a house for under \$300k or rent a 1 bedroom apartment for less than \$900...My experience may be purely anecdotal, but it's coming from a perspective of closeness to the population that I think this commission is aimed at serving and a perspective focused on keeping our community from boiling down to a sanctuary for the wealthy.

**Reasons You Wish to be Appointed\***

As a lifelong resident, I have seen firsthand the transition of this area from one that people of varying economic means could find decent, reliable, and affordable housing to one that is pushing out the diversity of individuals that makes Carrboro a desirable place to live, simply due to a lack of affordable housing. I would very much like to work to help find meaningful solutions to our affordability problems before it's simply too late. As available footprint space for building decreases, we have to figure out how to create a path for developers to see an incentive to build affordable housing and for taxpayers to see the benefit of contributing to sustainable affordable housing. I am really fortunate that I was able to buy a house many years ago before it became unaffordable, but I can never move, which is fine because I love my neighborhood, but if I didn't already own my home I could not afford to buy a home in Carrboro and most likely I couldn't afford to rent one either. I'd really like the opportunity to work on the solutions to the issue of affordability.

**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 am really proud to be from and live in a town that continually puts racial equity and diversity and inclusion at the forefront of its processes. As members of this community, we are not a monolith. We are a human assemblage of varying races & cultures, ethnicities, and religions, sexual orientation, and gender identities - all with unique backgrounds, life experiences, and perspectives. Encouraging inclusion, racial equity, and diversity help community voices to speak out & to contribute, and engage in processes that might otherwise feel cut off to particular populations. In order for local government to effectively serve all of its population with fairness and attention to varying needs, the diversity of the community needs to be represented in its boards, commissions, and community work so that all voices can be heard and considered.

**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 #5866

Date Submitted: 9/26/2021

Advisory Board Name:\*

AHAC

Chair Name\*

Quinton Harper

Applicant First Name:\*

Courtney

Applicant Last Name:

Kirshner

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:

Applicant was invited to two AHAC meetings and did not come. Applicant has not been responsive to emails.

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:

Applicant is concerned about affordable housing for seniors and working families, and has lived in Carrboro for 15+ years. Courtney has also applied to serve on the Human Services Commission. Strongest recommendation for Courtney to serve on the Human Services Commission. I believe that she would be a stronger asset there.

# Print

## Advisory Board Application - Submission #4592

Date Submitted: 2/26/2020

First Name\*

Courtney

Last Name\*

Kirshner

Date\*

2/26/2020

Select today's date

Address1\*

920 Hillsborough Rd

Address2

City\*

Chapel Hill

State

United States

Zip\*

27516

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

Yes

Please select Yes or No.

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

Planning Jurisdiction

Telephone\*

919-391-48

Please enter your primary contact phone number.

Email Address\*

rev.shinei.kirshner@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.

Date of Birth\*

11/14/1957

Please enter your Month/Day/Year of Birth

Race\*

white

Please enter your race.

Sex\*

female

Please enter your sex.

Occupation\*

teacher/buddhist priest

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

15 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

15 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)):

- Affordable Housing Advisory Commission
- Animal Control Board of Appeals
- Appearance Commission/NPDC
- Arts Committee
- Board of Adjustment
- Economic Sustainability Commission
- Environmental Advisory Board
- Human Services Commission
- Greenways Commission
- Northern Transition Area Advisory Committee
- OWASA Board of Directors
- Planning Board
- Recreation and Parks Commission
- Safe Routes to School Implementation Committee
- Stormwater Advisory Commission
- Tourism Development Authority\*
- Transportation Advisory Board

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.

**Advisory Board Preference\***

Affordable Housing

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Qkids school/writer

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

**Number of Years Employed\***

3 years/15 years

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\***

Triangle Girls LBTQ

Please enter the requested information.

**Relevant Experience:\***

I have a J.D. a law degree, I am also an ordained priest, I am an ESL teacher and writer and am 62. I have a wide variety of experiences and empathy for others.

**Reasons You Wish to be Appointed\***

I am 62 years old and serve as a Buddhist priest, I am concerned about affordable housing for seniors, for working families, for the poor. Additionally I have a care for the services available for our residents.

**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. \***

I have never served on any of the Carrboro boards.

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 #5868

Date Submitted: 9/26/2021

Advisory Board Name:\*

AHAC

Chair Name\*

Quinton Harper

Applicant First Name:\*

Lillian

Applicant Last Name:

Mindich

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:

Applicant was invited to two AHAC meetings and did not come. Applicant has not been responsive to emails.

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:

Applicant works with clients living in affordable housing and has experience with rental properties. Lillian has also applied to the Human Services Advisory Commission and would potential be a strong asset there.

**Print****Advisory Board Application - Submission #4608**

Date Submitted: 2/27/2020

**First Name\***

Lillian

**Last Name\***

Mindich

**Date\***

2/24/2020

Select today's date

**Address1\***

133 Circadian Way

**Address2****City\***

Chapel Hill

**State**

NC

**Zip\***

27516

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

Yes

Please select Yes or No.

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

No

**Telephone\***

9176736386

Please enter your primary contact phone number.

**Email Address\***

lmindich@hotmail.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.

**Date of Birth\***

3/28/1976

Please enter your Month/Day/Year of Birth

**Race\***

Caucasian

Please enter your race.

**Sex\***

Female

Please enter your sex.

**Occupation\***

Clinical Social Worker

Please enter your occupation.

**Are you a registered Orange County Voter?\***

Yes

Please answer Yes or No

**Length of Residence in Orange County\***

6 years

How long have you been a resident of Orange County?

**Length of Residence in the Town of Carrboro\***

6 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 checked="" type="checkbox"/> | Affordable Housing Advisory Commission | <input type="checkbox"/> | Northern Transition Area Advisory Committee    |
| <input type="checkbox"/>            | Animal Control Board of Appeals        | <input type="checkbox"/> | OWASA Board of Directors                       |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Planning Board                                 |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | Recreation and Parks Commission                |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Safe Routes to School Implementation Committee |
| <input type="checkbox"/>            | Economic Sustainability Commission     | <input type="checkbox"/> | Stormwater Advisory Commission                 |
| <input type="checkbox"/>            | Environmental Advisory Board           | <input type="checkbox"/> | Tourism Development Authority*                 |
| <input checked="" type="checkbox"/> | Human Services Commission              | <input type="checkbox"/> | Transportation Advisory Board                  |
| <input type="checkbox"/>            | Greenways Commission                   |                          |  |

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

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

\_\_\_\_\_

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

**Advisory Board Preference\***

Affordable Housing

If you are applying for membership on more than one advisory board, please indicate your preference by typing your first choice. Please limit your selection to two boards).

**\*Employer/Self Employed**

Carolina Outreach

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

**Number of Years Employed\***

1.5

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

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

\_\_\_\_\_

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

**Community Activities/Organizational Memberships\***

Member of the women's rowing team and weaver street coop Member National Association of Social Workers, Orange County chapter

Please enter the requested information.

**Relevant Experience:\***

I work with many clients living in affordable housing. As a Clinical Social Worker I work with those utilizing service interventions. I have had some experience with rental properties.

**Reasons You Wish to be Appointed\***

I am interested in working with the Town to continue expand Carrboro's ability to serve all residents in a healthy and whole manner. I wish to utilize my business training (MBA, previous Camp Director) together with my MSW to find solutions which are sustainable economically, environmentally and socially.

**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. \***

I have not served on any boards or committees

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 #5865

Date Submitted: 9/26/2021

Advisory Board Name:\*

AHAC

Chair Name\*

Quinton Harper

Applicant First Name:\*

MaryBeth

Applicant Last Name:

Spoehr

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:

Applicant was invited to two AHAC meetings and did not come. Applicant has not been responsive to emails.

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:

Applicant has seen first hand the housing cost burden placed on families

**Print****Advisory Board Application - Submission #5777**

Date Submitted: 8/4/2021

First Name\*

MaryBeth

Last Name\*

Spoehr

Date\*

8/4/2021

Select today's date

Address1\*

105 Jones Ferry Rd

Address2

Unit C

City\*

Carrboro

State

NC

Zip\*

27510-6007

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?\*

No

Telephone (111)-111-1111\*

9204758880

Please enter your primary contact phone number.

Email Address\*

marybeth.spoehr@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\*

6/15/1992

Race\*

White

Please enter your race.

Sex\*

Female

Please enter your sex.

Ethnicity\*

American

Occupation\*

Graduate Student

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

1 year

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

1 year

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 checked="" type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission                        |
| <input type="checkbox"/> Appearance Commission/NPDC                        | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee                                    | <input type="checkbox"/> OWASA Board of Directors                    |
| <input type="checkbox"/> Board of Adjustment                               | <input type="checkbox"/> Planning Board                              |
| <input type="checkbox"/> Climate Action Team                               | <input type="checkbox"/> Racial Equity Commission                    |
| <input type="checkbox"/> Community Safety Task Force                       | <input type="checkbox"/> Recreation and Parks Commission             |
| <input type="checkbox"/> Economic Sustainability Commission                | <input checked="" 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               |

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.

**Advisory Board Preference\***

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

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

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

**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\***

Please enter the requested information.

**Relevant Experience:\***

**Reasons You Wish to be Appointed\***

I have a personal interest in establishing affordable housing practices within our community. I walk throughout downtown Carboro several times a day with my dog. I interact with many people and get to speak with them. I have seen first hand the housing burden placed on families. I believe that I have the tools and the capacity to contribute to an important cause for finding ways to secure affordable housing for my neighbors.

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

Racial equity, diversity, and inclusion are extremely important as part of the affordable housing advisory committee as well as in all parts of local government and community work. In public service it is extremely important to value all parts of social equity and how it contributes to the racial equity, diversity and inclusion within a community. I believe that seeking social equity along with racial equity, diversity, and inclusion will lead to making fairness a priority especially as it relates to access, outcomes, processes, and quality; redressing injustices, measuring progress and fostering diversity and inclusion to give everyone a seat at the table. These are the pillars guiding my decision-making.

**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 #5867

Date Submitted: 9/26/2021

Advisory Board Name:\*

AHAC

Chair Name\*

Quinton Harper

Applicant First Name:\*

Brandon

Applicant Last Name:

Tubby

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:

Applicant is a young, white, LGBTQ-identified man on a board that is majority BIPOC, majority women and majority people ages 35+. I believe that that balance in diversity could be helpful at this time. Brandon is a public housing consultant with experience in policy, planning and public housing finance. Brandon also attended September's AHAC board meeting and offered helpful, informative and insightful comments to help us move along in the meeting. When talking about racial equity, diversity and inclusion, Brandon mentioned that Carboro "does a great job making me feel included as a gay cis man" and that "Affordable housing is a critical way to help marginalized groups and those with lower-incomes find housing." Strong recommendation for Brandon Tubby's appointment to the AHAC.

**Print****Advisory Board Application - Submission #5771**

Date Submitted: 8/3/2021

First Name\*

Brandon

Last Name\*

Tubby

Date\*

8/3/2021

Select today's date

Address1\*

116 Bim Street

Address2

Unit A

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\*

9086421338

Please enter your primary contact phone number.

Email Address\*

brandontubby32@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\*

4/27/1998

Race\*

White

Please enter your race.

Sex\*

Male

Please enter your sex.

Ethnicity\*

Non-hispanic

Occupation\*

Public Housing Finance Consultant

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 in Chapel Hill

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

2 months in Carrboro

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 checked="" type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission                        |
| <input type="checkbox"/> Appearance Commission/NPDC                        | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee                                    | <input type="checkbox"/> OWASA Board of Directors                    |
| <input type="checkbox"/> Board of Adjustment                               | <input type="checkbox"/> Planning Board                              |
| <input type="checkbox"/> Climate Action Team                               | <input type="checkbox"/> Racial Equity Commission                    |
| <input type="checkbox"/> Community Safety Task Force                       | <input type="checkbox"/> Recreation and Parks Commission             |
| <input checked="" 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               |

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.

**Advisory Board Preference\***

Affordable Housing Advisory Commission

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

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

BDO

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

**Number of Years Employed**

<1

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 ran track and field for UNC for 4 years. I graduated with a BA in Public Policy, minor in Urban Studies and Planning, and a master's in Accounting. I organized UNC Spectrum, a student-athlete diversity alliance that put on programming on race, sex, and mental health.

Please enter the requested information.

**Relevant Experience:\***

I am a consultant to public housing authorities across the US. I have experience writing about urban issues in the Carolina Planning Journal.

**Reasons You Wish to be Appointed\***

I have a background in policy, planning, and public housing finance. In my role I am in the weeds of the financial analyses that make affordable housing work. I'm passionate about bringing more affordable housing and keeping it thriving.

**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.\***

A town is only good as its weakest neighborhood. Planning decisions can drastically effect the composition of neighborhoods and it's vitality. Affordable housing is a critical way to help marginalized groups and those with lower-incomes find housing. Carrboro does a great job making me feel included as a gay cis man and I want to give back and help continue to improve this place.

**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 #5864

Date Submitted: 9/26/2021

Advisory Board Name:\*

AHAC

Chair Name\*

Quinton Harper

Applicant First Name:\*

Andrew

Applicant Last Name:

Williamson

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:

Applicant was invited to two AHAC meetings and did not come. Applicant has not been responsive to emails.

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:

Applicant works in social service to provide healthcare for homeless Veterans, and has been a longer term resident (15+ years) of Carboro. Andrew seems to have a strong advocacy passion for bicycling/ commuting by bicycle, and has applied to Parks and Rec, Greenways and the Climate Action Team.

**Print****Advisory Board Application - Submission #5387**

Date Submitted: 5/16/2021

**First Name\***

Andrew

**Last Name\***

Williamson

**Date\***

5/16/2021

Select today's date

**Address1\***

102 Dairy Court

**Address2**

Chapel Hill

**City\***

Chapel Hill

**State**

NC

**Zip\***

27516

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

Yes

Please select Yes or No.

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

Unsure

**Telephone (111)-111-1111\***

9194522624

Please enter your primary contact phone number.

**Email Address\***

awilliamson263@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\***

11/29/1967

**Race\***

White or Caucasian

Please enter your race.

**Sex\***

Male

Please enter your sex.

**Ethnicity\***

White

**Occupation\***

Nurse Practitioner

Please enter your occupation.

**Are you a registered Orange County Voter?\***

Yes

Please answer Yes or No

**Length of Residence in Orange County\***

16 years

How long have you been a resident of Orange County?

**Length of Residence in the Town of Carrboro\***

16 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)):

- Affordable Housing Advisory Commission
- Appearance Commission/NPDC
- Arts Committee
- Board of Adjustment
- Climate Action Team
- Economic Sustainability Commission
- Environmental Advisory Board
- Human Services Commission
- Greenways Commission
- Northern Transition Area Advisory Committee
- OWASA Board of Directors
- Planning Board
- Racial Equity Commission
- Recreation and Parks Commission
- Stormwater Advisory Commission
- Tourism Development Authority\*
- Transportation Advisory Board

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.

**Advisory Board Preference\***

Affordable housing

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

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

Department of Veterans Affairs

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

**Number of Years Employed**

7 years

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\***

Advocate for commuting by bicycle Appalachian Mountain Club

Please enter the requested information.

**Relevant Experience:\***

Currently work with homeless Veterans ( I am employed by Durham VA to provide healthcare for homeless Veterans as a Nurse Practitioner) I work with Social Work Service.

**Reasons You Wish to be Appointed\***

Advocate for others that cannot afford to live in this area so they might have the same opportunities we do. Advocate for anything having to do with bicycling/ commuting by bicycle.

**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 work as a civil servant helping improve the lives of Veterans who are experiencing chronic homelessness and have come to understand what barriers they experience; I feel strongly about advocating for racial equity, diversity, and inclusion because all people should be given the chance to be heard, to have equal opportunity, and to have a chance at improving their lives and becoming a positive contribution to society.

**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.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:21-338**

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**Agenda Date:** 10/12/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Appointments to the Climate Action Team

**PURPOSE:** The purpose of this agenda item is make appointments to the Climate Action Team.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Dorando

**INFORMATION:** This agenda item will allow the Town Council to consider making appointments to the Climate Action Task Force.

**Section 3-24.16 Climate Action Team** (a) There shall be a Climate Action Team (CAT) consisting of nine members appointed by the Town Council. Members shall be residents, business owners, or employees in the Town or extraterritorial planning jurisdiction or the Town's joint planning transition area. All such members shall be interested in or have expertise relevant to the duties of the CAT. At least one member should have experience related to community organizing or environmental justice. One seat should be reserved for a Carrboro resident currently enrolled in public, private, or home school at the high school level.

Applications have been received from: Kathy Kaufman, Tilly Pick, Robert Pinder, Lauren Nyland, Heidi Paulsen, Christine Schalkoff, Sarah Zelasky, Diana Newton, Diego Dorigo, Rob Pinder, and Riz Rashdi, Fernanda Ortiz, Jess Pusck, Shante Mays, and Diane Robertson.

Juan Diaz Rhi and Caroline Zhou have submitted applications and are eligible for the high school seat.

A ballot will be available via email to cast votes for appointees.

Attachments applicant information, applications, and a resolution making appointments.

**FISCAL & STAFF IMPACT:** There is no fiscal or staff impact related to this amendment.

**RECOMMENDATION:** Town staff recommends that the Town Council discuss the quorum provision section of the Recruitment and Appointment policy and consider making appointments if the Council so desires.

A RESOLUTION MAKING APPOINTMENTS TO THE CLIMATE ACTION TEAM

The following persons are hereby appointed to the Climate Action Team

	2/2024
	2/2024
	2/2024
	2/2025
	2/2025
	2/2025
	2/2026
	2/2026
	2/2026

This resolution is effective immediately.

### Section 3-24.16 Climate Action Team

(a) There shall be a Climate Action Team (CAT) consisting of nine members appointed by the Town Council. Members shall be residents, business owners, or employees in the Town or extraterritorial planning jurisdiction or the Town's joint planning transition area. All such members shall be interested in or have expertise relevant to the duties of the CAT. At least one member should have experience related to community organizing or environmental justice. One seat should be reserved for a Carrboro resident currently enrolled in public, private, or home school at the high school level.

(b) Members may be removed as follows:

(1) The chairperson shall file or cause to be filed with the Town Clerk an attendance report after each meeting identifying those members who were present or absent.

(2) Unless the chairperson waives the requirement, members shall be removed if they are absent from two consecutive meetings or events, if they miss more than three meetings during a twelve-month period, or for failure to participate in at least one outreach event during the calendar year. The Town Clerk shall notify the chairperson in writing as soon as a member becomes subject to removal under this section. The chairperson will have ten days after receipt of such notice to waive the removal. If the chairperson fails to notify the Town Clerk in writing within ten days after receipt of such notice that the automatic removal requirement should be waived, the Town Clerk will send a removal notice to the member. This removal shall be effective on the date of such notice.

(3) Members may also be removed by the appointing authority after a hearing for any good cause related to performance of duty.

(c) One liaison shall be appointed by the Council every year at, or shortly after, the Town Council's organizational meeting when other appointments to advisory boards, commissions, or committees are made.

3-35

(d) CAT members shall be appointed for three-year staggered terms, but members may

continue to serve until their successors have been appointed. Vacancies shall be filled for the unexpired terms only.

#### Section 3-24.17 Meetings and Officers of CAT

(a) The CAT shall establish a yearly meeting schedule of the following meetings:

- (1) Up to four in-person meetings
- (2) Up to four virtual meetings, as determined by staff to plan outreach events
- (3) At least two community outreach events
- (4) Special meetings as necessary

All meetings shall be open to the public and notification of such meetings shall conform to the requirements of the Open Meetings Law.

(b) A quorum shall be present for the CAT to take official action and all actions shall be taken by majority vote. A quorum shall consist of five members if all seats on the CAT are filled and four members if there are one or more vacancies on the board.

(c) The CAT shall select one of its members to serve as chair and one member to serve as vice-chair. These officers will be chosen annually at the CAT's first meeting in January and shall serve for terms of one year unless their terms of appointment to the CAT sooner expire. Vacancies shall be filled for the unexpired term only. A member may be selected to serve as chair for not more than two consecutive full one-year terms. The chair and vice-chair may take part in all deliberations and vote on all issues.

#### Section 3-24.18 Powers and Duties of CAT

The Climate Action Team may:

(a) Provide expertise and input on implementation of the Community Climate Action Plan and municipal Energy and Climate Protection Plan. CAT members will have the opportunity to provide feedback on the yearly environmental sustainability work plan and ongoing climate action initiatives as requested by staff. CAT members will analyze climate action initiatives with particular attention to race and equity, building on the recommendation for considering social justice and equity in the Community Climate Action Plan.

(b) Actively participate in the design, organization, and implementation of community

outreach events. At these events, CAT members will educate and engage Carrboro residents in Town climate action initiatives.

(c) One of the most important duties for CAT members will be participation in the community outreach events. CAT members shall participate in at least one outreach event each calendar year.

3-36

(d) Take any other action authorized by this chapter or any other ordinance or resolution of the Town Council

## Applicant Information

First Name	Last Name	Address1	Date of Birth	Race	Ethnicity	Sex	Occupation
Kathy	Kaufman	1305 Lucy Ln	4/20/1965	white		female	US EPA policy analyst - retired
Tilly	Pick	144 n fields circle	12/22/2020	caucasian		male	project management
Robert	Pinder	102 William White Ct	5/10/1977	white		male	scientist
LAUREN	NYLAND	241 Stable Rd	7/16/1969	White		female	retired teacher
Heidi	Paulsen	205 West Poplar Avenue	1/20/1969	white		female	Project Manager, Env. Modeling and Visualization
Christine	Schalkoff	105 Fidelity St	10/12/1991	White		Female	Graduate Student/Research Assistant
Sarah	Zelasky	508 N GREENSBORO ST	1/19/1997	White	Non-Hispanic	Female	Environmental Risk Assessment Specialist, US EPA
Diana	Newton	103 Dove Street	7/7/1957	white	white	female	Business consultant
Diego	Dorigo	100 crest street apt. C	7/4/1978	Latinoamericano	Mestizo	Male	Biologist
Rob	Pinder	102 William White Ct	5/10/1977	White	White	Male	Scientist
Riz	Rashdi	200 Autumn Drive	12/1/1973	Brown	Pakistani Muslim	Male	Senior Systems Analyst
Fernanda	Ortiz	619 West Main Street	2/10/1983	White	Latin American / Ecuadorian	Female	Architect /Mother
Jess	Pusch	106 A Pleasant Dr.	7/30/1997	White	White	Female	Environmental Educator (and many other random things)
Juan	Diaz Rhi	108 Dartmouth Ct	11/26/2005	Mexican	Latino	Male	Student
Shante	Mays	501 NC-54	7/18/1993	African-american	African-american	female	Student
Diane	Robertson	405 Waterside Drive	6/3/1951	Black	AfroCaribbean	Female	Consultant; Doc Producer
Caroline	Zhou	104 Tuckers Pond Drive	10/25/2004	Asian	Chinese	Female	Student

# Print

## Advisory Board Application - Submission #5127

Date Submitted: 1/8/2021

First Name\*

LAUREN

Last Name\*

NYLAND

Date\*

1/8/2021

Select today's date

Address1\*

241 Stable Rd

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?\*

No

Telephone (111)-111-1111\*

9199282836

Please enter your primary contact phone number.

Email Address\*

mills.lauren@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\*

7/16/1969

Race\*

White

Please enter your race.

Sex\*

female

Please enter your sex.

Occupation\*

retired teacher

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

20 years plus

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

20 years plus

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"/> | Greenways Commission                        |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Northern Transition Area Advisory Committee |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | OWASA Board of Directors                    |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Planning Board                              |
| <input checked="" 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               |

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\***

NC Warn member for 24 years Less active member of other environmental groups - followed and supported denial of ACP  
Joined Haw River Assembly and NAACP in the spring, but only read emails at this point Trained as a Climate Reality Leader,  
summer 2020 Volunteer program director for RTP High School Sailing Active with HOA, committee focusing on invasive plants,  
former Board President

Please enter the requested information.

**Relevant Experience:\***

- I was member of a group last year that met to support the Carrboro Climate Action Plan. We met with Sammy Slade and Randee Haven-O'Donnell. We familiarized ourselves with the plan and areas that were town responsibilities and areas that were for residents/businesses. Projects included an outreach during a Saturday Farmer's Market and generating education modules. I was a coordinator for the outreach event and organized information for the Transportation Module to be used for a template for other modules. - Prior to being a teacher, I was a contract employee at the EPA, managing a neurotoxicology lab. I am interested in research and good practices for health and the environment. - When I was a teacher, a personal and professional interest was in communication, conflict resolution, and working in groups to solve problems. I am trained in the Mutual Learning Approach and Non-violent Communication. I was a member, then chair of our Social Inclusion Group, which worked with students, parents, and staff. I appreciate working in groups on projects, with the solutions that can come when all perspectives are heard and incorporated. Part of my work in communication at my school led to work on diversity with experiences with the Racial Equity Institute, Conversations on Equity series, book study, podcasts that continues to present with attempts to expose and remind myself of anti-racist thoughts, learning, and action.

**Reasons You Wish to be Appointed\***

The Carrboro Climate Action Plan is a solid and impressive plan. I would like to see it implemented and would like to help. If I am not appointed, please keep me in mind for tasks.

**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 am new to Board work within the government, however, I imagine that keeping racial equity, diversity, and inclusion central is important as the government is a role model and is making core decisions that have impact. The decisions that are made have an opportunity to directly affect people's lives, as well as addressing the structural racism that exists in our lives and government. Issues of racial equity can arise in any part of life and require awareness and action at all levels. I was grateful that the Town Council kept the BLM signs on the the Town Hall. I appreciate the importance that I have seen regarding thought given in Council decisions to allocate resources equitably and to have race and equity be a focus of the implementation of this plan.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

\_\_\_\_\_

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5152

Date Submitted: 1/22/2021

First Name\*

Heidi

Last Name\*

Paulsen

Date\*

1/22/2021

Select today's date

Address1\*

205 West Poplar Avenue

Address2

Unit E

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\*

9199236256

Please enter your primary contact phone number.

Email Address\*

heidikp01@gmail.com

Enter your primary email address.

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

Current Age\*

1/20/1969

Race\*

white

Please enter your race.

Sex\*

female

Please enter your sex.

Occupation\*

Project Manager, Env. Modeling and Visualization

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

21 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

20 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"/> | Greenways Commission                        |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Northern Transition Area Advisory Committee |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | OWASA Board of Directors                    |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Planning Board                              |
| <input checked="" 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               |

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.

**Advisory Board Preference\***

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

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

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

**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\***

Please enter the requested information.

**Relevant Experience:\***

I have a Masters Degree in City and Regional Planning from UNC-CH and was a Carrboro Planning Board member for about 7 years. I have studied issues related to climate change and have a unique perspective that is both very local (related to community gardening and being the president of my HOA, and national due to work. In the past, I have worked with an environmental non-profit (The Elizabeth River Project) and at a City government (Virginia Beach), which broadened my understanding of what is possible, and what needs to be solved. For EPA, I also am a member of a Cutting Edge Speaker Series, where we bring in speakers on a variety of environmentally related topics. Note that I would be in my personal capacity in on this board and the work would not be related to my work at EPA.

**Reasons You Wish to be Appointed\***

I believe my background, organizational skills and ability to think outside of the box can help a group like the Climate Action Team. I want to make a difference in my community and believe this Team would help me do so. I believe climate change is an issue that requires immediate action, as well as long term planning, and I would like to participate in both aspects.

**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.\***

We don't get the full picture of any situation unless we include all stakeholders. We are smarter together. If we don't have all involved we are likely to miss solutions, and may also cause problems by solving the wrong problem. Having the whole community welcomed and engaged will strengthen the community.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

Planning Board

Yes

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

---

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5284

Date Submitted: 3/4/2021

First Name\*

Christine

Last Name\*

Schalkoff

Date\*

3/4/2021

Select today's date

Address1\*

105 Fidelity St

Address2

Unit B28

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?\*

No

Telephone (111)-111-1111\*

8647108756

Please enter your primary contact phone number.

Email Address\*

caschalk@live.unc.edu

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\*

10/12/1991

Race\*

White

Please enter your race.

Sex\*

Female

Please enter your sex.

Occupation\*

Graduate Student/Research Assistant

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

During the five years I've lived in Carrboro and attended UNC for graduate school, I've been involved with a variety of different community activities and volunteer opportunities. I have volunteered with YouCanVote NC and the Orange County Democratic Party to register voters on and off campus, offer information about state redistricting, and serve as a poll greeter during election periods. During the COVID-19 pandemic, I've also volunteered with TABLE NC, a non-profit that delivers food to children in Orange County families. Currently, given my background in public health, I'm also volunteering weekly at the UNC Friday Center vaccination clinic, in order to support COVID-19 mass vaccination efforts. I am also a part-time horseback riding instructor at JoyRide Equestrian Center (just outside of Orange County) which serves a variety of Carrboro/Chapel Hill families and focuses primarily on horseback riding lessons for children who are neurodivergent and may require a more therapeutic focus to horseback riding. In my role as a UNC graduate student, I also co-lead the Opioid Student Research Group, which connects students, faculty, and community members outside the university who are involved in substance use or harm reduction-related work and provides an outlet for interdisciplinary education and outreach.

Please enter the requested information.

**Relevant Experience:\***

In my background as a PhD student and now PhD Candidate in public health (health behavior specialty), I believe that I have been trained in many of the skills that would be helpful to the Town's Climate Action Team and Climate Action Plan agenda and implementation. I have five years of training in both quantitative and qualitative data collection and analysis, which means that I am familiar with a variety of methods for collecting and analyzing data - including when evaluating the impact of a particular program or intervention, like those proposed in the Climate Action Plan. My background in qualitative work means that I can conduct interviews or lead focus groups if needed, which can be important for community engagement and feedback. I also have served as the project coordinator for an NIH-funded, community-engaged research study of substance use in rural Appalachian Ohio for the past four years. In this role, I have gained experience in community outreach, community education, and methods for consensus-building. I have also been engaged with the Town's Environmental Advisory Board since 2019, and was appointed to the EAB in 2020. During that time, I have become familiar with the Community Climate Action Plan and would be well-positioned to support the implementation of these efforts (as well as program evaluation) as part of the Climate Action Team.

**Reasons You Wish to be Appointed\***

I view community health to be one of the most important areas of public health and wellness. Climate change and the ability of a community to mitigate and respond to climate change are crucial not only for the health and stability of the environment, but also for human health and wellness. I would like the opportunity to apply some of my training in community engagement, program implementation, and data analysis to strengthening the Town of Carrboro's ability to handle the challenges of current and future climate change. I also value community participation in local government and policy, and view serving on a Town Advisory Board as a way to proactively contribute to my chosen long-term home 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.\***

My background in public health has also cemented my belief that racial equity, as well as an understanding of the role that racism plays in policy, organizations, and systems--locally and nationally--should be kept at the forefront of any public health and community work. As part of my training in public health, I am kept informed about trends in health-related racial disparities, which is particularly important during the ongoing COVID-19 pandemic and also should inform Town efforts related to climate change projects. I have also attended racial equity training at UNC through the Racial Equity Institute, and plan to do so annually. I also feel that I should only be appointed to a Town Advisory Board if the Town Council feels that I would be a helpful addition--I'm aware that as a white female, I'm already over-represented on Town boards and panels. I would happily still engage with the Town Climate Action Team in an unofficial role, if there are applicants from under-represented populations available to be appointed.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

Environmental Advisory Board

Yes

**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.**

I believe EAB members are eligible to apply to the Climate Action Team, as this new team is an offshoot of the EAB and the EAB's prior role.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5330

Date Submitted: 4/14/2021

First Name\*

Sarah

Last Name\*

Zelasky

Date\*

4/14/2021

Select today's date

Address1\*

508 N GREENSBORO ST

Address2

City\*

CARRBORO

State

North Carolina

Zip\*

27510

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

Yes

Please select Yes or No.

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

Unsure

Telephone (111)-111-1111\*

9198307190

Please enter your primary contact phone number.

Email Address\*

sarah.zelasky@gmail.com

Enter your primary email address.

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

Current Age\*

1/19/1997

Race\*

White

Please enter your race.

Sex\*

Female

Please enter your sex.

Ethnicity\*

Non-Hispanic

Occupation\*

Environmental Risk Assessment Specialist, US EPA

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\*

1 year, 1 month

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

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

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

Please enter the requested information.

**Relevant Experience:\***

\*MS Environmental Health, Harvard T. H. Chan School of Public Health c/o 2020 \*BSPH Environmental Health, UNC Gillings School of Public Health c/o 2018 \*Member of Harvard Climate Leaders Program \*Former Research Assistant at the Harvard Chan Center for Climate, Health, & the Global Environment (C-CHANGE) \*Wrote Master's Thesis on On-Road Transportation Emissions, Their Social Costs, & Benefits from Reductions \*Harvard courses taken specifically on Climate Change: Climate Solutions Living Lab (Harvard Law School), Green Politics & Public Policy, Economics of Climate Change and Environmental Policy (Harvard Kennedy School of Government), Social & Sustainable Innovation Driven by the Sustainable Development Goals, Human Health & Global Environmental Change, Environmental Leadership - taught by former EPA Administrator Gina McCarthy, Built Environment & Public Health (Harvard T. H. Chan School of Public Health), Climate Justice (Harvard Graduate School of Design) \*Recent community projects: Partnered with CompostNow to begin large-scale food waste composting at UNC sororities, Partnered with Harvard Janitorial Services to begin composting paper towel waste from bathrooms at the Harvard T. H. Chan School of Public Health. \*Recently self-educated on the Zero Waste movement and the potential carbon sequestration impacts of Regenerative Farming practices

**Reasons You Wish to be Appointed\***

Climate change is the most urgent world problem that we face today - everyday it goes unaddressed, the problem not only remains but it actually worsens as carbon emissions continue to increase. The consequences of climate change will impact every community, including Carrboro. Both our community culture and infrastructure need to improve so that our actions are not further contributing to the climate crisis and we are prepared to best serve our citizens through any of climate change's severe effects (flooding, droughts, etc). As a scientist who has strived to educate myself on multiple aspects of climate change and climate change solutions, I feel that it is my moral obligation to share my knowledge with others who have the power to make change. Though Carrboro is only one town, it is already an example to many other places of what a walkable, diverse, community-oriented town can be. As such, Carrboro should also be an environmentally-conscious leader and continuously strive towards zero fossil fuel emissions and no environmental pollution. I know that my experience and academic expertise on climate change and environmental actions can provide the Town Council with creative idea proposals for how to continuously improve the environmental and climate actions that we take.

**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.\***

Diversity is the key for well-thought-out policy solutions that truly are innovative and consider community culture. As a white upper-middle-class woman from a metropolitan area (Raleigh), it is important for me to understand the challenges facing poorer minority communities by listening to and working with individuals from these communities. Without working with diverse individuals who are different than me, I would not know whether my policy proposals would be accepted and well-liked by ALL residents, especially people who are different than myself. I recognize that not everyone has the same upbringing and life experience as myself, and that some climate solutions that may work for me might not work for everyone. I saw this firsthand when working with the Navajo Nation community as part of my EPA research on novel heating stoves for communities with high rates of asthma. When I first learned that indoor wood-burning stoves that heated Navajo homes were responsible for damaging lung effects, my first thought was to electrify each home's heating system so that there would be no indoor emissions. However, after discussing this possible solution with members of the Navajo Nation, the Navajo told my team that electricity is considered potentially dangerous in their Native culture and "to be used with caution" because it is derived from lightning. Had my team attempted to electrify all Navajo homes without first discussing the feasibility and public response that we could expect from this solution, we would not have understood why members of the community might be reluctant to use their new emission-free electric heating systems. This type of insider knowledge from diverse communities is invaluable to assessing the feasibility of community projects and policy ideas and creating solutions that work for ALL members of our communities. Everyone in our community has a different lived experience, and diversity in decision-making is crucial to creating successful policies. Also, as individuals in a position of power, it is not only our duty to provide opportunity for all, but to actively empower minorities to participate in government and community work. By utilizing racial equity tools and ensuring diversity in our work, Town Council can better serve its people.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

---

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5843

Date Submitted: 9/17/2021

First Name\*

Diana

Last Name\*

Newton

Date\*

9/17/2021

Select today's date

Address1\*

103 Dove Street

Address2

City\*

Carrboro

State

NC

Zip\*

27510

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

Yes

Please select Yes or No.

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

No

Telephone (111)-111-1111\*

9199519386

Please enter your primary contact phone number.

Email Address\*

diana@fallingapples.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\*

7/7/1957

Race\*

white

Please enter your race.

Sex\*

female

Please enter your sex.

Ethnicity\*

white

Occupation\*

Business consultant

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

41 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

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

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.

**Advisory Board Preference\***

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

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

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

**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\***

Please enter the requested information.

**Relevant Experience:\***

**Reasons You Wish to be Appointed\***

I believe the climate crisis is the biggest leadership challenge that humanity has ever faced, so I would like to use my knowledge, skills, and experience in making the "burning platform" case for change, creating realistic implementation plans, and ensuring accountability for progress on behalf of climate action here at the local level in Carrboro.

**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.\***

Systemic racism permeates every aspect of our lives, including governmental policy making, spending priorities, and representation in decision making bodies. The voices of underrepresented communities must be intentionally included from the Town Council to Advisory Boards to community partnerships and stakeholders. We know that the negative impacts of climate change are disproportionately impacting marginalized communities, particularly people of color and/or lower socioeconomic status, so we need to hear about the lived experience of historically non-dominant members of our culture and understand their needs, ideas for engagement, and solution-seeking.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

---

No 

**Are you currently serving on a Town Board or Committee?\***

- Yes
- No

**If yes, are you applying for a third consecutive term?\***

- Yes
- No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

---

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5853

Date Submitted: 9/21/2021

First Name\*

Diego

Last Name\*

Dorigo

Date\*

7/4/1978

Select today's date

Address1\*

100 crest street apt. C

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\*

9195936303

Please enter your primary contact phone number.

Email Address\*

diego.dorigo@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\*

7/4/1978

Race\*

Latinoamericano

Please enter your race.

Sex\*

Male

Please enter your sex.

Ethnicity\*

Mestizo

Occupation\*

Biologist

Please enter your occupation.

Are you a registered Orange County Voter?\*

No

Please answer Yes or No

Length of Residence in Orange County\*

Almost 5 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

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

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.

**Advisory Board Preference\***

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

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

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

**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\***

Please enter the requested information.

**Relevant Experience:\***

**Reasons You Wish to be Appointed\***

Because this town have a great potential and I can share my knowledge and vice-versa

**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.\***

Because if we include all the diversity we can understand many opportunities to grow, to unfold our capacity as a community

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

\_\_\_\_\_

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5857

Date Submitted: 9/24/2021

First Name\*

Rob

Last Name\*

Pinder

Date\*

9/24/2021

Select today's date

Address1\*

102 William White Ct

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\*

9193601871

Please enter your primary contact phone number.

Email Address\*

rwpinder@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\*

5/10/1977

Race\*

White

Please enter your race.

Sex\*

Male

Please enter your sex.

Ethnicity\*

White

Occupation\*

Scientist

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

16

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

14

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"/> | Greenways Commission                        |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Northern Transition Area Advisory Committee |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | OWASA Board of Directors                    |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Planning Board                              |
| <input checked="" type="checkbox"/> | Climate Action Team                    | <input type="checkbox"/> | Racial Equity Commission                    |
| <input type="checkbox"/>            | Community Safety Task Force            | <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               |

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.

**Advisory Board Preference\***

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

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

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

**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\***

Please enter the requested information.

**Relevant Experience:\***

**Reasons You Wish to be Appointed\***

Climate change is an existential threat, but if we all work together, we can avoid the most dire consequences. I hope that by participating in this board I can serve our community by (i) providing useful advice to Town leaders, (ii) helping to lead activities that inspire people to take action on climate change, and (iii) working to ensure that the transition to a fossil fuel free future meets the needs for everyone in our 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.\***

Decisions by local government shape our lived experience in a profound way. If we don't understand the priorities, context, and barriers faced by all people in our community, we are blind to both the problems and the solutions. If we are to make Carrboro a better place, it is critically important that everyone's voice is heard.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

Task Force for the Community Climate Action Plan

Yes

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5869

Date Submitted: 9/26/2021

First Name\*

Riz

Last Name\*

Rashdi

Date\*

9/26/2021

Select today's date

Address1\*

200 Autumn Drive

Address2

City\*

Chapel Hill

State

NC

Zip\*

27516

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

Yes

Please select Yes or No.

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

Unsure

Telephone (111)-111-1111\*

9193026557

Please enter your primary contact phone number.

Email Address\*

rizrashdi@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\*

12/1/1973

Race\*

Brown

Please enter your race.

Sex\*

Male

Please enter your sex.

Ethnicity\*

Pakistani Muslim

Occupation\*

Senior Systems Analyst

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

2 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

2 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"/> Greenways Commission                        |
| <input type="checkbox"/> Appearance Commission/NPDC             | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee                         | <input type="checkbox"/> OWASA Board of Directors                    |
| <input type="checkbox"/> Board of Adjustment                    | <input type="checkbox"/> Planning Board                              |
| <input checked="" type="checkbox"/> Climate Action Team         | <input type="checkbox"/> Racial Equity Commission                    |
| <input type="checkbox"/> Community Safety Task Force            | <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               |

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):**

Climate Action Team

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

**Advisory Board Preference\***

Climate Action Team

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

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

First Citizens Bank

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

**Number of Years Employed**

1

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\***

San Diego Electric Car Ambassador

Please enter the requested information.

**Relevant Experience:\***

Driving electric cars for eleven years Steadfast and patient listener Great communicator Caring and kind Unifier and likeable

**Reasons You Wish to be Appointed\***

I want to give back to my new community. I grew up in Pakistan, Manhattan, and then Braggtown, Durham. We moved back to the area two years ago to raise our family.

**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.\***

Chapel Hill needs more diversity.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

No

**Are you currently serving on a Town Board or Committee?\***

Yes

No

**If yes, are you applying for a third consecutive term?\***

Yes

No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5877

Date Submitted: 9/29/2021

First Name\*

Fernanda

Last Name\*

Ortiz

Date\*

2/10/1983

Select today's date

Address1\*

619 West Main Street

Address2

City\*

Carrboro

State

North Carolina

Zip\*

27510

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

Yes

Please select Yes or No.

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

Unsure

Telephone (111)-111-1111\*

9198835772

Please enter your primary contact phone number.

Email Address\*

mfortiz1@gmail.com

Enter your primary email address.

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

Current Age\*

2/10/1983

Race\*

White

Please enter your race.

Sex\*

Female

Please enter your sex.

Ethnicity\*

Latin American / Ecuadorian

Occupation\*

Architect /Mother

Please enter your occupation.

Are you a registered Orange County Voter?\*

No

Please answer Yes or No

Length of Residence in Orange County\*

2 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

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

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.

**Advisory Board Preference\***

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

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

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

**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\***

Please enter the requested information.

**Relevant Experience:\***

I am an architect specialized in sustainable development and environmental design. I believe the town of Carrboro has the potential to become a world example in sustainable development and in the use of smart design and passive systems to reduce the impact we have as a town on global warming and climate change. There are many strategies that are simple and smart and can make a huge difference on the amount of pollution we produce.

**Reasons You Wish to be Appointed\***

My main concern as a mother and a citizen of the world is climate change. I think it is imperative to take positive action now. Participating in the Climate Action Team is a great step towards finding more people with the same concerns and working together to find a better way to move forward in our town without having such an enormous impact on the environment,

**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.\***

As a migrant I completely agree with this, the Town Council should reflect what the town is and wants and what we want is to be able to work together for a better future, our cultural differences should only help us enrich the discussion.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

- Yes
- No

**If yes, are you applying for a third consecutive term?\***

- Yes
- No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

\_\_\_\_\_

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5091

Date Submitted: 12/18/2020

First Name\*

Kathy

Last Name\*

Kaufman

Date\*

12/18/2020

Select today's date

Address1\*

1305 Lucy Ln

Address2

City\*

Chapel Hill

State

NC

Zip\*

27516-0700

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

No

Please select Yes or No.

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

Northern Transition Area

Telephone (111)-111-1111\*

9192253967

Please enter your primary contact phone number.

Email Address\*

kknarotsky@yahoo.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\*

4/20/1965

Race\*

white

Please enter your race.

Sex\*

female

Please enter your sex.

Occupation\*

US EPA policy analyst - retired

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

25 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

25 years - Carrboro NTA

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"/> | Greenways Commission                        |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Northern Transition Area Advisory Committee |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | OWASA Board of Directors                    |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Planning Board                              |
| <input checked="" 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               |

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.

**Advisory Board Preference\***

Climate Action Team

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

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

US EPA - retired

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

**Number of Years Employed**

29

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\***

Carrboro Environmental Advisory Board Orange County Climate Council - Carrboro at-large member Stakeholder Advisory Process for the NC Governor's Energy Plan (Feb-Aug 2019), participant Kehillah Synagogue, Social Action chair CH-C NAACP Religious Affairs Committee, secretary CH-C NAACP Environmental Justice Committee, member Progressive Democrats of Orange County, executive team member Progressive Caucus of the NC Democratic Party, Issues Action Team co-chair Orange-Chatham Interfaith Care for Creation, steering committee member

Please enter the requested information.

**Relevant Experience:\***

I have expertise and experience working on energy policy and economics, as well as experience at the local level. I worked as an air quality policy analyst for 29 years at the US EPA, including work on the economics and jobs impacts of climate policy. I helped write Carrboro's Community Climate Plan in 2014-15 as a member of the Community Climate Plan Task Force. I also helped with the Solarize program in Orange County. I retired from the EPA three years ago and since then have been working on energy and environmental issues (and other issues) at the local and state level, in addition to serving on the Carrboro Environmental Advisory Board.

**Reasons You Wish to be Appointed\***

Climate change is an existential crisis affecting all of us and all of civilization. We need to do our part at the local level to implement solutions that reduce (and ultimately eliminate) our use of fossil fuel, both in electricity and transportation, and reduce carbon emissions across the board. I want to serve on the Climate Action Team because I want to use my knowledge and abilities to help with this incredibly important task.

**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 don't think we can effectively serve our community if our decision making and advisory bodies do not represent the entire community and include everyone's voices. Traditionally underserved communities, especially communities of color, have been under-represented at the table where decisions are made, and this has resulted in resources being inequitably distributed. It has also resulted in inequities in areas such as in law enforcement and education. There are many ways this plays out at the local level, and it will continue to play out if under-represented communities are not heard and are not in positions of authority as well.

**Have you ever served on any Town of Carrboro Committee or Board?\***

Yes

**If yes, which one(s)?**

Current: EAB 2014-15: Community Climate Plan Task Force. Distant past: NTAAC; Planning Board.

**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.**

If appointed to the Climate Action Team, I will resign from the Environmental Advisory Board.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5103

Date Submitted: 12/22/2020

First Name\*

Tilly

Last Name\*

Pick

Date\*

12/22/2020

Select today's date

Address1\*

144 n fields circle

Address2

City\*

City

State

MA

Zip\*

01944

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\*

6127190178

Please enter your primary contact phone number.

Email Address\*

tillypick@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\*

12/22/2020

Race\*

caucasian

Please enter your race.

Sex\*

male

Please enter your sex.

Occupation\*

project management

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

1.5 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

1.5 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"/> | Greenways Commission                        |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Northern Transition Area Advisory Committee |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | OWASA Board of Directors                    |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Planning Board                              |
| <input checked="" 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               |

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.

**Advisory Board Preference\***

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

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

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

**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\***

Please enter the requested information.

**Relevant Experience:\***

I am one of five co-organizers of the Boston Area Sustainability Group. We bring sustainability-minded folks together to share ideas, experiences and best practices to further our sustainability knowledge and networks. (Since moving to Carrboro last year, I have been continuing in my role remotely.) <https://basgdotorg.wordpress.com/> I co-founded the Lake Hogan Farms Climate Change Group and created its website resource. We came together early 2020 around a mutual interest in environment-friendly ideas to address climate change where we live. <http://www.lakehoganfarmsclimatechangegroup.com/> <https://thelocalreporter.press/battling-climate-change-in-lake-hogan-farms/> I volunteer my time to support Orange County's recycling and composting activities.

**Reasons You Wish to be Appointed\***

To help put our town's climate plan into action.

**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.\***

When we think of all the questions and issues our world is facing, it is quite possible that achieving racial as well as gender equality, diversity, and inclusion is the one answer that will lead us to all the other answers.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

\_\_\_\_\_

No

**Are you currently serving on a Town Board or Committee?\***

- Yes
- No

**If yes, are you applying for a third consecutive term?\***

- Yes
- No

**If yes, please describe how you meet one, or more, of the following exceptions noted below.**

\_\_\_\_\_

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

# Print

## Advisory Board Application - Submission #5114

Date Submitted: 12/31/2020

First Name\*

Robert

Last Name\*

Pinder

Date\*

12/31/2020

Select today's date

Address1\*

102 William White Ct

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\*

9193601871

Please enter your primary contact phone number.

Email Address\*

rwpinder@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\*

5/10/1977

Race\*

white

Please enter your race.

Sex\*

male

Please enter your sex.

Occupation\*

scientist

Please enter your occupation.

Are you a registered Orange County Voter?\*

Yes

Please answer Yes or No

Length of Residence in Orange County\*

15 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

13 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"/> | Greenways Commission                        |
| <input type="checkbox"/>            | Appearance Commission/NPDC             | <input type="checkbox"/> | Northern Transition Area Advisory Committee |
| <input type="checkbox"/>            | Arts Committee                         | <input type="checkbox"/> | OWASA Board of Directors                    |
| <input type="checkbox"/>            | Board of Adjustment                    | <input type="checkbox"/> | Planning Board                              |
| <input checked="" 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               |

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.

**Advisory Board Preference\***

Climate Action Team

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

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

\_\_\_\_\_

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

**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\***

Participated in the task force that developed the Carrboro Community Climate Action Plan

Please enter the requested information.

**Relevant Experience:\***

I ran a small non-profit from 2014-2016 that worked with the Town of Carrboro to deploy a program named "Solarize Carrboro", which ultimately doubled the number of home solar installations in Orange County. My training and current professional work is in climate science and policy.

**Reasons You Wish to be Appointed\***

Climate change is an existential threat, but if we all work together, we can avoid the most dire consequences. I hope that by participating in this board I can serve our community by (i) providing useful advice to Town leaders, (ii) helping to lead activities that inspire people to take action on climate change, and (iii) working to ensure that the transition to a fossil fuel free future meets the needs for everyone in our 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.\***

Decisions by local government shape our lived experience in a profound way. If we don't understand the priorities, context, and barriers faced by all people in our community, we are blind to both the problems and the solutions. If we are to make Carrboro a better place, it is critically important that everyone's voice is heard.

**Have you ever served on any Town of Carrboro Committee or Board?\***

**If yes, which one(s)?**

**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.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:21-337**

**Agenda Date:** 10/12/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Fiscal Year 20-21 Affordable Housing and Community Services Report

**PURPOSE:** The purpose of this agenda item is to request that Town Council receive a report on the Town's Affordable Housing and Community Services Activities in FY 20-21.

**DEPARTMENT:** Housing and Community Services

**CONTACT INFORMATION:** Rebecca Buzzard, Housing & Community Services Director, [rbuzzard@townofcarrboro.org](mailto:rbuzzard@townofcarrboro.org) <<mailto:rbuzzard@townofcarrboro.org>>, 919-918-7438; Anne-Marie Vanaman, Housing & Community Services Management Specialist, [amvanaman@townofcarrboro.org](mailto:amvanaman@townofcarrboro.org) <<mailto:amvanaman@townofcarrboro.org>>, 919-918-7321

**INFORMATION:** On [September 8, 2020](https://carrboro.legistar.com/LegislationDetail.aspx?ID=4633094&GUID=6E6EAD9B-556E-4AF2-9D9B-87E4FA6FD76C) <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=4633094&GUID=6E6EAD9B-556E-4AF2-9D9B-87E4FA6FD76C>>, the newly formed Housing and Community Services department reported to Town Council on its FY 19-20 activities, including COVID response.

In FY 20-21, pandemic related activities continued, but the focus consolidated around one of the most pressing needs: Emergency Housing Assistance (EHA). Staff will report on EHA, the use of the Affordable Housing Special Revenue Fund, and the town's continued support of non-profit agencies that meet community needs through Human Services funding. Attachment A provides a memo updating Council on key housing areas of focus in FY 20-21 and responds to Council Member questions/comments received during past presentations and via email. Attachment B provides a summary of the activities that addressed identified affordable housing and community service needs in FY 20-21.

On September 15, 2021, the Affordable Housing Advisory Commission (AHAC) reviewed a report on the accomplishments and progress toward the identified affordable housing goals, as required by their charge. Attachments C and D reflect updates to the Town's Affordable Housing Goals and Strategies document and current activities being undertaken to meet those goals.

A map reflecting the location of FY 20-21 housing projects funded through the Affordable Housing Special Revenue Fund, and where Emergency Housing Assistance was provided, is attached as item E. Attachment F, provided by the County, presents additional countywide EHA information, and specifically describes the outreach activities for the program.

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

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**Agenda Date:** 10/12/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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**RECOMMENDATION:** Staff recommends that the Town Council receive this report and provide feedback or direction to staff, if desired.



## MEMORANDUM

Date: October 12, 2021  
 To: Carrboro Town Council  
 Through: Richard White, Town Manager  
 From: Rebecca Buzzard, Housing & Community Services Director

This Memorandum provides additional information on the work of the Housing & Community Services (HCS) Department during fiscal year 2020-2021. It seeks to address specific questions raised by Council Members during Town Council meetings or asked via email regarding HCS activities.

HCS was created in early 2020 to increase dedicated resources to two of the Town's strategic priority areas: (1) encourage development that is compact, dense, and appeals to diverse lifestyles and incomes; and (2) enhance and sustain the quality of life and place for everyone.

Specifically, HCS works to implement the Town's affordable housing goals, to strengthen the network of community nonprofits, and to connect Carrboro's most vulnerable residents to vital services.

#### EMERGENCY HOUSING ASSISTANCE

Carrboro continued the successful collaboration with Orange County, Chapel Hill, and Hillsborough for the Emergency Housing Assistance (EHA) program. A \$900,000 CDBG-CV grant currently funds EHA for Carrboro residents. In FY20-21, the Affordable Housing Special Revenue Fund and Council-allocated CARES Act funds provided EHA support. Revised outreach approaches were recommended through community listening sessions facilitated by Orange County and EmPOWERment (Attachment F). Based on information received from the listening sessions, and changes in eligibility requirements by funding partners, the program has greatly expanded access by incorporating a low barrier process.

The County does not track data on ineligible applications; however, ineligible applicants are referred to other resources. The HOPE Program serves households earning up to 80% of the area median income so if someone is income-ineligible for EHA they are referred to HOPE. County-wide demographic information is provided in Attachment F as well.

Besides outreach approaches, a question was also asked about mortgage assistance. In FY20-21, \$23,253 was spent on mortgage payments and arrears for four households in Carrboro. For the entire EHA program (excluding Carrboro), \$210,114 was spent for 54 households. Guidelines for a program that will provide Homeowner Assistance, administered by the NC Housing Finance Agency, are currently being reviewed by the Department of Treasury. When passed, \$273 million will be made available to NC residents to prevent mortgage delinquencies, defaults, displacements, and foreclosures for homeowners experiencing financial difficulties due to the coronavirus pandemic.

There was a fear that when the eviction moratorium ended in July 2021, that the County would experience a huge surge in evictions. However, the eviction numbers have remained relatively stable throughout the course of the pandemic. Staff is of the opinion that this is in large part due to the effectiveness of the EHA program.

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## RACE & EQUITY WORK

All HCS staff members have participated in the Government Alliance on Race and Equity (GARE) training entitled, “Advancing Racial Equity: The Role of Government.” Members of the Affordable Housing Advisory Commission (AHAC) and Human Services Commission have been surveyed for available times to take the training which will be conducted this fall. The County hired a consultant to conduct a racial equity impact analysis of the EHA program. This analysis prompted the additional community outreach work noted above, increasing outreach to marginalized communities and seeking feedback from the community on the program. Staff members are working on a distribution plan of the findings and resulting changes implemented. The HCS staff is in the process of analyzing department policies, practices, and procedures through a racial equity lens, as guided by participation with the Racial Equity Core Team. HCS work is centered around serving those in our community who have been both intentionally and unintentionally left behind and neglected. AHAC members keep racial equity at the forefront of discussions, and ultimately their recommendations to Council. Racism is incorporated into housing policy and the town’s work is to dismantle the systemic and structural barriers that have been put in place, and to prevent and deter unjust housing policies. Recommended changes will be forthcoming, guided in part by the Comprehensive Plan, and implemented with support from the Town’s Racial Equity Officer and Core Team.

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## CLIMATE ACTION WORK

Last year, owner-occupied critical repair projects were often delayed due to COVID-19, nonprofits’ inability to utilize volunteer labor, and homeowners’ reluctance to having people in their homes. Therefore, the number of completed projects was fewer than normal, and these projects tended to be more narrow and emergent in scope. For example, one home had multiple plumbing leaks that destroyed the subfloor and was wasting 3,000 gallons of water a day. The Orange County Home Preservation Coalition conducts full weatherization at the end of a project, after all other repairs are complete. Staff suspect that the number of homes receiving broader weatherization will go up next year, as the backlog of repairs is addressed and new projects are approved.

Last year, the Town supported 5 new projects, homes owned by low-income seniors in Carrboro. The repairs were more emergent in scope. They addressed: non or poorly operating HVAC systems, severe plumbing and electrical issues, poorly fitting doors, and critical modifications to allow the homeowner to age in place. The Town also supported the rehab of 12 apartment units owned by Empowerment, Inc. The majority of the work was focused on renovating kitchens and bathrooms, including replacing older plumbing fixtures with low-flow fixtures, installing shower and toilet shut off valves, and installing water efficient toilets.

Finally, the Town supported the rehab of 1700 North Greensboro Street, the former “AIDS House.” This house will provide 7 units of permanent supportive housing in Carrboro. Energy efficient features include:

- LED lighting and occupancy sensors in each room.
- Replace windows with low-E windows.
- Update insulation from R-30 to R-38.
- Energy star appliances in the kitchen and laundry room.
- Low flow plumbing fixtures.

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## NATURALLY OCCURRING AFFORDABLE HOUSING (NOAH)

As noted in Attachment D, HCS staff have been tracking vulnerable properties. The Affordable Housing Issues and Opportunities Report, created as part of the Comprehensive Plan, provides additional information. Official NOAH properties, those that rent at rates that are broadly affordable to households at around 50 percent of Area Median Income (AMI), without public subsidy (~\$750-\$1000), are limited to a few complexes, and local government cannot typically compete with the private market for these multifamily residences. Some granting agencies provide specific assistance to support the long term affordability for NOAH and will be further investigated.

Much of the home preservation work supported by the Town is done in identified neighborhoods at risk for gentrification, such as Lloyd-Broad, and staff watches the market for vulnerable homes to be listed for sale. Ideally, a model like the Northside Neighborhood Initiative (NNI) and a large funding source (NNI had a \$3M no interest loan from UNC), would be identified to facilitate preservation work, help combat gentrification, and specifically target historically African American communities.

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## HOUSING STRATEGIES UPDATE

### **Manufactured Home Communities**

On May 4, 2021 HCS staff presented to Council an overview of Carrboro's four manufactured home communities, and Council discussed the development of a regional policy to preserve existing communities and to mitigate resident displacement if preservation or redevelopment as affordable housing cannot be achieved. Over the summer, Housing staff from all jurisdictions collaborated on the development of a draft strategy intended to be implemented County-wide.

The Manufactured Homes Strategy Action Plan has three main goals: (1) preserve manufactured home communities; (2) minimize resident displacement due to redevelopment; and (3) create a relocation package to provide meaningful relocation assistance options for residents facing displacement.

The draft plan has been reviewed by the HOME Collaborative and is currently being reviewed by all jurisdiction's affordable housing boards and commissions. Their feedback will be included when the Plan is presented to all elected bodies later this fall.

### **Town-Owned Land Use - Affordable Housing**

On June 19, 2018, Council received a presentation from Planning and the Manager's Office staff on the use of Town-owned land to create affordable housing. Three parcels were identified and prioritized for affordable

housing: Crest Street, Hill Street, and Pathway Drive. On February 17, 2021, the AHAC recommended to Council that the 106 Hill Street parcel be donated to Pee Wee Homes, pending the approval of variance and rezoning requests. The rezoning was approved on September 28, 2021. This parcel will provide three small homes for individuals earning 30% AMI or less, and who are often exiting homelessness.

The remaining two parcels have the potential to create a higher number of units and a policy is needed to guide the development process. HCS staff researched town-owned land use for affordable housing nationally, including existing policies and best practices. In addition, Housing and Planning staff worked with UNC MPA candidate, Anna Whitus, on her thesis on the use of local government-owned property to create affordable housing. Based on this research, staff have drafted an outline of a policy for the use of town-owned land and will develop it further with feedback from the AHAC and in concordance with revised goals and strategies included in the Comprehensive Plan upon its adoption.

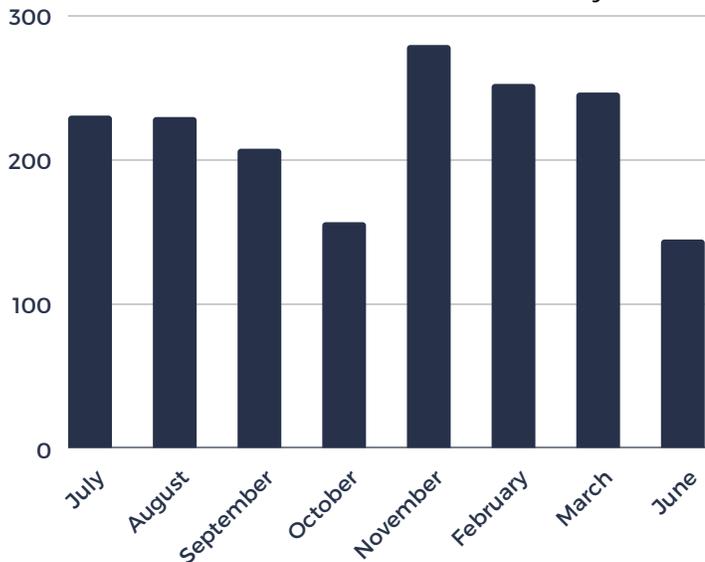
# FY20-21 Overview

HOUSING & COMMUNITY SERVICES



## COVID-19 Response

Number of Households Served by Month



### EMERGENCY HOUSING ASSISTANCE

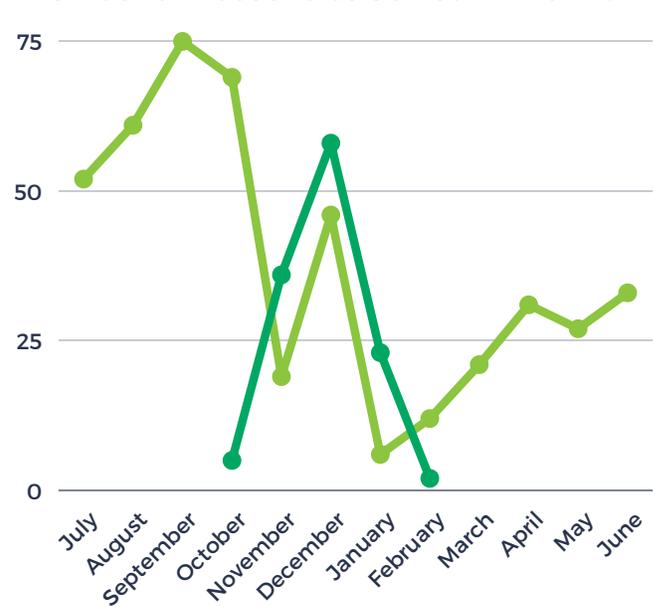
In FY 20-21 the Town provided \$290,000 in a combination of local & CARES funding to support rent, mortgage, and utility payments. The County allocated \$1.1M. Together, we provided pandemic related housing assistance to 452 Carrboro households.

The County administered the HOPE program when it was first released (October to February). During that time an additional \$584,600 was provided to 120 Carrboro households. The program administration is now being conducted by the State.

### FOOD DISTRIBUTIONS

From July 1, 2020 to June 30, 2021 the Housing & Community Services Department continued to respond to pandemic related community needs. With leadership from the Department of Social Services, eight food distributions took place at both Carrboro High School and Hank Anderson Park. A total of over 75 volunteers helped out.

Number of Households Served EHA & HOPE



# 1743

Households provided with food through 8 food distributions in Carrboro

# 572

Carrboro Households received Emergency Housing Assistance

# \$1.97M

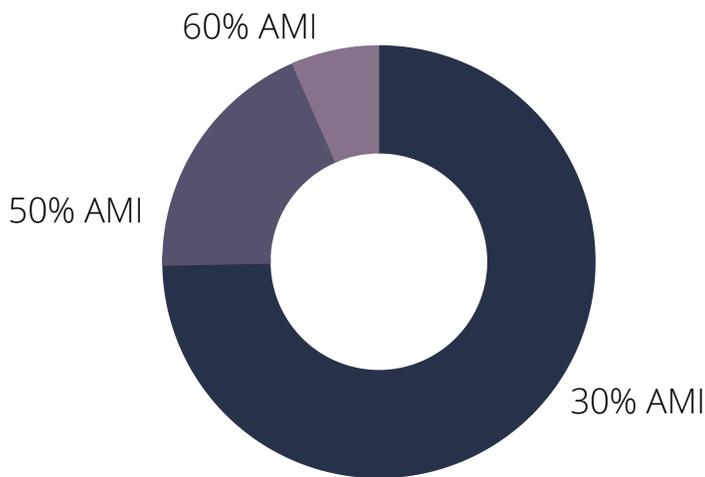
Carrboro Local and CARES, HOPE, and County funds allocated for Emergency Housing Assistance for Carrboro residents

# Emergency Housing Assistance (EHA)

ADMINISTERED BY ORANGE COUNTY

## Who We Served

Percent of Households Served by EHA - Income



### AREA MEDIAN INCOME

74.7% of Carrboro residents served had a household income at or below 30% Area Median Income (AMI).

18.7% served had a household income at or below 50% AMI.

6.6% served had a household income at or below 60% AMI.

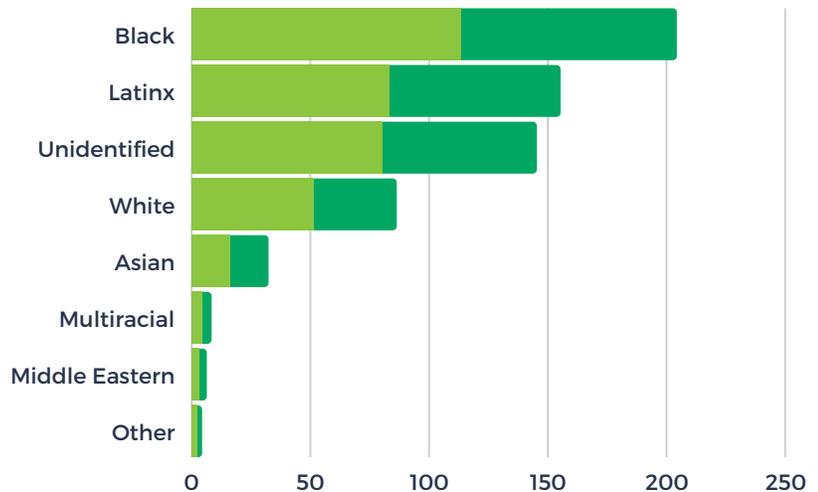
### RACE OF EHA & HOPE RECIPIENTS

- 32% of Carrboro residents receiving assistance identified as Black
- 24% identified as Latinx
- 22% were unidentified
- 13% identified as White
- 5% identified as Asian
- 4% identified as Multiracial, Middle Eastern, or other

HOPE serves households earning up to 80% AMI.

Some households may have received both EHA and HOPE funds.

Number of Households Served by Race - EHA & HOPE



# \$3,451

Average support per household

### Household Size

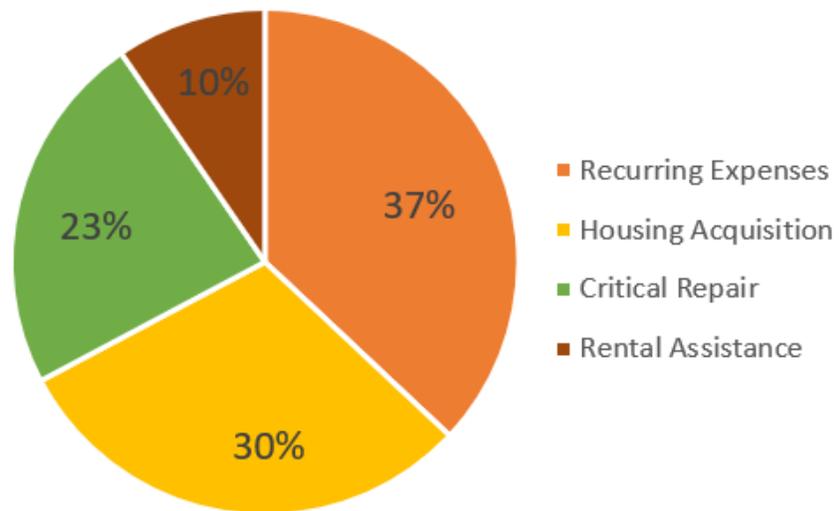
AMI	1	2	3	4
30%	\$18,150	\$20,750	\$23,350	\$26,500
50%	\$30,250	\$34,600	\$38,900	\$43,200
60%	\$36,300	\$41,520	\$46,680	\$51,840
80%	\$48,400	\$55,300	\$62,200	\$69,100
100%	\$60,480	\$69,120	\$76,760	<b>\$86,400</b>

# Affordable Housing

FY20-21 AFFORDABLE HOUSING SPECIAL REVENUE FUND (AHSRF)

## Expense Type

Recurring Expenses	\$122,401
Housing Acquisition	\$100,000
Critical Repair	\$76,633 Also includes fee waivers
Rental Assistance	\$31,703
<b>Total</b>	<b>\$330,737</b>



### RECURRING EXPENSES - GOVERNED BY INTERLOCAL AGREEMENTS

- Community Home Trust** **\$74,518**
  - Created at the recommendation of the local governments to strengthen the community with permanently affordable housing opportunities; preserves long-term affordability for homeowners through a 99-year ground lease.
- HOME Collaborative/Consortium** **\$12,651**
  - The U.S. Dept. of Housing and Urban Development (HUD) HOME Investment Partnerships Program provides grants to states and localities to fund affordable housing activities including building, buying, and/or rehabilitating affordable housing for rent or ownership.
- Orange County Partnership to End Homelessness** **\$35,232**
  - Supports a coalition of service providers, local governments, and community members to coordinate the work of ending homelessness in Orange County.

**\$100,000**

In HOME funds  
dedicated to Carrboro

**\$337,500**

Affordable Housing Special  
Revenue Fund -  
1.5¢ dedicated funding

**46**

Community Home Trust  
homes in Carrboro

# Affordable Housing

## FY20-21 AFFORDABLE HOUSING SPECIAL REVENUE FUND (AHSRF)

### Goal #1: Affordable Homeownership

Increase number of homeownership units that are permanently affordable in Carrboro. 2024 goal is to have 85 affordable ownership homes.

**By July 2021, there were 75 permanently affordable homeownership units.**



### NEW AFFORDABLE HOMEOWNERSHIP UNITS

Through the Affordable Housing Special Revenue Fund, with guidance from the Affordable Housing Advisory Commission, and approval from the Town Council, \$100,000 was allocated to 4 units being built on Cobb Street by Habitat for Humanity.

### PRESERVATION OF AFFORDABLE UNITS

5 Naturally Occurring Affordable Homes (NOAH) were preserved through 3 grants totaling \$8,565 to Rebuilding Together of the Triangle, The Marion Cheek Jackson Center, and Hope Renovations.



4

5

\$108,565

91%

Ownership Units Created

Homes Preserved

Supported the creation and preservation of homeownership units in Carrboro

Homeownership Goal Met

# Affordable Housing

## FY20-21 AFFORDABLE HOUSING SPECIAL REVENUE FUND (AHSRF)

### Goal #2: Affordable Rentals

Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI.

2024 goal is to have 470 affordable rental units.

**By July 2021, there were 379 permanently affordable rental units.**



### NEW RENTAL UNITS

Added 7 units to the permanent affordable rental housing stock through a \$40,500 allocation to Alliance of AIDS Services - Carolina.



### PRESERVATION OF RENTAL UNITS

Repaired 12 existing units in the permanent affordable rental housing stock - through two allocations totaling \$26,583 to EmPOWERment.



7

Rental Units Added

12

Units Repaired

\$67,083

Supported the addition and repair of rental units in Carrboro

81%

Rental Goal Met

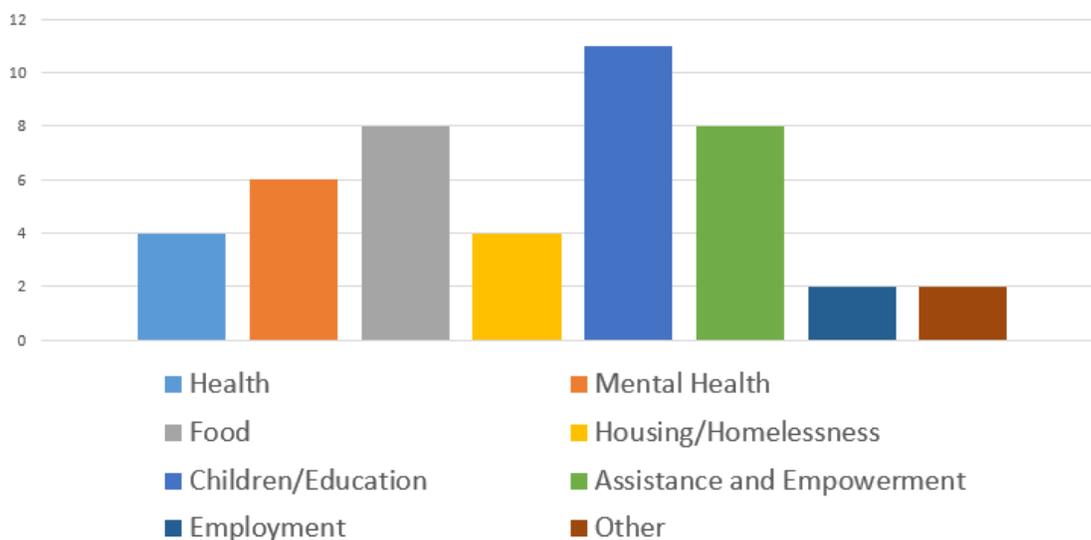
# Human Services

## FY20-21 OUTSIDE AGENCIES PROCESS

### THE OUTSIDE AGENCIES PROCESS

The Town provides grants to non-profits through a once yearly application process. The non-profit agencies submit applications and present at hearings to the joint Chapel Hill & Carrboro Human Services Commissions. Funding recommendations are made by the Commission to Council. FY20-21 saw the highest amount of requests to date, totaling over \$550,000, with \$274,00 being granted to 45 non-profits. **Health, Housing, and Food Security comprised 62% of funding.**

FY 21-22 Human Services Grants  
Number of Grants by Category



- The Human Services Program funds programs that improve education, livelihood security, and health outcomes for Carrboro residents.
- The Program’s goal is to achieve economic and social well-being and opportunities to thrive for all residents, particularly those who are low-income or otherwise disenfranchised.

45

Non-Profits Funded

\$550,000

Received Requests for Funding

\$274,000

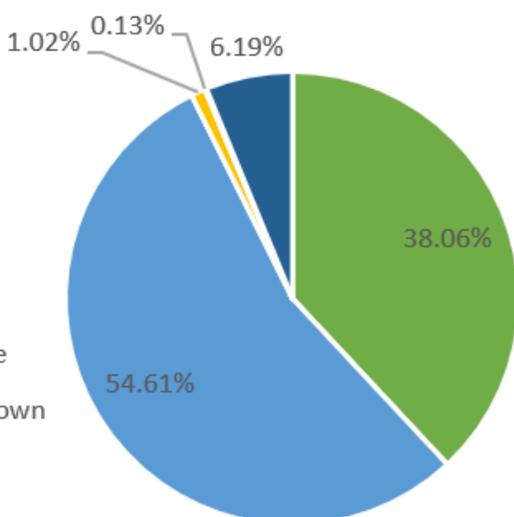
Granted

# Human Services

FY20-21 OUTSIDE AGENCIES PROCESS

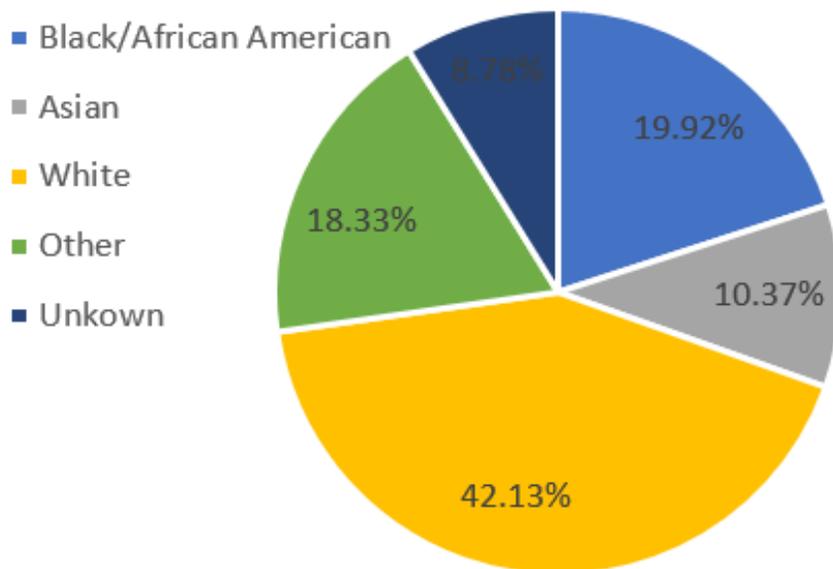
## Who We Served

By Gender



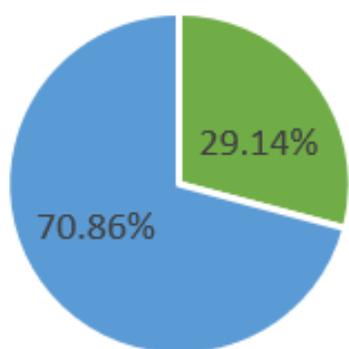
- Men
- Women
- Non-binary
- Self-Describe
- Gender Unkown

By Race



- Black/African American
- Asian
- White
- Other
- Unkown

By Ethnicity



- Hispanic
- Non-Hispanic

Data represents most recent actual numbers, FY20.

## STRATEGIC GOALS

1

Children improve their education outcomes

2

Residents increase their livelihoods security (ability to meet basic needs)

3

Residents improve their health outcomes

# FY20-21 Overview

HOUSING & COMMUNITY SERVICES



## Key Takeaways

### Emergency Housing Assistance

The collaboration between Orange County and the Towns has allowed for a coordinated, comprehensive program that has successfully prevented evictions for over 500 Carrboro residents during the COVID-19 pandemic.

### Housing Goals

HCS continued to advance the Town's affordable housing goals by supporting the creation and preservation of homeownership and rental units and is on track to meet the established 2024 targets.

### Human Services

The Town was able to fund 50% of requests from non-profits in FY20-21; Carrboro residents continue to need additional support including childcare, mental health services, and food security.



## Town of Carrboro Affordable Housing Goals and Strategies

The Town of Carrboro is devoted to providing opportunities for safe, decent and affordable housing for all residents no matter their age, ability or income level. The Affordable Housing Advisory Commission was created in 2017 to review goals, strategies and LUO policies and to make recommendations to further affordable housing goals to the Town Council. Progress toward the Town's Affordable Housing Goals and Strategies is reviewed annually by the Affordable Housing Advisory Commission (AHAC) and the Town Council.

Goal	Strategies	Target Completion Date	Partners/Resources Needed	Updates and Plans
<b>1. Affordable Homeownership (Target income range is 60%-115% AMI)</b>				
1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 2024 goal is to have 85 affordable ownership homes. <b>In July 2021, there were 75 affordable homeownership units.</b>	A. Gather more data from the developers about what percentages will work to both incentivize them and respond to the market condition.	FY2024	Developers, Orange County Affordable Housing Coalition, non-profit housing developers, staff	<b>1. The Habitat development on Cobb St. adds 4 permanently affordable units for homeownership to households earning 60% AMI or less.</b> <b>2. The Comprehensive Plan Task Force includes representation from developers and the plan may recommend potential changes to the density bonus to incentivize additional development.</b>
	B. Request that the BOCC continue to fund impact, permitting fees for non-profits.	Ongoing	Orange County	County is working closely with jurisdictions on affordable housing projects.
	C. Analyze modifying the ordinance to reflect a model that will both incentivize developers and respond to market conditions. Ex. Expedited development review process.	FY2021-22	Orange County Affordable Housing Coalition, non-profit housing providers, staff	<b>1. Based on findings of 1.1A in conjunction with the Comprehensive Plan.</b> <b>2. The Comprehensive Plan may recommend new development incentives, such as expedited review, and strengthening existing incentives such as parking requirement modifications.</b>
	D. Identify/build dedicated subsidy source to assist with land trust transactions.	Completed		<b>1. The Affordable Housing Special Revenue Fund is a dedicated funding source to support affordable housing initiatives, including subsidizing land trust transactions. The Town Council has dedicated 1.5¢ of property tax revenue to affordable housing - ~\$337,500 per year.</b> <b>2. The exploration of an affordable housing bond, which includes community education, is an expected recommendation in the Comprehensive Plan.</b>
1.2 Fully evaluate and reduce housing density restrictions to slow the climb of housing prices and diversify housing stock, particularly in high transit areas.	A. Schedule a community discussion to examine open space requirements and their implications on housing prices and the feasibility for inclusion of affordable units.	Ongoing	For and non-profit housing providers, citizens, environmental advocates, recreation advocates, Town and County elected officials	<b>1. Based on findings of 1.1A, reevaluate and incorporate findings into The Comprehensive Plan. The Comprehensive Plan Task Force held several community meeting and pop up events to discuss affordable housing. Public input was incorporated into the draft plan. Open space requirements have been discussed.</b>
	B. As a component of the parking plan, determine whether modifications to parking requirements could materially affect homeownership prices, development opportunities, and density. Unbundled parking for condominiums and townhouses should be included in this analysis.	FY2021-22	Staff, Comp. Plan committees	<b>1. Reevaluate for Comprehensive Plan</b> <b>2. The Comprehensive Plan is expected to recommend investigating parking requirements in LUO and exploring options for reducing parking requirements for affordable housing projects.</b>
	C. Explore opportunities to modify zoning and land-use ordinances related to in-fill residential, connected housing, zero lot-line housing, and mixed-use developments.	Ongoing	Staff, intern, graduate planning workshop students, development community	<b>1. With 1.2A above, reevaluate and incorporate completed study findings into Comprehensive Plan.</b> <b>2. In FY2020-21, Land Use Ordinance Amended Relating to the Historic Rogers Road Neighborhood</b> <b>3. The Comprehensive Plan is expected to recommend conducting a thorough review of the Land Use Ordinance to identify opportunities to increase the number and diversity of affordable units.</b>

1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors	A. Develop and implement a clear set of priorities and policies for the use of dedicated funding that includes opportunities to support this goal.	Ongoing	Affordable Housing Advisory Commission, Town Council, Orange County Affordable Housing Coalition, Consolidated Plan partners	<p><b>1. Update the Affordable Housing Fund Guidelines with recommendations in the Comprehensive Plan once adopted. In addition to seniors, the Comprehensive Plan is expected to add historically marginalized populations.</b></p> <p>2. Subcommittees of Orange County Affordable Housing Coalition formed specifically to address housing for 30% AMI and under group and mobile home displacement.</p> <p>3. Engagement in Orange County Master Aging Plan Committee informs affordable housing priorities.</p> <p><b>4. Racial Equity Analysis of policies, practices and procedures will inform the</b></p>
	A1. Down payment assistance for families participating in local homebuyer education programs.	Ongoing	Federal and state funding for down payment assistance	<p>1. Council approved the Buyer Identified Homeownership Program a staff worked with CHT to implement.</p> <p><b>2. In June 2021, Town Council set aside \$50,000 to explore an Employer Assisted Housing program, which could provide down payment assistance. Human Resources and HCS staff are examining approaches to this program and plan to bring to Council soon.</b></p>
	A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. +opportunities to decrease utility payments.	Ongoing	Affordable Housing Advisory Commission, Town Council and staff, Orange County Preservation Coalition	<p>1. Annually award grants from the Affordable Housing Special Revenue Fund to nonprofits conducting critical repairs, improvements in energy efficiency and/or universal design upgrades on behalf of qualifying individuals. <b>In FY2020-21, 18 units were repaired, weatherized or rehabbed through this fund. In addition, the Orange Community Residence House is being renovated and will reopen to provide 7 permanent supportive housing units.</b></p> <p>2. Participation in OWASA's Affordability Outreach Program to decrease water bill payments for residents.</p> <p>3. Engagement in Orange County Preservation Coalition</p> <p><b>4. Working with the Environmental Sustainability Coordinator to access climate action funds for local projects and tie in climate action and housing goals.</b></p>
1.4 Continuously improve public transit access, with a particular eye to moderate-income homeownership communities and developments with an affordability component.	A. Determine whether subsidizing transit access should be an approved use for dedicated housing funds.	Ongoing	Orange County Affordable Housing Coalition, Town Council, Consolidated Plan partners	With 1.3 above. Not currently an approved use of funds in the Affordable Housing Special Revenue Fund but access to public transit is measured when reviewing applications to the Affordable Housing Special Revenue Fund.
	B. Partner with CHT, and homeowners associations to identify and pursue opportunities to fund or otherwise make practical greater transit service to growing areas, including feeder systems to main routes.	Ongoing	Chapel Hill Transit, Transit Partners Committee, developers, HOAs, GoTriangle	<p>1. "Provide geographic equity" and "Support transit-oriented land use" are long term goals of the Orange County Transit Plan.</p> <p>2. In FY21, Chapel Hill Transit's Short Range Transit Plan (SRTP) increased weekend service routes.</p> <p><b>3. The Comprehensive Plan is expected to recommend considering proactive rezoning for greater density near transit nodes and Park &amp; Rides and investigating a transit overlay zoning district to allow for greater density.</b></p>
	C. Play a leadership role at local and regional transit 'tables' to ensure future transit priorities and policies support affordable housing goals.	Ongoing	Transit Partners, DCHC MPO	<p>1. Council Member Seils, Council Member Haven-O'Donnell and Town staff serve on the Partners Transit Committee</p> <p>2. Carrboro Transit Partners connected CHT to both Carolina Spring and IFC to facilitate inclusion of their client's needs in the SRTP.</p> <p><b>3. Facilitated the repair and replacement of bus stops along major transit corridors and near communities with affordable housing.</b></p>
<b>2. Affordable Rentals (Target income is 60% or less of AMI)</b>				

2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI. 2024 goal is to have 470 affordable rental units. <b>By July 2021, there were 379 affordable rental units.</b>	A. Modify ordinance to reflect a model that will both incentivize developers to include affordable units in their rental developments while also responding to market conditions.	FY2024	Developers/Property Owners, Orange County Affordable Housing Coalition, Town Council, Staff	1. With 1.1 and 1.2 plans 2. <b>Aids Alliance Services - Carolinas is renovating the Orange County Residence House on North Greensboro Street to provide 7 units of permanent supportive housing. The renovation has been supported by Town's Affordable Housing Special Revenue Fund. Renovations should be complete by the end of 2021.</b> 3. <b>3 small rental homes approved on town-owned land on Hill Street.</b>
	B. Work with Orange County, the University, and other landowners to examine, identify and reserve one or more tracts for future LIHTC and/or HUD-restricted rental communities.	Ongoing	Local governments, property owners, University	1. Staff created a map to identify possible LIHTC parcels and met with a developer to analyze the map. 2. Have worked with OC and Chapel Hill to identify publicly owned land that could be suitable for affordable housing development 3. CASA LIHTC development off Merritt Mill Road approved in 2018, and in 2020 CASA was awarded a 9% LIHTC project. Construction began in 2021. 4. <b>As part of the Chamber's Big Bold Ideas affordable housing committee, staff has been working with officials from the University, and other partners to discuss future affordable housing growth and priority parcels.</b>
	C. Better position the town for future affordable rental development / redevelopment opportunities by cultivating relationships with experienced non-profit affordable rental housing developers.	Ongoing	OC Housing Coalition, NC Housing Coalition, DHIC, CH-Carrboro Chamber of Commerce Big Bold Ideas Group	1. Staff engaged with nonprofit affordable housing agencies in OC and state level. Continuously working to build relationships. 2. Staff participate in monthly Orange County Affordable Housing Coalition Meetings and serve on its subcommittees. 3. <b>Staff convened a group of non-profits to brainstorm possibilities for a parcel of land that currently has affordable housing and is at risk of</b>
2.2 Reduce negative effects of parking requirements on rental prices.	A. Fully examine research and data regarding parking density and "bundling" to determine best approaches to achieve this goal.	Ongoing	Planning staff, Comprehensive Plan Committees	<b>The Comprehensive Plan is expected to recommend investigating parking requirements in the LUO and exploring options for reducing parking requirements for affordable housing projects.</b>
	B. Utilize Town's parking management policy to support this goal.	Ongoing	Planning staff, Comprehensive Plan Committees	Reevaluate with Comprehensive Plan.
2.3 Slow the pressure on rental prices by increasing rental housing stock, particularly in high-transit areas.	A. Examine and consider reducing restrictions on accessory dwelling units. This strategy has the potential to support homeownership affordability by enabling homeowners to generate income to support their homeownership costs.	Ongoing	Developers, Orange County Affordable Housing Coalition, non-profit housing developers, planning staff	With 1.1, 1.2, and 2.1 plans 1. Research and consider tiny homes and modular homes in this strategy, in progress, Orange County Affordable Housing Coalition 2. <b>In FY21, Pee Wee Homes requested a rezoning to build 3 tiny homes on Town-owned 106 Hill Street. The public hearing was held in September 2021. The Town will donate the property to Pee Wee Homes with deed restrictions guaranteeing affordability.</b>
2.4 Reduce erosion of rental housing quality and affordability	A. Research effective voluntary rental registry models and determine the efficacy of a similar program in Carrboro. If feasible, determine opportunities to implement a registry or rating system through a non-profit or other civic organization, with Town support.	FY2021-2022	Orange County Affordable Housing Coalition, staff	1. Can be explored further through the OCAHC. 2. <b>In conjunction with the new Communication and Outreach Director, staff members are working on better communication strategies with both renters and management companies. This tactic forms relationships and increases transparency and accountability and could pave the way for ready acceptance of a registry.</b>
	B. Require all landlords with more than one unit of rental property to register for a business privilege license, and examine use of business regulations to enforce better stewardship of housing and neighborhoods.	FY2021-2022	Orange County Affordable Housing Coalition, staff	Can be explored. <b>See #2 above.</b>
	C. Gather and examine rental housing data to better anticipate and monitor opportunities/conditions for redevelopment/rehabilitation.	Ongoing	OC Housing Coalition, Orange County HHRCD/Chapel Hill (Consolidated Plan partners), Triangle J Council of Govt.	Publicly available housing data has been collected and analyzed to gain a better understanding of the housing and affordable housing market in Carrboro. Reviewed annually. <b>Comprehensive Plan has updated data and an issues and opportunities report.</b>
	D. Convene landlords and property managers on an annual (regular) basis to build positive relationships, educate about Carrboro's housing expectations and policies, and encourage transparency about redevelopment/rehab/sale plans.	Ongoing	Orange County Affordable Housing Coalition, staff	1. Master leasing being explored and evaluated by Orange County Affordable Housing Coalition. 2. <b>Staff initiated landlord outreach at the beginning of the COVID-19 pandemic and continues sharing information such as EHA and building relationships. Staff also assists constituents, when feasible, with housing and landlord issues.</b>

2.5 Examine the current marketplace for mobile and modular homes.	A. Educate the Town Council about the difference between the housing styles and regulations that apply.	FY2021-2022	The Towns and County, Orange County Affordable Housing Coalition, Orange County Collaborative, staff	<p><b>1. Draft regional plan to preserve existing home parks and mitigate displacement is under review and will be presented to Council in fall 2021.</b></p> <p>2. OCAHC recreated the mobile home subcommittee for FY2020-21.</p> <p><b>3. Staff researched and presented an overview of Carrboro manufactured home parks to Town Council on May 4, 2021.</b></p>
<b>3. Overarching Priorities</b>				
3.1 Concerted Land Use Planning/small land use plan for three high priority/high potential areas.	A. Identify the three high priority/potential areas that are ripe for development or re-development. Could include: downtown, Jones Ferry Corridor, Estes Drive.	Ongoing	Affordable Housing Advisory Commission, Town Council, and staff	<p><b>1. Staff worked with Northside Initiative and Pee Wee Homes to determine feasibility of building 3 tiny homes on a Town-owned parcel in the Northside community.</b></p> <p>2. Four Habitat for Humanity homes to be built on Cobb St. in 2021.</p> <p><b>3. Due to COVID-19, a recorded webinar was created to share the results of the environmental assessment of the Greene Tract.</b></p> <p><b>4. Town-owned land development strategy worked on this summer and will be brought to AHAC this fall.</b></p>
	B. Consider the current planning processes that are underway and share coordination and overlap.	FY2021-2022	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff, Comprehensive Plan Committees	<b>An expected goal of the Comprehensive Plan is to improve the development process to support the creation of more affordable housing. This could include the Planning and Zoning department working closely with Housing and Community Services to facilitate affordable housing projects. The Summit Report, HOME Consolidated Plan, Big Bold Ideas Housing Goals, Master Aging Plan, amongst others, are all considered and created/updated in partnership with community partners.</b>
3.2 Improve opportunities for developers and potential partners to identify affordability in a project.	A. Include members of OCAHC in initial development review to encourage creative solutions/opportunities for affordable housing to be integrated into projects, and/or identify best opportunities to secure payment-in-lieu.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	1. Staff provides information to OCAHC on proposed developments to allow an opportunity to receive their input. <b>The OCAHC has an active Development Review Committee and non-jurisdictional members advocate on behalf of affordable housing.</b>
3.3 Develop dedicated funding source--in partnership with county and peer municipalities	A. Explore the parameters of an AH Bond.	Ongoing	HOME Consortium, Consolidated Plan Partners, Orange County Affordable Housing Coalition, and Downtown Housing Improvement Corporation (DHIC).	<p>1. The Town's Affordable Housing Special Revenue Fund currently provides \$337,500 annually to support affordable housing projects.</p> <p>2. Federal CARES funding has been used to provide emergency housing assistance to Carrboro renters affected by COVID <b>and the Town applied for and received \$900,000 in CDBG-CV funds for rental assistance. The Town Council will consider how to allocate \$6.7M in American Rescue plan Act Funds in fall 2021. Rental assistance is a possible use, especially as the pandemic does not show signs of abating.</b></p>
	B. Explore a public private fund for example TCF.	Ongoing		<b>Staff is in discussions with the Chamber Big Bold Ideas Affordable Housing Sub-Committee and UNC about the creation of such a fund for regional housing priorities.</b>
	C. Find out about tax deduction.	Completed		CASA is building a tax credit development on Merritt Mill Road, supported by Affordable Housing Special Revenue Fund. <b>The County is examining their tax appraisal and assessment policy.</b>
	D. Look to identify complimentary external funding that could be better leveraged with municipal participation.	Ongoing	Orange County Affordable Housing Coalition, local governments, staff	Additional funding opportunities, including federal and state grants, are assessed through the Orange County Affordable Housing Coalition and local government staff. <b>The coordination between the County, Carrboro and Hillsborough with CDBG-CV funding is a prime example, bringing \$2.4M in rental assistance into the community.</b>
	E. Assessment of the most cost effective strategies--if we had a pot of money what is the best way to use it.	FY21-22	Staff, Comp. Plan committees	<b>The Comprehensive Plan will examine this topic and is expected to lay out best and cost effective housing practices to incorporate into strategy documents.</b>
3.4 Ensure implementation of the Affordable Housing Strategy	A. Affordable Housing Advisory Commission meets monthly.	Ongoing		Town Affordable Housing Advisory Commission established in 2018 and meets monthly. Includes a Council liaison and a staff liaison.
	B. Ensure operationalization and monitor progress of affordable housing plan by staffing at least 1/2 time.	Ongoing		<b>Staffing has been expanded and a new Housing &amp; Community Services Department Created.</b>

	C. Continue to look at data and continuing to understand it-existing stock-number of affordable units and distribution-including transit access, non-motorized travel, overlaid with the distribution of housing.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	1. Staff collects data on existing permanent affordable housing and updates on an annual basis 2. Creating a GIS map which strives to reflect current affordable housing and its proximity to resources <b>3. Comprehensive Plan will provide updates to all items noted in 3.4 C</b>
3.5 Provide greater incentives for developers to include affordable housing in their projects	A. Expedited review for projects that include affordable housing component.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, Comprehensive Plan Committees, staff	With 1.1, 1.2, 2.1, and 2.3 plans 1. Include Affordable Housing Advisory Commission in review process. <b>2. The Comprehensive Plan is expected to recommend new developer incentives, such as expedited review, and strengthening existing incentives such as the density bonus.</b>
	B. Ask 3-5 developers to do an assessment of the costs for all of the LUO requirements-how much does this increase the cost per unit, or the rent per unit.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, Comprehensive Plan committees, staff	1. With 1.1, 1.2, 2.1, and 2.3 plans <b>2. In FY2020-2021, the AHAC held one meeting with a private developer - for a concept plan review.</b> 3. <b>Developers are part of the Comprehensive Plan process.</b>
	C. Evaluate the provision of public sector assistance for infrastructure in exchange for the provision of some percentage of affordable units (scaled).	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	With 1.1, 1.2, 2.1, and 2.3 plans <b>1. The Town will provide possible infrastructure support to the Peewee Homes project, which will have an affordability deed restriction.</b>
3.6 Reduce utility costs	A. Work with OWASA, explore grants for energy efficiency.	Ongoing	OWASA, staff	1. Extension of Rogers Road sewer completed in June 2019. Providing public assistance to eligible households. <b>2. Emergency Housing Assistance funds have been used to support those who are behind in their utility payments.</b> <b>3. Staff are revisiting the Energy Efficiency Revolving Loan Fund for use with housing projects.</b>
3.7 Acquisition of land/property-be proactive with OWASA in the land or parcels they are saying they will offer to municipalities first-Start to engage with them	A. OWASA-example but there are other options.	Completed	OWASA, staff	1. Staff has worked with OWASA to identify and evaluate potential sites. 2. All sites in Carrboro are mission critical and are not available to be sold or used for affordable housing.
	B. Consider condemned properties -provide an incentive for homeowner to sell loan fund for Habitat, Empowerment to allow for the property to be renovated and fixed up.	Ongoing	Affordable Housing Advisory Commission, Orange County Affordable Housing Coalition, staff	Staff has researched the process for acquiring condemned properties for the use of affordable housing but further work is needed to determine incentives and possible policy changes. <b>The market has thus far precluded this as a viable option.</b>

**Affordable Housing Update 10/1/2021 - Projects**

By 2024, increase the number of homeownership and rental units that are permanently affordable in Carrboro:

**Homeownership Goal** = 85 affordable units. As of July 2021, there were 75 affordable units.

**Rental Goal** = 470 affordable units. As of July 2021, there were 379 rental units affordable to individuals and families earning less than 60% AMI.

Project -Partner Location	Units Supported, Added, or Preserved/Maintained	Details	Next Steps	Housing Goal
Development of Rental Units -CASA (Merritt Mill)	24 to be added	The North Carolina Housing Finance Agency awarded tax credits for the Merritt Mill Road project in August 2020. Staff representatives from Carrboro, Chapel Hill, CASA, and their engineering firm have scheduled regular meetings to ensure a consistent, timely, and smooth development process. CASA conducted a contest to name the community; Perry Place was the winner, named after Velma Perry who was a Northside leader and activist. A groundbreaking and virtual celebration was held on April 14th.	1. Staff will continue to keep the Council updated. 2. The anticipated timeline is for construction to begin in fall 2021 and completion of the project is expected in 2022. 3. The property was conveyed to an LLC created by CASA in September 2021, as required by the LIHTC project.	2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI.
Development of Rental Units - Alliance of AIDS Services - Carolina, (1700 North Greensboro Street)	7 to be added	The Orange Community Residence (OCR) has been vacant since 2016. AASC is rehabilitating the home to provide permanent supportive housing. The existing HUD agreement specifies that the home must be used for affordable housing until 2035 and AASC will keep that designation after that time.	In January 2021, the Council granted \$40,500 toward the rehabilitation of the home. Rehabilitation and repairs are underway and are expected to be complete in early fall 2021.	Goal 2.1 of the Town of Carrboro's affordable housing goals by increasing the number of rental units that are permanently affordable to individuals earning less than 60% of AMI.
Development of Rental Units -Pee Wee Homes (Town-owned parcel - Hill St)	3 to be added	3 small homes to be constructed on the Hill St. Town-owned parcel. Homes will be affordable to households under 30% AMI. A stream buffer variance was granted on June 16, 2021. On June 22, 2021 the Town Council authorized the conveyance of the property to Pee Wee Homes contingent on the rezoning and provisions of permanent affordability to extremely low income residents, as recommended by the AHAC in February, 2021. A neighborhood information meeting was held in August. Joint review was held on September 2nd and the Public Hearing on September 28th. The rezoning was granted.	Pee Wee has requested funding from the AHSRF in the October cycle. This request will be reviewed on 10/20/21 and the AHAC recommendation will come before Council on 10/26/21. Staff will be setting up a meeting with Pee Wee project manager to discuss the next steps in terms of permitting.	2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI. 2.4 Reduce erosion of rental housing quality and affordability. 3.1 Concerted Land Use Planning

Development of Owner Occupied Housing - Habitat for Humanity (Northside - Cobb St.)	4 added	\$100,000 AHSRF grant to support the construction costs of the 4-unit development.	Construction began in April and members of the Town Council and AHAC participated in a volunteer build day on April 16th. Construction is expected to be complete in fall 2021.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
Preservation of Affordable Housing Stock/Rehab & Repair - EmPOWERment, Jackson Center, Rebuilding Together of the Triangle (RTT), Hope Renovations	19 homes maintained and repaired in FY21	AHSRF grant awarded to EmPOWERment to renovate and upgrade 5 rental units (4 in Hillmont and 1 in Collins Crossing.) AHSRF grant awarded to the Jackson Center for an emergency repair on Starlite Drive. RTT will complete critical repairs on 2 homes (AHSRF funded in Spring 2020). On April 13th, Orange County Home Preservation Coalition presented to Town Council. Coalition partners will explore efforts to streamline the funding request process and repairs to mobile homes. On April 21st, the AHAC recommended funding for Empowerment to renovate rental units. The Council approved this recommendation on April 27th.	The pandemic has slowed the pace of the renovations. Work was completed in Spring 2021 with the exception of one home. Due to illness of the homeowners, RTT will complete repairs over the summer or early fall. RTT also repaired 2 homes this Spring. The Town of Carrboro's AHSRF and the Jackson Center provided funds for the repairs.	1.3 A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. +opportunities to decrease utility payments. 2.4 Reduce erosion of rental housing quality and affordability.
Development of Manufactured Home Preservation and Relocation Policy	N/A	Due to the pandemic, the AHAC delayed its discussion of the development of a manufactured home displacement policy, but revisited the topic in March and will continue to discuss this spring as regional, collaborative plans emerge. On May 4th, Town Council discussed manufactured home parks in Carrboro and directed staff to work with regional partners to develop a collaborative draft MHP preservation strategy. Empowerment held 3 workshops over the summer for MHP residents interested in home buying.	The Comprehensive Plan's draft Affordable Housing Visions, Goals, and Strategies document includes manufactured homes. Chapel Hill, Carrboro, Hillsborough, and Orange County have developed a draft strategy document. The draft plan has been shared for feedback with the respective Town and County Managers, the HOME Collaborative, and the Housing Coalition. The plan was shared with the AHAC in September, and comments will be collected from all regional advisory boards before the item comes to Town Council.	1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.

Manufactured Home Park Preservation/Displacement - Orange County/Possibly Nonprofit Partner (Pine Grove)	39 ownership units	Owners, Sustainable Properties, LLC, Town staff and some members of the Orange County Affordable Housing Coalition met to discuss possibilities to develop the property for affordable housing. Subsequently, additional affordable housing partners, including representatives from ROC USA and LIHTC developers, met to strategize and collaborate on a preservation or redevelopment model.	Town staff contacted the owner in April to restart discussions and a meeting with nonprofit affordable housing providers was held on July 16th. The park is currently operating well and the owner is not in a hurry to sell. The owner is interested in preserving the property's use for affordable housing and would like to prevent the displacement of the current residents. A follow up meeting for the providers and Town was held on September 8th to continue the exploration of viable options, including Low-Income Housing Tax Credits and a resident owned	2.5 Examine the current marketplace for mobile and modular homes
Emergency Housing Assistance - CARES and Local Funding	164 Carrboro households	164 households diverted from pandemic-driven homelessness through the use of CARES Act funds.	Complete. Will be removed from next report.	2.4 Reduce erosion of rental housing quality and affordability.
Emergency Housing Assistance - CDBG-CV	67 households	In Fall 2020, the Town applied to the NC Department of Commerce for \$900,000 in CDBG-CV funding for emergency housing assistance. The Town was awarded \$900,000, the maximum grant amount, in December. Orange County has utilized these funds for Carrboro residents since May. As of October 1, 2021 \$349,313.76 has been utilized.	Staff is monitoring grant compliance. Funds are disbursed to the County on a reimbursement model and requisitioned from the Department of Commerce. Council is receiving quarterly reports.	2.4 Reduce erosion of rental housing quality and affordability.
Energy-Efficiency Loan Fund	N/A	Town Housing, Economic, and Environmental Sustainability staff are working together to develop a process to access these funds for residential projects.	Environmental Sustainability Coordinator and Economic Development Director have assessed the program guidelines. Staff held initial discussions and are exploring parameters around this fund. A draft plan is anticipated to be completed in fall 2021.	1.3 A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. +opportunities to decrease utility payments. 3.6 Reduce utility costs
Comprehensive Plan	N/A	Provide input for affordable housing considerations during the comprehensive plan process. Staff contributed to the development of Carrboro Connects: Housing Issues and Opportunities and presented to the Task force. AHAC member Amy Singleton serves on the Affordable Housing committee for the Comprehensive Plan.	The AHAC will review the draft affordable housing section of the plan before the public hearing for the draft Comprehensive Plan in November.	3.1 Concerted Land Use Planning/small land use plan for three high priority/high potential areas. 3.2 Improve opportunities for developers and potential partners to identify affordability in a project. 3.5 Provide greater incentives for developers to include affordable housing in their projects

Landlord Outreach	N/A	Develop relationships with local landlords to easily share information with residents and encourage acceptance of vouchers. Over the summer staff met with residents and the property managers of Carolina Spring and Community Home Trust (The Landings) to discuss resident concerns and to share information.	Shared Landlord Incentive Program and Housing Helpline information with all landlords in database. Continue to make connections and meet landlords and managers.	2.4 Reduce erosion of rental housing quality and affordability
Property Tracking	N/A	Community Home Trust created an MLS query for staff to keep track of homes and land coming on the market. This will allow staff to be better positioned to land bank, prevent gentrification, and identify potential properties for affordable housing.	Staff continue to track vulnerable neighborhoods, and potential lots for purchase. Current market pressures and limited funding prevent action on these properties at this time.	3.7 Acquisition of land/property
Pandemic Response	N/A	Housing & Community staff respond to community inquiries, direct residents to services, and go through step-by-step processes for help.	Residents continue to seek pandemic-relief assistance from the Town, primarily for rental and utility payment assistance. Staff stays abreast of relevant developments such as eviction moratoriums, funding opportunities, utility payment policies, etc.	2.4 Reduce erosion of rental housing quality and affordability
Rogers Road Sewer Connection Assistance	N/A	Jointly-funded effort between Orange County and the Towns of Chapel Hill and Carrboro in which the costs of new sewer connection may be fully covered at no expense property owners of "Heritage Lots with Existing Dwellings" that also qualify as Low-To-Moderate-Income (LMI) households as defined by HUD guidelines.	Two households are fully connected.MPA Summer intern drafted and outreach plan for the Rogers Road community which was presented to the AHAC for feedback in June. Staff will work with RENA, Planning, and the Communications Manager to do additional outreach this fall.	3.6 Reduce utility costs

Develop Process for Using Town Owned Land for Affordable Housing	N/A	Staff is researching and drafting possible approaches for the development of affordable housing on Town-owned land (Crest & Pathway).	Staff will draft a policy that integrates the Affordable Housing Goals and Strategies outlined in the Comprehensive Plan, once the Plan has been approved.	<ul style="list-style-type: none"> <li>1.1 Increase number of homeownership units that are permanently affordable in Carrboro.</li> <li>1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.</li> <li>2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI.</li> <li>3.1 Concerted Land Use Planning</li> </ul>
Draft Plan for the use of American Rescue Plan Act funds for Affordable Housing and Human Services.	N/A	Town staff is developing a draft strategy for the use of American Rescue Plan funds.	Staff will update the Town Council on in fall 2021.	<ul style="list-style-type: none"> <li>1.1 Increase number of homeownership units that are permanently affordable in Carrboro.</li> <li>1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.</li> <li>2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI.</li> <li>2.4 Reduce erosion of rental housing quality and affordability</li> </ul>

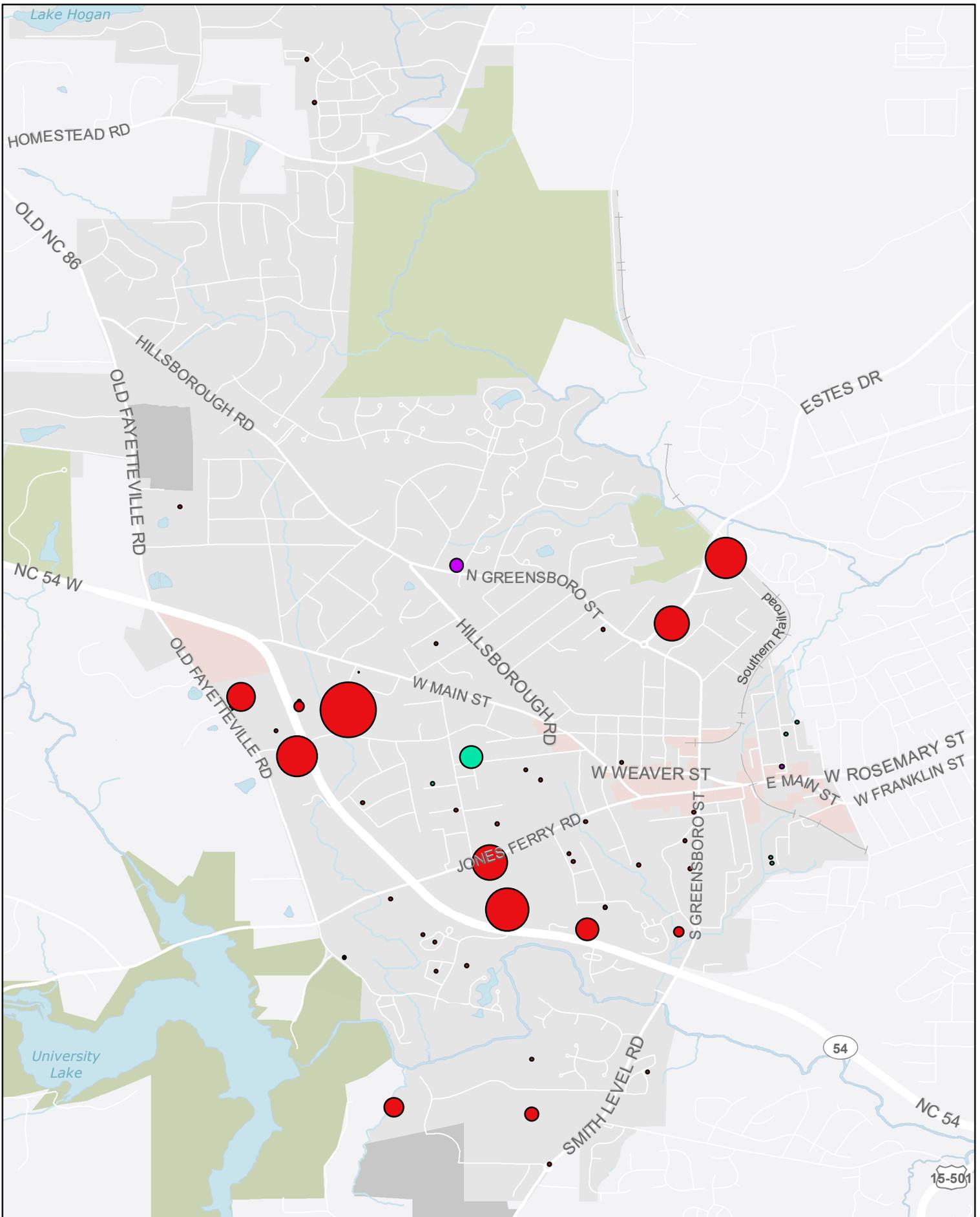
## Affordable Housing Update 10/1/2021 - Collaboration

Group	Group Mission	Activity	Topics/Future Work	Housing Goal
Orange County Affordable Housing Coalition	The Orange County Affordable Housing Coalition is an association of individuals and organizations working together to provide housing opportunities for all in Orange County, NC. The mission is to foster collaboration among providers and advocates to support affordable housing development and preservation in Orange County.	Participate in monthly group meetings. Keep non-profit partners up to date on projects in Carrboro.	Manufactured home subcommittee formed; Carrboro staff are members of this subcommittee as well as the Development Review subcommittee. Advise Coalition of upcoming development projects and opportunities.	1.1 Increase number of homeownership units that are permanently affordable. 2.2 Increase the number of rental units that are permanently affordable.
Orange County Affordable Housing Coalition - Development Review Subcommittee	Engage group in review of Carrboro developments at the appropriate time.	Participate in monthly meetings.	Discuss development plans or opportunities in Carrboro as they arise. Focus on Pee Wee over the summer and early fall.	3.2 Improve opportunities for developers and potential partners to identify affordability in a project.
Orange County Affordable Housing Coalition - Manufactured Home Subcommittee	Develop resident engagement messaging and messaging delivery systems. Participate in developing a regional policy for manufactured home park preservation and relocation, if needed.	Carrboro staff meets monthly with the subcommittee.	1. Developing role within the framework of a regional manufactured home policy. 2. Exploring best methods and practices of resident engagement.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to homeownership retention, particularly among seniors. 3.6 Reduce utility costs
Orange County Local Government Affordable Housing Collaborative	Reviews HUD's HOME Investment Partnerships Program applications that fund a wide range of activities including construction, acquisition, and/or rehabilitating affordable housing for rent or homeownership, or to provide direct rental assistance to low-income people. Expanded mission in 2017 to increase collaboration and information sharing around affordable housing issues within the county.	Staff from Carrboro, Hillsborough, Chapel Hill, and Orange County meet monthly. Elected Officials (with staff) meet quarterly.	1. Recommended funding plan for FY21/22 HOME funds in March, including \$100,000 for Pee Wee Homes project in Carrboro. 2. The Collaborative reviewed a draft of the regional, manufactured home policy in August. 3. Work on an approach to a Countywide housing plan.	Addresses all goals: 1. Affordable homeownership 2. Affordable Rentals 3. Overarching priorities, such as land use planning, identified funding sources, developer incentives, housing strategies, and acquisition of land.

Orange County Home Preservation Coalition	The Orange County Home Preservation Coalition is a county-wide network of organizations in Orange County, NC working together to improve accessibility and affordability of home repairs and preservation projects to Orange County Residents.	Participate in monthly meetings with local home repair organizations, representatives from the TJCOG, Orange County Department on Aging, and jurisdictional funding partners.	Stay abreast of Carrboro homes that are in the process of being repaired or assessed for repairs. The OCHPC will create a subcommittee to work on streamlining available funds and funding criteria to help meet the great need in manufactured home parks. OCHPC is discussing "complex cases" homes that have unique circumstances or require more work than the Coalition can provide.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to homeownership retention, particularly among seniors. 3.6 Reduce utility costs
Triangle J Council of Governments	TJCOG is a key player in regional efforts that span cross-jurisdictional boundaries, including transportation planning, development and land-use coordination, water resources and infrastructure, sustainability, and regional economic development strategies.	Housing Practitioners Group met last in the spring of 2020. Meetings have been postponed so that staff can address pandemic response efforts.	Staff is part of their effort to create a regional housing strategy. Exploring the use of an online tool to track regional affordable housing inventory. Will bring information to the Council as the strategy is developed.	1.1 Increase number of homeownership units that are permanently affordable. 2.2 Increase the number of rental units that are permanently affordable.

Carrboro Affordable Housing Advisory Commission	The AHAC is tasked with furthering the Town of Carrboro's housing mission, which is to provide opportunities for safe, decent and affordable housing for all residents no matter their age, ability or income level.	Monthly meetings.	Reviewed annual affordable housing progress. Gave feedback on multiple iterations of the draft Comprehensive Plan document for Affordable Housing. Made funding recommendations for the AHSRF to the Town Council in January and April 2021. Recommended the Town donate 106 Hill Street to Pee Wee Homes for affordable rental housing for households earning 30% AMI or below, if variance and rezoning approved. Will review funding applications in October and briefly reviewed the draft plan of a regional strategy for manufactured home park preservation in September.	3.4 Ensure implementation of the Affordable Housing Strategy.
Orange County Master Aging Plan Housing Workgroup	The Orange County Affordable Housing Coalition is an association of individuals and organizations working together to provide housing opportunities for all in Orange County, NC. The mission is to foster collaboration among providers and advocates to support affordable housing development and preservation in Orange County.	Participate in quarterly meetings.	Update the 2017-2022 Master Aging Plan (Year 4 Implementation Plan). Engagement in affordable housing projects that could benefit seniors. Town staff continued engagement with Carolina Spring.	1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
Northside Neighborhood Initiative	Engage group in review of Carrboro developments at the appropriate time.	Participate in regular meetings.	Advocate for affordable housing in the Northside and Lloyd-Broad communities. Continue support of Pee Wee Homes to build 3 units on town-owned land on Hill St.	1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.

Long Term Recovery Group	The Long-Term Recovery Group was established to inform and shape decisions about recovery by bringing together stakeholders of diverse backgrounds and expertise. The Long-Term Recovery Group is made up of smaller working groups, called Recovery Support Functions.	Project Management Team meets weekly. Provide input for affordable housing considerations and solutions during the long-term pandemic recovery process.	Presented Long-Term Recovery Plan to Council on May 4th for review and comment. Response letter to elected official expected in October, possible endorsement in November. To be used as a guiding document for ARPA.	Draft Plan addresses Carrboro's established housing goals.
Partnership to End Homeless - Leadership	The Orange County Partnership to End Homelessness (OCPEH) is a coalition of service providers, local governments, and community members who work together to coordinate funding and bring best practices to the work of ending homelessness in Orange County. The Leadership Team is the governing body of the Orange County Partnership to End Homelessness and as such makes policy to prevent and end homelessness in Orange County.	Leadership Team meets monthly. Housing staff are not members of the leadership team, but attend meetings for informational purposes.	Corey Root, Partnership to End Homelessness Manager, presented the yearly summary and gaps analysis to the AHAC on March 17th and Town Council on April 13th. She was hired as the Orange County Housing and Community Director this summer. Rachel Waltz will manage the OCPEH program.	The Comprehensive plan process is examining how issues of homelessness fit in with established goals & strategies and recommend changes based on assessment.
Partnership to End Homeless - Project Review	To review, score and make recommendations for ESG funding applications and review grantee progress toward goals.	Meets as needed.	Received presentations from grantees in the spring. Applications for ESG grants have been released. Committee reviewed and recommended funding in September.	Same as above.
Big, Bold Ideas Committee on Affordable Housing	Create a plan to provide 1,500 new units of affordable housing by 2026.	Led by the Chamber of Commerce, Carrboro staff, along with representatives from the other Orange County Jurisdictions, the University, developers (non and for profit), and others; have been meeting regularly to collaborate and provide input on regional affordable housing goals.	The committee developed a series of Affordable Housing Recommendations. Now they are seeking additional feedback on these recommendations, creating a communications plan, and finalizing the report.	There are many overlapping goals. 1.1 Increase number of homeownership units. 2.1 Increase the number of rental units. 3.3.B Develop a dedicated funding source; explore a public private fund.



TOWN OF CARRBORO  
301 W. Main St.  
Carrboro, NC 27510  
Created Oct 5, 2021

# Carrboro Affordable Housing

Type ● EHA ● New ● Repairs

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

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Orange County worked with the Towns of Carrboro, Chapel Hill, and Hillsborough to consolidate separate housing assistance programs into the Orange County Emergency Housing Assistance Program (EHA) in 2020. EHA assists Orange County residents with low incomes to secure and maintain stable housing and prevent eviction and homelessness. EHA assists households that earn no more than 30% of the area median income (AMI), have an urgent need for housing assistance that is related to the COVID-19 pandemic, and do not have adequate resources to cover the cost of their housing need. Staff have designed program processes and documents to be low-barrier and accessible, and have served over 1,883 households since the beginning of the pandemic, providing over \$7.4 million in direct assistance.

### Program Participants Served

Black and African American households make up 46% of all households served by the EHA and HOPE programs between January 2020 and July 31, 2021.<sup>1</sup> Hispanic and Latino households comprise the second largest ethnic group served (26%) by program during this time period. The EHA program served relatively smaller numbers of households identifying as White (21%), Asian (3%), multiracial (3%), and American Indian/Alaska Native (1%).

**Table 1. Race/ethnicity of unique households served by EHA and HOPE programs**

Total	EHA	HOPE	Total	%	%*
AIAN**	15	1	16	1%	1%
Asian	59	1	60	2%	3%
Black	785	297	1,082	36%	46%
Hispanic/Latino	594	16	610	20%	26%
Multiracial or other	47	33	80	3%	3%
White	360	139	499	17%	21%
No data	637	1	638	21%	-
<b>Total</b>	<b>2,497</b>	<b>488</b>	<b>2,985</b>	<b>100%</b>	<b>100%</b>

\*-Percent total excluding households with no race/ethnicity data

\*\*-American Indian and Alaska Native

### Outreach & Referrals

Community partners are instrumental to EHA outreach and engagement in addition to being a key source of referrals. The Refugee Community Partnership has referred the majority of Asian households to EHA. El Centro Hispano and the Family Success Alliance have referred the majority of Latinx households to the program. The Orange County Housing Helpline serves as the main source of referrals to the EHA program for Black/African American applicants.

A complete list of referral partners is available in Table 2 below. Orange County Housing and Community Development staff host a bimonthly call with community partner agencies to provide

<sup>1</sup> Orange County administered the HOPE Program in the Fall of 2020.

updates on the EHA program, answer questions, and hear feedback. The Helpline and community partners regularly assist applicants who face language or technology barriers to apply for assistance and work to keep the EHA program low barrier and accessible.

**Table 2. Referrals by agency to the EHA and HOPE program (as of July 2021)**

Agency/ Service	#	%	Cumulative %	Type
Housing Helpline	1,681	42.1%	42.1%	County
Family Success Alliance	589	14.7%	56.8%	County
Neighborly* (EHA website)	576	14.4%	71.3%	County
Refugee Community Partnership	303	7.6%	78.8%	Non-profit
El Centro	209	5.2%	84.1%	Non-profit
Community Empowerment Fund	112	2.8%	86.9%	Non-profit
Empowerment	79	2.0%	88.9%	Non-profit
Community Home Trust	70	1.8%	90.6%	Non-profit
Oxford House	57	1.4%	92.0%	Non-profit
Eviction Diversi on Program	51	1.3%	93.3%	County
OWASA**	49	1.2%	94.5%	County
Housing Choice Voucher office	44	1.1%	95.6%	County
SCHRAD***	37	0.9%	96.6%	County
Compass	28	0.7%	97.3%	Non-profit
HOPE	26	0.7%	97.9%	County
InChuCo	18	0.5%	98.4%	Landlord
IFC	16	0.4%	98.8%	Non-profit
Department of Social Services	15	0.4%	99.1%	County
Criminal Justice Resource Department	12	0.3%	99.4%	County
Single Family Rehabilitati on Program	6	0.2%	99.6%	County
Orange County Rape Crisis Center	5	0.1%	99.7%	Non-profit
Self	5	0.1%	99.8%	N/A
Homelink	2	0.1%	99.9%	Other government
Legal Aid	1	<0.1%	99.9%	Non-profit
Orange County Schools	1	<0.1%	99.9%	County
Refugee Support Center	1	<0.1%	99.9%	Nonprofit
Veterans Affairs	1	<0.1%	100.0%	Other government

The Orange County Housing Helpline provides referrals to Emergency Housing Assistance and has connected thousands of residents to housing resources and services since launching in March of 2020. The Helpline can provide service in 200 languages, including English, Spanish, Karen, Burmese, Arabic, Hindi, Korean, and Chinese. Assistance is available in-person at



weekly office hours and via phone or email. Information about the Housing Helpline has been widely circulated among homelessness service providers, community partner agencies, local elected officials and community leaders, property owners, at the Orange County Courthouse and in the local press, municipal newsletters, Orange County Twitter feeds and on the Orange County website.

### **Community Listening Sessions**

In June 2021, EHA staff partnered with EmPOWERment, Inc. to host two virtual listening sessions to get feedback from households who received EHA about their experience with the program. There were 87 total survey responses. Language interpretation in Burmese, Karen and Spanish was available at the listening sessions. EmPOWERment, Inc. reported the following findings:

- Most participants who received assistance from the EHA program reported that their experience was positive.
- Some of the Spanish-speaking survey respondents requested that OCHCD place promotional materials (e.g., flyers) in Spanish in grocery stores, churches, and medical offices catering to Orange County's Spanish-speaking community.

Based on the listening feedback, staff are working on the following recommendations:

- Making printed and digital documents available in multiple languages.
- Providing applicants with a timeline for receiving assistance when they apply, including updates on the status of application.

As a result of these listening sessions, the Housing Helpline revised their outreach materials to highlight that services are available in over 200 languages and to dispel misconceptions that language access is unavailable. The Emergency Housing Assistance program staff are working on a technology solution to provide automated application updates to applicants, however applicants can contact the Housing Helpline or their EHA specialist processing their application at any time for an update. The average processing time for applications has also decreased from six weeks to four weeks. EHA program staff are working to distribute more flyers at local grocery stores, libraries, community centers and throughout the County.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:21-319**

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**Agenda Date:** 10/12/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Transportation Projects Update

**PURPOSE:** The purpose of this agenda item is to provide the Town Council an update on the status of transportation projects within the Town.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Zachary Hallock, Transportation Planner, 919-918-7329, [zhallock@townofcarrboro.org](mailto:zhallock@townofcarrboro.org) <<mailto:zhallock@townofcarrboro.org>>; Tina Moon, Planning Administrator, 919-918-7325, [cmoon@townofcarrboro.org](mailto:cmoon@townofcarrboro.org) <<mailto:cmoon@townofcarrboro.org>>; Trish McGuire, Planning Director, 919-918-7327, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org) <<mailto:pmcguire@townofcarrboro.org>>

### **INFORMATION:**

Dating back to 2015, the Town Council has regularly received presentations on the implementation of transportation projects. The purpose of this update is to provide Council with more information about development of key projects along with a status report of their progress. Content of the transportation update includes NCDOT projects, town projects (including traffic calming and greenways), bicycle projects, pedestrian projects, and transit projects.

Major project developments include:

NCDOT ADA Upgrades - Work is expected to commence for a number of intersections and driveways along NCDOT facilities as early as spring 2022, with work to be completed by October 14, 2022.

NC 54 Pedestrian Crossings - Staff have worked with Chapel Hill, DCHC MPO, and NCDOT to identify potential funding sources for this project (in addition to the OCTP funds). Design work on this project is expected to be in winter 2021.

Jones Ferry Road Protected Bike Lane - On August 11, 2021 Public Works staff installed the flex posts in the buffer space between the motor vehicle lane and the bicycle lane to create a protected bicycle lane. Staff expect to monitor conditions as it relates to winter maintenance and collect data at regular intervals to assess impacts of this change.

More information can be found in the transportation projects report (Attachment B).

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**Agenda Date:** 10/12/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Additional background information from past transportation updates can be found at the links below:

April 6, 2021 - Transportation Projects Update - [Town of Carrboro](#) Item #: 21-65

<[October 13, 2020 - Transportation Projects Report - \[Town of Carrboro\]\(#\) Item #20-367](https://carrboro.legistar.com/LegislationDetail.aspx?ID=4853506&GUID=37C0331C-B949-4B5B-8F26-ED305BF9817C&Options=&Search=></a>></p></div><div data-bbox=)

<[October 13, 2020 - Focused Transportation Update - \[Town of Carrboro\]\(#\) Item #20-368](https://carrboro.legistar.com/LegislationDetail.aspx?ID=4664161&GUID=6FD2BFE5-1D6E-4ED5-A64C-E5B3A50656B4&Options=ID|Text|Attachments|Other|&Search=%22Transportation+Projects%22></a>></p></div><div data-bbox=)

<[February 22, 2020 - Transportation Projects Update - \[Town of Carrboro\]\(#\) Item #: 19-382](https://carrboro.legistar.com/LegislationDetail.aspx?ID=4664162&GUID=28BE023E-B619-4BC7-B2A6-D04824BCC233&Options=ID|Text|Attachments|Other|&Search=%22Transportation+Projects%22></a>></p></div><div data-bbox=)

<[\*\*FISCAL & STAFF IMPACT:\*\* There is no impact associated with receiving this report.](https://carrboro.legistar.com/LegislationDetail.aspx?ID=4336492&GUID=75108466-7D65-491D-AEC7-F63CB4A4021C&Options=ID|Text|Attachments|Other|&Search=%22Transportation+Projects%22></a>></p></div><div data-bbox=)

**RECOMMENDATION:** Staff recommends that the Town Council consider the resolution provided (Attachment A) receiving the update and providing comments as may be desired.

A RESOLUTION PROVIDING COMMENTS ON THE DRAFT BIKE SHARE REQUEST  
FOR PROPOSALS

WHEREAS, the Town Council has received presentations on important long range, regional and statewide transportation plans; and

WHEREAS, development of a bike share system has been a priority of the Town since the 2009 Bicycle Transportation Plan; and

WHEREAS, Carrboro, Chapel Hill and UNC are collectively working to develop an RFP jointly that would create a unified bike share system; and

WHEREAS, Town staff have requested Council input and have provided the Council with updates related to specific projects at regular intervals.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council that the Council provides the following comments:

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This the 12<sup>th</sup> day of October, 2021.



TOWN OF CARRBORO  
NORTH CAROLINA

**TRANSMITTAL**

**PLANNING DEPARTMENT**

**DELIVERED VIA:**  *HAND*  *MAIL*  *FAX*  *EMAIL*

**To:** Richard White III, Town Manager  
Mayor and Town Council

**From:** Zachary Hallock, Transportation Planner

**Date:** October 8, 2021

**Subject:** Update on Transportation Projects

**Summary**

In September 2015, ([Town of Carrboro - File #: 15-0325 \(legistar.com\)](#)) staff began providing regular updates on transportation projects. This document is intended to provide the most recent update the Town Council on the status of a number of ongoing transportation projects. These include NCDOT managed projects, Town managed projects, bicycle projects & planning, pedestrian safety projects, and transit projects. The most recent information for each item is provided at the end of the project description. The previous update was provided to Council on April 6, 2021; agenda materials can be found at [Town of Carrboro - File #: 21-65 \(legistar.com\)](#)

**NCDOT Projects**

Estes Drive/North Greensboro Street Roundabout Project (U-5846)

As of September 2021, construction on this project was deemed substantially complete, although there is still remaining landscaping work. Staff continue to coordinate with NCDOT to resolve and monitor minor issues that have arisen as residents become acclimated to the new traffic pattern. These include:

1. Attempted entry of motor vehicles into the Frances Shetley Bikeway – Planning and Public Works staff have coordinated with NCDOT to install a set of plastic flex posts to reduce the width of the entry area from the roundabout to the bikeway down to ~5 ft, to make it clear that it is not a path for vehicles. Staff will continue to monitor this situation and make adjustments as needed.

2. Lack of guardrails between the sidewalks and stormwater features – Staff received inquiries regarding the proximity of the sidewalk and the adjacent stormwater feature. NCDOT indicated that the design engineer had followed applicable standards for this location. Staff are currently working with the Town Engineer to develop preliminary designs and cost estimates for installation of pedestrian handrails.
3. Signage or other wayfinding to provide clearer direction to roadway users – Staff continue conversations with NCDOT regarding potential changes to signage that would make it clearer to drivers that the Frances Shetley bikeway entrance from the roundabout is not for motor vehicles. Staff have concerns about over-signing in the area of the roundabout, but we expect to continue conversations with NCDOT to identify if there are any potential changes to be considered.

Staff remains in close contact with NCDOT and will continue to post updates on the Town website when necessary ([Estes Dr. & North Greensboro Roundabout | Carrboro, NC - Official Website \(townofcarrboro.org\)](#)). Urgent public information will be provided via news flashes.

#### Merritt Mill/Franklin/E Main/Brewer intersection project (U-5847)

Project is complete and will be removed from the next transportation projects report (Spring 2022).

#### NC 54 West Corridor Study

Project is complete and will be removed from the next transportation projects report (Spring 2022).

More information on the NC 54 West Corridor study may be found at: [Town of Carrboro - File #: 19-321 \(legistar.com\)](#)

#### U-6071 – Intersection Improvements to NC 54 between Old Fayetteville Rd and W Main St

In September 2015, the Board of Aldermen approved a list of projects to be submitted to NCDOT's Strategic Planning Office of Transportation (for SPOT 4.0) to be analyzed for funding. ([Town of Carrboro - Item #: 15-0306 \(legistar.com\)](#)) This list included intersection improvements on NC Hwy 54 @ Old Fayetteville Road. While this project did not score well enough to receive funding, it was continued as carryover project into SPOT 5.0. It went on to score well enough to be placed in the developmental STIP. At this time, the Lloyd Farm development was navigating the approval process, which included a Traffic Impact Analysis (TIA) as required by NCDOT. Staff continued to monitor the SPOT 6.0 process, and based on the required improvements of the Lloyd Farm TIA, modified U-6071 prior to analysis in SPOT 6.0, from an intersection project to a corridor project. This change would incorporate Reduced Conflict Intersection (RCI) design features and expand the scope of the project to include NC 54 at W Main Street. One key added benefit of the RCI design, is the opportunity to incorporate a signalized left-over intersection to allow direct access from Eastbound NC 54 into Lloyd Farm along with a signalized pedestrian crossing between Old Fayetteville Rd and W Main St.

In 2021, NCDOT engaged an engineering consultant, RK&K, to begin development of express design work for U-6071. The purpose of this work was to develop more accurate cost estimates for use in SPOT 6.0. Due to the recent decision from NCDOT to postpone SPOT 6.0 (and associated STIP projects), there is currently no timeline for this project, as it has not yet been accepted into the STIP. Staff will provide an update on the status of SPOT 6.0 when information becomes available.

#### NC 54 Bike/Ped Safety Study: Old Fayetteville Road to Manning Drive (Chapel Hill)

The final project report was completed as of December 31, 2019. This item will be removed from the next transportation projects report (Spring 2022). Project documents can be viewed online via the links below.

[NC 54 Bike-Ped Safety Study Final Report](#)

[NC 54 Bike-Ped Safety Study Appendices](#)

#### NC 54 Pedestrian Crossing Implementation

Town staff are working with Chapel Hill and NCDOT Division 7 staff to implement simple two-phase traffic signals along NC 54 (@ Westbrook Drive, @ Abbey Lane, and @ Kingswood Apartments in Chapel Hill). These would stop traffic on NC 54 to allow people walking and biking to cross the street, as well as allow for left turn movements, while providing a refuge area in the median. While, the 2017 Orange County Transit Plan includes funding for a HAWK (High-intensity Activated Walk) signal, the two-phase signal would stop thru movement traffic for people walking and biking to cross NC 54 but would also provide a separate signal for left turn movements into Abbey Lane and Royal Park Apartments.

Carrboro staff have worked with NCDOT, Town of Chapel Hill and Chapel Hill Transit to identify funding sources for these improvements in Carrboro, along with a 3<sup>rd</sup> crossing location at Kingswood Apartments in Chapel Hill. On September 23, staff from Carrboro, Chapel Hill, and NCDOT Division 7 met to discuss potential structures for project management. NCDOT has agreement to manage the design and construction of the project, in addition to providing \$400,000 in SPOT Safety funds. Additionally, this project was approved for STBG-DA and STBG-AA funds from the MPO in May. Carrboro will be contributing its Orange County Transit Plan funds to be part of the local match for this project. Staff are currently working to finalize the project details including the schedule, role of the parties in grant administration, sources of funding, and structure for the necessary agreements. NCDOT has offered to manage the project (design, bid process, and construction). Staff will continue to coordinate with the Orange County Transit Plan Staff Working Group to include this project in the transit work plan once the timeline more certain.

## **Town Projects**

### Laurel Avenue Parking

This item has been completed and will be removed from the next transportation projects report (Spring 2022). If conditions change, or there is other information to provide, staff will include it as needed.

### Starlite Drive Traffic Calming

Information about the Starlite Drive traffic calming project was last provided to Council on June 16, 2021 ( [Town of Carrboro - Item #: 21-221 \(legistar.com\)](#)). At the meeting, the Council directed staff to conduct additional outreach to residents along Starlite Drive to gauge interest in a proposal to eliminate the existing on-street parking and replace it with an on-street pedestrian lane. Staff mailed information to residents and property owners with frontage along Starlite Drive offering to set up a time to meet them outside at their property to discuss the traffic calming concepts. Of the 25 residents who live along Starlite Drive, staff have received responses from seven (~30%). Based on the feedback received so far, there is an even split of support for and against the removal of on-street parking to create a pedestrian lane. Additionally, a number of long-term residents felt that the removal of the on-street parking would affect their ability of host guests and would likely cause a ripple effect wherein cars would be forced to park on other streets within Lloyd-Broad.

Staff expect to bring back an item to Council with recommendations and next steps at a later date.

### Barred Owl Creek Traffic Calming

Information about traffic calming for the Barred Owl Creek neighborhood was last provided to Council on June 16, 2021. [Town of Carrboro - Item #: 21-221 \(legistar.com\)](#)

On July 29, public works staff performed the installation of the interim traffic calming measures that were presented to Council at the June 16 meeting. These measures were installed to address the existing traffic concerns on Carol Street. Staff continue to observe the installation and respond to inquiries from residents and property owners as they arise. Data collection (vehicle speed and volume) is expected to occur before the end of October. Staff plan to use this data as part of a neighborhood meeting to discuss the effectiveness of these treatments with residents, seek additional feedback, and interest they may have in making them permanent. Staff expect to bring an item to council presenting data, feedback from the neighbors about the interim installation and requesting direction regarding implementation at a later date.

Staff expect to evaluate the traffic impacts of the approved Lloyd Farm Phase 1 once construction has been completed and the development has been open for a period of at least six months. This will include a neighborhood-level traffic calming study as established in the conditions of the Lloyd Farm Rezoning, which states “The traffic calming study shall be conducted by the Town as and when it deems appropriate”.

### Tallyho Trail Traffic Calming

Working with the Town Engineer, staff have developed a preliminary design for the fourth speed table to be placed along Tallyho Trail, in the vicinity of 1509/1511 Tallyho Trail. Staff are working with the residents of the street to identify an appropriate time to hold a neighborhood meeting and discuss the proposed design and anticipated installation date.

### Unpaved Roads Speed Limits

Information about changing the speed limits on unpaved roads was last provided to the Council on October 13, 2020. More information can be found at [Town of Carrboro - File #: 20-368 \(legistar.com\)](#)

Staff sent out a mailed survey in March and again in June, to increase the response rate, to gather feedback from residents on the unpaved streets in Town. Once sufficient feedback has been received to identify a preferred speed limit, Town Code amendments to change the speed limit (by individual streets) will be brought back to Council for consideration. The unpaved streets in Town, that have been surveyed for local input include:

- B Street
- Bert Street
- Broad Street
- Colson Street
- Deer Street
- Dillard Street
- Dove Street
- Goldston Drive
- Hillcrest Avenue
- Hunter Place
- Parker Street
- Rainbow Drive
- Watters Road

Of those streets, Broad St (north of Hill St), Deer St, Dove St, Parker St, Rainbow Dr, and Watters Rd have a response rate of greater than 70%. The average speed limit received from all responses was calculated (respondents could indicate more than one preference) and the proposed speed limit was determined by rounding to the nearest 5 MPH. A summary of the responses received so far are displayed below.

Street	Preferred Speed Limit Indicated					No Preference	Average Response	Response Rate	Proposed Speed Limit
	5 MPH	10 MPH	15 MPH	20 MPH	25 MPH				
BERT	2	4	1	0	0	0	9.3	47%	10
BROAD	0	2	2	1	0	0	14.0	80%	15
COLSON	0	2	1	1	0	0	13.8	50%	15
DEER	0	2	8	0	1	2	15.0	92%	15
DILLARD	0	4	7	3	1	0	15.3	64%	15
DOVE	0	0	1	1	3	0	22.0	71%	20
GOLDSTON	0	5	3	1	0	0	12.8	53%	15
HILLCREST	0	2	2	2	1	0	16.4	44%	15
HUNTER	0	1	0	0	2	0	20.0	25%	20
NEVILLE	0	2	1	0	0	0	11.7	60%	10
PARKER	0	1	0	0	0	1	10.0	100%	10
RAINBOW	0	0	7	2	0	1	16.1	82%	15
WATTERS	0	1	10	3	1	0	16.3	71%	15

Indicates streets which have a response rate >70%

Conversations with the police department have indicated that enforcement of speeds on unpaved streets is very challenging. Due to the limited right of way, limited street width, and shorter lengths, any police presence on an unpaved street is easily visible. Additionally, due to the limitations of our traffic counting equipment, it is difficult to obtain baseline data for the operating speeds on unpaved streets.

For the streets which have response rate greater than 70%, staff will look for an opportunity to bring a Town Code amendment to council for approval with the speed limit identified in the table above.

#### Bike Loop Detectors (U-4726-DF)

The Town has advertised the bike loop detector project (the installation of bike loop detectors at North Greensboro at Weaver and Main and Main at Roberson and at the intersection of Poplar at NC 54) twice, first in October 2017 and again in July 2019, without receiving any bids.

Recent conversations with NCDOT staff have indicated that there may be some potential in bidding the Bike Loops project at the same time as the work associated with the E Main St resurfacing. The goal is that by bidding at the same time, there may be more interest from contractors as they have a chance at two projects in the same location, thus reducing their mobilization costs. Staff are in the process of reviewing the materials that were developed for Bike Loops project, to determine what modifications, if any, are needed to bring them up to current NCDOT and Federal standards.

#### Homestead Road-Chapel Hill High School Multi-Use Path (U-4726-DE)

The project is completed and will be removed from the next transportation projects report (Spring 2022).

#### Morgan Creek Greenway (EL-4828A)

The Morgan Creek Greenway is a multiphase greenway system connecting the neighborhoods around Smith Level Road to University Lake. The conceptual plan included two potential alignments for Phase 1: a preferred alignment and an alternate alignment. Challenges associated with the stream crossing intended for the preferred alignment for Phase 1 led the Town to advance a variation of the alternate alignment. This is an approximately half-mile of paved multi-use path beginning at the cul-de-sac at Abby Lane, extending to the Smith Level Road Bridge, running under the bridge to connect with a future multi-use path in Chapel Hill, and beginning again, along the south side of Morgan Creek to a turnabout point before the soccer field at the Berryhill Subdivision. Phase 1 of the Morgan Creek Greenway was advertised in June 2019 and re-advertised in August 2019. Two bids came in higher than expected and, per NCDOT procedures, bids are not acceptable if higher than 10-percent above the Engineer's estimate. As part of a November 17, 2020 project update ([Town of Carrboro - File #: 20-423 \(legistar.com\)](#)), staff reported that the Town Engineer, Sungate Design, had conducted a feasibility analysis of the potential Phase 1 crossing and determined that a pedestrian bridge

could be permitted, allowing the Town to return to the original preferred alignment for the project, if preferred. Staff was directed to proceed with the original alignment and to refer the item to the Greenways Commission to host a meeting with neighboring residents to discuss the status of the project. The Greenways Commission meeting was held on December 7, 2020.

On June 22, 2021, Council approved a CIP ordinance update for the Morgan Creek Greenway project ([Town of Carrboro - Item #: 21-244 \(legistar.com\)](#)). Reallocation of Orange County Transit plan funds was contingent on the GoTriangle Board of Trustees adoption of the FY22 budget, which was approved on June 23, 2021 ([GoTriangle Board of Trustees - Meeting Minutes - 6/23/2021](#)). The Town Engineer has developed an estimate for the cost of preparing the bid documents and associated permits, and a preliminary estimate for project construction. Town staff met with NCDOT on September 1 to discuss the project. Next steps include developing an updated project schedule, moving forward with the design work and working with NCDOT to prepare a new supplemental agreement to reflect the updated project milestones.

#### Jones Creek Greenway (C-5181)

Advertisement for engineering services, selection of Wetherill Engineering, and approval of the firm & cost estimate by NCDOT was completed in the fall of 2018. The contract was executed before the end of 2018 and a project kickoff meeting was at the end of January 2019. During this kickoff, the public input process was established to include open house input sessions at 15%, 30%, and 60% design. At the beginning of March 2019, planning staff facilitated an internal staff discussion with the police department and school district to discuss issues related to greenway safety. The third public hearing for the project, at 65% design, was held on September 24, 2019. After further assessment for the greenway alignment and discussions with the County with regard to a potential staging areas and right of entry, updated plans, CE documents and environmental permit applications were submitted to NCDOT in the fall of 2020.

Design plans are nearly at 90%, and Town staff are coordinating with NCDOT to incorporate final comments. Town staff are scheduled to meet with the design engineer (Wetherill) and NCDOT to go over review comments and next steps later this month, prior to moving forward with easement acquisition and completing bid documents.

#### Estes Drive Corridor Study and Bike/Ped Improvements (EB-5886)

This project to consider improvements to Estes Drive from N Greensboro St to the Town Limits was submitted in SPOT 4.0 and accepted to the State Transportation Improvement Program (STIP). Working with the MPO, staff has submitted a revised project schedule for design in FY 2022, ROW in FY 2024 and construction in FY 2026.

Staff anticipates beginning the process of initiating a municipal agreement with NCDOT within the fiscal year and beginning the development of an RFP for design services shortly thereafter. Coordination with NCDOT and Chapel Hill will be important as the project moves forward to ensure a seamless transition from the newly completed roundabout at North Greensboro Street to the proposed bike/ped improvements at the northern end of the corridor in Chapel Hill.

South Greensboro Street Sidewalk (C-5650)

The Town entered into a municipal agreement from NCDOT in the summer of 2018 and a contract with Ramey Kemp Associates (RKA) in 2019 for design services. The scope of work for RKA includes a capacity analysis for the southern section of the corridor from the roundabout at South Green to the bridge over Morgan Creek. The 15% design plans have been completed, and planning staff have coordinated review between Town departments, NCDOT, and external agencies to garner feedback on the design. Public meetings were held remotely on the conceptual plan at 30% design on Thursday, January 28 and Saturday, January 30. A public hearing on the 65% design plans was held on June 22, 2021. The agenda item from that meeting can be found at: [Town of Carrboro - Item #: 21-251 \(legistar.com\)](#). The 65% plans, CE and associated permit documents were submitted to NCDOT for review in late July/early August.

Staff have continued discussions with RKA and Chapel Hill Transit about the feasibility of reducing lane widths to provide space for bicycle lanes along the corridor. Staff will provide updates to council as the design work progresses.

West Main Street Sidewalk

There has been no change on this item since the last transportation projects report.

As part of the development of the 2017 Durham and Orange county transit plans, the Town submitted a capital project request for funding to construct a sidewalk along West Main Street between Fidelity Street and Poplar Street. Staff requested delaying the funds for the Main Street project to a later fiscal year in order to receive funds for the South Greensboro Street sidewalk in an earlier fiscal year. A schedule for moving forward with the West Main Street project has not yet been determined.

Barnes Street Sidewalk (EB-5890) & Jones Ferry Road Sidewalk (EB-5880)

There has been no change on this item since the last transportation projects report.

The Barnes Street and Jones Ferry Road sidewalk projects have been programmed for funding in the 2019-2029 STIP. The proximity of the two projects offers an opportunity to seek one contractor to construct both projects if such an arrangement provides an economy of scale benefit. Conversations with NCDOT and DCHC MPO staff have altered the schedule for both projects; the current anticipated timeline for both projects would be design in FY 2023, ROW in FY 2024 and construction in FY 2025.

East Main Street Restriping Plan and NCDOT Resurfacing

Signal design and timing plans have received final approval from NCDOT. Pavement marking plans have been submitted to NCDOT for final approval, and staff are awaiting response.

NCDOT has delayed the resurfacing of E Main Street by a year to accommodate an OWASA pipe replacement project. The resurfacing is currently scheduled for summer 2022.

## **Bicycle Projects and Planning**

### Bicycle Transportation Plan Update

This project has been completed, and will be removed from the next transportation projects report (Spring 2022).

The updated Bike Plan can be viewed at [Town of Carrboro - 2020 Bike Plan Update](#)

A GIS web map of the project recommendations can be viewed at [Town of Carrboro GIS - 2020 Bike Plan Recommendations](#)

### Bike Plan Implementation and Bicycle Friendly Communities Application

Staff will use information from the BFC scorecard and priority projects identified in the Updated Bike Plan to better situate the Town for the next application for the BFC program in 2023.

Staff have identified a number of potential locations on NCDOT roads, which could be considered for modification of pavement markings as a lower cost method by which bike plan projects could be implemented (as opposed to widening a road to add improved bike facilities). Additional cost savings are possible by partnering alongside planned NCDOT resurfacing projects; as was developed for E Main Street, the Town can propose pavement marking changes subject to review and approval by NCDOT. Staff will bring back additional information about implementation of the bike plan at a later date.

A map of the NCDOT resurfacing schedule through 2025 is part of the Highway Maintenance Improvement Program (HMIP) and can be viewed at: [NCDOT Highway Maintenance Improvement Program \(2021-25\)](#)

### Bike Share

Additional information about the status of bike share and the development of the draft RFP for a continuous bike share system that would serve UNC, Carrboro, and Chapel Hill has been provided as a separate agenda item.

### Jones Ferry Road – Protected Bike Lane

In conjunction with the Town Engineer, staff developed and submitted an encroachment agreement to install flexible delineators to create a protected bike lane using the existing buffer space along the eastbound lane of Jones Ferry Road between the NC 54 EB ramps and Barnes St. Public works staff performed the installation on Wednesday, August 11, 2021. Staff will be assessing the ability to maintain the delineators, especially as it relates to snow removal. Data collection will be performed at regular intervals to assess the impacts of this treatment on motor vehicle speeds/volume, as well as counts of bicyclists and pedestrians. Staff expect to provide a follow up report, including collected data, insights from Public Works as to the maintenance of this facility, and community feedback once this treatment has been in place for at least one year.

More information can be found on the project webpage at: [Town of Carrboro - Jones Ferry Road Protected Bike Lane](#)

#### Pathway Drive Bike Boulevard

There has been no change on this item since the last transportation projects report.

#### Cobblestone Colfax Connector

There has been no change on this item since the last transportation projects report.

#### Cobblestone Drive Traffic Calming

There has been no change on this item since the last transportation projects report.

This traffic calming project is completed. Follow up traffic count to assess the effectiveness of the installed devices will be scheduled at a later date, pending return to normal travel and commuting patterns.

#### ITRE Continuous Bike-Ped Counters Data

This data is processed by ITRE and updated annually. Staff will provide updated data when it becomes available in early 2022, likely as part of the spring 2022 transportation projects report.

### **Pedestrian Safety Projects**

#### Locations Based on Requests from Residents & TAB Members

Planning and Public Works continue to coordinate on the development of preliminary design work on several small projects. This preliminary design work will be used for the preparation of encroachment agreement to make modifications to pavement markings or other infrastructure on NCDOT maintained streets or on Town maintained streets. Staff continue to develop designs for the following locations:

- N Greensboro St @ Pine St: High-visibility crosswalk markings and signage
- Culbreth Rd @ Rossburn Way: High-visibility crosswalk markings and signage
- Old Pittsboro Road: Shared Lane Markings and Bicycle Wayfinding
- Roberson Street @ Libba Cotten: Intersection Safety Markings

A number of other locations are still under consideration; however, both the current COVID-19 pandemic's impact on travel patterns and NCDOT's suspension of projects has had an impact on the previously anticipated schedule for these projects. Staff are currently exploring potential vendors to acquire equipment for robust data collection and analysis tools needed to support implementation of the crossing locations identified. Additional information will be provided in future transportation reports as these projects progress.

- W Main St @ Hillsborough Rd: Traffic Signal and/or Pedestrian Median Island
- Hillsborough Rd @ James St: Traffic Signal
- N Greensboro St @ Shelton St: Traffic Signal
- W Main St @ W Weaver Street: Bike Boxes, Bike Loop Detectors, Bike Lane Intersection Markings, Curb Radii revisions, and Pedestrian Signal Heads where needed

NCDOT has indicated that ADA improvements will be installed at the following locations between May 16 and August 5, 2022:

1. NC 54 (@ W Poplar Ave, @ W Main St, @ Old Fayetteville Rd, @ Smith Level Rd)
2. Hillsborough Rd @ N Greensboro St
3. E Main St (@ N Greensboro St, @ Carrboro Police Dept. Driveway, @ E Weaver St, @ Lloyd St, @ 300 E Main Driveway, @ W Rosemary St, @ Boyd St)
4. N Greensboro (@ Oak Ave, @ Robert Hunt Dr)

For the remaining locations, work may start as early as spring 2022, but will be completed by October 14, 2022. General locations include:

- W Main St & Jones Ferry Rd
- S Greensboro St (@ Frank Porter Graham, @ UNC Child Development)
- Rogers Rd (@ Homestead Rd, @ Sylvan Way, and @ Zeiger Ln)

An overview of pedestrian safety projects currently in development are described in the table on the following page.

	NAME	Identified Improvement	Current Status
NCDOT to Perform	Weaver @ E Main St	Pavement markings (NCDOT)	Resurfacing to occur in Summer 2022
	N Greensboro @ Oak St	High-vis crosswalk (covered by STIP, includes PHB)	Construction complete. Staff continue to monitor conditions at roundabout.
	N Greensboro @ Williams St	High-vis crosswalk (covered by STIP, includes PHB)	
	N Greensboro @ Hillsborough Rd	High-vis crosswalk (covered by ADA ramps) & RRFB	A number of the NCDOT ADA upgrades will be installed in between 5/16/22 and 8/5/22. The remainder are expected to be completed by October 2022.
	Jones Ferry @ Bim St	High-vis crosswalk (covered by ADA ramps)	
	N Greensboro @ Robert Hunt Dr	High-vis crosswalk (covered by ADA ramps)	
	NC 54 @ Westbrook Dr and @ Abbey Ln	Traffic Signal with pedestrian crossing signals	Recommendation identified in NC 54 Safety Study, currenting coordinating with MPO, Chapel Hill, and NCDOT on project funding and implementation
Town to perform through Encroachment Agreement	S Greensboro @ Merritt Mill Rd	Bicycle improvements and ped signal heads	Improvements identified in the NC 54 Safety Study incorporated into the Design of the S Greensboro Sidewalk Project
	Weaver @ E Main St	Ped heads or signal modifications	EMSOA will address pavement markings and signal timing modifications, will assess signal heads after completion of resurfacing in Summer 2022
	W Main @ W Weaver	High-vis crosswalks, bike lane markings, bike boxes, curb extensions & ped signal heads	Collect data to assess need for bike boxes; coordination with NCDOT ADA upgrades
	W Main @ Jones Ferry Rd	Bicycle improvements, marked crosswalk ped signal heads	Beginning preliminary design to add missing crosswalk, other items on hold pending bike plan recommendation
	Merritt Mill Rd @ Cameron St	Bicycle improvements and ped signal heads	On hold pending future coordination with Chapel Hill
	N Greensboro @ Pine St	High-vis crosswalk, ADA ramps	Preliminary design completed
	Hillsborough @ James St	Traffic signal with pedestrian signals	Insufficient width for refuge island, collect data to assess signal warrant, survey needed
	Jones Ferry @ Davie Rd	Bicycle intersection improvements	On hold pending protected bike lane pilot
	W Main @ Hillsborough Rd	Median island and/or traffic signal	Assessing width for refuge island, collect data to assess signal warrant, survey needed
	N Greensboro @ Shelton St	Traffic signal	Collect data to assess signal warrant or crossing demand for RRFB, survey data needed
	Hillsborough @ High/Cheek St	Hi-vis x-walk	Need to consider additional sidewalk due to lack of recieving infrastructure needed for NCDOT to approve crosswalk
	W Main @ Ashe St	Hi-vis x-walk and ada curb ramps	Beginning preliminary design
	Old NC 86 @ Hillsborough Rd	Pedestrian refuge island, ada curb ramps	Preliminary design completed
	Jones Ferry Protected Bike Lane	Physical delineation to place in buffer	Encroachment approved in May 2021. Installed in August. Data collection to follow.
	W Main @ High/Westview	Hi-vis crosswalk and RRFB (Rectangular Rapid Flashing Beacon)	Need to consider additional sidewalk due to lack of recieving infrastructure needed for NCDOT to approve crosswalk
	Homestead @ Claremont Rd	Lighting & RRFB plus median island	Beginning preliminary design
	Culbreth Drive and Rossburn way	Hi-vis crosswalk	Preliminary design completed - recently resurfaced, check markings
	Hillsborough @ McDougle Driveway	Pedestrian refuge island	Beginning preliminary design
Town to perform	Roberson @ Libba Cotten	Raised intersection or green paint	Sungate has completed concept design, on hold due to low priority.
	Old Pittsboro Rd	Sharrows and bike route (or Bike Blvd)	Preliminary design completed.
	Cobblestone Connector	Widen sidewalk to 10' Multi Use Path (MUP)	Sungate has completed concept design, on hold due to low priority.
	Preliminary Design Completed		
	Preliminary Design In Progress		
	Project on Hold		
	Additional data collection, survey work, or supporting infrastructure required		

Downtown Traffic Volume Trends

There is no update for this item. Staff expect to bring back updated data once the NCDOT 2021 AADT volumes are made available.

Safe Routes to School Subcommittee

On June 25, 2019, the Town Council voted to restructure the previous Safe Routes to School Implementation as a subcommittee of the Transportation Advisory Board. [Town of Carrboro – Item #: 19-150 \(legistar.com\)](#)

Due to the COVID-19 pandemic, there had been delays in re-advertising for this new subcommittee. In May 2021, staff conducted outreach via the CHCCS Peachjar account to identify parents interested in participating in the Safe Routes to School subcommittee. On June 17, 2021, the TAB and SRTS applicants met jointly for the first time. The topic of that meeting was both the progress towards implementation of the infrastructure projects identified in the Town's SRTS plan as well as other programs, which the committee might assist in implementing, such as Walking School Buses.

Currently, no appointments have yet been made to the council. Staff expect to work with the Town Clerk to bring back applicants for formal appointment by council. Due to the nature of the SRTS committee as a subcommittee of the Transportation Advisory Board, all interested applicants will continue to be invited to the meetings regardless of their appointment status.

*Walking School Buses*

Beginning in July 2021, staff began coordination with Jennifer Halsey, the Carrboro Elementary principal, to implement a pilot program for a Walking School Bus. She assisted in getting an email message sent out to all parents, in order to identify which parents would be interested in helping to coordinate such an effort. The initial goal of this program would be to run once a week, primarily overseen by volunteer parents. On September 9, staff met with Jennifer and the interested parents to discuss where they had received interest and how to best organize routes. Staff are currently working to conduct additional outreach to parents via Carrboro Elementary's Friday Folder, a means by which physical messages can be distributed to parents (prior to that, all outreach had only been done online). A long term goal of this program would be to engage with existing parents who are coordinating similar efforts, learn from them, and develop materials which can be used to empower other parents begin a walking school bus in their neighborhood and provide assistance where able. More information about Walking School Buses can be found at [SRTS - Walking School Bus](#)

## **Transit Projects**

### Chapel Hill Transit Service Modifications

As of September 20, Chapel Hill Transit has made a number of service adjustments to increase the reliability in the face of staffing shortages. These include:

1. The last trip on most routes will run until 8 p.m.
2. No midday service (between 9 a.m. and 2:30 p.m.) on the F, G, HS, S & T routes
3. The 420, CL, NU, S, weekend J and weekend NS routes will have lower frequencies
4. Friday Center south park & ride lot users will need to use the main park & ride lot

These modifications will remain in effect until Chapel Hill Transit is able to hire more operators. Staff have continued to coordinate with outreach staff from Chapel Hill Transit to keep local residents information of any service changes.

More information can be found at: [Town of Chapel Hill - Transit](#)

### 2020 Orange County Transit Plan (OCTP)

The current OCTP was adopted in 2017 and can be viewed online at: [Orange County Transit Plan 2017](#)

There are a number of capital improvements which enhance transit service (such as upgraded bus stops and greenways/sidewalks) that are scheduled to receive funding as identified in the 2017 plan. The projects that are underway are:

- Morgan Creek Greenway
- South Greensboro Sidewalk
- NC 54 Pedestrian Crossings

The discontinuation of the Durham-Orange Light Rail Transit (DO-LRT) project constituted a significant change, which impacted the plan's projects/finances and necessitated an update as defined in the 2017 OCTP. The Orange County BOCC approved the framework for the 2020 Orange County Transit Plan (OCTP) in November 2019. On August 27, 2020, Orange County announced that it would begin public engagement and outreach to develop a new plan. On Thursday, October 1, 2020, the first Orange County Transit Summit was held via Zoom. For more information about the plan update and ways to get involved, visit the project website at [Orange County Transit Plan 2020](#)

The latest OCTP Policy Steering Committee meeting was the Steering Committee Retreat, which was held on July 24, 2021. More information, including the briefing materials and a recording of the meeting can be found at [Orange County Transit Plan 2020 - Policy Steering Committee](#)

### CHT Short Range Transit Plan (SRTP)

This item has been completed, and will be removed from the next transportation projects report (Spring 2022). For additional information about the SRTP visit: [Town of Chapel Hill - Short Range Transit Plan](#)

### North-South Bus Rapid Transit (NSBRT)

At the August 31 meeting of the CHT Public Transit Committee, an update was provided on the status of the NSBRT project. The agenda for that meeting can be viewed at [Chapel Hill Transit Public Transit Committee - Notice of Meeting and Agenda](#)

Due to budgetary issues at NCDOT, the decision had been made to extend the implementation period for the currently adopted State Transportation Improvement Program (STIP). In addition, NCDOT decided to cancel the SPOT 6.0 prioritization (the process by which new projects are identified and evaluated to receive funding). As the NSBRT was slated to be submitted to SPOT 6.0 with the goal of receiving the necessary state funding to supplement the federal funds received from the FTA Small Starts program, this has major impacts on the implementation timeline. The project schedule was based, in part, on the assumption that state funding would be available in FY2021-22 with the target date of BRT service beginning in 2025-26. Chapel Hill Transit staff have worked with their consultants to update the project schedule based on the assumption that state funding becomes available in 2026, thereby allowing service to begin in 2028. The new schedule is outlined below.

- Sept 2021 – Final Design Commencement
- Nov 2021 – 60% Design
- Sept 2023 – 90% Design
- May 2025 – Final Plans and Bid Documents
- March 2026 – Request for Evaluation
- June 2026 – Full Funding Grant Agreement & Construction Commencement
- Oct 2028 – Begin Service

Chapel Hill Transit staff have indicated that they are evaluating funding sources and other options including Transportation Infrastructure and Innovation Act (TIFIA) Loans, Local Debt Issue, Increase Federal Allotment to 80% (decreasing local match), and Phased Implementation.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:21-320**

**Agenda Date:** 10/12/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Review of Draft Bike Share RFP

**PURPOSE:** The purpose of this agenda item is to provide Town Council an opportunity to discuss and comment on the beginnings of an RFP (Request for Proposals) to select a bike share service provider to create a unified system for Carrboro, Chapel Hill, and UNC-Chapel Hill.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Zachary Hallock, Transportation Planner, 919-918-7329, [zhallock@townofcarrboro.org](mailto:zhallock@townofcarrboro.org) <<mailto:zhallock@townofcarrboro.org>>; Tina Moon, Planning Administrator, 919-918-7325, [cmoon@townofcarrboro.org](mailto:cmoon@townofcarrboro.org) <<mailto:cmoon@townofcarrboro.org>>

### INFORMATION:

At the Council's May 11, 2021 meeting, staff presented information on a potential pilot bike share system, bike share system features, and town code amendments needed to enable/regulate a bike share system ([Town of Carrboro - Item #: 21-159 \(legistar.com\)](https://carrboro.legistar.com/LegislationDetail.aspx?ID=4937265&GUID=95257C69-BE2D-4E72-9D4E-022063BE8D1C&Options=&Search=>) <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=4937265&GUID=95257C69-BE2D-4E72-9D4E-022063BE8D1C&Options=&Search=>>>). Due to time constraints, the focus has shifted to the development of an RFP to select a bike share provider for Carrboro, Chapel Hill, and UNC.

Based on previous discussions by Council on bike share system features, a number of priorities have been identified. The beginnings of an RFP, which outlines these potential features, can be found as Attachment B. Specific direction from Council indicated that any bike share system should provide a variety of payment methods, ensure that bikes are located throughout town, (especially in areas identified in Attachment C), and be accessible to community members of all ability levels.

These potential features have been structured in such a way that some are required and some are optional, to be incorporated into the RFP. Due to the rapid changes in the bike share industry, many features have been left as optional, to allow for flexibility and innovation. Other aspects of the system (cost per ride, monthly subscription rate, rebalancing process) are left to the discretion of the respondents to describe. This would allow flexibility when evaluating submittals received, provided all the requirements were met.

Some additional elements to consider include:

1. Advertisements
2. Minimum or maximum number of vehicles

3. Extent of service area, potential hub locations, or other areas to advocate for
4. Prioritization or identification of which features are most important
5. Other

The current set of potential bike share features responds to previous discussions and local experience with the existing system at UNC-Chapel Hill. Staff will continue internal conversations on how to structure the bike share procurement process and the bike share system features that are needed for the community to fully realize its expectations for Racial Equity and Environmental Sustainability.

Staff expect to work with our partners at Chapel Hill and UNC to work through these remaining details to refine the draft RFP that staff expects to bring back to Council in November.

## **BACKGROUND INFORMATION**

- There has been interest in a bike share system to serve the Town since at least the time of the adoption of the Town's Bike Plan in 2009, which recommended initiating a bike share program.
- In 2015, a group of UNC City and Regional Planning students prepared a bike share feasibility study for the Town of Carrboro, which indicated that the capital cost to the Town for a 10-station bike share system would begin at \$200,000 plus operating expenses. Since that time, there has been a decline in the prevalence of systems managed by municipalities and a rise in privately operated bike share providers.
- Beginning in 2018, staff from UNC, Carrboro and Chapel Hill began meeting with UNC's then current bike share provider, Gotcha, about a potential bike share pilot program with e-bikes. The goal of this pilot was to collect data to inform future conversations about an RFP for a bike share provider. In preparation for this, and in response to the innovations in bike share and micromobility, Council has discussed this topic on several occasions since then, including:
  - February 5, 2019 - Discussion of electric scooters and other shared active transportation systems. This agenda item can be found at [Town of Carrboro - Item #: 19-42 \(legistar.com\)](https://carrboro.legistar.com/LegislationDetail.aspx?ID=3851751&GUID=7B467DB8-085A-4ACE-)
  - October 13, 2020 - Update on the status of bike share as part of the Transportation Projects Report. This agenda item can be found at [Town of Carrboro - Item #: 20-368 \(legistar.com\)](https://carrboro.legistar.com/LegislationDetail.aspx?ID=4664162&GUID=28BE023E-B619-4BC7-)

**FISCAL & STAFF IMPACT:** There is no impact associated with receiving this item.

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**Agenda Date:** 10/12/2021

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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**RECOMMENDATION:** Staff recommends that the Town Council consider the resolution provided (Attachment A) providing comments on the Draft Bike Share RFP as may be desired.

A RESOLUTION PROVIDING COMMENTS ON THE DRAFT BIKE SHARE REQUEST  
FOR PROPOSALS

WHEREAS, the Town Council has received presentations on important long range, regional and statewide transportation plans; and

WHEREAS, development of a bike share system has been a priority of the Town since the 2009 Bicycle Transportation Plan; and

WHEREAS, Carrboro, Chapel Hill and UNC are collectively working to develop an RFP jointly that would create a unified bike share system; and

WHEREAS, Town staff have requested Council input and have provided the Council with updates related to specific projects at regular intervals.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council that the Council provides the following comments:

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This the 12<sup>th</sup> day of October, 2021.

## Draft Bike Share RFP

### Background:

The Towns of Carrboro and Chapel Hill and the University of North Carolina at Chapel Hill (“Parties”) are seeking a single micromobility provider to establish a seamless bike share system across all three areas. The Parties require a bicycle-only program but will consider three- or four-wheeled vehicles designed for community members with limited mobility or bicycle comfort. The majority of the fleet should be electric assist vehicles.

### User Requirements:

The Company shall target use of their vehicles to community members at or over 16 years of age. The Company shall discourage underage use of vehicles in all possible ways. The Company shall not require a driver’s license, smartphone, or bank account to access vehicles. The Company shall provide 24-hour customer service to users including a policy on handling lost and found items.

### Fleet Requirements:

The Parties require a fleet of at least 100 operational vehicles located in established UNC and surrounding hubs as well as additional hubs indicated in Exhibit X (“Zones of Interest”). Companies may elect to expand upon these additional hub areas either before their services begin or based on ridership data during the contract term.

A minimum of 100 vehicles must be available for use at all times and in proper working order. Companies must prevent vehicles from blocking sidewalks, rights of way, greenways, bus stops, and other access points to the extent possible. Companies shall remove vehicles left on private property or other inaccessible location within six (6) hours of notification. Bikes requiring repair must be collected with twenty-four (24) hours of reporting and subsequently stored in a Company location. The Parties and Company shall coordinate placement of hubs near transit stops wherever possible.

The Company may use vehicles for advertisement and sponsorship to offset operations cost. All advertisements shall conform to the Chapel Hill Transit Advertising Policy (Exhibit X). The Parties would prefer the ability to customize the color of vehicles but will consider alternative approaches (see Operations Opportunities matrix).

### Company Data, Software and Hardware Requirements:

Companies shall provide the Parties with access to their ridership data including, but not limited to:

- Number of rides
- Pickup and drop off hubs
- Types of vehicles used (assuming a multi-vehicle type fleet)
- Length of rides
- Most popular and least popular hubs
- Complaints received by customers
- Bikes left outside the service area or in other inappropriate locations
- Percent of time that the minimum of 100 vehicles are operational

The Company shall update and upgrade vehicle and smartphone application hardware and software regularly to maintain the minimum fleet size and 24-hour a day access to vehicles.

**Optional Bike Share Program Features:**

The following are optional features the Parties would like to know if your Company provides. Please place an "X" in the relevant response column and provide explanations for any marked "No" or "Maybe".

<u>Feature or Procedure</u>	<u>Yes</u>	<u>Maybe</u>	<u>No</u>	<u>Explanation of "Maybe" or "No"</u>
<b>Share revenue with the Towns and UNC if your company is the exclusive bike share provider. Include what the rate would be to the Parties.</b>				
<b>Provide pedal bikes</b>				
<b>Provide three- or four-wheeled vehicles</b>				
<b>Provide a discounted rate for pedal bikes</b>				
<b>Customizable color scheme of vehicles and hubs</b>				

**Operations Opportunities:**

The Parties would like to know how your company approaches various issues related to mobility, fleet management, and user outreach. Please provide responses in the right most column.

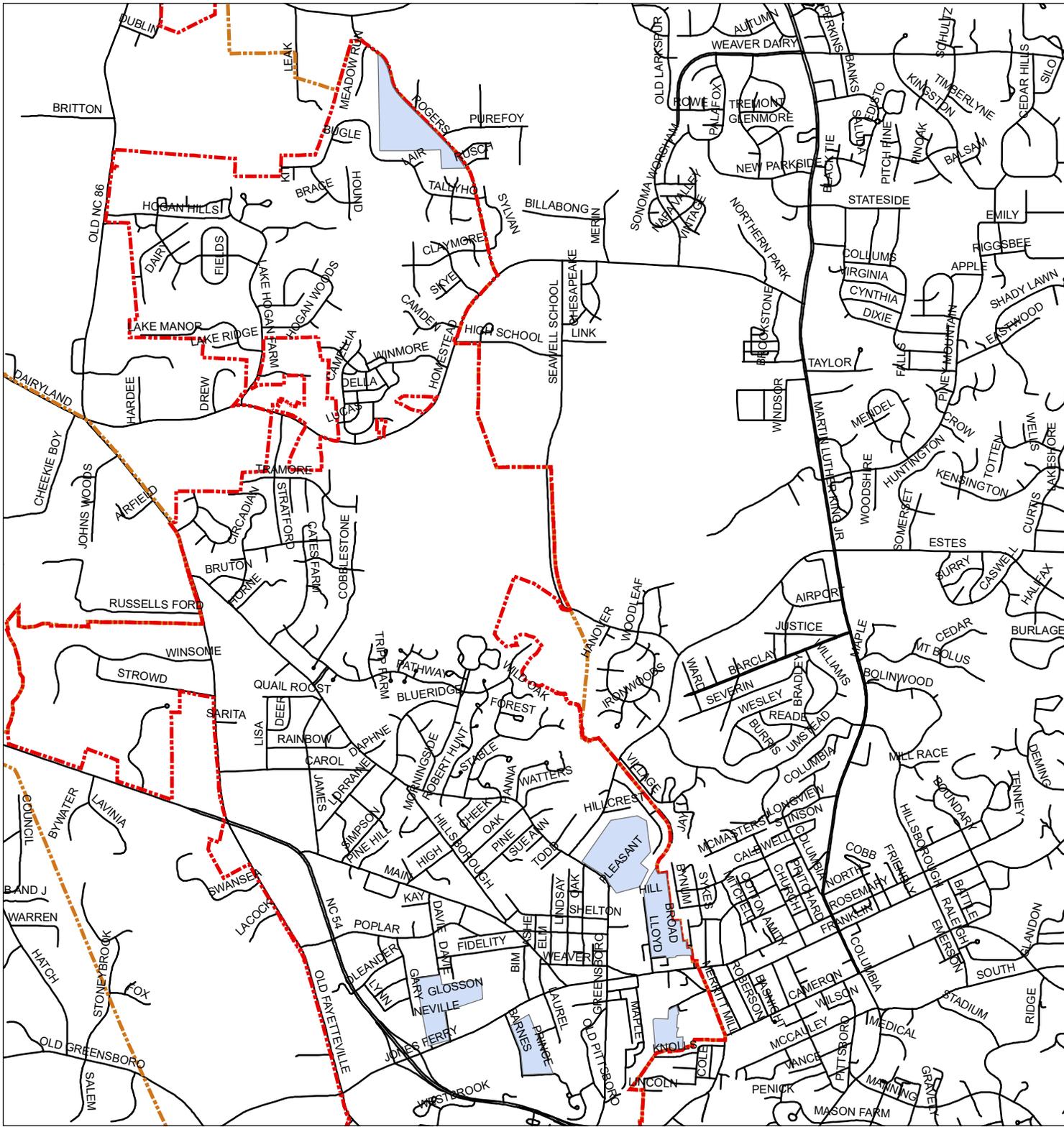
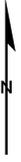
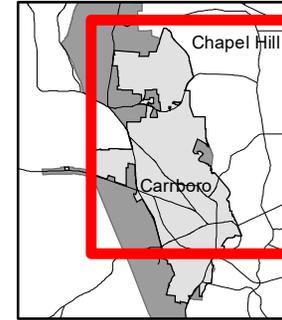
<u>Feature or Procedure</u>	<u>Response</u>
<b>Please indicate your current user fee. Is your Company willing to lock in a fee for three (3) years?</b>	
<b>Include a picture and description of hub options.</b>	
<b>Provide a detailed operations plan on how you rebalance vehicles, remove vehicles needing repair or upgrades, and maintain a minimum number of vehicles in a fleet.</b>	
<b>If you have pedal bikes, what percentage of your fleet could be pedal bikes versus e-bikes?</b>	
<b>Can you control the speed of your bikes within certain geographical locations (ie greenways or on UNC's campus)?</b>	
<b>What type of e-bike does your company provide (throttle assist, pedal assist, etc.)?</b>	

<p>How do you address equity in your bike share programs? Equity is defined by a diverse geographical area, accessibility of vehicles to all income levels, and availability of ADA-compliant features.</p>	
<p>How do users interact with your vehicles if they do not have a bank account or smart phone?</p>	
<p>Provide a map of your proposed service area, taking into account the existing hubs on UNC's campus and the zones of interest in Chapel Hill and Carrboro.</p>	
<p>How do you address vehicles left outside the service area or otherwise inappropriate locations (ie private property)? How do you incentivize users to leave vehicles at hub locations? What happens when a hub location is full and a user needs to leave a vehicle?</p>	
<p>What size fleet do you propose for the service area? The Town and UNC require a minimum of 100 bikes be in operation at any time.</p>	
<p>What is your preference for hub location and why between public property, private property, and public right of way?</p>	
<p>How frequently do you assess hub usage for potential moves or other adjustments?</p>	
<p>Indicate your monthly subscription fee including, but not limited to:</p> <ul style="list-style-type: none"> <li>- Monthly cost</li> <li>- Number of rides included</li> <li>- Length of ride the subscription covers</li> <li>- Cost for a ride that exceeds the subscription length</li> <li>- Any other relevant details</li> </ul>	
<p>Describe your smartphone app or any other ways users can rent a vehicle.</p>	
<p>Can employers like the Towns or UNC pre-purchase rides for their employees or students? If so, describe how.</p>	
<p>Do you have a helmet provision program? If so, describe the program.</p>	

<p><b>Do you have a safety education program? If so, describe the program.</b></p>	
<p><b>If one or more of the Parties would like to pay for some or many riders to use the system, how would you approach that?</b></p>	
<p><b>If the Towns or UNC elected to pre-pay for all users to rent vehicles at no cost to the user, what is the per-user fee you would charge per month/year?</b></p>	
<p><b>How do you market services, including opportunities for cross promotional efforts with Chapel Hill Transit, bike advocacy groups, or others?</b></p>	

DRAFT

Attachment C-1 of 2  
**Bike Share  
 Interest Areas**



- Interest Areas
- Town Limits
- Planning Jurisdiction
- Streets

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

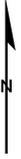
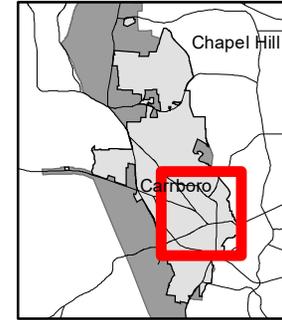
The Town of Carrboro assumes no liability for damages caused by inaccuracies in this map or supporting data and makes no warranty, expressed or implied, as to the accuracy of the information presented. The fact of distribution does not constitute such a warranty.



**TOWN OF CARRBORO**  
 301 W. Main St.  
 Carrboro, NC 27510

Printed October 8, 2021

Attachment C-2 of 2  
**Bike Share  
 Interest Areas**



-  Town Limits
-  Planning Jurisdiction
-  Streets
-  Interest Areas

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Printed October 8, 2021

