

# **Town of Carrboro**

*301 W. Main St., Carrboro, NC 27510*



## **Meeting Agenda - Final**

**Tuesday, November 15, 2022**

**7:00 PM**

**Council Chambers - Room 110**

**Town Council**

**7:00-7:10****A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS**

1. [22-310](#) Proclamation- Care to Share Day
2. [22-312](#) Proclamation- Small Business Saturday

**7:10-7:15****B. ANNOUNCEMENT OF UPCOMING MEETINGS****7:15-7:25****C. PUBLIC COMMENT**

*Comments are limited to three minutes per speaker.*

**7:25-7:35****D. CONSENT AGENDA**

1. [22-306](#) Update on Transportation Projects  
**PURPOSE:** The purpose of this agenda item is to provide the Town Council with a status report on a number of local transportation projects that are underway.  
**Attachments:** [A - Resolution for Transportation Projects 11-15-2022.doc](#)  
[B - Transportation Projects Update 11-15-2022.pdf](#)
2. [22-303](#) Quarterly Report (2022 Q3) for the Town of Carrboro's CDBG-CV Grant No. 20-V-3525  
**PURPOSE:** The purpose of this item is to receive the third quarter report for calendar year 2022, for the Town of Carrboro's Community Development Block Grant - Coronavirus (CDBG-CV) award from the NC Department of Commerce.  
**Attachments:** [Attachment A Quarterly Report Q3 \(2022\) - CDBG-CV](#)

3. [22-311](#) Appointments to the Appearance Commission  
**PURPOSE:** The purpose of this agenda item is to request that the Town Council consider appointments to the Appearance Commission

**Attachments:** [Attachment A- Resolution Making Appearance Commission Appts 11.15.22](#)  
[Attachment B- Applications & Chair Forms for 11-15-22 TC Mtg](#)  
[Attachment C- Appearance Commission- Information Matrix for 11.15.22 TC Mtg](#)

**7:35-7:45**

**E. PUBLIC HEARING**

1. [22-315](#) Continuation of a Public Hearing for Consideration of a Minor Modification to the Perry Place Special Use Permit-A Project at 800 and 802 Merritt Mill Road

**PURPOSE:** The purpose of this agenda item is for Town Council to continue holding a public hearing for consideration of a Minor Modification to the Special Use Permit-A for Perry Place at 800 and 802 Merritt Mill Road. The modification would allow NCDOT to complete right of way improvements within the Merritt Mill Road corridor.

**Attachments:** [A - Resolution Approving the Minor Modification Request](#)  
[B - Minor Modification Request Letter from CASA](#)  
[C - Plan Sheets Showing Existing and Revised Scope of Work](#)

**F. OTHER MATTERS**

**7:45-8:00**

1. [22-307](#) Fiscal Year 21-22 Affordable Housing and Community Services Report

**PURPOSE:** The purpose of this agenda item is to request that the Town Council receive a report on the Town's Affordable Housing and Community Services Activities in FY 21-22.

**Attachments:** [ATTACHMENT A HCS - FY21-22 Year In Review Report](#)  
[ATTACHMENT B FY22 Goals and Strategies Update](#)

**8:00-8:30****2.     [22-305](#)**     Consideration of Transportation Projects for Regional Flexible Funding

**PURPOSE:** The purpose of this agenda item is to provide the Town Council with information about federal funding allocated to the DCHC MPO for transportation projects, to evaluate possible Town projects that appear to be candidates for the funding, and to begin to consider whether to submit any or all of these projects for possible funding.

**Attachments:**   [A - Resolution for Transportation Projects for RFF 11-15-2022.doc](#)  
                          [B - Federal Funding Policy\\_Final.pdf](#)  
                          [C - Appendices - QuestionsandRubrics\\_Updated November 2022.pdf](#)

**G.     MATTERS BY COUNCIL MEMBERS**





## Town of Carrboro

301 W. Main St., Carrboro,  
NC 27510

### Agenda Item Abstract

**File Number:** 22-310

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**Agenda Date:** 11/15/2022

**File Type:** Agendas

**In Control:** Town Council

**Version:** 1

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Proclamation- Care to Share Day



## Town of Carrboro

301 W. Main St., Carrboro,  
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Proclamation- Small Business Saturday



## Town of Carrboro

301 W. Main St., Carrboro,  
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### Agenda Item Abstract

**File Number:** 22-306

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**TITLE:**

Update on Transportation Projects

**PURPOSE:** The purpose of this agenda item is to provide the Town Council with a status report on a number of local transportation projects that are underway.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon, Planning Administrator, 919-918-7325, [cmoon@carrboronc.gov](mailto:cmoon@carrboronc.gov) <<mailto:cmoon@carrboronc.gov>>; Patricia McGuire, Planning Director, 919-918-7327, [pmcguire@carrboronc.gov](mailto:pmcguire@carrboronc.gov) <<mailto:pmcguire@carrboronc.gov>>.

**INFORMATION:** The purpose of this agenda item is to provide the Town Council with information relating to the status of transportation infrastructure projects occurring throughout the Town. Staff has been providing these updates at regular intervals since October 2017; the last update was provided on June 14, 2022 ([Town of Carrboro - Meeting of Town Council on 6/14/2022 at 7:00 PM \(legistar.com\)](http://www.townofcarrboro.org/719/Transportation) <<https://carrboro.legistar.com/MeetingDetail.aspx?ID=921154&GUID=CEDD7F77-04D0-477A-99CA-F6A6B4A89A11&Options=&Search=>>>). Information is provided in a table format, designed to summarize the project status with information relating to the source the project (Bike Plan, Safe Routes to School Plan, etc.) and how the project contributes to growth of the transportation network (*Attachment B*).

For additional information, previous copies of the transportation project update may be found on the transportation page of the Planning Department website: [Transportation Planning | Carrboro, NC - Official Website \(townofcarrboro.org\)](http://www.townofcarrboro.org/719/Transportation) <<http://www.townofcarrboro.org/719/Transportation>> or the storymap of current projects on the Town webpage, landing page: [Current Town Projects \(arcgis.com\)](https://carrboro.maps.arcgis.com/apps/Shortlist/index.html?appid=e7d72e31f43f427e95db86dc428904af) <<https://carrboro.maps.arcgis.com/apps/Shortlist/index.html?appid=e7d72e31f43f427e95db86dc428904af>>.

**FISCAL & STAFF IMPACT:** There is no fiscal impact for receiving the update.

**RECOMMENDATION:** Staff recommends that the Town Council consider the resolution (*Attachment A*) receiving the update.

A RESOLUTION RECEIVING AN UPDATE ON TRANSPORTATION PROJECTS

WHEREAS, the Town of Carrboro has received presentations on long range regional transportation plans, such as the Comprehensive Transportation Plan (CTP), the Metropolitan Transportation Plan (MTP), and the Orange County Transit Plan; and

WHEREAS, the Town of Carrboro has a number of local transportation projects that are in process; and

WHEREAS, Town staff have requested Council input and approvals at key milestones; and

WHEREAS, staff have provided the Council with updates on particular projects at regular intervals.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Town Council that the Council receives this comprehensive update on transportation projects that have been ongoing for the last several months.

This is the 15<sup>th</sup> day of November in the year 2022.

## Transportation Projects Update

### Introduction

This table is designed to provide an at-a-glance summary of the status of different transportation projects which have been moving forward during the last several months. Projects are roughly organized in the following manner: transportation infrastructure projects funded in the STIP; NCDOT maintenance projects; Carrboro bicycle plan projects (from the 2009 Carrboro Comprehensive Bicycle Transportation Plan and the 2020 Bicycle Plan Update; safety projects, NCDOT ADA ramp project(s), projects relating to the downtown Slow Zone, pedestrian safety projects relating to crossings; plans and policies; Vision Zero; the Orange County Transit Plan; micro-mobility; traffic calming; American Rescue Plan projects.

Information is outlined with a short description of the project, a brief status report with anticipated next steps, and an explanation as to how the project fits in within the Town's overall transportation network.

### State Transportation Improvement Program (STIP)

The Town Council received its last update on NCDOT's prioritization process on September 24, 2019, and at that time the focus was on the selection of transportation projects for SPOT 6.0 as part of the development of the FY2029-2032 STIP. (The Strategic Prioritization Process (SPOT) is the data-driven process that NCDOT uses to select transportation projects for NCDOT's 10-year State Transportation Improvement Program (STIP)). As was noted in the June 14<sup>th</sup> 2022, transportation projects update, the P6.0 process has resumed and a draft STIP for FY2024-2033 has been released ([NCDOT: 2024-2033 STIP Development](#)). No new projects are under consideration and some previously programmed projects are now subject to reprioritization under P7.0. NCDOT is in the process of reviewing project schedules and costs. The FY2024-2033 STIP is scheduled for Board of Transportation approval in the spring/summer of 2023. Four Town projects programmed in the FY2020-2029 STIP are currently underway.

Project Name & Description	Status	Network
<b>Infrastructure Projects</b>		
<p><b>Morgan Creek Greenway - Phase 1 (EL-4828-A)</b> This is the first phase of a greenway system that will ultimately connect Smith Level Road to University Lake with a potential spur to Carrboro High School.</p> <p>Phase 1 begins at the Smith Level Road bridge and extends west along the north side of Morgan Creek, with a spur to Abbey Road, and then crosses the creek via a pedestrian bridge to a terminus point near an existing informal pedestrian network in the woods, for a total of approximately 1850 linear feet.</p>	<p>Design work to prepare Phase 1 of the project to readvertise for bid is underway.</p> <ul style="list-style-type: none"> <li>• 30-percent plans have been reviewed/approved by NCDOT.</li> <li>• A site visit was held on August 27<sup>th</sup> to provide an opportunity for Canterbury Court and Berryhill residents to walk the greenway alignment with the Town Engineer, ask questions and offer comments in an informal setting. More than 50 people attended.</li> <li>• Design is approaching 60-percent completion.</li> <li>• The flood study is almost ready for Town review.</li> </ul> <p><u>Next Step(s)</u></p> <ul style="list-style-type: none"> <li>• Submit 60-percent plans for NCDOT review.</li> </ul>	<p>The spur to Abbey Road provides direct access to one of the three signalized pedestrian crossings across NC 54 West (currently under design) which will connect via informal paths through the Royal Park Apartments toward Barnes Street to Jones Ferry Road and/or through to South Greensboro Street via Whispering Hills. The greenway will also connect via an underpass under Smith Level Road to the Morgan Creek Greenway in Chapel Hill which extends east parallel to NC 54.</p> <ul style="list-style-type: none"> <li>✓ The Morgan Creek Greenway is identified in the 2020 Carrboro Bike Plan Update.</li> <li>✓ The project is identified in <i>Carrboro Connects</i>.</li> </ul> <p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• The signalized pedestrian crossings along NC 54 (BL-0044)</li> </ul>
<p><b>Jones Creek Greenway (C-5181)</b> Part of the Upper Bolin Creek Greenway system, the Jones Creek Greenway is an approximately 808-foot paved multi-use path and pedestrian bridge that will connect Lake Hogan Farm Road with the existing Twin Creeks Greenway to Morris Grove Elementary School.</p>	<p>Design is 90-percent complete. Work is underway to address outstanding comments and to prepare necessary easement documents.</p> <p>The Town submitted a request to allocate local discretionary funds to the project to address the increase in construction costs identified in the Engineer's Estimate. The MPO is scheduled to submit a STIP amendment to the NCDOT Board of Transportation for consideration in the fall.</p> <p><u>Next Step(s)</u></p> <ul style="list-style-type: none"> <li>• Finish remaining permitting requirements.</li> <li>• Continue to work on easement acquisition for ROW authorization.</li> <li>• Prepare 100-percent plans.</li> <li>•</li> </ul>	<p>The project will provide off-road walking and cycling options for the Lake Hogan Farms, Legends, Ballentine, and Fox Meadow neighborhoods to destinations such as Morris Grove Elementary and the future Twin Creeks Park.</p> <ul style="list-style-type: none"> <li>✓ The project is identified in the 2020 Carrboro Bike Plan Update.</li> <li>✓ The project is identified in <i>Carrboro Connects</i>.</li> </ul>

Project Name & Description	Status	Network
<p><b>South Greensboro Street Sidewalk (C-5650)</b> The sidewalk will be constructed along the west side of S. Greensboro St. from the northern end of Old Pittsboro Rd. to the NC-54 eastbound off-ramp, and on to the Public Works driveway. The sidewalk would fill a major gap for pedestrians from the higher-density area along Smith Level Rd., south of NC-54 bypass, to downtown.</p>	<p>Design is 65-percent complete. The project engineer has prepared a scope and manday hour estimate for the additional design work related to the waterline replacement; documents have been submitted to NCDOT for review/audit. Once approved, staff will provide an updated project schedule.</p> <p>As noted in June 2022 transportation projects update, staff has met with NCDOT to discuss the possibility of lowering the speed limit on South Greensboro Street, and received support for lowering the speed limit from 35 to 30 mph. Staff has submitted a request to move forward with lowering the speed limit to 30 mph. Additional data/analysis would be needed to support a reduction to 25.</p> <p><u>Next Step(s)</u></p> <ul style="list-style-type: none"> <li>• Prepare an amendment to the contract for the project engineer to reflect the additional work related to the waterline.</li> <li>• Begin design work on the waterline replacement.</li> <li>• Send out a project update to property owners/residents along the corridor.</li> </ul>	<p>The sidewalk project includes a capacity analysis for narrowing the lane widths between the roundabout and the Smith Level Road bridge to install bike lanes. Lane widths will need to remain wide enough to accommodate transit service. Further analysis/conversations will be needed.</p> <ul style="list-style-type: none"> <li>✓ The bike lane portion of the project is identified in the Carrboro Bike Plan.</li> <li>✓ The project is identified in <i>Carrboro Connects</i>.</li> </ul> <p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• A couple of the intersections along South Greensboro Street were identified with recommended improvements in NC 54 Safety Study (2019).</li> <li>• Possible sidepath on the 300 block of South Greensboro Street (ARPA).</li> <li>• Capacity analysis/possible road diet to add bike lanes to Merritt Mill Road (NCDOT Resurfacing).</li> </ul>
<p><b>Bicycle Loop Detectors (U-4726-DF)</b> Installation of bicycle loop detectors at intersections in the downtown and at West Poplar/NC 54, to advance the traffic signals for bicyclists.</p>	<p>Design on the updated plans now at 75-percent with one round of NCDOT review.</p> <p>As noted in the 2020 Bicycle Plan Update report on October 18, 2022, work is underway to develop a restriping plan for North Greensboro Street. Once the lane alignment is determined for North Greensboro at Weaver and East Main, the design work of the bike loop detectors can move forward.</p> <p><u>Next Step(s)</u></p> <ul style="list-style-type: none"> <li>• Design at 90-percent complete.</li> <li>• Specification manual to NCDOT.</li> </ul>	<p>Installation of bike loop detectors at key locations downtown should work in concert with East Main Street bike lanes to begin to complete the bicycle infrastructure in the downtown.</p> <ul style="list-style-type: none"> <li>✓ The project is identified in the 2009 Carrboro Comprehensive Bicycle Transportation Plan &amp; 2020 Bicycle Plan Update.</li> </ul> <p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• Capacity analysis/possible road diet to add bike lanes to North Greensboro Street (NCDOT Resurfacing).</li> </ul>

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<p><b>Signalized Pedestrian Crossings (BL-0044)</b> Signalized pedestrian crossings at three locations along NC 54 West; two in Carrboro and one in Chapel Hill. Carrboro locations include NC 54 &amp; Abbey Road and NC 54 &amp; Westbrook Drive.</p>	<p>Design is underway. Construction is anticipated for FY24. Carrboro is applying the \$150,000 of Orange County transit funds earmarked for a HAWK on NC 54 toward the project.</p> <p><u>Next Step(s)</u></p> <ul style="list-style-type: none"> <li>• Complete design work.</li> <li>• Acquire necessary easements/ROW.</li> </ul>	<p>The signalized crossings have been located at transit stops along NC 54 with high ridership and where pedestrians frequently cross the highway to access a bus stop. The crossings will further the bike/ped network by providing safe crossings across NC 54, connecting the neighborhoods south of NC 54 to the downtown area and eventually the apartments along the north side of NC 54 to Carrboro High School and University Lake, by way of the Morgan Creek Greenway.</p> <ul style="list-style-type: none"> <li>✓ The projects are identified in NC 54 Safety Study (2019).</li> <li>✓ The signalized crossings also provide improved transit access for some of the larger apartment complexes (Carolina Apartments, Royal Park, Kingswood) that are in Qualified Census Tracts.</li> </ul> <p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• The Morgan Creek Greenway (EL-4828A)</li> <li>• Barnes Street Sidewalk (EB-5890); not yet initiated</li> </ul>
<b>State Maintenance Projects</b>		
<p><b>East Main Street Resurfacing/Restriping</b> NCDOT's resurfacing project for East Main Street in Carrboro and West Franklin Street in Chapel Hill, provided an opportunity for both towns to request new cross section designs for better bicycle infrastructure.</p> <p><a href="https://www.townofcarrboro.org/transportation/east-main-street-operational-analysis-and-restriping-plan">East Main Street Operational Analysis and Restriping Plan   Carrboro, NC - Official Website (townofcarrboro.org)</a></p>	<p>The resurfacing/restriping project is finished. NCDOT's work wrapped up in late September; the Town arranged for the installation of green pavement markings and modifications to the traffic signals, work which was completed in October.</p> <p>Staff has been in communication with Chapel Hill regarding the signal timing, particularly at Lloyd Street, and minor adjustments to the signal timing have been made.</p> <p>A group ride was held on November 3<sup>rd</sup> as part of the</p>	<p>The installation of bike lanes on East Main Street will complete a key segment in the main east-west corridor for downtown and adds a significant addition to the Town's overall bicycle network.</p> <ul style="list-style-type: none"> <li>✓ The project is identified in the 2020 Carrboro Bike Plan Update.</li> <li>✓ Of note, this is the Town's first use of green pavement markings, a treatment that requires special approval from FHWA.</li> </ul>



Project Name & Description	Status	Network
	<p>Lighten-Up event, an annual Transportation Demand Management (TDM) event in partnership with Chapel Hill and UNC-Chapel Hill. Riders had an opportunity to experience the new bike lanes on East Main Street and West Franklin Street and compare them with the off-road experience on the Libba Cotten and Carr Street bikeways.</p> <p><u>Next Step(s)</u> Staff will continue to monitor the signal timing and adjust as needed over the next six months or so.</p>	<p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• Slow Zone.</li> </ul>
<p><b>Merritt Mill Road Resurfacing/Restriping</b> Merritt Mill Road is on NCDOT's resurfacing list for FY23. The project extends the full length of Merritt Mill Road from Rosemary Street to South Greensboro Street. Chapel Hill and Carrboro are working together with a consultant firm to evaluate the feasibility of a new cross section design with better bicycle infrastructure.</p>	<p>The consultant firm HNTB has prepared an initial report on an evaluation of the reallocation of the center turn lane to side bike lanes from Cameron Avenue to South Greensboro Street. The report is still under review.</p> <p><u>Next Step(s)</u> The results from the consultant's analysis will inform the development of a pavement marking plan for the resurfacing.</p>	<p>Merritt Mill was not identified in the long-range network for the 2020 Bike Plan update, however, the inclusion of bike lanes for some or all of the corridor would significantly improve bike access to the Pine Knolls and Cole Heights neighborhoods and access to the Lincoln Center offices and athletic fields.</p> <p>Chapel Hill and Carrboro staff are also reviewing a possible modification at the east end of the Libba Cotten bikeway to improve the transition from the bikeway to Merritt Mill Road and Cameron Avenue. The new pavement marking plan should provide an opportunity to clarify/enhance the route for cyclists and pedestrians.</p>
<p><b>Jones Ferry Road Resurfacing/Restriping</b> Jones Ferry Road is on NCDOT's resurfacing list for FY23. The project includes Jones Ferry Road from East Main Street to Old Fayetteville Road.</p> <p>The project area includes the segment of Jones Ferry Road that was part of the SPOT Safety project in 2015, which involved traffic signal at Davie Road and the inclusion of the new bike lanes and buffered bike lane heading east</p>	<p>After a review of a number of different types of vertical elements with NCDOT and the Public Works Department, the Town installed delineators along east bound bike lane in August 2021 as part of a pilot program. The Town has conveyed its interest in making the protected eastbound bike lane permanent. (This involves removing the existing delineators for the east bound bike lanes and reinstalling them after the resurfacing work is completed.)</p>	<p>The project would further improve access for residents along Jones Ferry Road to access downtown, the Willow Creek Shopping Center (grocery store/pharmacy/laundromat) and recreation areas such as University Lake.</p> <p>✓ The project is identified in the Carrboro Bike Plan and a protected eastbound bike lane is one of the five priority projects in the 2020 Bike Plan Update.</p>

Project Name & Description	Status	Network
<p>bound.</p> <p>The Town Engineer is working on a conceptual design to determine the feasibility of adding a new westbound bike lane or protected bike lane along sections of Jones Ferry Road between Davie Road and the Willow Creek Shopping Center.</p>	<p>In October 2022, the Town met with NCDOT to discuss different options for adding a westbound bike lane, focusing on the area under the NC 54 underpass. The Town Engineer is working on a conceptual design to determine the feasibility of adding a bike lane with or without a buffer. If it turns out that the concrete center islands would need to be modified to provide sufficient space for a bike lane additional funding would need to be identified.</p> <p><u>Next Step(s)</u> Develop a conceptual design to determine the feasibility of adding a westbound bike lane.</p>	<p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• Bike Plan</li> <li>• Safety Projects</li> </ul>
<p><b>North Greensboro Street Resurfacing/Restriping</b></p> <p>North Greensboro Street is scheduled for NCDOT resurfacing in FY24. The project area extends from approximately Thomas Lane to East Main Street.</p>	<p>The Town has met with NCDOT to discuss opportunities to modify the cross section of Greensboro Street to improve bicycle infrastructure, particularly from Carr Street (South Greensboro Street) to the junction with Hillsborough Road.</p> <p>Staff has also submitted a request to NCDOT to lower the speed limit from just west of Shelton Street to the Estes Drive roundabout from 30 mph to 25 mph.</p> <p><u>Next Step(s)</u> Complete a traffic analysis for North Greensboro Street (100-300) to determine the possibility of reallocating the center turn lane.</p>	<p>✓ The project is identified in the Carrboro Bike Plan.</p> <p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• Bike Loop Detectors Project (U-4726-DF)</li> <li>• Slow Zone</li> </ul>
<b>Carrboro Updated Bicycle Plan</b>		
<p>Four projects identified in the bike plan were submitted for inclusion in the CIP are scheduled to get underway in FY23 and FY24. This includes:</p> <p>1. Beginning the design for components of</p>	<p>1. ARPA funding was earmarked for the design/installation of a signalized crossing at Homestead Road and Claremont Drive. A source of funding for the Homestead Road sidepath has not yet been identified; Homestead Road is</p>	<p>Improvements to Homestead Road and the installation of a crossing to connect northern Carrboro to the downtown by way of the residential neighborhoods would also provide a significant improvement to bike-ped travel. This</p>

Project Name & Description	Status	Network
<p>Priority #1, the sidepath along Homestead Road with a signalized crossing,</p> <p>2. Priority #2, enhanced bicycle infrastructure on Shelton Street,</p> <p>3. Priority #5, a protected westbound bike lane along Jones Ferry Road, particularly under the NC 54 Bypass, and</p> <p>4. the first segment of buffered bike lanes for North Greensboro Street.</p>	<p>scheduled for resurfacing in FY25, which may also offer an opportunity for installing better bicycle facilities.</p> <p>2. Staff is working with the Town Engineer to consider possible design modifications to Shelton Street to provide better cycling facilities, such as a two-way cycle track and/or a contra-flow lane. This would involve adding additional asphalt along Shelton by either moving the ditch back or adding a curb gutter section to provide sufficient width, and other improvements. Staff met with representatives from the Carrboro United Methodist Church and Carrboro Elementary School to discuss in early November.</p> <p><u>Next Step(s)</u> The Town Engineer is preparing a second iteration of the concept plan.</p> <p>3. Work on a potential westbound Jones Ferry Road bike is under consideration as part of the upcoming resurfacing project.</p> <p>4. The first segment of North Greensboro Street is scheduled for resurfacing in FY24. Work on a conceptual plan for the buffered bike lanes is underway to allow implementation (restriping) to occur as part of the NCDOT project.</p>	<p>further the concept of identifying “neighborways” existing low-traffic streets that may be preferred routes for cyclists.</p> <p>The installation of more complete infrastructure to Shelton Street would likewise make it safer for children to bicycle to Carrboro Elementary.</p> <p>Restriping North Greensboro Street to include buffered bike lanes would significantly improve bicycle safety along an important east/west corridor for the downtown area and the overall network.</p> <p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• Bike Loop Detectors Project (U-4726-DF)</li> <li>• Slow Zone</li> </ul>
<p><b>Safety Projects</b></p> <p>The following projects focus on a particular aspect of bike/ped safety.</p>		
<p><b>Jones Ferry Road Protected Bike Lane</b></p> <p>Installation of plastic delineators within the</p>	<p>One-year pilot installation installed in August 2021. Following the celebration ride on October 29, 2021, a</p>	<p>The installation of protected bike lanes adds a major segment of bicycle infrastructure along the</p>

Project Name & Description	Status	Network
<p>Painted buffers along the inbound bike lane on the Jones Ferry Road, to create vertical separation between the vehicle and person on a bicycle.</p> <p>Jones Ferry Road was restriped with painted bicycle buffers as part of a NCDOT SPOT safety project.</p>	<p>Survey was posted to the Town's website to see input on the project. The survey was closed in mid-July; results will be shared with NCDOT as part of the evaluation of the project and its installation.</p> <p>Staff has conveyed to NCDOT the Town's interest in retaining the vertical separation when Jones Ferry Road is resurfaced next year.</p>	<p>one of the main routes into downtown. It also connects to University Lake and the Jones Ferry Road Park and Ride Lot.</p> <p>✓ The project is identified in the Carrboro Bike Plan.</p> <p>✓</p> <p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• Resurfacing – Jones Ferry Road</li> <li>• Bike Plan</li> </ul>
<p><b>NCDOT ADA Ramp Project</b></p> <p>NCDOT is in the process of installing updated sidewalk ramps at various locations in and around downtown.</p>	<p>NCDOT has identified a list of intersections for the next phase of curb/ramp work. Work is underway.</p> <ul style="list-style-type: none"> <li>• NC 54 &amp; W Poplar Ave</li> <li>• NC 54 &amp; W Main St</li> <li>• NC 54 &amp; Old Fayetteville Rd</li> <li>• Hillsborough Rd &amp; N Greensboro St</li> <li>• E Main St &amp; N Greensboro St</li> <li>• E Main St &amp; Lloyd St</li> <li>• E Main St &amp; W Rosemary St</li> <li>• E Main St &amp; Boyd St</li> <li>• N Greensboro St &amp; Oak Ave</li> <li>• N Greensboro St &amp; Robert Hunt Dr</li> <li>• E Main St &amp; Carrboro Police Parking Lot</li> <li>• E Main St &amp; Roberson St/E Weaver St</li> <li>• E Main St &amp; Amante's Pizza</li> <li>• NC 54 Ramp at Smith Level Rd</li> <li>• W Main Street &amp; Jones Ferry Rd</li> <li>• S Greensboro St &amp; FPG</li> <li>• S Greensboro St &amp; UNC Child Development</li> <li>• Homestead Rd and Rogers Rd</li> <li>• Rogers Rd &amp; Sylvan Way</li> <li>• Rogers Rd &amp; Zeiger Lane</li> </ul>	<p>Staff has been working with NCDOT to review the proposed locations for new ramps, and where appropriate to request additional infrastructure improvements such as new crosswalks. This collaboration has provided an opportunity to obtain a preliminary evaluation of the suitability of locations for enhanced crossings and in some case the installation of the crossing as part of the NCDOT project.</p>

Project Name & Description	Status	Network
<p><b>Slow Zone</b> Implementation of a slow zone for the downtown. Staff continues to utilize a multi-prong approach to reduce vehicular speeds in the downtown area. This includes:</p> <ul style="list-style-type: none"> <li>• Partnering with NCDOT on state resurfacing projects to narrow travel lanes to slow vehicles and to add, when possible, improved infrastructure for cyclists/pedestrians.</li> <li>• Updating pavement markings to include bike markings/infrastructure as part of Town resurfacing projects.</li> <li>• Evaluating opportunities to use RRFBs or other enhancements for crossings.</li> <li>• Continuing to collaborate with NCDOT for state ADA ramp improvements, to include crosswalks or other infrastructure as appropriate.</li> <li>• Working with Chapel Hill to monitor signal timing particularly in the downtown area.</li> <li>• Continuing systematic data collection to identify locations with regular speeding and safety concerns.</li> <li>• Using public information/education campaigns as another strategy to ask drivers to be alert and slow down.</li> <li>• Considering the use of radar speed displays in the downtown area to make drivers aware of their operating speeds without the use of citations and associated police hours.</li> <li>• Submitting requests to NCDOT to lower speed limits (incrementally).</li> </ul>	<p>The combination of these projects with an educational campaign and strategic use of radar speed signs should help advance the implementation of the zone:</p> <ul style="list-style-type: none"> <li>• restriping on East Main Street (completed),</li> <li>• protected bike lanes on Jones Ferry Road heading eastbound (completed),</li> <li>• possible addition of bike lanes on Jones Ferry Road heading westbound (under consideration),</li> <li>• restriping along North Greensboro Street with enhanced bike lanes (under consideration),</li> <li>• 5 mph speed limit reduction along North and South Greensboro Street (under consideration),</li> <li>• 5 mph speed limit reduction for downtown section of Hillsborough Road (under consideration),</li> <li>• possible bike lanes along the segment from the roundabout to the Smith Level Road bridge (under review), and</li> <li>• possible installation of RRHB at key crossings.</li> </ul>	<p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• Resurfacing projects</li> <li>• Bike Plan</li> <li>• <i>Carrboro Connects</i></li> <li>• Pedestrian Safety Projects</li> <li>• Vision Zero</li> </ul>

Project Name & Description	Status	Network
<p><b>Pedestrian Safety Projects (crossings)</b></p>	<p>Staff continues to work with NCDOT and the Town Engineer to evaluate locations for safety improvements, including new/improved crosswalks. Certain locations may be deemed unsuitable for a crosswalk due to limited visibility/curves in the road or lack of receiving infrastructure.</p> <p>As part of the Town's review of ARPA projects on October 11<sup>th</sup>, funding was earmarked for the design/installation of Rectangular Rapid-Flashing Beacons (RRFB) at two locations. (<a href="#">Town of Carrboro - Meeting of Town Council on 10/11/2022 at 7:00 PM (legistar.com)</a>).</p> <p><u>Next Step(s)</u></p> <ul style="list-style-type: none"> <li>• Begin design for the RRFB at Hillsborough Road at McDougale Elementary School</li> <li>• Begin design for the RRFB at Homestead Road at Claremont</li> </ul>	<p>✓ Bike Plan. A number of the crosswalk improvements have been identified in the Bike Plan as part of the long-range network. Signalized crossings at Homestead/ Strafford and Homestead/Claremont are recommended as part of the Homestead Road priority project in the 2020 Bike Plan Update.</p> <p>✓ Safe Routes to School Action Plan.</p> <p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• ARPA funding</li> <li>• Bike Plan</li> <li>• Vision Zero</li> </ul>
<b>Plans/Policies</b>		
<p><b>Transportation Demand Management (TDM)</b></p> <p>TDM is the application of strategies and policies to reduce reliance on single-occupancy vehicles (SOV) by encouraging other options for travel such as carpooling, public transit, biking, walking, remote or teleworking, and flexible work schedules. Carrboro participates in the regional TDM grant, "Triangle Transportation Choices," in partnership with the Town of Chapel Hill.</p>	<p>TDM staff have been collaborating with the new Carrboro in Motion initiative to hold two TDM events this fall that provide information for residents to learn about bike safety, transit routes and other opportunities for travel choices. The first was held at Carolina Apartments on Saturday, October 29<sup>th</sup> and the second is scheduled for Estes Apartment on Saturday, November 19<sup>th</sup>.</p> <p>The Town also supported the annual "Lighten-Up" event in collaboration with our regional TDM partners, including Chapel Hill and UNC-CH with a tabling event at the Libba Cotten bikeway on November 2<sup>nd</sup> and the inaugural "Lighten-Up" ride to experience the new bike facilities on East Main Street.</p>	<p>TDM programs focus on providing information and activities designed to change travel behaviors, not on the construction of new infrastructure. Proposed shared micro-mobility programs, such as bike shares can also assist with the first mile/last miles needs associated with transit use.</p> <p>The new residential outreach component of the TDM grant will expand activities and programing beyond the commercial downtown into the residential areas where alternative modes of transportation are really needed.</p>

Project Name & Description	Status	Network
<p>The TDM Welcome Package—in preparation by the Duke Center for Advance Hindsight, was distributed in February 2022.</p>	<p><u>Next Steps</u> Tabling events in other residential communities and preparation for Open Streets in April and Bike Month in May.</p> <p>The welcome package includes informational materials and coupons, particularly for transit, to encourage new residents to establish good travel choice behaviors. Information provided as part of the Climate Action Update on November 1<sup>st</sup> (<a href="#">Town of Carrboro - Meeting of Town Council on 11/1/2022 at 7:00 PM (legistar.com)</a>).</p>	<p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• <i>Carrboro Connects</i></li> <li>• Orange County Transit Plan</li> <li>• Vision Zero</li> <li>• Carrboro Community Climate Action Plan</li> </ul>
<p><b>Vision Zero</b> Vision Zero is a national program designed to eliminate fatalities from vehicles. <a href="#">Vision Zero Network   Making our streets safer</a></p>	<p>Carrboro currently addresses safety in a number of ways—construction of bike/ped infrastructure projects, participation in TDM, Safe Routes to School (SRTS), Watch for Me NC programs—but has not yet adopted a formal Vision Zero plan, something that was noted in the Town’s last Bicycle Friendly Communities report card. With that in mind, staff applied to send a team to the second Annual NC Vision Zero Leadership Team Institute hosted by NC Vision Zero and UNC Chapel Hill. The program was held in June. Staff from Planning, Public Works and the Police departments attended.</p> <p>On October 13, 2021, the Town of Chapel Hill adopted a Vision Zero Resolution, to further the town’s commitments set out in the 2019 Pedestrian Safety Action Plan. The Carrboro Town Manager was invited to join the Town of Chapel Hill’s Road to Zero Task Force and is participating.</p>	<p>Participation in the Vision Zero Leadership Team Institute should provide the Town with a better understanding of the program and how to better incorporate safety in Town transportation projects.</p> <p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• <i>Carrboro Connects</i></li> <li>• Bike Plan</li> <li>• Safe Routes to School Action Plan</li> <li>• Watch for Me NC</li> <li>• TDM</li> </ul>
<p><b>Safe Streets for All (SS4A) Grant Program</b> Part of the Infrastructure Investment and Jobs Act, the Safe Streets for All grant program provides funding for the development of a</p>	<p>The DCHC MPO submitted the SS4A grant application to prepare a Vision Zero program for all the partner jurisdictions, in time for the September deadline.</p>	<p>The SS4A grant program will provide funding for another couple of years so that the joint grant scenario provides an opportunity to get a plan and seek funds for implementation—constructing</p>

Project Name & Description	Status	Network
Vision Zero Plan and subsequent implementation.	<u>Next Step(s)</u> If the grant is awarded, the next step would involve the development of a scope and schedule for the plan. As noted in the June 2022 update, the development of a plan is expected to include substantial public engagement.	bike/ped infrastructure. And as noted above, having a Vision Zero Plan should strengthen the Town's next Bicycle Friendly Community application.
<b>Orange County Transit Plan</b> Scheduled for adoption in the fall of 2022 by Orange County, the DCHC MPO and GoTriangle, the Orange County Transit Plan identifies commitments for public transit—operating and capital project expenditures—for the next fifteen to twenty years. Funding comes from four dedicated transit tax revenues: half-cent sales tax, five-percent vehicle rental tax, three-dollar increase to GoTriangle Regional Vehicle Registration fee, seven-dollar County vehicle registration fee. See also <a href="#">Orange County Transit Plan 2020 – Transit Plan 2020 (octransit2020.com)</a>	On November 1 <sup>st</sup> , the Town Council received a presentation on the status of the Orange County Transit Plan update and approved a resolution of support ( <a href="#">Town of Carrboro - Meeting of Town Council on 11/1/2022 at 7:00 PM (legistar.com)</a> ).  <u>Next Step(s)</u> Adoption anticipated for December 2022.	Transit funds have been allocated to Carrboro for several transportation infrastructure projects such as the South Greensboro Street sidewalk and Morgan Creek Greenway. Projects that the Town submitted for the list of “unfunded priorities” were included in the plan.
<b>Micro-mobility - Bike Share</b> For the last several months staff at the Town of Carrboro, Town of Chapel Hill and UNC-Chapel Hill have been working together to develop an RFP to seek a vendor to set up and operate a new, electric bike share program for all three jurisdictions. As noted in the update to the Town Council on November 9, 2021, scooters will not be included in the bike share program at this point per UNC's policy.	The RFP was advertised in March. Contract negotiations are still underway. Staff will provide additional information as it becomes available.	The Bike Plan included a section on the possible benefits of developing a micro-mobility program. An electric bike share system creates an opportunity for the bikes to provide transportation needs for some users as well as provide options for first mile/last mile trips for transit users.  <u>Related Projects/Plans</u> <ul style="list-style-type: none"> <li>• TDM</li> <li>• Orange County Transit Plan</li> <li>• Carrboro Connects</li> <li>• Bike Plan</li> </ul>



Project Name & Description	Status	Network
<b>Traffic Calming</b> The Town uses a petition based residential traffic calming plan to address neighborhood concerns with speeding.		
<b>Starlite Drive</b> Staff was directed to move forward with a traffic calming plan for Starlite Drive.	The traffic calming plan for Starlite Drive was installed in October. The plan included the installation of a new speed table located mid-block of the main north-south segment of Starlite Drive, and the addition of a new stop sign heading westbound from Sunset Drive with associated pavement markings.  <u>Next Step(s)</u> Traffic counts will be conducted in the spring to help evaluate the success of the installation.	Traffic calming can be an effective way to make a street more pedestrian friendly.
<b>Barred Owl Creek</b> Staff was directed to move forward with an interim traffic calming plan to address existing conditions, in the Barred Owl Creek neighborhood, particularly along Carol Street.	March 30 <sup>th</sup> , Public Works installed a temporary speed hump on the 100 block of James Street. This is the remaining element of the interim traffic calming measures for the Barred Owl Creek Neighborhood discussed at the November 2021 Town/neighborhood information meeting. Staff plans to continue to conduct traffic counts to evaluate the effectiveness of the four measures: curb extensions at the intersection of Lorraine and Carol streets, two sets of neckdowns on Carol Street (100 & 300 blocks) and the speed hump on the 100 block of James Street.  <u>Next Step(s)</u> Traffic counts will be conducted in the spring to help evaluate the success of the installation.	Traffic calming can be an effective way to make a street more bicycle friendly.
<b>American Rescue Plan Act (ARPA)</b> <a href="#">Town of Carrboro - Meeting of Town Council on 10/11/2022 at 7:00 PM (legistar.com)</a> In early November, staff from the Planning and Public Works departments met with the Town Engineer to begin to scope out and schedule transportation projects identified for funding with the Town's allocation of ARPA funds.		
<b>Sidepath Connecting Old Pittsboro Road to West Carr Street</b> This project involves the design and construction of a 10- to 12-foot sidepath along the 300 block	Design is underway for a concept plan to determine the extent/feasibility of constructing a 10- to 12-foot sidepath along the 300 block of South Greensboro Street.	<u>Related Projects/Plans</u> <ul style="list-style-type: none"> <li>• South Greensboro Street Sidewalk (C-5650)</li> <li>• The 203 Project</li> <li>• Bike Plan</li> </ul>

Project Name & Description	Status	Network
<p>of South Greensboro Street, to widen the existing pedestrian facility such that it can also serve cyclists. The South Greensboro Street sidewalk project ends at the north end of Old Pittsboro Road. Cyclists are encouraged to use Old Pittsboro Road to travel northbound and there is an important connection to West Carr Street to access the bikeway to Main/Jones Ferry Road. The 203 Project will active visitors using all modes.</p>	<p><u>Next Steps</u> Determine if easements/right of way is needed.</p>	<ul style="list-style-type: none"> <li>• <i>Carrboro Connects</i></li> </ul>
<p><b>RRHB at Homestead Road/Claremont Drive</b> The number one priority project from the 2020 Bike Plan Update is to design/construct a multi-use path along portions of Hillsborough Road with signalized crossings at Stafford Drive and Claremont Drive.</p>	<p>Design is not yet underway.</p>	<p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• Bike Plan</li> <li>• <i>Carrboro Connects</i></li> <li>• Safe Routes to School Action Plan</li> <li>• Pedestrian Safety Projects</li> </ul>
<p><b>RRHB at Hillsborough Road/McDougle Elementary School</b> This project would involve the design/construction of a signalized crossing at McDougle to improve safety, particularly during off-peak hours when a crossing guard is not present.</p>	<p>Design is not yet underway.</p>	<p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• Safe Routes to School Action Plan</li> <li>• Pedestrian Safety Projects</li> </ul>
<p><b>Bus Stop Improvements at Jones Ferry Road/Barnes Street</b> The project includes a new bus shelter on a concrete pad with improved lighting and bicycle facilities, include a possible electric bicycle charging station. Repairs to the retaining wall along Jones Ferry Road and other improvements to be included to the extent possible.</p>	<p>Town staff met with Chapel Hill Transit in early November to discuss the Town's interest in enhanced facilities at the Barnes Street bus stop. Chapel Hill Transit is working with an engineering firm to design the next phase of bus stop improvements.</p> <p><u>Next Steps</u> Chapel Hill Transit to begin design work for Town input.</p>	<p><u>Related Projects/Plans</u></p> <ul style="list-style-type: none"> <li>• Barnes Street Sidewalk (EB-5890); not yet initiated</li> <li>• Orange County Transit Plan</li> <li>• <i>Carrboro Connects</i></li> </ul>



## Agenda Item Abstract

File Number: 22-303

**Agenda Date:** 11/15/2022

**File Type:** Agendas

**In Control:** Town Council

**Version:** 1

### TITLE:

Quarterly Report (2022 Q3) for the Town of Carrboro's CDBG-CV Grant No. 20-V-3525

**PURPOSE:** The purpose of this item is to receive the third quarter report for calendar year 2022, for the Town of Carrboro's Community Development Block Grant - Coronavirus (CDBG-CV) award from the NC Department of Commerce.

**DEPARTMENT:** Housing and Community Services

**CONTACT INFORMATION:** Anne-Marie Vanaman, Interim Director, [amvanaman@carrboronc.gov](mailto:amvanaman@carrboronc.gov) <<mailto:amvanaman@carrboronc.gov>>, 919-918-7321; Zequel Hall, Administrative Assistant, [zhall@carrboronc.gov](mailto:zhall@carrboronc.gov) <<mailto:zhall@carrboronc.gov>>, 919-918-7318

**INFORMATION:** As part of the CDBG-CV grant compliance requirements, the Town of Carrboro must provide quarterly written status reports to the 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 report (Attachment A) covers the third quarter of the calendar year, from July 2022 to September 2022.

**Background:** On August 25, 2020, Governor 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 eviction prevention.

The Town of Carrboro applied for, and was awarded, \$900,000 in CDBG-CV funds to be used with the Orange 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. All CDBG-CV funds must be obligated by March 17, 2023.

As the CDBG-CV money is expended, and as a result the HOPE program application period closing on December 17, 2021, Orange County Housing and Community Development representatives are meeting with staff from Carrboro, Chapel Hill, and Hillsborough to determine if and when program changes should occur. The County has allocated American Rescue Plan Act (ARPA) funding to the Emergency Housing Assistance Program and Carrboro residents will continue to receive rent, utility, and mortgage assistance after the CDBG-CV funding ends. Additionally, Town Council approved its spending plan for its ARPA funds on [October 11, 2022](https://carrboro.legistar.com/MeetingDetail.aspx?ID=991503&GUID=2DC0F028-F2C4-44BD-B20E-0E01CB7D69D9&Options=&Search=>) <<https://carrboro.legistar.com/MeetingDetail.aspx?ID=991503&GUID=2DC0F028-F2C4-44BD-B20E-0E01CB7D69D9&Options=&Search=>>>. The plan included an allocation of \$500,000 for EHA to support Carrboro residents.

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**Agenda Date:** 11/15/2022  
**In Control:** Town Council  
**Version:** 1

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**File Type:** Agendas

**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 award. After the third quarter of Calendar Year 2022, \$22,583.96 remains in grant funds.

**RECOMMENDATION:** Staff recommends that the Town Council review Attachment A (3<sup>rd</sup> Quarter Report for 2022) and 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 2022

Total Amount of Funds Disbursed: \$69,911.90

EHA Payments for Carrboro Residents: \$63,556.27

EHA Administration Costs: \$6,355.63

Number of Households Assisted: 16

Average Amount of Assistance Per Household: \$3,972.27

**DEMOGRAPHICS**

Applicant Race	Count	% of Total
Asian	0	0.0%
Black/African American	11	68.7%
Multiracial/Other	1	6.3%
White/Caucasian	4	25.0%
American Indian / Native American	0	0.0%
Unknown	0	0.0%

Applicant Ethnicity	Count	% of Total
Hispanic and/or Latinx	0	0.0%
Not Hispanic and/or Latinx	14	87.5%
Unknown	2	12.5%

Household Income	Count	% of Total
30% AMI	9	56.3%
50% AMI	5	31.2%
60% AMI	2	12.5%

**ASSISTANCE PROVIDED**

Expense Type	Amount	% of Total Funds Disbursed
Rent Payments (Current and/or Future)	\$33,892.26	53.3%
Rent Payments (Arrears)	\$26,207.39	41.2%
Rent Deposits/Fees/Bond	\$500.00	0.8%
Utility/Internet Payments	\$2,956.62	4.7%
Mortgage Payments (Current / Future)	\$0.00	0.0%
Mortgage Payments (Arrears)	\$0.00	0.0%

This quarterly report was received and reviewed by the Town Council for the Town of Carrboro on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Damon Seils, Mayor  
Town of Carrboro



## Agenda Item Abstract

**File Number:** 22-311

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**Agenda Date:** 11/15/2022

**File Type:** Agendas

**In Control:** Town Council

**Version:** 1

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**TITLE:**

Appointments to the Appearance Commission

**PURPOSE:** The purpose of this agenda item is to request that the Town Council consider appointments to the Appearance Commission

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wesley Barker, Town Clerk, [wbarker@carrboronc.gov](mailto:wbarker@carrboronc.gov) , 919-918-7309, Marty Roupe (staff liaison), [mroupe@carrboronc.gov](mailto:mroupe@carrboronc.gov) [<mailto:mroupe@carrboronc.gov>](mailto:mroupe@carrboronc.gov), 919-918-7333

**INFORMATION:** The Appearance Commission is comprised of nine seats appointed by Town Council. All members of this Commission shall either reside, own property, or operate a business within Carrboro's planning jurisdiction. The Commission currently has 6 vacant seats. These vacancies have been difficult to fill due to lack of applicants, and 2 appointed members have not consistently attended meetings that does not comply with the attendance policy set forth in the Town's Advisory Board Recruitment and Appointment Policy. Due to these factors, the Commission has had difficulty achieving a quorum in recent months.

Two individuals have submitted applications to serve on this Commission.

It should be noted that one applicant, Ana Jafarinia, has been regularly attending Appearance Commission meetings, but after some research, Town Council minutes reflect that she was never formally appointed by the Council to this Commission. The Appearance Commission chair does recommend that Ms. Jafarinia be appointed formally to this Commission.

Additionally, a new application was received from Whitney Fry. The Appearance Commission Chair, David Markiewicz, assisted in recruitment of this applicant and has already met with her and submitted the chair form recommending her for appointment.

Further, current Appearance Commission member Sharon Reilly is up for reappointment for a second full term on the Appearance Commission. Ms. Reilly has indicated her interest to continue serving, and the chair form has been submitted recommending her reappointment.

If the Council makes the reappointment for Sharon Reilly and officially appoints the other two applicants (Ana Jafarinia and Whitney Fry), the Appearance Commission will then have 5 active members, and would subsequently have a quorum to conduct future meetings.

Attachments to this agenda item include the Resolution for Appointments (Attachment A), Applications and Chair Forms (Attachment B), and a current matrix of the Appearance Commission (Attachment C).

**FISCAL & STAFF IMPACT:** There is no fiscal or staff impact associated with this appointment request.

**RECOMMENDATION:** Staff recommends that the Town Council review and consider reappointing Sharon Reilly for a second full term to the Appearance Commission, officially appoint Ana Jafarinia to the Commission, and consider appointing Whitney Fry to the Commission to achieve a quorum for future Commission meetings.

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
APPEARANCE COMMISSION**

Section 1 The Carrboro Town Council hereby appoints the following applicant(s) to the Appearance Commission:

<b>Appointee</b>	<b>Term Expiration</b>
Sharon Reilly (2 <sup>nd</sup> Term)	02/2024
Ana Jafarinia	02/2025
Whitney Fry	02/2025

Section 2. This resolution shall become effective upon adoption.

This the 15<sup>th</sup> day of November 2022.



# Print

## Advisory Board Chair Report (Complete One Per Applicant) - Submission #7003

Date Submitted: 10/30/2022

Advisory Board Name:\*

Appearance Commission

Chair Name\*

David Markiewicz

Applicant First Name:\*

Sharon

Applicant Last Name:

Riley

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



Yes



No

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

3

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:

9/20 7:30 Can you attend? yes

**Catherine Dorando**

**From:** noreply@civicplus.com  
**Sent:** Thursday, July 26, 2018 10:18 PM  
**To:** Catherine Dorando; Rebecca Buzzard; Julie Eckenrode  
**Subject:** Online Form Submittal: Advisory Board Application

called 9/6 left message

**Advisory Board Application**

First Name	sharon
Last Name	reilly
Date	7/26/2018
Address1	206A Maple ave
Address2	Field not completed.
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	No
Telephone	4346654949
Email Address	<a href="mailto:sharon@sharonreilly.com">sharon@sharonreilly.com</a>
Date of Birth	6/8/1956
Race	Caucasion
Sex	F
Occupation	Physician
Are you a registered	Yes

Orange County Voter?

Length of Residence in Orange County	3.5 yrs
Length of Residence in the Town of Carrboro	3.5 yrs
I wish to be considered for appointment to the following committee/board(s) (Do Not Select More Than Two):	Appearance Commission/NPDC
Other (advisory board not listed):	<i>Field not completed.</i>
Advisory Board Preference	Appearance
*Employer/Self Employed	Piedmont Health services
Number of Years Employed	3.5 yrs
* Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	Roberson Place Townhome committee
Experience to Aid You in Working on Advisory Boards	Medical Director of large program Advisory board of Commonwealth Chorale Scholarship committee for Randolph Henry School
Reasons You Wish to be Appointed	To be more involved in keeping Carrboro a vibrant, livable, walkable city
Have you ever served on any Town of Carrboro Committee or Board?	No
If yes, which one(s)?	<i>Field not completed.</i>
Are you currently serving	No

on a Town Board or  
Committee?

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If yes, are you applying for a third consecutive term?	No
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If yes, please describe how you meet one, or more, of the following exceptions noted below. *Members of the Board of Adjustment, Environmental Advisory Board, Human Services Advisory Commission, and Transportation Advisory Board may be reappointed to successive terms without limitation (Sections 15-29(c), 15- 45(c) 3-7(d), 3-24(c))	Na
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Email not displaying correctly? [View it in your browser.](#)

# Print

## Advisory Board Chair Report (Complete One Per Applicant) - Submission #7013

Date Submitted: 11/1/2022

Advisory Board Name:\*

Appearance Commission

Chair Name\*

David Markiewicz

Applicant First Name:\*

Ana

Applicant Last Name:

Jafarinia

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



Yes



No

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

1 on AC

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:

Ana has attended 2021 meetings of the AC. Her application was never submitted by staff to town council so we are submitting it post-involvement.

## Advisory Board Application - Submission #5880

Date Submitted: 10/1/2021

First Name\*

Ana

Last Name\*

Jafarinia

Date\*

1/21/1996

Select today's date

Address1\*

116 Bim Street, Apt. D

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\*

9495738462

Please enter your primary contact phone number.

Email Address\*

anajafa@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\*

1/21/1996

Race\*

Middle Eastern

Please enter your race.

Sex\*

Female

Please enter your sex.

Ethnicity\*

Iranian 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\*

4 months

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro\*

4 months

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 checked="" 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\***

Please enter the requested information.

**Relevant Experience:\***

Reasons You Wish to be Appointed\*

I just moved to Carrboro for grad school at UNC and I want to be involved beyond just living here. I have heard that students have recently started moving more and more toward Carrboro and I hope that the student population can serve the 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.\*

Prior to coming to graduate school, I was living in a town in Illinois that was predominantly white. My experience as an Iranian-American was really tough and I suffered from a great deal of loneliness. At work, I did not feel comfortable sharing my ideas because of my other-ness. Lack of diversity is harmful both to the individual and the group. Not only does a lack of representation generate discomfort and loneliness for the members of the minority, but the group misses out on hearing the valuable feedback and ideas of those individuals.

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 #7012

Date Submitted: 11/1/2022

Advisory Board Name:\*

Appearance Commission

Chair Name\*

David Markiewicz

Applicant First Name:\*

Whitney

Applicant Last Name:

Fry

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:

# Print

## Advisory Board Application - Submission #7011

Date Submitted: 11/1/2022

First Name\*

Whitney

Last Name\*

Fry

Date\*

11/1/2022

Select today's date

Address1\*

208 Maple Ave

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\*

9199738374

Please enter your primary contact phone number.

Email Address\*

whitneyfry@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.

What Year Were You Born?\*

1981

Race\*

White

Please enter your race.

Sex\*

Female

Please enter your sex.

Ethnicity\*

Caucasian

Occupation\*

Public Health

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 checked="" 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.

**Advisory Board Preference\***

Appearance Commission

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

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

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

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

Iris Group, Inc.

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

**Number of Years Employed**

3 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\***

I'm not yet a member of any other community organizations in Carrboro.

Please enter the requested information.

Relevant Experience:\*

While I don't have relevant experience to the Appearance Commission, I have been an active member of my community in various places where I lived. I was a member of the Kilimani Project Foundation (KPF), a neighborhood member organization, while living in Nairobi, Kenya. I've served on the leadership board of my faith community for a period of 2 years, also while living in Nairobi.

Reasons You Wish to be Appointed\*

I would like to be an active member of the community, contribute to the overall "feel" of Carrboro as a welcome and appealing place to visit and live, and meet other members of the 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.\*

I believe strongly in the need to continually reassess power structures in society and in institutions, to ensure everyone--regardless of background, SES, race, gender, faith, and physical ability--has equal access to services, leadership positions, decision-making opportunities, and economic and social capital. As a global health practitioner focusing on gender equality and social inclusion, I have dedicated my professional efforts to this end, as well.

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.

# Membership Information Matrix

## Appearance Commission - 9 total seats

Name	Address	Year of Birth	Race (as noted by applicant)	Ethnicity (as noted by applicant)	Sex	Occupation/Expertise Content	Appointed Date
<b>CURRENT MEMBERS</b>							
<b>David Markiewicz, Chair</b>	403 S. Greensboro St.	1957	White		M	Retired	10/13/2020
<b>James Scott</b>	222 Old Fayetteville Rd.	1986	White		M	Sponsorship Coordinator	10/13/2020
<b>Sharon Reilly</b>	206-A Maple Ave	1956	White		F	Physician	9/25/2018
<b>VACANT</b>							
<b>VACANT</b>							
<b>VACANT</b>							
<b>VACANT</b>							
<b>VACANT</b>							
<b>VACANT</b>							
<b>APPLICANTS</b>							
<b>Ana Jafarinia</b>	116 Bim St., Apt D	1996	Middle Eastern	Iranian American	F	Graduate Student	
<b>Whitney Fry</b>	208 Maple Ave.	1981	White		F	Public Health	





## Agenda Item Abstract

**File Number:** 22-315

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**Agenda Date:** 11/15/2022

**File Type:** Agendas

**In Control:** Town Council

**Version:** 1

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**TITLE:**

Continuation of a Public Hearing for Consideration of a Minor Modification to the Perry Place Special Use Permit-A Project at 800 and 802 Merritt Mill Road

**PURPOSE:** The purpose of this agenda item is for Town Council to continue holding a public hearing for consideration of a Minor Modification to the Special Use Permit-A for Perry Place at 800 and 802 Merritt Mill Road. The modification would allow NCDOT to complete right of way improvements within the Merritt Mill Road corridor.

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** Marty Roupe, Development Review Administrator, 919-918-7333 or [mroupe@carrboronc.gov](mailto:mroupe@carrboronc.gov) <<mailto:mroupe@carrboronc.gov>>

**INFORMATION:** The Town Council opened a public hearing on October 18, 2022 for consideration of this matter and voted to continue the hearing on this date. Agenda item materials from the meeting are available here:

[Town of Carrboro - File #: 22-298 \(legistar.com\)](https://carrboro.legistar.com/LegislationDetail.aspx?ID=5886648&GUID=6CBCC8F3-4D77-4D56-81F4-8C9712549745&Options=&Search=>)  
<<https://carrboro.legistar.com/LegislationDetail.aspx?ID=5886648&GUID=6CBCC8F3-4D77-4D56-81F4-8C9712549745&Options=&Search=>>>

The Towns of Carrboro and Chapel Hill received the initial results of the operational analysis completed to study the viability of creating a new cross-section along Merritt Mill Road during an upcoming repaving of the street. The results are generally positive and in support of the new cross-section including bike lanes, at least to where the road intersects with the exit ramp from the NC 54 bypass. The information is under review by staff and NCDOT and will inform the next step, a pavement marking plan. NCDOT approval will be needed for the revised lane configuration to go forward in next year's resurfacing.

Also of note, the Town of Chapel Hill approved the permit modification request at its November 2, 2022 meeting.

A resolution approving the Minor Modification is included as Attachment A for Council to consider adopting.

**FISCAL & STAFF IMPACT:** The applicant is paying the applicable permitting fees associated with the hearing. The applicant has applied for a fee waiver, which would be paid through the town's Affordable Housing Special Revenue Fund.

**RECOMMENDATION:** Town staff recommends that the Town Council complete the public hearing on the request and consider adopting the attached resolution approving the request.

The following resolution was introduced by Council Member \_\_\_\_\_ and duly seconded by Council Member \_\_\_\_\_.

**A RESOLUTION APPROVING A MINOR MODIFICATION TO THE SPECIAL USE PERMIT-A ISSUED TO CASA FOR CONSTRUCTION OF PERRY PLACE AT 800 AND 802 MERRITT MILL ROAD TO ALLOW FOR NCDOT TO MAKE IMPROVEMENTS TO MERRITT MILL ROAD.**

**WHEREAS**, the Carrboro Town Council approved a Special Use Permit-A for the Perry Place Project at 800 and 802 Merritt Mill Road on March 27, 2018; and

**WHEREAS**, the Town of Carrboro desires to see developments constructed in the Town's jurisdiction in a responsible and marketable manner; and

**WHEREAS**, the Town of Carrboro Council held a public hearing on October 18, 2022 and November 15, 2022 for consideration of the request; and

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

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

**WHEREAS**, approval of the request hereby allows NCDOT to complete upcoming improvements to the Merritt Mill Road right of way corridor instead of CASA completing improvements that may otherwise need to be modified soon thereafter.

**NOW, THEREFORE BE IT RESOLVED** by the Carrboro Town Council that the minor modification to the Special Use Permit-A is hereby approved.

This the 15<sup>th</sup> day of November 2022.



September 29, 2022

Town of Chapel Hill  
405 Martin Luther King Jr. Blvd  
Chapel Hill, NC 27514

Town of Carrboro  
301 West Main Street  
Carrboro, NC 27510

Re: Request for Major Modification (Special Use Permit 9778-93-2136)

Greetings,

CASA is requesting a modification to **Stipulation #8** and **Stipulation #9** in the approved Special Use Permit 9778-93-2136 related to the Merritt Mill East, Multi-Family Development, or Perry Place Apartments:

8. Curb and Pavement Transition Taper: It will be necessary to provide a minimum curb and pavement transition taper length of 50 feet for transitions to and from the bike lane prior to issuance of a Certificate of Occupancy.
9. Sidewalk and Bicycle Improvements: Prior to issuance of a Certificate of Occupancy, the developer shall construct 5-foot sidewalk and 5-foot bike lanes along the property frontage. That the design and construction details must be approved by the Town Manager and the North Carolina Department of Transportation prior to issuance of the Zoning Compliance Permit.

It has come to CASA's attention that planning is underway for NCDOT improvements to Merritt Mill Road that includes Perry Place's property frontage. As a result, the requirements under Stipulation #8 related to providing a curb and pavement transition taper and Stipulation #9 involving the construction of a 5-foot sidewalk and 5-foot bike lane along the property frontage will be a duplicative effort for CASA to provide as owner/developer. NCDOT's approval timeline for improvements is scheduled to occur at the end of 2022 at the earliest, while CASA is currently anticipating certificate of occupancy for the entire project in early 2023.



The removal of Stipulation #8 and Stipulation #9 will save the project over \$200,000 in additional costs, which is critical to ensuring the success of Perry Place as an affordable tax credit project. Therefore, CASA is requesting a modified limited scope of review for a forthcoming Conditional Zoning District application. All other stipulations in our original approval remains the same.

CASA is grateful to both the Town of Chapel Hill and the Town of Carrboro for their continued support and collaboration on Perry Place. We appreciate the accommodation.

Sincerely,

MERRITT MILL APARTMENTS, LLC,  
a North Carolina limited liability company

By: CASA, a North Carolina nonprofit corporation,  
its Managing Member

A handwritten signature in black ink that reads "Jess Brandes". The signature is written in a cursive, flowing style.

Jess Brandes  
Senior Director of Real Estate Development  
CASA



**REVIEW DRAWING  
NOT FOR CONSTRUCTION**





NUM	REVISIONS	DATE
1	MODIFICATIONS TO APPROVED ZCP	05 OCT 21
2	MODIFICATIONS SINCE LAST PRICING SET	02 MAY 22
3	ELEVATION UPDATE PER RF#41	09 OCT 22
4	LOD & SEWER ADJUSTMENT PER OWASA	16 JUNE 22
5	CONCRETE IN HANDICAP SPACES PER RF#43	27 JUNE 22
6	SEWER ADJUSTMENT	17 SEP 22

OWNER INFORMATION  
CASA  
624 W. JONES STREET  
RALEIGH, NC 27603

**OWNERS REPRESENTATIVE**  
JESS BRANDES  
PH. (919) 307-3429  
FAX

ISSUED	DATE	EMAIL
ISSUE FOR CONSTRUCTION	05 OCT 21	brondes@coscanic.org
ISSUE FOR CONSTRUCTION	02 MAY 22	
ISSUE FOR CONSTRUCTION	16 JUNE 22	
ISSUE FOR CONSTRUCTION	05 JULY 22	
ISSUE FOR CONSTRUCTION	27 SEP 22	
ISSUE FOR CONSTRUCTION	05 OCT 22	

**PERRY PLACE**  
**CHAPEL HILL/CARRBORO, ORANGE COUNTY, NORTH CAROLINA**

JOB NUMBER: 116031.0

DATE: 29 MAR 21

SCALE: AS NOTED

DRAWN BY: S.R.H./A.A

REVIEWED BY: G.J.R.

**SHEET**

**SHEET**

**C1001**

**C100**







## Agenda Item Abstract

**File Number:** 22-307

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**Agenda Date:** 11/15/2022

**File Type:** Agendas

**In Control:** Town Council

**Version:** 1

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**TITLE:**

Fiscal Year 21-22 Affordable Housing and Community Services Report

**PURPOSE:** The purpose of this agenda item is to request that the Town Council receive a report on the Town's Affordable Housing and Community Services Activities in FY 21-22.

**DEPARTMENT:** Housing and Community Services

**CONTACT INFORMATION:** Anne-Marie Vanaman, Interim Director,

[amvanaman@carrboronc.gov](mailto:amvanaman@carrboronc.gov) <<mailto:amvanaman@townofcarrboro.org>>, 919-918-7321;  
Zequel Hall, Administrative Assistant, [zhall@carrboronc.gov](mailto:zhall@carrboronc.gov) <<mailto:zhall@carrboronc.gov>>, 919-918-7318

**INFORMATION:** On [October 12, 2021](https://carrboro.legistar.com/LegislationDetail.aspx?ID=5164426&GUID=0DCEE422-1BC5-4DDB-8130-ED60ED894D78&Options=&Search=>) <<https://carrboro.legistar.com/LegislationDetail.aspx?ID=5164426&GUID=0DCEE422-1BC5-4DDB-8130-ED60ED894D78&Options=&Search=>>>, the Housing and Community Services Department provided a report to Town Council on its FY 20-21 activities.

In FY 21-22, pandemic related activities that had been prominent in earlier years lessened as community needs shifted. However, emergency housing assistance (EHA) remained a pressing need. Staff will report on EHA, the use of the Affordable Housing Special Revenue Fund, the development of town and regional affordable housing plans and processes for affordable housing, beginning work in racial equity, and the town's continued support of non-profit agencies that meet community needs through Human Services funding. Attachment A provides a report of the activities that addressed identified affordable housing and community service needs in FY 2021-2022.

Attachment B provides updates on activities undertaken to meet the goals of the Town's Affordable Housing Goals and Strategies.

Additionally, in FY 21-22, the Affordable Housing Advisory Commission reviewed and provided feedback on three affordable housing plans or processes, as well as the affordable housing chapter in the draft Comprehensive Plan. Specifically, they reviewed the County-Wide Manufactured Homes Action Plan, the process for town-owned land use for affordable housing, and a draft tenant resource guide for Carrboro residents.

**FISCAL & STAFF IMPACT:** There are no fiscal or staff impacts associated with the receipt of this report.



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



## Housing & Community Services

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Housing and Community Services 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.

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Year in Review  
FY 2021-2022

# Foundations

There is a home for everyone in Carrboro. Carrboro is affordable, safe, and welcoming for all people who want to live in the community. The Town works to prevent displacement of existing residents, advance racial equity and accessible housing, has a full range of affordable options for all life stages and types of households, particularly low- and moderate-income and historically disadvantaged households, and that the Town prioritizes resources to meet affordable housing goals.

## CARRBORO CONNECTS COMPREHENSIVE PLAN

### Housing & Community Services

### Racial Equity Work



- In collaboration with Chapel Hill, an in-depth racial equity assessment of the Human Services funding program was launched.
- The assessment was completed in Fall 2022 and key findings were presented to the Human Services Advisory Commission. Implementation of initial recommendations will begin with the FY24 application cycle.
- The racial equity assessment of the Affordable Housing Special Revenue Fund was also launched, and key findings will be presented to the AHAC in Fall 2022.



# AFFORDABLE HOUSING







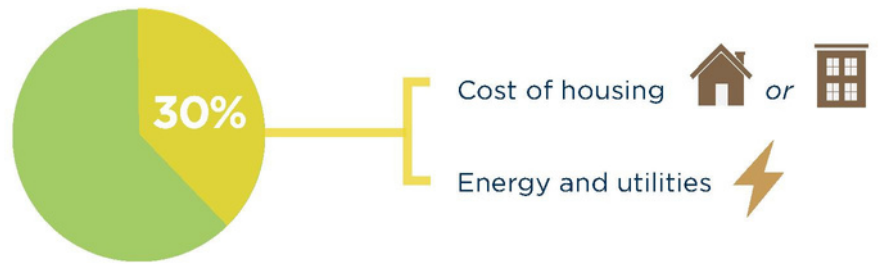
# Community Housing Data

Source: North Carolina Housing Coalition



# The 2021 Housing Need in Orange County

Housing is affordable when it comprises no more than **30% of the family's budget**. Families that spend more than this on housing are **cost-burdened**.



**30%** of Orange County  
are **cost-burdened**  
15,817 households

**Renters** who have  
difficulty affording  
their homes:



**48%**  
9,553 households

**Homeowners** who  
have difficulty  
affording their homes:



**19%**  
6,264 households

## Average Annual Salaries

**\$45,360** income needed to afford a  
two-bedroom apartment



Food prep  
and service  
**\$26,300**



Childcare  
**\$26,530**



Retail sales  
**\$26,690**



Healthcare  
**\$32,270**



Construction  
**\$32,590**



Teacher  
**\$49,780**



Police officer  
**\$53,080**

*\*Statistics from the American Community Survey  
and the Bureau of Labor Statistics.*

**\$86,400** Area Median Income (AMI) for  
Orange County

**Affordable communities are healthier communities with opportunity for all**

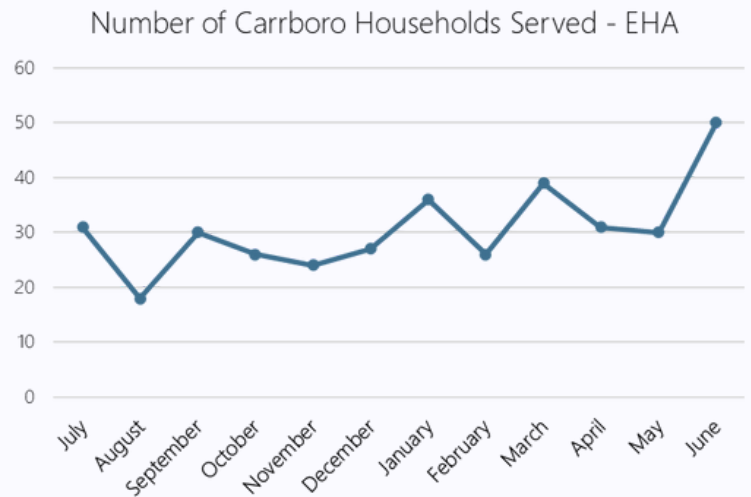
The mission of the North Carolina Housing Coalition is to lead a movement to ensure that every North Carolinian has a home in which to live in dignity and opportunity.

**Be part of the solution. Find out how:** 919.881.0707 | [nchousing.org](https://nchousing.org)

# Emergency Housing Assistance



Carrboro continued the successful collaboration with Orange County, Chapel Hill, and Hillsborough for the Emergency Housing Assistance (EHA) program and utilized the Town's \$900,000 CDBG-CV for Carrboro residents.

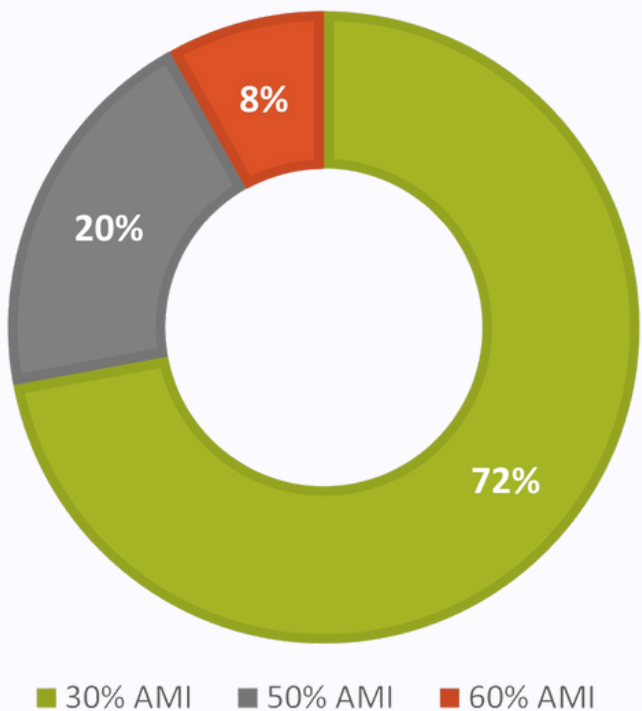


- Carrboro Residents received over \$1.5 million in assistance to support rent, mortgage, and utility payments.
- Town expended \$734,095 in CDBG-CV funding.
- Housing Assistance supported 283 Carrboro households.
- \$5,591.03 / household in average assistance.

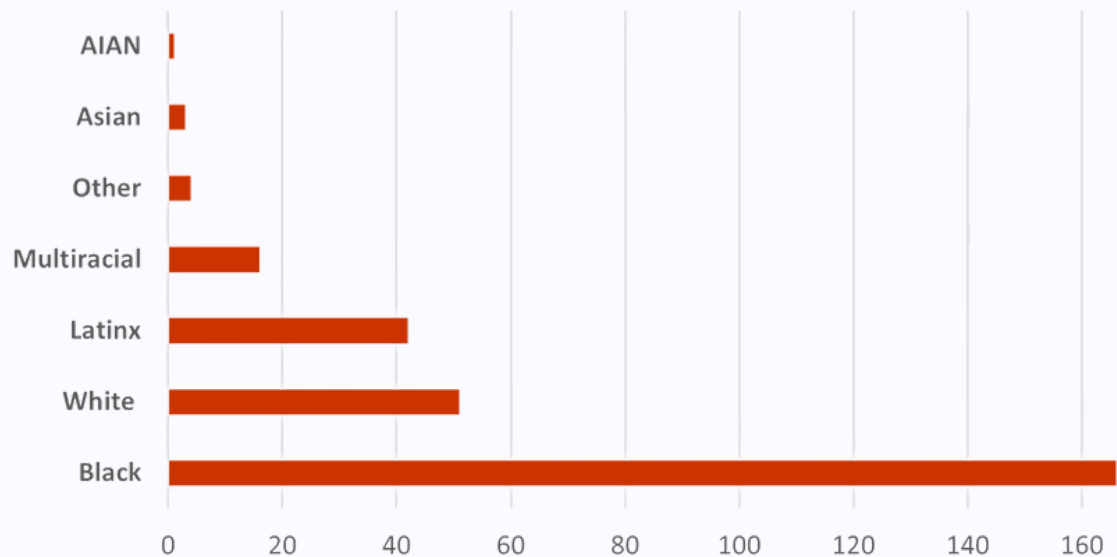
# Who is being served by EHA?

## PERCENTAGE OF HOUSEHOLDS SERVED BY INCOME

FY21-22



## NUMBER OF HOUSEHOLDS SERVED BY RACE FY21-22



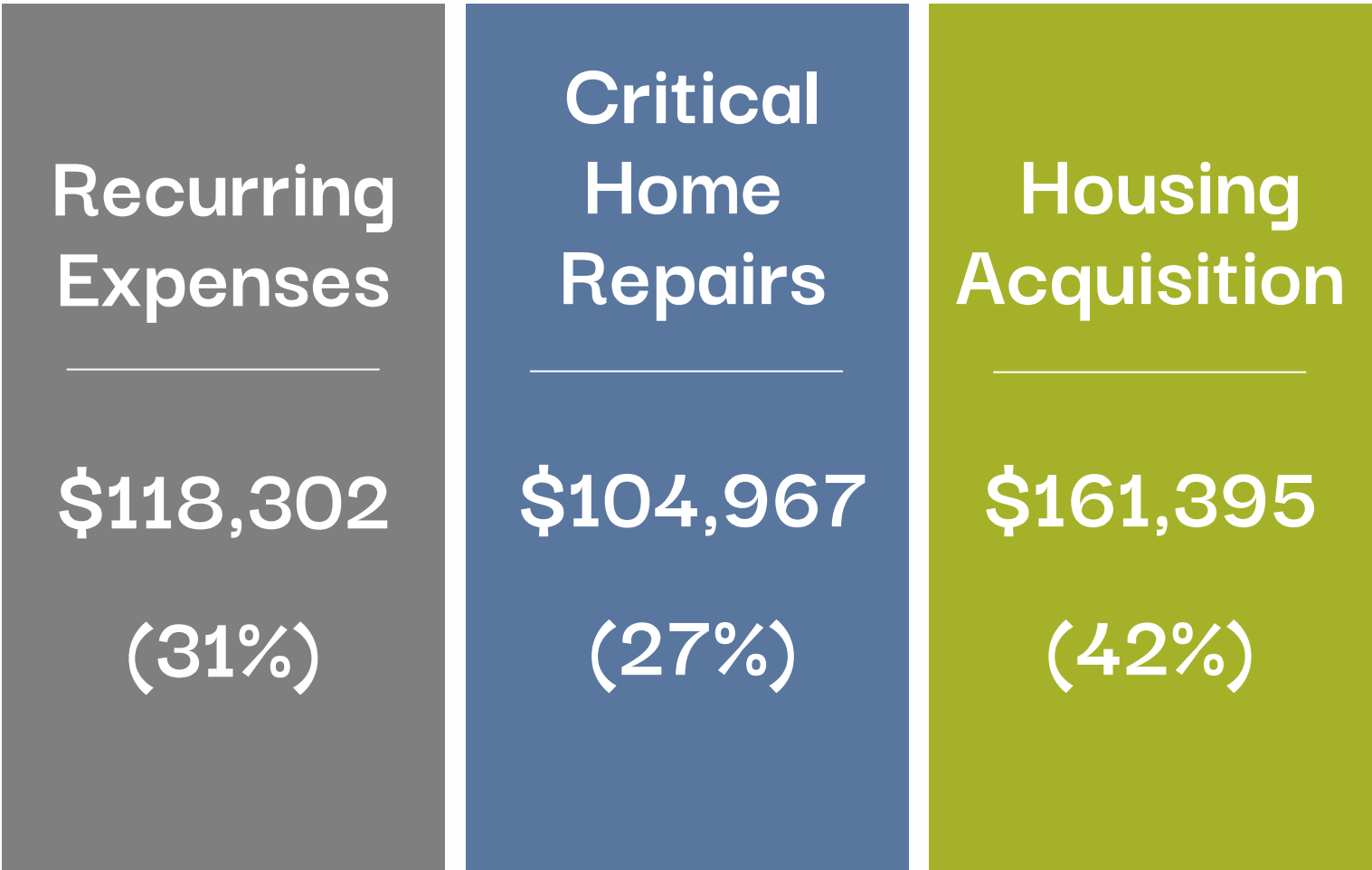


# Affordable Housing Special Revenue Fund

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The Affordable Housing Special Revenue Fund (AHSRF) is a dedicated revenue source of funds to advance the Town’s goal of increasing and improving the stock of affordable housing within Carrboro and its planning jurisdiction.

In FY 2021-2022, a total of \$384,664 was allocated.



Percentages based on total AHSRF funds allocated in FY 2021-2022

# Affordable Housing Special Revenue Fund

## \$384,664



Projects	Details	Outcome
Rebuilding Together of the Triangle	Provided \$19,312 to conduct critical repairs	1 home preserved
Hope Renovations	Provided two small grants (\$2,752 and \$2,903) to conduct critical repairs	2 homes preserved
Pee Wee Homes	Provided \$60,000 for construction costs and a fee waiver	3 small homes will be created - Rental
EmPOWERment	Provided \$100,000 to acquire a townhome	1 unit added to the affordable housing stock- Rental
Weaver Community Housing Association	Provided \$60,000 for asbestos removal	10 apartments preserved
AIDS Alliance Services - Carolinas	Provided \$20,000 for rehabilitation	Permanent Supportive Housing (Reported in the prior year)
Recurring Expenses	Provided \$118,567 to support housing and services for the unhoused	HOME program, Community Home Trust, OC Partnership to End Homelessness

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# Progress toward Affordable Housing Goals



Increase the number of homeownership units that are permanently affordable in Carrboro. By 2024, 85 units will have been added.

Increase the number of rental units that are permanently affordable in Carrboro. By 2024, 470 units will have been added.

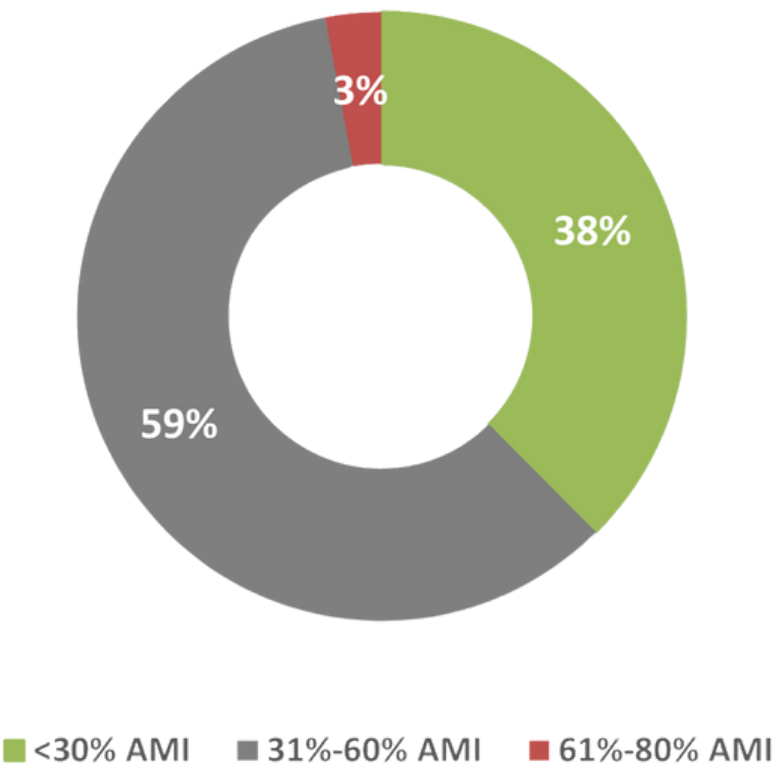
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<b>75</b>	<b>380</b>	<b>64</b>
<b>ownership units added</b>	<b>rental units added</b>	<b>homes preserved</b>

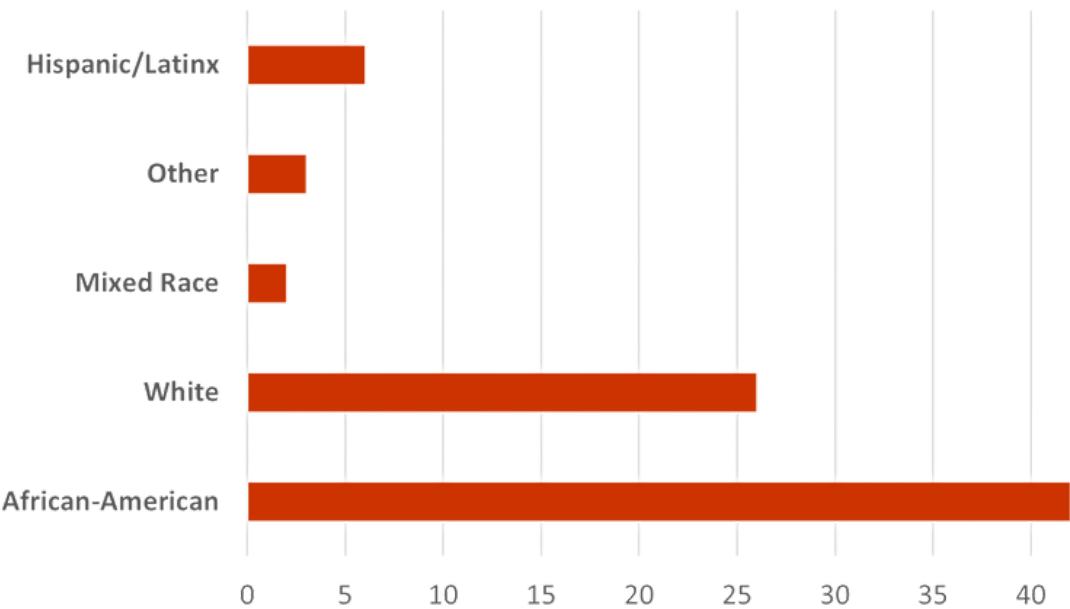
# Who is served by the AHSRF?

AFFORDABLE HOUSING SPECIAL REVENUE FUND  
RACIAL EQUITY ASSESSMENT DATA - All Years

HOUSEHOLDS SERVED THROUGH AHSRF GRANTS BY INCOME



HOUSEHOLDS SERVED THROUGH AHSRF GRANTS BY RACE/ETHNICITY







## Plans, Processes, & Reports

- Employee Housing Assistance - Report (with HR)
- Racial Equity - Assessments
- Regional Manufactured Home Preservation and Displacement Prevention - Plan
- Town Land Use for Affordable Housing - Process
- Tenant Education & Resources - Plain Language Review
- Weatherization of Homes Owned by Low-Income Households - Report





# Human Services





# The Human Services Program

Funds programs that improve education, livelihood security, and health outcomes for all residents. The program's overarching goal is to achieve economic and social wellbeing and opportunities to thrive for all residents, particularly those who are low-income or otherwise disenfranchised. To achieve this goal, the program focuses on three strategic objectives:

**Children improve  
their education  
outcomes**



**Residents increase  
their livelihood  
security**



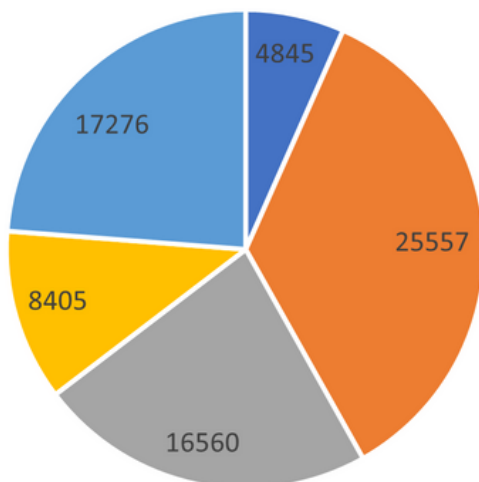
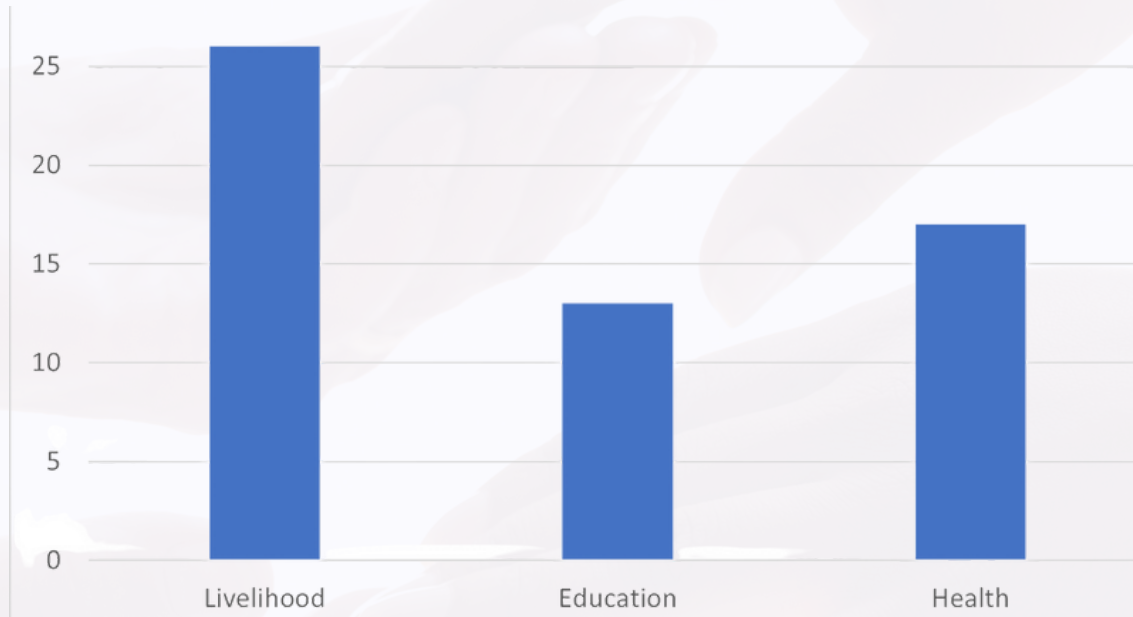
**Residents improve  
their health outcomes**



# Who was served by Human Services Funding?

## FY 21-22

Number of Programs by Objective  
FY21-22



NUMBER OF INDIVIDUALS  
SERVED BY AGE  
FY21-22

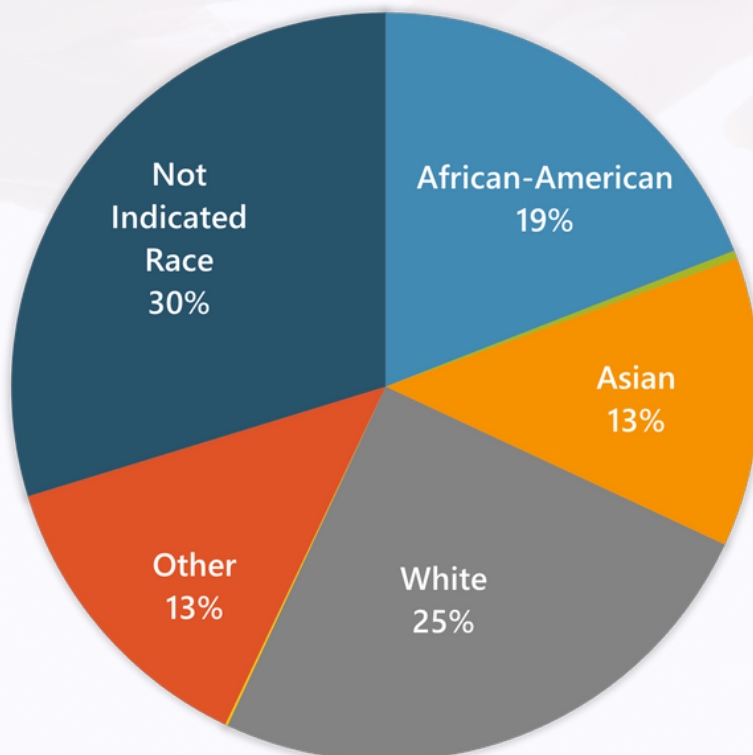
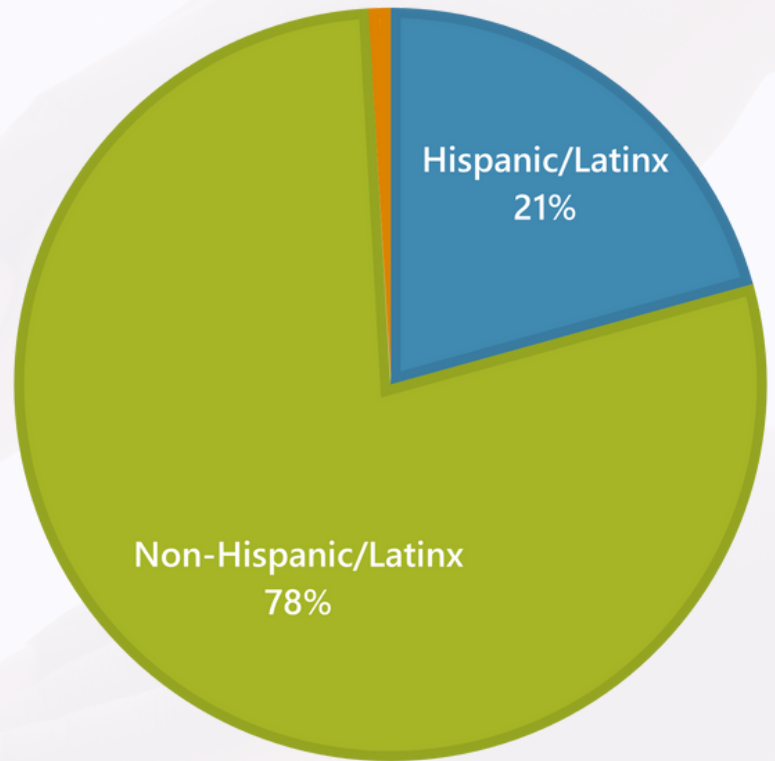
■ 0-5 Years ■ 6-18 Years ■ 19-50 Years ■ 51+ Years ■ Unknown Age



# Who was served by Human Services Funding?

FY 21-22

PERCENTAGE OF HOUSEHOLDS  
SERVED BY ETHNICITY  
FY21-22



PERCENTAGE OF HOUSEHOLDS  
SERVED BY RACE  
FY21-22

# Looking Ahead

## Human Service Funding FY 22-23



**\$654,986**

**Funding Requested**



**50**

**Nonprofits Funded**



**\$274,000**

**Funding Awarded**



**7**

**New Nonprofit  
Agencies Applying**



## Human Services

Art Therapy Institute  
Big Brothers Big Sisters of the Triangle  
Boomerang Youth  
CH-Carrboro Public School Foundation  
Orange County Meals on Wheels  
Chapel Hill Training & Outreach-Kidscope  
Charles House Association  
Child Care Services Association  
Club Nova Community  
Community Empowerment Fund  
Compass Center  
Diaper Bank  
Dispute Settlement Center  
Duke Homecare and Hospice  
El Centro Hispano  
El Futuro  
EmPOWERment  
Exchange Club Family Center  
Freedom House Recovery Center  
Grow to Life  
Hope Renovations  
IFC for Social Service  
Marion Cheek Jackson Center  
OE Enterprise  
Orange Co Literacy Council  
Orange Co Partnership for Young Children  
Orange Co Rape Crisis Center  
Orange County Dept on Aging  
Orange County Living Wage  
Oxford House  
Piedmont Health Services  
Piedmont Wildlife Center  
Planned Parenthood South Atlantic  
PORCH  
Rebuilding Together of the Triangle  
Refugee Community Partnership  
RENA-Rogers Eubanks Neighborhood  
TABLE  
The ARC of the Triangle  
Transplanting Traditions Community Farm  
E3 Camp  
Family Reading Partners  
Farmer Foodshare  
Friends of the Mountain to Sea Trail  
Pee Wee Homes  
Senior Care of Orange  
Reintegration Support Network  
Triangle BikeWorks  
OC Disability Awareness Council  
Voices Together  
Volunteers for Youth  
Public Gallery of Carrboro

## Affordable Housing

CASA  
Central Piedmont Community Action  
Community Home Trust  
EmPOWERment  
Habitat for Humanity of Orange County  
Hope Renovations  
Marian Cheek Jackson Center  
Northside Neighborhood Initiative  
Orange County Department on Aging  
Orange County Housing Department  
Orange County Partnership to End Homelessness  
Pee Wee Homes  
Rebuilding Together of the Triangle  
Self Help  
Town of Chapel Hill Affordable Housing and Community Connections  
Town of Hillsborough  
Triangle J Council of Governments



## AFFORDABLE HOUSING ADVISORY BOARD

Betty Curry

Bobby Funk

Lindsay Griffin

Quinton Harper, Chair

Heather Nash

Amy Singleton, Vice Chair

Damon Seils, Town Council Liaison

## HOUSING & COMMUNITY SERVICES STAFF

Rebecca Buzzard, Director

Zequel Hall

Anne-Marie Vanaman

Fiscal Year  
2021-2022



## Affordable Housing Goals &amp; Strategies Update

June 30, 2022

**Home Ownership**

**1.1 Increase number of homeownership units that are permanently affordable in Carrboro to households earning 60%-115% AMI.** Homeownership goal: 85 affordable ownership homes by 2024. In July 2022, there were **75** affordable homeownership units (data updated yearly).

**1.3** Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.

**1.3 A2.** Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc.

**3.6** Reduce utility costs

**3.7** Acquisition of land/property

Partner/Project	# Units	Project Type	Location	Goal/ Strategy #	Status
Habitat for Humanity	4	New Construction	Cobb Street/ Northside	1.1 1.3	<b>Complete.</b>
Rebuilding Together of the Triangle and Hope Renovations	3	Preservation	Carrboro, incl. Lincoln Park	1.3 A2. 3.6	<b>Complete.</b> The original projects included 4 homes; however, one home was not repaired due to the passing of the owner.
Energy Efficiency Loan Fund	N/A	Preservation	Carrboro	1.3 A2. 3.6	<b>In Progress.</b> Environmental Sustainability Coordinator and Economic Development Director have assessed the program guidelines and are working on a draft of an updated program to bring to Council.
Rogers Road Sewer Connection Assistance	3	Preservation	Rogers Road community	3.6	<b>In Progress.</b> Revised interlocal agreement extended timeline for funding to 6/30/2025. New resident connection in progress.
Employee Assisted Housing	N/A	N/A	Carrboro	1.3	<b>In Progress.</b> Employee survey completed.
Manufactured Home Park Preservation/ Displacement Prevention	39	Preservation/ Acquisition	Pine Grove/Old Fayetteville Rd.	3.7	<b>On Hold.</b> The owner has to decided to continue to operate the property.
Weaver Community Housing Association	10	Preservation	Crest Street	1.3 A.2	<b>In Progress.</b> Asbestos remediation.

**Rental Housing**

**Goal 2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI.** Rental Goal = 470 affordable units by 2024. As of July 2022, there were **380** rental units added or preserved (data updated yearly).

**2.4** Reduce erosion of rental housing quality and affordability.

**2.5** Examine the current marketplace for mobile and modular homes

**3.1** Concerted Land Use Planning

**3.7** Acquisition of land/property

Partner/Project	# Units	Project Type	Location	Goal/ Strategy #	Status
<b>CASA</b>	24	New construction	Perry Place/Merritt Mill	2.1	<b>In Progress.</b> Construction underway. Expected in-service date Dec. 2023.
<b>EMPOWERment, Inc.</b>	1	Acquisition	White Oak/Fidelity Street	2.1 3.7	<b>Complete.</b>
<b>Alliance of Aids Services - Carolina</b>	7	Preservation	North Greensboro Street	2.4	<b>In Progress.</b> Passed final HUD inspection. Expected in-service date, Fall/Winter 2022.
<b>Pee Wee Homes</b>	3	New construction	Hill Street	3.1	<b>In Progress.</b> Building permit application in progress.
<b>Emergency Housing Assistance - CDBG-CV</b>	283 households	Preservation	Carrboro	2.4	<b>In Progress.</b> Anticipated close out the \$900,000 grant in early 2023.
<b>Landlord Outreach</b>	N/A	Preservation	Carrboro	2.4	<b>Ongoing.</b> Working closely with County Housing Access Coordinator.
<b>Tenant Education &amp; Assistance</b>	N/A	Preservation	Carrboro	2.4	<b>In Progress.</b> Staff working on a revised document to present to AHAC.
<b>Manufactured Home Preservation &amp; Displacement Prevention</b>	N/A	Preservation	Carrboro	2.5	<b>Complete.</b> Regional strategy endorsed by the Towns and County.

**Overarching Priorities**

- 1.1** Increase number of homeownership units that are permanently affordable in Carrboro.
- 1.3** Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
- 2.1** Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI.
- 2.4** Reduce erosion of rental housing quality and affordability
- 3.1** Concerted Land Use Planning/small land use plan for three high priority/high potential areas.
- 3.1 B.** Consider the current planning processes that are underway and share coordination and overlap.
- 3.2** Improve opportunities for developers and potential partners to identify affordability in a project.
- 3.2 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.
- 3.5** Provide greater incentives for developers to include affordable housing in their projects

Partner/Project	# Units	Project Type	Location	Goal/ Strategy #	Status
<b>Comprehensive Plan</b>	N/A	Plan	Carrboro	3.1 3.2 3.5	<b>Complete.</b> Council adopted in June 2022. Future reporting will also relate to the implementation of affordable housing goals and strategies.
<b>Town Owned Land for Affordable Housing</b>	N/A	Strategy	Carrboro	1.1 1.3 2.1 3.1	<b>In Progress.</b> RFQ for professional site assessment conducted. (Interviews of applicants currently being scheduled.)
<b>Use of ARPA funds for Affordable Housing and Human Services</b>	N/A	Plan	Carrboro	1.1 1.3 2.1 2.4	<b>In Progress.</b> Town Council to consider its ARPA spending plan in Fall 2022. (Approved Oct. 11, 2022.)
<b>Budget Development—Homelessness</b>	N/A	N/A	Carrboro	1.3	MOU with OCPEH and IFC in development.
<b>Racial Equity Assessments</b>	N/A	N/A	Carrboro	N/A	Beginning use of the racial equity assessment of the AHSRF and Human Services grant processes.

## Affordable Housing Goals &amp; Strategies Update

June 30, 2022

**Collaborations & Partnerships - Advancing the Town's Affordable Housing Goals & Strategies**

1. Increase number of homeownership units that are permanently affordable in Carrboro. 2024 goal is to have 85 affordable ownership homes.
2. Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI. Goal is to have 470 rental units.
3. Overarching Priorities

Partner/Project	Updates
<u>Orange County Affordable Housing Coalition</u> , including Development Review and Manufactured Home subcommittees	Advise Coalition of upcoming development projects and opportunities. Hogan Ridge concept plan and continued Pine Grove updates shared. Developed a survey for MHP residents.
<u>Orange County Local Government Affordable Housing Collaborative</u>	HOME award recommendations complete. Funding recommendations and Annual Action Plan to go before Town Council in June. Looking to develop a regional housing plan.
<u>Orange County Home Preservation Coalition</u>	Updated application review and assessment. New user-friendly database. Continues to serve as the central body for repair and rehab for low income homeowners.
<u>Carrboro Affordable Housing Advisory Commission (AHAC)</u>	Funding recommendations, informed Tenant Education and Assistance document, MHP strategy, Town Owned Land process, received presentations from IFC and OCPEH, reviewed two concept plans. Beginning to use the Racial Equity Assessment Tool to analyze the AHSRF application process.
<u>Orange County Master Aging Plan Housing Workgroup</u>	New 5-year plan drafting underway. Centering racial equity in the Plan.
<u>Northside Neighborhood Initiative</u>	Continued advocacy for affordable housing in the Northside and Lloyd-Broad communities. Planning for GNI event.
<u>Orange County Partnership to End Homelessness</u> , including Leadership and Project Review committees	Updated Gaps Analysis. Reviewed performance standards and performance data for ESG and CoC funded programs. Continuing racial equity work.
<u>Big Bold Ideas</u> Committee on Affordable Housing	Continued participation to provide updates on the strategies and tactics to reach the regional goal of 1,500 additional units.
<b>Community Outreach</b>	Carrboro Day, May 1st. Town staff engaged with the public on local housing issues.





## Agenda Item Abstract

File Number: 22-305

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**Agenda Date:** 11/15/2022

**File Type:** Agendas

**In Control:** Town Council

**Version:** 1

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**TITLE:**

Consideration of Transportation Projects for Regional Flexible Funding

**PURPOSE:** The purpose of this agenda item is to provide the Town Council with information about federal funding allocated to the DCHC MPO for transportation projects, to evaluate possible Town projects that appear to be candidates for the funding, and to begin to consider whether to submit any or all of these projects for possible funding.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon, Planning Administrator, 919-918-7325, [cmoon@carrboronc.gov](mailto:cmoon@carrboronc.gov) <<mailto:cmoon@carrboronc.gov>>; Patricia McGuire, Planning Director, 919-918-7327, [pmcguire@carrboronc.gov](mailto:pmcguire@carrboronc.gov) <<mailto:pmcguire@carrboronc.gov>>

**INFORMATION:** On November 7, 2022, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) released a call for transportation projects for federal funding allocated to the MPO. In previous years, “calls for projects” would occur throughout the year based on the source of the federal funding. Last year, the DCHC MPO restructured the process to pool funds into a single selection process with MPO staff assisting with the initial review of projects and preparation of a recommendation for the source of funding based on the project description. Funding is anticipated to be available from the following federal programs: Congestion Mitigation Air Quality Improvement (CMAQ), Transportation Block Grant Direct Attributable (STBGDA), and Transportation Alternatives Program Direct Attributable (TAPDA).

Since there is a relatively short window of time before the submittal deadline on December 9<sup>th</sup>, staff has identified a handful of projects that the Council has previously considered as priorities for evaluation. These include:

- bike lanes along Hillsborough Road from Old Fayetteville to Calvander
- sidepath along Seawell School Road
- a section of sidepath along Homestead Road
- Phase 2 of the Morgan Creek Greenway

The first two projects (the bike lanes and sidepath) have been submitted as part of the previous prioritization process for federal funding administered by NCDOT but have not yet been selected for funding; the sidepath along Homestead Road is part of a priority project in the 2020 Bicycle Plan Update; and Phase 2 of the Morgan Creek Greenway would continue the momentum of that project and get the terminus point closer to destinations such as University Lake.

A couple of important notes:

- Applicants can seek funding for new and existing projects.

- Applicants are encouraged to submit bicycle, pedestrian, and transit projects to support the growth of a multimodal network.
- All funding sources require a 20-percent local match.

Information relating to the Regional Flexible Funding policy and scoring rubric is provided (*Attachment B & Attachment C*). Staff is in the process of analyzing the four projects based on the scoring rubric to determine which, if any, would be strong candidates for the RFF. Staff is also developing updated cost estimates for Town projects already programmed in NCDOT's 2024-2033 draft STIP to determine if additional funding may be needed.

**FISCAL & STAFF IMPACT:** There is no fiscal impact associated with the discussion of this item. Selected projects would require a 20-percent local match and staff time to administer the project funds and to manage the design and construction of the project.

**RECOMMENDATION:** Staff recommends that the Town Council consider the resolution (*Attachment A*) reviewing the information, providing initial feedback on the possible project candidates, and directing staff to submit a final list of project(s).

A RESOLUTION TO IDENTIFY PROJECTS FOR SUBMITTAL FOR REGIONAL  
FLEXIBLE FUNDS FOR FY24

WHEREAS, the DCHC MPO has announced a call for projects for Regional Flexible Funds for FY24 to be submitted by December 9, 2022; and

WHEREAS, the Town has identified a number of bike and pedestrian infrastructure projects in the Safe Routes to Schools Action Plan, the Carrboro Comprehensive Bicycle Transportation Plan and 2020 Update to the Bike Plan, the Carrboro Comprehensive Plan, Carrboro Connects; and

WHEREAS, the following projects, identified as priorities in one or more that above documents appear to be good candidates for Regional Flexible Funds.

- Seawell School Road
- Bike Lanes along Old NC 86 from Old Fayetteville Road to Calvander
- Homestead Road Multi-Use Path from Lake Hogan Farm Road to Claremont
- Morgan Creek Greenway Phase 2
- Other

NOW, THEREFORE BE IT RESOLVED by the Carrboro Town Council that the Council receives the information on the call for projects and directs staff to continue to evaluate the four projects and to submit a final list of project(s) to the DCHC MPO by the December deadline.

This is the 15<sup>th</sup> day of November in the year 2022.



# Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Policy to Guide the Distribution of Federal Funds

## I. Statement of Values

This updated policy aligns with the goals that the MPO Board adopted for the [2050 Metropolitan Transportation Plan](#) (MTP).

These goals include:

- I. Protect the Human and Natural Environment and Minimize Climate Change
- II. Ensure Equity and Participation
- III. Connect People and Places
- IV. Ensure that All People Have Access to Multimodal and Affordable Transportation Choices
- V. Promote Safety, Health, and Well-Being
- VI. Improve Infrastructure Condition and Resilience
- VII. Manage Congestion and System Reliability
- VIII. Stimulate Inclusive Economic Vitality

As part of the application procedure, each applicant will explain how their project submittals support the goals of the 2050 MTP.

## II. Regional Flexible Funding

Federal funding that flows through the MPO, including Surface Transportation Block Grant Direct Attributable (STBGDA), Transportation Alternatives, Congestion Mitigation Air Quality Improvement funding (CMAQ), STBG-Any Area funding received through INFRA swaps, and any federal funding identified during NCDOT's August closeout, will be combined to form a single funding pool known as **Regional Flexible Funding (RFF)**.

Once all projects are submitted, MPO staff will determine which projects will receive which type of federal funding based on the project type and funding available.

Applicants may also indicate preferred funding types for their projects.

## III. Eligible Applicants, Projects, and Phases

### Eligible Applicants

Any MPO member agency, including transit agencies, cities, towns, counties, and planning organizations such as the Triangle J Council of Government and Research Triangle Foundation, may apply for funding through the Regional Flexible Funding Program.

### Project and Phase Eligibility

During the SPOT process that North Carolina uses to prioritize projects for funding throughout the state, the North Carolina Department of Transportation (NCDOT) uses a normalization

procedure to allocate funds between highway and non-highway modes. The normalization procedure allocates at least 90% of funds that come through the state to highway projects.

In keeping with the MPO's goals, funding priority will be given to projects in the adopted DCHC Metropolitan Transportation Plan in the following categories and not for roadway projects:

- Public transit
- Bicycle and pedestrian facilities
- Transportation System Management, Transportation Demand Management, Intelligent Transportation Systems
- Scenic and environmental enhancements
- Planning studies that support the implementation or development of the adopted and future versions of DCHC's Metropolitan Transportation Plan and air quality programs

#### Local versus Regional Plans and Projects

Regional planning studies should be requested through the Unified Planning Work Program (UPWP) process. Agencies may apply for funding for local area and feasibility studies through the RFF program.

The 2045 MTP's defines "regionally significant" projects as those that:

Provide access to and from the region, or to major destinations in the region. The FHWA functional classifications serve a different purpose than the local functional classification used by the MPOs, so the two classification systems are significantly different. Generally, the regionally significant designation includes interstate highways, U.S. highways, freeways, and North Carolina signed roads that are the primary road in a corridor. Rail transit facilities, which are described in a separate section, are considered regionally significant.

A list of regionally significant bicycle and pedestrian routes is included in the 2045 MTP.

#### Capital Projects versus Local Area Planning and Feasibility Studies

All phases of a project need to follow the federal process if federal funding is used for even one phase or part of a project. The federal process often leads to increased project costs. The RFF program therefore prioritizes design, right of way (ROW), and construction of infrastructure projects over local area planning studies and feasibility studies to most efficiently use federal funds.

Agencies may apply for local area planning and feasibility studies through the RFF program. The rubric and various provisions in this policy, such as the maximum funding request cap, are designed to allow smaller jurisdictions to receive funding for these projects, as these jurisdictions may lack other sources of funding for such projects.

Projects must meet the following five requirements to apply for RFF:

##### 1) Federal-Aid Eligible Projects

There are eligibility requirements associated with all types of state and federal funding sources. Regional Flexible Funding may consist of funds from Surface Transportation Block Grant Program Direct Attributable (STBGP-DA); Congestion Mitigation for Air Quality (CMAQ); Transportation Alternatives Program (TAP); and other funds passed through the

MPO for programming. Bicycle and pedestrian projects that serve a transportation purpose (as opposed to a recreational purpose) are eligible. A bicycle or pedestrian project must transport members of the public from one place to another to demonstrate its transportation purpose. Transit projects that encourage the development, improvement, and use of public mass transportation systems are eligible for RFF.

## 2) Locally Administered

By applying for a project through the RFF program, the applicant is committing to sponsoring that project. The sponsor will be responsible for all federal and state reporting requirements associated with the funding source applied to their project. DCHC MPO will also require reporting from successful applicants to keep the MPO Board up-to-date on the progress of the project until it is complete. An interlocal agreement between NCDOT and the project sponsor will outline a reimbursement schedule as local sponsors will be required to front all project costs, invoice NCDOT, and get reimbursed for the federal percentage dedicated to the project.

Transit agencies typically flex funds to the Federal Transit Administration, which requires less coordination with NCDOT.

## 3) Metropolitan Transportation Plan or local plan compliant

The project must be identified in the currently adopted MTP or another local plan that has been adopted by a governing body or board.

## 4) Eligible Project Phase

- NEPA/Design- for this phase, the project must include 100% design and full NEPA documentation
- Land or Right-of-Way Acquisition
- Construction (including environmental mitigation and utility relocation)
- Transit Capital
- Travel Demand Management (TDM) Projects, coordinated through the Triangle Transportation Choices TDM Program administered by TJCOG.

## 5) Minimum Match Committed

Applicants must provide a local match as required by the federal funding source assigned to their project. Typically, the requested local match is 20 percent. Applicants must identify the source of their local matching funds as part of the application procedure. The local match should be clearly identified in the project budget.

# IV. Policy Priority Transportation Demand Management

DCHC MPO, the Capital Area Metropolitan Planning Organization (CAMPO), and the North Carolina Department of Transportation (NCDOT) provide funding for a regional Transportation Demand Management (TDM) program. TDM offers high air quality benefits and competes

favorably for CMAQ funding. TDM has also been identified as a joint policy priority by the DCHC and CAMPO boards.

CMAQ funds will be used for DCHC MPO's share of the TDM program.

Should the regional TDM program require funds that exceed 3% of funding received from the previous year, TJCOG will provide a written justification for the increased program costs that will be presented to the MPO Technical Committee (TC) and Board for consideration.

The MPO Board will vote on a funding recommendation for the regional TDM program during every funding cycle in which CMAQ funds are requested for the regional TDM program.

To ensure oversight and transparency related to funding the TDM program, TJCOG will provide:

- Presentations to the MPO Board twice a year, consistent with what is required of other Regional Flexible Funding (RFF) recipients.
- Provide an Annual Work Plan to LPA staff that describes how CMAQ funds are being used to support Transportation Demand Management programming in the region.

**Note:** DCHC MPO does not directly provide CMAQ funds to projects or programs. DCHC MPO recommends projects and programs for CMAQ funding to NCDOT based on completed CMAQ applications and emissions calculations. NCDOT makes the final funding determination for CMAQ project submittals.

## **V. Number of New Project Submittals**

Although there will be one call for projects each year, there will be separate procedures for submitting new and existing project funding requests.

Shortfall funding requests will be prioritized as the MPO wishes to encourage local agencies to complete projects before starting new projects to avoid overextending staff and funding resources.

If you are submitting a request for funding for an existing project, you must confirm that there are no substantial changes in scope to your project that led to the increase in the project cost. If there are substantial changes in the scope of your project, the project must be submitted and scored as a new project.

Due to delays in implementation of previously programmed projects, DCHC will cap new project submittals based on each agency's number of active projects.

Jurisdictions and agencies with a number of active projects below the cap may submit their desired number of new projects.

Jurisdictions and agencies with a number of active projects above the cap may only apply for funding for existing projects.



The active project cap is based on local match cost sharing<sup>1</sup> for the MPO:

Local Match Cost Share	Active Project Cap
Less than \$50,000	10
\$50,000 - \$200,000	15
Above \$200,000	20

## VI. Funding Request Minimums and Maximum

### Minimum

Due to the high administrative burden associated with RFF projects, the total project cost is required to be at least \$100,000.

Agencies may bundle smaller projects to meet this threshold (e.g. Durham's Bicycle Facilities projects during the FY22 Call for Projects).

Exceptions to this requirement must be approved by the MPO Manager prior to project submittal.

### Maximum

As a regional planning organization, DCHC MPO would like to ensure that all of its agencies have a chance to receive funding through the RFF program to support the creation of a robust, multimodal, regional transportation system. Further, given the limited availability of RFF, MPO staff would like jurisdictions to submit their strongest projects that meet pressing transportation needs. For these reasons, the following funding caps exist:

**Individual projects** – 40% of federal funding available

**All projects submitted by an agency** – 65% of federal funding available

Exceptions to this requirement must be approved by the MPO Manager prior to project submittal.

### Multi-year Funding

The RFF program should be flexible and this means funding more expensive projects over several years when needed. Therefore,

- Agencies may apply for up to three years of funding. This will count against the agency's 65% overall funding request for each of the years that the project has received funding.
- Agencies will receive funding when it is needed to avoid having to inefficiently phase projects. NCDOT banks funding for the MPO, so providing the funding up

<sup>1</sup> We are using the local match cost share instead of population to accommodate regional organizations.

The FY22 UPWP local match cost share is as follows:

Durham City \$233,781

Durham County \$40,225

Chapel Hill \$58,599

Carrboro \$20,050

Hillsborough \$6,232

Orange County \$35,019

Chatham County \$14,498

GoTriangle \$29,871

front should not be a problem.

#### Four-Year Funding Review and Provisions for Agencies that Have Not Received Funding

- Before each call for projects, MPO staff will review funding received by all agencies over the previous four years.
- Beginning in FY24, if an agency has not received funding in the previous four years, they will receive an extra 10 points on the rubric for projects they submit in that cycle. These points may be added to a single project or divided for multiple projects.

#### Inability to Use Funds

In cases where an agency cannot secure a local match after two years of receiving RFF or there are egregious delays to using RFF, MPO staff will ask the MPO Board to make a recommendation about whether RFF should be withdrawn from a project and returned to the RFF pool. The two-year timeline begins once the MPO Board has approved project funding.

## **VII. Application Procedure**

MPO staff will provide a schedule for the Call for Projects at the beginning of each fiscal year. All due dates for application materials will be finalized at least one month before the first application materials are due.

**Agencies should only apply for funding for projects that have a phase that begins in or within one year of the Call for Projects cycle.** For example, you should only apply for funding in FY 23 if the project or project phase that you are applying for begins in FY 23 or 24.

Applicants will receive links to two types of applications: 1) new projects and 2) existing projects. Applicants will fill out the appropriate application by project type and send an email to MPO staff once all their applications are complete with the following information:

- 1) A list of all submitted projects
- 2) Shapefiles for each project submitted
- 3) A designated point of contact for the submissions

#### Pre-submittal Meeting

At least two weeks before applications are due, MPO staff will hold a presubmittal meeting for local agencies and jurisdictions. Each agency submitting an application should have a representative present at the meeting. If that is not possible, the agency should let MPO staff know and set up a one-on-one meeting to discuss their questions. Responses to all questions raised at the presubmittal meeting will be posted on the MPO's website.

#### Cost Estimates

- Applicants should share the method they used to prepare their cost estimate. For instance, did they use a cost estimator tool? Which one?
- Cost estimates should be no more than a year old.

#### Contingencies

To reduce the need for shortfall funding and to account for the difficulty of developing accurate cost estimates, all RFF project submittals must include a contingency of at least 15%. Contingencies will be based on project completion.

Applicants who have not completed the Preliminary Engineering phase for their project should

apply a 45% contingency to all phases included in their RFF cost estimate.

Applicants who have completed Preliminary Engineering and are pursuing right of way funding and beyond should apply a 30% contingency.

Applicants who have completed preliminary engineering and right of way should apply a 15% minimum contingency when applying for construction funding.

Project Phase Completed			Contingency
PE	ROW	CON	45%
PE x	ROW	CON	30%
PE x	ROW x	CON	15%

The contingency should be clearly identified in your project budget.

## VIII. Project Scoring and Selection

MPO staff will score new projects using the scoring rubric provided in Appendix A.

MPO modeling staff will provide all quantitative data required to complete the rubric including crash, emissions, environmental justice, and congestion data. This ensures consistency in data collection across jurisdictions and agencies and will reduce local staff time needed to prepare applications.

### Board Presentation of Selected Projects

MPO staff will prepare a list of projects that are recommended for funding based on the rubrics found in the appendices and present this list to the MPO Board for approval. Each agency will select a representative to present projects that have received a funding recommendation to the MPO Board.

MPO staff will provide a template for presenting these projects to the MPO Board. Presentations will be no more than five minutes per agency or jurisdiction. Time per agency will depend on the number of projects that receive a funding recommendation.

## IX. Project Reporting

Recipients of Regional Flexible Funding will be required to provide a brief report to the MPO Board twice a year.

MPO staff will provide a reporting template to funding recipients. The MPO Board will receive the compiled progress reports as an attachment to the agenda and will have an opportunity to ask questions about projects to local staff.

To encourage compliance with this reporting requirement, past reporting will be considered on the scoring rubric for future funding cycles.

## **X. Public Involvement**

This update of the federal funding policy process aims to increase transparency for DCHC MPO's funding processes. As such, once projects are scored, they will be released for a 21-day public comment period before the MPO Board votes to approve a funding recommendation. In order to avoid excessive delays to the process, MPO staff will release the scores for public comment without a recommendation from the TC and MPO Board. A public hearing will also be held at an MPO Board meeting to allow members of the public to share their thoughts about the proposed projects with the MPO Board.

Projects that receive more than \$1 million in funding will not be released for a second public comment period through the Transportation Improvement Program (TIP) amendment procedure. The 2020 Public Involvement Policy will be amended to reflect these changes.

## **XI. Transportation Improvement Program (TIP) Procedure**

Applicants cannot access federal funding until their projects are reflected in the State Transportation Improvement Program (STIP) and the MPO's Transportation Improvement Program (TIP).

MPO staff will present the MPO Board with a TIP amendment to reflect newly funded projects at the same Board meeting where funding for new projects is approved.

New projects cannot be added to the STIP without a STIP number. Once funding for a new project is approved by the MPO Board, MPO staff will work with local agencies and the NCDOT STIP Unit, or the Integrated Mobility Division in the case of transit projects, to assign STIP numbers to new projects. This process typically takes about three weeks.

Existing projects that receive less than \$2 million can be added to the STIP as an administrative modification, which does not require approval from the Board of Transportation. Adding such projects to the STIP usually takes about one month.

All new projects and projects that receive more than \$2 million in funding require a STIP amendment, which requires Board of Transportation approval. Adding such projects to the STIP may take approximately two months.

## **XII. Evaluation and Revision of Policy**

This policy should be updated every time a new MTP is adopted to ensure that the policy reflects the MPO's current policy priorities. To update this policy, MPO staff will:

- 1) Collect data on funded projects and their progress each year
- 2) Collect qualitative data through interviews and surveys with past RFF applicants and recipients to identify issues with the implementation of the program
- 3) Review updated federal funding policies from MPOs in and outside of North Carolina

Policy amendments may occur as needed to resolve issues or problems with implementation of the RFF program. Amendments to this policy must be approved by the MPO Board.

### **XIII. Contact**

For questions and comments about this policy, contact:

**Aaron Cain**

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Appendix A: Scoring Rubric

Category	Description		Scoring Method	Justification	Max
Connectivity	<b>Bicycle and Pedestrian:</b> The project should connect to an existing bicycle or pedestrian facility in order to qualify for these points. To qualify for points, other facilities should be existing, under construction at time of application, or obligated for federal or state construction funding at the time of application. Scoring allows flexibility for new connections.	<b>Transit:</b> Directly connects the transit user with other modes, routes, systems, or destinations. The project directly serves riders and provides new connections between the transit system and other modes, routes, systems or destinations. To qualify for these points, the other modes, routes, systems, or destinations must be existing, under construction at the time of application, or obligated for federal or state construction funding at the time	0 connections = 0 points 1 connection = 3 points, 2 connections = 6 points, 3 connections = 9 points 4 or more connections = 10 points	Aligns with the "Connect People and Places" goal of the 2050 MTP.	10
Access to Transit	If the project improves access to transit services by being within ¼-mile of fixed-route transit stop.		Closest = 10; others relative ranked based on distance and scaled by rank; it is possible for multiple projects to get 10 points if they provide direct access; zero points if the project is not within 1/4 mile of a transit stop	Supports equity, mode shift, and a multimodal transportation network. Aligns with the "Ensure all people have access to multimodal and affordable transportation choices" goal of MTP.	10
Population and Employment Density	Variable score from 0-10 points based on the relative population and employment density within a 0.5 mile buffer of the corridor. For multi-jurisdictional agencies, the municipality where the project is located will be used to normalize scores.		Relative Score scaled with the highest scoring project receiving 10 points and the remaining projects scaled by rank	Similar to a category in the Regional Bicycle and Pedestrian scoring rubric. MPO staff will perform this analysis using the regional model.	10
Project Phase	This category is intended to ensure that the MPO is leveraging federal funds for constructing projects in a timely manner.		Construction phase only with partial funding = 30; Construction phase only with no funding = 25, Right-of-Way = 20; Design = 15, Area Planning or Feasibility Study = 10	Keeps with precedent of prioritizing Construction/ROW	30

Local Priority	Each submitting agency will receive 15 points to apply to their projects.			Allows agencies to demonstrate their priorities. Giving all agencies that submit projects the same number of points supports fair geographic distribution of projects. No project can receive more than 10 local priority points.	10 per project; 15 per agency
Environmental Justice and Equity	Projects will receive points if located in communities of concern identified in DCHC MPO's 2020 Environmental Justice Report. <b>Sixty</b> percent of a project needs to be located in a community of concern or overlapping communities of concern to receive these points.	Transit Projects will receive a relative score based on demographic data from on-board surveys. Transit agencies will provide this data.  The methodology that the MPO uses for its EJ report will be applied to the transit route(s) served by the project to determine how many overlapping communities of concern are served by the project.	0 Overlap CoC = 0; 1 Overlap CoC = 3; 2 Overlapping CoC = 6; 3 Overlapping CoC = 9; 4 Overlapping CoC = 12; 5 Overlapping CoC = 15; multiple projects may receive 15 points if they meet the above criteria	Aligns with Zero Disparity objective of 2050 MTP	15
Safety	Projects will receive a variable score from 0-15 points based on the relative number of bike/ped crashes in previous 5 years within a 1/4 mile buffer of the project, or an alternate corridor if the project is on a new location.  Crashes will be normalized using vehicle miles traveled (VMT).		Relative Score with the highest scoring project receiving 15 points and the remaining projects scaled by rank	Aligns with Zero Fatalities and Serious Injury objective of the 2050 MTP.	15
Emission/VMT Reduction	Modeling staff will calculate the emissions reduction benefit for each project using the methods we use for CMAQ calculations. Projects will receive a variable score from 0-15 based on these emissions calculations. The highest scoring projects will be prioritized for CMAQ funding.		Relative score with the highest scoring project receiving 15 points and the remaining projects scaled by rank	Aligns with Zero Emissions objective of 2050 MTP	15
Total					115



### Appendix B: New Project Application

DCHC MPO modeling staff will provide crash, emissions, equity, and access to transit data for all project submittals to ensure fairness and consistency in project scoring. Applicants must provide shapefiles for each project submittals for this analysis.

- 1) Describe the project including the project type (bike-ped, transit, etc.), location, and scope.
- 2) Is your project included in the 2050 Metropolitan Transportation Plan? Y/N
- 3) Is your project in an adopted local plan? If yes, which plan and when was it adopted?
- 4) How much federal funding are you requesting?\*
- 5) What is the amount of the local match that you are providing? What is the source of the local match you are providing? A minimum local match of 20% is required for all funds available during the FY24 Call for Projects.
- 6) How did you develop a cost estimate for your project?
- 7) Describe all work that has been completed on this project to date. If no work has been completed, explain why this project is a priority for your agency.
- 8) Describe all work that needs to be completed on the project and a schedule for completing that work.
- 9) In no more than one paragraph, please explain how this project supports at least two goals from the 2050 Metropolitan Transportation Plan.
- 10) How many Local Priority points are you assigning to this project (maximum 10 per project, 15 per agency across all new projects submitted)?
- 10) If you do not receive funding from the RFF program, what other funding sources are available to you for this project?
- 12) Please provide your name, agency, and contact information.

\*Attach a budget that shows the funding you are requesting, the local match you will provide, when the funding will be used (federal fiscal year), and that you have included the contingencies required by this policy.

Appendix C: Application for Shortfall Funding for Existing Projects

Requests for funding for new and existing projects will be scored separately.

- 1) What is the name and STIP number of your project?
- 2) Describe the scope of your project. Are there any changes in scope to this project? If so, please describe these changes to the scope of the project and how they have affected the cost of the project.
- 3) Describe the original project budget and any federal funds (amount and type) associated with this project.
- 4) What is the total shortfall amount?
- 5) How much federal funding are you requesting from DCHC MPO for this project's shortfall?
- 6) What is the source and amount of the local match you are providing? A local match of 20% is required for all funds available during the FY24 Call for Projects.
- 7) Describe the work that has been completed on this project.
- 8) Describe the work to be completed (remaining phases). Provide a schedule for completing that work by fiscal year.
- 9) Have you requested shortfall funding for this project from the MPO in the past? How many times? If yes, how much funding did you request and how much funding did you receive?
- 10) Have there been any changes in scope to this project? If so, please describe these changes to the scope of the project and how they have affected the cost of the project.
- 11) Provide your name, agency, and contact information.

Criteria		Points		Points		Points
Percent Increase in Request Over Original Budget	Up to 50%	3	51-99%	2	100% or more	1
Highest Phase Complete	Less than Planning	1	ROW	2	CON	3
Previously Received Shortfall Funds	0 times	3	1 time	2	2 or more times	1