

**AGENDA
CARRBORO BOARD OF ALDERMEN
TUESDAY, APRIL 12, 1994
7:30 P.M., TOWN HALL BOARD ROOM**

Approximate Time*

7:30 - 7:35 A. APPROVAL OF MINUTES OF PREVIOUS MEETING: March 22, 1994

7:35 - 7:45 B. RESOLUTIONS, PROCLAMATIONS AND CHARGES

7:45 - 7:55 C. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

 D. REQUEST TO SET PUBLIC HEARINGS

7:55 - 8:00 (1) **1994 Community Revitalization Grant**
NP

Each year funds are made available through the N.C. Community Assistance Program to address community needs for low-income families and individuals. These funds are available through a competitive grant process which requires citizen participation. The citizen participation process requires at least two public hearings. The purpose of this agenda item is to set two public hearings to meet the requirements of the application process to receive community revitalization funds.

E. PUBLIC HEARING

8:00 - 8:10 (1) **Street Closing Request/1994 Earth Day**
P/5

Weaver Street Market has requested the closing of Weaver Street from the Main Street intersection to the North Greensboro Street intersection from 10:00 a.m. to 6:00 p.m. on Saturday, April 23, 1994 (rain date: April 30th) to accommodate 1994 Earth Day activities. A public hearing must be held to receive public input prior to the issuance of a permit.

F. OTHER MATTERS

8:10 - 8:40 (1) **Presentation on N.C. Coalition or Public Transportation**
P/10

Bill Holman, lobbyist for the N.C. Coalition for Public Transportation, will make a presentation on present accomplishments and future goals for the Coalition for Public Transportation.

8:40 - 9:00
P/5

(2) **Award of Bid/Space Needs Study**

The Board of Aldermen authorized the town staff to solicit proposals from architects to provide comprehensive architectural services to develop a space needs study for the town's police department with an alternate proposal to develop a space needs study involving all departments at Town Hall. The study would be based on a minimum expansion program to the year 2010. It is requested that the Board accept the report from the Architectural Review Committee and direct the committee to negotiate a satisfactory fee.

9:00 - 9:10

BREAK

9:10 - 9:20
P/5

(3) **Adopt-A-Town-Street/Bike Path Program**

The town seeks to establish an Adopt-A-Town-Street/Bike Path program to support the town's litter abatement efforts. Townsend and Bertram has indicated an interest in adopting the Libba Cotten Bike Path.

9:20 - 9:30
P/5

(4) **Report on Compliance with Conditional Use Permits/Wexford and Cates Farm Subdivisions**

On March 15, 1994, the Board of Aldermen received a report from Christina Nelson which stated that the residents of Stratford Drive are concerned about a recent newspaper article which indicated that Stratford Drive would be connected to the Cates Farm Subdivision. At that meeting the Board requested that the town staff prepare a report addressing this issue as soon as possible. Additionally, the Board requested a status report on the compliance of the Cates Farm and Wexford Subdivisions with their conditional use permits (cups). The town administration has prepared a report about the compliance of these two subdivisions with their respective c.u.p.'s.

9:30 - 9:40
P/5

(5) **Shaping Orange County's Growth Steering Committee**

The "Shaping Orange County's Growth Steering Committee" has developed a process and budget for formulating a "Comprehensive Quality Growth Strategy and a Community Building Plan". The Steering Committee is requesting each of the four jurisdictions in Orange County to adopt a resolution accepting the proposed process for developing a "Cooperative Comprehensive Quality Growth Strategy and Community Building Plan for Orange County". The Steering Committee has also developed a budget for the Board's consideration.

9:40 - 9:50
P/5

(6) **Selection of Consultant to Review CVI's Cable T.V. Rates for Basic Service**

The 1992 Cable Consumer Protection Act and related regulations issued by the FCC allow the town to enforce federal rules for basic service and related equipment of its cable franchises. CVI is Carrboro's primary cable franchise with 3,500 subscribers and Cablevision of Chapel Hill serves approximately 250 subscribers in Carrboro. The town must review CVI's basic service rates by July 3, 1994 and Cablevision's basic rates by April 12, 1994. The administration recommends that a consultant be hired to review CVI's rates and that the town accept Chapel Hill's review of Cablevision's rates.

9:50 - 10:00
P/5

(7) **Regulation of Rates Charged for Basic Cable Service and Related Equipment by Cablevision of Chapel Hill for Carrboro Subscribers**

The 1992 Cable Consumer Protection Act and related regulations issued by the FCC allow the town to enforce federal rules for basic service and related equipment of its cable franchises. Cablevision of Chapel Hill has the cable franchise for Chapel Hill and serves approximately 250 subscribers in Carrboro. The Town of Carrboro must review the basic rates and charges for Cablevision of Chapel Hill at tonight's meeting to comply with federal regulations. The attached resolution could order a small refund to cable subscribers of Cablevision of Chapel Hill on rates for basic service since September, 1993.

10:00 - 10:05
NP

(8) **Appointments to Human Services Commission and Cable T.V. Committee**

There are currently three vacant seats on the Human Services Commission and two at-large vacant seats on the Cable T.V. Committee. The Town Clerk has advertised these positions and applications have been received from Jeannie Garten expressing interest in serving on the Human Services Commission, and from Brian Lindner and Mitchell Virchick expressing interest in serving on the Cable T.V. Committee. The chairs are recommending that these three applicants be appointed to the respective boards.

10:05 - 10:15 G. MATTERS BY MANAGER

10:15 - 10:25 H. MATTERS BY TOWN ATTORNEY

10:25 - 10:35 I. MATTERS BY BOARD MEMBERS

*The times listed on the agenda are intended only as general indications. Citizens are encouraged to arrive at 7:30 p.m. as the Board of Aldermen at times considers items out of the order listed on the agenda.

BOARD OF ALDERMEN

ITEM NO. D(1)

AGENDA ITEM ABSTRACT

Meeting Date: April 12, 1994

Subject: Setting Public Hearing to receive public input on the 1994 Community Revitalization Grant Application.

DEPARTMENT: MANAGER'S OFFICE	PUBLIC HEARING: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
ATTACHMENTS:	FOR INFORMATION CONTACT: James Harris 968-7700
THE FOLLOWING INFORMATION IS PROVIDED: () Purpose () Action Requested () Analysis () Summary () Recommendation	

PURPOSE:

Each year funds are made available through the N.C. Community Assistance Program to address community needs for low income families and individuals. These funds are available through a competitive grant process which requires citizen participation. The citizen participation process required at least (2) two public hearings. The purpose of this item is to set two public hearings to meet the requirements of the application process to receive community revitalization funds.

SUMMARY:

The application process requires that two public hearings be held to receive public input on the application. The first public hearing is to get input from the community on what the project should look like. The second public hearing is to have the public comment on the completed application. Additional points are granted if formal Community Development Committees are established to work on the application process. To get the extra points a committee should be established.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends that the Board set the two public hearings and establish a Community Development Committee consisting of a board member, C & EDO, and two citizens from the target area.

ACTION REQUESTED:

It is requested that the Board set public hearings for April 26, 1994 to receive public input from the public before an application is compiled and a second hearing on May 24, 1994 to present the completed application for final approval and that a Community Development Committee consisting of a board member, C & EDO, and two citizens from the neighborhood be established.

BOARD OF ALDERMEN

ITEM NO. E(1)

AGENDA ITEM ABSTRACT MEETING DATE: APRIL 12, 1994

**SUBJECT: EARTH DAY 1994 CELEBRATION
STREET CLOSING PERMIT APPLICATION**

DEPARTMENT: PUBLIC WORKS DEPT.	PUBLIC HEARING: YES						
ATTACHMENTS: Application with sketch Resolution	FOR INFORMATION CONTACT: Chris Peterson 968-7719						
THE FOLLOWING INFORMATION IS PROVIDED: <table><tr><td><input checked="" type="checkbox"/> Purpose</td><td><input type="checkbox"/> Summary</td><td><input checked="" type="checkbox"/> Analysis</td></tr><tr><td><input checked="" type="checkbox"/> Recommendation</td><td><input checked="" type="checkbox"/> Action Requested</td><td></td></tr></table>		<input checked="" type="checkbox"/> Purpose	<input type="checkbox"/> Summary	<input checked="" type="checkbox"/> Analysis	<input checked="" type="checkbox"/> Recommendation	<input checked="" type="checkbox"/> Action Requested	
<input checked="" type="checkbox"/> Purpose	<input type="checkbox"/> Summary	<input checked="" type="checkbox"/> Analysis					
<input checked="" type="checkbox"/> Recommendation	<input checked="" type="checkbox"/> Action Requested						

Purpose: Weaver Street Market has submitted Street Closing Permit Application for the closing of Weaver Street from the Main Street intersection to the North Greensboro Street intersection from 10:00 a.m. to 6:00 p.m. on Saturday, April 24, 1994 (rain date: April 30, 1994) to accommodate Earth Day 1994 activities.

A Public Hearing must be held to receive public input prior to the issuance of a Permit.

Analysis: Traffic Control Devices - The Public Works Department will be responsible for the installation of traffic control devices to give notice of the temporary traffic controls. As years before, the Public Works Department requests the applicant, Weaver Street Market, to provide two (2) representative to assist the Town with the installation of the traffic control devices.

Trash Receptacles - The applicant, Weaver Street Market, will be responsible for providing adequate trash receptacles and clean-up for this event

Notification of Central Communications (911) - The applicant, Weaver Street Market, will be responsible for the notifying of Central Communications as to when the street is closed and when re-opened. Notification will be made prior to the event day and on the event day prior to the closing of the street.

Action Requested: The approval of Weaver Street Market's Street Closing Permit Application

Recommendation: The Administration recommends the approval of Weaver Street Market's application by the adoption of the attached Resolution

PERMIT APPLICATION

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

EVENT: Earth Day 1994

EVENT SPONSOR:

NAME: Weaver Street Market

ADDRESS: 101 E. WEAVER STREET Carrboro, NC

PHONE #: 929-0010

EVENT COORDINATOR (RESPONSIBLE PARTY):

NAME: Janet Schlautman

ADDRESS: same as above

PHONE #: "

PROPOSED DATE AND TIME PERIOD DURING WHICH THE EVENT WILL BE CONDUCTED:

DATE: April 23 TIME PERIOD: FROM 10:00 AM/PM
TO 6:00 PM/AM

STREETS TO BE CLOSED:

Weaver Street

APPROXIMATE # OF PERSONS EXPECTED TO ATTEND THE EVENT: 400

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES NO ☒

IF YES, PLEASE SPECIFY:

ONLY SERVICES INVOLVED IN CLOSING
STREET.

PLEASE ATTACH A SKETCH MAP SHOWING:

AREA WHERE EVENT IS TO TAKE PLACE

ANY STREETS TO BE CLOSED OR OBSTRUCTED

ANY BARRIERS OR TRAFFIC CONTROL DEVICES TO BE ERECTED

LOCATION OF ANY CONCESSION STAND, BOOTH OR OTHER TEMPORARY
STRUCTURES

LOCATION OF PROPOSED FENCES, STANDS, PLATFORMS, BENCHES OR
BLEACHERS

OTHER INFORMATION:

Rain date scheduled for following
weekend ; same times -

INSURANCE INFORMATION:

TRAVELERS WORKMANS COMP. ; JEFFERSON PILOT.
GENERAL LIABILITY

NOTIFICATION OF CENTRAL COMMUNICATIONS (911)

The applicant is responsible for notifying Central Communications (911) on
the day of the event as to when the street is closed and when it is
reopened.

NOTIFICATION OF THE PUBLIC:

A Public Hearing is required for all street closing permit applications. The Public must be notified by a formal advertisement in a local newspaper. The Public Works Department will submit the advertisement copy to the newspaper, however, the advertisement will be at the Applicant's expense.

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

NOTIFICATION OF ABUTTING PROPERTY OWNERS:

The Applicant is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished at least seven (7) days prior to the Public Hearing. This notification must include:

- a. the date, time, and location of the proposed street closing; and
- b. the date, time, and location of the Public Hearing as well as the subject matter of this Public Hearing.

The Public Works Department must receive in writing from the Applicant the following at least five (5) days prior to the Public Hearing:

- a. names of all property owners notified
- b. copy of the notification
- c. method used to notify these property owners (mail or hand delivery)

CLEAN-UP
TIMETABLE:

5:00 pm. to 6 pm. April 23rd.

FEES:

\$ 50.00 APPLICATION FEE + cost of advertising for Public Hearing

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Wendy's

Carr Mill Shops

Townsend
Bertram

Talbotts

Weaver Street Market

Parking

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**A RESOLUTION AUTHORIZING THE TEMPORARY CLOSING
OF A SECTION OF WEAVER STREET
TO ACCOMMODATE THE EARTH DAY 1994 CELEBRATION**

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The following streets shall be temporarily closed on Saturday, April 23, 1994 (Rain Date: April 30) during the specified time period to accommodate the Earth Day 1994 Celebration. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code:

- a. Weaver Street from the Main Street intersection to the Greensboro Street intersection from 10:00 a.m. to 6:00 p.m.

Section 2. The town administration shall provide the appropriate traffic control devices to give notice of the temporary traffic controls.

Section 3. The applicant, Weaver Street Market, shall provide two (2) representatives to assist the town administration with the installation of the traffic control devices referred to in Section 2. of the resolution.

Section 4. No person may operate any vehicle contrary to the traffic control devices referred to in Section 2. of this resolution.

Section 5. The applicant, Weaver Street Market, shall be responsible for providing adequate trash receptacles for this event and for clean-up following this event.

Section 6. The applicant, Weaver Street Market, shall be responsible for the notifying of Central Communications when the street is closed and when re-opened to vehicular traffic.

Section 7. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this the ____ day of April 1994.

Ayes:

Noes:

Absent or Excused:

BOARD OF ALDERMEN

ITEM NO. F(1)

AGENDA ITEM ABSTRACT

MEETING DATE: April 12, 1994

SUBJECT: North Carolina Coalition for Public Transportation - Presentation

DEPARTMENT: PLANNING DEPARTMENT	PUBLIC HEARING: YES ____ NO ____
ATTACHMENTS: Letter to Mr. Bill Holman from the Town of Carrboro. Letter to Mayor Kinnaird from Ms. Sandy Ogburn of the Durham City Council.	FOR INFORMATION CONTACT: Kenneth Withrow, 968-7713
THE FOLLOWING INFORMATION IS PROVIDED: <input type="checkbox"/> Background <input type="checkbox"/> Action Requested <input type="checkbox"/> Analysis <input type="checkbox"/> Alternatives <input type="checkbox"/> Recommendation	

PURPOSE

On January 25, 1994, the Board of Aldermen requested that Mr. Bill Holman, lobbyist for the North Carolina Coalition for Public Transportation, be asked to attend the April 12 Board of Aldermen meeting and give a presentation. The presentation will outline the Coalition's present accomplishments and future goals. A letter was sent to Mr. Bill Holman regarding this request.

SUMMARY

None

ANALYSIS

None

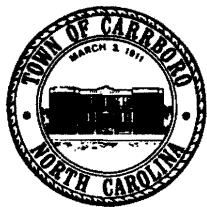
RECOMMENDATION

None

ACTION REQUESTED

To receive information from Mr. Bill Holman.

Kenneth



TOWN OF CARRBORO

NORTH CAROLINA

March 1, 1994

Mr. Bill Holman
N.C. Coalition for Public Transportation
1024 Washington Street
Raleigh, NC 27605

Dear Mr. Holman:

The Town of Carrboro wishes to invite you to give a short presentation at the Carrboro Board of Aldermen meeting on April 12, 1994 at 7:30 P.M. The presentation should be no longer than ten (10) minutes; outlining the Coalition's present accomplishments and future goals. The Town of Carrboro is looking forward to your attendance at this meeting. Please feel free to call if you have any questions.

Sincerely,

Eleanor G. Kinnaird
Mayor

/kww

North Carolina Coalition for Public Transportation

*11 Glenwood Avenue, Suite A
Raleigh, North Carolina 27603
919/821-1004*

cc: Board Members
Bob Morgan
✓ Kenneth

March 23, 1994

Eleanor G. Kinnaird
Mayor, City of Carrboro
P. O. Box 829
Carrboro, NC 27510

Dear Mayor Kinnaird:

Recently each of the cities that operate a public transportation system was fortunate to receive a check from NC DOT for transit operating assistance. This was a first time event and one which we hope will be repeated.

Of the \$5.5 million that was appropriated for rail and public transportation, \$3.1 million was distributed among the 17 transit cities. These funds became available as a result of a cooperative effort between NC DOT Secretary Sam Hunt, Governor Jim Hunt, the legislature, the NC League of Municipalities and the transit cities.


Of course, it did not just happen. The NCLM convened elected officials and staffs from the transit cities twice in Raleigh and the legislature's Transportation Committee held hearings. Numerous meetings were held with Secretary Hunt and his staff. Here in the Triangle, Raleigh, Durham, Chapel Hill and Carrboro formed the NC Coalition for Public Transportation to pursue our shared interests in public transit services. We hired a small group of public interest lobbyists who covered all the relevant hearings, provided information and advised public officials when it was time to act.

The successful result is one on which we would like to build. We believe that by working hand-in-hand with all the transit cities we can be successful in establishing permanent and expanded funding for operating transit services as well as in addressing other public transportation issues. Secretary Hunt has encouraged us to believe that he will propose additional transit dollars in his budget request to Governor Hunt.

Please join our Coalition so, together, we can create a united, state-wide voice. I have asked Anne Franklin, who is helping us expand our membership, to follow up this letter with a telephone call. I hope you will create an opportunity for her to meet with you and Carrboro city officials this spring. Our goal is to have the strongest Coalition possible, heading into summer's legislative session.

If you have any questions about the Coalition, please call me at 919-489-6247 or Anne Franklin at 919-782-4074.

Sincerely yours,


Sandy Ogburn
Durham City Council Member

cc: City Manager

RECEIVED MAR 30 1994

TRANSIT CITIES - 1994

City	Mayor	Population	SFY94 Allocation
Asheville	Russell Martin	63,842	\$ 105,434
Boone	Velma Burnley	12,971	\$ 43,618
Carrboro/ Chapel Hill	Eleanor Kinnaird Kenneth Broun	12,525 39,765	\$ 233,779
Charlotte	Richard Vinroot	422,410	\$1,059,674
Durham	Sylvia Kerckhoff	140,243	\$ 241,708
Fayetteville	J. L. Dawkins	76,773	\$ 115,171
Gastonia	James Garland	55,332	\$ 49,842
Greensboro	Carolyn Allen	183,497	\$ 155,576
Greenville	Nancy Jenkins	47,515	\$ 42,635
Hickory	William McDonald	28,937	\$ 33,300
High Point	Rebecca Smothers	69,433	\$ 101,162
Raleigh	Tom Fetzer	221,100	\$ 348,811
Rocky Mount	Frederick Turnage	50,383	\$ 48,712
Salisbury	Margaret Kluttz	23,770	\$ 37,982
Wilmington	Don Betz	56,624	\$ 125,007
Wilson	Bruce Rose	37,084	\$ 44,357
Winston-Salem	Martha Wood	161,554	\$ 339,190

ITEM NO. F(2)

Subject: Comprehensive Architectural Services for a space needs study to the year 2010.

PURPOSE:

SUMMARY:

- The Board authorized staff to prepare and solicit proposals from architects to provide comprehensive architectural services to develop a space needs study for the town police department, with an alternate proposal for a study to cover all departments at Town Hall
- The Board appointed an architectural selection committee to review the proposals and select a firm to recommend to the Board.
- The committee met and selected Cherry Huffman Architects, P.A. to recommend to the Board.
- Administration recommends that the Board authorize the committee, with input from the Board, to negotiate an acceptable fee for service.
- After fee negotiation the selected firm name would be returned to the Board for approval.

ANALYSIS:

The Staff utilized the state and local government affairs qualification-based selection process to solicit, review, and select an architectural firm to recommend to the Board of Aldermen to perform the space needs study for the town. The qualification-based selection process is a fair and rational procedure that facilitates the selection of a design professional for government project based on qualifications and competence in relation to the scope and needs of the project. After the firm is selected a contract is negotiated with the selected firm. If an agreement cannot be reached with the top-ranked firm, the negotiations are ended and negotiation begins with the second-ranked firm, and so on down the line until agreement is reached.

The request for proposal was mailed to 60 architects. Five of the sixty were minority or women owned. Fourteen architects responded to the request for proposals and four were invited for interviews.

The four firms invited for interviews were Moser Mayer Phoenix Associates, Inc., Cherry Huffman Architects, P.A., Michael Hining Architects, and Marshall Design/Kaestle Boos Associates, Inc. All four firms were determined to be capable of performing the scope of work outlined in the RFP.

The architects were rated based upon seven criterium which included experience, composition of the project team, time line for project completion, staff time required, approach to project, responsiveness and price. The four selected for interviews rated highest in the areas of experience in studying police department needs and design, community involvement in study process, staff involvement, energy conservation and innovation in renovating old buildings.

The architectural review committee narrowed the selection to one firm. Cherry Huffman was selected by the committee to be recommended to the Board of Aldermen for consideration.

Fees were not used as a basis for consideration, however the Board did exempt the request for proposal from the requirements of G.S. 143-64.31 which states that price would not be a consideration in the selection of the architectural firm to do the study.

The proposed fees submitted by the four finalist are:

	<u>Proposed fees</u> <u>Police only</u>	<u>Police and Town Hall</u>
Cherry Huffman	\$17,940	\$37,340
Moser Mayer	24,084	30,104
Hining	9,800	12,800
Marshall Design	30,000	30,000

ADMINISTRATION'S RECOMMENDATION:

Administration recommends that the architectural committee be authorized to meet with the top ranked candidate and attempt to negotiate a fee with direction from the Board. If a fee cannot be negotiated with Cherry Huffman, the quality-based selection process suggests that negotiation began with the second-ranked firm, and so on down the line until agreement is reached.

ACTION REQUESTED

It is requested that the board accept the report from the architectural review committee and that the Board direct the committee, with input from the board, to negotiate a satisfactory fee to be brought back to the Board for consideration.

MAR 11 1994



WAKE COUNTY MENTAL HEALTH,
DEVELOPMENTAL DISABILITIES AND SUBSTANCE ABUSE SERVICES

3010 Fallschaff Road, Raleigh, North Carolina 27610 • 919-250-3100 • FAX 919-250-3194

March 10, 1994

Dan Huffman
Cherry Huffman Architects
100 S. Harrington Street
Raleigh, N.C. 27603

Dear Dan,

A busy schedule makes for an exciting job but sometimes results in delays. This letter is an example. Since the first week of operation in the new Emergency Services wing I have wanted to write and let you know how much we appreciate your work on that project. It is an excellent example of how the right design can positively enhance a program, in this case the Mental Health system's Evaluation/Emergency Services.

The work continues to go very smoothly in the new space. Staff have quickly become accustomed to the new arrangement and have found the new wing a much more comfortable and efficient place to work.

I appreciate the enthusiasm that both you and Sharon showed us as novices to this kind of project. You always made us feel that as the experts you were working with us to see the project completed. We are very pleased with what was accomplished.

Thank you for a job well done.

Sincerely,

A handwritten signature in cursive script, appearing to read "Margaret", is written over the typed name.

Margaret K. Houseworth, Director
Evaluation/Emergency, Clinic and
Inpatient Services
Wake County Mental Health System

MKH:mem



COUNTY OF WAKE

CONSTRUCTION MANAGEMENT OFFICE

August 26, 1992

To Whom it May Concern:

Over the past several years Dan Huffman and Louis Cherry have provided architectural services on the following Wake County capital improvement projects. They are:

Cary Branch Library Renovation
Southeast Regional Branch Library (Garner)
Southwest Regional Branch Library (Apex)
Social Services Center

The Cary Branch and Southeast Regional Library are completed and the Southwest Regional Library is currently on hold after the schematic design phase pending funding. At present, Dan and Louis have completed the construction documentation for the Social Services Center and have submitted it for review.

Dan and Louis provided their services for the Libraries and the Programming and Schematic Design Phases of the Social Services Center while they were principals of Hager, Smith & Huffman Group, PA. The remaining phases of the Social Services Center project are being provided by their new firm, Cherry Huffman Architects, PA. At present, they have completed the construction documentation phase of this \$15.7 million project.

They have consistently provided the county with attractive and functional design solutions. Of particular importance is their ability to balance the needs of the building users and various other county agencies while maintaining the construction budget. The building systems and materials have been chosen for their ease of maintenance and durability, as well as for their aesthetic appeal.

The Social Services Center is the county's first project with a stipulated energy consumption budget. A maximum energy consumption rate of 42,000 BTU/SF/YR was set at the beginning of the project as the design goal. This will be monitored by the County and the designers for three years after occupancy. Cherry Huffman Architects and their consultants have responded with energy efficient mechanical/electrical systems and a building design that reduces heat gain. Recent calculations show an estimated energy load of 40,000 BTU/SF/YR. This will be Wake County's most energy efficient local government building.

Unlike many firms, Dan and Louis have been personally involved on a daily basis throughout all of the project phases. Their attention to detail and good project management skills make a significant difference to a building owner. Even though the Social Services Center has had a relatively short schedule, they have been successful in meeting all of the deadlines. They have also been very responsible with construction cost control.

One of Cherry Huffman Architects' strengths has been their ability to listen carefully, understand the owner's needs and respond appropriately. They are able to balance this response with the ability to take a leadership role and assert their professional judgement when necessary. I highly recommend them to others. Please contact me if you have further questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Phillip D. Stout". The signature is written in a cursive, flowing style with some capitalization.

Phillip D. Stout
Construction Projects Administrator

**U.S. Department of Justice****Federal Bureau of Prisons***Southeast Regional Office*

523 McDonough Boulevard S.E.
Atlanta, Georgia 30315

December 22, 1992

Dan Huffman
Cherry Huffman Architects
9 Glenwood Avenue
Raleigh, North Carolina 27603

JAN 01 1993

Dear Dan:

Pursuant to our conversation yesterday, I was in the process of cleaning up unfinished business as I prepare to assume new responsibilities within the Bureau of Prisons at our Central Office in Washington D.C. During this time of reflection, I look back over my thirteen years with the Bureau of Prisons and remain convinced the project we worked on together at the Federal Prison Camp at Seymour Johnson is particularly noteworthy. This project of incredible time restraints remains an enigma within the Bureau. The degree of team work and cooperation on this project has not been matched by any other project within the agency.

The purpose of this letter is to summarize my recollection of the sequence of events and the process successfully used in fast tracking this project.

It is particularly memorable to me, when I called you to tell you that your firm had been selected to design our new prison for North Carolina. Usually, Central Office in Washington D.C. contracts out for new institutions, but due to the short fuse, our Regional Office in Atlanta was selected by Mr. Bill Patrick to push the project to completion. Unfortunately, we determined that to meet our deadline, your firm would need to prepare Contract Documents in thirty-eight (38) days. You could not believe it and thought I was joking, so I called back a few minutes later to let reality set-in and to discuss how we were going to achieve this goal.

We met the next Sunday to set the plan in motion. Prior to the first meeting, you met with all the engineers and consultants so that the team was ready to begin. Like hitting a moving target, surveyors provided information daily for input into site design while the Architectural Program was being developed concurrently.

By the time site design was complete, floor plans were substantially underway.



December 22, 1992
Page 2


As we moved through all phases making design changes, what stands out in my mind is the focus and leadership you provided as Project Architect to keep the team effort moving and motivated through the long hours for thirty-eight (38) days. Once the Construction Documents phase started, there was no doubt you were going to make the deadline.

Unbelievably, on the thirty-eighth day, the printer went to work and the packages went out to the bidders. Fortunately, a highly recommended Contractor turned in the low bid and the project was constructed on-time within budget and minimal change orders. Your coordination and construction administration made my job easy and pleasant.

As I look over this project's success, it seems that the principle reason for such a successful project from beginning to end is the dedication on the leader's part to maintain a high energy level. Your enthusiasm spread to everyone involved.

Thank you for your efforts and on our behalf please allow me to wish you warmest regards and good luck on your future projects.

Sincerely,


J. Barron, Jr.
Southeast Regional Office
Architect

CARRBORO POLICE DEPARTMENT PROJECT - PRIMARY BID

Phase I

\$ 2,900.00	Photo and Written Essay of Existing Building
\$ 2,400.00	Measured Drawings of Town Hall and Fire Station
\$ 800.00	Program for Police Department
\$ 4,200.00	Schematic Design - Renovation and New Construction
\$ 600.00	Phasing Relocation Plans
\$ 3,6400.00	Structural Analysis of Existing Town Hall Building
\$ 2,300.00	Mechanical, Electrical and Communications Systems Analysis of Existing Town Hall Building
<u>\$ 900.00</u>	Cost Estimate - Renovation and New Construction
\$17,940.00	Total Fees- Not to Exceed, Phase I (Primary Bid)

Phase II

Phase II, according to the RFP includes basic architectural services to provide new or renovated space for the Police Department through the year 2010. The fees listed for Phase I include the Program Development and the Schematic Design Phase for this project. Cherry Huffman Architects, PA typically bases their fees on the size/complexity of the project. A program and budget must be developed and approved by the Town of Carrboro in order to provide an appropriate fee schedule. Fees for a project such as this will typically be in the range of 7.2% to 8% of the project construction budget depending on the complexity of the project. If the schematic design provided in Phase I is approved, the amount of \$4,200.00 may be deducted from the Phase II fees.

CARRBORO TOWN HALL (ALL DEPARTMENTS) - ALTERNATE BID

Phase I

\$ 2,900.00	Photo and Written Essay of Existing Building
\$ 2,400.00	Measured Drawings of Town Hall and Fire Station
\$ 2,800.00	Program for all town departments housed in the existing town hall and fire station annex through the year 2010
\$ 19,600.00	Schematic Design - Renovation and New Construction
\$ 1,900.00	Phasing Relocation Plans
\$ 2,500.00	Structural Analysis of Existing Town Hall Building
\$ 3,640.00	Mechanical, Electrical and Communications Systems Analysis of Existing Town Hall Building
<u>\$ 1,600.00</u>	Cost Estimate - Renovation and New Construction
\$37,340.00	Total Fees- Not to Exceed, Phase I (Alternate Bid)

Phase II

Phase II, according to the RFP, includes basic architectural services to provide new or renovated space for all municipal departments presently housed in the town hall and the fire station annex through the year 2010. The fees listed for Phase I include the Program Development and the Schematic Design Phase for this project. Cherry Huffman Architects, PA typically bases their fees on the size/ complexity of the project. A program and budget must be developed and approved by the Town of Carrboro in order to provide an appropriate fee schedule. Fees for a project such as this will typically be in the range of 7.2% to 8% of the project construction budget depending on the complexity of the project. If the schematic design provided in Phase I is approved, the amount (\$19,600.00) may be deducted from the total Phase II fees.

5. ARCHITECTURAL AND ENGINEERING FEES

1. HOURLY RATES

Cherry Huffman Architects, PA

Principal-in-charge	\$80.00/Hr
Staff	\$50.00/Hr

Consultants:

Lysaght and Associates

Principal	\$70.00/Hr
Engineer	\$60.00/Hr
CADD Drafting	\$50.00/Hr

Progressive Design Collaborative, Ltd.

Principal	\$85.00/Hr
Engineer	\$65.00/Hr
CADD	\$45.00/Hr
Administration	\$35.00/Hr

2. REIMBURSABLE EXPENSES

Milage	\$0.30/Mile
8 1/2 x 11 Copies	\$0.08/Each
Blueprints	\$0.60/Each (or cost)

Once a budget is approved for the project an estimate for the reimbursable expenses can be developed based on the anticipated number of trips and prints required during the design, documentation and construction phases. Renderings and models, if requested will be additional services billed at cost.

BOARD OF ALDERMEN

ITEM NO. F(3)

AGENDA ITEM ABSTRACT

MEETING DATE: April 12, 1994

SUBJECT: Adopt-A-Town-Street/Bike Path

DEPARTMENT: PUBLIC WORKS DEPT.	PUBLIC HEARING: NO	
ATTACHMENT: Proposed Policies & Procedures Proposed Agreement A.C. Recommendation	FOR INFORMATION CONTACT: Chris Peterson 968-7719	
THE FOLLOWING INFORMATION IS PROVIDED:		
(x) Purpose	() Summary	(x) Analysis
(x) Recommendation	(x) Action Requested	

Purpose: To establish an "Adopt- A-Town Street/ Bike Path" Program to support the Town's Public Works Department's litter abatement efforts.

Townsend and Bertram has indicated an interest in adopting the Libba Cotten Bike Path.

Analysis: Attached is a copy of the Policies and Procedures which the Public Works Department proposes for the establishment of an "Adopt-A-Town Street/Bike Path Program."

The following are included in the attached:

The Program's agreement would be for a one year period; Program participants will have the option of renewing the agreement.

Participants would be required to collect litter at least once per calendar quarter. The first clean up would need to be performed within 3 months of adoption.

Certificates of appreciation would be presented to the participating organization at the end of one year.

The Public Works Department would provide either a safety training session or a video for viewing by the participants prior to the initial clean up.

The Public Works Department will provide to two types of trash bags; one for recyclable materials and one for general trash.

The Public Works Department will furnish safety vests and a first aid kit.

The Public Works Department will erect two signs, one at each end of the adopted section.

Action Requested: Approval of an Adopt-A-Town Street/Bike Path Program to be administered by the Public Works Department

Recommendation: The Administration recommends the approval of a motion approving the establishment of an Adopt-A-Town Street/Bike Path Program to be administered by the Public Works Department

ADOPT A TOWN STREET/BIKE PATH

POLICY AND PROCEDURES

PURPOSE:

- To support the Public Works Department's litter abatement efforts by allowing an individual, group, or business to adopt a designated section of town maintained street right-of-way and/or bike path for a one year period to contribute toward the effort of maintaining cleaner and more beautiful streets and bike paths.

PARTICIPATION IN THE ADOPT-A-TOWN STREET/BIKE PATH PROGRAM

- The adoption of a section of a town maintained street and/or bike path is a privilege in consideration for public service that may be granted by the Public Works Department to individuals and/or groups who would assist the Adopt-A Town Street/Bike Path Program in achieving its purpose;
- Only individuals and/or groups determined by the Public Works Department to be responsible and to exhibit in good faith the willingness and the capacity to perform the responsibilities of the Program will be allowed to adopt a town maintained street and/or bike path. The Public Works Department may refuse to grant a request to adopt a section of roadway and/or bike path if, in its opinion, granting the request would jeopardize the Program, be counterproductive to its purpose or create a hazard to the safety of the public.
- The Director of Public Works or his designee shall approve a written request of individuals and/or groups applying to participate in the program.
- Each individual participating in the Program shall execute a written release of the Public Works Department, the Town, its officials, employees and agents from any liability arising out of his/her participation in the Program. In the case of a minor, such release shall be executed by a parent or guardian. Physical participation in the Program shall constitute a waiver by the participant of any claim or cause of action of liability against the Town.
- Program participants are encouraged to recycle material collected from the adopted section when it is feasible to do so.

RESPONSIBILITIES OF THE PROGRAM PARTICIPANTS

Any individual and/or group participating in the Adopt-A-Street/Bike Path Program shall be subject to each of the following requirements and responsibilities:

- **Appointing or selecting an authorized coordinator to act on behalf of the group; the coordinator must be at least 21 years of age;**
- **Ensuring that individual participants have attended a safety meeting or viewed a safety video prior to participating in the clean up of an adopted section. Individual participants shall sign a statement acknowledging such attendance or viewing. No one under the age of 12 is allowed to participate in the clean up activities. Young children must not accompany participants to the cleanup site;**
- **Collecting of litter along the designated roadway/bike path shall be performed at least once per calendar quarter. Additional clean ups of the designated section shall be encouraged if needed to maintain a clean right-of-way or bike path. The first cleanup should be within 3 months of adoption; The clean up dates and times shall be coordinated with the Public Works Department.**
- **Recycling collected litter, whenever possible**
- **The Coordinator shall ensure that all participants have a clear understanding of the program and ensure that all guidelines, safety requirements and other terms and conditions established by the Public Works Department are followed;**
- **Furnishing of adequate supervision by one or more adults, 21 years of age or older, for groups which have participants between the ages of 12 and 17. Youth groups must have parental permission;**
- **Ensuring that attire that might divert the attention of motorists and bicyclists is not worn during clean up activities;**
- **Prohibiting participants from either possessing or consuming alcoholic beverages or other drugs during clean up activities;**
- **Ensuring that no signs, posters, or other display material that might distract motorists and bicyclists are brought to the adopted section by group members during or between clean ups; and**
- **Filing reports as prescribed by the Public Works Department.**

RESPONSIBILITIES OF THE PUBLIC WORKS DEPARTMENT:

The responsibilities shall include the following:

- **Maintaining and providing a list of potential streets and bike paths for adoption;**
- **Working with an individual and/or group to determine the specific section of town right-of-way or bike path to be adopted;**
- **Erecting two signs, one at each end of the adopted section, with only the individual's or group's name or acronym displayed; No other language or advertising message and/or slogan will be allowed. The size, shape and graphic design of the Adopt-A-Town Street/Bike Path shall be determined by the Public Works Department. In the case of theft, vandalism or destruction of such sign, the Public Works Department will provide one (1) free replacement of the sign. Thereafter, any replacement sign shall be paid for by the "Adoptee" (Program Participant).**
- **Providing a training session or safety video for viewing prior to clean up activities;**
- **Providing safety vests and a first aid kit;**
- **Providing two types of trash bags; one for general trash and one for recyclable materials (such as aluminum cans and glass bottles);**
- **Removing and disposing of filled trash bags and other large, heavy or bulky items which can be contained within a trash bag;**
- **Presenting certificates of appreciation at the end of one year;**
- **Monitoring to ensure the objectives of litter abatement are met; and**
- **Monitoring to evaluate the overall operation of the Program and to gauge its effectiveness.**

GENERAL LIMITING CONDITIONS:

- **Administrative, legislative and financial constraints subject the Adopt-A-Town Street/Bike Path to certain limitations;**
- **The Program may, at any time and for any reason, be modified in scope or altered in any other manner at the discretion of the Public Works Department;**
- **Requests to adopt a section of roadway and/or bike path shall be honored in the order received;**
- **The Public Works Department reserves the right to determine the designation of the section of right-of-way and/or bike path to be adopted. The Public Works Department will consider community sentiment in determining the designation of the section of right-of-way/bike path to be adopted;**

- If any of the Program's actions are determined to be contrary to any statutory restrictions, or any restrictions on the use of appropriated funds for political activities, the Public Works Department will have the right to take any necessary remedial action, including, but not limited to, the removal of the erected signs displaying the Program Participant's name or acronym and/or the termination of the adoption agreement;
- Names, title or words placed on Adopt a Town Street/Bike Path signs must be approved by the Public Works Department. No advertising messages or slogans will be permitted.

MODIFICATION/RENEWAL/TERMINATION OF THE AGREEMENT

- The Adopt-A-Town Street/Bike Path agreement may be modified in scope or altered in any other manner at the discretion of the Public Works Department;
- Program participants shall have the option of renewing the agreement, subject to the approval of Director of Public Works and the continuation of the Program by the Public Works Department. Information concerning the Program participants is to be updated at the time of renewal;
- Program participants requesting renewal of the agreement, shall be given priority over another individual's and/or group's request to adopt the same section of roadway and/or bike path.
- Program participant's adherence to the responsibilities listed in the section entitled "Responsibilities of the Program Participants" of this Adopt-A-Town Street/Bike Path Policy and to the terms and considerations of the agreement shall be reviewed and evaluated when a request for renewal is received.
- The Public Works Department may terminate the agreement and/or remove the Adopt-A-Town Street/Bike Path signs bearing the Program participant's name or acronym if it finds and determines that the participant is not meeting the terms and considerations of the agreement, that the participant is acting contrary to the guidelines of the Program, that the adoption is proving to be counter productive to the Program's purpose, that undesirable results, such as increased litter, vandalism or sign theft, are resulting from the adoption, that Program participants have engaged in irresponsible conduct at the adopted section which would bring discredit upon the Town, or that other good cause exist to terminate the agreement and/or remove the Adopt-A-Town Street/Bike Path sign.

TERMINATION OF THE PROGRAM

- At the discretion of the Board of Aldermen the Adopt-A-Town Street/Bike Path Program may at any time and for any reason be terminated if the Program is not serving its intended purpose.

ADOPT-A-TOWN-STREET/BIKE PATH PROGRAM AGREEMENT

WHEREAS, the Town of Carrboro and _____
recognize the need and the desirability of litter-free and visually-improved streets and bike
paths; and

WHEREAS, the Adopt-A-Town-Street/Bike Path Program has been established for community
and civic organizations as well as for private businesses to contribute toward the effort of
maintaining cleaner and more beautiful streets; and

WHEREAS, the above named entity is aware of the hazardous nature of the work which is to be
performed and agrees to follow the safety requirements list on the back of this agreement.

THEREFORE, the Public Works Department of the Town Of Carrboro recognizes the above
named entity as the adopting organization for

(street/bike path)

(from what point to what point)

FURTHERMORE, the above named entity volunteers to pick up litter at least one time per
calendar quarter along the above designated section of street/bike path and promote a better
environment in the community for a period of one (1) year beginning _____
199_____ and ending _____ 199_____. The first clean up will occur within
three (3) months of the date of approval.

This the _____ day of _____ 1994.

Authorized Signature
for Adopting Organization

Director of Public Works

SAFETY REQUIREMENTS FOR ADOPT-A-STREET/BIKE PATH

REMEMBER: YOU ARE WORKING IN A DANGEROUS ENVIRONMENT . . . A PUBLIC STREET AND/OR BIKE PATH

TO PROTECT YOURSELF AND OTHERS:

- Park all vehicles and bicycles clear of the roadway and/or bike path
- Keep the number of vehicles and bicycles to a minimum.
- A safety vest must be worn.
- Face oncoming traffic
- Provide supervision for youth groups (youth must be at least 12 years old and have parental permission to participate)
- Designate a supervisor for adults groups for safety
- Maintain a working group of 5 - 10 individuals
- Work during hours and days that are not peak travel times
- Stop work in inclement weather
- Avoid overexertion
- Do not remove hazardous substances
- Be alert for snakes
- Avoid contact with noxious weeds and areas where herbicides were applied
- Stay well clear of any construction
- Do not enter the roadway
- Do not pick up trash off the street and medians
- Be especially alert at intersections

IN CASE OF EMERGENCY . . .

- Every crew should have a first aid kit provided by the Public Works Department
- Have transportation available

SUGGESTIONS:

- Filled trash bags should be left on the side of the street or bike path
- Wear light colored clothing
- Wear heavy gloves
- Wear leather shoes or boots
- Wear a hat and long sleeves

Please Print:

Street:

Coverage Point-to-Point:

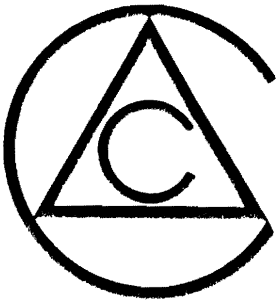
Volunteer Contact Person:

Name of Organization or Business:

Address:

Telephone:

()



Memorandum to: The Carrboro Mayor, Eleanor Kinnaird and the Carrboro Board of Aldermen

Memorandum from: Wayne King, Zoning Development Specialist

Date: August 11, 1993

RE: Adopt-A-Street program

The purpose of this memorandum is to update the Mayor and the Board of Aldermen on the activity of this program. Last year the Mayor asked that the Appearance Commission look into the possibilities of a local Adopt-A-Street program.

On several occasions the Appearance Commission reviewed information concerning this effort. At a meeting on April 23, 1992 the Appearance Commission recommended the following:

Liz Sherouse moved that the Appearance Commission supports a local effort to adopt a street or area in Carrboro. Recognition would be achieved through a newspaper release once or twice annually. The Public Works Department would be the department responsible for administration of this policy.

Liz Sherouse seconded the motion.

The vote was Ayes (4), G. Blunden, M. Cameron, Wm. McKenzie and L. Sherouse. Noes (0). Absent/Excused (5), J. Dunkle, A. Leonard, D. Leonard, J. Van Fleet and I. Watkins.

On September 3, 1992 the Mayor, spoke with the Appearance Commission and stated that Townsend-Bertram wishes to adopt the Libba Cotton Bike Path. The members of the Appearance Commission present stated that they would like to limit the number and the size of the signs for recognition of Adopt-A-Street. Also, the members wished for staff to talk with Public Works and determine several examples of signs that could work well in this application.

At the meeting held September 21, 1992 the members of the Appearance Commission made the following recommendation;

Ann Leonard moved that the Appearance Commission would approve an Adopt-A-Street program with the following conditions:

- 1) Adoption area, only the downtown business district area;
- 2) Length of adoption, at least one half of a mile or the entire length of shorter streets;
- 3) Sign placement, place the sign on existing poles...no more than two signs for each adopted area.
- 4) Size of notification sign, signs be shorter than street identification signs if notification signs are placed horizontally;
- 5) Frequency of cleaning, clean once per month.

John Van Fleet seconded the motion.

The vote was Ayes (4), A. Leonard, Wm. McKenzie, J. Van Fleet and I. Watkins. Noes (1), Liz Sherouse. Absent/Excused (4), G. Blunden, M. Cameron, J. Dunkle and D. Leonard.

The Appearance Commission last heard the Adopt-A-Street program on October 19, 1992. At this meeting, Appearance Commission members wished for the Town to use a very small white sign with green letters. Another suggestion was to use a decal similar to the "dead end street" applied to the ends of the street identification signs. Appearance Commission feels comfortable with a sign that the Public Works Department is able to produce so long as all the above criteria are met. I have talked with the Public Works Director, Chris Peterson who can answer questions pertaining to individual signs.

If I may assist you any further please telephone the Zoning Division at 968-7712.

BOARD OF ALDERMEN

ITEM NO. F(4)

AGENDA ITEM ABSTRACT

MEETING DATE: April 12, 1994

SUBJECT: Report on the Compliance of the Wexford and the Cates Farm Subdivisions
With Their Respective Conditional Use Permits

DEPARTMENT: PLANNING	PUBLIC HEARING: YES ___ NO <u>X</u>
ATTACHMENTS: Memorandum To Planning Director From Zoning Administrator Construction Sign Policy (Sections 15-83.1 and 15-832 of the Land Use Ordinance) Wexford Conditional Use Permit Cates Farm Conditional Use Permit Violation Letter for Wexford Subdivision Violation Letter for Cates Farm Subdivision Excerpt from February 25, 1992 Board of Aldermen Minutes--Re: Connector Roads Plan	FOR INFORMATION CONTACT: Keith A. Lankford --968-7712
THE FOLLOWING INFORMATION IS PROVIDED: (X) Purpose (X) Action Requested (X) Analysis (X) Summary (X) Recommendation	

PURPOSE

On Tuesday, March 15, 1994 the Board of Aldermen received a report from Christina Nelson which stated that the residents of Stratford Drive are concerned about a recent newspaper article which indicated that Stratford Drive would be connected to the Cates Farm Subdivision. At that meeting the Board requested that the town staff prepare a report addressing this issue as soon as possible. Additionally, the Board requested a status report on the compliance of the Wexford and Cates Farm Subdivisions with their CUPs. The town administration has prepared a report about the compliance of these two subdivisions with their respective CUPs.

SUMMARY

Both the Wexford and Cates Farm Subdivisions are generally in compliance with their CUPs. Several conditions of each permit are relevant only to phases which have not been constructed as of this date. The Wexford CUP did not give a specific time when the signs should be erected for the possible future extension of the roads, nor for the erection of a barricade at the end of Stratford Drive. Both Stratford Drive, and Tramore Drive, are still in various states of construction. No sign plan kiosk has been erected for this project as of this date.

At the Cates Farm Subdivision, the developer used an orange tensor ski fence to protect the graveyard in lieu of a wooden fence as stated in the CUP. No sign has been erected at the western end of Pathway Drive which would indicate that the road may be extended in the future. No sign plan kiosk has been erected for this project as of this date.

ANALYSIS

See the attached memorandum to the Planning Director from the Zoning Administrator.

RECOMMENDATION

The town administrator recommends that the Board receive the report.

ACTION REQUESTED

That the Board receive the report.

TO: Roy Williford, Planning Director

FROM: Keith A. Lankford, Zoning Administrator

SUBJECT: Report on the Compliance of the Wexford and Cates Farm
Subdivisions With Their Conditional Use Permits

DATE: March 29, 1994

The Zoning Division has investigated the compliance of the Wexford Subdivision with its Conditional Use Permit (CUP) which was issued by the Board of Aldermen on July 16, 1991. The zoning staff is currently reviewing the construction plans for the third phase of this project. Construction plans and final plats have already been approved for the first two phases of this subdivision. It appears that most of the CUP conditions have either been complied with or are relevant to phases that have not been constructed as of the date noted above.

Condition 5 of the CUP states "that the developer construct Tramore Drive all the way to the western property line and that the developer install a sign indicating possible future extension". Tramore Drive was constructed to the property line during the development of Phase I, however, the street improvements are not complete for this section of Tramore Drive. A final surface layer of asphalt has to be laid, and bike and traffic lanes have to be painted on all streets within this project. The streets have not been offered for dedication to the Town as of this date. The sign about the road's possible future extension has not yet been placed at the western property line on the Tramore Drive stubout.

Condition 12 of the CUP states "that the Stratford Drive cul-de-sac remain as shown on the plans with the pavement being extended to the property line, that a permanent sign be erected by the developer stating possible future extension, and that a barrier be installed by the developer at the property line to prevent through traffic from coming off the dirt drive". The Board of Aldermen reviewed, and approved, a minor deviation to the design of the end of Stratford Drive in the Wexford Subdivision during the CUP approval process for the Cates Farm

Subdivision. This deviation allowed for a T-turn around instead of the cul-de-sac, but still had the pavement running to the property line.

The lower half of Stratford Drive has not been paved as of this date, however, as per the standard procedure, a performance bond is being held by the Town until the developer finishes construction of this phase. The sign for the possible future continuation of this road has not been installed as of this date. The barrier has not been installed at the end of the road as of this date, but as I have noted above, the road is still under construction. However, several large boulders have been placed at the end of the road that prevent any possibility of traffic crossing between the private drive and Stratford Drive.

The Pollitzer Subdivision, which was approved by the Board of Aldermen on February 22, 1994, will connect to the Wexford Subdivision at this point. The construction of this connection, when it occurs, will eliminate the need for the erection of the barricade. The Zoning Division has determined that the barricade should be installed when the first (base) layer of asphalt is laid for the southern half of Stratford Drive. The Wexford Subdivision CUP did not specify any time, or event (e.g.-final plat approval) by which these two conditions (# 5 and # 12) should be met. The Zoning Division has no way to verify whether the developer and/or real estate agents informed the prospective buyers about the continuation of the road.

A kiosk has not been erected for the Wexford Subdivision, however a mailbox has been installed which has five page handouts inside. These handouts include photocopies of the final plats for the first two phases of the project (including easement information). I do not feel that this system meets the disclosure requirements of section 15-83.1 of the land use ordinance. The Zoning Division will require the developer to erect a kiosk with a full size set of drawings for display.

Section 15-83.1 and section 15-83.2 (which deals with posting signs for easements, road extensions, etc.) were adopted on January 28, 1992. This date was after the approval of the CUP for the Wexford Subdivision (July 16, 1991), but prior to the approval date of the final plat for phase I (February 8, 1993). The wording of section 15-83.1 is currently interpreted by the staff to apply to all projects with more than four lots which still have lots in the possession of the developer. Section 15-83.2 has specific wording which references the CUP approval process, and therefore should not apply to Wexford because their CUP was approved before the effective date of that ordinance section.

The road bed for the third phase of the Wexford Subdivision has already been cleared and rough graded even though the construction plans for that phase have not been approved as of this date. No tree protection appears to have been in place during the clearing and grading operations, and no tree protection is in the field at this time. The Zoning Division will address this violation in a letter to the developer, along with the violations of section 15-83.1 and 15-83.2.

The Zoning Division has also investigated the compliance of the Cates Farm Subdivision with its CUP which was approved by the Board of Aldermen on June 23, 1994. The zoning staff has approved the construction plans for all four phases of this project and has approved the final plat for the first two phases. Again, most of the CUP conditions have either been complied with , or are relevant to other phases of the subdivision which have not been constructed as of this date.

Condition 1 of the Cates Farm CUP states "that the grave site be protected during construction with a wooden 'tree protection style' fence, like the tree protection fence on sheet O-2". The developer installed an orange tensar geogrid fence around the outer perimeter of the grave yard area. The Zoning Division considers the orange tensar fence to be an insignificant deviation to the first condition's requirement for a wooden fence.

The Zoning Division considers the orange fence to be more visible, and therefore more functional for the intended purpose of the wooden fence (i.e.--alerting the operators of machinery that this is a sensitive area that is to be protected). It appears that a small portion of this fence has fallen down recently, and should be put back up. It is our understanding that the Board is aware of this insignificant deviation, and that the Board finds it to be acceptable.

Condition 8 of the CUP states "that all easements have signs placed on them prior to construction if the easements are not cleared". The only easements in the first two phases (which are currently under construction) have been cleared and therefore do not require signs to be erected. Section 15-83.2 of the land use ordinance requires that signs which disclose the location of easements, recreational amenities, road extensions, etc.... should be posted prior to final plat approval of each phase.

This section would require the installation of a sign at the western end of Pathway Drive indicating that this road may be continued in the future. This sign has not been installed as of this date. No kiosk has been erected for the Cates Farm Subdivision for the display of site plans as required by section 15-83.1 of

the land use ordinance, however, a kiosk design was approved by the Zoning Division around the first of August, 1993.

Condition 3 of the CUP states "that all construction traffic be required to use the Hillsborough Road entrance". On April 8, 1994, the Zoning Division received a report that the barricade had been moved and that some construction vehicles had been using Pathway Drive to access the site. I contacted the developer in Greensboro and several of the workmen at the site, and informed them that all construction traffic was required by the CUP to use the Hillsborough Road entrance. The Zoning Division instructed the developer to repair the barricade and to reiterate to the workers the requirements of this condition. The Zoning Division also instructed the developer to rebuild the barricade because it was in very poor condition.

The Zoning Division has been operating with a reduced staff since about November 15, 1993. These last four and a half months correspond with one of the busiest time periods which we have ever experienced. This has greatly limited the amount of enforcement which can be done by the remaining zoning staff, and I anticipate that it may be another three or four weeks before the town will be able to hire someone. It is my intention that, in the future, a member of zoning staff will reserve one day out of the week to do site visits to ensure that all projects are in compliance with all aspects of the land use ordinance and their permits. However, until we are back up to a full staff it will be extremely difficult for the zoning staff to monitor the various projects as thoroughly as I would like.

I will contact the developers of the Wexford and the Cates Farm Subdivision and have them make the necessary corrections which will bring them into compliance with their CUPs. I apologize for this oversight in code enforcement, and hope that you understand the circumstances which led to this problem.

Art. IV PERMITS AND FINAL PLAT APPROVAL

(c) An architect or engineer retained by the developer shall certify to the town that all facilities and improvements to be dedicated to the town have been constructed in accordance with the requirements of this chapter. This certification shall be a condition precedent to acceptance by the town of the offer of dedication of such facilities or improvements.

(d) For purposes of this section, the term "defects" refers to any condition in publicly dedicated facilities or improvements that requires the town to make repairs in such facilities over and above the normal amount of maintenance that they would require. If such defects appear, the guaranty may be enforced regardless of whether the facilities or improvements were constructed in accordance with the requirements of this chapter.

Section 15-83 Maintenance of Dedicated Areas Until Acceptance.

As provided in Section 15-67, all facilities and improvements with respect to which the owner makes an offer of dedication to public use shall be maintained by the owner until such offer of dedication is accepted by the appropriate public authority.

* Section 15-83.1 Display of Approved Site Plan Required (AMENDED 01/28/92)

(a) Prior to final plat approval, the developer of any residential subdivision that contains or is designed to contain when fully developed a total of more than four lots shall display in a prominent outdoor location on the development site a copy of a site plan drawn at a minimum scale of 1" = 100' that shows town approved lot configurations, easements, street patterns, amenities, and other design features that may affect the use or enjoyment of property purchased within such development. Included on the site plan shall be a prominently displayed notice advising prospective purchasers to contact the Carrboro Planning Department for additional information concerning the approved development plans.

(b) For purposes of this section the term "design features" includes but is not limited to water, sewer, or electric power easements, recreational amenities, street extensions or future streets, bikeways, and proposed future phases. When a private street is proposed, such signs shall indicate that maintenance will be the responsibility of a homeowners association.

(c) The site plan required under this section shall be placed within a weatherproof display case. It shall be regarded as a continuing condition of the developer's permit that the site plan displayed under this section shall be kept current as changes in development plans are approved by the town and shall remain at all times sufficiently legible to satisfy the disclosure objectives of

Art. IV PERMITS AND FINAL PLAT APPROVAL

this section. The site plan shall remain on display as long as the subdivision remains in the possession of the developer to whom the conditional use permit was granted or his successors.

(d) The site plan displayed in accordance with this section as well as the location and construction of the display case shall be subject to the prior approval of the zoning administrator, which approval shall not be unreasonably withheld.

(e) The site plan display required under this section shall not be regarded as a sign for purposes of Article XVII of this chapter.

* Section 15-83.2 Signs Posted to Disclose Development Plan (AMENDED 01/28/92)

(a) Prior to final plat approval, the developer of any residential subdivision that contains or is designed to contain when fully developed a total of more than four lots may be required by the permit issuing board to post a sufficient number of signs throughout the subdivision in appropriate locations to provide notification (to the extent reasonably practicable) to the prospective purchasers of lots or dwelling units within the area for which final plat approval is requested of design features proposed for the subdivision that may significantly affect the use or enjoyment of property purchased within the subdivision.

(b) For purposes of this section the term "design features" includes but is not limited to water, sewer, or electric power easements, recreational amenities, street extensions or future streets, bikeways, and proposed future phases. When a private street is proposed, such signs shall indicate that maintenance will be the responsibility of a homeowners association.

(c) Notwithstanding the other provisions of this section, no signs need be posted where the impact of the design feature is evident upon inspection of the property (e.g., a power line or sewer line is already constructed and the easement boundaries are apparent).

(d) Signs posted in conformity with this section shall remain so long as lots within the subdivision remain in the possession of the developer to whom the special or conditional use permit was granted or his successor, and it shall be regarded as a continuing condition of the permit authorizing the subdivision that such signs be maintained to serve the purposes intended by this section. However, in any enforcement action it shall be a valid defense for the developer to show that signs have been posted as required but have been deliberately removed or destroyed without such developer's consent or acquiescence.

Art. IV PERMITS AND FINAL PLAT APPROVAL

(e) The developer of a subdivision that is subject to the provisions of this section shall submit with his application for a conditional or special use permit a sign plan that shows the location, size, design and content of every sign proposed to be posted to satisfy the requirements of this action. The permit issuing board shall approve the plan if it demonstrates substantial compliance with this action. Signs erected or posted pursuant to such an approved sign plan are exempt from the provisions of Article XVII of this chapter. Signs shall be erected prior to final plat approval for each phase.

TOWN OF CARRBORO

CONDITIONAL USE PERMIT GRANTED

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

Applicant: Michael Hughes and Tim Holleman

Owners: Amos Horne, Alice B. Hogan, Clyde Hutchins Heirs,
Craven B. and Julia Bass

Property Location: Between Homestead Road and Cobblestone Subdivision
(Street Address)

Tax Maps 108, Lot 3; 109, Lot 16; 109, Lot 19; and 109, Lot 20

Proposed Use of Property: To allow a 95-unit, single-family subdivision.

Carrboro Land Use Ordinance Use Category: 1.100 9779-15-5286 7.108.3
9779-47-4672 7.109.16

Meeting Date: July 16, 1991

9779-26-2943 7.109.19
9779-17-7855 7.109.20 w

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

- 1) The applicant shall complete the development strictly in accordance with the plans submitted to and approved by this Board, a copy of which is filed in the Carrboro Town Hall. Any deviations from or changes in these plans must be pointed out specifically to the administrator in writing and specific written approval obtained as provided in Section 15-64 of the Land Use Ordinance.
- 2) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.
- 3) That regardless of the phasing of the development, all construction traffic shall be required to enter and exit the development by way of Homestead Road.
- 4) That all off-site drainage easements be acquired prior to construction plan approval.
- 5) That the developer construct Tramore Drive all the way to the western property line and that the developer install a sign indicating possible future extension.
- 6) That prior to the acceptance of the streets, the developer be required to paint all bike lanes.
- 7) That prior to construction plan approval, grading and drainage calculations be approved by the town engineer for Lot 93 and that this lot be graded and stabilized prior to completion of the road in Phase VI with the finished floor elevation as required by the town engineer.
- 8) That the developer make every effort possible to retain tree number 426 (a 12-inch Butternut Hickory).
- 9) That the developer locate three (3) Red Oaks between Homestead Road and the tennis courts, and that two (2) Red Oaks be located between the play area and the basketball court area.
- 10) That Cobblestone Drive not be extended to the north, but that bicycle and pedestrian access be constructed to connect the Cobblestone and the Wexford Subdivisions.

11) That both North and South Wyndham Court maintain the cul-de-sacs as shown on the plans, have rights-of-way designated for continuing these roads, and that permanent signs be erected by the developer stating possible future extension.

12) That the Stratford Drive cul-de-sac remain as shown on the plans with the pavement being extended to the property line, that a permanent sign be erected by the developer stating possible future extension, and that a barrier be installed by the developer at the property line to prevent through traffic from coming off the dirt drive.

13) That the developer be required to submit a petition for annexation of the development prior to construction plan approval and that the town staff provide to the Board of Aldermen, at the time a public hearing is scheduled, a cost analysis to determine the financial impact to the town of furnishing services to this subdivision.

This permit shall automatically expire within two years of the date of issuance if the use has not commenced or less than 10 percent (10%) of total cost of construction has been completed or there has been non-compliance with any other requirements of Section 15-62 of the Carrboro Land Use Ordinance.

All street construction on those streets proposed for acceptance by the Town of Carrboro shall be certified by an engineer. Engineering certification is the inspection by the developer's engineer of the street's subgrade, base material, asphalt paving, sidewalks and curb and gutter, when used. The developer's engineer shall be responsible for reviewing all compaction tests that are required for streets to be dedicated to the town. The developer's engineer shall certify that all work has been constructed to the town's construction specifications.

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

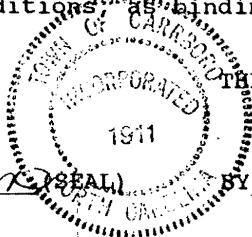
NORTH CAROLINA

ORANGE COUNTY

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

ATTEST:

Sarah C. Williamson
Town Clerk



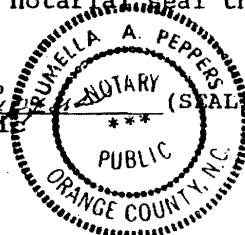
THE TOWN OF CARRBORO

Robert W. Morgan
Town Manager

I, Thumella A. Peppers, a Notary Public in and for said County and State, do hereby certify that Robert W. Morgan, Town Manager of the Town of Carrboro, and Sarah C. Williamson, Town Clerk for the Town of Carrboro, personally came before me this day and being by me duly sworn says each for himself that she knows the corporate seal of the Town of Carrboro and that the seal affixed to the foregoing instrument is the corporate seal of the town of Carrboro, that Robert W. Morgan, Town Manager of said Town of Carrboro and Sarah C. Williamson, Town Clerk for the Town of Carrboro subscribed their names thereto; that the corporate seal of the Town of Carrboro was affixed thereto, all by virtue of a resolution of the Board of Aldermen, and that said instrument is the act and deed of the Town of Carrboro.

IN WITNESS WHEREOF, I have hereunto set my hand and notarial seal this the 24th day of March, 1992.

Thumella A. Peppers
Notary Public



My Commission Expires: 1-14-93

MY COMMISSION EXPIRES 1-14-93

NORTH CAROLINA

BOOK 1016 PAGE 28

ORANGE COUNTY

TOWN OF CARRBORO

CONDITIONAL USE PERMIT GRANTED

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

Applicant: Ann Justice, Executrix for the Mary Alice Danziger Estate

Owner: Ann Justice, Executrix for the Mary Alice Danziger Estate

Property Location: Hillsborough Road between the Cobblestone and Barrington Hills Subdivisions
(Street Address)

Tax Map 108 Block = Lot 7 9779-24-42D
7.108...706

Proposed Use of Property: To allow 48.49 acres to be subdivided into 72 single-family lots.

Carrboro Land Use Ordinance Use Category: 1.100

Meeting Date: June 23, 1992

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

- 1) That the grave site be protected during construction with a wooden "tree protection style" fence, like the tree protection fence on sheet 0-2.
- 2) That Old Mill Court be extended to the north to the property line and that the signage show possible continuation of the road be shown at the property line and that the cul-de-sac appearance be removed.
- 3) That all construction traffic be required to use the Hillsborough Road entrance.
- 4) That all off-site drainage easements be acquired prior to construction plan approval.
- 5) That bikelanes be marked when the roads are built.
- 6) That the bridge on Cates Farm Road be constructed to prevent runoff but protect the natural area around the stream and minimize the impact of traffic on the stream.
- 7) That the survey of trees, as required by the Ordinance, be field verified prior to construction plan approval by the recipient; that prior to issuance of building permits trees on individual lots be located and retained to the extent required by the ordinance; and that an attempt be made to locate the structure on Lot 57 so as not to impact the trees so long as the trees are deemed worth saving.
- 8) That all easements have signs placed on them prior to construction if the easements are not cleared.

9) That the open space required along the stream buffer be designated as public and that the remaining open space be designated as private.

10) That a 10-foot buffer be shown along the rear property lines of Lots 67 through 73 with a note that it is to remain undisturbed with no accessory structures allowed.

11) The applicant shall complete the development strictly in accordance with the plans submitted to and approved by this Board, a copy of which is filed in the Carrboro Town Hall. Any deviations from or changes in these plans must be pointed out specifically to the administrator in writing and specific written approval obtained as provided in Section 15-64 of the Land Use Ordinance.

12) If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.

This permit shall automatically expire within two years of the date of issuance if the use has not commenced or less than 10 percent (10%) of total cost of construction has been completed or there has been non-compliance with any other requirements of Section 15-62 of the Carrboro Land Use Ordinance.

All street construction on those streets proposed for acceptance by the Town of Carrboro shall be certified by an engineer. Engineering certification is the inspection by the developer's engineer of the street's subgrade, base material, asphalt paving, sidewalks and curb and gutter, when used. The developer's engineer shall be responsible for reviewing all compaction tests that are required for streets to be dedicated to the town. The developer's engineer shall certify that all work has been constructed to the town's construction specifications.

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

Prepared: Town Clerk, Town of Carrboro, P.O. Box 337, Carrboro, N.C. 27510

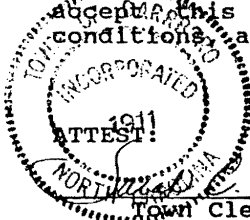
Return To: Zoning Division, Town of Carrboro, P.O. Box 337, Carrboro, N.C. 27510

NORTH CAROLINA

ORANGE COUNTY

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

THE TOWN OF CARRBORO



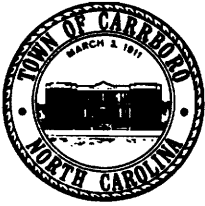
Town Clerk

(SEAL)

BY

Town Manager

I, Deborah L. Pedrick, a Notary Public in and for said County and State, do hereby certify that Robert W. Morgan, Town Manager of the Town of Carrboro, and Sarah C. Williamson, Town Clerk for the



TOWN OF CARRBORO

NORTH CAROLINA

April 7, 1994

Michael Hughes
126 Cobblestone Drive
Chapel Hill, N. C. 27516

Dear Mr. Hughes:

It has come to the attention of the Zoning Division that your development, the Wexford Subdivision, is in violation of sections 15-83.1 of the Carrboro Land Use Ordinance, as well as conditions 5 and 12 of the conditional use permit (CUP) which was granted by the Board of Aldermen on July 16, 1991. Section 15-83.1 requires that a copy of the approved site plans (at a minimum scale of 1" = 100') must be displayed in a prominent location on the site prior to final plat approval. The display case, or kiosk, must be weatherproof and must contain a message referring prospective buyers to the Carrboro Zoning Division for additional information.

This site plan shall show lot configurations, easements, the street layout, recreational amenities, and other design features. Any private streets must be identified as such and a note must be shown which indicates that the maintenance of the private roads will be the responsibility of the homeowners association. The site plans must be kept current as changes are approved by the town. The site plans must remain on display for as long as the developer retains ownership of any lots in the subdivision.

Condition 5 of the Wexford CUP requires "that the developer construct Tramore Drive all the way to the western property line and that the developer install a sign indicating possible future extension". Tramore Drive was constructed as required, but the sign about the road's possible future extension (at the western terminus) has not been erected as of this date. This sign should have been erected prior to final plat approval of the first phase.

Condition 12 of the Wexford CUP requires "that the Stratford Drive cul-de-sac remain as shown on the plans with the pavement being extended to the property line, that a permanent sign be erected by the developer stating possible future extension, and that a barrier be installed by the developer at the property line to prevent traffic from coming off the dirt drive".

The cul-de-sac was changed to a T-turn around during the CUP process of the Cates Farm Subdivision and the construction plan approval process for the second phase of Wexford. The barrier should be installed (at least temporarily) when the first (base) layer of asphalt is laid for the southern half of Stratford Drive.

The sign for the possible future extension of Stratford Drive has not been erected as of this date. This sign should have been erected prior to final plat approval of the second phase. These signs must remain in place for as long as the developer retains ownership of any lots in the subdivision.

You must submit a kiosk plan to the Zoning Division within one week of the date shown on this letter. The Zoning Division will review the kiosk plan and approve it as soon thereafter as possible. You must have the approved kiosk erected on the site within one week of the date of its approval by the Zoning Division. The signage required by conditions 5 and 12 of the Wexford CUP must be erected within one week of the date of this letter (temporary signs may be used until the "permanent" signs are obtained).

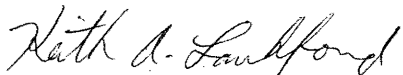
Additionally, the road bed for your third phase was cleared and rough graded prior to construction plan approval and without any tree protection in place. Section 15-318 requires that tree protection be placed at the drip line of significant trees to ensure that these trees are not damaged during construction. This protection shall include preventing disturbance to the root system, avoiding the parking of machinery and/or the storage of dirt, logs and other items on the root system, and the cleaning of bricks with muric acid so that the resulting waste water may flow under a tree's drip line.

Tree protection must be installed along the right of way line for the third phase. Individual builders must continue to provide tree protection for significant trees on each lot that will be in close proximity to the building area. No additional work may be conducted in the third phase construction plans are approved. The tree protection for this phase must be in place before construction can resume.

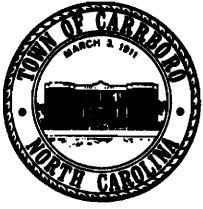
Failure to comply with these requirements will result in a penalty of \$250.00 for each section or condition violated (as noted above). You may appeal this decision to the Board of Adjustment as provided for in section 15-113 of the land use ordinance. This appeal must be filed with the Zoning Division within 30 days of the date of this letter.

Please contact the Zoning Division at 968-7712 if you have any questions.

Sincerely,



Keith A. Lankford
Zoning Administrator



TOWN OF CARRBORO

NORTH CAROLINA

April 7, 1994

Richard Westmoreland
Rhein Interest
1905 G. Ashwood Ct. Suite 102
Greensboro, N. C. 27455

Dear Mr. Westmoreland:

It has come to the attention of the Zoning Division that your development, the Cates Farm Subdivision, is in violation of sections 15-83.1 and 15-83.2 of the Carrboro Land Use Ordinance, as well as your Conditional Use Permit (CUP) which was approved by the Board of Aldermen on June 23, 1992. Section 15-83.1 requires that a copy of the approved site plans (at a minimum scale of 1" = 100') must be displayed in a prominent location on the site prior to final plat approval.

The display case, or kiosk, must be weatherproof and must contain a message referring prospective buyers to the Carrboro Zoning Division for additional information. A kiosk plan was approved by this office around the first of August, 1993, however no kiosk has been erected in the field as of this date.

This site plan shall show lot configurations, easements, the street layout, recreational amenities, and other design features. Any private streets must be identified as such and a note must be shown which indicates that the maintenance of the private roads will be the responsibility of the homeowners association. The site plans must be kept current as changes are approved by the town. The site plans must remain on display for as long as the developer retains ownership of any lots in the subdivision.

Section 15-83.2 requires that a sign plan must be developed during the conditional or special use permit (CUP or SUP) process, and that these signs must be erected on the site prior to final plat approval. This sign plans was included as part of the CUP which was referenced above. The signage required under this section and as shown on your CUP plans shall specifically identify, by size, location, and sign content, all of the signs which are necessary to provide identification of design features of the subdivision to all prospective buyers.

Design features which must be identified by these signs include easements, recreational amenities, street extensions, future streets, and future phases of the subdivision. Private streets must be identified as such and it must be noted that their maintenance is the responsibility of the homeowners association. These signs must remain in place for as long as the developer retains ownership of any lots in the subdivision.

You must have the approved kiosk erected on the site within one week of the date of this letter. The signage required by section 15-83.2 --as shown on

the CUP plans--must be erected within one week of the date of this letter (temporary signs may be used until the "permanent" signs are obtained).

Additionally, the large dirt pile near the proposed creek crossing needs to be moved out from under the drip line of the trees that are not going to be removed when the road is continued. You may remove only trees which were shown on the CUP plans as being proposed for removal. Tree protection must be in place prior to the beginning of construction of the third and fourth phases of this project.

This tree protection shall be either a wooden fence or the orange tensar geogrid ski fencing, and must be erected at the tree drip line or the clearing limit line of the right of way. Please contact the Zoning Division when you get the tree protection in place so that we may inspect it prior to you beginning clearing and grading operations in these last two phases.

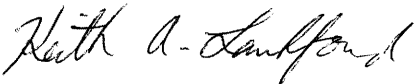
Condition 3 of the CUP states "that all construction traffic be required to use the Hillsborough Road entrance". The Zoning Division has received reports that construction vehicles have been using Pathway Drive. The zoning staff made a site visit and found that the barricade across Pathway Drive had been moved and vehicles had apparently been going around it. I moved the barricade back to its required position myself and informed several groups of workers that there were only to enter and exit the site via Hillsborough Road. Please contact all workers and the two home construction firms and reiterate this condition of the CUP. Also, the barricade was in very poor condition and must be rebuilt immediately.

Failure to comply with each of these requirements will result in a penalty of \$250.00 for each section violated (as noted above). You may appeal this decision to the Board of Adjustment as provided for in section 15-113 of the land use ordinance. This appeal must be filed with the Zoning Division within 30 days of the date of this letter.

As a reminder, condition 5 of the CUP states "that bike lanes be marked when the roads are built". This would indicate that the bike lanes should be painted onto the road surface as soon as possible after the asphalt is laid. Please ensure that this CUP condition is complied with as soon as possible.

Please contact the Zoning Division at 968-7712 if you have any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Keith A. Lankford".

Keith A. Lankford
Zoning Administrator

PUBLIC HEARING/DISCUSSION OF CONNECTOR ROADS PLAN

Sarah Burdick, the town's Transportation Planner, stated that this was a public hearing to receive public input on a proposed Northern Connector Road Plan connecting the proposed Stratford Drive in the Wexford Subdivision and Hillsborough Road.

Alex Zaffron, Chair of the Transportation Advisory Board, stated that the TAB recommended approval of the proposed connector roads plan.

Mike Hughes, speaking on behalf of the Estate of Mary Alice Danziger, spoke against the designation of local streets on the connector roads plan.

Tom Whisenant, speaking on behalf of Virginia Pollitzer, requested that the Board approve the proposed connector roads plan in order that a development proposal could be prepared for the Pollitzer property.

Joe St. James, residing at 7 Riffel Woods, spoke against the extension of Stratford Drive to Homestead Road and suggested that it would be logical to extend Cobblestone Drive to Homestead Road. Mr. St. James suggested that Old Fayetteville Road be extended. Mr. St. James stated that he would support widening of Hillsborough Road with a bikelane.

Karen Yeawell Occimell, residing at 6 Riffel Woods, suggested more turns in the proposed connector road to slow traffic and requested that Pathway Drive be moved further north to provide a buffer between the Riffel Woods Subdivision and Pathway Drive. Ms. Occimell stated that she would support widening of Hillsborough Road with a bikelane.

Giles Blunden, a member of the Appearance Commission, spoke against the proposed subdivision layout for the Danziger property. Mr. Blunden suggested that the connector road run along the property line.

Mikes Hughes stated that the proposed connector road is located as close as is possible to the property line taking into account the topography of the land.

Richard Ellington, a resident of Barrington Hills, spoke in favor of the proposed connector roads plan and presented a petition from the residents of Barrington Hills speaking in favor of the plan. Mr. Ellington stated that he did not feel all neighborhoods need to be connected.

Stephanie Padilla, residing at 103 Autumn Drive, stated that she does not feel Hillsborough Road and Homestead Road should be connected.

Alan Spalt, residing at 300 James Street, urged the Board to interconnect neighborhoods as much as possible with good traffic controls and to consider the outside impacts of such connections.

Anna Maria Lomperis residing on Autumn Drive, stated that she supported the proposed connector road but has concerns over the width of the road and is concerned with the loss of wildlife if the road is built.

Paul Fiorentino, residing at 1 Riffel Woods, stated his concern over the lack of buffer between Riffel Woods and Pathway Drive. Mr. Fiorentino stated that he was against the proposed connector road and was concerned that if the road was built it would increase crime.

MOTION WAS MADE BY RANDY MARSHALL AND SECONDED BY TOM GURGANUS THAT THE PROPOSED OPTION 3A CONNECTOR ROADS PLAN BE ADOPTED, EXCLUDING THE LOCAL ROADS. VOTE: AFFIRMATIVE SIX, NEGATIVE ONE (GIST)

CARRBORO CONNECTOR ROAD PLAN NORTHWEST SECTION

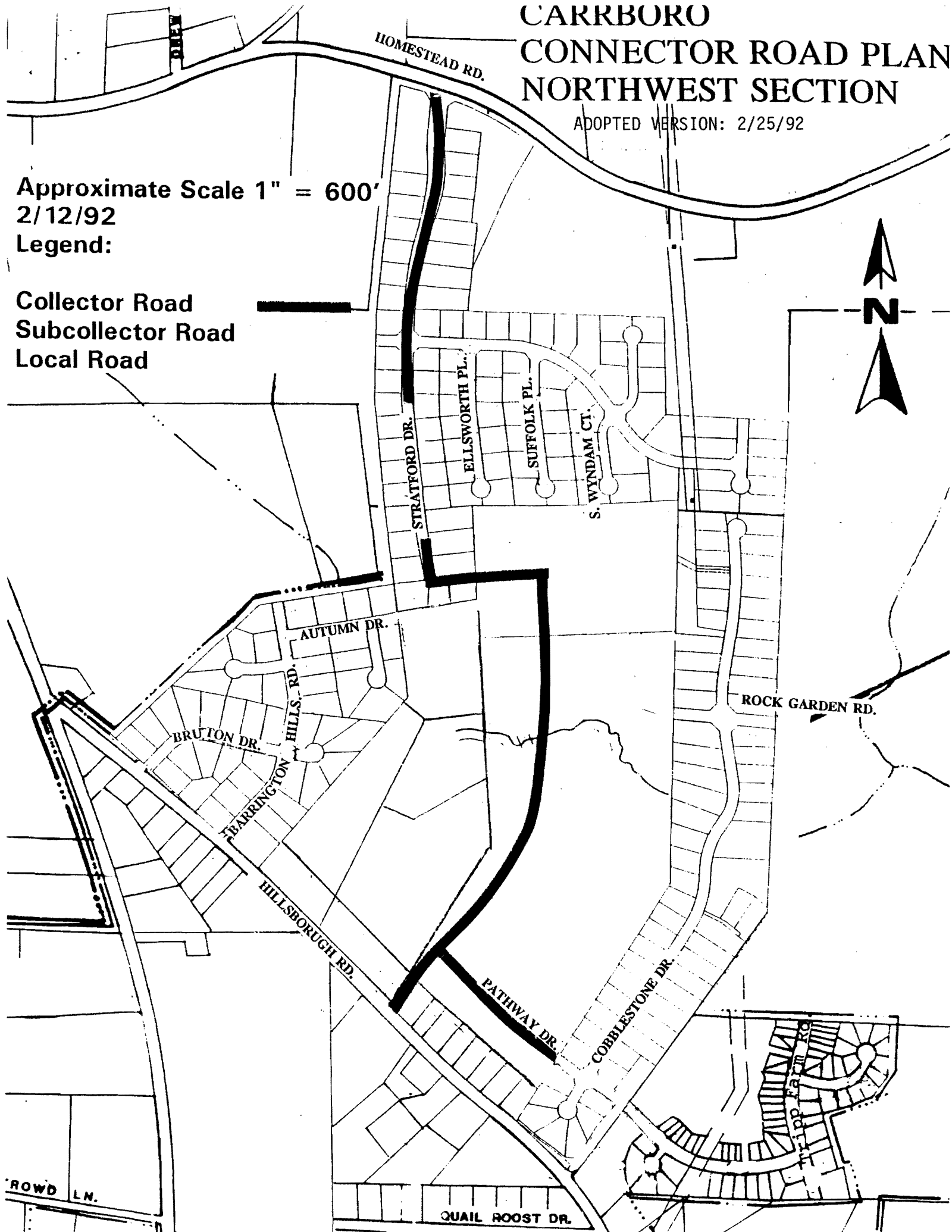
ADOPTED VERSION: 2/25/92

Approximate Scale 1" = 600'

2/12/92

Legend:

Collector Road
Subcollector Road
Local Road



BOARD OF ALDERMEN

ITEM NO. F(5)

AGENDA ITEM ABSTRACT

MEETING DATE: APRIL 12, 1994

SUBJECT: SHAPING ORANGE COUNTY'S GROWTH STEERING COMMITTEE

DEPARTMENT: PLANNING DEPARTMENT	PUBLIC HEARING: YES _____ NO <u>X</u>	
ATTACHMENTS: Steering Committee Memorandum Proposed Process and Budget Memo Proposed Resolution	FOR INFORMATION CONTACT: Roy M. Williford, 968-7713	
THE FOLLOWING INFORMATION IS PROVIDED:		
(X) Purpose	(X) Action Requested	(X) Analysis
(X) Summary	(X) Recommendation	

PURPOSE:

The "Shaping Orange County's Growth Steering Committee" has developed a process and budget for formulating a "Comprehensive Quality Growth Strategy and a Community Building Plan". The Steering Committee is requesting each of the four jurisdictions in Orange County to adopt a resolution accepting the proposed process for developing a "Cooperative Comprehensive Quality Growth Strategy and Community Building Plan for Orange County". The Steering Committee has also developed a budget for the Board's Consideration.

SUMMARY:

As outlined in the January 25, 1994 preliminary status report to the Board, the Steering Committee has developed a budget and process for the Board's consideration.

The process for developing a "Cooperative Comprehensive Quality Growth Strategy and Community Building Plan for Orange County" includes the following fifteen steps:

1. Formulation of a task force by approval of the four governing bodies to be called Task Force on Shaping Orange County's Future.
2. Facilitated meeting of Task Force for team building skills.
3. The Task Force will set schedule and process to begin information gathering.
4. The Task Force will form committees to continue with the information gathering process to and define a vision and make recommendations.
5. The Task Force and committees will analyze information and further define the nature of the issues.
6. The Task Force and committees will generate ideas on solving the issues defined.
7. The Task Force will report progress and agenda to elected officials for review and comments.
8. The Task Force and committees will refine suggestions as to how to solve the issues.
9. The Task Force will put recommendations into a written report for presentation to each of the four governing bodies.
10. The four governing bodies will discuss the recommendations and make comments to the Task Force on the recommendations.
11. The Task Force will consider the governing bodies' comments and further analyze its report.
12. The Task Force will hold a presentation for all existing committees and commissions in the County on the recommendations of the Task Force and then refer to the four governing bodies.

13. The four governing bodies will refer the recommendations to their respective staff to determine how to incorporate the recommendations into both short and long range working plans for incorporation into its comprehensive planning strategy.
14. Public hearings will be held by each jurisdiction after which a facilitated meeting of the Assembly of Governments will be held to discuss the recommendations.
15. A final report from the Task Force will be prepared and submitted to each jurisdiction, for use as a policy base in revising local comprehensive plans.

The Steering Committee has also developed a budget for the Board's consideration. The budget provides line item costs for (1) staff and GIS time (\$33,000); (2) public opinion survey (\$2,000); (3) process and administrative costs (\$9,500); (4) publishing (\$3,420); and (5) contingency (\$2,080) for a total of \$50,000. The revenues for this budget would be provided by each of the four governmental units based on one of the two cost sharing methods. One cost sharing method is based on the proportion of each government's share of population with Carrboro's share being 12.9% or on a sales tax distribution basis which would make Carrboro's share 8% of the total costs. In addition, revenues derived from each jurisdiction may be generated according to three different cost methods (hard cost, all cost, all costs with in-kind contributions) contained in the attached budget memo.

If the Board wishes to participate in this process then, in addition to accepting the attached resolution and budget, project work schedules assigned to the Planning Department must be modified to re-assign staff resources for this effort.

ANALYSIS:

See attached memo from the Steering Committee.

RECOMMENDATION:

The Administration recommends that if the Board wishes to participate in this process that Carrboro's contribution be based on the sales tax methods for the distribution of all costs (\$4,000); that the planning department's project work assignments be re-evaluated and modified, and that the funds needed to participate in this process be considered as part of Carrboro's overall budget process.

ACTION REQUESTED:

1. Adopt attached resolution "Authorizing a Cooperative Comprehensive Quality Growth Strategy and Community Building Plan for Orange County".
2. Consider the attached budget request and method for funding distribution.

MEMORANDUM

TO: Carrboro Board of Aldermen
Chapel Hill Town Council
Hillsborough Board of Commissioners
Orange County Board of Commissioners

FROM: Quality Growth Strategy and Community Building Steering Committee

Representing: Carrboro: Jay Bryan
Chapel Hill: Joyce Brown, Chair
Hillsborough: Beverly Webb
Orange County: Alice Gordon

Others: Bill Bracey
David Brower
Margaret Brown
Livy Ludington

SUBJECT: Final Report

DATE: April 4, 1994

We are pleased to transmit to you the final report of the Steering Committee, "The Development of a Comprehensive Quality Growth Strategy and Community Building Plan for Orange County."

In the fall of 1993, a forum was held by the four governing bodies in Orange County called Shaping Orange County's Future. Out of this discussion came a proposal to develop a countywide process for assuring quality growth and for building community. Each governing board adopted a resolution authorizing the Steering Committee to develop the idea. The Steering Committee has met regularly since November, 1993 to develop a proposed process.

We now ask each governing body to review the report and to accept the proposed process outlined in the report. A resolution for your consideration accompanies the report.

We also ask each governing body to consider financial support for the project. A potential budget for carrying out the process is included in the report materials, as well as information on potential methods of sharing the costs of the budget.

We suggest that the Managers of the four governing bodies may wish to meet and discuss the budget, potential cost-sharing methods, and the allocation of staff time. The Steering Committee felt that it would be appropriate for the Managers to consider and make recommendations concerning this tentative budget proposal.

page 2

We also note the possibility of pursuing an appropriation from the General Assembly for developing this plan. The process could be a model effort for others across North Carolina.

The Steering Committee appreciates the work of the staff of the four jurisdictions in helping the Committee complete the final proposal.

Tentatively Chapel Hill and Hillsborough are scheduled to consider this item on April 11, Carrboro on April 12, and Orange County on April 19.

We welcome your comments.

THE DEVELOPMENT OF A COMPREHENSIVE QUALITY GROWTH STRATEGY AND COMMUNITY BUILDING PLAN FOR ORANGE COUNTY

Carrboro, Chapel Hill, Hillsborough and the unincorporated areas of Orange County are at a crucial period in their history. The next twenty years could well determine whether Orange County will continue to be an attractive, desirable place to live. With the improving economy and national recognition of our area as a good place to live, work, and retire, we face tremendous development pressures. There are various possibilities. We could become like Los Angeles with urban sprawl from Caswell to Chatham and Durham to Alamance. The environmental, social and economic consequences of this picture are not pleasant to contemplate.

Another possibility is that the four governing bodies working together with each other and the citizenry could develop an Orange County model as determined by the values and visions of the people. This would not be an easy or a quick task, but the prospect we face without working together to preserve the quality of life we enjoy now, but are beginning to lose, is worth the effort. Without this we face increased environmental degradation, increased social problems, and increased taxes and expenses for citizens.

Any one of these issues makes it imperative that we work together to develop a comprehensive quality growth strategy and community building plan. As we have grown in the past twenty years, one of the losses we have experienced is a shared sense of community. This is evidenced by increasing violence, an increasingly transient population, and lack of knowledge of our neighbors, among other things. To try and correct this, it is important that a community building plan is included in the quality growth strategy.

Building community in the context of this effort has two components. First we need to assess the entire County's perspectives on issues relating to quality growth. Once assessed, we will need the "community" itself to reach consensus on resolving these issues. Attempting to reach such consensus - reaching out to understand others - is, in fact, community building.

The second component is the development of a process for maintenance of community in every part of the County. With growth, we must make sure that we better our community, improve our relations with each other, and hopefully lay the foundation for future generations to lead fulfilling lives. If these are the tenets of our work together, then developing a process for nurturing community is imperative.

At the September, 1993 conference on Shaping Orange County's Future, which was sponsored by the Assembly of Governments, nationally recognized quality growth planner Dr. John DeGrove said that we could grow smart or we could grow dumb. The way to grow smart, he said, was to develop a comprehensive quality growth strategy and the place to start was with Carrboro, Chapel Hill, Hillsborough and the unincorporated areas of Orange County. As a result of this conference, the four governing bodies - Carrboro, Chapel Hill, Hillsborough and Orange County - appointed a Steering Committee to design a process for developing a community building and comprehensive quality growth strategy.

After numerous meetings, the Steering Committee submits the following proposal which sets into motion the quality growth strategy discussed by Dr. DeGrove and adds to it a community building component.

**A CONSENSUS BUILDING PROCESS FOR FORMULATING A COMPREHENSIVE
QUALITY GROWTH STRATEGY AND A COMMUNITY BUILDING PLAN**

STEP 1	FORMATION OF A TASK FORCE BY APPROVAL OF THE FOUR GOVERNING BODIES TO BE CALLED TASK FORCE ON SHAPING ORANGE COUNTY'S FUTURE
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A group of Orange County residents will be selected to gather information and make recommendations concerning quality growth and community building in Orange County.

The Steering Committee recommends that each of the four governing bodies makes recommendations for the Task Force (identified by the categories listed below) to the Steering Committee. The Steering Committee will contact those identified for interest in serving on the Task Force. The final list of 18 names will be submitted to the four governing bodies for final approval with each governing body selecting two additional members to serve on the Task Force.

Membership will reflect a balance of the interests of all those concerned about the County's future, and will be a microcosm of the whole Orange County community. Such interests may be defined as:

1. citizens from each jurisdiction and township;
2. citizens from the public at large;
3. large landowners, including farmers;
4. business/development/real estate;
5. environmentalists;
6. elected officials;
7. neighborhoods;
8. University/school systems;
9. civic;
10. religious;
11. human services; and
12. cultural arts.

STEP 2	FACILITATED MEETING OF TASK FORCE FOR TEAM BUILDING SKILLS
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In order for the Task Force to best work together as a team, members of the Task Force will participate in a facilitated meeting or meetings prior to discussing substantive issues in order to build rapport, develop a consensus process and team building skills, and foster a sense of community among themselves.

STEP 3**THE TASK FORCE WILL SET SCHEDULE AND PROCESS TO BEGIN INFORMATION GATHERING.**

The Task Force will set a schedule and process to begin information gathering related to the goals and issues identified in this document. A time frame of a year from the first meeting is suggested (with reasonable revisions).

The Task Force will use methods for gathering information about Orange County that include, but are not limited to, telephone and mail surveys, written documents, public meetings, informal meetings at identified gathering places such as churches, barber shops, restaurants, focus groups, and written documents. The Task Force will also identify specific organizations or entities, as well as individuals who represent particular interests concerned with quality growth in the County and the municipalities, from whom the Task Force wishes to receive information.

The Task Force will identify any potential barriers which prevent citizen participation in its information gathering process, such as loss of time from work; lack of transportation or day care; intimidation by group processes; and perhaps a sense that the public meetings, in particular, are designed for professional participation, rather than citizens at large.

The Task Force will make all public meetings as accessible as possible. To address the large group intimidation factor, citizens will be encouraged to use any vehicle of communication to provide input - written, by telephone or otherwise. Fliers to neighborhoods and business community, as well as personal, one-on-one invitations, will be considered.

Notices informing the public of the formation of such a group will be widely publicized throughout the County, following procedures used by each jurisdiction, so interested persons can participate in the information gathering.

The principle of the process will be based in broad outreach designed to be democratic and to build community.

STEP 4**THE TASK FORCE WILL FORM COMMITTEES TO CONTINUE WITH THE INFORMATION GATHERING PROCESS TO DEFINE A VISION AND MAKE RECOMMENDATIONS**

Goals and issues related to quality growth will be defined within four general areas: environmental, economic, social, and community building. The Task Force will form committees of interested citizens as it determines necessary. The Task Force and committees will gather information on citizens' visions and values; the technical data related to the goals and issues will be gathered by the staffs of the four governing bodies in consultation with the Task Force.

Below is a list of topics for which the Task Force should create goals and explore the issues that may arise from attempting to achieve those goals:

TOPICS FOR GOALS AND ISSUES DISCUSSION

INFORMATION GATHERED BY:

ENVIRONMENT

1. Water Quality, waterways and watersheds
2. Water and sewer infrastructure
3. Air quality
4. Solid Waste
5. Hazardous waste
6. Natural hazards
7. Environmentally sensitive areas and present resource protection within various jurisdictions
8. Land use - urban, rural, agricultural - present zoning and future possibilities
9. County's beauty
10. Historic, built and natural environment
11. Community building with regard to the above entitled issues
12. Other suggestions by committee

Task Force,
Committees &
Citizens:
Values & Vision

Staff:
Technical Data

ECONOMY

1. Employment
2. Employers
3. The County's economy
4. Non-residential development
5. Planned and efficient delivery of public services
6. The financing of local government services
7. Agriculture
8. Transportation
9. Community building with regard to the above entitled issues

10. Other suggestions by committee

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SOCIAL

1. Housing - density, affordability, and livability
2. Human services - community services
3. Education
4. Crime and security
5. Poverty
6. Recreation
7. Cultural Arts
8. Intergovernmental cooperation and communication
9. Our borders - how do we deal with Durham, Alamance, Chatham and Caswell Counties
10. Preservation of Diversity of People
11. Community building with regard to the above entitled issues
12. Other suggestions by committee

COMMUNITY BUILDING

The goals and issues of community building will develop a structure and process for the maintenance of community in Orange County. The development of such a structure and process will begin with the Task Force seeking support and/or commitments from individuals, groups and institutions to reach consensus on the mission of the Task Force. It will carry through to the final recommendations of the Task Force, which will provide a structure that, among other efforts:

1. fosters tradition, history, common heritage and memory, County character;
2. fosters a sense of identity and belonging;
3. fosters a framework of shared values;
4. nurtures networks of caring individuals and a climate of caring, trust, teamwork and mutual responsibility;
5. creates institutional arrangements that diminish polarization, teach diverse groups to know one another and encourage coalition-building, dispute resolution, negotiation and mediation;
6. fosters wholeness within diversity while allowing healthy conflict and an open atmosphere for dissent;
7. establishes collaborative ties among leaders of different jurisdictions, communities, non-profit organizations, for-profit organizations, and government;

8. strengthens each community or jurisdiction while requiring it to recognize and accept responsibility for the entire County's well-being;
9. asks a high proportion of the population to have some role in this community maintenance system and to share leadership tasks at all levels; and
10. encourages the maintenance of the existing infrastructure of neighborhood associations, churches, citizens groups, youth-serving organizations and professional groups.

STEP 5	THE TASK FORCE AND COMMITTEES WILL ANALYZE INFORMATION AND FURTHER DEFINE THE NATURE OF THE ISSUES
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After the necessary information has been gathered, the Task Force shall then analyze the information gathered in light of the approved mandate to better define as specifically as possible, the nature of the issues needing solutions.

Based on the information gathered, the Task Force will develop a consensus on issue definition, describing the following:

1. alternative scenarios as to the future course of Orange County;
2. elements of those scenarios which the Task Force considers favorable and elements the Task Force considers to be unfavorable;
3. a set of values or principles defining a desirable future for Orange County;
4. identification of the forces (policies, practices, attitudes, behaviors, values, traditions, beliefs, physical factors, etc.) currently affecting Orange County's progression toward the desirable future; these will be forces currently blocking achievement of the desired future, and those currently contributing to that future; and
5. what needs to be protected and preserved.

STEP 6	THE TASK FORCE AND COMMITTEES WILL GENERATE IDEAS ON SOLVING THE ISSUES DEFINED
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The Task Force will next generate ideas with facilitator as deemed necessary on how to solve the issues on its agenda in order to achieve the principles, evaluate those ideas according to criteria developed by the Task Force, and assemble its preferred ideas into a coherent set of recommendations.

STEP 7	THE TASK FORCE WILL REPORT PROGRESS AND AGENDA TO ELECTED OFFICIALS FOR REVIEW AND COMMENTS
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STEP 8	THE TASK FORCE AND COMMITTEES WILL REFINESUGGESTIONS AS TO HOW TO SOLVE THE ISSUES
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STEP 9	THE TASK FORCE WILL PUT RECOMMENDATIONS INTO A WRITTEN REPORT FOR PRESENTATION TO EACH OF THE FOUR GOVERNING BODIES
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It is intended that each committee will examine its goals and issues to determine how they interrelate with, and can promote, the community building goals listed under "Community Building."

STEP 10	THE FOUR GOVERNING BODIES WILL DISCUSS THE RECOMMENDATIONS AND MAKE COMMENTS TO THE TASK FORCE ON THE RECOMMENDATIONS
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STEP 11	THE TASK FORCE WILL CONSIDER THE GOVERNING BODIES' COMMENTS AND FURTHER ANALYZE ITS REPORT
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STEP 12	THE TASK FORCE WILL HOLD A PRESENTATION FOR ALL EXISTING COMMITTEES AND COMMISSIONS IN THE COUNTY AND THE PUBLIC ON THE RECOMMENDATIONS OF THE TASK FORCE AND THEN REFER THE REPORT TO THE FOUR GOVERNING BODIES
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STEP 13	THE FOUR GOVERNING BODIES WILL REFER THE RECOMMENDATIONS TO THEIR RESPECTIVE STAFF TO DETERMINE HOW TO INCORPORATE THE RECOMMENDATIONS INTO BOTH SHORT- AND LONG-RANGE WORKING PLANS FOR INCORPORATION INTO THEIR COMPREHENSIVE PLANNING STRATEGY
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STEP 14	PUBLIC HEARINGS WILL BE HELD BY EACH JURISDICTION AFTER WHICH A FACILITATED MEETING OF THE ASSEMBLY OF GOVERNMENTS WILL BE HELD TO DISCUSS THE RECOMMENDATIONS
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As part of its recommendations to the community, the Task Force will design a community feed back mechanism through which responsible parties will monitor, evaluate and make mid-course corrections as the consensus is carried out. The feed back mechanism will also include ways

in which successful completion of significant steps on the way toward achievement of the desired future can be recognized by the community.

STEP 15	A FINAL REPORT FROM THE TASK FORCE WILL BE PREPARED AND SUBMITTED TO EACH JURISDICTION, FOR USE AS A POLICY BASE IN REVISING LOCAL COMPREHENSIVE PLANS.
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A RESOLUTION AUTHORIZING A COOPERATIVE COMPREHENSIVE QUALITY
GROWTH STRATEGY AND COMMUNITY BUILDING PLAN FOR ORANGE COUNTY

WHEREAS, Orange County is at a crucial period in its history; while it is recognized nationally as a desirable place to live, it is facing development pressures which could erode the quality of life; and

WHEREAS, the 4 governing bodies of Orange County have charged a Steering Committee comprised of representatives from the Towns of Carrboro, Chapel Hill, Hillsborough, and Orange County with developing cooperatively a proposed process for undertaking a comprehensive quality growth strategy and community building plan for Orange County; and

WHEREAS, the 4 governing bodies of Orange County desire to work together with citizens to develop a model growth strategy and a community building plan;

NOW, THEREFORE, BE IT RESOLVED by the governing bodies of Orange County that the bodies receive the report of the Steering Committee titled "The Development of a Comprehensive Quality Growth Strategy and Community Building Plan for Orange County," and hereby resolves that the governing bodies accept the proposed process outlined in the report, and pledge their best efforts to help carry out the process.

BE IT FURTHER RESOLVED that this governing body thank the Steering Committee for its work to date on developing the proposed comprehensive quality growth strategy.

This the ____ day of _____, 1994.

Proposed Budget
Quality Growth Strategy and Community Building Plan
 April 4, 1994

	Hard Costs	Administrative Costs
<i>Staff and GIS time</i>		
Process Administration (see page three for options)		30,000
GIS		
Staff time	1,000.	
Data purchase	500.	
Computer time (\$3/hr)	1,500.	
 <i>Survey</i>		
School of Journalism	2,000.	
 <i>Process Administrative Costs</i>		
Photocopying	200.	
Postage	800.	
Rent/refreshments	400.	
Advertising	2,400.	
Facilitation (\$50/hr)	3,000.	
Guest speaker	1,500.	
Outside technical assistance	1,200.	
 <i>Publishing</i>		
Interim report - newspaper insert	2,720.	
 Final report		
photocopying	600.	
covers & binding	100.	
 Contingency	2,080.	
	<hr/>	
	20,000.	30,000
 Total	 50,000.	

Notes:

1. GIS staff time is listed separately because the technicians involved have not been involved in this process up until now.
2. The survey is a specialized phone survey of Orange County residents.
3. "Rent/refreshments" covers whatever costs may be associated with 2 large meetings/public hearings.
4. "Advertising" covers both trying to get people interested in the process and meeting notices.
5. "Facilitation" covers a community building retreat for the task force to set up an open listening process for the entire project. It also includes facilitation at any committee meetings that may be necessary. The steering committee realizes this process will touch on some hot topics and facilitation will help keep meetings productive.
6. "Interim Report" allows us to publish the draft report in a tabloid form and have it inserted into the Orange County newspapers (CHN, CHH, NoFO)

To: Mayors, Chairman, and governing board members
From: Shaping Orange County's Future Steering Committee
Date: April 4, 1994

RE: Quality Growth Strategy and Community Building Plan

General assumptions about the process:

There is one Task Force of approximately 25 people. This group will convene as a whole at least six times during the one year process. One staff member from each jurisdiction should be present at the Task Force meetings.

There are at least 5 subcommittees focusing on topics. These committees will contain both Task Force members and others and will meet at least once a month for 9 months. One staff should work with each committee.

There is one steering committee that meets quarterly to check on the progress being made. The Steering Committee should meet with either the coordinator, a rep. from the lead entity, or one rep. from each jurisdiction (depending on how it is set up).

Coordination and Administration:

It was very difficult to estimate total staff time this process will consume. For that reason, we chose to focus on administrative time spent rather than total time. Since it is unreasonable to assume that a committee of 25 citizens can organize and coordinate itself, we propose 3 options to cover this task. Planning staff time to support this process must be determined by each jurisdiction. Certainly there will have to be inter-local agreements and accounting measures instituted to make this work.

Option 1

Coordinator:

Responsibilities to both Task Force & committees

Prepare/mail/deliver meeting notices, agendas, information packets, meeting summaries

Schedule/confirm meeting space & confirm quorum

Act as initial contact person for interested persons

Estimated cost: \$30,000 nearly full time position for at least one year. This could be existing staff or new, temporary staff located in any of the 4 jurisdictions. The coordinator would be on one jurisdiction's payroll and that jurisdiction would be compensated by the other 3 for salary, etc.

Option 2

Designate Lead Jurisdiction

This would be essentially the same as securing a coordinator except the jurisdiction would determine how to distribute work among existing staff, rather than designating one person. This is very similar to the DCHC MPO and HOME program formats.

Estimated cost: \$30,000 (rough). The jurisdiction would receive funds from other 3, same as Option 1.

Option 3

No lead Entity or Coordinator

A division of labor among the jurisdictions would have to be determined. Propose a 3 way split with Carrboro and Hillsborough sharing 1/3.

Estimated cost: \$30,000 (rough). If this cost is added to the total, jurisdictions should get credit for staff time spent on administration. If it's not added, divide the labor and each jurisdiction assumes responsibility for their share.

Distribution of costs

The Steering Committee discussed 2 options for distributing the cost of this process: by population and by the sales tax distribution. Mebane has chosen to not participate, their population and sales tax has been included with Orange County.

Distribution of Hard Costs only - \$20,000

This simply distributes the costs that will be due to other agencies or will cover the hard costs to completing this process.

	Population (city limits)	Sales Tax
Orange County	\$8,500 (42.5%)	\$12,600 (63%)
Chapel Hill	\$8,020 (40.1%)	\$ 5,000 (25%)
Carrboro	\$2,580 (12.9%)	\$ 1,600 (8%)
Hillsborough	\$ 900 (4.5%)	\$ 800 (4%)

Distribution of all costs - \$50,000

This would apply to the first & second administrative options. The \$30,000 for administration has been added to the \$20,000 of hard costs.

	Population (city limits)	Sales Tax
Orange County	\$21,250	\$31,500
Chapel Hill	\$20,050	\$12,500
Carrboro	\$ 6,450	\$ 4,000
Hillsborough	\$ 2,250	\$ 2,000

Distribution of all costs - \$50,000

This would apply to the third administrative option. These figures are those in the first table with the \$30,000 for administration split 1/3, 1/3, 1/6, 1/6. Some of these funds could be in-kind services.

	Population (city limits)	Sales Tax
Orange County	\$18,500	\$22,600
Chapel Hill	\$18,020	\$15,000
Carrboro	\$ 7,580	\$ 6,600
Hillsborough	\$ 5,900	\$ 5,800

A RESOLUTION AUTHORIZING A COOPERATIVE COMPREHENSIVE QUALITY GROWTH STRATEGY AND COMMUNITY BUILDING PLAN FOR ORANGE COUNTY

WHEREAS, Orange County is at a crucial period in its history, in that while it is recognized nationally as a desirable place to live, it is facing development pressures which could erode or enhance the quality of life; and

WHEREAS, the 4 governing bodies of Orange County have charged a Steering Committee comprised of representatives from the Towns of Carrboro, Chapel Hill, Hillsborough, and Orange County with developing g cooperatively a proposed process for undertaking a comprehensive quality growth strategy and community building plan for Orange County; and

WHEREAS, the 4 governing bodies of Orange County desire to work together with citizens to develop a model growth strategy and a community building plan which also develops a sense of community;

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Board of Aldermen received the report of the Steering Committee titled "The Development of a Comprehensive Quality Growth Strategy and Community Building Plan for Orange County".

Section 2. The Board of Aldermen accepts the proposed process outlined in the report and pledges its best efforts to help carry out the process.

Section 3. The Board of Aldermen thanks the Steering Committee for its work to date on developing the proposed comprehensive quality growth strategy.

Section 4. This resolution shall become effective upon adoption.

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted this 12th day of April, 1994.

AYES:

NOES:

ABSENT/EXCUSED:

The following resolution was introduced by Alderman Jacquelyn Gist and duly seconded by Alderman Randy Marshall.

**A RESOLUTION AUTHORIZING A COOPERATIVE COMPREHENSIVE QUALITY GROWTH
STRATEGY AND COMMUNITY BUILDING PLAN FOR ORANGE COUNTY**

Resolution No. 48/93-94

WHEREAS, Orange County is at a crucial period in its history, in that while it is recognized nationally as a desirable place to live, it is facing development pressures which could erode or enhance the quality of life; and

WHEREAS, the 4 governing bodies of Orange County have charged a Steering Committee comprised of representatives from the Towns of Carrboro, Chapel Hill, Hillsborough, and Orange County with developing a cooperatively a proposed process for undertaking a comprehensive quality growth strategy and community building plan for Orange County; and

WHEREAS, the 4 governing bodies of Orange County desire to work together with citizens to develop a model growth strategy and a community building plan which also develops a sense of community;

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Board of Aldermen received the report of the Steering Committee titled "The Development of a Comprehensive Quality Growth Strategy and Community Building Plan for Orange County".

Section 2. The Board of Aldermen accepts the proposed process outlined in the report and pledges its best efforts to help carry out the process.

Section 3. The Board of Aldermen thanks the Steering Committee for its work to date on developing the proposed comprehensive quality growth strategy.

Section 4. This resolution shall become effective upon adoption.

The foregoing resolution, having been submitted to a vote, received the following vote and was duly adopted this 12th day of April, 1994.

AYES: Michael Nelson, Randy Marshall, Eleanor Kinniard, Jacquelyn Gist, Jay Bryan

NOES: Hank Anderson, Frances Shetley

ABSENT/EXCUSED: None

BOARD OF ALDERMEN

ITEM NO. F(6)

AGENDA ITEM ABSTRACT

MEETING DATE: April 12, 1994

SUBJECT: Selection of Consultant to Review CVI's Cable TV Rates for Basic Service

DEPARTMENT: Administration	PUBLIC HEARING: YES ____ NO <u>x</u> __
ATTACHMENTS:	FOR INFORMATION CONTACT: Robert Morgan, 968-7706

PURPOSE

The 1992 Cable Consumer Protection Act and related regulations issued by the Federal Communication Commission allow the Town to enforce federal rules for basic service and related equipment of its cable franchises. CVI is Carrboro's primary cable franchise with 3,500 subscribers and Cablevision of Chapel Hill serves approximately 250 subscribers in Carrboro. The Town must review CVI's basic service rates by July 3, 1994 and Cablevision's basic rates by April 12, 1994. The administration recommends that a consultant be hired to review CVI's rates and that the Town accept Chapel Hill's review of Cablevision's rates.

SUMMARY

If the recommendation of the town administration is approved:

- Bob Sepe will be hired by the Town to review the basic rates and equipment charges proposed by CVI;
- These rates and charge will be reviewed using the new regulations issued by the FCC at the end of March; and
- The Town must review these rates by July 3, 1994.

ANALYSIS

HISTORY AND CURRENT POLICY

In May, 1993, the Federal Communications Commission adopted new rate regulations in response to the Congress's directives in the 1992 legislation.

The FCC rules allow the Town to enforce the federal rate regulations for the "basic" cable service.

The Mayor and Board of Alderman has followed regulatory requirements including applying for certification to regulate basic cable rates, adopting revisions to the regulation ordinance in the Town Code, etc.

The federal rate regulations adopted last year established a detailed set of rules called "benchmarks" which set maximum rates primarily based on the number of subscribers in the Town of Carrboro franchise area and the number of channels. The benchmark rules are intended to provide a rate review procedure with limited complexity. Both cable franchises in Carrboro used the benchmark methodology in setting tier rates for basic services.

The Town was to review CVI's basic rates by May 3, 1994. Additional rate regulations were published by the FCC last week. The impact of these new regulations are not yet known and well likely cause a change in cable rates. A cable consultant suggested that instead of reviewing the current rates that a extension be agreed upon between CVI and the Town until the impact of the new regulations can be determined. The Town Administration has negotiated with CVI an extension to review the cable rates by July 3, 1994.

DISCUSSION

The Town Manager has solicited informal proposals from three sources to review CVI's rates for basic services and charges for equipment. Cablevision of Chapel Hill rates for basic service and equipment have been reviewed by the Town of Chapel Hill and their consultant's report has been made available as a matter of public record.

The informal bids for reviewing rates of basic service and for equipment is as follows:

Rice, Williams Associate - \$6,000 to \$8,000

Fredrikson and Byron, P.A. - \$1500 to \$2,000
(Adrian Herbst)

Bob Sepe - \$750

Any of the above individuals or firms are qualified to perform the rate study. The least expensive proposal was submitted by Bob Sepe the Cable TV Coordinator for the City of Raleigh. He is also the consultant reviewing rates under the Triangle J COG contract to provide cable rate review services to member jurisdictions. Since Carrboro has completed the preliminary steps of the rate review process, the additional services provided by Triangle J are not needed by the Town. Therefore, Triangle J's proposal is not submitted for your consideration. All of these proposals were originally received prior to the release of the new regulations. Mr. Sepe indicated that he felt that the review could be done for the same fee, however if there were significant changes in the regulations he would want to reserve the right to re negotiate the fee.

RECOMMENDATION

The administration recommends that the Mayor and Board of Aldermen authorize the Town Manager to contract with Bob Sepe to review the rates for basic services and equipment and that \$750 be allocated from the general fund contingency. The Cable TV Committee concurs with this recommendation.

BOARD OF ALDERMEN

ITEM NO. F(7)

AGENDA ITEM ABSTRACT

MEETING DATE: April 12, 1994

SUBJECT: REGULATION OF RATES CHARGED FOR BASIC CABLE SERVICE AND RELATED EQUIPMENT BY CABLEVISION OF CHAPEL HILL FOR CARRBORO SUBSCRIBERS

DEPARTMENT: Administration	PUBLIC HEARING: YES ____ NO <u>x</u>
ATTACHMENTS: Resolution, FCC Form 393	FOR INFORMATION CONTACT: Robert Morgan, 968-7706

PURPOSE

The 1992 Cable Consumer Protection Act and related regulations issued by the Federal Communication Commission allow the Town to enforce federal rules for basic service and related equipment of its cable franchises. Cablevision of Chapel Hill has the cable franchise for Chapel Hill and serves approximately two hundred and fifty subscribers in Carrboro. The Town of Carrboro must review the basic rates and charges for Cablevision of Chapel Hill tonight to comply with federal regulations. The attached resolution could order a small refund to cable subscribers of Cablevision of Chapel Hill on rates for basic service since last September.

SUMMARY

If the administration's recommendation is followed:

- Citizens of Carrboro will have an opportunity to make comments on rates for basic service and charges or equipment by Cablevision of Chapel Hill;
- The Mayor and Board of Aldermen will adopt a resolution similar to that adopted by the Town of Chapel Hill on March 16, 1994; and
- This resolution could order a small refund to Cablevision of Chapel Hill subscribers in Carrboro.

ANALYSIS

Cablevision of Chapel Hill has the cable franchise for Chapel Hill and serves approximately 250 subscribers in Carrboro. The Town of Chapel Hill had a consultant review the cable rates and charges for basic service. The results of this review were submitted to the Chapel Hill Town Council on March 16, 1994. These results are a matter of public record and can be used by the Town of Carrboro for its review of these rates.

The cable consulting firm retained by the Town of Chapel Hill has reviewed Cablevision's rate submittal and determined that the rate for basic service should be \$7.45 rather than \$7.51 per month.

Specifically, their consultant advises that the cable company used an incorrect inflation rate in applying the benchmark rules.

Federal rules provide for the Town to order refunds when rates have exceeded the federal limits. The federal rules give the cable company the option of complying with this type of order by making credits or refunds.

William S. D'Epagnier of Timewarner Cable, owners of Cablevision of Chapel Hill, has indicated that the company has filed with the FCC an appeal to Chapel Hill's order for a refund. He further indicates that the new regulations clarify the issue of the proper inflationary factor.

Prior to considering this resolution, the Mayor and Board of Alderman should allow interested citizens an opportunity to speak on the cable rates under consideration by the Board tonight. This opportunity for citizen comment is a requirement under the federal regulations.

The Town's review period ends on April 12, therefore a decision is needed at tonight's meeting.

RECOMMENDATION

Since the Town of Chapel has the primary responsibility for reviewing Cablevision's rates and since Carrboro's subscribers make up a small portion of the total number of subscribers, it seems appropriate in this case to follow the lead of the Town of Chapel Hill adopting a resolution ordering a rate refund.

ACTION REQUESTED

To receive public comments on Cablevision's rates and take those comments into consideration in adopting the attached resolution

The following resolution was introduced by Alderman _____ and duly seconded by Alderman _____.

A RESOLUTION REGARDING REGULATION OF RATES
CHARGED FOR BASIC CABLE SERVICE AND RELATED EQUIPMENT
Resolution No. 45/93-94

WHEREAS, the Mayor and Board of Aldermen of the Town of Carrboro, North Carolina ("Board") is a Grantor of a Cable Television Franchise Ordinance ("Ordinance") adopted by the Board on March 12, 1985 for the cable television system now owned by Time Warner Entertainment Company, L.P. ("Grantee"); and

WHEREAS, in accordance with applicable provisions of the Cable Consumer Protection and Competition Act of 1992 (hereinafter the "Cable Act") and rules adopted by the Federal Communications Commission ("FCC"), the Town has undertaken all appropriate procedural steps to regulate the basic cable service tier and related equipment; and

WHEREAS, in accordance with applicable FCC regulations, on or about November 9, 1993, the Town passed and adopted a Rate Regulation Ordinance; and

WHEREAS, on or about December 7, 1993, the Town sent to Grantee a notification letter regarding FCC certification via Form 328 and the adoption of the rate regulation ordinance and requested that Grantee complete FCC Form 393 - Determination of Maximum Initial Permitted Rates for Regulated Cable Programming Services and Equipment - with thirty (30) days; and

WHEREAS, on or about December 10, 1993, the Town received Grantee's completed FCC Form 393 which is attached and made a part of this resolution as Exhibit A; and

WHEREAS, pursuant to FCC regulations, on or about January 12, 1993, the Town sent a letter notifying Grantee that the time period for the Town's review of FCC Form 393 would be extended for an additional ninety (90) day period; and

WHEREAS, the Town, in order to accomplish its review in a timely manner, scheduled for its regular meeting date of April 12, 1994 sufficient time for the purpose of reviewing Grantee's FCC Form 393 and related rate regulation information; and

WHEREAS, the Town conducted a meeting open to the public on April 12, 1994 to ensure that all interested parties had ample opportunity to present information to the Town; and

WHEREAS, based upon the Town's April 12, 1994 meeting and all reports obtained from the Town of Chapel Hill, the Town of Carrboro determined to make the below listed Conclusions and Orders for Action.

NOW, THEREFORE, in a regular meeting of the Board of Aldermen of the Town of Carrboro dated April 12, 1994, the Board resolved the following:

Conclusions

1. Grantee utilized an incorrect inflation factor when completing FCC Form 393 for lines 401 and 402, thereby causing an artificially high maximum initial permitted rate per channel.
2. Grantee's request for cable rate approval for the current rate for the basic service tier (exclusion of any franchise fee) of \$7.51 is denied.
3. The Town concludes the maximum permitted rate for the basic service tier (exclusive of any franchise fee) shall be \$7.45.

Orders for Action

Based on the foregoing conclusions, the Town hereby enters the following orders:

1. Pursuant to FCC regulations, from the date of this order and until further order of the Town, Grantee shall be permitted to charge an initial rate for the basic service tier of \$7.45.
2. Grantee shall immediately undertake all necessary steps, in accordance with applicable FCC regulations, to refund to all subscribers \$.06 per month, and any franchise fee assessed thereon, plus interest, computed at the applicable published rates for tax refund and additional tax payments, which has been overcharged since September 1, 1993 as a result of the difference between Grantee's requested basic service rate of \$7.51 and the approved basic service rate of \$7.45.

This requirement is stayed for 60 days upon mutual agreement with Cablevision/Time Warner Cable to permit evaluation of new Federal Communications Commission rules anticipated to be issued by the Commission on or about March 24th.

3. The Town reserves the right to reconsider this resolution within one hundred twenty (120) days of this adoption for the sole purpose of further reducing rates should future modifications to FCC rules and regulations so provide and permit.
4. This resolution shall not be reconsidered should any further analysis pursuant to future FCC rules and requirements result in higher rates to subscribers unless such future FCC rules and regulations mandate that this Town order such an upward adjustment.

Page Three
Resolution No. 45/93-94

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this ____ day of April, 1994:

Ayes:

Noes:

Absent or Excused

RECEIVED DEC 10 1993

XC: Cable T.V. Committee



December 09, 1993

Mr. Robert W. Morgan
Town of Carrboro
301 W. Main Street
Carrboro, NC 27510

Dear Mr. Morgan:

Enclosed are originals and copies of our completed FCC Form 393 for Cablevision of Chapel Hill in response to your letter that the Town of Carrboro has been authorized to regulate our rates for Basic Service and associated equipment.

We look forward to working with you and other representatives of the City during this rate review process.

Please do not hesitate to contact me should you have any questions or I may be of any assistance.

Sincerely,

Willis Smith /ms

Willis Smith
Area Manager

c: Randy Fraser
Jim Coghlan
Bill D'Epagnier

FCC 393 - PART I

REQUEST FOR CABLE RATE APPROVAL

COVER SHEET

Community Unit Identification Code NC-0649		Date December 10, 1993	
Name of Cable Operator Time Warner Cable (Cablevision of Chapel Hill)			
Mailing Address 2505 Atlantic Avenue			
City Raleigh		State NC	ZIP Code 27604
Person to contact regarding this form: Jim Coghlan			
Telephone (919) 821-7925		Fax Number (919) 829-2670	
Local Franchising Authority Town of Carrboro			
Mailing Address 301 W. Main Street			
City Carrboro		State NC	ZIP Code 27510

This form is being filed with respect to: (check one)



basic rate regulation or



cable programming service rate regulation

If this form is being filed in response to a complaint about your cable programming service rates, please attach a copy of the complaint to this cover sheet.

The following sections are to be completed after you have filled out the worksheets in PARTS II and III and calculated your actual and permitted rates.

FOR BASIC SERVICE TIER AND EQUIPMENT

Program Service Rate	
(1) Number of channels on basic service tier:	12
(2) Current rate for basic service tier: (do not include any franchise fees)	\$ 7.51
(3) Maximum permitted per channel rate: (from Line 600, Part II)	\$.626
(4) Maximum permitted rate for basic service tier (exclusive of any franchise fee): (multiply (1) by (3) above)	\$ 7.51

NOTE: If your current rate for the basic service tier (entry 2) exceeds the maximum permitted rate for that tier (entry 4), you must submit a cost-of-service showing or your basic service rate will be reduced to the maximum permitted level shown in entry 4.

Franchise fees have been excluded from this analysis in order to compare your monthly rate for the basic service tier to the maximum permitted level. Whether you itemize them or not, any franchise fees you pay for the basic service tier should be added to your monthly rate as part of the service when billing your subscribers. See 47 C.F.R. Section 76.985.

EQUIPMENT AND INSTALLATION RATES

NOTE: Your equipment and installation rates for the basic service tier must not be included in your program service rate for that tier, but rather must be completely unbundled. In addition, those equipment and installation rates must not exceed your actual costs, including a reasonable profit. The method for unbundling your equipment and installation rates from the basic service programming rate, and for determining your permitted equipment and installation rates, is prescribed in Part II (unbundling) and Part III (rate-setting) of this form. Enter in the spaces below the rate figures you have calculated in Part III of this form. Your actual basic service equipment and installation charges may not exceed these rates, although they may be lower.

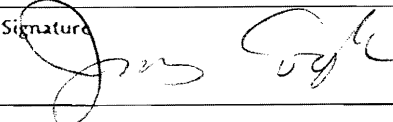
	PERMITTED	ACTUAL
(1) Charges for basic service installations* (from Lines 6 or 7 of Equipment and Installation Worksheet)		
(a) Hourly rate: OR	\$	\$
(b) Average installation charges:		
(1) Installation of unwired homes	\$64.58	\$ 64.58
(2) Installation of prewired homes	\$17.22	\$ 17.22
(3) Installation of additional connection at time of initial installation	\$14.36	\$ 14.36
(4) Installation of additional connection requiring separate installation	\$17.22	\$ 17.22
(5) Other installations (specify):		
Item 1. Relocate during install	\$ 14.36	\$ 14.36
Item 2. Relocate requiring separate trip	\$17.22	\$ 17.22
(2) Charge for changing tiers (if any) (from Line 29, 30 or 31 of Equipment and Installation Worksheet)	\$2.00	\$ 2.00
(3) Monthly charge for lease of remote controls (from Line 14 in Equipment and Installation Worksheet)		
Remote control type 1:	\$.26	\$.26
Remote control type 2:	\$	\$
Remote control type 3:	\$	\$
(4) Monthly charge for lease of converter boxes (from Line 21 in Equipment and Installation Worksheet)		
Converter box type 1:	\$ 2.50	\$ 2.50
Converter box type 2:	\$	\$
Converter box type 3:	\$	\$
(5) Monthly charge for lease of other equipment (from Line 28 in Equipment and Installation Worksheet)		
Other equipment (specify):	\$	\$

* If you have further charges for additional connections beyond those reflected in your installation charge, attach a sheet explaining your calculations and setting forth those additional charges. SEE Note to Equipment and Installation Worksheet Instructions in Part III of this form.

	Permitted	Actual
(3) Monthly charge for lease of converter boxes (from Line 21 in Equipment and Installation Worksheet)		
Remote control type 1:	\$	\$
Remote control type 2:	\$	\$
Remote control type 3:	\$	\$
(4) Monthly charge for lease of converter boxes (from Line 21 in Equipment and Installation Worksheet)		
Converter box type 1:	\$	\$
Converter box type 2:	\$	\$
Converter box type 3:	\$	\$
(5) Monthly charge for lease of other equipment (from Line 25 in Equipment and Installation Worksheet)		
Other equipment (specify):	\$	\$

WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE TITLE 18, SECTION 1001), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

I certify that the statements made in this form are true and correct to the best of my knowledge and belief, and are made in good faith.

Name of Cable Operator Time Warner Cable Cablevision of Raleigh	Signature 
Date December 10, 1993	Title VP FINANCE

FOR CABLE PROGRAMMING SERVICE RATES AND EQUIPMENT

Program Service Rates

NOTE: If you have more than one cable programming service tier, attach additional sheets with the following information for each tier and provide brief description of the tier.

Tier

(1) Number of channels on cable programming service tier:	6
(2) Current rate for cable programming service tier: (do not include any franchise fees)	\$ 3.76
(3) Maximum permitted per channel rate: (from Line 600, Part II)	\$.626
(4) Maximum permitted rate for cable programming service tier (exclusive of any franchise fees): (multiply (1) by (3) above)	\$ 3.76

NOTE: If your current rate for the cable programming services tier (entry 2) exceeds the maximum permitted rate (entry 4), you must submit a cost-of-service showing or your cable programming service rate will be reduced to the maximum permitted level shown in entry 4.

Franchise fees have been excluded from this analysis in order to compare your monthly rate for the cable programming service tier to the maximum permitted level. Whether you itemize them or not, any franchise fees you pay for the cable programming service tier should be added to your monthly rate as part of the service charge when billing your subscribers. See 47 C.F.R. Section 76.985.

Equipment and Installation Rates

NOTE: If equipment used for cable programming service is also used to receive the basic tier, then it must be included in basic service equipment. Similarly, if an installation involving cable programming services also involves the basic service tier, it must be included in basic service installations. We anticipate that virtually all equipment and installations will involve the basic service tier and there will thus be no need to complete this part of the cover sheet. However, if you lease equipment and/or provide some installation-related service that involves ONLY your cable programming services, you should complete the following section.

As for basic service, your equipment and installation rates for cable programming service must not be included in your program service rate, but rather must be completely unbundled. In addition, those equipment and installation rates must not exceed your actual costs, including a reasonable profit. The method for unbundling your equipment and installation rates from cable programming service rates, and for determining your permitted equipment and installation rates, is prescribed in Part II (unbundling) and Part III (rate-setting) of this form. Enter in the spaces below the rate figures you have calculated in Part III of this form. Your actual cable programming service equipment and installation charges may not exceed these rates, although they may be lower.

	Permitted	Actual
(1) Charge(s) for cable programming service installations* (from Lines 6 or 7 of Equipment and Installation Worksheet)	\$	\$
(a) Hourly rate OR	\$	\$
(b) Average installation charges:		
1. Installation of unwired homes	\$	\$
2. Installation of prewired homes	\$	\$
3. Installation of additional connection at time of initial installation	\$	\$
4. Installation of additional connection requiring separate installation	\$	\$
5. Other installations (specify)	\$	\$
(2) Charge for changing tiers (if any) (From Line 29, 30 or 31 of Equipment and Installation Worksheet)	\$	\$

*If you have further charges for additional connections beyond those reflected in your installation charge, attach a sheet explaining your calculations and setting forth those additional charges. SEE Note to Equipment and Installation Worksheet Instructions.

EQUIPMENT AND INSTALLATION RATES

Additional average installation charges:

	Permitted	Actual
VCR install	15.00	15.00
A/B Switch Install	15.00	15.00
Upgrade (Truck trip)	11.48	11.48
Aerial to Underground	43.05	43.05

ROGRAM SERVICE RATES

Number of channels on cable programming service tier:	Standard	12
2) Current rate for cable programming service tier (do not include any franchise fees):		7.51
3) Maximum permitted per channel rate: (from Line 600, Part II)		.626
4) Maximum permitted rate for cable programming service tier (exclusive of any franchise fees): multiply (1) by (3) above)		7.51

FCC 393, PART II

**WORKSHEETS FOR CALCULATING MAXIMUM INITIAL PERMITTED RATE PER CHANNEL FOR
BASIC TIER OR CABLE PROGRAMMING SERVICE**

Cable Operator Name: Time Warner Cable (Cablevision of Chapel Hill)	Community Unit ID (CUID): NC-0649 Date: December 10, 1993
Franchise Authority: Town of Carrboro	This form is being filed for (check one): <input type="checkbox"/> Basic Tier <input type="checkbox"/> Cable Programming Service

**Worksheet 1
Calculation of Rates in Effect on Initial Date of Regulation and Benchmark Comparison**

Line	Line Description	Instruction	A Basic	B Tier 2	C Tier 3	D Tier 4	E Total
101	Tier Charge (Monthly)	Enter for all tiers offered	\$ 7.51	\$ 3.76	\$ 7.51	\$ 0.00	
102	Tier Channels	Enter for all tiers offered	12	6	12	0	
103	Tier Subscribers	Enter for all tiers offered	211	203	199	0	
104	Equipment Revenue (Monthly)	Enter in Basic Column only	\$ 965				
105	Charge Factor	(Line 101 x Line 103) + 104A	2,552	762	1,492	0	4,806
106	Channel Factor	Line 102 x Line 103	2,536	1,216	2,383	0	6,135
107	Charge per Channel	Line 105E / Line 106E	1.006	0.627	0.626		\$ 0.783
108	Franchise Fee Expense (Monthly)	Enter only fees included in Line 101 charges (See Worksheet Instructions)					\$ 0.000
109	Franchise Fee Deduction	Line 108E / Line 106E					\$ 0.000
110	Base Rate per Channel	Line 107E - Line 109E					\$ 0.783
121	Benchmark Channel Rate	Enter from Attachment A, Benchmark Cable Rate Tables					\$ 0.689
122	GNP-PI (Current)	Enter from Survey of Current Business, Table 7.3, Line 5, most recent quarter					125.60%
123	Inflation Factor	(Line 122E / 121.8) - 1 [121.8 = 3rd Quarter 1992 GNP-PI]					3.12%
124	Adjustment Time Period	Enter number of months from 9/30/92 to date of current rate					14
125	GNP-PI Time Period	Enter number of months from 9/30/92 to the end of most recent GNP-PI quarter					9
126	Time Factor	Line 124E / Line 125E					1.56
127	Inflation Adjustment Factor	(Line 123E x Line 126E) + 1					104.85%
128	Adjusted Benchmark Rate	Line 121E x Line 127E					\$ 0.722

If Line 110E is less than or equal to Line 128E, skip to Worksheet 3 and enter Line 110E on Line 300.
If Line 110E is greater than Line 128E, complete Worksheet 2

Cable Operator Name: Time Warner Cable (Cablevision of Chapel Hill)	Community Unit ID (CUID): NC-0649
	Date: December 10, 1993
Franchise Authority: Town of Carrboro	This form is being filed for (check one): <input type="checkbox"/> Basic Tier <input type="checkbox"/> Cable Programming Service

Worksheet 2
Calculation of Rates in Effect on September 30, 1992 and Benchmark Comparison

Line	Line Description	Instruction	A Basic	B Tier 2	C Tier 3	D Tier 4	E Total
201	Tier Charge (Monthly)	Enter for all tiers offered	\$12.25	\$3.25	\$4.45	\$0.00	
202	Tier Channels	Enter for all tiers offered	13	7	11	0	
203	Tier Subscribers	Enter for all tiers offered	212	203	198	0	
204	Equipment Revenue (Monthly)	Enter in Basic Column only	\$1,034				
205	Charge Factor	(Line 201 x Line 203) + 204A	3,631	660	881	0	5,172
206	Channel Factor	Line 202 x Line 203	2,756	1,421	2,178	0	6,355
207	Charge per Channel	Line 205E / Line 206E	1.318	0.464	0.405		\$0.814
208	Franchise Fee Expense (Monthly)	Enter only fees included in Line 201 charges	182	33	44		\$259
209	Franchise Fee Deduction	Line 208E / Line 206E					\$0.041
210	Base Rate per Channel	Line 207E - Line 209E					\$0.773
220	Benchmark Channel Rate	Enter from Attachment A, Benchmark Cable Rate Tables					\$0.678
If Line 210E is less than or equal to Line 220E, go to Worksheet 3 and enter Line 220E on Line 300. If Line 210E is greater than Line 220E, go to Line 230.							
230	Reduced Base Rate per Channel	Line 210E x 0.9 [ten percent reduction]					\$0.696

Enter greater of Lines 220E and 230E on Worksheet 3, Line 300.

Cable Operator Name: Time Warner Cable (Cablevision of Chapel Hill)	Community Unit ID (CUID): NC-0649
Franchise Authority: Town of Carrboro	Date: 12/10/93 This form is being filed for (check one): <input type="checkbox"/> Basic Tier <input type="checkbox"/> Cable Programming Service

Worksheet 3
Removal of Equipment and Installation Costs

Line	Line Description	Instruction	
300	Base Rate per Channel	Enter from Worksheet 1 (Line 110E) or Worksheet 2 (Line 220E or 230E)	\$ 0.696
301	Equipment & Installation Cost (Monthly)	Enter from Line 34 of Equipment Worksheet (Step G)	\$ 689
302	Channel Factor	Enter from Worksheet 1 (Line 106E) or Worksheet 2 (Line 206E)	6,355
303	Cost per Subscriber-Channel	Line 301 / Line 302	\$ 0.108
304	Base Service Rate per Channel	Line 300 - Line 303	\$ 0.588

If Line 300 was entered from Worksheet 1, go to Line 600 and enter Line 304.
If Line 300 was entered from Worksheet 2, go to Worksheet 4.

Worksheet 4
Adjustment for Inflation

Line	Line Description	Instruction	
400	Base Service Rate per Channel	Enter from Worksheet 3 (Line 304)	\$ 0.588
401	Inflation Adjustment Factor	Enter from Worksheet 1 (Line 127E)	104.85%
402	Adjusted Base Service Rate per Channel	Line 400 x Line 401	\$ 0.616

Worksheet 5 should be completed if Line 121E is different than Line 220E.
If Line 121E is the same as Line 220E, go to Line 600 and enter Line 402.

Worksheet 5
Adjustment for Changes in Number of Regulated Channels

Line	Line Description	Instruction	
500	Adjusted Base Service Rate per Channel	Enter from Worksheet 4 (Line 402)	\$ 0.616
501	Benchmark Channel Rate (Baseline)	Enter from Worksheet 2 (Line 220E)	\$ 0.678
502	Benchmark Channel Rate (New)	Enter from Worksheet 1 (Line 121E)	\$ 0.689
503	Channel Adjustment Factor	(Line 502 - Line 501) / Line 501	1.57%
504	Channel Adjusted Base Ser. Rate per Chan.	Line 500 x (1 + Line 503)	\$ 0.626

If Worksheet 5 was used, enter Line 504 on Line 600.

600	Maximum Initial Permitted Rate per Channel	Enter from Line 304, 402, or 504.	\$ 0.626
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FCC FORM 393 – PART III
WORKSHEET FOR CALCULATING EQUIPMENT AND INSTALLATION CHARGES

Cable Operator Name: Time Warner Cable (Cablevision of Chapel Hill)	Community Unit ID (CUID): NC-0649 Date: 12/10/93
Franchise Authority: Town of Carrboro	This form is being filed for (check one): <input type="checkbox"/> Basic Tier <input type="checkbox"/> Cable Programming Service

STEP A. Hourly Service Charge

LINE 1. Annual cost of maintenance and installation of cable facilities and services (exclude purchase cost of customer equipment) (Box 1 of Schedule A + Box 2 of Schedule B)	\$ 12,836
LINE 2. Customer equipment and installation percentage (attach explanation)	11.05 %
LINE 3. Annual customer equipment maintenance and installation costs, excluding cost of leased equipment (Line 1 x Line 2)	\$ 1,419
LINE 4. Total labor hours for maintenance and installation of customer equipment and service (attach explanation)	65.9 hrs.
LINE 5. Hourly service charge (HSC) (Line 3 / Line 4)	\$ 21.53 /hr.

STEP B. Installation Charge

LINE 6. Uniform HSC for all installations (insert amount from Line 5)	\$
OR	
LINE 7. Average charge for installation type (see Schedule D for average installation charge calculations)	
a. Unwired home installation (Schedule D, Line a.2.)	\$ 64.58
b. Prewired home installation (Schedule D, Line b.2.)	\$ 17.22
c. Additional connection installation at time of initial installation (Schedule D, Line c.2.)	\$ 14.36
d. Additional connection installation requiring separate installation (Schedule D, Line d.2.)	\$ 17.22
e. Other installations (specify): (Schedule D, Line e.2.)	
e. relocate during installation	\$ 14.36
f. relocate requiring separate trip	\$ 17.22
g. VCR install	\$ 15.00
h. A/B switch install	\$ 15.00
i. upgrade (truck trip)	\$ 11.48
j. aerial to underground	\$ 43.05

STEP C. Charges for Leased Remotes (Calculate separately for each significantly different type and attach additional sheets as necessary)

LINE 8. Annual capital costs (Column J of Schedule C)	\$ 523
LINE 9. Total maintenance/service hours (attach explanation)	4 hrs.
LINE 10. Total maintenance/service cost (Line 5 x Line 9)	\$ 88
LINE 11. Total cost of remote (Line 8 + Line 10)	\$ 611
LINE 12. Number of units in service (Column I of Schedule C)	199
LINE 13. Unit Cost (Line 11 / Line 12)	\$ 3.07
LINE 14. Rate per month (Line 13 / 12 months)	\$ 0.26 /mo.

STEP D. Charges for Leased Converter Boxes (Calculate separately for each significantly different type and attach additional sheets as necessary)

Pioneer

LINE 15. Annual capital costs (Column J of Schedule C)	\$ 6,323
LINE 16. Total maintenance/service hours (attach explanation)	49 hrs.
LINE 17. Total maintenance/service cost (Line 5 x Line 16)	\$ 1,044
LINE 18. Total cost of converter box (Line 15 + Line 17)	\$ 7,367
LINE 19. Number of units in service (Column I of Schedule C)	246
LINE 20. Unit cost (Line 18 / Line 19)	\$ 29.95
LINE 21. Rate per month (Line 20 / 12 months)	\$ 2.50 /mo.

STEP E. Charges for Other Leased Equipment

LINE 22. Annual capital costs (Column J of Schedule C)	\$ 0
LINE 23. Total maintenance/service hours (attach explanation)	0 hrs.
LINE 24. Total maintenance/service costs (Line 5 x Line 23)	\$ 0
LINE 25. Total cost of equipment item (Line 22 + Line 24)	\$ 0
LINE 26. Number of units in service or number of subscribers (Column I of Schedule C)	0
LINE 27. Unit Cost (Line 25 / Line 26)	\$ 0.00
LINE 28. Rate per month (Line 27 / 12 months)	\$ 0.00 /mo.

STEP F. Charges for Changing Service Tiers or Equipment

LINE 29. Nominal charge for changing service tiers	OR	\$ 2.00
LINE 30. Uniform HSC for changing service tiers (Insert amount from Line 5)	OR	\$
Line 31. Average charge for changing service tiers (Line 5 x Average hours to change tiers)		\$

STEP G. Franchise Area Monthly Equipment and Installation Costs for Adjustment of Regulated Service

LINE 32. Annual customer equipment and installation costs (Line 3 + Box 3 of Schedule C)	\$
LINE 33. Adjustment of Line 32 to franchise area level: See Instructions. Attach explanation of adjustment method.	\$
LINE 34. Monthly equipment and installation cost (Line 33 / 12 months). Enter on Worksheet 3, Line 301.	\$

SCHEDULE A
CAPITAL COSTS OF SERVICE INSTALLATION AND MAINTENANCE OF EQUIPMENT

A Equipment	B Gross Book	C Accumulated Depreciation	D Deferred Taxes	E Net Book B-(C + D)	F Return on Investment	G Taxes		H Current Provision for Depreciation	I TOTAL (add F, G, H)
						Federal Income Tax	State Income Tax		
Vehicles	1,120	213	0	907	102	0	0	185	287
Tools	786	87	0	699	79	0	0	74	152
Maintenance Facility	0	0	0	0	0	0	0	0	0
Other (specify)				0	0	0	0		0
Other (specify)				0	0	0	0		0
TOTAL	1,906	300	0	1,606	181	0	0	259	439

Box 1

SCHEDULE B
ANNUAL OPERATING EXPENSES FOR SERVICE INSTALLATION AND MAINTENANCE OF EQUIPMENT
(Excluding Depreciation)

Salaries & Benefits	Supplies	Utilities	Other Taxes	Other (Specify) Rent	Other (Specify) Vehicle Expen.	TOTAL
7,568	1,467	469	301	1,162	1,430	12,397

Box 2

SCHEDULE C
CAPITAL COSTS OF LEASED CUSTOMER EQUIPMENT

A Equipment (add additional lines as necessary)	B Gross Book	C Accumulated Depreciation	D Deferred Taxes	E Net Book B-(C+D)	F Return on Investment	G Taxes		H Annual Depreciation Expense Provision on Investment	I TOTAL # of Units in Service	J TOTAL (add F, G, H)
						Federal Income Tax	State Income Tax			
Remote Pioneer	1,974	585	0	1,388	156	0	0	366	199	523
Remote 2										
Remote 3										
Converter Box 1 Pioneer	25,477	6,731	0	18,747	2,109	0	0	4,214	246	6,323
Converter Box 2										
Converter Box 3										
Other Equipment								0	0	0
TOTAL	27,451	7,316	0	20,135	2,265	0	0	4,580		6,846

Box 3

SCHEDULE D
AVERAGE INSTALLATION CHARGES

Cable Operator Name: Time Warner Cable (Cablevision of Chapel Hill)	Community Unit ID (CUID): NC-0649 Date: 12/10/93
Franchise Authority: Town of Carrboro	This form is being filed for (check one): <input type="checkbox"/> Basic Tier <input type="checkbox"/> Cable Programming Service

a. Unwired Home Installation:	
1. Average Hours per Installation (attach explanation)	3.000 hrs.
2. Unwired Home Installation Charge (Line a.1 x HSC)	\$ 64.58
b. Prewired Home Installation:	
1. Average Hours per Installation (attach explanation)	0.800 hrs.
2. Prewired Home Installation Charge (Line b.1 x HSC)	\$ 17.22
c. Additional Connection Installation at Time of Initial Installation:	
1. Average Hours per Additional Connection (attach explanation)	0.667 hrs.
2. Additional Connection - Initial Installation Charge (Line c.1 x HSC)	\$ 14.36
d. Additional Connection Installation after Initial Installation:	
1. Average Hours per Additional Connection (attach explanation)	0.800 hrs.
2. Additional Connection - Separate Installation Charge (Line d.1 x HSC)	\$ 17.22
e. Other Installation (by Item Type):	
Item 1. (Specify) e. Relocate connection during time of install	
1. Average Hours per Installation (attach explanation)	0.667 hrs.
2. Item 1 Installation Charge (Line e.1 x HSC)	\$ 14.36
Item 2. (Specify) f. relocate connection requiring separate trip	
1. Average Hours per Installation (attach explanation)	0.800 hrs.
2. Item 2 Installation Charge (Line e.2 x HSC)	\$ 17.22
Item 3. (Specify) g. VCR installation	
1. Average Hours per Installation (attach explanation)	0.697 hrs.
2. Item 3 Installation Charge (Line e.3 x HSC)	\$ 15.00

- over-

-over-

NOTE: For HSC (Hourly Service Charge) use amount from Line 5 of the Worksheet for Calculating Equipment and Installation Charges, page 25 of FCC Form 393.

h. A/B Switch install

0.697 hrs.

\$15.00

i. Upgrade (truck trip)

0.533 hrs.

\$11.48

j. aerial to underground

2.00 hrs.

\$43.05

BOARD OF ALDERMEN

ITEM NO. F(8)

AGENDA ITEM ABSTRACT

MEETING DATE: April 12, 1994

SUBJECT: Appointments to Human Services Commission and Cable T.V. Committee

DEPARTMENT: n/a	PUBLIC HEARING: YES _____ NO x _____
ATTACHMENTS: Applications from Jeannie Garten, Brian Lindner and Mitchell Virchick	FOR INFORMATION CONTACT: Christine Taylor, Chair, Human Services Commission Steve Small, Chair, Cable T.V. Committee

PURPOSE

There are currently 3 vacant seats on the Human Services Commission. The Town Clerk has received an application from Jeannie Garten. The Chair of the Human Services Commission recommends that Ms. Garten be appointed to one of the vacant seats on the Human Services Commission. In addition, there are currently 2 at-large vacant seats on the Cable T.V. Committee. The Town Clerk has received applications from Brian Lindner and Mitchell Virchick. The Chair of the Cable T.V. Committee recommends that Mr. Lindner and Mr. Virchick be appointed to the vacant seats.

ANALYSIS

The Town Clerk has advertised vacant seats on all advisory boards. Jeannie Garten has submitted an application to the town expressing interest in serving on Human Services Commission. Ms. Garten's application was forwarded to the Chair of the Human Services Commission for review. The chair of the Human Services Commission is recommending that Ms. Garten be appointed to one of the 3 vacant seats on that commission. Ms. Garten is not a Carrboro resident, but she is a resident of the town's planning jurisdiction, which allows her to serve on the Human Services Commission.

Brian Lindner and Mitchell Virchick have submitted applications to the town expressing interest in serving on the Cable T.V. Committee. Their applications were forwarded to the chair of the Cable T.V. Committee. The chair of the Cable T.V. Committee is recommending that Mr. Lindner and Mr. Virchick be appointed to the two at-large vacant seats on the Cable T.V. Committee.

RECOMMENDATION

The Chair of the Human Services Commission recommends that Jeannie Garten be appointed to the Human Services Commission and the Chair of the Cable T.V. Committee recommends that Brian Lindner and Mitchell Virchick be appointed to the Cable T.V. Committee.

ACTION REQUESTED

To appoint Jeannie Garten to the Human Services Commission, and Brian Lindner and Mitchell Virchick to the Cable T.V. Committee.

TOWN OF CARRBORO
APPLICATION FOR MEMBERSHIP ON ADVISORY BOARDS

Name Jeannie Yarten Date 17 March 1994

Address 213 Homestead Rd. Chapel Hill, NC 27516

Is this address located within the corporate limits of the Town of Carrboro? ? - Calumet, transitional zone

Phone (Home) 968-6956 (Business) 286-9249

Date of Birth 3-1-65 Race W Sex f

Occupation Development Director, N.C. Occupational Safety & Health Project

Community Activities and Organizational Memberships Haw River

Assembly, O. G. Greene, N.C. Community Shares (workplace fundraising);
fund for Southern Communities; Weaver St. Market

Are you a registered voter of Orange County? yes

Length of residence in Orange County 7 yrs Town of Carrboro _____

I wish to be considered for appointment to the following advisory board(s):

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Appearance Commission	<input type="checkbox"/> Transportation Advisory Board
<input type="checkbox"/> Cable T.V. Committee	<input type="checkbox"/> Parks & Recreation Commission
<input checked="" type="checkbox"/> Human Services Commission	<input type="checkbox"/> Cemetery Commission
<input type="checkbox"/> OWASA Board of Directors	<input type="checkbox"/> Downtown Development Commission
<input type="checkbox"/> Orange County Economic Development Commission	<input type="checkbox"/> Other _____

If you apply for membership on more than one advisory board, please indicate your preference by number, with 1 being your first choice (please limit your selection to two boards). 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.

Experience to aid you in working on these advisory boards: grant

writing and organizational budget preparation experience. I
have served on 3 non-profit boards of Directors and have extensive
fundraising and administrative experience working for non-profit organizations.

Reason(s) you wish to be appointed: besides having useful skills, I am
a strong believer in active civic participation to achieve a just & fair society.

Have you ever served on any Town of Carrboro advisory board? If so, which one(s)? no

RECEIVED MAR 21 1994

TOWN OF CARRBORO
APPLICATION FOR MEMBERSHIP ON ADVISORY BOARDS

Name Brian W. Lindner Date 3-8-94

Address 306 Estes Dr Ext #5-J

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

Phone (Home) 933-3900 (Business) 932-0981 (pager)
962-2006 (machine)

Date of Birth 6-27-67 Race _____ Sex M

Occupation Supervisor of Vending Marriott - Caroling Dining Services

Community Activities and Organizational Memberships _____

Are you a registered voter of Orange County? yes

Length of residence in Orange County 2 yrs Town of Carrboro 2 yrs

I wish to be considered for appointment to the following advisory board(s):

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Appearance Commission	<input type="checkbox"/> Transportation Advisory Board
<input checked="" type="checkbox"/> Cable T.V. Committee	<input type="checkbox"/> Parks & Recreation Commission
<input type="checkbox"/> Human Services Commission	<input type="checkbox"/> Cemetery Commission
<input type="checkbox"/> OWASA Board of Directors	<input type="checkbox"/> Downtown Development Commission
<input type="checkbox"/> Orange County Economic Development Commission	<input type="checkbox"/> Other

If you apply for membership on more than one advisory board, please indicate your preference by number, with 1 being your first choice (please limit your selection to two boards). 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.

Experience to aid you in working on these advisory boards: History of employment in fields involving logistics, management, and analysis.

Reason(s) you wish to be appointed: I am a concerned citizen interested in the advancement of technology and politics of the communications industry.

Have you ever served on any Town of Carrboro advisory board? If so, which one(s)? NO

RECEIVED MAR 7 1994

RECEIVED MAR 7 1994

TOWN OF CARRBORO
APPLICATION FOR MEMBERSHIP ON ADVISORY BOARDS

Name Mitchell Vorhies Date 3/1/94

Address 214 MAPLE AVE, CARRBORO NC 27510

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

Phone (Home) 919-7571 (Business) 919-8557

Date of Birth 7/12/54 Race W Sex M

Occupation Mgr, S/W DEVELOPMENT, BELL ADVERTISING RESEARCH

Community Activities and Organizational Memberships _____

Are you a registered voter of Orange County? YES

Length of residence in Orange County 13 YRS Town of Carrboro 5 mos

I wish to be considered for appointment to the following advisory board(s):

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Appearance Commission	<input type="checkbox"/> Transportation Advisory Board
<input checked="" type="checkbox"/> Cable T.V. Committee	<input type="checkbox"/> Parks & Recreation Commission
<input type="checkbox"/> Human Services Commission	<input type="checkbox"/> Cemetery Commission
<input type="checkbox"/> OWASA Board of Directors	<input type="checkbox"/> Downtown Development Commission
<input type="checkbox"/> Orange County Economic Development Commission	<input type="checkbox"/> Other _____

If you apply for membership on more than one advisory board, please indicate your preference by number, with 1 being your first choice (please limit your selection to two boards). 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.

Experience to aid you in working on these advisory boards: 7 yrs. EXPERIENCE IN TELECOMMUNICATIONS BUSINESS.

Reason(s) you wish to be appointed: CONTRIBUTE TO COMMUNITY, LEARN MORE ABOUT CTV SYSTEM, PUSH TO INFO SUPERHIGHWAY

Have you ever served on any Town of Carrboro advisory board? If so, which one(s)? NO

RECEIVED MAR 11 1994