

ATTACHMENT A

**A RESOLUTION APPROVING THE PROCESS TO UPDATE
THE RECREATION AND PARKS MASTER PLAN**

Resolution No. 59/2003-04

WHEREAS, the Recreation and Parks Department has requested that the Mayor and Board of Aldermen approve the course of action to update the Recreation and Parks Master Plan and

WHEREAS, the Mayor and Board of Aldermen reviewed and approved this request.

NOW, THEREFORE, THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVE

Section 1. The Board hereby approves the course of action.

Section 2. The Board hereby authorizes the Recreation and Parks staff to proceed with updating the Recreation and Parks Master plan.

Section 3. This resolution shall become effective upon adoption.

ATTACHMENT B

CARRBORO RECREATION AND PARKS MASTER PLAN

COURSE OF ACTION

- **Appoint a Recreation and Parks Master Plan Management Group**
This group will be comprised of two Board of Aldermen members, four Recreation and Parks Commission members, one Planning Board member, the Recreation and Parks Director, and a Planning Department Representative. A subcommittee including one representative from the Friends of Bolin Creek, one representative from the Morgan Creek Valley Alliance, and one representative from the Durham-Orange Mountain Bike organization. - Complete by November 2003
- **First meeting by December 2003**
The meeting schedule will be decided based on the availability of the group members and needs of the project. The Recreation and Parks Department will provide an agenda and minutes for every meeting.
- **Review and update the previous Recreation and Parks Master Plan elements, Request for Proposal information and Park Planning Goals - Complete by February 2004**
- **Determine the project direction* - Complete by February 2004**
- **Work with Management Services on RFQ process - Complete by March 2004**
- **Review submittals and make a recommendation* - Complete by April 2004**
- **Award contract - Complete by May 2004**
- **Public process and review of all information related to this plan - Complete by July 2004**
- **Preliminary plan completed* - Complete by August 2004**
- **Public hearing - Complete by September 2004**
- **Complete project - Complete by October 2004**
- **Approval of the updated Recreation and Parks Master Plan* - Complete by October –November 2004**

*Update The Board of Aldermen and request approval at various stages of the project

CARRBORO RECREATION AND PARKS COMMISSION MINUTES
November 3, 2003

Present: Salli Benedict, Doris Murrell, Marianne Nicholson, Evie Odom and Alderman John Herrera. Guests: Kenyon Evans, Theresa Nguyen, Latasha Bembury and Alice Thacher. Staff: Anita Jones-McNair

Murrell called the meeting to order at 7:05 p.m.

Approval of Minutes

Murrell called for any questions about the minutes of the previous meeting. There were none. She then called for approval of the September 8, 2003 minutes. Nicholson motioned for approval of the minutes and Benedict seconded. The vote was unanimous.

Communications and/or Speakers from the Floor

Evans requested that his wedding reception be held on September 4, 2004 in Century Hall. Jones-McNair stated the date and time was clear however the request was not in the six month window. Benedict motioned for approval and Nicholson seconded. The vote was unanimous. Next, Bembury requested that her wedding reception be held on October 2, 2004 in Century Center Hall. Jones-McNair stated no conflicts. Nicholson motioned and Benedict seconded. The vote was unanimous. Finally, Thacher requested that the Triangle Country Dancers use Century Hall on January 30, 2004 for a program to accommodate a national weekend committee event. Jones-McNair stated there are no conflicts or requests for this date; however the reason for the request is due to this consideration being requested on the 5th weekend and not from a one time user group. The members did not have any questions or concerns. Nicholson motioned for approval and Odom seconded. The vote was unanimous. Jones-McNair also mentioned a potential three day conference request for December 2004. Hopefully, it will be on the agenda for next month's meeting. The Commission was pleased to hear more groups and businesses are interested in the facility. Murrell mentioned that we should consider conference rates again. Jones-McNair assured the Commission that staff would consider that request during the budget development process.

New Business

Murrell called for new business. Jones-McNair discussed a Board Agenda Item scheduled for the 11th of November – The Recreation and Parks Master Plan's Course of Action. Funds were approved to update the recreation and parks master plan during the September 16th meeting. Also during that meeting the Board requested staff to provide a Course of Action for consideration. This agenda item addresses this request. The plan presented is based on the original process. Also, if approved by the Board will serve as a tentative plan until the committee is appointed and takes on the role of facilitating the plan's update. She stressed including a formal greenway plan in this overall park system plan. The topic has come up to develop a greenway plan. A report was also given at the last Board meeting. She then asked for comments or questions. Nicholson stated the course of action looks great and folding the greenway plan is good idea, however to consider moving the timeline for the public hearing and project completion one month to allow residents still on summer vacation the opportunity to comment and review the plan. The Commission agreed. Nicholson motioned to approve the course of action with the date changes and support this item, Benedict seconded. The vote was unanimous.

Old Business

Murrell called for Old Business. Jones-McNair reported that William Koegler from the Oglebay Foundation can provide what the Commission requested as part of the retreat package, this request item being a facility analysis and report for consideration. The question now is do we need to pursue this retreat idea in light of the approved master plan update? The Commission agreed that this type of retreat is not needed at this time. Murrell and Nicholson stated that the Commission would still like to participate in a half day retreat with staff for a "get to know" each other process. Alderman Herrera suggested adding an item that would cover the necessary steps to take for a new idea or program suggestion. Benedict also wants to explore the topic on How the Commission Can Be a Change Agent. Nicholson also suggested a tour of the facilities in Carrboro. Murrell added, in turn the Commission could facilitate a tour with Board members. Nicholson also discussed staff presenting skits on daily operations and situations encountered. Jones-McNair stated that staff would develop ideas and bring back to the Commission for consideration.

Next, Nicholson asked about receiving a summer camp summary. Jones-McNair mentioned that one was available and she will provide the summary for the next meeting. Alderman Herrera and the Commission voiced how everyone seemed to enjoy the Halloween Carnival. Nicholson asked about the troll bridge that we had last year. Jones-McNair said she would check on that booth.

Report by Chair and Director

Murrell called for reports. She announced that Evie Odom, a long time member is officially resigning because of her move to Wilmington. The Commission expressed their thanks for all her years of dedicated service and that she would be missed. Murrell also mentioned that she and Odom are attending the NCRPS Conference this week being held in Durham. She also mentioned that she will provide a report next month. Odom expressed how she has truly enjoyed working on the Commission and with staff. Jones-McNair mentioned that staff will begin CLASS training next week and working on the Winter Spring brochure.

Agenda considerations for next and future meetings

NCRPS Report

Committee Reports

Retreat Ideas

Adjournment

Murrell adjourned the meeting at 8:45 p.m.

CARRBORO PARKS AND RECREATION COMMISSION

DRAFT OF PARK PLANNING GOALS

May 25, 1993

Introduction

Carrboro Parks and Recreation facilities and services are an important vehicle for enhancing the quality of life of the residents of this community. Parks should provide a tranquil, relaxing, aesthetically pleasing and readily accessible place to get away from the pressure and stress that have come to be a constant in the lives of most citizens.

Park facilities and programs should focus on the literal definition of recreation, i.e. to re-create the health and integrity of the mind, body and spirit. In an earlier era of our society it was relatively easier to break away from our toils and routines for a walk in the woods, a bit of quiet meditation or a good physical workout in the garden or field. That era is long past. It is not the obligation of the community to supply those resources for recreation that were naturally available in times past.

Parks should not be viewed as ancillary or as a frill dependent upon affordability. Parks are essential for the health and well being of our citizens. Consequently they require a level of availability, funding and active support commensurate with other essential services and facilities provided by the community.

It is becoming increasingly recognized that physical illnesses and social malfunctions have large individual behavior components in their causes. An investment in recreation offers a large, albeit indirect, return in lowered health and crime costs, and in increased personal effectiveness and productivity.

Adequate park facilities provide many benefits that extend well beyond the recreation and renewal of individuals of all ages in the community. These benefits include environmental preservation, aesthetic enhancement of surroundings, alternative transportation and opportunities for citizens to interact with one another under favorable conditions.

It is with this vision in focus that we set out to plan multi-use parks that meet the needs of the community and are consistent with the Town of Carrboro's resources.

Goals

Land Description: The goal of a recreation and Park Master Plan shall entail plans for the orderly and timely acquisition and development of facilities or types listed below which will encompass a land area inclusive of the Town's incorporated limits, the extra-territorial jurisdiction, and the transition area.

Time: A suggested time frame of such a plan should include a twenty-year period based on five-year increments of where the Town should be in all recreation and park areas. Evaluations should be done at the end of each five-year period, to evaluate the performance of meeting each five-year increment and proposing solutions to meeting unmet and projected needs for the next five-year period.

Parks

1. Develop a plan that identifies properties or areas where different classifications of parks should be developed.
2. Meet the park acreage standards approved in the earlier section.
3. When possible, encourage parks to be linked to some sort of greenways and mass transportation access.
4. Acquire park land with enough space to make available active and passive park use on the same site.
5. Consider park acquisition on the general recreation needs of the community and as a means for the preservation of natural, ecological and historical features.
6. Develop a plan to initiate continued Town action on meeting the above objectives in the future.

Greenways

1. Develop a plan that identifies major and minor greenways to especially include the Bolin and Morgan Creek corridors.
2. Identify critical areas in terms of water protection or need for special environmental/historical/ecological preservation.
3. Develop a plan that considers the transportation and general recreation/hiking needs of the population.
4. Coordinate greenways planning with park planning so that land and access is maximized.
5. Develop an implementation plan that will effectively preserve green and open space, both in its natural state and for appropriate recreational uses.
6. Develop a plan to initiate Town acceptance of past offers of dedications of property and easements for this purpose.

Facilities

1. Provide facilities that young people will choose to utilize for their general recreation and leisure needs.
2. Develop a community center that is highly visible and innovative to attract use by all citizens of the Town.
3. Provide adequate active facilities to meet the standards set forth in this plan.
4. Develop an athletic complex to facilitate this activity in one area.
5. Provide special facilities in areas of expressed demand and marketability.
6. Provide facilities that challenge and interest the community in pursuing park activities.

General

1. Any planning process should involve consideration of the recreation, park, and facility plans of Chapel Hill, Orange County and the school systems.

REQUEST FOR PROPOSAL

PROPOSALS SHALL INCLUDE:

1. Brief description of the firm's:
 - (a) history
 - (b) staff-list all members of firm that will work on this project
 - (c) qualifications to undertake this project
2. Person who would be assigned the project, with their experience in developing Recreation and Parks Master Plans.
3. Brief description of any recent projects your firm has undertaken involving recreation and parks plans with special emphasis on system-wide master planning. Provide the following:
 - (a) project title and agency
 - (b) name and telephone number of agency person directly involved
 - (c) beginning and ending dates of the project
 - (d) final project cost
 - (e) results of the project-actions taken to implement the plan, both negative and positive
4. Provide a brief description of how community involvement would be solicited and involved in the planning process.
5. A description of how your firm would approach the project and a time-frame beginning with selection of a firm on October 28, 1993.
6. Seven (7) copies of the proposal will be required to be submitted.
7. The fee proposed for the project. Hourly rate listings are permissible, but "not to exceed" cost shall be included.

Proposals must be received by the Town of Carrboro no later than 5:00 p.m. on September 30, 1993. Pre-postmarked proposals will not be accepted after this deadline. Please send them to:

Richard E. Kinney
Recreation and Parks Director
Carrboro Recreation and Parks Director
P.O. Box 829
Carrboro, N.C. 27510

For questions call (919) 968-7703. Other dates are included in the letter requesting proposals.

TOWN OF CARRBORO
DEPARTMENT OF RECREATION AND PARKS

The members of the Carrboro Board of Alderman, Carrboro Recreation and Parks Commission, and Recreation and Parks staff are acutely aware of the need to evaluate the department's present facilities and programs and to formulate a comprehensive master plan for recreation and parks. This master plan process will be coordinated by the Director of Recreation and Parks and the Commission's Planning Subcommittee which will comprise a Management Group to guide the project. Assistance and input from the full Carrboro Recreation and Parks Commission, the Board of Aldermen and the public will be solicited. Consultant services are required to assess the current facilities and programs and then prepare a Master Plan to satisfy the future needs of the citizens of Carrboro for the next 20 years as they relate to recreation and parks facilities, programs, and open space needs in primary growth areas.

The Carrboro Recreation and Parks Master Plan Process should include the following elements:

An extensive evaluation of existing Carrboro Recreation and Parks programs and facilities and an inventory of other public and private leisure services provided in the community. Data is to be provided by Recreation and Parks staff.

Evaluation of the current and projected (20 year) demographic and sociological factors pertinent to the Carrboro Planning Jurisdiction (which includes the incorporated town limits, the extra-territorial jurisdiction and transition area) including composition of the population, population growth projections and trends, economic factors and land use patterns. Data is to be provided by the Town of Carrboro Recreation and Parks Department.

Evaluation of current and projected physical factors, including (but not limited to) land use, topography, highways and roads, physical barriers, and water resources.

Evaluation of the present standards approved by the Town. The plan will include a set of revised recommended recreation programs, park facilities and open space standards developed specifically for Carrboro. A comparison will be made of existing outdoor recreation facilities, public open space, greenways, and park areas.

A listing of unmet needs will be developed.

Specific areas for investigation shall include, but or not limited to:

- 1) Recreation facilities and programming
- 2) Greenway and Open Space needs
- 3) Park Lands (all categories)
- 4) Arts Facilities and Programming
- 5) Community Centers, Auditoriums, and Meeting Space Needs
- 6) Adopted Park Planning Goals

Series of citizens meetings attempting to determine specific desires of the public in reference to Recreation and Parks should be scheduled (no less than three). Briefings with department staff, advisory commission members, town administrative staff and selected community leaders/groups should also be scheduled.

After Recreation and Parks needs of the community are determined, an Action Plan should be presented to meet these specific needs including program opportunities, facilities needs, land acquisition and recommendation of specific areas of the town where facilities should be located.

A priority schedule of the Action Plan for capital construction, facility renovations, and land acquisition based on 5 year, 10 year, 15 year and 20 year time periods.

Analysis of the cost to construct or renovate any facilities expressed in the Action Plan. Recommendations for administration and staffing requirements and operational costs will be analyzed and proposed.

Recommendations concerning methods of financing projected needs including but not limited to bond referendums, land dedication ordinances, payment-in-lieu of dedication ordinance, user fees, and impact fees.

Supporting maps, graphs, and charts to illustrate data as needed in the Plan document and at public meetings.

Summary of conclusion and recommendations in addition to the technical report or plan. This summary should be formulated so it can be easily read by elected officials, commission members, and interested citizens.

Two(2) camera-ready copies will be delivered to the Town at the end of the project. Camera-ready working copies will be provide to the Town at appropriate intervals at which time the Town will then produce the amount of copies needed. A floppy disc of the master plan will be

provided using Wordperfect and compatible to the Town of Carrboro's computer network. Any computer generated maps should be provided to the Town in a DxF format.

This plan should be extremely functional and direct in nature. Excessive narrative descriptions requiring extensive consultant time is not requested. The objective of the Town is to have a "nuts and bolts" plan formulated. The Action Plan shall be formatted to provide for ease in up-dating in the future.

TOWN OF CARRBORO

Brief History

Carrboro, which was settled in 1882 around a railroad spur for the University, was first known as West End because of its location to nearby Chapel Hill. Incorporated in 1911 as Venable, the town made its final name change two years later in honor of Julian Shakespeare Carr, the owner of the local textile mill. Carrboro is located in North Carolina's Piedmont Region and adjoins Chapel Hill on its eastern boundary.

For the first 50 years after its incorporation, Carrboro remained a small mill town with a slow, steady pace of growth. In 1960, approximately 2000 people lived in the town. During the next 25 years, however, the town's population grew 400 percent to about 10,000 people. Town planners estimate Carrboro presently has nearly 13,000 residents.

Planning for Future Development

Carrboro's growth rate and patterns of development over the past 10 years are due in large part to the policies expressed in a land use plan adopted by the town in the mid-1970s, and implemented through the Land Use Ordinance and official Zoning Map. In 1986, a special citizen group called the Carrboro 2000 Task Force completed two years of work reviewing and updating those policies. The task force recommended that the town continue to consider natural constraints in rezoning and site plan reviews and strengthen the emphasis on natural constraints in the Land Use Ordinance. The Board of Aldermen adopted the 2000 Task Force Report in 1988-89; additional provisions were added to protect large and significant trees and to preserve natural streams and their associated flood plains.

Future residential development in the form of single-family housing is likely to occur in the joint planning area north of town. During 1987-88, the town developed a zoning scheme for the area which emphasizes residential character at relatively low densities. Because the University Lake Watershed extends to the south and west of town, that area is expected to remain relatively rural in nature.

A small area planning group was appointed in March 1993 to develop a plan for development of the northern part of Carrboro and the Transition Area.

The Town has recognized the need for comprehensive planning for its recreation and parks. Therefore, a consultant to assist in the development of a recreation and parks master plan is being sought.

MOTION WAS MADE BY HILLIARD CALDWELL AND SECONDED BY JACQUELYN GIST THAT \$1,000 BE APPROPRIATED FROM THE CONTINGENCY FUND FOR THE MIDWAY DEVELOPMENT COMMISSION TO HELP PAY OPERATION EXPENSES, THAT THE MIDWAY DEVELOPMENT COMMISSION SUBMIT QUARTERLY STATUS REPORTS TO THE BOARD, THAT STAFF CAN CONTINUE TO ASSIST THE MIDWAY DEVELOPMENT COMMISSION IN SECURING FUNDING OTHER THAN TOWN FUNDS, AND THAT THE ORDINANCE ENTITLED, "AN ORDINANCE AMENDING FY'93-94 BUDGET ORDINANCE", BE ADOPTED. VOTE: AYES 6, NOES 1 (Gurganus).

PARK PLANNING GOALS AND MASTER PLAN PROCESS

8/24/93

Richard Kinney, Parks and Recreation Director, stated that the Board appropriated funds to hire a consultant to work with the Town in developing a Recreation and Parks Master Plan. The Recreation and Parks Commission has developed a suggested set of goals to guide this process and recommends that the Commission's planning subcommittee take a lead role in managing the process with the inclusion of two of more interested Board members. Mr. Kinney reviewed the proposed goals and process.

Alderman Bryan voiced concern regarding language in the Introduction which referenced the Town's obligation to supply recreation resources and the comparison of recreation resources to other essential services and facilities.

MOTION WAS MADE BY HILLIARD CALDWELL AND SECONDED BY FRANCES SHETLEY THAT THE BOARD ADOPT THE PLANNING GOALS PRESENTED BY THE RECREATION AND PARKS COMMISSION; SUPPORT THE CONCEPT OF THE MANAGEMENT GROUP AND THE APPOINTMENT OF THE RECREATION AND PARKS COMMISSION'S PLANNING SUBCOMMITTEE AS PART OF THIS GROUP AND THAT STAFFING BE PROVIDED BY THE RECREATION AND PARKS DIRECTOR; APPROVE THE PLANNING PROCESS AS PRESENTED AND WOULD ALLOW THE MANAGEMENT GROUP TO MAKE CHANGES WHEN NECESSARY; AND REQUEST THAT THE BOARD BE INFORMED OF MEETINGS OF THE GROUP SO THAT WHEN SCHEDULES ALLOW, INTERESTED BOARD MEMBERS MIGHT ATTEND. VOTE: AFFIRMATIVE ALL.

PENALTY FEE FOR DISPOSAL OF YARD WASTE

Chris Peterson, Public Works Director, stated that the 1989 North Carolina General Assembly ratified Senate Bill 111, which prohibits yard trash in a sanitary landfill after January 01, 1993. The Landfill Owners' Group has proposed the establishment of a penalty fee - two times the existing tipping fee - to provide a deterrent for those who mix yard wastes with other sanitary wastes.

The following resolution was introduced by Alderman Tom Gurganus and duly seconded by Alderman Jay Bryan.

A RESOLUTION TO CONCUR IN ESTABLISHING A FEE TWO TIMES THE
EXISTING TIPPING FEE AS A PENALTY FOR DISPOSAL OF YARD WASTES AT THE
ORANGE REGIONAL LANDFILL AFTER OCTOBER 01, 1993

Resolution No. 7/93-94

WHEREAS, the North Carolina General Assembly has ratified Senate Bill 111, which prohibits the disposal of yard wastes in landfills through the State after January 1, 1993; and