

ATTACHMENT A

**A RESOLUTION ACCEPTING THE FOLLOW-UP REPORT ON THE FIRST FOUR
OF SEVEN SELECTED RECOMMENDATIONS REFERRED TO THE PLANNING
DEPARTMENT MADE BY RTS INC. IN THEIR SEPTEMBER-2006 REPORT
ENTITLED "CREATING CARRBORO'S ECONOMIC FUTURE"**

Resolution No. 220/2006-07

WHEREAS, The Carrboro Board of Aldermen as part of their 2007 Annual Retreat considered the recommendations made by the September 2006 RTS Inc. report entitled "Creating Carrboro's Economic Future"

WHEREAS, The Carrboro the Board of Aldermen requested a follow-up report from the planning staff addressing seven recommendation made by RTS on pages 48 and 49 of the report entitled "Creating Carrboro's Economic Future";

WHEREAS, A the first in a series of two follow-up reports addressing four of seven recommendations was presented on June 12, 2007 by the Planning Staff.;

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the follow-up report presented on June 12, 2007 on the first four of seven selected recommendations referred to the planning department by RTS Inc. in their September-2006 report entitled "Creating Carrboro's Economic Future" is hereby accepted.

Initiative ID	Development	Development Objective	Initiative Description	Environmental	Economic	Social/Health
1.11	<input type="checkbox"/>	Recreation and Parks	Encourage and support the development of greenways and parklands dedicated to public use along streams and easements.	Yes	No	Yes
1.12	<input type="checkbox"/>	Recreation and Parks	Parks or Playfields should be located within walking distance of every residence in Carboro	Yes	No	Yes
1.45	<input type="checkbox"/>	Town Services	Continue to encourage the active participation of citizens in community planning.	Yes	Yes	Yes
2.12	<input type="checkbox"/>	Avoid Adverse Impacts on Health and Safety	Limit development in sensitive areas such as the university lake watershed, wetlands and other areas which could adversely affect water supplies and habitat.	Yes	Yes	Yes
2.11	<input type="checkbox"/>	Avoid Adverse Impacts on Health and Safety	Infill development should take place in a manner that enhances neighboring areas, mitigates adverse drainage, transportation, aesthetic and environmental impacts.	Yes	Yes	Yes
2.21	<input type="checkbox"/>	Preservation of the Natural Environment	Require preservation and maintenance of open space, enforce restraints to clear cutting and require adequate buffers.	Yes	Yes	Yes
2.22	<input type="checkbox"/>	Preservation of the Natural Environment	Where acceptable development should be dense and well defined with areas of well preserved open space	Yes	Yes	Yes
2.23	<input type="checkbox"/>	Preservation of the Natural Environment	Encourage the planting of species that are not invasive, the removal of invasive species, and increase public awareness of acceptable plantings (Appendix E-17 of the LUO)	Yes	Yes	Yes
2.31	<input type="checkbox"/>	Attractiveness of Development	Encourage developers to apply the Downtown Design Guidelines in the CBD and follow Architectural Guidelines in residential areas.	No	No	Yes
2.32	<input type="checkbox"/>	Attractiveness of Development	New development that blends single family and multi-family units should be designed and landscaped to ensure compatibility.	Yes	Yes	Yes

Sustainability Checklist for Commercial Development

VISION ID	Development	Vision Topic	Vision	Environment	Equity	Community
2.41	<input type="checkbox"/>	Carrboro's Character	The downtown should have medium-rise buildings appropriately sited with adequate public access, with the Century Center as a focal point where people work, gather, shop for every day needs, socialize and recreate	Yes	Yes	Yes
2.42	<input type="checkbox"/>	Carrboro's Character	Development should support the Town's distinctive character by adhering to town policies that limit road width, encourages roadside plantings, preserves historic values and retains unspoiled green spaces and other natural areas.	Yes	Yes	Yes
2.43	<input type="checkbox"/>	Carrboro's Character	Plan and encourage the growth of tree canopies over roads and encourage underground utilities that will allow for full canopy coverage which will mitigate adverse effects from heated pavement.	Yes	Yes	Yes
2.51	<input type="checkbox"/>	Balanced and Controlled Growth	Support the implementation of the Small Area Plan.	Yes	Yes	Yes
2.52	<input type="checkbox"/>	Balanced and Controlled Growth	Continue to require the construction of a diverse housing stock.	Yes	Yes	Yes
2.53	<input type="checkbox"/>	Balanced and Controlled Growth	Careful attention should be paid to the carrying capacity of the existing infrastructure as growth occurs.	Yes	Yes	No
3.1	<input type="checkbox"/>	Nature of Development	New Commercial development must minimize negative environmental impacts, emphasize appropriate buffers and not compromise the integrity of established neighborhoods.	Yes	Yes	Yes
3.2	<input type="checkbox"/>	Downtown Vitality	Nurture the downtown as the social, cultural and economic center that includes public social spaces and a mix of business types.	No	Yes	Yes

Sustainability Checklist for Commercial Development

3.21	<input type="checkbox"/>	Downtown Vitality	Double commercial square footage, build up not out, increase density of commercial property, improve infrastructure (parking, sidewalks lighting & shading) develop transit and traffic initiatives.	Yes	Yes	Yes
3.22	<input type="checkbox"/>	Downtown Vitality	Encourage the development and placement of architecturally significant commercial and civic buildings.	No	Yes	Yes
3.23	<input type="checkbox"/>	Downtown Vitality	Downtown commercial activity could include restaurants, entertainment venues, technology companies, lodging and offices.	No	Yes	Yes
3.25	<input type="checkbox"/>	Downtown Vitality	Encourage walkability, improve pedestrian safety/comfort, improve lighting, shading and create auto barriers.	Yes	No	Yes
3.27	<input type="checkbox"/>	Downtown Vitality	Consider "pedestrian-only" spaces downtown.	No	No	Yes
3.28	<input type="checkbox"/>	Downtown Vitality	Encourage a variety of appropriate residential developments (single-family, multi-family SRO's etc) in the downtown especially as a part of mixed-use development.	Yes	Yes	Yes
3.31	<input type="checkbox"/>	New Commercial	Maximize the potential of existing shopping centers with additional stories where practical before creating new shopping centers.	Yes	Yes	No
3.32	<input type="checkbox"/>	New Commercial	All Shopping Centers should be connected to residential areas with increased pedestrian access.	Yes	Yes	Yes
3.5	<input type="checkbox"/>	Home Businesses	Encourage small, low-impact home businesses, revise ordinances to remove any unnecessary obstacles, encourage developers to accommodate home businesses in all new developments	No	Yes	Yes
3.61	<input type="checkbox"/>	Economic Diversity	Encourage the widest possible diversity of locally operated businesses with a balanced portrait of convenience (movie, overnight accommodations, home businesses, technology, retail, variety/dept store, restaurants and entertainment.	No	Yes	No

Sustainability Checklist for Commercial Development

3.63	<input type="checkbox"/>	Economic Diversity	Encourage the development of underutilized property in the downtown area.	Yes	Yes	Yes
4.11	<input type="checkbox"/>	Transportation Planning	Adopt a comprehensive transportation plan that addresses projected population growth projected in Carboro's planning jurisdiction and adjoining jurisdictions.	Yes	Yes	Yes
4.12	<input type="checkbox"/>	Transportation Planning	Continue to implement the town's connector roads policy.	Yes	No	Yes
4.14	<input type="checkbox"/>	Transportation Planning	Support a passenger rail connection through Carboro between Carolina North and UNC's Main Campus.	Yes	Yes	Yes
4.15	<input type="checkbox"/>	Transportation Planning	As public transit routes are identified, the Town should locate new high density development along them through changes to the zoning ordinance and map.	Yes	Yes	Yes
4.21	<input type="checkbox"/>	Public Transit	Support additional Park & Ride Lots and facilitate access to youth activities, special events, educational and employment opportunities (particularly at UNC).	Yes	Yes	Yes
4.31	<input type="checkbox"/>	Bicycle and Pedestrian Traffic	Fully implement the bicycle and pedestrian network plan and identify links needed now and until 2020.	Yes	Yes	Yes
4.32	<input type="checkbox"/>	Bicycle and Pedestrian Traffic	Establish connections with pedestrian and bicycle ways in other jurisdictions.	Yes	Yes	Yes
4.33	<input type="checkbox"/>	Bicycle and Pedestrian Traffic	Maintenance of Bike and Ped paths/ways should remain a high priority.	Yes	No	Yes
4.41	<input type="checkbox"/>	Established Roads	As a general policy, established roads should be widened to accommodate bike lanes and sidewalks, but not to provide additional lanes for automobiles.	Yes	No	Yes
4.51	<input type="checkbox"/>	Transportation/ New Development	Continue to require developers to install sidewalks and bikeways in new developments.	Yes	Yes	Yes
4.52	<input type="checkbox"/>	Transportation/ New Development	The cost for upgrading connector or arterial facilities, including bike and ped facilities, should be borne by new developments that front them.	No	Yes	No

Sustainability Checklist for Commercial Development

4.61	<input type="checkbox"/>	Transportation Funding	The comprehensive transportation plan should propose and recommend alternative funding mechanisms to finance infrastructure improvements.	No	Yes	No
5.12	<input type="checkbox"/>	Solid Waste	Supports a network of neighborhood composting facilities that could benefit gardeners.	Yes	Yes	Yes
5.13	<input type="checkbox"/>	Solid Waste	Recycling facilities should be readily available throughout town.	Yes	Yes	Yes
5.21	<input type="checkbox"/>	Water	Work with OWASA to develop infrastructure necessary for water conservation such as re-use of grey water, replace fixtures with low flow models and collecting stormwater for water gardens.	Yes	Yes	Yes
5.22	<input type="checkbox"/>	Water	Provides a strategy and supports policies that protects creeks, streams, ponds and lakes.	Yes	Yes	Yes
5.23	<input type="checkbox"/>	Water	Proactively manages stormwater and promotes active maintenance of facilities, minimizes impacts of additional impervious surfaces and impacts on waterways.	Yes	Yes	Yes
5.31	<input type="checkbox"/>	Open Space, Greenways & Natural Areas	Preserves open space and greenways.	Yes	Yes	Yes
5.32	<input type="checkbox"/>	Open Space, Greenways & Natural Areas	Connects greenways large enough to serve as wildlife corridors.	Yes	No	Yes
5.41	<input type="checkbox"/>	Construction	Encourages the reduction of construction/demolition waste through recycling and through the employment of "green building" techniques.	Yes	Yes	Yes
5.51	<input type="checkbox"/>	Energy	Promotes energy conservation, alternative and renewable energy, includes passive and/or active solar, and promotes composted waste cogeneration.	Yes	Yes	Yes
5.6	<input type="checkbox"/>	Farmland Preservation	Encourages the preservation of small farms and farm co-ops and supports organic farming within new conservation subdivisions and elsewhere to help limit the conversion of farmland to developed uses that bridge the transition areas.	Yes	Yes	Yes

Sustainability Checklist for Commercial Development

6.11	<input type="checkbox"/>	Housing for a diverse population	Provides a variety of housing styles, sizes and pricing and allows for more non-detached housing, mixed use development and communal living.	Yes	Yes	Yes
6.12	<input type="checkbox"/>	Housing for a diverse population	Supports the construction and/or renovation of low and moderate income housing.	No	Yes	Yes
6.13	<input type="checkbox"/>	Housing for a diverse population	Increases the inventory of town owned land for the purpose of making unneeded tracts available for housing programs.	No	No	Yes
6.15	<input type="checkbox"/>	Housing for a diverse population	Pursues density bonus provisions for incorporating environmentally sensitive development and building practices.	Yes	Yes	Yes
6.16	<input type="checkbox"/>	Housing for a diverse population	Support the creation of housing that allows senior citizens to interact fully with the larger community and has access to public transit.	No	No	Yes
6.17	<input type="checkbox"/>	Housing for a diverse population	Interacts with non-profits that work to provide affordable housing such as the Land Trust, Orange Community Housing Corporation, Empowerment, INC., and Habitat for Humanity.	No	No	Yes

DEVELOPMENT REVIEW SCHEDULE FOR CONDITIONAL USE PERMITS

DATES	EVENT
1 ST MONDAY	Receive completed application by noon for review.
1 ST TUESDAY	PLANS GIVEN TO DEPARTMENT DIRECTORS FOR REVIEW. STAFF REVIEW MEETING (GENERAL DISCUSSION).
2 ND TUESDAY	SPECIFIC WRITTEN COMMENTS DUE FROM STAFF. LETTER TO DEVELOPER OF REVISIONS REQUIRED.
2 WEEKS PRIOR TO 1 ST THURSDAY OF THE MONTH	REVISED APPLICATION MUST BE COMPLETE.
4 TH TUESDAY	REVISED STAFF REPORT FOR FINAL STAFF REVIEW.
LAST THURSDAY OF THE MONTH	STAFF REPORT FOR JOINT REVIEW MEETING MAILED TO APPLICANT AND ADVISORY BOARDS. NOTICE SENT TO PROPERTY OWNERS WITHIN 1000 FEET.* PROPERTY POSTED.
1 ST THURSDAY	JOINT REVIEW MEETING (3 PROJECTS MAXIMUM)
1 ST TUESDAY	AGENDA ITEM DUE FOR SETTING PUBLIC HEARING DATE.
2 ND TUESDAY	ALDERMEN SET PUBLIC HEARING DATE.
10 DAYS PRIOR TO PUBLIC HEARING	NOTICE TO PROPERTY OWNERS AND DEVELOPERS.
9 DAYS PRIOR TO PUBLIC HEARING	LEGAL AD TO RUN
7 DAYS PRIOR TO PUBLIC HEARING	PROPERTY POSTED. AGENDA ITEM/STAFF REPORT WITH ADVISORY BOARD RECOMMENDATIONS FOR PUBLIC HEARING.
WEDNESDAY BEFORE PUBLIC HEARING	MAIL STAFF REPORT TO APPLICANT AND ORIGINAL GIVEN TO TOWN CLERK BY NOON.
FRIDAY BEFORE PUBLIC HEARING	AGENDA PACKETS DISTRIBUTED TO BOARD OF ALDERMEN AND ADVISORY BOARD CHAIRPERSONS.
4 TH TUESDAY	PUBLIC HEARING
1 ST TUESDAY	- ANY SPILLOVER-

NOTE: PROJECTS TAKE APPROXIMATELY THREE (3) MONTHS. IN SOME CASES THIS TIME PERIOD MAY BE EXTENDED OR REDUCED DEPENDING UPON THE PROJECT.

ADOPTED BY THE BOARD OF ALDERMEN NOVEMBER 24, 1987

***AMENDED APRIL 15, 1997**

Review Procedure

CONDITIONAL &/or SPECIAL USE PERMIT PROCESS

Conditional Use Permits (CUPs) are granted by the Board of Aldermen.
Property owners within 1000 feet of a CUP project are notified.

Special Use Permits (SUPs) are granted by the Board of Adjustment.
Property owners within 500 feet of a SUP project are notified.

APPLICANT

Approach the Town regarding a Land Use Permit

PROGRAM SUPPORT ASSISTANT

Refer applicant to Zoning Staff member.

ZONING STAFF

Schedule an appointment with applicant to answer questions, provide applicant with fee information, outline the development process procedures, explain that a meeting with the impacted neighborhood residents is encouraged, explain how to complete (what information is needed) the Land Use Permit Application, and give the applicant a Land Use Permit Application for completion and submission to the Town. [INFORMATIONAL MEETING]

APPLICANT

Submit to the Program Support Assistant:

1. A completed Land Use Permit Application.
2. The total amount of the fees due to process this application. [THIS AMOUNT WAS QUOTED AT THE INFORMATIONAL MEETING BY ZONING STAFF.]
3. One (1) set of plans. [FOR ZONING DIVISION REVIEW ONLY. THIS SET OF PLANS WILL BE USED TO CHECK FOR COMPLIANCE WITH THE CHECK LIST ONLY.]

PROGRAM SUPPORT ASSISTANT

1. Accept the Application and Plans.
2. Check the Application for completeness.
3. Issue, to the applicant, a **PLANNING DEPARTMENT PAYMENT FORM** for the amount of fees owed.
4. Log-in Application and Plans on the Daily Log.
5. Create file and write file name in ink onto the file label area.
6. Give the Application and Plans to the Zoning Administrator.

APPLICANT

1. Give payment and the **PLANNING DEPARTMENT PAYMENT FORM** to the downstairs receptionist for fees owed.

Review Procedure

ZONING ADMINISTRATOR

1. Assign project to zoning staff member.

PLANNER/ZONING DEVELOPMENT SPECIALIST (P/ZDS)

1. Initiate a **LAND USE PERMIT TRACKING FORM** (file folder/computer).
2. Complete Compliance Checklist (including fees, stamped envelopes, etc.)
3. Review the Plans.
4. Send Letter of Introduction and request for additional information if applicable.

[NOTE: THIS STEP COULD BECOME A MULTIPLE SUBMITTAL PROCESS UNTIL ALL REQUIREMENTS OF THE CHECKLIST ARE MET.]

5. Send Final Letter of Acceptance to Applicant.
 - a) *With request for seventeen (17) copies of revised plans.*
 - b) *Enclose a generic review schedule*

[LETTER SHOULD EXPLAIN GENERALITY OF THE REVIEW SCHEDULE AS WELL AS COMMON REVIEW PROBLEMS, I.E., DRAINAGE ISSUES, ETC.]

APPLICANT

1. Submit seventeen (17) copies of Revised Plans.

PROGRAM SUPPORT ASSISTANT

1. Accepts Revised Plans.
2. Log-in Revised Plans on Daily Log.
3. Gives List of Review Personnel/Agencies to responsible Zoning staff member.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Check appropriate recipients on the List of Review Personnel/Agencies.
2. Return to Program Support Assistant.

[NOTE: TURN-AROUND TIME TO LOG-IN THE REVISED PLANS AND DISTRIBUTE THEM TO THE APPROPRIATE RECIPIENTS IS TWENTY-FOUR (24) HOURS.]

PROGRAM SUPPORT ASSISTANT

1. Per the List of Review Personnel/Agencies, the Revised Plans are distributed.
2. "NOTE TO FILE" sheet is created for the file which lists the date and to whom the Revised Plans were distributed.

P/ZDS AND TOWN ENGINEER

1. Review Plans for compliance with Land Use Ordinance requirements and engineering standards.

APPROPRIATE REVIEW PERSONNEL/AGENCIES

[DOT, EROSION CONTROL, SCHOOL SYSTEM, UTILITIES, PUBLIC WORKS, ETC.]

1. Review Plans for compliance with requirements of their respective departments/agencies.
2. Send comments to the Zoning Division.

Review Procedure

P/ZDS AND TOWN ENGINEER

1. Send comments to applicant as necessary.
2. Work with Applicant to complete plans

[NOTE: THIS STEP COULD BECOME A MULTIPLE SUBMITTAL PROCESS UNTIL ALL COMMENTS ARE ADDRESSED.]

APPROPRIATE REVIEW PERSONNEL/AGENCIES

1. Submit final comments to Zoning.
2. Submit sign-off (approval) letters to the P/ZDS.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Complete Preliminary Staff Report with comment summary.
2. Review with Zoning Administrator
3. Send Preliminary Report to Program Support Assistant to schedule for Development Review.
4. Inform Applicant of scheduled Development Review meeting.

PROGRAM SUPPORT ASSISTANT

1. Schedule for Development Review.
2. Distribute Development Review Agenda.

TOWN STAFF, TOWN ENGINEER, APPLICANT

1. Development Review meeting.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Request Site Plan changes, if applicable, based on outcome of comments from Development Review meeting.

APPLICANT

1. Resubmit Plans.

[5 FULL SIZED AND 40-60 REDUCED SIZED; DEPENDING ON THE PROJECT.]

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Finalize staff report
2. Send Applicant a **PROPOSED** review schedule for the project.
3. Staff Report finalized for advisory board review [ONE DAY BEFORE SCHEDULED MAIL OUT; PLACE REPORT & PLANS IN APPROPRIATE REVIEW BOARD'S BOX.]
4. Notice to property owners. [NOT REQUIRED, BUT PRACTICED; 10 DAYS PRIOR TO JOINT REVIEW MEETING.]
5. Post affected property. [ONE WEEK PRIOR TO JOINT REVIEW MEETING.]

Review Procedure

ADMINISTRATIVE ASSISTANT & PROGRAM SUPPORT ASSISTANT

1. Mail out Joint Review Agenda packets. [ONE WEEK PRIOR TO JOINT REVIEW MEETING.]

JOINT REVIEW MEETING

1. Staff presentation
2. Question and Answer session between staff, joint review boards, applicant, engineer, citizens, etc.
3. Recommendations made by the joint review boards.

STAFF

1. Prepare recommendations of their respective joint review boards.
2. Get the approval of the staff-prepared recommendation from respective joint review board chairperson.
3. Prepare the Minutes of the respective joint review advisory board.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Prepare Agenda Item Abstract to request a public hearing be set.
2. Submit to Town Clerk two (2) weeks prior to the meeting that the Board of Aldermen will set the public hearing date.

BOARD OF ALDERMEN

1. Set the public hearing date.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Revise Staff Report and complete abstract agenda item.
2. Mail notice to adjacent property owners. [10 DAYS PRIOR TO THE PUBLIC HEARING]
3. Notice to news media. [7 TO 15 DAYS PRIOR TO THE PUBLIC HEARING.]
4. Post Property [7 DAYS PRIOR TO THE PUBLIC HEARING.]
5. Public Hearing Agenda Item Abstract submitted to the Town Clerk. [2 WEEKS PRIOR TO THE PUBLIC HEARING]

DEPARTMENT HEADS' MEETING

1. Agenda Item Abstracts are scrutinized.

PLANNER/ZONING DEVELOPMENT SPECIALIST

1. Make appropriate changes to Agenda Item Abstract, if applicable.
 2. Resubmit **CONDITIONAL USE PERMIT** Agenda Item Abstract to Town Clerk for mailing.
- OR**
2. Resubmit **SPECIAL USE PERMIT** Agenda Item Abstract to Program Support Assistant for mailing

Review Procedure

TOWN CLERK

1. BOARD OF ALDERMEN agenda packets distributed (*CONDITIONAL USE PERMIT* Agenda Item Abstract). [FRIDAY AFTERNOON; PRIOR TO TUESDAY PUBLIC HEARING DATE.]

OR

PROGRAM SUPPORT ASSISTANT

1. BOARD OF ADJUSTMENT agenda packets distributed (*SPECIAL USE PERMIT* Agenda Item Abstract). [ONE WEEK PRIOR TO THE SCHEDULED BOARD OF ADJUSTMENT MEETING.]

BOARD OF ALDERMEN

1. Public Hearing held.
2. Close and/or Continue public hearing.
3. Grant or Deny *CONDITIONAL USE PERMIT*.

BOARD OF ADJUSTMENT

1. Public Hearing held.
2. Close and/or Continue public hearing.
3. Grant or Deny *SPECIAL USE PERMIT*.

TOWN CLERK

1. Prepare recordable *CUP*.
2. Submit to Program Support Assistant

PROGRAM SUPPORT ASSISTANT

1. Prepare recordable *SUP*.

PROGRAM SUPPORT ASSISTANT

1. Submit *CUP* to appropriate Zoning Staff member for review and approval.
2. Send *CUP* to applicant for notarized signature.

PROGRAM SUPPORT ASSISTANT

1. Submit *SUP* to appropriate Zoning Staff member for review and approval.
2. Send *SUP* to applicant for notarized signature.

APPLICANT

1. Return *CUP* with notarized signature to Zoning Division.

APPLICANT

1. Return *SUP* with notarized signature to Zoning Division.

PROGRAM SUPPORT ASSISTANT

1. Submit *CUP* or *SUP* to Town Clerk for execution (affix town manager and town clerk signatures and town seal).

TOWN CLERK

1. Submit executed permit to Program Support Assistant.

PROGRAM SUPPORT ASSISTANT

1. Request check from Finance Department for the amount to have document (*CUP* or *SUP*) recorded by the Orange County Register of Deeds Office.
2. Submit document, with check, to the Orange County Register of Deeds Office for recording.

ORANGE COUNTY REGISTER OF DEEDS OFFICE

1. Submit recorded document to Town Clerk's Office.

TOWN CLERK

1. Submit recorded document to Zoning Division.

PROGRAM SUPPORT ASSISTANT

1. File original, recorded document in appropriate file.
2. Send a copy of the recorded document to the applicant.

CUP Checklist

Commercial & Unified Residential Site Plans

Background

Development of new or renovated commercial spaces and/or unified residential structures require the Zoning Division to review and issue permits prior to beginning any site work.

The required permit process depends on the location and size of the proposed project as well as the zoning district in which the project is located. Please consult with a member of the Planning Department's Zoning Division at (919) 918-7336 for information related to the type of permit your project will require.

What information is required for a commercial/unified residential site plan?

Please see the "Commercial Checklist" and/or the "Unified Residential Checklist" found in Appendix I – 17 and Appendix I – 18, respectively, for a list of applicable information required. Please contact a member of the Planning Department's Zoning Division at (919) 918-7336 for specific information required for your project.

When/why might I use the commercial/unified residential site plan review process?

Anytime you are constructing a new commercial or multi-family residential structure, constructing an addition to a commercial or multi-family

residential structure or changing the use of an existing structure.

Who else may be involved in the commercial/unified residential site plan process review process?

Applicable Public/Private Utilities
Chapel-Hill/Carrboro City Schools
Orange County Disability Awareness
Orange County Health Department
Orange County Erosion Control
Town of Carrboro Consulting Engineer
Town of Carrboro Police
Town of Carrboro Fire
Town of Carrboro Planning
Town of Carrboro Public Works
Town of Carrboro Building Inspections
Town of Carrboro Rec. and Parks
Applicable State/Federal Agencies
NCDOT

What is the time frame for the commercial/unified residential site plan review process?

The commercial/unified residential site plan review process typically takes at least six months. This time frame is general and can obviously be shortened or lengthened depending on the complexity of the project and how quickly and accurately any requested revisions are made to the plans.

How does the commercial/unified residential site plan review process work?

Please contact a member of the Planning Department's Zoning Division at (919) 918-7336 for

CUP Checklist

specific information required for your project.

How much do the various commercial/unified residential site plan review cost?

Please see the "Town of Carrboro Schedule of Fees and Miscellaneous Charges" found in Appendix I – 28 (subject to change annually).

CUP Checklist

FORM: CD 2000	REVIEW DATE:
REVIEWED BY:	REVIEW #:
PROJECT NAME:	DATE OF PREVIOUS REVIEW:

SITE PLAN GUIDE AND CHECKLIST FOR COMMERCIAL, OFFICE and INSTITUTIONAL DEVELOPMENT AND REDEVELOPMENT PROJECTS

SUPPORTING/SUPPLEMENTAL INFORMATION (SUBMIT/ADDRESS ALL ITEMS)

- ☐ 1. **HOLD A PRESUBMITTAL CONFERENCE WITH TOWN STAFF**
a. Attend a meeting with Town Staff at Development Review.
b. Attend an independent meeting with Sungate Design Group to discuss drainage design and other issues surrounding the drainage review process.
- ☐ 2. **SUBMIT A NOTIFICATION MAP SHOWING ALL SURROUNDING PROPERTY OWNERS ENTITLED TO RECEIVE NOTICE OF THE PUBLIC HEARING. ADDITIONALLY, SUBMIT TWO (2) SETS OF STAMPED, ADDRESSED ENVELOPES FOR ALL SURROUNDING PROPERTY OWNERS ENTITLED TO RECEIVE NOTICE OF THE PUBLIC HEARING (Contact the Orange County GIS Department)**
a. This is a requirement for all CUP and SUP projects and can be required, at the discretion of the Administrator, for certain ZP projects. Please consult Sections 15-101, 15-102 and 15-52(c) of the LUO for clarifying information.
b. The notification information requested above is not necessary for minor modifications to existing CUP or SUP projects.
- ☐ 3. **COMPLETED ORIGINAL LANDUSE PERMIT APPLICATION[Section 15-49]**
- ☐ 4. **APPROPRIATE LANDUSE PERMIT FEE BASED ON FEE SCHEDULE**
- ☐ 5. **RECORDED PLAT/BOUNDARY SURVEY OF PROPERTY [AppendixA-6(d)]**
- ☐ 6. **DOCUMENTS RELATED TO THE SUGGESTED NEIGHBORHOOD**

CUP Checklist

INFORMATION MEETING**(i.e., handouts, site drawings, notes about meeting, including attendees)**

- ☐ 7. **TOWN OF CARRBORO/NCDOT DRIVEWAY PERMIT**
(issued by Carrboro Public Works Department or NCDOT, respectively)
- ☐ 8. **TREE REMOVAL JUSTIFICATION INFORMATION [Section 15-316]**
- ☐ 9. **'TRUTH IN DRAINAGE STATEMENT' RELATING TO IMPACTS**
ON
UPSTREAM/DOWNSTREAM PROPERTIES AS A RESULT OF THE
PROJECT [see Section 15-263 for additional information]
- ☐ 10. **COMPLETED TOWN OF CARRBORO ANNEXATION PETITION**
(For projects outside of Carrboro Town Limits)
- ☐ 11. **COMPLETED TRANSPORTATION IMPACT STATEMENT AND**
ANY
NECESSARY SATELLITE PARKING AGREEMENTS
[Appendix A, A-7(14) and Sections 15-298 and 15-299]
- ☐ 12. **OWNERS ASSOCIATION DOCUMENTS REVIEWED BY TOWN**
ATTORNEY [Sections 15-67, 15-296(d) and Appendix A, A-7(1) and (6)]

CUP Checklist

COVER SHEET

Show the following features/information on the Cover Sheet

- ☐ 1. NAME OF DEVELOPMENT AND/OR PHASE
- ☐ 2. TYPE OF PERMIT/APPROVAL REQUESTED (**ZP/SUP/CUP/CONST. PLAN**)
- ☐ 3. LEGAL OWNER'S NAME, ADDRESS, PHONE AND FAX NUMBER, ETC.
- ☐ 4. CONSULTING FIRM NAME, ADDRESS, PHONE AND FAX NUMBER, ETC.
- ☐ 5. PLANS DESIGNED BY:
- ☐ 6. PLANS DRAWN BY:
- ☐ 7. DATE OF PLANS:
Include all revision dates.
- ☐ 8. SHEET INDEX (Please note that each sheet must be included in 'Sheet Index')

SHEET #

Cover Sheet	Cover
Site Plan	SP 1
Utility Plan	UP 2
Landscape Plan	LP 3
Grading & Storm Drainage Plan	GP 4
Details	DP 5

- ☐ 9. LOCATION MAP: [Appendix A, A-4(a)]
Small scale, i.e., 1:1200
Property located with shading
Surrounding streets within ½ mile shown
- ☐ 10. INCLUDE A SECTION ENTITLED "SUMMARY INFORMATION" LISTING THE FOLLOWING INFORMATION:
- Tract size (acreage and square feet)
 - Total number of proposed lots
 - Floor area of:
 - Existing building
 - Proposed building
 - Existing use category (use and # from 'Permissible Use table')[15-146]
 - Proposed use category (use and # from 'Permissible Use table')[15-146]
 - Detailed parking information, to include: [15-291]
 - Number of spaces required
 - Number of existing spaces

CUP Checklist

- 3. Number of proposed spaces (std., compact, HC, bike racks, etc.)
- g. Number of proposed phases (square footage, parking, etc. by phase)
- h. Total impervious surface area (square footage and % of lot area)
- i. Proposed building height (height and number of stories) [15-185]
- j. Tax map reference number
- k. Address of property
- l. Zoning district (see 'Official Zoning Map')

CUP Checklist

SITE PLAN

SHOW THE FOLLOWING FEATURES ON SITE PLAN

PLEASE INCLUDE ITEMS 1 THRU 8A, 9 THRU 17 ON ALL PLAN SHEETS (AKA 'BASE INFORMATION')

- ☐ 1. **SHOW ALL TRACT BOUNDARIES**
Include property corners, label the control corner, include metes and bounds, etc.
- ☐ 2. **SHOW ADJACENT PROPERTY BOUNDARIES**
Include the following for each property:
 - a. Name of owner
 - b. Tax map number
 - c. Zoning district
 - d. Use classification (use and # from 'Permissible Use table')[15-146]
- ☐ 3. **SHOW LOCATION OF ALL EXISTING BUILDINGS AND/OR SIGNS**
 - a. Show all existing buildings within 50' of the subject property.
 - b. Include the square footage and use category in the footprint of the existing building(s).
 - c. If the project is an extensive redevelopment, you may need an 'Existing Conditions' plan sheet.
- ☐ 4. **SHOW LOCATION OF ALL PROPOSED BUILDINGS, SIGNS AND OTHER PROMINENT SITE FEATURES**
Include the square footage, use category and finished floor elevation (FFE) in the footprint of the proposed building(s).
- ☐ 5. **SHOW AND LABEL SETBACK FOR THE ZONING DISTRICT**
Include a note if there is no setback for the district. [Section 15-184]
- ☐ 6. **SHOW AND LABEL EXISTING PARKING AREAS ON THE SITE**
[Section 15-290]
 - a. Show all existing parking within 50' of the subject property.
 - b. This information can be included on an 'Existing Conditions' sheet, if applicable.
- ☐ 7. **SHOW AND LABEL PROPOSED PHASING** [Section 15-61]
 - a. Include phase lines, phase schedule, etc.
 - b. Ensure that each phase meets the requirements of the LUO (i.e., screening, parking, shading, etc.).
- ☐ 8. **PARKING** – Show, label and include the following on plans: [Section 15-290]
 - a. Parking layout and dimensions (for standard, compact and handicapped)
 - b. Parking stop location (include a detail – concrete, 3.5' from edge of walk/curb, needed adjacent to vegetation and sidewalks)
 - c. Parking aisle widths

CUP Checklist

- d. Crosswalks at driveway/street/sidewalk intersections
 - e. Compact and handicapped space markings and signs (include a detail)
 - f. Driveway width, radius, etc.
 - g. Loading space (include dimensions and a detail, if applicable)
 - h. Details for paving, curb and gutter, concrete, parking stops, etc.
 - i. Include a note concerning fire lane striping. The note should read "Fire lane striping will be coordinated with the Carrboro Fire Marshall prior to the issuance of a CO per Chapter 12 of the Carrboro Town Code."
 - j. Include a note specifying that a 'hard surface' is required prior to building construction (contact Fire Department for further information)
- ☐ 9. **WRITTEN AND GRAPHIC SCALE** (Include on all plan sheets)
The plans must be drawn so that all features are discernible. (1" = 50' preferred)
- ☐ 10. **NORTH ARROW** (Include on all plan sheets)
- ☐ 11. **MARGIN INFORMATION** (Include on all plan sheets)
Please include the following information on the right-hand margin of each sheet:
- a. Name of development and phase number
 - b. Type of permit/plan submittal
 - c. Sheet title and sheet number
 - d. Owner's name, address, phone and fax number
 - e. Applicant's name, address, phone and fax number
 - f. Consulting firm(s) name, address, phone and fax number
 - g. Name of designer/drawer
 - h. Plan date (include all revision dates)
- ☐ 12. **SHOW AND LABEL ALL STREAMS, FLOODWAYS, AND FLOODPLAIN BOUNDARIES**
- a. Development activity adjacent to and within streams and floodways/floodplains is extremely restricted. Please review the LUO for additional information [Section 15-254 through 15-257].
 - b. Show all stream crossings and/or intrusions (I.e., parking, trails, sewer lines, etc.) and ensure that they are permitted by the LUO.
- ☐ 13. **SHOW AND LABEL ALL STREAM BUFFERS** [Section 15-268 AND 15-269]
No disturbance is permitted within the stream buffer(s) except in conjunction with 15-268(f) and 15-269(e) of the LUO.
- ☐ 14. **SHOW THE FOLLOWING TREE INFORMATION:** [Appendix A, A-5]
- a. Existing and proposed tree line on the site and within 50' of the site.
 - b. Show the location of the tree protection fencing on all plan sheets
 - c. Show the location and extent of the canopy for all trees 18" or greater in diameter & all rare trees on the site and within 50' of the site.
Additionally, include the following information:

CUP Checklist

1. Identify the trees to be removed on the plans
2. Provide the following information in a table for all specimen trees
 - Tree number
 - Type of tree
 - Size (diameter) of tree
 - Whether the tree will be removed or retained

☐ 15. SHOW AND LABEL ALL EXISTING UTILITIES AND DRAINAGE SYSTEMS ON OR ADJACENT TO THE SITE

☐ 16. SHOW ALL EXISTING AND PROPOSED EASEMENTS
Include the following information on the plans:

- a. Easement type (water/sewer, drainage, access, etc.)
- b. Label as public or private
- c. Include the easement width

☐ 17. SHOW AND LABEL THE ADJACENT STREET & STREET RIGHT-OF-WAY
Include the following information on the plans:

- a. Street name(s)
- b. Street width
- c. Right-of-way width
- d. Show sidewalk and sidewalk width (you must provide a sidewalk within right-of-way if shown on the Town's Master Sidewalk Plan)
- e. Show on-site linkages to the public sidewalk

☐ 18. SHOW THE LOCATION OF THE REFUSE AND RECYCLING CONTAINERS ON THE SITE (and within 50' of the site) [Section 15-250]

- a. All refuse/recycling containers must be screened from adjacent properties and the street right-of-way (provide screening and a detail on the plans).
- b. If a dumpster is used, a dumpster pad constructed to the specifications of the Public Works Director must be used (show location of pad on the plans and provide a detail).

☐ 19. SHOW THE LOCATION OF ANY EXISTING OR PROPOSED BUS SHELTER(S)

- a. Include a letter from Chapel Hill Transit indicating that they have been contacted concerning desired or anticipated system upgrades that are needed as a result of your proposed project.
- b. Show the location of any existing or proposed bus shelter along with a sidewalk connecting the shelter to the site.
- c. Show any associated road widening, bus pull-off area, etc. required as a result of the site upgrade (for existing bus-stops) or the installation of the bus shelter (for proposed bus stops).

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- d. Include a detail of the bus shelter with the plans. The shelter approved by the Board of Aldermen is a "Design Works" shelter that must be constructed on-site.

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UTILITY PLAN

INCLUDE THE FOLLOWING INFORMATION, IN ADDITION TO THE 'BASE INFORMATION' FROM THE 'SITE PLAN' SHEET (ITEMS 1 THRU 8A, 9 THRU 17 ON 'SITE PLAN')

- ☐ 1. SHOW PROPOSED WATER SYSTEM
[Sections 15-237, 15-240, 15-241 and 15-249]
- a. Show connection to existing water system with size of pipe noted.
 - b. Show proposed water system with pipe size and type of material used.
 - c. Show location of water service and location of backflow equipment.
 - d. Label the distance and direction to the nearest fire hydrant. Show any proposed fire hydrants. Hydrants must adhere to the following requirements:
 1. Fire Chief shall determine the location of hydrants if there is a dispute/problem
 2. Hydrants must be within 500' of all lots and/or buildings
 3. Hydrants must be served by at least a 6" line and must have two (2) 2.5" connections and one (1) 4.5" connection
 4. Hydrant connections must be located at least 21.5" from ground level
 5. Add a note specifying that "No framing may begin until hydrants are operational"
 6. Add a note specifying that "An all-weather travel surface must be in place on the roadway prior to receiving final plat approval and/or building permits
 - e. Include detailed information related to any required sprinkler or fire alarm system (please see Chapter 12 of the Carrboro Town Code).
 - f. Water lines should be looped, when possible, to provide adequate fire flow and to avoid 'dead-end' lines. Please submit fire-flow calculations for review by the Fire Chief and Town Engineer.
 - g. If a public water system is not used, show the private water system and/or the proposed location of water wells. If a well is needed/used, please show on the plans and submit a copy of the approved permit (Orange County Health Department or State of North Carolina).
- ☐ 2. SHOW PROPOSED SEWER SYSTEM
[Sections 15-237 thru 15-239 and 15-256]
- a. Show connection to the existing sewer system with size of pipe noted.
 - b. Show proposed sewer system (outfalls, interceptors, collectors, manholes, pump station, etc.).
 - c. Show location of sewer service.
 - d. Include the size and type of pipe/material used, inverts in and out, rim elevations, slope percentages of pipe segments, etc.
 - e. If a private system is used, show the private sewer system along with the wastewater treatment system. If a septic system/absorption field is required, please show on the plans and submit a copy of the approved permit (Orange County Health Department or State of North Carolina).

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- f. See Section 15-237 for OWASA connection requirement – 200' + 10'/unit for each unit over four (4).

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3. SHOW LIGHTING

[Section 15-242 thru 15-243]

- a. Show the location of any existing lighting. Indicate whether the existing lighting will remain or be removed. Additionally, include the following:
1. Light detail with height to top of light, type of light and wattage of light indicated
 2. Show the iso-candle footprint of the lights on the plan
- b. Show the location of the proposed lighting. Include the following:
1. Location of proposed lighting in the parking area
 2. Light detail with height to top of light (15' maximum), type of light (shoebox style or low-level decorative lights recommended) and wattage of light indicated
 3. Show the iso-candle footprint of the lights on the plan. The maximum illumination at the property line is 0.2 footcandles measured at grade

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4. SHOW ELECTRIC, TELEPHONE, CABLE, GAS, ETC. SERVICES

[Section 15-244 thru 15-248]

- a. Submit letters from all applicable utility companies certifying that the project can be served via the existing infrastructure.
- b. Show the location of all service lines, transformers, meters, switch boxes, etc. Please note that all new utilities must be located underground.
- c. Include a typical drawing detail for the location of all utilities within the right-of-way, if applicable. Use standard drawing #6 or #7 in Appendix C.

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5. SHOW ALL EXISTING UTILITIES [Appendix A]

- a. Show the location of all existing utilities on the site (both above and below ground).
- b. Indicate whether the existing utilities will 'remain' or be 'removed'.
- c. If the utilities are to be relocated on the site, they must be placed underground.

☐

6. SHOW ALL EASEMENTS [Appendix A]

- a. Show all existing or proposed drainage easements. Include the following:
1. Label either public or private
 2. Label width
- b. Show all existing or proposed water and sewer easements. Include the following:
1. Label either public or private
 2. Label the width
- c. Show all existing utility easements (electric, gas, etc.)

CUP Checklist

LANDSCAPE PLAN

INCLUDE THE FOLLOWING INFORMATION, IN ADDITION TO THE 'BASE INFORMATION' FROM THE 'SITE PLAN' SHEET (ITEMS 1 THRU 8A, 9 THRU 17 ON 'SITE PLAN')

- ☐ 1. SHOW THE FOLLOWING TREE INFORMATION ON THE PLANS:
- a. Existing tree line on the site and within 50' of the site (Although not specified in the LUO, the Administrator can require it- [Section 15-49(d)])
 - b. Show the location and extent of the canopy for all trees 18" or greater in diameter & all rare trees on the site and within 50' of the site. Additionally, include the following information:
 1. Identify the trees to be removed on the plans
 2. Provide the following information in a table for all specimen trees
 - Type of tree and tree number
 - Size (diameter) of tree
 - Whether the tree will be removed or retained
- ☐ 2. SHOW THE LOCATION OF THE TREE PROTECTION FENCE ON THE PLANS [Sections 15-316(b) & (c) and Section 15-318]
- a. Tree protection fencing must be placed around all trees and all forested areas that are to be retained on the site. The tree protection fencing must be placed at the edge of the canopy for all trees that are to be preserved/saved. No clearing, grading or other disturbance is permitted within the tree protection area.
 - b. Provide a detail showing the type of tree protection device to be used. The detail should include the following:
 1. Type of fence material (orange tensor ski fence is preferred)
 2. Spacing and type of stakes (10' max. spacing and metal preferred)
 3. Sign reading "TREE PROTECTION AREA – DO NOT ENTER" spaced every 50' along the fence
- ☐ 3. SHOW REQUIRED SHADE TREES FOR PAVED PARKING [Section 15-317]
- a. Select trees from Appendix E and use formula E-3 in Appendix E for calculating 20% shading of vehicle accommodation area (parking and sidewalks). Include the following on the plans:
 1. Detailed calculation of the 20% shade tree requirement.
 2. Provide a note or calculation demonstrating how the trees retained and/or planted meet the 20% requirement.
 - b. Show and label the types of trees on the plans (name/abbreviation).
 - c. No pavement may be placed within 15' of trees retained for shading. If the retained tree is a specimen/rare tree, no pavement may be placed within the dripline/tree protection perimeter of the tree.
 - d. New trees must be surrounded by at least 200 sq. ft. of unpaved area (i.e. a planting island or strip).
 - e. Show concrete parking stops 3.5' from edge of curb/walk to prevent car overhangs from striking vegetation or blocking sidewalks.

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f. 1/3 of trees should be evergreen for winter shading and color.

- ☐ 4. INCLUDE A PLANTING TABLE ON THE PLANS [Appendix A, A-6(23)]
- a. The planting table should include the following:
1. The name and quantity of the plant species used on the site
 2. The size of the plant at planting (height or container size)
 3. Typical on-center spacing of the plant material
 4. Whether the plant is in a 'container' or 'balled and burlapped'
- ☐ 5. SHOW AND LABEL TYPE OF REQUIRED SCREEN [Section 15-304]
- a. The type of screen required depends on the proposed use and the existing surrounding uses. Using the chart found in Section 15-308, label the type of screen required along each property line. If no screen is required, leave the area blank.
- b. Show and label the location of the screen material (plant, fence, wall, etc.).
- c. If plants are used, include all plant information in the 'Planting Table'.
- d. If a fence or wall is used, please provide a detail on the plans.
- ☐ 6. SHOW SCREENING OF REFUSE AND RECYCLING BINS [Section 15-250]
- a. All refuse/recycling containers must be screened from adjacent properties and the street right-of-way (provide screening and a detail on the plans)
- b. If a fence is used, please provide a detail on the plans.
- c. Include a detail of the gate/enclosure that will be used.
- d. Location of the refuse/recycling container must be easily served by trucks.
- ☐ 7. INCLUDE ELEVATIONS – (all views) [Appendix A, A-6(4)]
- a. The elevations should specify the types of materials to be used on the building. Include elevations of other prominent site features (drive-through window menu boards, monument signs, bus shelters, etc.).
- ☐ 8. INCLUDE THE FOLLOWING SIGN INFORMATION:
- a. Include the sign surface area calculation. The calculation is as follows:
1. The first 200 linear feet of street frontage is multiplied by 0.5 square feet of sign area. All street frontage in excess of 200 feet is multiplied by 0.75 square feet
 2. A 'Master Sign Permit' is required for commercial shopping centers per Section 15-271(c)(2)(b)
 3. See Sections 15-275 thru 15-278 for height/size limitations on signage
- b. Show the location of all proposed monument and freestanding signs. The signs must be located outside of the sign setback area and the 10' x 70' site triangle easements;
- c. If the project requires a 'Master Sign Permit' then the sign permit must be approved at the same time as the project permit. If a regular sign permit is required, it can be approved as a separate process following permit

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approval. Please consult the 'Sign Permit Procedure' pamphlet available in the Zoning Division for additional sign permit information.

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GRADING AND DRAINAGE PLAN

Include the following Information, in addition to the 'Base Information' from the 'Site Plan' sheet (Items 1 thru 8a, 9 thru 17 on 'Site Plan')

- ☐ 1. SHOW EXISTING UTILITY, STREET, AND/OR DRAINAGE SYSTEMS ON OR ADJACENT TO THE SUBJECT PROPERTY [Appendix A, A-5]
- ☐ 2. SHOW EXISTING CONTOURS ON THE SITE & WITHIN 50' OF THE SITE
 - a. The existing contours should be shown at 2' intervals (minimum) and should be shown using a dashed (- - -) line. [Appendix A, A-5]
- ☐ 3. SHOW PROPOSED CONTOURS ON THE SITE
 - a. The proposed contours should be shown at 2' intervals (minimum) and should be shown using a solid (____) line. [Appendix A, A-6]
 - b. No grading or disturbance may take place within any tree protection area or within any stream buffer, unless specifically permitted in the ordinance and/or approved by the permit issuing authority. [see Section 15-316(b) & 15-268(e)]
 - c. No grading may take place on another property unless all necessary construction easements are secured and there is no disturbance to specimen trees, stream buffers, etc. on the adjacent property.
- ☐ 4. SHOW ALL COMPONENTS OF THE PROPOSED DRAINAGE SYSTEM [Sections 15-261 thru 15-263, Appendix C and Appendix I]
 - a. Show all of the following features on the plans:
 - 1. New channels, swales, etc.
 - 2. Pipes (sizes and types) [minimum 15" rcp unless alternative approved]
 - 3. Catch basins
 - 4. Junction boxes
 - 5. Yard inlets
 - 6. Energy dissipaters
 - 7. Stormwater retention/detention facilities
 - 8. Stormwater quality devices
 - 9. Easements
 - b. Include all details necessary to ensure compliance with Appendix C and Appendix I of the LUO.
- ☐ 5. SUBMIT DETAILED DRAINAGE CALCULATIONS AND A WATER QUALITY ANALYSIS FROM A REGISTERED ENGINEER
Please consult Sections 15-262, 15-263 and Appendix I of the LUO for specific requirements. Additionally, please contact the Town Engineer, Sungate Design Group, to discuss all drainage requirements. Further, you are encouraged to set up a pre-

CUP Checklist

submittal conference with Sungate to discuss the drainage review process.

- ☐ 6. PROVIDE ADEQUATE INFORMATION TO ALLOW ORANGE COUNTY EROSION CONTROL TO ISSUE PRELIMINARY EROSION CONTROL APPROVAL
 - a. Enough information must be provided to Orange County Erosion Control so they can determine that an Erosion Control Permit can be issued without significant modification to the plan. Significant modifications may require further review per Section 15-64 of the LUO, thus creating substantial project delays.
 - b. Submit a 'Truth in Drainage' statement disclosing the impacts the proposed project may have on upstream and downstream properties in relation to water quantity and water quality. [Section 15-263(a)(2)]
 - c. Please note that prior to the issuance of a CO or final plat, the Town may require that a 'drainage performance bond' be posted for a period of two (2) years. [Section 15-263(a)(3)]
- ☐ 7. SHOW ALL STREAMS, STREAM BUFFERS, PONDS, DRAINAGE SWALES, WETLANDS, SWAMPS AND/OR FLOODPLAINS/FLOODWAYS ON THE PROPERTY AND WITHIN 50' OF THE PROPERTY [Sections 15-268, 15-269 and Appendix A, A-5]
- ☐ 8. SUBMIT COPIES OF ALL NECESSARY STATE AND/OR FEDERAL PERMITS FOR ALTERATIONS OR DISTURBANCE TO WETLANDS, STREAMS, FLOODWAYS/FLOODPLAINS
 - a. Such permits may include, but are not limited to, CLOMR's and LOMR's from FEMA, wetland permits from the Army Corp of Engineers and/or NCDEHNR, etc.
 - b. Please consult the Town Engineer, Sungate Design Group, for additional information or to determine the type of permits that may be necessary.

NOTE: THIS CHECKLIST IS INTENDED TO SERVE AS A GUIDE FOR PREPARING SITE PLANS FOR REVIEW BY THE TOWN OF CARRBORO AND IT SUPPLEMENTS THE TOWN'S LAND USE ORDINANCE. EACH APPLICATION MUST COMPLY WITH ALL LAND USE ORDINANCE REQUIREMENTS, NOT JUST THE CHECKLIST

BOARD OF ALDERMEN
AGENDA ITEM ABSTRACT

ITEM NO. E(6)

MEETING DATE: June 11, 1996

SUBJECT: RECOMMENDATION FOR TOWN ENGINEER CONTRACT

DEPARTMENT: PLANNING	PUBLIC HEARING: YES ___ NO <u>X</u>
ATTACHMENTS: Contract with Sungate Design Group	FOR INFORMATION CONTACT: Roy M. Williford, 968-7713
THE FOLLOWING INFORMATION IS PROVIDED:	
(x) Purpose	<input type="checkbox"/> Action Requested
(x) Summary	<input checked="" type="checkbox"/> Recommendation
	<input type="checkbox"/> Analysis

PURPOSE:

The purpose of this item is to provide the Board of Aldermen with a recommendation and contract for retaining the services of an engineer to perform the duties of "Town Engineer".

SUMMARY:

- As a part of the FY 1995-96 Budget, funds were appropriated for retaining the services of a "Town Engineer".
- On August 22, 1995 the Board of Aldermen approved the creation of a Selection Committee and the proposed "Request for Proposals". The Selection Committee consisted of the following : Aldermen Bryan, the Town Manager, the Director of Public Works, and the Planning and Economic Development Director.
- Requests for Proposals and advertisements were released mid-September of 1995.
- The town received proposals from six engineering firms.
- The Selection Committee met on February 22, 1996 and selected three firms to interview.
- Interviews were conducted on March 7, 1996 and the selection committee made its selection shortly thereafter.
- The Sungate Design Group, P.A.; submitted an engineering services agreement on April 16, 1996. This document has been reviewed by the staff and Town Attorney and the revised document is included with this agenda item for discussion and approval by the Board of Aldermen. This agreement generally outlines the scope of services desired by the Town, provides travel reimbursement for Town related trips and not for trips made to and from the engineer's office and Town Hall, and proposes a payment schedule of fees on an hourly rate excluding time for travel to and from the engineer's office and Town Hall.

RECOMMENDATION:

The administration recommends that the Board of Aldermen approve the attached Engineering Services Agreement to retain the services of Sungate Design Group as the Town's Engineer and authorize the Town Manager to execute the contract.

A regular meeting of the Carrboro Board of Aldermen was held on Tuesday, June 18, 1996 at 7:30 p.m. in the Town Hall Board Room.

Present and presiding:

Mayor	Michael Nelson
Aldermen	Hank Anderson
	Jay Bryan
	Hilliard Caldwell
	Jacquelyn Gist
	Diana McDuffee
	Alex Zaffron
Town Manager	Robert W. Morgan
Town Clerk	Sarah C. Williamson
Town Attorney	Michael B. Brough

APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY HILLIARD CALDWELL TO APPROVE THE MINUTES OF JUNE 11, 1996 AND A CORRECTION TO THE MINUTES OF JUNE 4, 1996. VOTE: AFFIRMATIVE ALL

RECOMMENDATION FOR TOWN ENGINEER CONTRACT

The purpose of this item was to provide the Board of Aldermen with a recommendation and contract for retaining the services of an engineer to perform the duties of "Town Engineer".

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY HILLIARD CALDWELL TO APPROVE THE ENGINEERING SERVICES AGREEMENT TO RETAIN THE SERVICES OF SUNGATE DESIGN GROUP AS THE TOWN'S ENGINEER AND AUTHORIZE THE TOWN MANAGER TO EXECUTE THE CONTRACT. VOTE: AFFIRMATIVE ALL

PEDESTRIAN ACCESS/EAST MAIN STREET

Janet Place Williams, Demir Williford and Hugh Deaner, business owners from the 100 block of East Main Street, expressed concern about the inadequate pedestrian access on East Main Street. Ms. Place Williams reminded the Board that one recommendation included in the Downtown Design Guidelines calls for improvement of pedestrian access in the downtown.

It was the consensus of Board to refer this matter to the Downtown Development Commission and Transportation Advisory Board to review the Downtown Design Guidelines and bring back a recommendation to the Board, and that the Town of Chapel Hill review traffic signalization in this area.

PUBLIC HEARING/CONDITIONAL USE PERMIT REQUEST/HIGHLANDS NORTH SUBDIVISION

ENGINEERING SERVICES AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

THIS CONTRACT, made and entered into this 1st day of July, 1996
by and between the Town of Carrboro, hereafter called and referred to as the **OWNER**, and
Sungate Design Group, P.A. Raleigh, North Carolina, hereafter called and referred to as the
ENGINEER.

WITNESS THAT:

WHEREAS, the **OWNER** is a political subdivision of the State of North Carolina
operating in Orange County, North Carolina: and

WHEREAS, the **ENGINEER** is a North Carolina corporation in the provision of
engineering services; and

WHEREAS, the **OWNER** desires to contract with the **ENGINEER** to act in the
capacity of "Town Engineer" and the **ENGINEER** desires to contract with the **OWNER** for the
provision of engineering services involving General Engineering Services.

NOW, THEREFORE, In consideration of mutual promises herein contained, the parties
contract and agree as follows:

ARTICLE I

SECTION 1. SERVICES. The **ENGINEER** shall, upon receipt of reasonable notice
from **OWNER**, promptly furnish such engineering services as **OWNER** may request, provided
such services are not included in any other engineering services contract entered into by
OWNER. The **ENGINEER** shall, if requested by the **OWNER**, upon a date agreed upon, visit
the project site and/or confer with **OWNER**'s staff and perform such engineering services as can
be reasonably performed during, and subsequent to the visit. The attached Exhibit "A", Section
1 generally describes the scope of expected services under this contract.

SECTION 2. RETENTION OF NECESSARY DATA. **OWNER** shall furnish to
ENGINEER and **ENGINEER** shall retain in its office during the term of this Agreement, copies
of engineering studies, specifications, drawings, maps, and other pertinent data necessary for
ENGINEER to perform its services hereunder. **ENGINEER** shall be responsible for the
safekeeping of such property and shall return it to **OWNER**, upon request in as good condition
as when received, normal wear and tear excepted. If the basic engineering data required by the
ENGINEER for performance of the services included herein are not available to the
ENGINEER, the **OWNER** and the **ENGINEER** shall agree upon the means of obtaining the
necessary data.

SECTION 3. DESIGN PROJECTS. This Agreement is intended to cover various other design projects which **OWNER** will request **ENGINEER** to accomplish throughout the terms of this Agreement in addition to those outlined in Article I, Section 1. Services. For each design project, **OWNER** shall notify **ENGINEER** of its needs. Upon notice **ENGINEER** shall provide the **OWNER** with a detailed cost estimate based on the schedule of fees in Exhibit "A". The **OWNER** shall review the estimate and if approved, provide the **ENGINEER** with "Notice to Proceed". The **ENGINEER** shall not incur cost to the **OWNER** in excess of five percent (5%) of the **ENGINEER**'s estimate without prior written approval of the **OWNER**.

ARTICLE II

SECTION 1. COMPENSATION. **OWNER** shall compensate **ENGINEER** for all services performed hereunder in accordance with the provisions and fees outlined in Exhibit "A". No compensation shall be paid for travel time to and from the Town of Carrboro for commuting associated with regular weekly office hours or for travel that occurs outside of the hours of 9:00 A.M. - 5:00 P.M., Monday through Friday. Time shall be billed in increments of one-half ($\frac{1}{2}$) of one hour.

SECTION 2. REIMBURSABLE EXPENSES. Upon prior approval of **OWNER**, **OWNER** shall reimburse **ENGINEER** for **ENGINEER**'s expenses, if any incurred by **ENGINEER** and paid to employees of **ENGINEER** while away from **ENGINEER**'s headquarters and engaged in the performance of services furnished pursuant to Article 1, hereunder, and automobile mileage expenses at the rate of \$0.31 per mile, or actual cost of transportation by common carrier, plus printing, telephone and other miscellaneous expenses, if any required in the performance of services hereunder, except that no mileage reimbursement shall be paid for travel to and from the Town.

SECTION 3. RECORDS. **ENGINEER** shall maintain accurate records of all expenditures in respect to the services performed pursuant to Article I, hereunder, which records shall be available at all reasonable times for inspection by **OWNER**. **ENGINEER** shall submit a statement of the compensation due in respect to services performed pursuant to Article I, hereunder, upon completion of such services, which statement shall show the employee's category, billing rate and time spent in respect of such reimbursable expenses associated therewith. **OWNER** shall pay the **ENGINEER** within thirty (30) days after receipt of invoice.

SECTION 4. PERFORMANCE OF WORK. **ENGINEER** shall designate for work to be performed pursuant to Article I, hereunder, only such employees, both as to number and classification as may be reasonably necessary considering the nature of the work to be performed. However, the **ENGINEER**, if the **OWNER** shall so direct, shall replace any **ENGINEER** or other person employed by the **ENGINEER** in connection with the work under this Agreement.

ARTICLE III

SECTION 1. COMPLIANCE WITH LAWS. ENGINEER shall comply with all applicable statutes pertaining to engineering

SECTION 2. TERMINATION. This Agreement may be terminated at any time by either party by giving thirty (30) days notice in writing to the other of its intention to terminate. Upon such termination, OWNER shall pay ENGINEER for such services as have been performed prior to such termination.

SECTION 3. RETURN OF DATA. ENGINEER shall immediately upon termination of this Agreement return to OWNER all of the engineering studies, specifications, drawings, maps and other data furnished to ENGINEER by OWNER pursuant to this Agreement.

SECTION 4. INSURANCE. ENGINEER shall take out and maintain Workman's Compensation Insurance covering all employees of ENGINEER who shall perform any of the obligations of ENGINEER hereunder, whether or not such insurance is required by the laws of the State governing the employment of any such employee. If any employee is not subject to the Workman's Compensation Laws of such State, such insurance shall extend such employee voluntary coverage to the same extent as though such employee were subject to laws. The policy of insurance shall be in such form and issued by such insurer as shall be satisfactory to OWNER.


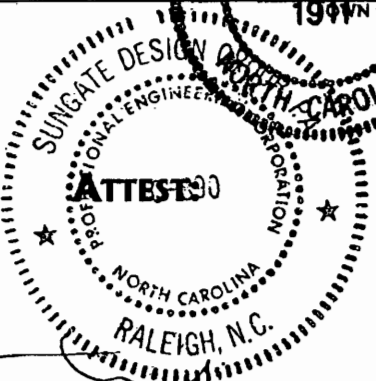

SECTION 5. PROHIBITION AGAINST ASSIGNMENT. The obligation of the ENGINEER under this Agreement shall not be assigned without the prior written approval of the OWNER.

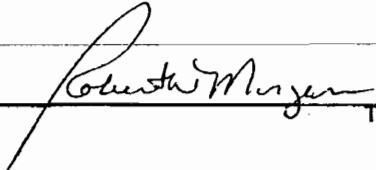
SECTION 6. COUNTERPARTS. This instrument may be executed simultaneously in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

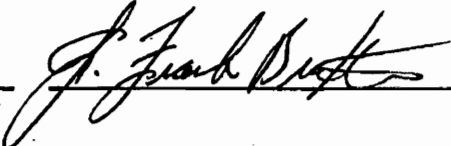
SECTION 7. CONFLICT OF INTEREST. The ENGINEER agrees not to perform any work or service for any individual, group, or firm engaged in work or service being regulated by the OWNER.

IN WITNESS WHEREOF, the OWNER and the ENGINEER have executed this Agreement in duplicate as of the date first above written.

ATTEST:**TOWN OF CARRBORO**

TOWN CLERK


TOWN MANAGER
SUNGATE DESIGN GROUP, P.A.


PRESIDENT

SECRETARY/TREASURER

This instrument has been pre-audited in the manner provided in the Local Government Budget and Fiscal Control Act



Larry Gibson, Finance Director

E X H I B I T A**SECTION I****SCOPE OF SERVICES**

Maintain regular office hours, one day per week, to the extent required by the Town.

Technical engineering assistance provided to the Board of Aldermen and Town Staff regarding the implementation of engineering policies and standards contained within the Town Code.

Administration of construction projects.

Review and approve permit applications and construction plans submitted for approval by applicants desiring to construct projects authorized by a land use permit previously issued by the Town.

Monitor developments authorized by approved construction plans to assure compliance with the land use permit and associated construction plans.

Administration of a stormwater management program (quality and quantity) for the Town, including the evaluation of stormwater management plans submitted by applicants requesting land use permits and/or construction plan approval.

Assist the Public Works Department in the review and approval of facilities proposed for dedication to the Town such as streets, pedestrian, bike, park and drainage facilities.

Review, maintain and recommend appropriate changes to townwide construction standards.

Meet with citizens seeking engineering solutions to problems associated with approved land use plans, construction plans or existing Town facilities.

Perform engineering services as associated with approved land use plans, construction plans or existing Town facilities that the Board of Aldermen may so direct

Attend Board of Aldermen and other meetings upon request by the Town.

SCHEDULE OF FEES FOR THE ABOVE SERVICES

POSITION	HOURLY RATE
Senior Engineer	\$70.00
Landscape Architect	\$60.00
Design Engineer	\$60.00
Engineering Technician	\$50.00
CADD Technician	\$40.00