

**A RESOLUTION COMMENTING ON ORANGE COUNTY'S PROPOSED SOUTHWEST
BRANCH LIBRARY SITING CRITERIA**

Resolution No. 68/2011-2012

WHEREAS, Orange County has proposed siting criteria for the Southwest Branch of the Orange County library; and

WHEREAS, Orange County has requested suggestions for refinement and clarification on the siting criteria from the Board of Aldermen; and

WHEREAS, Orange County has also expressed an interest in information on possible modifications to Town zoning procedures to facilitate siting a library;

WHEREAS, the January 10 agenda has been identified as having time that could be scheduled for this purpose.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Carrboro specifies:

1. A.

10/13/2011

Overview

- County Commissioners reviewed proposed site selection criteria and development steps on 10/6/11
- Criteria based on nationally established guidelines for siting library facilities
- Major elements
 - Guiding principles
 - Screening criteria for sites considered
 - Development Steps

Guiding Principles

- Site to provide optimal service to the highest number of residents in the entire System service area;
- Equitable service throughout County;
- Wide-angle view
 - development/construction costs; and
 - operating costs

Three-Phase Siting Criteria

Phase One

- Visibility
 - Is it highly visible to the Community?
- Capacity
 - Can site accommodate intended structure and site amenities, appropriate infrastructure and long-term growth?
- Accessibility
 - Access for pedestrian, vehicles, public transit?

Three-Phase Siting Criteria

- Phase Two
 - Centrality
 - Does it make sense/provide benefit to things in close proximity (e.g. Schools, retail, growth/development)?
 - Site Conditions, Allowances and Constraints
 - Regulatory/environmentally and operationally sustainable/mitigation effort to overcome deficiencies
 - Cost and Availability
 - Reasonable acquisition cost and development costs

Three-Phase Siting Criteria

- Phase Three
 - Community Preference
 - Broad critique of site(s) by stakeholders
 - Lease vs. Purchase
 - Identify possibilities and most advantageous arrangement for acquisition
 - Partnerships
 - Identify possibilities and most advantageous long-term benefit

Major Development Steps

- Site Control
- Initial Due Diligence
- Regulatory Approvals
- Design
- Bid/construct
- Close out/occupy

Historical Design Process

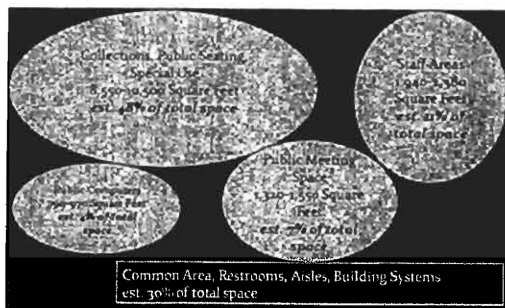
- Committees appointed to:
 - Recommend project architect via RFP process
 - Provide input and review design options
- Library consultant for facility space planning
- County Commissioners approve final plan

Space Projections

- Accepted practice "*Guidelines for NC Libraries (1998)*" recommends libraries serving a population of 25,000 or more provide a facility equal to .65 sq ft per 1,000 residents
- Southwest Orange County, including Bingham, Carrboro, Unincorporated and Chatham—Northern Border
 - 2010 Census= 28,343 x .65=minimum 18,423 square feet
 - 2020 projected population = 33,028 x .65=21,468 square feet

Space Usage

Estimated 18-22,000 Square Foot Facility
(not to scale)



APPROVED 11/15/2011

**MINUTES
ORANGE COUNTY BOARD OF COMMISSIONERS
CARRBORO BOARD OF ALDERMEN
JOINT MEETING
October 13, 2011**

COUNTY COMMISSIONERS PRESENT: Chair Bernadette Pelissier and Commissioners Valerie Foushee, Alice Gordon, Pam Hemminger, Barry Jacobs, Earl McKee and Steve Yuhasz

COUNTY COMMISSIONERS ABSENT:

COUNTY ATTORNEYS PRESENT: John Roberts

COUNTY STAFF PRESENT: County Manager Frank Clifton, Assistant County Managers Gwen Harvey and Michael Talbert and Clerk to the Board Donna S. Baker (All other staff members will be identified appropriately below)

CARRBORO BOARD OF ALDERMEN MEMBERS PRESENT: Mayor Mark Chilton and Aldermen Randee Haven-O'Donnell, Dan Coleman, Lydia Lavelle, Joal Hall Broun, Sammy Slade, and Interim Town Manager Matt Efird

CARRBORO BOARD OF ALDERMEN MEMBERS ABSENT: Jacquelyn Gist

Welcome and Opening Remarks (Chair Pelissier and Mayor Chilton)

Chair Pelissier and Mayor Chilton welcomed everyone and introductions were made. Chair Pelissier said that this is the first time that Orange County and the Town of Carrboro has met with just the two entities.

1. Southwest Branch Library Siting Criteria

Chair Pelissier said that Asset Management Director Pam Jones and Library Services Director Lucinda Munger would be making this presentation.

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 - Development/construction costs

- Operating costs

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estimated 18-22,000 Square Foot Facility
(not to scale)

Chair Pelissier said that the County Commissioners welcome all comments from the Carrboro Board of Aldermen and she encouraged the public to speak on this issue at the Board of County Commissioners' regular meetings.

Sammy Slade said that during the experience of the last siting there was a lot of frustration on the part of the public. He suggested engaging the public earlier in the siting process. It is important to have the community involved in this process.

Mayor Chilton said that the criteria set out in the abstract is very broad and what concerns him is that the Board of County Commissioners are more concerned about the accessibility of vehicles as opposed to other modes of transportation for this siting. He has heard from various board members and it seems that what they want is a suburban library and a large site with a lot of land. He said that this means that this library would be at the edge of the municipality. He said that what was compelling about this idea was to have this library in downtown Carrboro, and be more accessible to a more diverse population. He is worried that the Board of County Commissioners is applying criteria that will drive a suburban library. He said that the library should not be optimal to the most number of users but to the ones that need it the most, like lower income households. He also has reservations about the chart that shows the assumed space that is available for the needs of this proposed library. He said that he is concerned that the Board is looking at criteria from the past and not looking at the future library.

Joal Hall Broun said that she does not necessarily agree with Mayor Chilton. If it is going to be a library branch for the County and southern Orange County has a robust bus service, the accessibility is there. She said that there is still a large digital divide and there are more people that need to get to a library. She said that she moved here in 1992 and she has seen three library studies. She said that they are going to be entering a more difficult recession and when they talk about suburbia they are talking about Carrboro "suburbia". She said that she wants more commercial downtown rather than a library, which is a non-taxable entity. She said that if they are going to have a deliberative process, then it should proceed. The main criterion is how much money the County is willing to spend. This will drive the piece of property that is purchased.

Dan Coleman spoke to Mayor Chilton about the process. He said that this is an official meeting of the Board but it does not seem to be conducive for the Board of Aldermen to come to an agreement or disagreement on this. He wants to know if the board is giving feedback to the County as individual board members or as an entire board.

Mayor Chilton said that the Board of Aldermen has not discussed this topic in detail yet and the members are only expressing their opinions. The board will take this topic and have a formal discussion later.

Dan Coleman agreed that the cost may affect the siting. He said that the property currently under consideration by CVS in downtown Carrboro would have plenty of space for a

library as well as parking. He said that this site might be a consideration if it fails with CVS. He said that the cost issue needs to be at the forefront.

Lydia Lavelle agreed with Sammy Slade and urged the County to think about a two-story library versus a one-story library. She said that, in looking at the estimated cost analysis, if a site is selected in Orange County versus Carrboro, it looks like it is more expensive for Carrboro. She asked about the proposal to change the zoning process to make it less costly and time-consuming.

Commissioner Yuhasz said that he was suggesting a different zoning process for siting some public facilities. This would make it easier and quicker for things to occur.

Lydia Lavelle said that she would like the Aldermen to consider this request.

Randee Haven O'Donnell made reference to the Phase 2 slide about centrality and asked if the County was more interested in siting in a more central location because of the study. She said that she had previously thought that a southwest library would need to be sited more "southwest", which would be outside of the urban center.

Chair Pelissier said that she would not interpret it that way. She said that all factors are being taken into consideration.

Randee Haven O'Donnell said that if the criterion for Phase 2 is centrality, then this would lend itself to be closer to an urban area because the larger population is there. She said that it does not make sense to put it further away from the urban center.

Dan Coleman said that there are no schools or retail west of Carrboro plaza and the town limits and it seems that the criteria addressed Randee Haven O'Donnell's concerns.

Commissioner McKee said that, in his mind, centrality does not mean downtown or out in Orange Grove, but it means central to public transportation and in the foreseeable future that access to this library will be by Carrboro.

Mayor Chilton said that he would challenge his notion. He said that the Cybrary has a lot of usage and he would doubt that most people arrive by car.

Commissioner McKee said that he remains convinced that the majority of the patrons will use the southwest branch library and will access it by car. At the same time, he wants to make sure that it is accessible by mass transit and that it is reasonably close to future development.

Commissioner Jacobs said that he talked with Mayor Chilton about the library, and he never advocated a lot of parking, single-story, or 20,000 square feet. He said that a lot of people use libraries now for computers. He agrees with the people that are arguing that the assumptions need to be considered. He said that the public should be engaged about this. He said that a southwest branch looks different to the County Commissioners than it looks to the Board of Aldermen.

Frank Clifton said that a building of this size needs to have access to water and sewer. There were sites considered along 54 in the developed area. The goal is to avoid some of the operational issues that the County deals with now that add costs to daily operations.

Dan Coleman said that he wanted to make sure that the transportation issue in Bingham Township is not overstated.

Randee Haven O'Donnell said that she was on the last library task force and she was connected with the librarians that were on the last two library task forces. She said that the conversation is moving toward the "southwest corner" of Carrboro versus the urban notion of a library. She said that she wondered what was driving the shift in the conversation these days. Even a year ago, the Board of County Commissioners was looking at the previous site on Hillsborough Road. She said that it seems that the trajectory is taking a sharp turn in a different direction.

Mayor Chilton said that 20 years ago Chapel Hill moved its library on Estes Drive, which did not have access to public transportation at that time. The Chapel Hill Town Council

addressed that problem by adding a short route that connected to an existing route up to the library. This route is very inconvenient for residents. He said that this was not a forward-thinking decision that was made. He said that his concern is that this is not being approached the right way. He said that he would rather have a slightly smaller facility in the right place than the ideal facility in the wrong place.

Joal Hall Broun said that she is going to suggest to the Town Board to take a map of their town and put a circle around where they want a library and where they do not want it. She wants to be real about how much money Orange County has.

Commissioner Foushee said that the best thing they have here is so the Board of County Commissioners can hear the real issues that concern both boards. Orange County needs from the Board of Aldermen what Carrboro expects out of this process. The cost will drive what Orange County can buy and can build. If the Town of Carrboro wants Orange County to site a library downtown, then it would be helpful if Carrboro could identify some potential sites that would meet Carrboro's criteria and would meet Orange County's ability to purchase and build. She wants to consider the people that will also be driving to this facility because not everyone will be taking public transportation. She does not think that this changes the trajectory of building a branch, but she thinks that this process has enlightened the County Commissioners that there are some factors that were not considered in the first process that must be considered in this one.

Chair Pelissier said that the fiscal reality will drive this project and this is not a short-term issue. She said that the County Commissioners now need to look at the fiscal sustainability of all decisions.

Commissioner Yuhasz said that he thinks that \$1 million is too much for Orange County to pay for a property. He said that the main question is the population that this library will serve. He said that the density of Carrboro is much closer to a suburban density than it is to a truly urban density. He thinks that the Board needs to look at a location that serves the greatest number of people from the community.

Mayor Chilton said that Carrboro is the most densely populated municipality in the State of North Carolina. He said that he believes the library needs to be in the most densely populated area, which is downtown Carrboro. He said that, in looking at the density of low-income families, Carrboro is the highest compared with Chapel Hill and rural Orange County. He said that he thinks it is more important to serve the lower income areas than the Lake Hogan Farms area.

Commissioner Hemminger said that she agreed with Alderman Broun and the cost is the most important aspect of this process. She wants to move forward. She said that the money spent and time spent going through the permitting process is taxpayer money.

Commissioner Jacobs said that the last siting process was not a good process and they need to be more collaborative and engage the public more this time around. He said that the County does have money in the CIP for this but he would hesitate to take a parcel of land off of the tax rolls in the economic center. Joal Hall Broun agreed.

Commissioner Jacobs said that the notion of a southwest branch is a false construct built to bring more support and it does not actually work. The question is if it is an urban library or if it is a southwest Orange. If it is southwest Orange, then they can discuss how far out is too far out.

Lydia Lavelle asked where in the timeframe is the decision of the Board of County Commissioners to execute an option to purchase. She said that the public should be notified of a proposed property before it goes to the elected board. The last time it came to the attention of the public too late.

Commissioner Gordon said that the last process is not the process she thought the County Commissioners should have followed, so they are trying to refine the process this time

to be more collaborative. She said that she was surprised that the CIP information is not in the information tonight. She suggested nailing down the size of the facility.

Commissioner McKee said that the CIP number is around \$8 million and Frank Clifton said that they had estimated the land to be about \$600,000 and the facility would be about \$5 million.

Commissioner McKee said that money is going to be the driver on this because the money in the CIP is different than the money being spent. Once the money is spent the County has to figure a way to pay it back.

Randee Haven O'Donnell asked if the County Commissioners discussed costs last week when they met.

Chair Pelissier said that the County Commissioners were only talking about the process and not the costs. She said that one of the things missing relates to the operational costs between a one-story versus a two-story facility.

Chair Pelissier said that the major issues that she heard were cost, the issue of location/centrality, transportation, and the process.

Mayor Chilton said that he does have strong opinions on this topic and he does not want to come across as ungrateful. He said that, on behalf of his Board, they are grateful to work with Orange County in the early stages of this process.

2. Economic Development Overview – Orange County and Carrboro, and Update on Quarter Cent Sales Tax Referendum

Economic Development

Economic Director of Town of Carrboro Annette Stone said that she is so pleased that Orange County hired Steve Brantley as its Economic Development Director.

Steve Brantley said that he is excited about this conversation as he grew up in Carrboro and lives there now. He said that this morning he attended a meeting this morning in Greensboro of the North Carolina Economic Developers Association. There were several hundred people at the meeting and they were saying that they envy what Orange County is doing. He promised to look for every opportunity to assist Carrboro as needed. He spoke about other collaborative efforts that Orange County is involved in (i.e., Durham County and a water and sewer agreement for the Eno EDD, the Town of Chapel Hill for incubator locations and startup companies, and the City of Mebane with the Buckhorn EDD).

Steve Brantley said that he and Annette Stone have been working together frequently and collaboratively. The Economic Development Office will be previewing a new website soon, which will include ways to share services and will showcase Carrboro's economic development interests in that regard.

Dottie Schmitt said that Orange County has a revolving loan program as does the Town of Carrboro. The programs are slightly different and they can easily work together to help the citizens as much as possible.

Matthew Rybol, Manager of the Piedmont Food and Agricultural Processing Center, said that they are a small food business incubator.

WHAT IS A PFAP??

- Small business
- Tobacco transition
- Eating Seasonal
- Farm to Fork

How Does the PFAP Work?

- Governed by Inter-Local Cooperation Agreement (Orange, Chatham, Durham, Alamance counties)
- Orange County is Lead Agency for
 - Legal
 - Day today oversight
 - Accounting
 - Personnel Support
- Service area = 22 counties

PFAP Can Provide Support By:

- Minimize startup costs
- Professional experience and advice
- Specialized equipment
- Product development & placement assistance

Mayor Chilton said that this project is government at its best.

Sammy Slade said that this is a huge opportunity for Carrboro to invest in. He spoke in support of keeping as much as possible local.

Mayor Chilton said that he appreciated Alderman Slade's comments but he feels that there are some land uses that the Board of Aldermen would not view as its goal for Carrboro that may be appropriate for some of the County's Economic Development Districts. He said that, given that Orange County has decided to invest a large portion of the ¼-cent sales tax for infrastructure in the EDDs, he wonders if the County was going to consider other smaller economic development investments that compete with some of the ideas that are moving forward right now. He said that bringing a new water main underneath NC 54 would open up water access to several commercial property owners. He would like for the County to look at projects within municipal boundaries.

Chair Pelissier said that the County Commissioners are open to suggestions. The County is embarking on a new course as it relates to economic development.

Commissioner Yuhasz said that he has always envisioned redevelopment projects as part of the economic development efforts.

Chair Pelissier said that the important thing to remember is that the EDDs comprise approximately 2,000 acres. Orange County has very little light industrial zoning. The EDDs are set up for that purpose.

Sales Tax Update

Assistant County Manager Gwen Harvey gave an update on the ¼-cent sales and use tax, which will be on the November 8th ballot. She showed a poster and a flyer. The three things to which the tax will not apply include groceries, gasoline, and medicine. She gave the history of the referendum. This time the Board of County Commissioners has decided to focus 50% on schools and 50% on jobs. The two school systems have been promoting their own priorities as far as how the dollars will be spent. It is primarily around technology upgrades as well as facility improvements. The money has to be appropriated on a per-pupil basis. The other 50% is for sustainable, well-managed economic development. This is in the interest of the whole County to be able to bring forth sustainable business development.

Twenty percent of the individuals that are expected to contribute to this tax are tourists. The Board has made a ten-year commitment to using the dollars in this way. After ten years, the Board will decide how to use the tax. She encouraged everyone to become engaged in

this process of getting this referendum passed. She then showed the PSA for the referendum, which is on YouTube.

3. Various Updates

a) Chapel Hill Carrboro City Schools Elementary #11 Status/ Schools Adequate Public Facilities Ordinance (SAPFO)/Year Around Schools

Frank Clifton said that the Board has had this discussion with the two school boards about scheduling Elementary School #11 and the plan is to have the issuance of the bonds sometime in August of next year.

Clarence Grier said that the approximate cost is \$21 million and the debt service would be about \$1.4 million over 20 years.

Craig Benedict said that the SAPFO has done well to recognize the growth in the school systems and give the County time to plan ahead.

Mayor Chilton said that there was a news article earlier this fall that seemed to suggest that there was going to be a pending residential development moratorium in Orange County because some of the SAPFO provisions were going to be triggered. He asked if the article was off base.

Craig Benedict said that the SAPFO ordinance says to wait for the November 15th numbers and he thinks they should wait until November 15th to check the ordinance related numbers. If there is still 176 elementary school students on November 15th, there is still capacity of over 30-35 seats left for elementary school. This does not equate directly to housing units. This could relate to around 150-250 housing units that could still continue.

b) Update on Carrboro Tourism Board

Mayor Chilton said that Carrboro is awaiting the groundbreaking of Carrboro's first hotel, and when this happens, Carrboro will adopt its hotel tax. The Carrboro Board of Aldermen has not had any detailed discussions on the usage of these funds, but will be working with the Chapel Hill/Orange County Visitor's Bureau to help promote the Town of Carrboro and to provide some visitor's services such as promoting the music festival, etc.

Commissioner Jacobs said that he hoped that the Town of Carrboro at some time would invite Laurie Paocelli from the Visitor's Bureau to make a presentation on what she has been doing and how the County and the Town can work together with the Visitor's Bureau.

c) Future Meetings

Chair Pelissier asked about feedback about this first time joint meeting between just these two boards.

Dan Coleman said that he thought this was a very good meeting and the two boards regularly meet on the same nights, so it is a good opportunity.

Lydia Lavelle agreed with Dan Coleman and said that just the two boards provides more intimacy.

Randee Haven O'Donnell said that she likes this new format and it creates good dialogue. She asked if there would be another opportunity to meet like this in the spring. It was answered that it would probably be another year. Randee Haven O'Donnell said that there might be a need to meet again before that.

Commissioner Hemminger agreed and said that she enjoyed this format.

Commissioner Jacobs said that there will be a meeting with all four governments to talk about solid waste this winter, but he is open to meeting more often if it produces better communication. He thinks that the communication between the governments in Orange County has broken down to some extent. He said that opportunities like this should be cherished.

A motion was made by Joal Hall Broun, seconded by Lydia Lavelle to adjourn the meeting of the Carrboro Board of Aldermen.

VOTE: UNANIMOUS

A motion was made by Commissioner Hemminger, seconded by Commissioner Gordon to adjourn the meeting of the Orange County Board of Commissioners at 9:36 p.m.

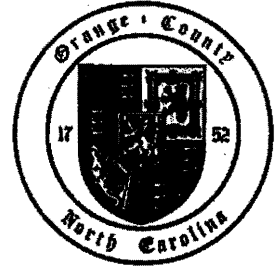
VOTE: UNANIMOUS

Bernadette Pelissier, Chair

Donna S. Baker, CMC
Clerk to the Board,

BERNADETTE PELISSIER, CHAIR
STEVE YUHASZ, VICE CHAIR
VALERIE P. FOUSHEE
ALICE M. GORDON
PAM HEMMINGER
BARRY JACOBS
EARL MCKEE

ORANGE COUNTY BOARD OF COMMISSIONERS
POST OFFICE BOX 8181
200 SOUTH CAMERON STREET
HILLSBOROUGH, NORTH CAROLINA 27278



October 26, 2011

Mark Chilton, Mayor
Town of Carrboro
301 W. Main Street
Carrboro, NC 27510

Dear Mayor Chilton,

On behalf of the Orange County Board of Commissioners, I want to thank the Carrboro Board of Aldermen for its participation in a successful joint meeting. Our Board expects to have further discussion on the issue of siting a southwest branch of the Orange County Library after the Town of Carrboro Aldermen have had an opportunity to discuss library siting criteria and possible modifications to the Town's zoning procedures to help facilitate the siting process. Our board is not asking for wholesale modifications to the county's proposed siting criteria, but would welcome suggested refinements and questions of clarification.

We look forward to hearing from the Town of Carrboro and if you have any questions, please do not hesitate to contact me.

Sincerely,


Bernadette Pelissier, Chair
Orange County Board of Commissioners

CC: Board of Commissioners
Frank Clifton, County Manager
Lucinda Munger, Library Director
Pam Jones, Asset Management Services Director
Nerys Levy, Chair, Friends of the Carrboro Library

www.co.orange.nc.us

Protecting and preserving – People, Resources, Quality of Life
Orange County, North Carolina – You Count!
(919) 245-2130 • FAX (919) 644-0246

Patricia J. McGuire

From: Catherine Wilson
Sent: Tuesday, January 03, 2012 3:54 PM
To: Patricia J. McGuire
Subject: FW: Response to Alderman Lavelle and Broun questions

Cathy

From: Lucinda Munger [<mailto:lmunger@co.orange.nc.us>]
Sent: Tuesday, November 08, 2011 2:07 PM
To: Catherine Wilson
Cc: Frank Clifton; Matt Efird; Lucinda Munger
Subject: Response to Alderman Lavelle and Broun questions

Cathy, Below are the answers in red to the questions from Alderman Lavelle and Broun.

What drives the requirement that there be two public service desks on each floor? Perhaps as a corollary to this this , why does the two story structure result in six more staff, an increase from 10 to 16? Is there a way to re-think the physical placement of services in the Hillsborough model that might negate the need for this many staff?

The level and types of services deemed necessary by the community will ultimately dictate the level of staffing at any location. Once this is determined, then the staff and service stations need to be located within the space that is efficient/effective for library operations and ease of patron use.

It has been envisioned that a Southwest Regional Library would be a full service facility. According the national and state standards in order for any library to be considered "full-service" it needs to contain the following:

Circulation, Children's, Information Services (Reference), public access computers, Young Adult and community space for programs and/or public meetings. At each service desk there must be at least 2 staff members for 1) patron service, 2) safety/security of the collections, patrons, staff and equipment.

The library in Hillsborough was designed with a library consultant using best practices in interior layout that places Circulation near the entrance, Children's on the ground level for ease of access for parents of young children and meeting rooms for large numbers of people to use without disruption of other library services. The second floor has staff for Information Services responsible for supporting the 16 internet computers, Young Adult Services, Local History, monitoring of the study rooms. Both floors also contain all of the library's collections in a variety of formats

It would not be possible to place the collections and other library assets on a second floor without at least 2 staff members available at all times to ensure a basic level of customer service and security.

Thank you for this answer. It seems as though the library would require the same number of toilet fixtures, regardless of whether it was one story or two story. Is this correct?

The number of fixtures required based on two story vs. one story would be close. In order to give you the required number based on the two scenarios, I would need to calculate the occupant load of the building, then calculate the number of fixtures required based on gender, then calculate the number of accessible fixtures required per restroom provided. I cannot provide an exact number of required fixtures without a floor plan to apply the building, plumbing and accessibility codes. Also, as I stated earlier, there is the option to have one set of facilities on one floor of a two story building.

What are the physical operating costs, such as utilities, gas or electric, water etc.

Utility costs July 1, 2010 through June 30, 2011 are as follows:

- Electricity = 25,354.58
- Natural Gas = 14,890.92
- Water = 749.26

Total cost = \$40,994.76

Lucinda

**Lucinda M Munger
Orange County Library Director
Hyconeechee Regional Library Director
Hillsborough, NC 27278**

If nothing changes, nothing changes

**Remember to Vote November 8
Orange County Referendum on the Quarter-Cent Sales and Use Tax
For more information go to – www.orangecountync.gov/salestax**

Patricia J. McGuire

From: Lydia Lavelle [lydia@lydialavelle.com]
Sent: Thursday, November 03, 2011 8:38 AM
To: Catherine Wilson
Cc: Matt Efird; Patricia J. McGuire; 'Dan Coleman'; Jacquelyn Gist; 'Joal Broun'; 'Mark Chilton'; 'Ranee Haven-O'Donnell'; 'Sammy Slade'
Subject: RE: FW: FW: Personnel cost comparison for 1story library vs. 2 story library - questions from the Town of Carrboro

Cathy:

Can you forward my comments below (in green) to whoever the appropriate person is? Thank you.

Lydia

From: Susan Mellott [mailto:smellott@co.orange.nc.us]
Sent: Wednesday, November 02, 2011 4:02 PM
To: Craig Benedict; Frank Clifton
Cc: Donna Baker; Pam Jones; Jeff Thompson; Lucinda Munger; Gwen Harvey; Catherine Wilson
Subject: RE: FW: Personnel cost comparison for 1story library vs. 2 story library - questions from the Town of Carrboro

Please find below my responses in red to the questions posed by Lydia.

Is it a code requirement that there be restrooms on each floor? I imagine it is. If we were to have two sets of restrooms on each floor, would they be two smaller sets of restrooms v. one large set of restrooms under the one-story model?

The required toilet facilities cannot be located more than one story above or below the working space or public space of a building, so they are not required on each floor of a two story building. The number of required fixtures is based on the occupant load of both floors for a single set of restrooms on one floor. If restrooms are located on one floor it is likely there would be more required fixtures to accommodate both floors. Restrooms can be located on each floor and the number of fixtures would be based on the occupant load of that particular floor. Restrooms on each floor would be smaller per floor, because the number of required fixtures would be less. Also, restrooms must meet N.C. Accessibility Code requirements.

Thank you for this answer. It seems as though the library would require the same number of toilet fixtures, regardless of whether it was one story or two story. Is this correct?

Are the two sets of emergency stairs required under code? Again, I imagine they are.

Not sure what you mean by 'emergency stairs', stairs and other egress components are based on occupant load (number of people building can accommodate). However, since the building is in Carrboro it will be required to be fully protected by a sprinkler system, and the stairways will not be required to be enclosed in fire rated construction.

Additionally, the code requires an elevator in two story government buildings.

I meant to say "emergency stair exits." Am I correct that (given your answer) the building load would require these two sets of stairs for a two story structure? Are these internal or external?

What drives the requirement that there be two public service desks on each floor? Perhaps as a corollary to this, why does the two story structure result in six more staff, an increase from 10 to 16? Is there a way to re-think the physical placement of services in the Hillsborough model that might negate the need for this many staff?

The building code does not drive the requirement for public service desks on each floor or staffing requirements.

Thank you – whoever can answer, then - what does drive the requirement for the six additional staff?

Please let me know if you have any further questions.

Thanks,

Susan Mellott

Orange County Building Official

Orange County Planning and Inspections Department

smellott@co.orange.nc.us

[919-245-2623](tel:919-245-2623)

On November 8th, 2011, remember to Vote "For" or "Against" the Orange County one quarter (1/4)cent sales and use tax. For information go to: www.co.orange.nc.us/salestax/index.asp.

From: Craig Benedict

Sent: Tuesday, November 01, 2011 5:14 PM

To: Susan Mellott

Subject: FW: FW: Personnel cost comparison for 1story library vs. 2 story library - questions from the Town of Carrboro

Can you provide a blurb?

From: Frank Clifton

Sent: Monday, October 31, 2011 10:21 AM

To: Donna Baker; Pam Jones; Jeff Thompson; Lucinda Munger

Cc: Gwen Harvey; Craig Benedict

Subject: RE: FW: Personnel cost comparison for 1story library vs. 2 story library - questions from the Town of Carrboro

Some of these questions are best referred to either Building Inspections Staff and/or Fire Inspection Staff.

Staffing issues are a response for Lucinda. Lucinda might be better served to indicate functions that 'might' be placed on a second floor if required as are now constituted in Hillsborough. We need to make sure 'all' basic functions that would be necessary in a branch facility could be incorporated. OF COURSE, if space reduction is to occur, the easiest 'non-essential' space is the meeting room and its supporting functions.

Frank W. Clifton, Jr.

Orange County Manager

200 South Cameron Street, P.O. Box 8181

Hillsborough, NC 27278

Office 919 245 2306 Fax 919 644 3004

fclifton@co.orange.nc.us

www.co.orange.nc.us

On November 8th, 2011, remember to Vote "For" or "Against" the Orange County one quarter (1/4)cent sales and use tax. For information go to: www.co.orange.nc.us/salestax/index.asp.

From: Donna Baker

Sent: Monday, October 31, 2011 9:00 AM

To: Frank Clifton; Pam Jones; Jeff Thompson; Lucinda Munger

Cc: Gwen Harvey; Catherine Wilson (CWilson@ci.carrboro.nc.us)

Subject: FW: FW: Personnel cost comparison for 1 story library vs. 2 story library - questions from the Town of Carrboro

Importance: High

Please see questions below about the proposed southwest library from the Town of Carrboro below.

If you could please respond to me, then I will forward to the Town of Carrboro,

Thanks,

Donna

From: Catherine Wilson [<mailto:CWilson@ci.carrboro.nc.us>]

Sent: Monday, October 31, 2011 8:57 AM

To: Donna Baker

Cc: Matt Efird; Dan Coleman; Jacquelyn Gist; Joal Broun; Lydia Lavelle; Mark Chilton; Randee Haven-O'Donnell ; Sammy Slade

Subject: FW: FW: Personnel cost comparison for 1 story library vs. 2 story library

Dear Donna,

Please forward the comments and questions below to the appropriate staff and Board Members.

Please do not hesitate to contact me if you have any questions.

Thanks,

Cathy

From: Lydia Lavelle [<mailto:lydia@lydialavelle.com>]
Sent: Sunday, October 30, 2011 2:23 PM
To: 'Joal Broun'; Catherine Wilson
Cc: 'Dan Coleman'; Jacquelyn Gist; 'Mark Chilton'; 'Randee Haven-O'Donnell'; 'Sammy Slade'; Matt Efird
Subject: RE: FW: Personnel cost comparison for 1story library vs. 2 story library

I also appreciate this information. I have a few questions also:

Is it a code requirement that there be restrooms on each floor? I imagine it is. If we were to have two sets of restrooms on each floor, would they be two smaller sets of restrooms v. one large set of restrooms under the one-story model?

Are the two sets of emergency stairs required under code? Again, I imagine they are.

What drives the requirement that there be two public service desks on each floor? Perhaps as a corollary to this this, why does the two story structure result in six more staff, an increase from 10 to 16? Is there a way to re-think the physical placement of services in the Hillsborough model that might negate the need for this many staff?

Thank you,

Lydia

From: Joal Broun [<mailto:joal.rechelle.broun@gmail.com>]
Sent: Friday, October 28, 2011 5:08 PM
To: Catherine Wilson
Cc: Dan Coleman; Jacquelyn Gist; Lydia Lavelle; Mark Chilton; Randee Haven-O'Donnell; Sammy Slade; Matt Efird
Subject: Re: FW: Personnel cost comparison for 1story library vs. 2 story library

Please let County staff and Chair Pelissier how much we appreciate this relevant and material information. I have one additional question: What are the physical operating costs, such as utilities, gas or electric, water etc.

Library Operational Expenses
 Estimate for SW Regional Library (one-story) vs.
 current Main Library (two-story facility)

Assumptions:

- SW Regional Library to operate the same hours as Main – 60 hours or Mon – Thursday 10 – 8pm, Friday – 10 – 6pm, Saturday 9- 5pm and Sunday 1 – 5pm
- Permanent Staff to rotate and cover one night per week, and one weekend shift (Saturday or Sunday) every 3 weeks.
- No administrative staff or technical services (cataloging/processing) would be included for the branch, as this is already covered through Main activities.

General Design:

One-story	Two-story
2 public service desks	4 public service desks

Infrastructure

One set of public restrooms	Two sets of public restrooms
	Two sets of emergency stair exits
	One large stairwell
	One elevator – including ongoing maintenance costs
	Increased costs for Janitorial staff and supplies

Approximate Library Operation Funding (minus Administrative and Technical Support staff)

\$845,500	\$1,126,000
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Staffing:

10 Permanent Staff + Non Perm	16 Permanent Staff + Non Perm
Approximate cost: \$575,500	Approximate cost: \$855,000
68% of overall estimated funding	76% over overall estimated funding

Staffing Savings based on one-story facility vs two-story:

Average overall county cost per permanent library staff member is \$54,000 (which includes benefits)

Annual savings could range between \$250,000 – 350,000.

Thanks. Joal

On Fri, Oct 28, 2011 at 4:10 PM, Catherine Wilson <CWilson@ci.carrboro.nc.us> wrote:

FYI

Cathy

From: Donna Baker [mailto:dbaker@co.orange.nc.us]
Sent: Friday, October 28, 2011 3:45 PM
To: Catherine Wilson
Cc: Matt Efird; mark_chilton@hotmail.com; Lucinda Munger; Bernadette Pelissier
Subject: FW: Personnel cost comparison for 1story library vs. 2 story library

Cathy,

Can you please forward this to your Board of Aldermen?

Thanks!

Donna S. Baker

Clerk to the Board

P.O. Box 8181

Hillsborough, NC 27278

Phone: (919) 245-2130

Fax: (919) 644-0246

Cell: (919) 428-3212

dbaker@co.orange.nc.us

From: Bernadette Pelissier
Sent: Friday, October 28, 2011 1:36 PM
To: Donna Baker
Subject: FW: Personnel cost comparison for 1story library vs. 2 story library

Donna,

Would you send this information to the appropriate Carrboro staff to distribute to the Carrboro Board of Alderman.

If I recall correctly, I had asked this question and also asked that the information be provided to Carrboro.

Bernadette

From: Lucinda Munger
Sent: Wednesday, October 26, 2011 2:46 PM
To: Bernadette Pelissier; Steve Yuhasz; Valerie Foushee; Barry Jacobs; Pam Hemminger; Pam Hemminger (External); Alice Gordon; Alice Gordon (gordon.alice@gmail.com); Earl McKee
Cc: Frank Clifton; Gwen Harvey; Donna Baker; mefird@townofcarrboro.org; John Roberts; Pam Jones; Jeff Thompson; Michael Harvey; Andrea Tullos; Lucinda Munger
Subject: Personnel cost comparison for 1story library vs. 2 story library

Afternoon, Attached is the information requested by the Chair concerning personnel costs of a 2 story vs. 1 story library (20,000 sq. ft.), using the Main Library's current expenditures as a basis for the comparison. As always, if you have any further questions, please let me know.

Lucinda

Lucinda M Munger

Orange County Library Director

Hyconeechee Regional Library Director

Hillsborough, NC 27278

If nothing changes, nothing changes

Remember to Vote November 8

Orange County Referendum on the Quarter-Cent Sales and Use Tax

For more information go to – www.orangecountync.gov/salestax

Town of Carrboro, NC Website - <http://www.townofcarrboro.org> E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.

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TOWN OF CARRBORO

NORTH CAROLINA

MEMORANDUM

PLANNING DEPARTMENT

DELIVERED VIA: ☐ HAND ☐ MAIL ☐ FAX ☒ EMAIL

To: Matt Efird, Interim Town Manager
Mayor and Board of Aldermen

From: Patricia J. McGuire, Planning Director

Date: January 5, 2012

Subject: Zoning strategies related to a public library

During its discussion of the follow-up letter from Chair Pelissier on November 1, 2011, the Board of Aldermen expressed some interest in exploring zoning strategies that might facilitate siting the proposed library in Carrboro's jurisdiction. Comments made during the October 13th worksession indicated that the process followed during consideration of the site at 210 Hillsborough Road could be improved upon. Information provided in that meeting's agenda packet indicated that the cost of review/permitting would be approximately \$90,000 higher in Carrboro than in unincorporated southwest Orange County (*Attachment G – October 13 agenda materials*). The principle difference in the cost results from steps associated with obtaining a conditional use permit. Orange County staff estimated costs from the Morris Grove Elementary School project, approved by conditional use permit on January 9, 2007 and included costs associated with obtaining a zoning compliance permit, the approach that could be utilized in unincorporated southwest Orange County. A description of how libraries are currently permitted in Town is presented below followed by an overview of the strategies that can be used to obtain approval for development of a library.

Libraries are currently included with 5.000 uses, which include educational, cultural, religious, philanthropic, social, and fraternal activities. Libraries are included as two types of 5.300 uses with museums, art galleries, art centers and similar uses with a distinction made based on size and whether the use is occurring within a building designed and previously occupied as a residence or having a gross floor area of 3,500 square feet or less.

5.300 Library, museum, art gallery, art center and similar	Zoning Districts	Permit Required
5.310 Located within a building designed and previously occupied as a residence or within a building having a gross floor area not in	R-2, R-3, R-7.5, R-10/RSIR, R-15, R-20, B-4	Special use permit
	B-1(g), B-2, B-3, B-3-T, O	Zoning permit

5.300 Library, museum, art gallery, art center and similar excess of 3,500 square feet	Zoning Districts	Permit Required
	B-1(c), M-1, CT, O/A	Zoning permit if lot is two acres or less in size; special use permit for lots in excess of two acres
	B-5	Conditional use permit
<i>5.320 Located within any permissible structures</i>	<i>B-1(c), B-1(g), M-1, CT, O/A</i>	<i>Zoning permit if lot is two acres or less in size; special use permit for lots in excess of two acres</i>
	<i>B-2</i>	<i>Zoning permit if lot is one acre or less in size; conditional use permit for lots in excess of one acre</i>
	<i>B-4</i>	<i>Special use permit</i>
	<i>B-5, O</i>	<i>Conditional use permit</i>

It may be noted that, while smaller libraries are permitted in nearly all zoning districts in Town, including all residential districts, with varying types of permits required, libraries of any size/permissible structure are allowed only in non-residential districts (shown above in italic text). This contrasts with other educational and institutional uses, such as schools and churches. Elementary and secondary schools are allowed in all residential districts, subject to issuance of a conditional use permit. Churches are also allowed in these districts and require either a zoning or special use permit, depending on the size of a property. Options available for pursuing approval of a 20,000 square foot library under current regulations include the following:

1. For property zoned B-1(c), B-1(g), B-2, B-4, B-5, M-1, CT, O, A/A, following concept plan review for projects requiring special or conditional use permits, a permit application could be submitted. For projects requiring a zoning permit or modification to a special use or conditional use permit that has already been approved, meet with staff prior to submitting an application. Time frames vary, based on permit type, from approximately six months for a zoning permit to 12 to 18 months for a conditional use permit.
2. For properties zoned otherwise, request conditional zoning. Two types of conditional zoning districts are provided for in the Land Use Ordinance. The B-2-CZ, as was used for the 210 Hillsborough Road property and the B-1(g)-CZ, under consideration for the 500 N. Greensboro Street development. Conditional zoning is a purely legislative type of rezoning under which the Town and a property owner may mutually agree to conditions limiting the way a site is developed. The expectation is that a site plan would be part of an applicant's submittal, but this is not required. Development standards and permit requirements are derived from the general use zoning district upon which the conditional district is based. Compliance with those requirements is determined outside of the rezoning process (though it is advisable to determine if a site plan presents any major issues to

subsequent compliance). As shown in the table above, permit requirements vary for the B-1(g) and B-2 districts and include zoning, special use and conditional use permits. The time frame for conditional zoning is estimated to be four to six months. If successful, a project must obtain permit approval before commencing construction plan review/construction.

3. For properties zoned otherwise, request conditional use rezoning. Nineteen conditional use zoning districts are provided for in the Land Use Ordinance. Conditional use rezoning is both legislative and quasi-judicial. Full information on a proposed development is required as part of the permit review and the expectation is that not only must the requested rezoning proposal fully comply with land use regulations, but that the concept is satisfactory and in the public interest as well. The time frame for conditional use zoning is estimated to be nine to 15 months. If successful, a project can proceed to construction plan review once the permit is signed and recorded.

Other options are also available. One would be creation of a library zoning district. This could involve the creation of an overlay zoning district based on satisfaction of certain criteria such as size, proximity to population centers or services, et cetera. The expectation would be that, having identified certain areas or sites as desirable through creation of the zone, that only a zoning compliance permit would be needed for a project to move forward. Public review and input would have taken place when the overlay was established. The time frame for the legislative process of establishing a new zoning district is estimated to be nine to 12 months.

Another option could be the establishment of standards and mapping of the Public Facilities district, which is already defined in the Land Use Ordinance and requires that developments therein be owned and operated by the federal, state, county or town government. The time frame for establishing standards is also estimated to be nine to 12 months.

A third option would be to amend the text of the Land Use Ordinance to more specifically define the larger-scale public library use under discussion and make the use permissible in residential zoning districts. The library use shares some features with educational, cultural, and institutional uses already permitted in these locations. Since smaller library uses are currently allowed in these locations with a special use permit, it would likely be appropriate to consider requiring a conditional use permit for the larger library use. The time frame for the legislative process of amending the text of the Land Use Ordinance is estimated to be four to six months. With both of the additional options described, a permit for the use, either zoning, special use or conditional use would still be needed. In the past, preparation or pursuit of these types of amendments has been allowed to take place simultaneously with the review of land use permit applications meaning that the permit process would likely determine the time frame.

ORANGE COUNTY BOARD OF COMMISSIONERS
CARRBORO BOARD OF ALDERMEN

ACTION AGENDA ITEM ABSTRACT

Meeting Date: October 13, 2011

Action Agenda

Item No. 1

SUBJECT: Southwest Branch Library Siting Criteria

DEPARTMENT: Asset Management Services
(AMS) and Library

PUBLIC HEARING: (Y/N)

No

ATTACHMENT(S):

Suggested Library Site Selection Criteria

INFORMATION CONTACT:

Pam Jones, AMS, (919) 245-2652
Lucinda Munger, Library, (919) 245-2528

PURPOSE: To review site selection criteria for the proposed Southwest Branch Library.

BACKGROUND: Staff was directed by the Board of Commissioners to provide recommendations for siting criteria of the proposed Southwest Branch Library. The attached information was reviewed with Board on October 6, 2011 and is presented for comment by the Carrboro Board of Alderman.

FINANCIAL IMPACT: None.

RECOMMENDATION(S): The Managers recommend the Boards discuss the siting criteria for the Southwest Branch Library and provide comment as may be appropriate.

Memorandum**TO: Frank Clifton, County Manager****From: Pam Jones, Director, Asset Management Services
Lucinda Munger, Library Director****RE: Southwest Library Site Selection Criteria****Date: October 6, 2011****BACKGROUND:**

Orange County Library Task Force recommendations of 2000, 2004, and 2007 have all recommended a one-story, free-standing, full service library to serve the southwest quadrant of the County. An estimated 18,000—22,000 square foot facility, with adequate on-site parking would meet the needs cited in the reports. None of these Task Force recommendations provided for a comprehensive site selection criteria and process for evaluating potential sites.

In June of 2010, the County Commissioners directed the County Manager and staff to begin actively searching for property or a facility that could serve as a site for a Southwest Branch Library. Through the summer of 2010, staff identified potential sites—210 Hillsborough Road (for sale), a storefront facility (for lease), the Skills Development Center (owned by the County), a portion of the Century Center (owned by Carrboro), property on Carrboro's Greensboro street near Southern States (for sale), and a portion of Carrboro Town Hall.

On October 22, 2010 the County Commissioners authorized staff to enter into a Purchase & Sale Agreement for 2.691 acres of property located at 210 Hillsborough Road in Carrboro for the purpose of developing and constructing a branch public library facility. Staff petitioned Carrboro for a conditional zoning approval in order that a library could be developed on this property.

On April 12, 2011, the Carrboro Board of Aldermen approved the County's petition to conditionally rezone the property in order to accommodate a public library facility not to exceed 20,000 square feet, subject to the required conditional use permitting process as governed by Carrboro's land use ordinance.

On June 21, 2011, staff presented physical due diligence on the property to the Board. The results of these physical due diligence items (survey, geotechnical, utility availability, environmental assessment, cultural, archaeological, and off-site traffic engineering analysis) were favorable and support the purchase of the property. The County Commissioners deferred a decision to move forward with the purchase and development of the property until a full title opinion was formulated by the County Attorney.

Following receipt and consideration of the title opinion, on August 23, 2011, the County Commissioners unanimously voted to terminate Purchase & Sale Agreement related to 210 Hillsborough Road. In a subsequent motion, the Board directed the Manager to continue the search for a suitable site through a transparent, collaborative and deliberate process involving

the residents in the southwest quadrant of Orange County—the town of Carrboro, Bingham and Cheeks Townships

SITE SELECTION CRITERIA: The Manager has directed staff to provide a set of library site selection criteria and procedures for County Commissioner review, comment and eventual adoption.

The following suggested criteria were assembled using nationally established guidelines and include a set of guiding principles as well as an objective screening process. It is contemplated staff would utilize this comprehensive information to evaluate sites proffered by the Commissioners or other designated site selection body.

a. Guiding Principles

When selecting a site for a new or expanded library, the Library system takes into account three fundamental factors:

- The Library System recognizes that as a regional service provider, the location of libraries must provide for optimal service to the most number of residents within the entire System service area. This takes precedence over political boundaries or undeveloped neighborhoods.
- The Board is committed to providing an equitable level of service throughout the entire County.
- The placement of a library in a manner that maximizes its use will be more valuable over the long term than the original investment made in land or building. Typically, the original cost of a new building is exceeded in just three years by its cumulative operating costs.

b. Screening Process

The following screening process is a prioritized hierarchy of specific factors that should be weighed to determine “the best” or “most suitable” site for a library. The three tiers of screening criteria form a naturally weighted system that can guide the selection of a library site. A suggested site can be evaluated by staff in a range of 20 to 30 days at no cost outside of invested Orange County staff time.

Low	Med	High	Phase I
1	2	3	Visibility <ul style="list-style-type: none"> • Visible from the street • Traffic count that meets or exceed the average traffic counts of a major thoroughfare in a community • Visual appeal
1	2	3	Site Capacity <ul style="list-style-type: none"> • Meets minimum acreage (urban services vs. rural services) • Space for building and on-site parking • Adequate utilities • Space for future expansion

			<ul style="list-style-type: none"> Space to accommodate the necessary setbacks, road expansions and other site amenities.
1	2	3	Access <ul style="list-style-type: none"> Accessibility for pedestrians Accessibility for vehicles Accessibility for public transportation
			Total: Phase I (If total ranking equals 6 or more, excluding a ranking of one (1), go to Phase II)
Low	Med	High	Phase II
1	2	3	Centrality <ul style="list-style-type: none"> Existing population Growth and development Proximity to schools Proximity to retail Proximity to other libraries Site is not isolated
1	2	3	Site Conditions, Allowances, and Constraints <ul style="list-style-type: none"> The cost-benefit conclusions of physical, legal, and entitlement site allowances/constraints Technical and environmental assessments (planning/zoning, jurisdictional processes, etc.) Environmentally sustainable (C&A, storm water mgt, buffers, energy "net zero" capacity) Operationally sustainable Defeats obsolescence
1	2	3	Cost and Availability <ul style="list-style-type: none"> Cost for site acquisition Timeframe for development of the site Terms for site control necessary for development process
			Total: Phase II (if the total ranking equals 6 or more, excluding , a ranking of one (1), go to Phase III)

Low	Med	High	Phase III
1	2	3	Community Preference <ul style="list-style-type: none"> Input from elected officials Alignment with planning tools (Comprehensive Plan) Input from a board cross-section of the area to be served Orange County Library Advisory Board Orange County & Carrboro Friends of the Library

1	2	3	Lease versus Purchase <ul style="list-style-type: none"> • Analysis of the long-term viability of the site • Availability of property for lease
1	2	3	Partnerships <ul style="list-style-type: none"> • Co-location with other entity • Mutually beneficial joint development • Enhances service possibilities
			Total: Phase III

MAJOR STEPS FOR DEVELOPMENT: Once an evaluated site has been accepted by the County Commissioners, staff will proceed with all of the standard, inter-related, development processes. These processes may occur simultaneously. This process is contingent on available funding. Attachment A, "Process & Estimated Cost Comparison", compares and contrasts the Orange County and Carrboro jurisdictions' processes.

**Attachment A:
Major Steps for Development
Process & Estimated Cost Comparison**

A. Site Control

-This is a contractual right to control the given parcel without owning the parcel. Should the County choose not to take risk in purchasing a property prior to it being approved for development, site control is usually represented by "earnest money" deposits of various amounts and lengths of time. The time range contemplates a length of time to be sufficient to hold the property until final regulatory approval is obtained. The amount of time for site control within the Carrboro jurisdiction will more than likely longer due a longer land development approval process.

1. Initial Due Diligence

-This process is necessary to understand the detailed physical, legal, and jurisdictional characteristics of the property and their related costs/benefits prior to undertaking more risk in the development process. Eg. Environmental assessments, title exploration

The Carrboro process will require a higher level of off site development (OWASA) and traffic control analysis.

Jurisdictional Site Plan Approval
Zoning Compliance Permit (Orange County)
Conditional Use Permit (Carrboro)

-This process is necessary to achieve the approvals to build the project. Municipal agencies, state agencies (NCDOT, NCDEHNR, etc.) will approved plans and conditions to build the project.

-The Orange County process cost includes review fees and a professionally designed site plan.

-The Carrboro process is much more extensive and requires more professional services in design, programmed public input sessions, and a higher level of third party review agency involvement, which significantly increases costs. The Carrboro cost is based on experience with Morris Grove Elementary school project, which also followed the Carrboro process.

Construction Design Process

-This process expands upon the approved site plan and continues through approved construction designs and documents ready to build.

-The estimated cost is based on 10% of the estimated construction cost. The Orange County process includes the approval of a well and septic system. The Carrboro process is slightly longer due to the involvement of OWASA.

Project Bidding and Construction

-This highly visible construction process commences once the bid is awarded and the BOCC and all building permits are secured.

Estimated project cost, including construction, equipment, furniture, and technology. This is estimated at \$250 per square foot for a 20,000 square foot facility. This estimate is based on standard construction. Note that any special requirements imposed in order to meet local regulations may increase construction costs.

Closeout, Occupation

This total does not include land purchase costs nor staff time required to shepherd the process.

Totals

Orange County	
Time	Dollars
property dependent	
2-3 months	est. \$25,000
1-3 months	est. \$30,000
Not Required	
4-6 months	est. \$500,000
9-12 months	est. \$5,000,000
1-2 months	
18-26 months	est \$5,555,000

Carrboro	
Time	Dollars
property dependent	
4-6 months	est. \$45,000
Not Required	
6-18 months	est. \$100,000
5-8 months	est. \$500,000
9-12 months	est. \$5,000,000
1-2 months	
25-46 months	est \$5,645,000