

**AGENDA
CARRBORO BOARD OF ALDERMEN
TOWN HALL BOARD ROOM
TUESDAY, FEBRUARY 7, 2012
7:30 P.M.**

Order of Business:

- (1) Staff Presentation
- (2) Public Comment
- (3) Board Questions and Deliberation

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

7:30 - 7:40 A. **REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR**

Speakers are requested to limit comments to three minutes.

7:40 – 7:45 B. **RESOLUTIONS AND PROCLAMATIONS**

7:45 - 7:50 C. **CONSENT AGENDA**

- (1) **Approval of Minutes of Previous Meeting:** January 17, 23 and 24, 2012

- (2) **A Request to Issue Permits for the Kidney Kare 5K Run/Walk**

The purpose of this item is to consider Street Closing Permit Application submitted by the UNC Kidney Center for the temporary closing and usage of streets to accommodate the Kidney Kare 5K Run/Walk on Saturday March 17, 2012 from 8:20 AM to 9:45 AM.

- (3) **A Request to Issue Permits for the Annual Four on the Fourth Road Race, Carrboro 10K Road Race, and the Gallop and Gorge 8K Road Race**

The purpose of this item is to consider Street Closing Permit Applications submitted by Cardinal Track Club for the following three annual road races: Four on the Fourth Road Race, Carrboro 10K Road Race, and the Gallop and Gorge 8K Road Race.

- (4) **A Resolution Canceling the February 14, 2012 Board of Aldermen Work Session**

The purpose of this item is to cancel the February 14, 2012 work session.

D. **OTHER MATTERS**

- 7:50 – 8:40 (1) **Report from NCDOT on Smith Level Road Project (U-2803)**

P/30

Staff of the North Carolina Department of Transportation will provide a report/presentation on the project.

8:45 – 9:00
NP

(2) **Consideration of Applicants to Advisory Boards**

The Mayor and Board of Aldermen will discuss appointments to the Town's advisory boards. Town staff asks for direction on these appointments.

9:00 – 9:20
P/10

(3) **Consideration of a Request to Update the Criteria for the Business Revolving Loan Fund and Application Form**

The purpose of this agenda item is for the Board of Aldermen to consider revised criteria for the Town's Business Revolving Loan Fund and to update the application form based on the proposed criteria.

9:20 – 9:30
NP

(4) **Staff Report – Baldwin Park Garden Expansion Proposal**

The purpose of this item is for the Board of Aldermen to review the Baldwin Park garden proposals and staff report and establish whether the gardeners can move forward with the garden expansion proposal, rain catchment plan and signage request.

9:30 – 9:45
P/5

(5) **Report on Locating a Triangle Transit Stop at W. Weaver Street**

The Board of Aldermen is asked to receive a report on approaches and logistics of locating a Triangle Transit bus stop along W. Weaver St.

9:45 – 9:50 E.
9:50 – 9:55 F.
9:55 – 10:00 G.
10:00 – 10:05 H.

MATTERS BY TOWN CLERK
MATTERS BY TOWN MANAGER
MATTERS BY TOWN ATTORNEY
MATTERS BY BOARD MEMBERS

BOARD OF ALDERMEN

ITEM NO. C(2)

AGENDA ITEM ABSTRACT MEETING DATE: February 7th, 2012

SUBJECT: A Request to Issue Permits for the Kidney Kare 5K Run/Walk

DEPARTMENT: PUBLIC WORKS DEPT.	PUBLIC HEARING: NO
ATTACHMENTS: A. Resolution B. Permit Application C. Map	FOR INFORMATION CONTACT: George Seiz 918-7427 Christopher Sherman 918-7426

PURPOSE

The purpose of this item is to consider Street Closing Permit Application submitted by the UNC Kidney Center for the temporary closing and usage of streets to accommodate the Kidney Kare 5K Run/Walk on Saturday March 17, 2012 from 8:20 AM to 9:45 AM.

INFORMATION

Pursuant to Section 7-19 of the Town Code, a Public Hearing to receive public input prior to issuing a Street Closing Permit is not required for this event. This is the seventh year the UNC Kidney Center will be holding this event. The UNC Kidney Center has submitted a Street Closing Permit Application for the temporary closing and usage of the following streets on Saturday, March 17, 2012 from 8:20 AM to 9:45 AM:

1. Start and Finish on McDougle Southeast Drive
2. Right on *Hillsborough Rd* (Stay on Hillsborough Rd through the N Greensboro St split)
3. Right on *High St*
4. Right on *Main St* (stay in bike lane)
5. Right on *James St*
6. Left on *Hillsborough Rd* (stay in bike lane)
7. Left on *McDougle Southeast Drive*

All race proceeds benefit the following UNC Kidney Center programs: Kidney Education Outreach Program, Kidney Patient Emergency Fund, and the Carolina Kidney Kids for Pediatric Nephrology. This organization is based in Orange County as required by Section 7-23 of the Town Code.

FISCAL IMPACT

Applicant will be responsible for all costs incurred by Police and Public Works to facilitate the events. Applicant will be sent an itemized bill for the final costs incurred by Police and Public Works per event. The applicant has paid the application fee.

RECOMMENDATION

Staff recommends that the Board approve the attached resolution for the temporary closing and usage of the following streets in order to accommodate the Kidney Kare 5K Run/Walk under the following stipulations:

1. Applicant shall distribute flyers of notification, to persons occupying property abutting the streets where the event is to take place, of the contents of any resolution passed.
2. Applicant will be responsible for all costs incurred by Police and Public Works to facilitate this event. Applicant will be sent an itemized bill for the final costs incurred by Police and Public Works.

A RESOLUTION AUTHORIZING THE TEMPORARY CLOSING AND USAGE OF THE
FOLLOWING STREETS TO ACCOMMODATE THE KIDNEY KARE 5K RUN/WALK
Draft Resolution No. 79/2011-12

Section 1. The following streets shall be temporarily closed and used Saturday, March, 17 2012 from 8:20 am to 9:45 am to accommodate the Kidney Kare 5K Run/Walk:

Start and Finish on McDougale Southeast Drive

Right on *Hillsborough Rd* (Stay on Hillsborough Rd through the N Greensboro St split)

Right on *High St*

Right on *Main St* (stay in bike lane)

Right on *James St*

Left on *Hillsborough Rd* (stay in bike lane)

Left on *McDougale Southeast Drive*

Section 2. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town.

Section 3. The Town shall supply the appropriate traffic control devices to give notice of the temporary traffic controls.

Section 4. No person may operate any vehicle contrary to the traffic control devices installed in accordance with Section 3 of this resolution.

Section 5. The Event Coordinator will be responsible for notifying Central Communications when the street is closed and when it is reopened to vehicular traffic.

Section 6. Applicant shall distribute flyers of notification, to persons occupying property abutting the streets where the event is to take place, of the contents of any resolution passed.

Section 7. Applicant will be responsible for all costs incurred by the Police and Public Works to facilitate this event. Applicant will be sent an itemized bill for the final costs incurred by Police and Public Works.

Section 8. This resolution shall become effective upon adoption.

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

INSURANCE INFORMATION: Event will be USATF sanctioned. A copy of the insurance certificate will be provided prior to the event.

NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

*The **APPLICANT** is responsible for notifying Central Communications (911):*

- *at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)*
- *on the day of the closing, prior to the actual closing of the street (dialing 911)*
- *on the day of the closing, when the street is re-opened (dialing 911)*

NOTIFICATION OF THE PUBLIC:

A public hearing is required for all street closing permit applications and the applicant must speak with the Public Works Department about requesting this public hearing. The public must be notified by a formal advertisement in a local newspaper. The Public Works Department *will submit* the advertisement copy to the newspaper. **However, the applicant will be responsible for reimbursing the Town for the full cost of the advertisement.**

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

NOTIFICATION OF ABUTTING PROPERTY OWNERS:

The **APPLICANT** is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished at least seven days prior to the Public Hearing. The notification must include:

- the DATE, TIME and LOCATION of the proposed street closing; and
- the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing

The Public Works Department must receive in writing from the **APPLICANT** the following at least five days prior to the Public Hearing:

names of all property owners notified

copy of the notification

method used to notify these property owners (mail or hand delivery)

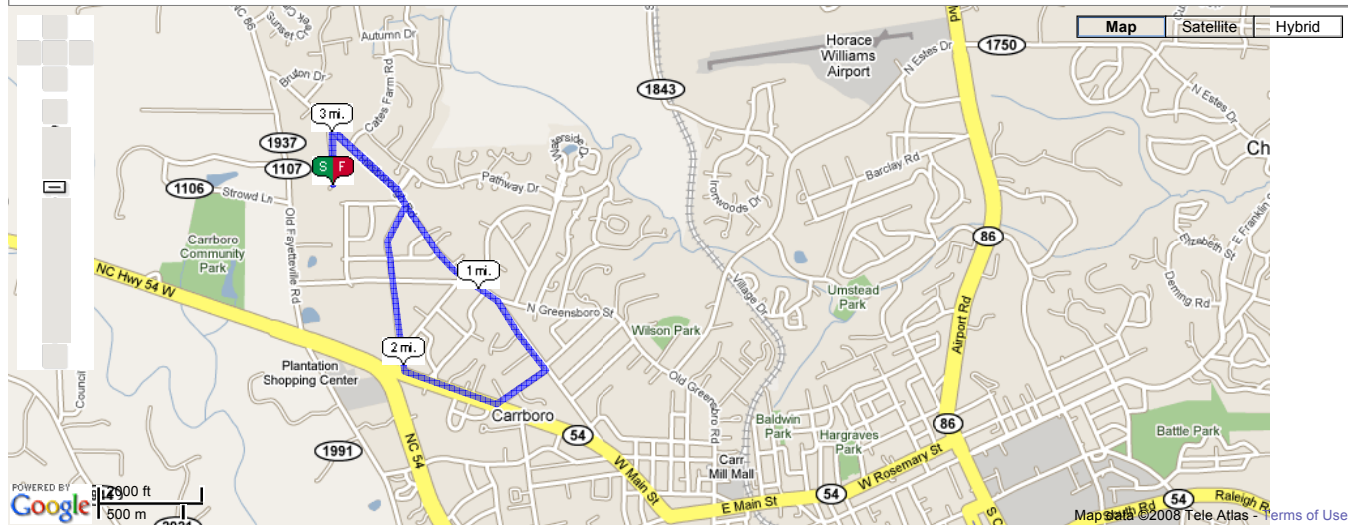
CLEAN-UP TIME TABLE: All participants should be off the course by 10AM. Clean up should be complete by 10:30AM

FEES: \$ 60.00 application fee plus 100% of the cost of the Public Hearing advertisement
Application fee must accompany the submittal of this application

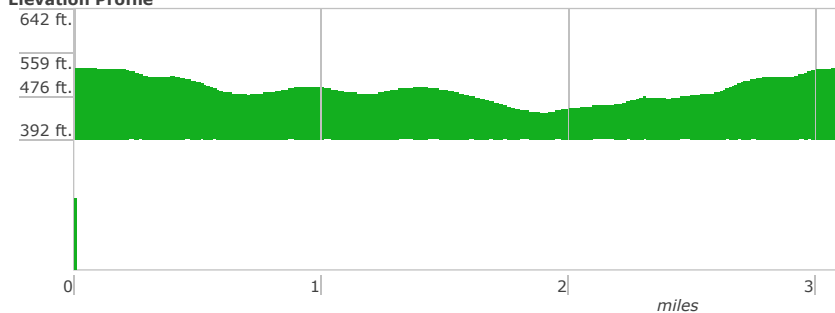


View Route

Name: Kidney Kare Run
Rating: ● based on 1 review
Distance: 3.19 miles / 5.14 km
Location: Start: McDougle Middle School
 Carrboro - Carrboro, NC, US
Attributes: loop, mostly flat, roads
Description: 5k Run and Walk to raise awareness and funding for the UNC Kidney Educational Outreach Program.



Elevation Profile



Total climb: 121 feet / 37 m

Total elevation change: 243 feet / 74 m

Added by Suzie Hosman on 10/18/2006
 DISCLAIMER: USATF and the author of this route make no warranties as to the conditions, safety, distance accuracy, or suitability for running of this route. Run at your own risk!

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BOARD OF ALDERMEN

ITEM NO. C(3)

AGENDA ITEM ABSTRACT

MEETING DATE: February 7th, 2012

SUBJECT: Request to Issue Permits for the Annual Four on the Fourth Road Race, Carrboro 10K Road Race, and the Gallop and Gorge 8K Road Race

DEPARTMENT: PUBLIC WORKS DEPT.	PUBLIC HEARING: NO
ATTACHMENTS: A. Resolution B. Permit Applications C. Maps	FOR INFORMATION CONTACT: George Seiz 918-7427 Christopher Sherman 918-7426

PURPOSE

The purpose of this item is to consider Street Closing Permit Applications submitted by Cardinal Track Club for the following three annual road races: Four on the Fourth Road Race, Carrboro 10 K Road Race, and the Gallop and Gorge 8 K Road Race.

INFORMATION

Pursuant to Section 7-19 of the Town Code, a Public Hearing to receive public input prior to issuing a Street Closing Permit is not required for these particular events. In an effort to be more efficient, Cardinal Track Club has submitted three Street Closing Permit Applications at one time for the temporary closing and usage of the following races (see attached maps for race routes):

Four on the Fourth Road Race: Wednesday, July 4, 2012 from 7:45 AM to 10:00AM:
Carrboro 10K Road Race: Saturday, October 6, 2012 from 7:45 AM to 10:00 AM:
Gallop and Gorge 8K Road Race: Thursday, November 22, 2012 from 7:45 AM to 10:00 AM:

All races follow the same routes as the 2011 races.

Proceeds for the three races benefit Arc of Orange County, Optimist Club of Chapel Hill, Orange County Rape Crisis Center, Table, Get Real and Heal Breast Cancer Rehabilitation Program and Orange Cardiovascular Foundation. All of these are non-profit organizations are based in Orange County, as required by Section 7-23 of the Town Code.

FISCAL IMPACT

Applicant will be responsible for all costs incurred by Police and Public Works to facilitate the events. Applicant will be sent an itemized bill for the final costs incurred by Police and Public Works per event. The applicant has paid the application fees.

RECOMMENDATION

It is recommended that the Board approve the attached resolution with the following stipulations:

1. Applicant shall post signs at roadway intersections along race courses, 5-7 days before the event, to notify the public about the running race.
2. Applicant will be responsible for all costs incurred by Police and Public Works to facilitate these events. Applicant will be sent an itemized bill for the final costs incurred by Police and Public Works.

**A RESOLUTION AUTHORIZING THE TEMPORARY CLOSING OF THE
FOLLOWING STREETS TO ACCOMMODATE THE *FOUR ON THE FOURTH ROAD
RACE, CARRBORO 10K ROAD RACE, AND GALLOP AND GORGE 8K ROAD RACE***

Draft Resolution No. 80/2011-12

Section 1. The following streets shall be temporarily closed Wednesday, July 4, 2012 from 7:45 am to 10:00 am to accommodate the *Four on the Fourth Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Old Fayetteville Rd. to Carol St.
2. Carol Street to Lorraine St.
3. Lorraine Street to Hillsborough Rd.
4. Hillsborough Road to West. Main St.
5. West Main Street to James St.
6. James Street to Carol St.
7. Carol St. to Old. Fayetteville Rd.
8. Finish at McDougale Middle School

The following streets shall be temporarily closed on Saturday, October 6, 2012 from 7:45 AM to 10:00 AM to accommodate the *Carrboro 10 K Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Old Fayetteville Rd. to Carol St.
2. Carol St. to James St.
3. James St. to Lorraine St.
4. Lorraine St to Hillsborough Rd.
5. Hillsborough Road to Simpson St.
6. Simpson St. to West Main St.
7. West Main St. to Hillsborough St.
8. Hillsborough St. to Oak St.
9. Oak St. to North Greensboro St.
10. North Greensboro St. to Morningside Dr.
11. Morningside Dr. to Blueridge Rd.
12. Blueridge Rd. to Spring Valley Rd.
13. Spring Valley Rd to Pathway Dr.
14. Pathway Dr. to Parkview Dr.
15. Parkview Dr. to Hillsborough Rd.
16. Hillsborough Rd. to James St.
17. James St. to Rainbow Dr.
18. Rainbow Dr. to Lisa Dr.
19. Lisa Dr to Carol St.
20. Carol St. to Old Fayetteville Rd
21. Finish at McDougale Middle School

The following streets shall be temporarily closed Thursday, November 22, 2012 from 7:45 am to 10:00 am to accommodate the *Gallop and Gorge 8K Road Race*. This event

is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Roberson to S. Greensboro St.
2. N. Greensboro St. to E. Poplar
3. E. Poplar to W. Main St.
4. W. Main St. to Hillsborough Rd.
5. Hillsborough Rd. to High St.
6. High St. to W. Main St.
7. W. Main St. to Simpson St.
8. Simpson St. to Phipps St.
9. Phipps St. to Lorraine St.
10. Lorraine St. to James St.
11. James St. to Carol St.
12. Carol St. to Lisa Dr.
13. Lisa Dr. to Quail Roost Dr.
14. Quail Roost Dr. to James St.
15. James St. to Hillsborough Rd.
16. Hillsborough Rd. to Greensboro St.
17. Greensborough St. to Roberson St.
18. Finish on Roberson St.

Section 2. The Town shall supply the appropriate traffic control devices to give notice of the temporary traffic controls.

Section 3. No person may operate any vehicle contrary to the traffic control devices installed in accordance with Section 2 of this resolution.

Section 4. The Event Coordinator will be responsible for notifying Central Communications when the street is closed and when it is reopened to vehicular traffic.

Section 5. Applicant shall post signs at roadway intersections along race course, 5-7 days before the event, to notify the public about the running race.

Section 6. Applicant will be responsible for all costs incurred by Police and Public Works to facilitate this event. Applicant will be sent an itemized bill for the final costs incurred by Police and Public Works.

Section 7. This resolution shall become effective upon adoption.

STREET CLOSING PERMIT APPLICATION

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

EVENT: **"Double B" Gallop & Gorge 8K Road Race**

EVENT SPONSOR: **Cardinal Track Club**

IS THE SPONSOR A: NON-PROFIT (X) FOR PROFIT ____ OTHER: ____

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT:

The event will be run in reverse (when compared to previous years) and has a slight modification. See map for details.

EVENT COORDINATOR INFO:

NAME: Eric Paul
ADDRESS: PO Box 1088, Carrboro, NC 27510
TELEPHONE NUMBER: 919-624-0256 (cell)

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE: 11/24/2011 Time Period: 7:45am until 10:00am
RAIN DATE: none

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT: 1300

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES
(traffic control may be required, and event organizers may be required to reimburse the Town for any related expenses):

Police: Control of traffic along race course

Public Works: Traffic cones along bike lanes

ATTACH A SKETCH SHOWING:

- *Area where event is to take place*
- *Any streets to be closed or obstructed*
- *Any barriers or traffic control devices to be erected*
- *Location of any concession stand, booth or other temporary structures*
- *Location of proposed fences stands, platforms, stages, benches or bleachers*

BENEFITING ORGANIZATIONS: *Pursuant to Section 7-23 of the Town Code, the board may issue a permit for a road race event only if the event benefits a non-profit organization based in or pervades services in Orange County.*

Proceeds for the race benefit Arc of Orange County, Optimist Club of Chapel Hill, Orange County Rape Crisis Center, Table, and Orange Cardiovascular Foundation. All of these are non-profit organizations are based in Orange County.

OTHER INFORMATION: Map attached

INSURANCE INFORMATION: National Casualty Company
KR000000001300600

NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

The **APPLICANT** is responsible for notifying Central Communications (911):

- at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)
- on the day of the closing, prior to the actual closing of the street (dialing 911)
- on the day of the closing, when the street is re-opened (dialing 911)

NOTIFICATION OF THE PUBLIC:

A public hearing is required for all street closing permit applications and the applicant must speak with the Town Clerk about requesting this public hearing. The public must be notified by a formal advertisement in a local newspaper. The Public Works Department *will submit* the advertisement copy to the newspaper. **However, the applicant will be responsible for reimbursing the Town for the full cost of the advertisement (an estimated \$30-\$40).**

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

NOTIFICATION OF ABUTTING PROPERTY OWNERS:

The **APPLICANT** is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished at least seven days prior to the Public Hearing. The notification must include:

- the DATE, TIME and LOCATION of the proposed street closing; and
- the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing

The Public Works Department must receive in writing from the APPLICANT the following at least five days prior to the Public Hearing:

Names of all property owners notified, copy of the notification, method used to notify owners

CLEAN-UP TIME TABLE: Same Day

FEES: \$ 60.00 application fee plus 100% of the cost of the Public Hearing advertisement
Application fee must accompany the submittal of this application

Event / Street Closing Checklist:

Permit Application submitted along with **\$60.00** application fee: _____

Board of Aldermen set a public hearing: _____ Date: _____
(Pub. Wks. will forward applications to the Town Clerk, who will set a date for the Board to consider scheduling a Public Hearing)

Duly advertise a Notice of the Public Hearing: _____
(Town places advertisement and applicant reimburses Town 100% of the advertising cost (estimated \$ 30 - 40))

Abutting property owners duly notified: _____
(notification must be certified to the Public Works Dept. in the manner described above)

Four on the Fourth

RACE INFORMATION

Race Starts: July 4th, at 8:00 AM.

Race Lenth: 4 miles

More info: www.cardinaltrack.com

Directions:

From the west:, take exit 148, 54 east off of I-85/40 @ Burlington. Turn left onto Old Fayetteville Rd.

From the East: Take exit 273, 54 west off of I-40, follow 54 around Chapel Hill, turn right onto Old Fayetteville Rd.





BOARD OF ALDERMEN

ITEM NO. C(4)

AGENDA ITEM ABSTRACT

MEETING DATE: February 7, 2012

TITLE: Request to Cancel the February 14, 2012 Work Session

DEPARTMENT: N/A	PUBLIC HEARING: No
ATTACHMENTS: A. Resolution	FOR INFORMATION CONTACT: N/A

PURPOSE

Town staff requests that the Board of Aldermen consider cancelling the February 14, 2012 work session of the Board of Aldermen.

FISCAL AND STAFF IMPACT

None

RECOMMENDATION

Town staff request that the Board consider the attached resolution.

**A RESOLUTION CANCELLING THE FEBRUARY 14, 2012 BOARD OF ALDERMEN
WORK SESSION**

Draft Resolution No. 84/2011-12

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO:

Section 1: The Board of Aldermen hereby cancels its work session scheduled for February 14, 2012.

Section 2: This resolution shall become effective upon adoption.

Board of Aldermen

ITEM NO. D(1)

AGENDA ITEM ABSTRACT MEETING DATE: Tuesday, February 7, 2012

TITLE: Report from NCDOT on Smith Level Road Project (U-2803)

DEPARTMENT: PLANNING	PUBLIC HEARING: YES _ NO <u>X</u>
ATTACHMENTS: A. Resolution B. Memo on December 19th meeting C. Mayor Chilton email, 1/20/12 D. Compilation of Citizen Concerns as Reported to the Town Clerk	FOR INFORMATION CONTACT: Mike Mills, NCDOT, 336-334-3192 Patricia McGuire – 918-7327

PURPOSE

Staff of the North Carolina Department of Transportation will provide a report/presentation on the project.

INFORMATION

Right of way acquisition for the Smith Level Road project (State Transportation Improvement project U-2803) began in fall 2011. Final construction plans are scheduled to be complete in September 2012 in order for the project to be let for construction in December. Soon after NCDOT right-of-way agents began to contact property owners, questions were raised about the project details in relation to the plans approved by the Town in September 2010. A meeting with NCDOT staff was scheduled for November 15th; utility engineering staff had come prepared to respond to questions about utility easements and had not prepared a presentation on the project as a whole. The Board of Aldermen requested additional information. Town and NCDOT staff met in December to discuss the Board's request and to identify a schedule for obtaining additional information. A memo summarizing the December 19th meeting is attached (*Attachment B*). The Board of Aldermen received additional communication from property owners and in discussing on January 17, decided to request a meeting/report on the project from state legislators and NCDOT Board of Transportation district representative (*Attachment C*). The Town Clerk has attached the emails and letters from concerned citizens (*Attachment D*). A meeting was scheduled with a report on the following information requested:

- 1) Description of the project (including scope and expected schedule)
- 2) Description of changes to the plans made since right-of-way acquisition began
- 3) Comparison of the plans to the project as shown on the plan approved by the Board of Aldermen on September 28, 2010
- 4) Description of all easements, including locations, purpose and type of easements, and any restrictions on activities

Additional project information may be found at the Town's Smith Level Road information page at:
<http://www.townofcarrboro.org/SmithLevel/default.htm>

FISCAL AND STAFF IMPACT.

None associated with acceptance of this update.

RECOMMENDATION

The staff recommends that the Board of Aldermen adopt the attached resolution accepting this update (*Attachment A*).

ATTACHMENT A

**A RESOLUTION ACCEPTING THE REPORT FROM THE NCDOT ON SMITH LEVEL
ROAD PROJECT (U-2803)
Draft Resolution No. 85/2011-12**

WHEREAS, the Town of Carrboro is an active participant in the review of regional transportation policy, and;

WHEREAS, the Town has been seeking transportation improvements, consistent with watershed protection, housing diversity and transportation choices in relation to Smith Level Road for many years, and;

WHEREAS, the North Carolina Department of Transportation (NCDOT), has prepared a revised plan for improvements along Smith Level Road; and

WHEREAS, the Board of Aldermen requested an update from NCDOT on the Smith Level Road Project (U-2803).


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

1. Accepts the report and provides the following comments:
- 2.
- 3.
- 4.

Town Manager's Office

Memo

To: Mayor & Board of Aldermen

From: Matt Efrid, Interim Town Manager 

CC: George Seiz, Trish McGuire, Jeff Brubaker

Date: 1/5/2012

Re: Update Meeting with NCDOT Staff re: SLR Issues

This memo serves as an update regarding the December 19th meeting between Town of Carrboro staff and NCDOT staff regarding the Smith Level Road improvement project.

The purpose of the meeting was to discuss the most recent revisions to the Smith Level Road improvement plans in comparison to the public hearing map that was approved by the Board of Aldermen in September 2010, discuss a public meeting to review plans with concerned residents and to discuss the status of ROW/easement acquisition for the project. NCDOT staff presented updated plans that included numerous changes to the easements needed. NCDOT staff also agreed to provide the Town documentation explaining the purposes of the various utility easements, which will be passed on to the affected residents. The updated plans and a written document explaining the changes will be available on the Town's website once they are received from NCDOT staff in late January. Changes include:

- Relocated permanent utility easement (PUE) on southeast corner of Culbreth and SLR (Teal Place) to north side of road to address resident concerns. Minor disruption of screening required but can be replaced. Permanent utility easement still needed on driveway for water meter(s).
- Narrowed aerial utility easement and permanent utility easement at northeast corner of Culbreth and SLR (Covenant Place).

- Eliminated North BPW utility easement except for corner
- Reduce Willow Oak easements, including impact to neighborhood entrance sign in median; improvements are still expected to impact corners and rock walls there.
- Reduced easements on SLR by Berryhill, relocated aerial utility easement to east side of SLR.
- Three Berryhill parcels will require 14 feet drainage utility easement beyond ROW. (Addresses not known at this time, will be shown on plans).

The preferred practice for obtaining easements, as expressed by NCDOT staff, is to meet with individual property owners singly or in groups where the properties are similarly situated. Where there are multiple properties affected and an existing HOA, the HOA is approached for assistance in setting up group meetings. NCDOT staff expressed willingness to speak with individual property owners, and hold group meetings through the homeowner's associations to discuss the plans and easements that are now needed where appropriate. Town staff asked to be kept informed of these meetings, and offered to assist in securing locations for the meetings, if needed.

NCDOT ROW staff will be contacting homeowners in early January with the updated and reduced easement requests. Their construction plan preparation and construction schedule necessitate ROW acquisition proceeding concurrent with working out final details of the easements.

Town staff has worked consistently to forward resident concerns to appropriate NCDOT staff, and in turn communicate with the Board and affected residents the answers received from NCDOT, and will continue to do so.

Catherine Wilson

From: Mark Chilton <mark_chilton@hotmail.com>
Sent: Friday, January 20, 2012 12:14 PM
To: anil.peres-da-silva@borland.com; alderdan@gmail.com; Jacquelyn Gist; havenod@gmail.com; michelleforcarrboro@gmail.com; Lydia Lavelle; mikefox@ncdot.gov; Verla Insko; Ellie Kinnaird; joe.hackney@ncleg.net
Cc: jason.linda.henning@gmail.com; Sammy Slade; Matt Efird; rmetheridge@nc.rr.com; Catherine Wilson; George E. Seiz; Patricia J. McGuire; naturegal64@gmail.com; bkochuk@jenningsco.com; silversfamily@nc.rr.com; chuckrobin@bellsouth.net; ehsmith@gmail.com; fawsmith@gmail.com; hayden.bosworth@duke.edu; jeff.phillips@fleetfeet.com; jenweinberg@bankatharrington.com; kim@kimdawsonrealtor.com; patkins@fgiresearch.com; stephen.c.friedman@gmail.com; walt0315@bellsouth.net; william_goodnight@med.unc.edu; gerard.blobe@duke.edu; parr@cs.duke.edu; jody@luidia.com; junker4nc@yahoo.com
Subject: Smith Level Road
Importance: High

January 20, 2012

Dear Sen. Kinnaird, Rep.s Hackney & Insko, and Mr. Fox;

The Carrboro Board of Aldermen had an abortive meeting with utility engineers from NCDOT toward the end of 2011. We had been prepared to hear a presentation on NCDOT's latest changes to the Smith level Road plan, but the engineers had expected to come answer questions, not make a presentation. After a short discussion with the engineers, all involved had concluded that the most effective thing to do would be to have NCDOT make a public presentation to all interested parties regarding the nature and scope of the revised plan (particularly regarding taking private property).

However we now hear from NCDOT staff that they have no intention of making such a presentation to the public. I strongly believe that this would be a serious mistake on DOT's part. The neighbors are unclear about what the entire plan is and wish to hear it explained to the entire community and the Carrboro Board feels the same way.

I implore you to help us by advocating with DOT staff to make a public presentation of their revised plan so that our whole community can understand what NCDOT intends to do. Without such a presentation, the situation will continue to deteriorate as all parties question the actions and motives of others. Please help us.

Sincerely;

Mark Chilton

Catherine Wilson

From: Dean Karrigan <dean@cmawood.com>
Sent: Friday, January 27, 2012 3:44 PM
To: Matt Efird; mark_chilton@hotmail.com; Jacquelyn Gist; michelleforcarrboro@gmail.com; lydia@lydialavelle.com; sammy_slade@hotmail.com; havenod@gmail.com; alderdan@gmail.com
Cc: 'Anil Peres-Da-Silva'; 'Rose M. Etheridge'; Jason and Linda
Subject: FW: Smith Level Road expansion plan - meeting input
Importance: High

Dear Matt, Mayor Chilton, and Board of Aldermen,

We are the second family of three families in the Berryhill subdivision that will be strongly impacted by the Smith Level Road (SLR) expansion plan. We are the next door neighbors to Rose Etheridge and John Poe, which they wrote the email below.

My wife, Pat, and I are both pleased to see that the NCDOT modified their plans for the power lines to remain on the east side of SLR. We also agree that the drainage easement should be located with the power lines. Having the drainage easement on the east side of SLR will not impact any families within this section of the SLR project. If the drainage easement is located on our properties it will lessen our home values as well as others. Berryhill homes will be more visible from SLR as the tallest, widest, and largest diameter trees will be "clear cut" to make room for the drainage easement. Besides a lack of residential privacy and a sense of security from SLR traffic, our lack of a natural wooded buffer along SLR will further impact the value of our properties.

Thank you for your time and consideration.

Sincerely,
Dean and Pat Karrigan

From: Rose M. Etheridge [<mailto:rmetheridge@nc.rr.com>]
Sent: Friday, January 27, 2012 1:07 PM
To: Matt Efird; Mayor Chilton; Dan Coleman
Cc: Dan Coleman; Jacquie Gist; Lydia Lavelle; Michelle Johnson; Randee Haven-O'Donnell; Sammy Slade; Catherine Wilson; Anil Peres-da-Silva; Dean Karrigan; Jason Henning; Francis Smith
Subject: Smith Level Road expansion plan - meeting input
Importance: High

Dear Matt, Mayor Chilton and Board of Aldermen:

As one of the three parcels strongly impacted by the Smith Level Road expansion plan, we are pleased to learn that, according to the latest DOT plan, the Smith Level Road power lines are to be retained on the east side of the road. We also strongly propose that the drainage easements affecting our property be located along with the power lines on the east side.

We are being asked to give up approximately 12 feet of our property for an easement that can be placed in conjunction with the aerial easement for the power lines. In addition to losing this twelve feet of property, losing this many trees not only affects us aesthetically, but as important, lessens the value of our home and lessens the protective barrier against traffic we've benefitted from for the 16 years we've lived here.

We appreciate you considering our request.

Sincerely,

Rose Etheridge and John Poe

606 Manor Ridge Drive

Carrboro, NC 27510

Mayor Mark Chilton
Board of Aldermen
301 W. Main St.
Carrboro, NC 27510

January 30, 2012

Dear Mayor Chilton, Board of Aldermen and Matt:

As you have been made aware, the residents of the Berryhill neighborhood are deeply disappointed regarding the proposed changes to be made to Smith Level Road. As you requested, in preparation for the February 7, 2012 public Town meeting with the North Carolina Department of Transportation (NCDOT), we have detailed below the specific concerns we continue to have about this project and propose these changes:

- **Relocate Easements to East Side of Smith Level Road.** The amount of real property condemned for all homeowners adjoining Smith Level Road exceeds what was originally presented. No real and personal property of any homeowner would need to be condemned if the drainage easements affecting these properties were located along with the power lines on the east side of Smith Level Road (see Figure 1, a-c).
- **Eliminate Line of Sight Condemnation.** According to the NCDOT line of sight specifications, 3 stone walls marking the Berryhill neighborhood entrance along with several magnolia and holly trees will be torn down. In addition, considerable portions of at least two corner neighbors' back yards will be lost (See Figure 2, a-c). This is unacceptable. First and foremost, vision is not obstructed along the existing Smith Level Road sight line by the Berryhill neighborhood. As shown in Figure 3, a driver stopped on BPW Club Road looking north along Smith Level Road has an unobstructed view all the way to the bridge. The same is true looking from Willow Oak Drive to the bridge. (Please see Appendix A for further discussion and illustration of these line of sight issues.)
- **Install Traffic Light at Willow Oak Lane and Smith Level Road Intersection.** We object to the decision to eliminate left turns from Willow Oak Lane onto Smith Level Road. This will require traffic needing to turn left off of Willow Oak Lane to instead drive through the neighborhood to BPW Club Road or to make a U-turn at BPW Road, causing additional time, gas use and safety concerns. Our objection is further based on the fact that Manor Ridge Drive and Orchard Lane are narrow, low visibility residential streets with a high density of children, pets, pedestrians, cyclists and parked cars. The Berryhill neighborhood

consists of 104 homes with only two entrances, both onto Smith Level Road. By eliminating a left turn into and out of Willow Oak, the neighborhood is effectively reduced to one functional entrance. The lack of a traffic light and pedestrian cross walk at Willow Oak encourages downhill speeding to the next light at the entrance to Frank Porter Graham Elementary School, which is an accident waiting to happen. In addition, installing a traffic light at Willow Oak Lane would eliminate any remaining line of sight concerns and eliminate the need for line of sight property condemnation.

- **Install Pedestrian Crosswalk at the Intersection of Willow Oak Lane and Smith Level Road.** Bus stops exist on each side of Smith Level Road where it intersects Willow Oak Lane. To promote pedestrian safety, install a painted pedestrian crosswalk along with the proposed traffic light across Smith Level Road at this intersection.

The NCDOT has misrepresented and misled the Town of Carrboro and the residents of Berryhill on this project. In addition, we believe it is highly inappropriate for the NCDOT to be making property acquisition offers to the neighbors directly impacted by the expansion before the final expansion plans have been revealed, discussed and approved by the residents of Berryhill and the Board of Aldermen.

We call on the Town of Carrboro to ensure that the NCDOT be held accountable to the original plan that was agreed upon, along with the addition of a stoplight and pedestrian crosswalk at Willow Oak Lane.

Thank you for considering our concerns.

We look forward to working with you to find an amenable solution that won't severely impact the lives and real property of the residents of Berryhill.

Yours Sincerely,

Anil Peres-Da-Silva
President
Berryhill Homeowners Association
803 Manor Ridge Dr.
Carrboro, NC 27510

Cc: Berryhill homeowners and residents on Smith Level Road, Carrboro,
Senator Kinnaird, Representatives Hackney & Insko,
House & Senate Standing Committees on Transportation

Summary of Berryhill HOA issues with the current DOT proposal:

1. Avoidable taking of Berryhill residential property due to the DOT proposed relocation of utilities from the East side to the West side of Smith Level Rd between Morgan Creek and BPW Rd. The existing utility location already allows eastward expansion without the disruptive taking of residential land;
2. The unsafe funneling of increased traffic flows onto narrow Berryhill residential streets due to the DOT proposed dividing of Smith Level at Willow Oak with a hard median.

The latter DOT proposal would prevent left turns out of, and into, Berryhill at Willow Oak, unnecessarily funneling these traffic flows through Orchard Lane. Our objection is that these are narrow, poorly lit, low visibility residential streets with a high density of parked cars, pedestrians, cyclists and children.

Berryhill HOA proposed resolution for the DOT proposal:

1. While DOT installs sidewalks & bike-lanes, retain the utility easement on the **East** side of Smith Level Rd between Morgan Creek and BPW Rd, to minimize Eminent Domain taking of residential property;
2. Retain the current Smith Level Rd soft median turn lane configuration at Willow Oak – OR –
Install a Two-Way Turn Lane (TWTL) at Willow Oak (similar to Hwy 86/MLK Jr. Blvd) – OR –
Install a traffic light for traffic exiting or entering Berryhill at Willow Oak.

Secretary Conti, NC Department of Transportation,
Office of the Governor, State of North Carolina,
Editors, The News & Observer, The Herald Sun.

Enclosures: photographs

Figure 1 a-c. Current photograph of Smith Level Road, facing Northbound, November 2011 (1a). Note the unused land on the east side of the road versus the residential property fence on the west side (1b-c).





Figure 2 a-c. Current photographs of markings denoting extent of proposed expansion in relation to existing Berryhill entrance, November 2011

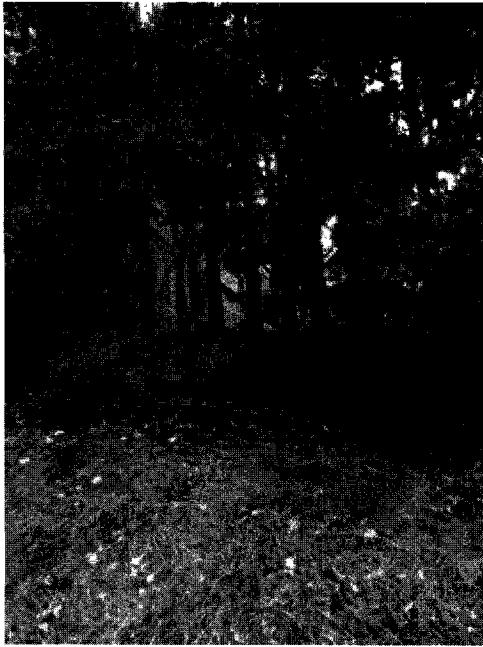




Figure 3. View from Intersection of BPW Club Road Looking North Down Smith Level Road, January 2012



Appendix A: Sight Distance Concerns

The NCDOT defines Sight Distance as:

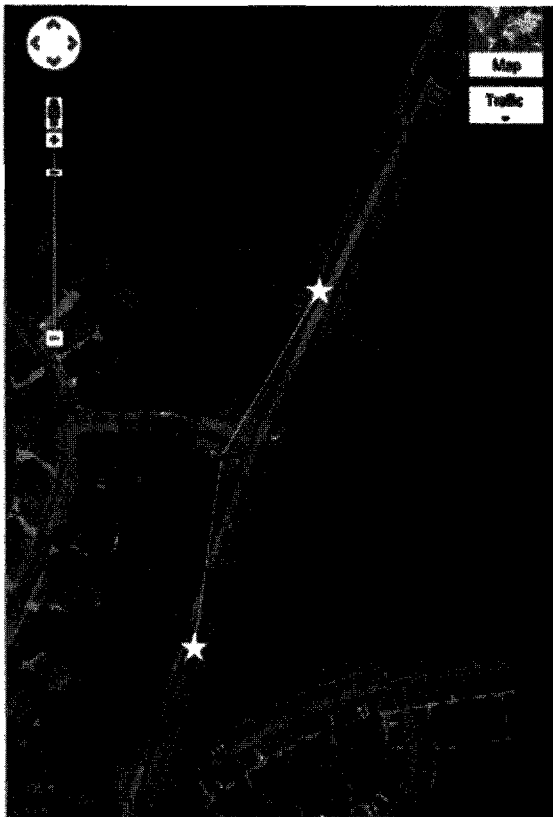
“The area that establishes a clear line of sight for a waiting vehicle to see oncoming traffic and make turning movements into or out of a street or driveway connection safely or for traffic to see entering or waiting vehicles.”

With that definition, and following the guidelines laid out in the NCDOT manual to review the existing and proposed sight distance at a few intersections, the NCDOT took the following steps. Ground images were taken from the position of a parked car, behind and designated stop or crossing. Aerial images were overlaid with the drawings on the Town of Carrboro web sight to best estimate the impact of the proposed changes.

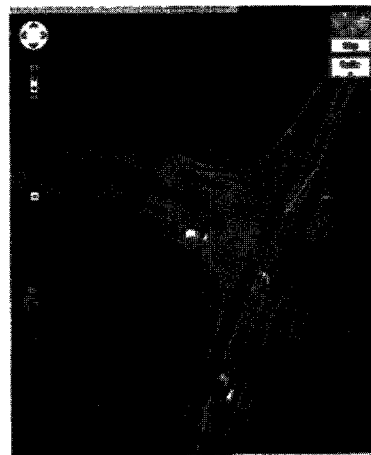
Outlined in the images below are sight distances to 350 feet that meets the NCDOT Policy on Streets and Driveway Access, and exceeds the NCDOT Traditional Streets and Neighborhood Development Guidelines, along with the Carrboro guidelines. The white stars indicate approximately 350 feet following the 100 feet per 10 mph on the Policy on Streets and Driveway Access.

It is apparent from the illustrations below that the NCDOT proposed Berryhill property condemnation to allow construction to accommodate line of sight guidelines is unnecessary.

Sight Distance at Willow Oak and Smith Level Road



Aerial view showing existing sight distance and proposed change to "improve" sight distance

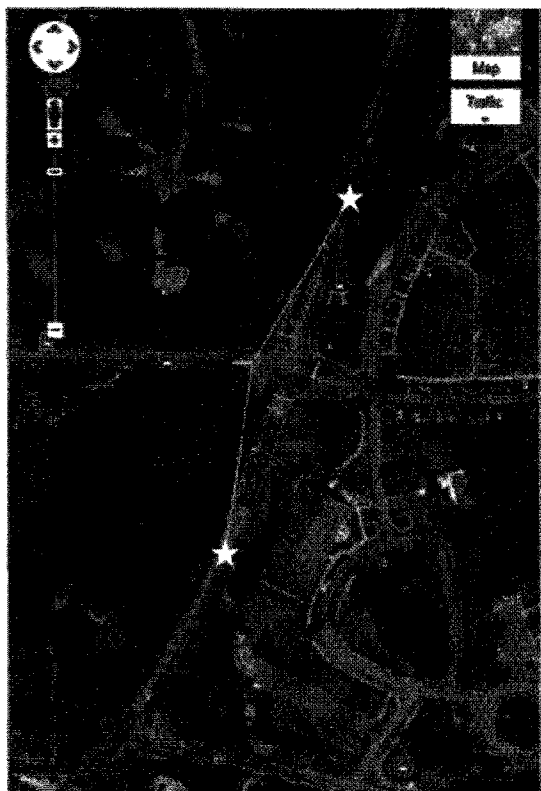


Closer aerial view outlining proposed changes for sight distance

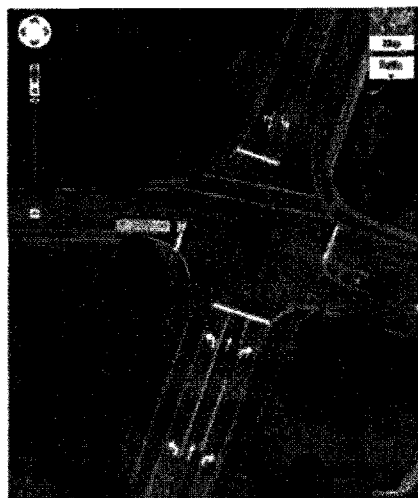


Photo showing existing line of sight looking north from Willow Oak. Hwy 54 bridge is visible in the distance

Sight Distance at BPW and Smith Level Road



Aerial view showing existing sight distance and proposed change to "improve" sight distance



Closer aerial view outlining proposed changes for sight distance

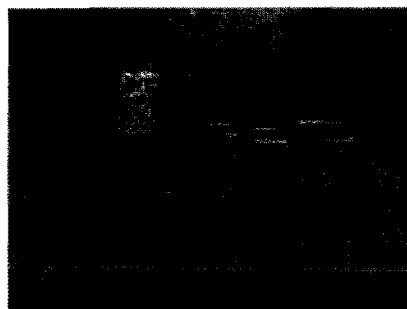


Photo showing existing line of sight looking north from BPW. Hwy 54 bridge is visible in the distance

Smith Level Road Expansion Project (U-2803)

Current Understanding and Outstanding Questions -- Berryhill Neighborhood January 29, 2012

Property Acquisition and Easements – based on the map located on the on Town of Carrboro website (http://www.townofcarrboro.org/SmithLevel/PDFs/U2803_Title%20and%20PlanSheets.pdf) and the January 3, 2012 memo provided by the Town of Carrboro, the Berryhill residents understand the following to be accurate and have the following related and outstanding questions.

- **Line of Sight Easements** – the current NCDOT plans request property acquisition on the following properties for line of sight concerns.
 - Property 28 (Jason Henning)
 - Property 32 (Robert Vaccarelli)
 - Property 36 (Binh Tuyet Tien)
 - Property 37 & 37A (neighborhood entrance at Willow Oak Lane)
 - Property 38 (Lawrence Kobesky)

Question: Is this understanding accurate? If not, what details should be corrected? Are there additional properties that NCDOT will request acquisition of for line of sight easements? If yes, please specify which properties.

Question: Please provide details on what NCDOT will do within the property it wants to acquire. For example, within the residential properties will trees be removed? What other changes does NCDOT have planned or expect for the residential properties? Please describe in detail.

Question: We understand that several magnolia and holly trees, as well as the stone landscape walls will be permanently removed at the neighborhood entrance on Willow Oak Lane. Besides these changes, how will this acquisition materially change the existing neighborhood entrance on properties 37 and 37A? Please describe in detail.

- **Permanent Drainage Easements**– the current NCDOT plans request property acquisition on the following properties for permanent drainage easements.
 - Property 33 (John Poe Jr.)
 - Property 34 (Dean Karrigan)
 - Property 35 (Robin Churchill)
 - Property 36 (Binh Tuyet Tien)
 - Property 37 & 37A (neighborhood entrance at Willow Oak Lane)

Question: Is this understanding accurate? If not, what details should be corrected? Are there additional properties that NCDOT will request acquisition of for permanent drainage easements? If yes, please specify which properties.

Question: Is there a technical reason why the permanent drainage easements need to be located on the west side of Smith Level Road adjacent to the Berryhill neighborhood? If so, please describe in detail. If not, can the drainage easements be co-located with the existing power lines on the east side of Smith Level Road?

Question: Please provide details on what NCDOT will do within the property it wants to acquire. For example, within the residential properties will trees be removed? What other changes does NCDOT have planned or expect for the residential properties? Please describe in detail.

Question: We understand that several magnolia and holly trees, as well as the stone landscape walls will be permanently removed at the neighborhood entrance on Willow Oak Lane. Besides these changes, how will this acquisition materially change the existing neighborhood entrance on properties 37 and 37A? Please describe in detail.

- **Aerial Utility Easements** – NCDOT will keep the power lines on the east side of Smith Level Road between Frank Porter Graham Elementary School and BPW Club Boulevard.

Question: If this is correct, the current plans do not require property acquisition for any aerial utility easements on the west side of Smith Level Road between Frank Porter Graham Elementary School and BPW Club Boulevard. Is this understanding accurate?

Traffic Pattern Changes

- **Eliminate left turn from Willow Oak Lane onto Smith Level Road**--NCDOT's current plans include a median on Smith Level Road between Frank Porter Graham Elementary School and BPW Club Boulevard. This median will prevent Berryhill residents from turning left off of Willow Oak Lane onto Smith Level Road. NCDOT is proposing a U-turn at BPW Club Boulevard to address this change. This change may require Berryhill residents to turn right onto Smith Level Road and make a U-turn at BPW Club Boulevard to head North on Smith Level Road.

Question: Is this understanding accurate? Do the plans include a protected left turn arrow for the U-turn at BPW Club Boulevard? If not, can one be included?

Question: What is the technical basis for excluding a left turn off of Willow Oak Lane onto Smith Level Road?

- **Add sidewalks into Berryhill neighborhood**— NCDOT's current plans include adding sidewalks on the west side of Smith Level Road between Frank Porter Graham Elementary School and BPW Club Boulevard. This includes adding sidewalks at the neighborhood entrance at Willow Oak Lane.

Question: Will the new sidewalks connect to existing sidewalks and enter the neighborhood on Willow Oak Lane, essentially providing continuous sidewalks from Willow Oak Lane to the intersection at Frank Porter Graham Elementary School?

Mayor Mark Chilton
Carrboro Board of Aldermen
301 W. Main St.
Carrboro, NC 27510

January 26, 2012

Dear Mayor Chilton and Board of Aldermen:

The residents of the Enclave neighborhood are deeply disappointed about the proposed changes to be made to Smith Level Road as described by representatives of the North Carolina Department of Transportation (NCDOT) at the Carrboro Board of Aldermen (BOA) meeting on Tuesday, November 22, 2011. Fundamentally, the NCDOT has unilaterally changed the original agreement between the BOA and the NCDOT. These proposed changes contradict the spirit of compromise and cooperation that was arrived at through many years of discussions between the Town of Carrboro and the NCDOT regarding the expansion of Smith Level Road. Consequently, the residents of the Enclave neighborhood are asking the BOA to refuse right of way to the NCDOT until the following issues and concerns are adequately addressed to residents' satisfaction.

- **Real Property Condemned.** The amount of real property condemned for all homeowners adjoining Smith Level Road exceeds what was originally presented. Based on all indications from NCDOT, the expansion will come into our properties at least an additional 10-15 feet. This directly impacts the real property of all homeowners in the Enclave.
- **Bury Utilities (Figure 1).** As currently planned, the Aerial Easements proposed on our property would take away our current viewshed. We feel that burying any and all utilities would help protect our viewshed (we could replant any vegetation that would be removed due to construction). Caramore Incorporated, as well as many other residences along Smith Level Rd, agree that burying the utilities would be the best option to protect our homes from unnecessary power lines.
- **Move DOT Easement by Unit 533 (Figure 2).** NCDOT proposes a Guy Easement directly adjacent to a residence. We ask NCDOT to move that easement to an unused well location 30 feet away that is still located on Enclave property but is less detrimental to our homeowners.
- **Move easement lines further away from homes (Figure 3).** The current utility easement lines come too close to private residences which effectively takes away the ability to maintain a garden, grow bushes/trees for privacy, or create a green barrier for themselves.

- **Leave Magnolia Tree on edge of proposed easement line (Figure 4).** This tree is priceless and should not be destroyed.
- **Move DOT Utility Easement & Right of Way to the other side of the road where power lines & sidewalks already exist.** The powerlines that are currently in place along Smith Level Rd. zigzag all along the road. We ask that DOT and the Utility Companies bury these utility to prevent the current viewshed from being completely destroyed. Currently, on the west side of the road, there is a sidewalk. What is the purpose of destroying the existing sidewalk to create another sidewalk?

Our neighborhood appreciates your attention to our concerns. We are asking that the Town of Carrboro (Board of Aldermen & Staff) to please arrange and facilitate the meeting between the residents of the Enclave and the NCDOT. We believe it is essential that our town representatives hear the same information that the NCDOT presents to the residents of our neighborhood.

We look forward to working with you to find an amenable solution that won't severely impact the lives and real property of the residents of the Enclave.

Yours Sincerely,

Jacqueline Muehlbauer
The Enclave Homeowners Association
511 Smith Level Rd
Chapel Hill, NC 27516

Cc: Enclave homeowners

Enclosures: photographs

Figure 1. Current photographs of Enclave at Smith Level Road facing south, September 2011. Note the tree-covered berm protecting our property (left) from the road (right). This viewshed and berm barrier would be removed under current NCDOT plans.



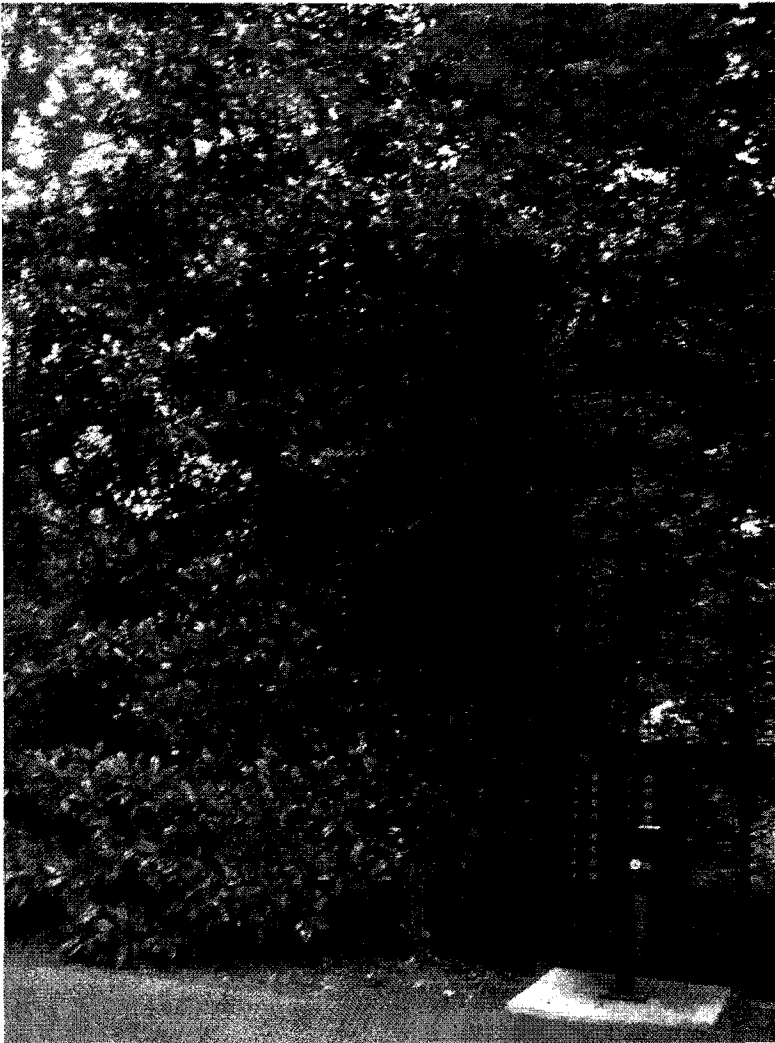
Figure 2. Guy Easement location currently proposed by NCDOT (easement would abut Unit 533, pictured). The Enclave would prefer this easement be moved ~30 feet south on our property, at well located in the background (note flat white well cover).



Figure 3. Current photograph of Enclave at Smith Level Road facing north, September 2011. Note the viewshed currently protecting our property from the road. This viewshed would be removed under current NCDOT plans.



Figure 4. Magnolia tree on Enclave property, slated for removal as part of proposed NCDOT easements. Only a portion of the tree's branches are actually within the proposed easement, which runs ~2 feet from the left of the photo.



2 February 2012

Mayor Mark Chilton
Carrboro Board of Aldermen
301 W. Main St.
Carrboro, NC 27510

Dear Mayor Chilton and Board of Aldermen:

Those of us that live in Teal Place are disappointed about the proposed changes to be made to Smith Level Road as described by representatives of the North Carolina Department of Transportation (NCDOT) at the Carrboro Board of Aldermen (BOA) meeting on Tuesday, November 22, 2011. Although the NCDOT has updated the size of the easement along Culbreth Road, the large chunk of property on the Smith Level Road side of our development has been left unaltered.

Below are some of the concerns we still have regarding the proposed changes to the project, and we ask the Carrboro Board of Aldermen to refuse right of way to NCDOT until our issues are adequately addressed to the satisfaction of the Teal Place property owners' satisfaction.

Property Value Deflation. The amount of real property condemned for the homeowner of Unit E adjoining Smith Level Road devalues the property value of all the units in Teal Place.

Move easement lines further away from homes (Figure 1). The current utility easement lines come too close to private residences which effectively takes away the ability to maintain a garden, grow bushes/trees for privacy, or create a green barrier for themselves. Specifically, the stake closest to Unit E measures 16' from the homeowner's building.

Reduce the Line of Sight requirements for the Southeast corner of SLR at Culbreth Road (Figure 2). As it currently stands, the amount of trees, shrubs and other green barrier items will be completely raped from the area, providing no protection from traffic, noise and pedestrians. If the line of sight requirements were removed, we would not have to lose our privacy.

Our neighborhood appreciates your attention to our concerns. We are asking that the Town of Carrboro (Board of Aldermen & Staff) to please arrange and facilitate the meeting between the residents of Teal Place and the NCDOT. We believe it is essential that our town representatives hear the same information that the NCDOT presents to the residents of our neighborhood.

We look forward to working with you to find an amenable solution that won't severely impact the lives and real property of the residents of Teal Place.

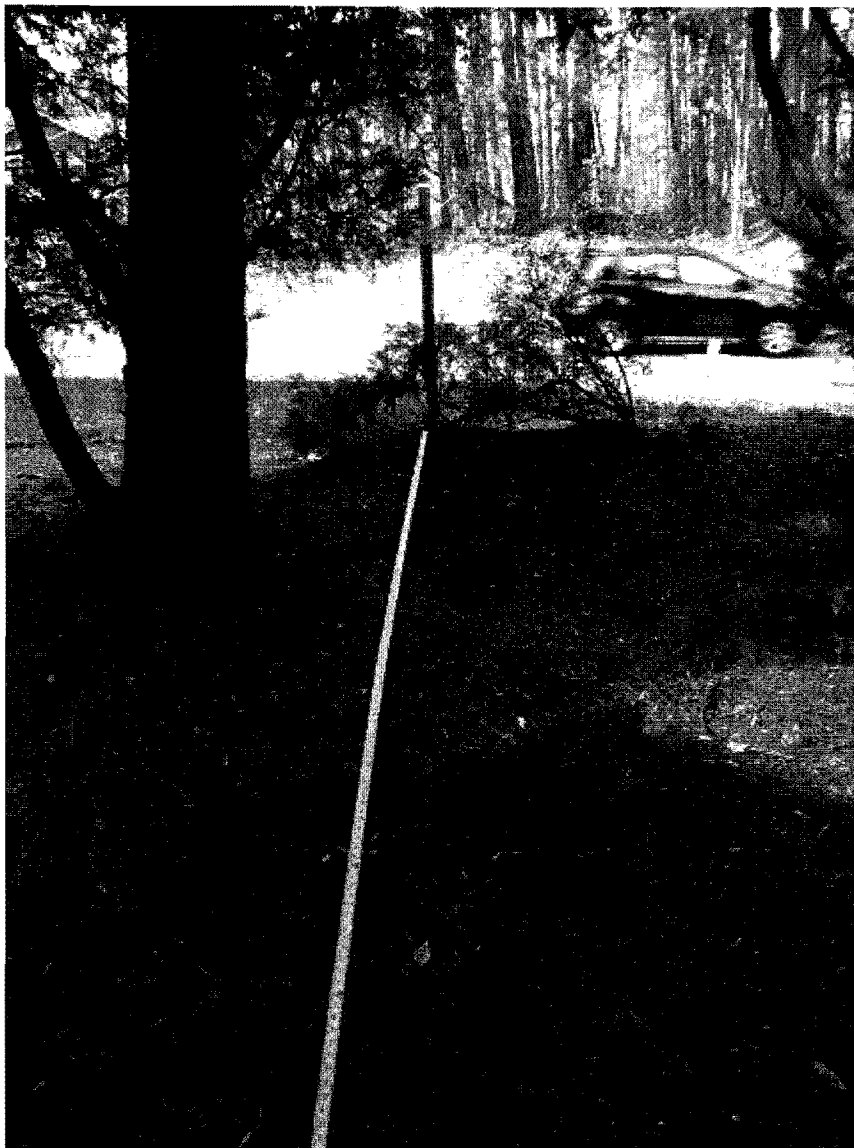
Yours Sincerely,

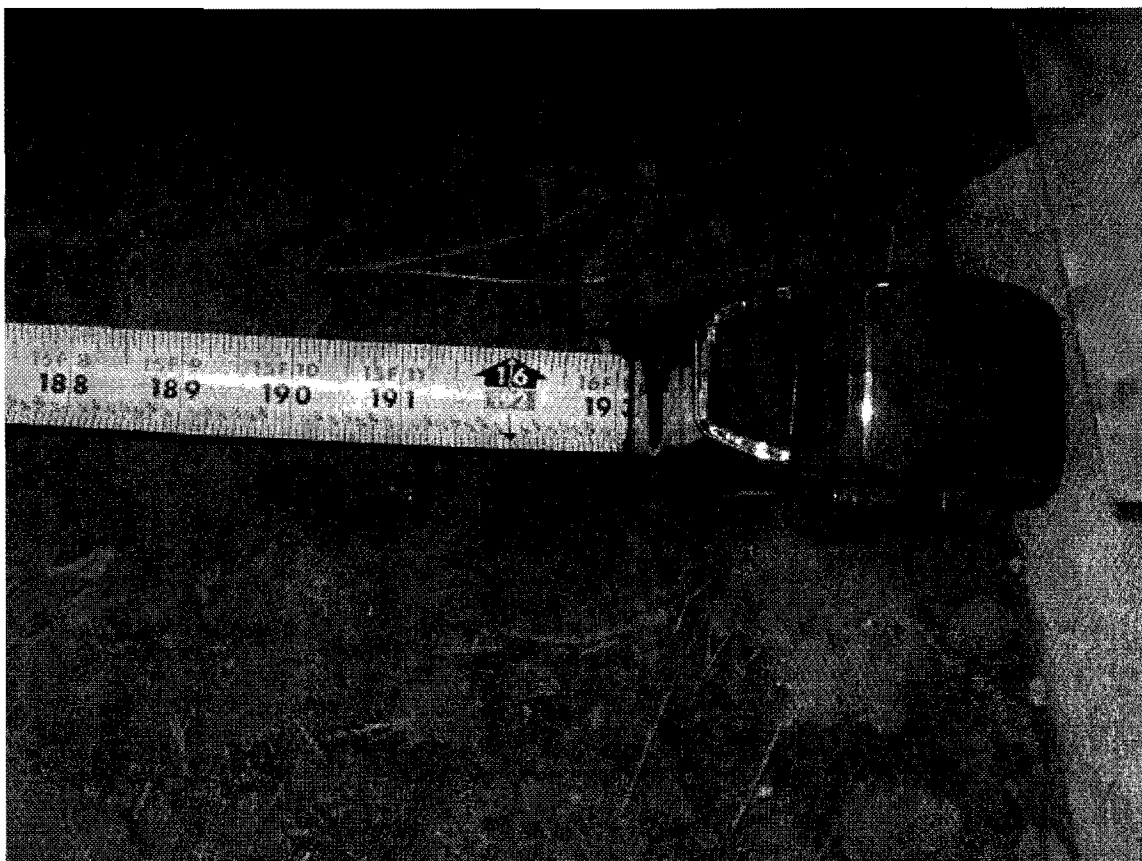
Phyllis and Kenneth Holt
on behalf of the Property Owners of Teal Place
100 Culbreth Road
Chapel Hill, NC 27516

Cc: Teal Place homeowners
Senator Ellie Kinnard,
Representative Joe Hackney
Representative Verla Insko
George Seiz
Jeff Brubaker
Patricia McGuire
Secretary Gene Conti
Mike Fox
Office of the Governor
John Drescher, News and Observer
Katelyn Ferral, News and Observer
Nancy Wykle, Herald Sun
Betsy O'Donovan
Monica LaLiberte, WRAL

Enclosures: Photographs

Figure 1. The easement line represented by this stake that currently sits along side Unit E measures 16 feet, as the ant crawls, from the outer wall of Unit E. The street is relatively close to the homeowner's property without the help of the NCDOT's easement. Photo shows, stake, tape measure, and traffic on Smith Level Road.

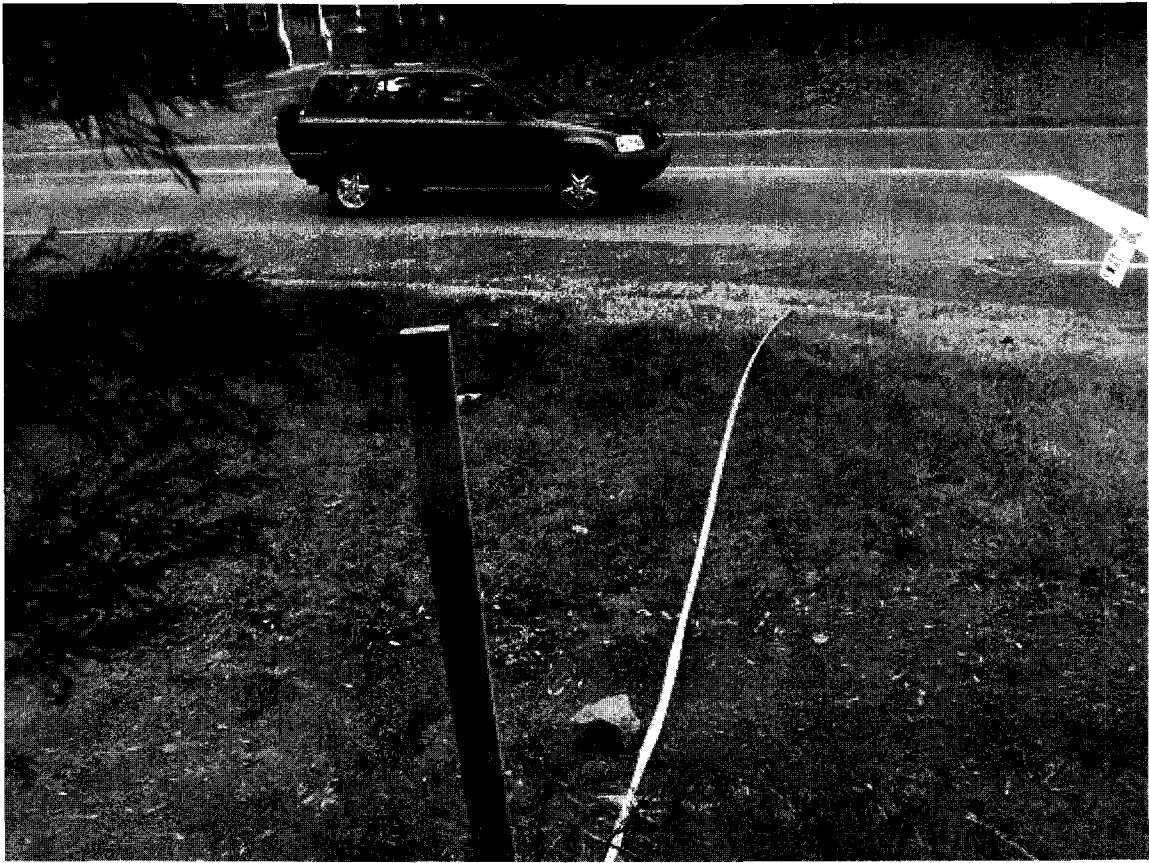




Tape measure is up against Unit E's foundation.



The stake is 32 feet from the road.



The perspective from the stake to the road. 32 feet is closer than it may seem.



This picture shows the amount of greenery that would be lost if the current easement was left unaltered. The pink tape was run between two of the stakes placed by NCDOT.

Figure 2. This Google Maps overhead view shows the existing situation on the southeast corner of Smith Level Road at Culbreth Road.



Here you see the proposed Line of Sight changes approximated by the red lines. You can also see the large amount of greenery that would be removed under the proposed plan.

BOARD OF ALDERMEN

ITEM NO. D(2)

AGENDA ITEM ABSTRACT

MEETING DATE: February 7, 2012

TITLE: Discussion of Advisory Board Appointments

DEPARTMENT: n/a	PUBLIC HEARING: NO
ATTACHMENTS: A. Resolution B. Summary of Applications from Chairs* C. Current List of Advisory Board Members	FOR INFORMATION CONTACT: Cathy Wilson, 918-7309

PURPOSE

The Mayor and Board of Aldermen will discuss appointments to the Town's advisory boards. Town staff asks for direction on these appointments.

INFORMATION

In February of each year some terms on all the Town's advisory boards expire. Those persons whose terms expire in February 2012 were notified that their terms were expiring and thanking them for their service. They were told that if they wished to be considered for re-appointment, that they should re-apply for service. In addition, all positions were advertised. Chairs have provided summaries of the applications.

*Please note that the Human Services Commission and Economic Sustainability Commissions do not currently have chairs and summaries of the applications are not attached. The chair of the Recreation and Parks Commission did not submit a summary form.

The following is a list of current advisory board vacancies and the names of all applicants:

BOARD	TYPE OF TERM	TERM EXPIRATION	APPLICANTS
Board of Adjustment	In-Town (3 seats)	2/2015	Richard Ellington Catherine DeVine Joseph W. Collins
Board of Adjustment	ETJ (1 seat)	2/2014	None
Planning Board	In-Town (3 seats)	2/2015	Steve Pickett Debra Fritz Adam Schaefer Braxton Foushee Jessica Ferrer Richard Jaimeyfield
Appearance Commission/ NPDC	5 seats	2/2014 (2 seats) 2/2015 (3 seats)	Sarah Andrews
Transportation Advisory Board	1 seat	2/2015	Seth LaJeunesse

Recreation and Parks Commission	In-Town (4 seats)	2/2013 (1 seat) 2/2014 (1 seat) 2/2015 (2 seats)	Jennifer Maynard Cassandra Hayne Eric Allman
Recreation and Parks Commission	Out-of-Town (1 seat)	2/2013	None
Recreation and Parks Commission	School Representative	2/2012	None
Human Services Commission	2 seats	2015	Daniel J. Graubman Patricia G. Young Mari Gordan Weiss
Economic Sustainability Commission	Downtown Resident (1 seat) At-Large (1 seat) Business Owner (1 seat)	2/2015 2/2012 2/2015	Sarah Blacklin Arthur (Beven) Ramsey
Environmental Advisory Board	3 seats	2/2015 (2 seats) 2/2014 (1 seat)	Matthew Arnsberger Mikey Goralnik Geoff Gisler
Arts Committee	2 seats	2/2015	Clara A. Jackson Chris Beacham Jon Ross
Arts Committee	ArtsCenter Rep.	2/2015	None
Greenways Commission	TAB Rep.	7/1/2014	Linda Haac**
Greenways Commission	EAB Rep.	7/1/2013	Rob Crook**

** Applicant recommended by a majority vote from their current advisory board.

STAFF RECOMMENDATION

Town staff recommends that the Board of Aldermen consider the applications for appointment and take action on the resolution.

ATTACHMENT A

APPOINTMENTS TO ADVISORY BOARD
Draft Resolution No.81/2011-12

NOW, THEREFORE, BE IT RESOLVED BY THE CARRBORO BOARD OF ALDERMEN
 THAT THE FOLLOWING APPOINTMENTS ARE MADE:

BOARD	TYPE OF TERM	TERM EXPIRATION	APPOINTEE
Board of Adjustment	In-Town (3 seats)	2/2015	
Board of Adjustment	ETJ (1 seat)	2/2014	
Planning Board	In-Town (3 seats)	2/2015	
Appearance Commission/ NPDC	5 seats	2/2014 (2 seats) 2/2015 (3 seats)	
Transportation Advisory Board	1 seat	2/2015	
Recreation and Parks Commission	In-Town (4 seats)	2/2013 (1 seat) 2/2014 (1 seat) 2/2015 (2 seats)	
Recreation and Parks Commission	Out-of-Town (1 seat)	2/2013	
Recreation and Parks Commission	School Representative	2/2012	
Human Services Commission	2 seats	2015	
Economic Sustainability Commission	Downtown Resident (1 seat) At-Large (1 seat) Business Owner (1 seat)	2/2015 2/2012 2/2015	
Environmental Advisory Board	3 seats	2/2015 (2 seats) 2/2014 (1 seat)	
Arts Committee	2 seats	2/2015	
Arts Committee	ArtsCenter Rep.	2/2015	
Greenways Commission	TAB Rep.	7/1/2014	
Greenways Commission	EAB Rep.	7/1/2013	

SUMMARY OF APPLICATIONS

Arts Committee

(Board)

Candidate's Name: Claire Jackson Date of Application: 05/26/11

Candidate Summary: Claire has long experience in the arts industry working in galleries and representing artists. These are excellent qualities to add to the committee

Candidate's Name: Chris Beacham Date of Application: 10/27/11

Candidate Summary: The present chair of the committee wishes to continue to serve in the community and increase the impact to the community and increase the economic success in local arts.

Candidate's Name: Jon Ross Date of Application: 01/27/12

Candidate Summary: Jon has a background in music promotion and is willing to use this knowledge to promote arts events in Carrboro

SUMMARY OF APPLICATIONS

Tom Arnel - Board of Adjustments
(Board)

Candidate's Name: __ Catherine DeVine Date of Application: 10/11/11

Candidate Summary

Good qualifications, plus a couple of years experience on the Board of Adjustments. Also has other great volunteer experience with the town. I recommend her being reappointed to another 3 year term on the Board of Adjustments.

Candidate's Name: Richard Ellington Date of Application: 10/12/2011

Candidate Summary:

Richard has many years serving the community in many ways. His institutional knowledge of our community is invaluable. I also recommend having Richard serve another 3 year term.

Candidate's Name: Joe Collins Date of Application: 11/10/2011

Candidate Summary: Joe has been a resident of Carrboro for over 25 years and that is very helpful in our Board. Joe has been on the Board for about half a year now and has been a very good member asking pertinent questions during the hearings. I also recommend having Joe serve his first 3 year term.

SUMMARY OF APPLICATIONS
Environmental Advisory Board
(Board)

Candidate's Name: Matthew Arnsberger Date of Application: Oct. 11, 2011

Candidate Summary: Matthew is currently on the EAB and serves as the Vice Chair. He has lived in Carrboro for 13 years and has experience and expertise in Landscape Design and Contracting. Matthew has also served as the EAB liason to the Greenways Commission. Matthew was responsible for the recent update to the town's exotic plant ordinance.

Candidate's Name: Mikey Goralnik Date of Application: Oct 11, 2011

Candidate Summary: Mikey is a graduate student and research assistant at UNC who has lived in Carrboro for 6 months. He has significant experience as an environmental educator and has some background in sustainable agriculture. He is currently pursuing a Masters in City and Regional planning with specialties in environmental planning and placemaking/urban design.

Candidate's Name: Geoff Gisler_ Date of Application: January 23, 2012

Candidate Summary: Geoff is an attorney with the Southern Environmental Law Center with expertise in coastal, wetland, and water quality issues. He has served on the EAB since 2009 and is the current Chair. He has lived in Carrboro for 9 years and, in addition to serving on the EAB, has been a volunteer coach with the town's baseball program for 4 years (6 seasons).

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Summary of Applications to the Planning Board February 3, 2012	
Name: Jessica Ferrer	Date of application: January 9, 2012 Date of last contact: January 19, 2012
<p>Ferrer attended a recent meeting of the Planning Board. She has a master's degree in city and regional planning and works in environmental planning. She has also expressed interest in serving on the Board of Adjustment, the Environmental Advisory Board, and the Recreation and Parks Commission. She has lived in Carrboro for 6 months and currently lives on Old Fayetteville Road.</p>	
Name: Braxton Foushee	Date of application: November 29, 2011 Date of last contact: January 19, 2012
<p>Foushee attended a recent meeting of the Planning Board. He has previously served on the Economic Development Commission and the OWASA Board of Directors. He has also expressed interest in serving on the Orange County Economic Development Commission. He has lived in Orange County for 71 years and currently lives on Williams Street.</p>	
Name: Debra Fritz	Date of application: April 19, 2011 Date of last contact: February 3, 2012
<p>Fritz is a former member of the Planning Board. She has also expressed interest in serving on the OWASA Board of Directors. She has lived in Carrboro for 13 years, and she currently lives on Winsome Lane.</p>	
Name: Richard Jaimeyfield	Date of application: January 24, 2012 Date of last contact: February 2, 2012
<p>Jaimeyfield is a current member of the Planning Board and is seeking reappointment. He has lived in Carrboro for 8 years and currently lives in the Hillsborough Road neighborhood.</p>	

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

Summary of Applications to the Planning Board February 3, 2012	
Name: Steve Pickett	Date of application: November 1, 2011 Date of last contact: January 16, 2012
Pickett has not yet attended a recent meeting of the Planning Board. He worked as a builder and developer in Carrboro and Chapel Hill. He has also expressed interest in serving on the Appearance Commission. He has lived in Carrboro for 1 year (in Orange County for 20 years) and currently lives in the Winmore neighborhood.	
Name: Adam Schaefer	Date of application: November 28, 2011 Date of last contact: February 2, 2012
Schaeffer has attended recent meetings of the Planning Board. He is seeking opportunities to become involved in the community. He has lived in Carrboro for 13 years and currently lives on Bim Street.	

SUMMARY OF APPLICATIONS
TAB

(Board)

Candidate's Name: Seth LaJeunesse

Date of Application: 10/11/2011

Candidate Summary: Seth is the present TAB chairperson, and has been since February 2011. He's served on the advisory board for three years, all the while seeking to incorporate relevant transportation network and safety research into the practice of addressing Carrboro's persistent and emergent transportation issues. When devising plans and forwarding recommendations to the Board of Aldermen, Seth and his TAB colleagues always consider equity, accessibility, connectivity, and safety-related objectives, whether these recommendations involve implementing a "road diet" on W. Main St. or improving pedestrian safety along N. Greensboro St.

Seth continues to learn evidence-based approaches to improving transportation systems and finds gratification in applying such knowledge toward making Carrboro a more livable community.

Candidate's Name: _____

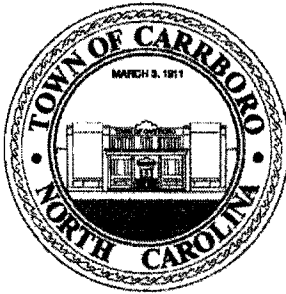
Date of Application: _____

Candidate Summary: _____

Candidate's Name: _____

Date of Application: _____

Candidate Summary: _____



TOWN OF CARRBORO

TRANSPORTATION ADVISORY BOARD

RECOMMENDATION

October 20, 2011

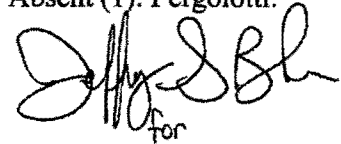
SUBJECT: Greenways Commission representative

MOTION: The Transportation Advisory Board recommends to the Board of Aldermen that Linda Haac be appointed as the TAB representative on the Greenways Commission.

Moved: Štolka

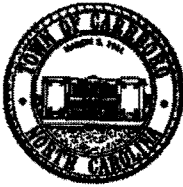
Second: LaJeunesse

VOTE: Ayes (6): LaJeunesse, Štolka, Perry, Curtis, Sieff, Haac. Nays (0). Abstain (0).
Absent (1): Pergolotti.


for

Seth LaJeunesse
TAB Chair

1 / 12 / 12
DATE



TOWN OF CARRBORO

Environmental Advisory Board
301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

THURSDAY, JANUARY 5, 2012

SUBJECT: GREENWAYS COMMISSION LIASION

After an anonymous paper ballot with two choices: Rob Crook and Bruce Sinclair, motion was made by Matthew Arnsberger and seconded by Dustin Chicurel-Bayard that Rob Crook serve as the EAB liaison to the Greenways Commission.

Present: Gisler, Arnsberger, Butler, Chicurel-Bayard, Morse, Sinclair

VOTE: AYES: 2

ABSENT/EXCUSED: Crook

NOES: 1

ABSTENTIONS: 3

Dan Hill (D.D.)
for

Geoff Gisler
(Chair)

1/5/2012
(Date)

TOWN OF CARRBORO

BOARDS AND COMMISSIONS

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- [Orange County Solid Waste Advisory Board](#)
- [Orange County Human Relations Commission](#)
- [JOCCA](#)
- [Triangle J Council of Governments](#)
- [Triangle J Smart Growth Committee](#)
- [Transportation Advisory Committee \(TAC\)](#)
- [Orange County Emergency Medical Services Council](#)
- [Animal Control Board of Appeals](#)
- [Chapel Hill/Orange County Visitors Bureau](#)
- [Intergovernmental Parks Work Group](#)
- [Community Home Trust](#)
- [UNC Horace Williams Advisory Committee \(Chapel Hill North\)](#)
- [Chapel Hill Horace Williams Advisory Committee](#)
- [Carrboro Horace Williams Advisory Committee](#)
- [Home Program Review Committee](#)

- Transit Partners Group
- Climate Change Committee
- Ten Year Plan To End Chronic Homeless Executive Steering Committee
- Rogers Road Water/Sewer Work Group

NAME	ADDRESS	E-MAIL	PHONE	ELECTED/ APPOINTED	TERM EXPIRATION
BOARD OF ALDERMEN (Regular meetings on 1 st and 3 rd Tuesdays, work sessions on 2 nd Tuesday, and public hearings on 4 th Tuesday at 7:30 p.m.)					
(go to Table of Contents)					
Mark Chilton, Mayor	203 Ashe Street, Carrboro	mayorchilton@gmail.com	H-636-0371	11-4-2003	12/2013
Jacquelyn Gist	206-A Maple Ave., Carrboro	jgist@townofcarrboro.org	H-929-6252	11-7-1989	12/2013
Michelle Johnson	10 Center Street, Carrboro	michelleforcarrboro@gmail.com	H-260-2145	11-08-2011	12/2015
Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464	11-6-2007	12/2015
Sammy Slade	105 Dillard St., Carrboro	Sammy_slade@hotmail.com	H-951-5200	11-10-2009	12/2013
Randee Haven-O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 4318	11-8-2005	12/2013
Dan Coleman, Mayor Pro Tem	106 Hanford Road, CH 27516	alderdan@gmail.com	H-960-6720	2-1-2006	12/2015

BOARD OF ADJUSTMENT (Meets on the 3rd Wednesday of each month at 7:30 p.m.)					
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(vacant)					2/2011 ETJ
Robert Kirschner	131 Friar Lane, Carrboro	kirschnerpublic@aol.com	H-932-9056	4/10/07	2/2014 In-Town
Sriv Navaratnam	303 Tramore Dr., CH 27516	srivnava@yahoo.com	H-933-3175	10/16/07	2/2014 In-Town
Catherine DeVine	506 Oak Avenue, Carrboro	catherinedevine0@gmail.com	H-967-3795	10/16/07	2/2012 In-Town
Joseph Collins	401 Bolin Creek Drive, Carrboro	collinsj@email.unc.edu	H 967-7407	5/3/2011	2/2012

			W 962-0153		In-Town
Richard Ellington	109 Bruton Dr., CH 27516	rke@email.unc.edu	H-967-4168 W-698-8591	2/25/03	2/2012 In-Town
David Collins	100 Keith Rd., Carrboro	collinsd@email.unc.edu	H-929-6161 W-966-7392	3-2-2004	2/2013 In-Town
Thomas Arnel, Chair	400 Davie Rd., Apt. 27, Carrboro	tarnel9@gmail.com	H-929-0942 W-962-2050	3-2-2004	2/2013 In-Town
John Gant, Vice Chair	1004 Karen Woods Rd., CH 27516	jgant@glenraven.com	H-968-0165 W-336-586-1629	12-3-2007	2/2013
Michelle Johnson	10 Center Street, Carrboro	michelleforcarrboro@gmail.com	H-260-2145		Board Liaison

PLANNING BOARD (Meets the 1st and 3rd Thursdays of each month at 7:30 p.m.)

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Bethany Chaney	217-E Hillsborough Road, Carrboro, NC 27510	Bethany.e.chaney@gmail.com	H919-360-4346	10/4/11 (1)	2/2014 In Town
John Killeen, 2 nd Vice Chair	404 B Hillsborough St. Carrboro NC 27510	John.patrick.killeen@gmail.com	H828-216-4240	2/8/11	2/2014 In Town
Damon Seils, Chair	601 Jones Ferry Rd., Apt. B-13, Carrboro	damon.seils@gmail.com	H-960-5931 W-668-8582	3/18/2008	2/2014 In-Town
Susan Poulton, 1 st Vice-Chair	8720 Union Grove Church Rd., CH 27516	shmpoulton@gmail.com	H-929-0769 W-681-4750	5/3/2005	2/2014 Trans. Area
Richard Jaimeyfield	302 Hillsborough Rd., Carrboro	Richard@dogwood.tv	H-933-9221 W-933-3663	6/15/2010	2/2012 In-Town
(VACANT)					2/2012 In-Town
(VACANT)					2/2012 In-Town
David Clinton	106 Fox Run, CH 27516	delinton2@nc.rr.com	H-967-5751 W-682-2870	5/18/2004 5/3/2007 3/16/2010	2/28/2013 ETJ
Heather Hunt	109 W. Carr Street, Carrboro, NC 27510	heathunt@gmail.com	H919-933-3918 B919-843-9032	10/4/2011 (1)	2/2013 In-Town
(VACANT)					2/2013

					In-Town
Matthew Barton	218 Stratford Dr., CH 27516	matthew.barton@ieee.org	H-967-1943	9/5/06	2013 In-Town
Randee Haven-O'Donnell	106 Fairfield Ct, Chapel Hill 27516	havengood@gmail.com	H-929-1994		Board Liaison

APPEARANCE COMMISSION/NEIGHBORHOOD PRESERVATION DISTRICT COMMISSION (Meets the 1st Thursday of each month at 7:30 p.m.)

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(Vacant)					2/2011
Thomas Wiltberger, Chair	503 Oak Avenue, Carrboro	tom@terranovaglobal.com	H-968-6169 W-451-0740	8/20/2002	2/2014
Loren Brandford	404 Bolin Creek Drive	lorenbb@gmail.com	H – 929-2743 W – 619-6472	6/24/08	2/2014
(Vacant)					2/2011
Sarah Andrews	502 W. Poplar Ave. #A-2, Carrboro	sarahbandrews@gmail.com	H-370-3512 W-92-3290	3/3/2009	2/2012
David Markiewicz	403 South Greensboro St., Carrboro	david.markiewicz@heart.org	H-933-8331 W-812-6875	8/15/2006	2/2012
Carrie Goldsmith	121 Westview Dr., Carrboro	cgoldfish@gmail.com	H-428-3350 W-843-8113	3/3/2009	2/2012
Sheryl K. Forbis	117 W Carr Street, Carrboro, NC 27510	sforbis@nc.rr.com	H919-929-9055 W919-360- 9046	10/4/11 (1)	2/2013
Emily Scarborough	806 Davie Rd., Carrboro	Escarbor@email.unc.edu	H-804-304- 8804	10/6/2009	2/2013
Lydia Lavelle	8107 Kit Lane	lydia@lydialavelle.com	H-942-5640		Board Liaison

TRANSPORTATION ADVISORY BOARD (Meets the 1st and 3rd Thursdays of each month at 7:30 p.m.)

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Kurt Stolka, Vice Chair	102 Todd Street Unit B, Carrboro NC 27510	kurt.stolka@gmail.com	H703-581-3742	2/8/11	2/2014
Terra Curtis	207 Bim Street, Carrboro NC	tmcurtis@email.unc.edu	H 617-780-	2/8/11	2/2014

	275140		2789		
Heidi Perry	407 Robert Hunt Drive, Carrboro	heidi@unc.edu	H-929-8671 W-966-3561, Ex. 249	1/14/2003	2/2014
Seth LaJeunesse, Chair	400 Davie Rd., #64, Carrboro	smlgrad@yahoo.com	H-357-6079 W-843-1845	3/3/2009	2/2012
Carly Sieff	700 N Greensboro Street, Carrboro, NC 27510	carlysieff@gmail.com	H954-854-5458	10/4/11(1)	2/2013
Anthony Pergolotti	508 Oak Ave., Carrboro	anthony.pergolotti@gmail.com	H-646-201- 2538	2/9/2010	2/2013
Linda Haac	102 Millrock Court, Carrboro, NC 27510	lindahaac@yahoo.com	H919-967-3626	10/4/11 (1)	2/2015
Sammy Slade	105 Dillard St., Carrboro	Sammy_slade@hotmail.com	H-951-5200	11-10-2009	Board Liaison

RECREATION AND PARKS COMMISSION (Meets the 1st Monday of each month at 7:00 p.m.)

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Jonah Garson	102 Blackwood Drive, Carrboro, NC 27510	jonahgarson@gmail.com	H 919-619-5467	2/8/11	2/2014 In-Town
Jerry Glass	1115 Old School Road, Chapel Hill 27516	Jerry.glass@bellsouth.net	H 919-968-9649 W 919-448-5542	11/15/11 (1)	2/2014 In-Town
Jaimee Watts	7 Dogwood Acres, Chapel Hill, NC 27516	jaimee.watts@gmail.com	H 781-901-6358	2/8/11	2/2014 Out-of-Town
Doris Murrell, Chair	110 Williams St., Carrboro	murrelldoris@yahoo.com	H-968-6559 W-966-8191	3/8/77	2/2012 In-Town
(VACANT) SCHOOL REP					2/2012 School Rep.
Eric Allman	420 Waterside Drive, Carrboro NC 27510	ecallman@hotmail.com	H-370-7427	4/5/2005	2/2012 In-Town
(VACANT) OUT OF TOWN					2/2013 Out-of-Town
(vacant)					2/2013 In-Town
Steve Wall	130 Creekview Circle, Carrboro	swwall@yahoo.com	H-240-5747 @-715-2613	2/9/2010	2/2013 In-Town
Brendan Watson	202 Cedarwood Lane, Unit A,	brendan.watson@gmail.com	H-202-560-1856	2/9/2010	2/2013

	Carrboro				In-Town
Jacquelyn Gist	206-A Maple Ave, Carrboro	jgist@townofcarrboro.org	H-929-6252		Board Liaison

HUMAN SERVICES COMMISSION (Meets primarily at budget time.)

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Seth Maid	222 Old Fayetteville Road #G306 Carrboro, NC 27510	sethmaid@gmail.com	H 919-260-5507	2/8/2011	2/2014
Audrey Layden, Chair	901 N. Greensboro St., Apt. B., Carrboro	a.j.layden@att.net	H-942-7624	10/25/2005	2/2014
Earleen Burch	100 A Kay Street, Carrboro NC 27510	earleen_burch@unc.edu	H 919-968-0549 W 919-968-2535	2/8/2011	2/2014
(Vacant)					2/2012
Mari Weiss	1909 N. Hawick Ct., CH 27516	dramamamamari@yahoo.com	H-240-4091	4/7/09	2/2012
Joyce Beekman	600 W. Poplar Ave., Apt. 134, Carrboro	joybeek@aol.com	H-933-4309	4/18/06	2/2013
Eleanor Blake	106 W. Carr St., Apt. 7, Carrboro	ellieblake@gmail.com	H-943-1837	4/6/2010	2/2013
Michelle Johnson	10 Center Street, Carrboro	michelleforcarrboro@gmail.com	H-260-2145		Board Liaison

ECONOMIC SUSTAINABILITY COMMISSION (Meets on the 2nd Wednesday of each month at 7:30 p.m.)

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Brian C Russell	138 Ridge Trail, Chapel Hill, NC 27516	brian@vesh.com	H 919-949-5737 W 919-695-9128	2/8/2011	2/2014 At-Large
Christopher Stephenson	305 Gary Road, Carrboro NC 27510	chris@cjstephenson.com	H 919-942-9378 W 919-260-4719	2/8/2011	2/2014 Resident
Terri Turner	2302 Esther Dr. Chapel Hill, NC 27516	terri@weaverstreetrealty.com	H-923-2345 W-929-5658	2/10/2009	2/2014 At-Large
Bob Saunders	1547 Pathway Dr., Carrboro	rwsaunders@msn.com	H-649-4097 W-839-0300	2/9/2010	2/2013 Resident

David Jessee	106-C S. Greensboro St., Carrboro	davidjessee@mindspring.com	H-548-6408	2/10/2009	2/2013 Business Owner
Jennifer McMillan	403 Oak Avenue, Carrboro	nestedhome@gmail.com	H-933-6049 W-338-8023	2/9/2010	2/2013 Business Owner
Jefferson Parker	205 Purple Leaf Place, Carrboro	jeffersondparker@gmail.com	H-960-7220 W-933-0770	2/25/03	2/2012 Resident of Downtown
Arthur Beven Ramsey	304 West Main Street, Suite 101 Carrboro, NC 27510	twilo12@hotmail.com	H – 922-3110 W -928-9001	6/21/11	2/2012 At-Large
Bill Soeters, Chair	The UPS Store, 104-R Carrboro Plaza, Carrboro	STORE3651@THEUPSSTORE.COM	H-933-2325 W-918-7161	6/28/2005	2/2012 Business Owner
Dan Coleman	106 Hanford Road, CH 27516	Dan-coleman@nc.rr.com	H-960-6720		Board Liaison
Randee Haven- O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-967-9677 W-489-9118, Ext. 4318		Board Liaison

ENVIRONMENTAL ADVISORY BOARD (Meets the first and third Thursdays of each month at 7:00 p.m.)

(go to Table of Contents)					
Bruce Sinclair	1530 Pathway Drive, Carrboro, NC 27510	bsinclair@nc.rr.com	H919-593-7971 W919-392- 7633	2/8/11	2/2014
Hiram Dustin Chicurel-Bayard	214 James Street, Carrboro, NC 27510	hbayard@gmail.com	H 609-529- 7145 W919-853- 8467	11/15/11 (1)	2/2014
Nina Butler	8101 Reynard Rd., CH 27516	ninabell@vom.com	H-932-5179 W-707-480- 0358	10/6/2009	2/2014
Robert Crook	300 Waterside Drive, Carrboro 27510	crookkohler@bellsouth.net	H-918-7788 W-260-5082	6/7/2011	2/2013
Ian Morse	407 Oak Avenue, Carrboro 27510	ianmorse75@gmail.com	H-914-3009	6/7/2011	2/2013
Matthew Arnsberger, Vice Chair	105 Aberdeen Ct., Carrboro	arnsberger@mindspring.com	W-960-6856	2/10/2009	2/2012
Geoff Gisler, Chair	108-B Old Pittsboro Rd., Carrboro	geoffgisler@gmail.com	H-357-6068	10/6/2009	2/2012

Michelle Johnson	10 Center Street, Carrboro	michellforcarrboro@gmail.com	H-260-2145		Board Liaison
NORTHERN TRANSITION AREA ADVISORY COMMITTEE (Meets the third Monday of each month at 7:00 p.m.)					
(go to Table of Contents)					
Jeanette Moore	8000 Old NC 86, CH 27516	jemoore@unch.unc.edu	H-929-4078	11-11-2003	1/2012 Carrboro Rep.
Jay Bryan, Chair	8033 Old N.C.86, CH 27516	jaybryan7@msn.com	H-929-6482 W-933-1200	2/10/2009	1/2014 Carrboro Rep.
Amy Jeroloman	305 Deer Ridge Drive, CH 27516	ajeroloman@nc.rr.com	H 960-6099 W 966-6621	9/20/2011 (1)	1/2014 Orange County Rep.
Brian Decker	109 Dublin Road, CH 27516	Bdecker.unc@gmail.com	H 360-6529	10/18/2011 (1 unexp)	1/2011 Orange County Rep.
Linda Bowerman	6008 Meadow Run Ct., CH 27516	lbowerman@mindspring.com	H-967-8571	12/13/2005	1/2011 Orange County Rep.

ARTS COMMITTEE (Meets the 2nd Monday of each month at 6:00 p.m.)					
(go to Table of Contents)					
Steph Russ	102 W. Main Street, #2, Carrboro, NC 27510	sruss@email.unc.edu	C 919-723-3603	2/8/2011	1/31/2014
Laura Korch	502 N. Greensboro St. Apt 2 Carrboro, NC 27510	laurakorchpottery@gmail.com	H 248-514- 6912	2/8/2011	1/31/2014
Nicolette DeGroot	601 Jones Ferry Rd. A18, Carrboro 27510	Nicolette@nicolettedegroot.co m	H-926-8094 W-843-7323	6/7/2011	1/31/2014
Chris Beacham, Chair	259 Sweet Bay Place, Carrboro	cbeacham0204@gmail.com	H-260-6297 W-933-6699	3/3/2009	1/31/2012
Paul Wyss	605 Bolin Creek Dr., Carrboro	pmwyss@msn.com	H-967-3650 W-360-1460	8/24/2010	1/31/2012

(VACANT)	The ArtsCenter, 300-G E. Main St., Carrboro	director@artscenterlive.com	W-929-2787, Ext. 217		ArtsCenter Rep. 1/31/2012
Maggi Grace, V-Chair	116 Carol St., Carrboro	maggigrace@nc.rr.com	H-929-1213	3/1/2005	1/31/2013
Hassan Melehy	106 Kay St., Carrboro	hmelehy@earthlink.net	H-933-6452 W-962-1029	2/9/2010	1/31/2013
Collan Kneale	302 Sweet Bay Place, Carrboro	joycollan@hotmail.com	H-240-4142 or 828-284-4729	8/24/2010	1/31/2013
Jacquelyn Gist	206-A Maple Ave., Carrboro	jgist@townofcarrboro.org	H-929-6252 W-962-6656	12/13/2005	Board Liaison

GREENWAYS COMMISSION (Meets quarterly at 6:30 p.m.)

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Damon Seils	601 Jones Ferry Rd., Apt. B-13, Carrboro	damon.seils@gmail.com	H-960-5931 W-668-8582	11/16/10 (1 st) 9/13/11 (2 nd)	7/1/2014 Planning Brd.
Eric Allman	420 Waterside Drive, Carrboro NC 27510	ecallman@hotmail.com	H-370-7427	10/6/2009	7/1/2012 Rec&Parks Com.
Matthew Arnsberger	105 Aberdeen Ct., Carrboro	arnsberger@mindspring.com	W-960-6856	3/16/10	7/1/2013 EAB
(VACANT)					7/1/2014 TAB
Johnny Randall	1301 Arboretum Dr., CH	jrandall@unc.edu	H-968-8453 W-962-0522	9/2/08	7/1/2012 At-Large
Charlie Hileman	507 Hillsborough Road, Carrboro NC 27510	carbonate@gmail.com	H-933-9199	09/13/11	7/1/2013 At-Large
Marc Desormeau	8400 Sterling Bridge Road, Carrboro NC 27510	desorm@gmail.com	H-493-2032 W-349-2381	09/13/11	7/1/2013 At-Large
Mary Parker Sonis	210 Cobblestone Drive, Chapel Hill NC 27516	msonis@nc.rr.com	H-932-9255	09/13/11	7/1/2014 At-Large
Robert Kirschner, Chair	131 Friar Lane, Carrboro 27510	kirschnerpublic@aol.com	H-928-4142	10/2/07	7/1/2012 At-Large
Gary Junker	504 Manor Ridge Rd., Carrboro	junker4nc@yahoo.com	H-942-9722 W-575-3900, Ex. 5447	10/2/07(1st) 9/13/11 (2nd)	7/1/2014 At-Large
Mark Chilton	203 Ashe St., Carrboro	mayorchilton@gmail.com	H-636-0371	3/16/10	Brd. of Aldermen Liaison

Randee Haven-O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 4318	10/2/07	Brd. of Aldermen Liaison
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OWASA BOARD OF DIRECTORS

(go to Table of Contents)					
Dana Stidham	205 Gary Road, Carrboro NC 27510	danastidham@hotmail.com	H-338-2676	6/7/11	6/30/2014 Carrboro Rep.
William Stott	105 Oleander Road, Carrboro	wstott@owasa.org	H-942-2381 W-966-9926	9/19/06	6/30/2012 Carrboro Rep.

ORANGE COUNTY SOLID WASTE MANAGEMENT ADVISORY BOARD

(go to Table of Contents)					
Linda Bowerman	6008 Meadow Run Ct., CH 27516	lbowerman@mindspring.com	H-967-8571	10-05-2004	Carrboro Rep. 6/2011
Albert Vickers	151 South Field Circle, CH 27516	alvickers@cleansites.com	H-929-0011 W-656-5271	10-07-2003	Carrboro Rep. 6/2012
(go to Table of Contents)					

ORANGE COUNTY HUMAN RELATIONS COMMISSION

(go to Table of Contents)					
(Vacant)					Three Years Carrboro Rep.
Richard Perry	1548 Pathway Dr., Carrboro	footsperry@yahoo.com	H-968-4062	9/15/2009	6/2013 Carrboro Rep.

JOCCA

(go to Table of Contents)					
Michelle Johnson	10 Center Street, Carrboro	michelleforcarrboro@gmail.com	H-260-2145		Carrboro Rep.

TRIANGLE J COUNCIL OF GOVERNMENTS

(go to Table of Contents)					
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Mark Chilton, Mayor	203 Ashe Street, Carrboro	mayorchilton@gmail.com	H-968-8090 W-932-1927	11-4-2003	Delegate
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TRIANGLE J SMART GROWTH COMMITTEE

[\(go to Table of Contents\)](#)

					Carrboro Rep.
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TRANSPORTATION ADVISORY COMMITTEE (TAC)

[\(go to Table of Contents\)](#)

Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464		Delegate
Mark Chilton, Mayor	203 Ashe Street, Carrboro	Mark_Chilton@hotmail.com	H-968-8090 W-932-1927		Alternate

ORANGE COUNTY EMERGENCY MEDICAL SERVICES COUNCIL

[\(go to Table of Contents\)](#)

Doris Bynum	301 Laurel Ave., Carrboro		H-967-8142		Carrboro Rep.
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ANIMAL CONTROL BOARD OF APPEALS

[\(go to Table of Contents\)](#)

Michelle Johnson	10 Center Street, Carrboro	michellforcarrboro@gmail.com	H-260-2145		Board Liaison
Jane Tuohey	100-B Pine Hill Dr., Carrboro		H-969-7021 W-918-7336		
Wendy Wenck	102-D Laurel Ave., Carrboro		H-942-7810 W-962-0522		
Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464		Alternate

CHAPEL HILL/ORANGE COUNTY VISITORS BUREAU

[\(go to Table of Contents\)](#)

Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464		

INTERGOVERNMENTAL PARKS WORK GROUP

[\(go to Table of Contents\)](#)

Randee Haven-O'Donnell	106 Fairfield Ct., CH 27516	havenod@gmail.com	H-929-1994 W-489-9118, Ext. 633	2-27-2007	Board Rep.
Doris Murrell	110 Williams St., Carrboro		H-942-2547 W-966-8191		Recreation & Parks Com. Rep.

COMMUNITY HOME TRUST

(go to Table of Contents)

Jacquelyn Gist	206-A Maple Ave., Carrboro	jgist@townofcarrboro.org	H-929-6252 W-962-6656		Carrboro Rep.
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(go to Table of Contents)

UNC HORACE WILLIAMS ADVISORY COMMITTEE (CHAPEL HILL NORTH)

(go to Table of Contents)

(vacant)					
(vacant)					
Allen Spalt	300 James St., Carrboro	aspalt@mindspring.com	H-967-3054	12-17-2002	
Rich Bell	102 Pine St., Carrboro	Rich_bell@unc.edu	H-967-0014 W-843-3078	12-17-2003	

Home Program Review Committee (go to Table of Contents)

Dan Coleman	106 Hanford Road, CH 27516	alderdan@gmail.com	H-960-6720		Member
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TRANSIT PARTNERS GROUP

(go to Table of Contents)

Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464		
Dan Coleman	106 Hanford Road, CH 27516	alderdan@gmail.com	H-960-6720		
Mark Chilton (alternate)					

CLIMATE CHANGE COMMITTEE

(go to Table of Contents)

Sammy Slade	105 Dillard St., Carrboro	Sammy_slade@hotmail.com	H-951-5200	11-10-2009	12/2013
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Ginger Guidry	108 Pleasant Dr, Apt. A, Carrboro	gingeetg@yahoo.com	H-968-6399 W-843-1479	11-15-2005	
Gudrun Thompson	400 Davie Rd., #12, Carrboro	gthompson@selcnc.org	H-967-1450	11-15-2005	
Evan Ashworth, Piedmont Biofuels	P.O. Box 661, Pittsboro	evan@biofuels.coop		3-7-2006	

TEN YEAR PLAN TO END CHRONIC HOMELESS EXECUTIVE STEERING COMMITTEE

(go to Table of Contents)					
Mark Chilton, Mayor	203 Ashe Street, Carrboro	mayorchilton@gmail.com	H-968-8090 W-932-1927		

ROGERS ROAD WATER/SEWER WORK GROUP

(go to Table of Contents)					
Mark Chilton, Mayor	203 Ashe Street, Carrboro	mayorchilton@gmail.com	H-968-8090 W-932-1927	10/20/09	

VISITORS BUREAU BOARD OF DIRECTORS

(go to Table of Contents)					
Lydia Lavelle	8107 Kit Lane, CH 27516	lydia@lydialavelle.com	H-942-5640 W-530-7464		

BOARD OF ALDERMEN

ITEM NO. D(3)

AGENDA ITEM ABSTRACT

MEETING DATE: February 7, 2012

TITLE: Update Criteria for Revolving Loan Fund and Application Form

DEPARTMENT: Economic and Community Development	PUBLIC HEARING: No
ATTACHMENTS: <ul style="list-style-type: none">A. Comparative Review of Existing and Proposed CriteriaB. Proposed New BRLF Criteria and Application Form	FOR INFORMATION CONTACT: Annette D. Stone, AICP Economic and Community Development Director

PURPOSE:

The purpose of this agenda item is for the Board of Aldermen to consider revised criteria for the Town's Business Revolving Loan Fund and to update the application form based on the proposed criteria.

INFORMATION:

The Business Revolving Loan Fund was established in 1986 utilizing CDBG program income and has generated over \$1,000,000 in investment in the Town of Carrboro Business community since that time. The proposed new criteria reflect current business trends, Carrboro's economic development philosophies and the information that is needed by the ESC and the Board of Aldermen in making loan decisions. Generally, the proposed criterion simplifies the language and makes the requirements more streamlined and user-friendly. Attached is a side by side review of the current standards and the proposed new language. Some of the more notable changes are the loan to job loan amount requirements. The existing standards require one job per \$10,000 in loan funds, the proposed new criteria would allow for one full-time job per \$25,000 in loan funds. This revision is consistent with the NC Department of Commerce standards for CDBG programs that require job creation or retention. Some of the other changes and requirements address more recent issues dealing with records confidentiality, collateral requirements, business planning and financial forecasting requirements, identification of other forms of capital, etc. Updating the criteria may have the effect of encouraging more applicants due to the stream-lined, user friendly process, thereby continuing to build the fund. The ESC has reviewed and discussed the proposed changes and recommends approval by the Board of Aldermen.

FISCAL IMPACT:

None

RECOMMENDATION:

The staff recommends the Board of Aldermen consider updating the criteria as proposed.

**Proposed Criteria
Revolving Loan Fund
January 25, 2012**

Current	Proposed
The project must be located in the town's planning jurisdiction. Priority will be given to downtown business district.	The project must be located within the town limits of Carrboro.
<p>The description of the project must include:</p> <ul style="list-style-type: none"> • A description of the location including size of the planned facility • The product service provided or manufactured • Start up activities and one year's production projections • Identification of other funds and firm financial commitments 	<p>Project description;</p> <ul style="list-style-type: none"> • Location, floor plans, and square footage • Type of service, retail, technology or manufacturing business proposed • First year's itemized initial start up cost • Three to five years estimated cost/revenues • Description of other sources of capital funding • Financial need to include specific need for revolving loan funds in addition to or in lieu of private financing
<p>Project need definition:</p> <ul style="list-style-type: none"> • To include specific need for revolving loan funds in addition to or in lieu of private financing • Relationship of jobs to the revolving loan fund 	<p>Project benefit:</p> <ul style="list-style-type: none"> • Estimated annual sales • Number of jobs created and annual salaries • Improvement to Real Property
<p>Low and moderate income benefit statement:</p> <ul style="list-style-type: none"> • Total number of new jobs retained • Number and percent of low/mod income jobs • Schedule of employment 	<p>Describe how the project will serve the community, who are the targeted clients/customers, how are these needs not being met, and how will this project will satisfy those needs.</p>
<p>Financial line item budget</p> <ul style="list-style-type: none"> • How will the revolving loan funds moneys and private funds be spent 	<p>A detailed budget of startup cost and 3 to 5 years pro-forma cost/revenue analysis.</p>
<p>Agreement to comply to Title I requirements (environmental and Davis Bacon)</p>	<p>Applicants must comply with all applicable Fair Labor Wage laws. Jobs created should demonstrate living wage salaries (<i>living wage salaries are defined as a wage sufficient to meet the basic necessities and comforts essential to an acceptable standard of living</i>) and commitment to employee retention.</p>
<p>The project must use some private funds, preferably at least 50% of the project cost.</p>	<p>Project should be able to demonstrate commitment of at least 50% of start-up and 1st year operating expenses.</p>

Project must create or retain at least one job per \$10,000 of CRLF moneys. Fifty-one percent (51%) of the jobs must go to individuals of in the low moderate income category.	Project must create or retain at least one full-time position for every \$25,000 in loan request. At least 51% of the jobs created must be filled by persons who earned less than 80% of the median income for the county they lived in the previous 12 months.
Full commitment of all private funds (loan approved by financial institution, letter of credit from bank, or other source of capital)	Documentation of commitment of other sources of capital.
Applicant's ability to repay revolving loan fund and carry-out proposed project (as substantiated by financial statements submitted with loan application). This must include two years of historical statements for existing businesses and a minimum of one year of financial projections for new and existing businesses. Personal homes may be used as collateral on	The applicant must demonstrate an ability to repay loan with a personal credit report. Submitted with the application must be a personal (or business if existing business) financial statements and a deed for real property to adequately collateralize the loan
Priority is given to conforming projects in the downtown business district. The effects on existing businesses of the same type must also be considered prior to loan approval.	Projects must be consistent with Town policies and ordinances. Although competition is not viewed as a negative impact for existing businesses, data must be presented as to the need for duplication in existing services or products.
Financial need: <ul style="list-style-type: none"> • Applicant must be turned down by at least two banks • Must lack the internal cash necessary to finance improvements, new construction, equipment purchase • Must demonstrate that without this assistance the proposed activity would not be possible and the low moderate benefit requirement would not be met • Must state that minimum amount of CDBG assistance necessary to complete the project 	The Town of Carrboro wishes to attract sustainable business enterprises that are environmentally and socially responsible. Projects should to demonstrate the ability to be economically viable within a three year timeframe. Projects that serve the underserved, disadvantaged populations or that are mission driven and fulfill a social need are encouraged. Projects should demonstrate the project need and the benefits to the Town.
If after one year the applicant has not used the funds, a request for an extension of the loan would need to be reviewed by the Board of Aldermen.	Loan funds may be allocated on a defined schedule, if after one year the applicant has not used the funds. A request for an extension of the loan would need to be reviewed by the Board of Aldermen.
A loan may not be made until funds are available to cover its entire amount.	Loans are subject to availability of Revolving Loan Funds.
An individual may receive only one loan from the fund.	

DRAFT
TOWN OF CARRBORO – REVOLVING LOAN FUND
 Revised January 9, 2012

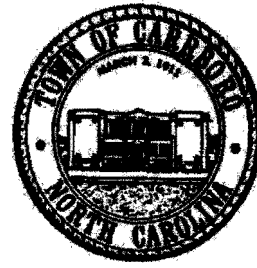
1. The project must be located within the town limits of Carrboro.
2. Project description; <ul style="list-style-type: none"> • Location , floor plans, and square footage • Type of service, retail, technology or manufacturing business proposed • First year's itemized initial start up cost • Three to five years estimated cost/revenues • Description of other sources of capital funding • Financial need to include specific need for revolving loan funds in addition to or in lieu of private financing
3. Project benefit: <ul style="list-style-type: none"> • Estimated annual sales • Number of jobs created and annual salaries • Improvement to Real Property
4. Describe how the project will serve the community, who are the targeted clients/customers, how are these needs not being met, and how will this project will satisfy those needs.
5. A detailed budget of startup cost and 3 to 5 years pro-forma cost/revenue analysis.
6. Applicants must comply with all applicable Fair Labor Wage laws. Jobs created should demonstrate living wage salaries (<i>living wage salaries are defined as a wage sufficient to meet the basic necessities and comforts essential to an acceptable standard of living</i>) and commitment to employee retention.
7. Project should be able to demonstrate commitment of at least 50% of start-up and 1 st year operating expenses.
8. Project must create or retain at least one full-time position for every \$25,000 in loan request. At least 51% of the jobs created must be filled by persons who earned less than 80% of the median income for the county they lived in the previous 12 months.
9. Documentation of commitment of other sources of capital.
10. The applicant must demonstrate an ability to repay loan with a personal credit report. Submitted with the application must be a personal (or business if existing business) financial statements and a deed for real property to adequately collateralize the loan.
11. Projects must be consistent with Town policies and ordinances. Although competition is not viewed as a negative impact for existing businesses, data must be presented as to the need for duplication in existing services or products.
12. The Town of Carrboro wishes to attract sustainable business enterprises that are environmentally and socially responsible. Projects should demonstrate the ability to be economically viable within a three year timeframe. Projects that serve the persons of low/moderate income, underserved and disadvantaged populations or that are mission driven and fulfill a social need are encouraged.

DRAFT
TOWN OF CARRBORO – REVOLVING LOAN FUND

Revised January 9, 2012

Projects should demonstrate the project need and the benefits to the Town.
13. Loan funds may be allocated on a defined schedule, if after one year the applicant has not used the funds. A request for an extension of the loan would need to be reviewed by the Board of Aldermen.
14. Loans are made at the discretion of the Town Board of Aldermen and subject to loan pool availability.
15. Micro Loans may be made available in amounts from \$5000 - \$10,000 without a requirement for job creation or security of real property under the following conditions; <ul style="list-style-type: none">• Emergency capital needs• Signage or façade improvements• Capital infusion for expansion or product growth.

Town of Carrboro, NC
Business Revolving
Loan Fund Application



INSTRUCTIONS: Please read the Business Revolving Loan Description and Criteria before completing this application. It is important that you fill out all sections of this application completely. ***Please be advised that this application and the information submitted with it are considered to be public records subject to disclosure in accordance with N.C. General Statutes Chapter 132; information which is considered "trade secret" as defined by law and marked as such (or as "confidential") may be withheld from public disclosure as provided by law.*** Questions regarding this application or the application process should be directed to the Town's Economic and Community Development Director.

NAME OF APPLICANT (S): _____

APPLICANT MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

NAME OF BUSINESS: _____

NUMBER OF YEARS
IN OPERATION: _____ CORPORATION _____ PARTNERSHIP _____ SOLE PROPRIETORSHIP _____ LLC _____

FED TAX ID# _____ PRIVILEGE LICENSE # _____

PHYSICAL LOCATION OF BUSINESS: _____

PHONE: _____ EMAIL: _____

1. FINANCIAL INFORMATION:

CAPITAL NEEDED FOR START UP AND FIRST YEAR OPERATING EXPENSES: _____

LOAN AMOUNT REQUESTED: _____

Town of Carrboro, NC
Business Revolving
Loan Fund Application



- A. List other sources of capital and financing to be involved, including equity contributions from the applicants resources. Project must demonstrate at least 50% funding for start-up and first year operating expenses. _____

- B. Describe the financial need to include specific need for the Revolving Loan Funds in addition to or in lieu of private financing. _____

2. PROJECT DESCRIPTION:

Describe the type of service, retail, technology or manufacturing business that is being proposed.

3. PROJECT BENEFIT TO THE COMMUNITY:

**Town of Carrboro, NC
Business Revolving
Loan Fund Application**



- A. What are the estimated annual sales/revenue projections? Detail any improvements to real property.

- B. How will the project benefit or serve the community or targeted populations? Why are these needs not currently being met and how will this project satisfy these needs? _____

4. JOB CREATION AND RETENTION:

How many jobs will be created or retained in this project? What are the estimated number of hours and salaries for these positions? What types of benefits or policies are proposed to ensure employee retention?

5. BACKGROUND, BUSINESS PLAN AND MARKET ANALYSIS

- A. What is your previous business experience or education? _____

**Town of Carrboro, NC
Business Revolving
Loan Fund Application**



B. What are the market trends and who are you trying to

serve?

C. Have you developed a business plan and/or a market analysis? Either attach copies of the business plan and market analysis or briefly describe.

D. Describe your facility, size and location. Also attach any building elevations, floor or facility plans.

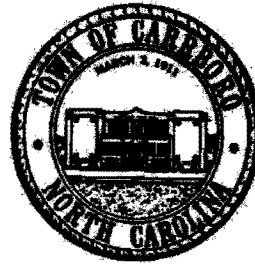
E. If you are leasing, describe the terms of your lease.

6. PLEASE ATTACH THE FOLLOWING DOCUMENTATION:

- A. Detailed budget of start-up cost, first year operating expenses, and 3 to 5 years pro-forma cost/revenue projections.
- B. Documentation of other capital revenue sources.
- C. Personal or business financial statements.
- D. Personal credit report.
- E. Documentation of real property that will be used for collateral, any outstanding liens and tax values.

I (we) the undersigned certify that the information provided in this application, documents and attachments provided are true and complete to the best of my knowledge. I further commit to the following actions;

Town of Carrboro, NC
Business Revolving
Loan Fund Application



- A) I understand that the Town is not obligated to fund any project and that funding is fully at the discretion of the Board of Aldermen and limited based on available funds.
- B) Undertake and carry out the project as described in the application and documents as submitted.
- C) Agree to create/retain jobs as described in the application. I understand and that 51% of the jobs created must be filled by persons who earned less than 80% of the median income for the county they resided in the previous 12 months.
- D) Submit annual employment reports to the Town showing the number of jobs created or retained which would otherwise have been lost.
- E) Make all relevant records available to the Town or State available upon request for reporting purposes.
- F) I understand that the Town is not committed to provide funding until loan documents have been fully executed and the release of any other conditions have been satisfied by the applicant.
- G) Project must be completed by _____.
- H) Secure and obtain additional loan funds in the amount of \$ _____ as described in this application, and provide \$ _____ in equity for the applicants own resources for the project.
- I) Be responsible for any cost overruns.

PARTNERSHIP AND SOLE PROPRIETORSHIPS	CORPORATIONS
SIGNED: _____	NAME OF CORPORATION: _____
TITLE: _____	SIGNED BY: _____
DATE: _____	ATTEST: _____ (seal)

Town of Carrboro, NC
Business Revolving
Loan Fund Application



	DATE: _____
LLC	
NAME OF LLC: _____	
SIGNED: _____	
TITLE: _____	
DATE: _____	

BOARD OF ALDERMEN

ITEM NO. D(4)

AGENDA ITEM ABSTRACT

MEETING DATE: February 7, 2012

TITLE: Staff Report - Baldwin Park Garden Expansion Proposal

DEPARTMENT: Recreation and Parks, Public Works, Planning	PUBLIC HEARING: NO
ATTACHMENTS: A. Resolution B. Baldwin Gardeners Proposal C. Water Catchment Aerial D. Garden Expansion Aerial E. Garden Pictures	FOR INFORMATION CONTACT: Anita Jones-McNair – 918-7381 Wendell Rodgers – 918-7371 George Seiz – 918-7427 Patricia McGuire – 918-7327

PURPOSE:

The purpose of this item is for the Board of Aldermen to review the Baldwin Park garden proposals and staff report and establish whether the gardeners can move forward with the garden expansion proposal, rain catchment plan and signage request.

INFORMATION:

On January 17, 2012, The Baldwin Park Gardeners presented proposals which included expansion of the current garden perimeter, placement of the cistern and shed, garden signage and installation of rainwater catchment system. At that time, staff provided a few points for the Board to consider:

- Along the edge of the proposed expanded garden site is a steep slope and stream buffer that should be considered.
- As a matter of practice the Town has not funded signs for citizen driven projects. In the past, donated funds have been used to pay for the signs for these types of projects.
- The garden items left outside of the fence currently create safety and liability issues. These supplies have been outside of the fence for over a month and Staff requests that smaller items be placed inside the fence as soon as possible.
- OWASA staff had not evaluated the proposal to cross the OWASA easement.

Town Staff, OWASA and NC League of Municipalities reviewed the requests to determine their impact on Baldwin Park. This report will cover each consideration individually.

Expansion of current garden perimeter

The gardeners requested 2,160 additional feet for the garden which would accommodate 18 new garden plots. If granted the expansion, the additional space is more than 50% of the original garden. The stream restoration and storm water management project and the community garden have greatly impacted the open and useable space of this 2.5 acre park.

The Land Use Ordinances establishes water quality buffers on streams in town. The buffer on the stream to the west of the garden is 100 feet wide. It is a two tier buffer, with the nearest 50 feet receiving more protection than the 50 feet farther from the stream. The minimum buffer

required by the Jordan rule for streams such as this one is 50 feet total with a more protected zone within 30 feet of the stream. Extending the garden as has been proposed will create a larger footprint at that edge, and perhaps some/more area within 30' of the stream.

Should the Board decide to allow the gardeners to expand the garden, staff recommends a 25-30 feet expansion to the north end of the garden while maintaining the current 25 feet buffer between the fence and the stream instead of the 45 feet requested during the presentation (see attachment D). Additionally, staff recommends utilizing the existing space in the current garden to add needed plots (see attachment E).

Staff also recommends maintaining the appearance of garden by and suggests that the gardeners use the same materials as those used in the original construction of the garden perimeter and fencing. This would help maintain the uniformity and durability of the garden.

Placement of cistern and shed

Small garden items left outside the fence were placed inside the fence prior to the January 17, 2012 Board meeting. The cistern and shed were left outside the fence and the gardeners requested that they stay outside the northwest corner of the fence. Because of its function retaining rainwater, the cistern appears to be an allowable activity within the water quality buffers on the site, so long as it is located outside of Zone 1 (i.e. 50 feet from the stream on the west and 30 feet from the stream on the east). The shed is not an allowable activity within the water quality buffers. Staff will work with the garden members to identify appropriate locations for both structures in accordance with the Town's water quality buffers.

Staff recommends that the shed should be locked when gardeners are not in the vicinity and the cistern should have a locking valve so that it is secured when not in use. Also, for safety reasons a certification from an engineer stating the proposed platform(s) will hold the cistern and shed should be obtained.

Garden signage

The Carrboro Parks Project requested that the town pay for a garden sign which includes a list of donors and contact information. The cost is approximately \$200. We recognize and appreciate the Carrboro Parks Projects past and current fundraising efforts. Staff noted in the January 17th abstract that as a matter of practice the Town has not funded signs for citizen driven projects. In the past, donated funds have paid for the signs for these types of projects. The town has accepted donated funds and used the funds to purchase and/or install various amenities such as recognition signage. Any signage proposed for the garden must comply with Land Use Ordinance provisions. In previous situations, signs containing references to commercial supporters of a project could not meet the LUO definition of a sign (i.e. commercial messages could not be visible from a right-of-way). Signs that have been installed in association with other park projects have been reviewed by Town staff and this step will be needed in this instance as well.

Staff recommends the Carrboro Parks Project and the Baldwin Park Gardeners continue their fundraising efforts to purchase a sign. Recently staff shared the Nourishing North Carolina One Garden At-A-Time grant opportunity with the gardeners. This grant is a cooperative effort between Blue Cross Blue Shield (BCBSNC) and the North Carolina Recreation and Parks Association (NCRPA). We will continue to share opportunities. The Recreation and Parks Department can facilitate purchase and installation of the sign after receiving the donated funds.

Installation of rainwater catchment system

The gardeners would like to use volunteers to install gutters on the pavilion, trench and install PVC piping across the park to hook up to the cistern near the garden.

Staff requested a risk opinion from the League of Municipalities to determine whether volunteers should complete installation and trenching in the park. We were informed that the volunteers are not covered under workers compensation because they don't work for the Town or under general liability insurance because it is used for injuries to people or property caused by the negligence of the insured. Based on this information using staff or general contractors would be a protected direction to consider.

The addition of gutters to the shelter can be considered an improvement to an existing structure maintained by the Town, and therefore Public Works will install the gutters and downspout at Town expense. The gutters will help reduce erosion caused by water draining off the drip edge of the roof, and reduce splash/spray entering the interior of the shelter during rain events. Also, with the work being performed by either Public Works crews or a contractor hired by Public Works, staff questions concerning liability and proper installation will be addressed. Public Works staff will work with Baldwin garden representatives to coordinate the installation and connection of the downspout to other piping or water storage units.

The trench work and location proposal was given to OWASA for comment. Staff also met with an OWASA staff member onsite. The gardeners propose digging a 12" deep trench to bury the PVC in connecting to the cistern. OWASA confirmed the proposed route to make the connection would cross the OWASA sanitary sewer easement and that they may need to access this easement with equipment that weights 18,000 lbs. (see attachment C.) PVC pipe may have a problem supporting this weight. Ductile iron pipe or at minimum a 6" steel casing pipe enclosing the PVC across the 30' easement is recommended. Additionally, marking tape should be placed 6" above the pipe during installation. Public Works and OWASA will also need to review final plans and the timeline for the installation. Once the plan is approved, OWASA will issue a letter of encroachment to the gardeners. OWASA also requires a sign be attached on the pavilion after the work is completed notifying the community and others that a buried water line is present.

Staff recommends the installation of the water line connecting to the cistern be done by licensed contractors and the gutters and downspouts by Public Works.

FISCAL IMPACT

The total fiscal impact listed is based on staff recommendations. Gutter and downspout installation is approximately \$450.

RECOMMENDATION:

Town Staff recommends that the Board of Aldermen adopt the attached resolution.

RESOLUTION CONSIDERING THE BALDWIN PARK GARDEN PROPOSAL
Draft Resolution No. 82/2011-12

WHEREAS, the Baldwin Park Gardeners presented a Cistern – Shed Placement and Rain Catchment Proposal and sign request for consideration on January 17, 2012; and,

WHEREAS, Town staff, OWASA and the NC League of Municipalities reviewed the requests to determine their impact on Baldwin Park; and,

WHEREAS, Town staff is sensitive to the time constraints related to the upcoming growing season and will be readily available to review the plans with the gardeners, and

WHEREAS, Town staff has provided a report for consideration.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Aldermen accept the staff report and authorize the use of additional parkland, but subject to the following conditions:

- 1) That staff and the Baldwin Park Gardeners determine an appropriate, final location for the shed and cistern. The location must be outside any stream buffers, easements, or similar constraints located on the property; and,
- 2) That Town staff and OWASA will need to receive final plans that have been approved by a licensed engineer and the timeline for the installation. Once the plan is approved, OWASA may issue a letter of encroachment to the gardeners.
- 3) That once sufficient funds have been raised by the gardeners for signage, that staff will provide support for the purchase and installation of the signage.

Baldwin Community Garden



- Placement of Cistern and Shed
- Expansion of Garden Perimeter
- Installation of rainwater catchment system
- Garden Signage Request











- Original contract allowed cistern outside of fence
- Will not waste valuable space inside garden
- Both are sealed/locked and pose no liability to other park patrons
- Space used by both are of little value to the park

Garden Expansion

- The current allotted space is at full capacity
- No space to allow additional members from the neighborhood
- Expansion would allow us to accommodate 18 additional garden plots

- Current garden's land use – 3456 ft²
- Total with proposed expansion – 5616 ft²
- 5616 ft² = 0.12 acres = 5.9% of space in Baldwin Park(93,939ft²)





Rainwater Catchment System

Rainwater Catchment System



Garden Signage Request

In an effort to help recognize the generous contributions of local businesses and the hard work of community volunteers, Carrboro Parks Project and Baldwin Community Garden are requesting the Town of Carrboro's assistance in purchasing a sign for the Baldwin Park Community Garden.

The Baldwin Community Garden will provide specific wording for the sign and get approval from town staff. In general, the items we would like listed on the sign would be the garden's name, a list of donors, and contact information. The estimated cost for 3' x 3' aluminum sign with rounded corners from Signs Now is approximately \$200. This estimate is on the high end and we will likely want to tailor back on the size if a smaller one will accommodate the gardens name and list of donors. Baldwin Community Garden has appreciated the contributions from the following local businesses:

Carrboro Parks Project
Strowd Roses
Fitch Lumber
Pittsboro Southern States
Town of Carrboro
Twig
Empowerment
Open Eye Café
Bagels on the Hill
Weaver Street Market

Baldwin Community Garden



Proposal to Install Rainwater Collection System for the Baldwin Park Community Garden

This proposal is in response to the community meeting held on the evening of September 14, 2011. The Baldwin Park Community Garden Steering Committee (BPCGSC) has discussed with Town staff its desire to move forward with the plan for the Baldwin Park Community Garden by installing a rainwater catchment system to supply water to the garden plots. The rainwater collection system has been a part of the plan for the structure of the community garden and is referenced in Attachment B of Resolution No. 37/2010-11 in which the Town authorized the creation of the BPCG. The BPCGSC proposes to collect rainwater from the roof of the shelter at BP and pipe it to a 1100 gallon cistern outside the garden's existing perimeter fence. We believe this plan will provide the greatest convenience to the gardeners and least impact to other visitors to the park and those using the shelter in particular.

Purpose and Need for Cistern

While rainfall is typically abundant in central North Carolina, there are unpredictable periods of dry weather during which supplemental irrigation is necessary to keep vegetable crops healthy. A connection to the public water supply, while reliable, would be both prohibitively expensive for the Garden and out-of-line with the Town's priorities regarding acceptable uses of our precious and limited public water supply when other options are available. However, rainwater collection from the nearby roof of the park's picnic shelter has been identified as an alternative water supply for the garden and will provide a very public example of the Town's stewardship of our natural resources. It will reduce storm runoff from the shelter's impervious roof and use the discharge to enhance the cultivation of crops grown by the garden's participants.

The roof coverage of the picnic shelter at Baldwin Park is roughly 25 feet by 28 feet and the roof runoff is expected to yield 445 gallons per inch of rainfall. One inch per week is a typical crop application rate during critical growing periods, though, tomatoes, for example can require nearly 1.5 inches per week according to the NC Cooperative Extension Service. For the 22 raised bed gardens at BPCG this would be equivalent to 420 gallons per week (630 gal/wk for 1.5 inches). A 1100 gallon cistern, when full, would provide more than two weeks of irrigation water.

Proposed Design and Catchment Layout

Figure 1 below shows how the BPCGSC envisions the layout of the rainwater collection system. The rainwater cistern would be located at the northwest corner of the garden because that corner is at the lowest elevation and allows the entire cistern to be positioned below the grade at the shelter (See Figure 2). Locating the cistern next to the garden will minimize the rainwater collection system's impact to recreational users of the shelter area. However, it will necessitate the use of a buried pipe from the shelter area through the intervening portion of the park and into the garden area. A 3 or 4 inch diameter PVC pipe will be sufficient to convey runoff from the roof to the cistern even during the hardest rainstorms. We propose to bury the pipe on the route indicated in Figure 1. The cistern will be located on a flat base constructed of a wood border and filled with gravel or soil fill.

5" gutters will be installed on both sides of the shelter's roof to maximize the rainwater volume collected. The installation of gutters on the shelter will halt the minor erosion occurring at the drip line of the shelter roof and will facilitate safe walking around the shelter area after rains. The runoff from the gutters will flow into downspouts that will run down the shelter's supporting posts at both the north and northwest corners. A transition from standard downspout to PVC pipe will be made at or somewhat above grade to eliminate leaking at the interface

The cistern will have an overflow that will be directed over some riprap placed behind the garden and directed into the adjacent stream.

Installation Plan

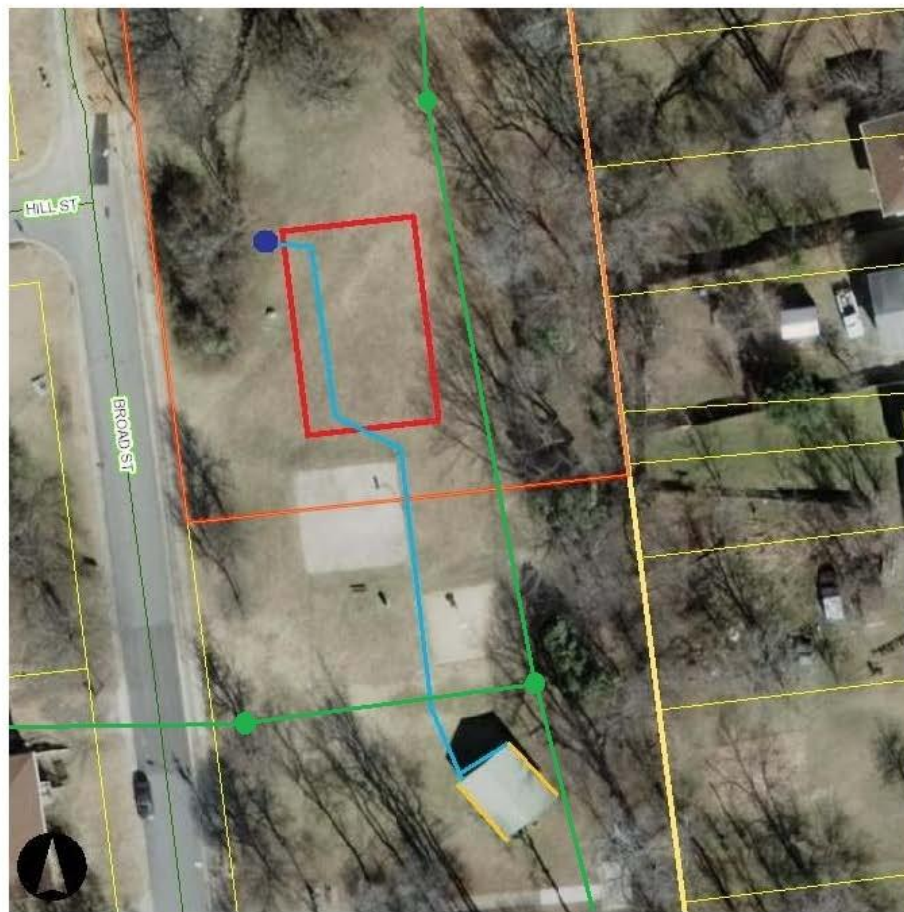
The first step in the installation process will be to build the cistern's base support. This will consist of primarily unskilled labor which will be completed by the garden's volunteer members. Tasks for this step include post hole digging for the 4 x 4's at each corner and possibly at the mid-points. The 4x 4's will hold the wood frame in place and resist outward movement of the fill material. The wood frame can also be built and filled with volunteer labor – though the BPCGSC will have the assistance of a skilled carpenter for guidance. The cistern will be placed on the base support and the necessary plumbing fixtures attached all with garden volunteer labor. The overflow will then be connected and the riprap installed. The next step will be to place the pipe that will convey the roof runoff into the cistern. The pipe trench will be excavated using volunteer labor. Volunteers will use hand shovels to excavate the pipe trench. The grass will be carefully peeled back during excavation so that it can be replaced upon backfilling the trench after the pipe has been placed. If laying the pipe will take more than one day, the pipe will be placed and the trench backfilled the same day to avoid leaving any open trench overnight. These practices will minimize any aesthetic and functional disturbance to the park. After the pipe has been laid the last step will be to install gutters and downspouts on the picnic shelter. This will be done by skilled labor by Leo Gaev Metalworks Inc. which will take care of the liability issues. The Town of Carrboro will add Leo Gaev Metalworks Inc. to their list of approved vendors. No unskilled volunteer labor will be on the roof.

BPCG Estimated Budget for Rainwater Collection/Irrigation System

PVC Pipe	\$250
Valves and PVC Fittings	\$50
5" gutters (60 ft) and downspouts	\$150
Gutter Guards	\$50
Gravel/soil fill for tank base	\$30
Wood to frame tank foundation	\$50
Total	\$580

Figure 1





- OWASA Sewer Line
- Proposed Garden Waterline
- OWASA Manhole
- Proposed Garden Cistern Location



— Gardeners Proposed Expansion
— Staff Proposed Expansion





BOARD OF ALDERMEN

ITEM NO. D(5)

AGENDA ITEM ABSTRACT

MEETING DATE: February 7, 2012

TITLE: Report on Locating a Triangle Transit Stop on W. Main St.

DEPARTMENT: Planning	PUBLIC HEARING: YES ___ NO __X__
ATTACHMENTS: A. Resolution B. Triangle Transit bus schedules – Routes 400/405, 800/805, and CRX C. Network distance maps	FOR INFORMATION CONTACT: Jeff Brubaker – 918-7329 Erik Landfried, Triangle Transit – 919-485-7508

PURPOSE

The Board of Aldermen is asked to receive a report on approaches and logistics of locating a Triangle Transit bus stop along W. Weaver St.

INFORMATION

On November 15, 2011, the Board of Aldermen adopted a resolution directing staff to report on the best approach and logistics for locating a Triangle Transit bus stop on W. Weaver St. Triangle Transit previously provided service to and from Carrboro Plaza in the late 1990s but does not currently serve Carrboro.

Municipal parking lot at 303 W. Weaver St.

The municipal parking lot at 303 W. Weaver St. has a capacity of 33 parking spaces. Carrboro Parking: An Exploratory study, the UNC Dept. of City and Regional Planning study presented to the Board of Aldermen in 2008, reported that this lot's peak usage rate was 11 cars, or a third of its capacity. There is also an uncovered bike rack with 6 bicycle parking spaces. The Town Code [Sec. 6-19(b)(4)(d)] limits parking duration in this lot to not more than two hours, between 7:00 a.m. and 5:30 p.m.

The municipal lot is privately owned. A lease agreement was entered into between the property owners and the Town on July 21, 2004. The lease is exclusively for the Town to operate a municipal parking lot. The lease agreement provides that the Town must receive consent from the property owners for any permanent structural alterations, signs, or additions to the lot.

Potential transit service extensions

Triangle Transit operates local bus service between downtown Chapel Hill/UNC and downtown Durham (400 and 405 routes) and between downtown Chapel Hill/UNC and Research Triangle Park (800 and 805 routes). Triangle Transit operates regional express service between Chapel

Hill and Raleigh (CRX route) to serve weekday commuters. Routes 400 and 800 also operate on abridged schedules on Saturday. Schedules and route maps are shown in *Attachment B*.

To gather information relating to proposed service enhancements for the Draft Bus and Rail Investment Plan in Orange County¹, Town staff and Triangle Transit staff discussed possible alternatives for extending the 405 service into Carrboro during commute times. A hypothetical map is shown below.

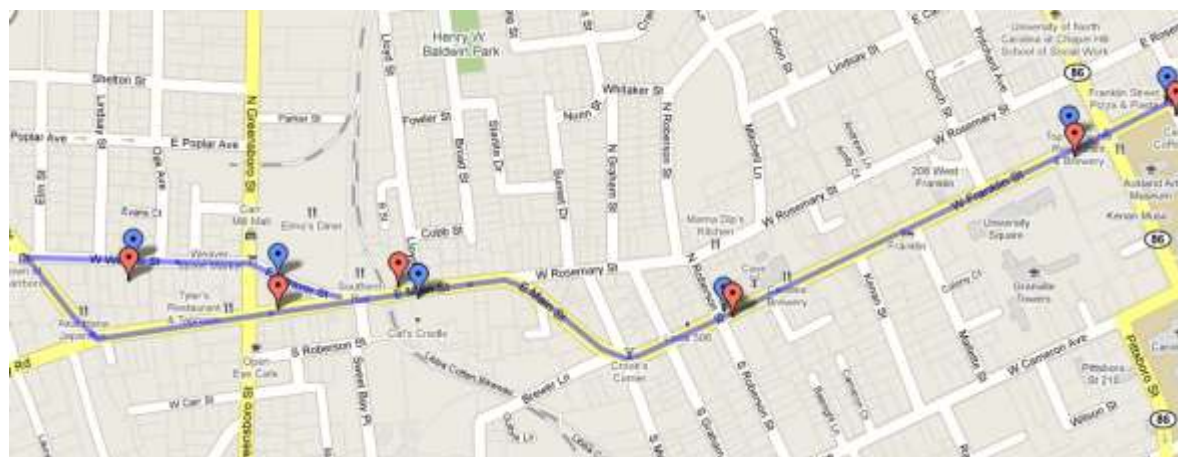


Figure 1. Sketch of hypothetical service extension into Carrboro

This map is one way in which a route extension of the 405 could serve downtown Carrboro and specifically the W. Weaver St. lot. Stops are also shown on E. Main St. and E. Weaver St.

Ridership potential

Carrboro has a 16.3 percent transit commute mode split, according to the 2006-2010 American Community Survey, compared to 9.1 percent in 2000. Creating Carrboro's Economic Future, a report commissioned by the Town in 2006, shows that in 2003 a greater percentage of Carrboro residents worked in Durham (27%) than in any other municipality. 2000 census block group data indicate that there is an 8-10% transit commuting mode split in the vicinity of the W. Weaver St. lot. Therefore, a very rough estimate with assumptions based on this work location and mode split data is that the probability of working in Durham and using transit to get to work is 2 to 3 out of every 100 employees. Not all Durham work locations may be near the bus route, however. At the same time, this estimate does not include demand for non-work trips such as school.

Walk access

The table below estimates the walk market for a transit stop at the Weaver St. lot with statistics on residential proximity to the lot. It focuses on the Weaver St. lot only and does not take into account other “downstream” stops that may be added as part of a service extension, such as on E. Weaver St. or E. Main St. Such stops could expand the number of residents who could walk to a transit stop. A quarter- to a half-mile distance is a typical range for measuring walk access to transit stops.

¹ The draft plan is available at: <http://www.dchcmpo.org/dmdocuments/DraftOrangeCountyFinancialPlan.pdf>
02_07_2012_D5

Network distance	Number of residential addresses	2010 population²	2010 population, 18 and up
Within ¼ mile	78	215	183
Within ½ mile	712	1,366	1,214

Table 1. Residential proximity statistics: ¼ to ½ mile from transit stop

Attachment C shows the stop's ¼ and ½ mile network buffers.

Bike access

The table below estimates the cycling market for a transit stop. Bike lanes on W. Weaver St., Jones Ferry Rd., W. Main St., N. Greensboro St., and Fidelity St. – as well as the Frances Shetley and PTA Bike Paths – may be used to access the stop by bicycle, although there is a gap in the bike lane network on the 300-400 blocks of W. Main St., which are currently being explored for a potential road diet. The table uses a two-mile network distance. Two miles is cited as an average, non-recreational bicycle trip length.³ The Federal Transit Administration has a three-mile standard for reasonable bicycling distance to transit. However, a bicycle is used for only 2% of all trips 1.6 to 2.8 miles in the U.S.⁴ The statistics exclude addresses in Chapel Hill, as it is assumed for simplicity that transit riders in Chapel Hill would continue to use the existing downtown Chapel Hill/UNC stops. The network analysis uses the street network and does not account for additional access provided by multi-use paths.

Network distance	Number of residential addresses	2010 population	2010 population, 18 and up
Within 2 miles (not including Chapel Hill)	7,984	14,973	12,435

Table 2. Residential proximity statistics: 2 miles from transit stop, excluding Chapel Hill (assuming Chapel Hill residents will use downstream bus stops).

Attachment C shows the stop's two-mile network buffer (including Chapel Hill).

Covered bicycle parking may make the transit stop more desirable for bicycle access. Cities such as Charlotte, NC, and Portland, OR, require long-term bicycle parking at park-and-ride lots and require that some or all long-term bicycle parking be covered. Charlotte requires long-term bike parking spaces equivalent to 4% of the number of automobile spaces. Portland requires a minimum of 10 long-term bike parking spaces or five per acre. In Portland, half the long-term spaces must be covered, while in Charlotte, all long-term spaces must be covered. Covered parking can include racks covered by a roof or bike lockers. In Portland, public bike lockers administered by the city's Bureau of Transportation are available for rent, which varies on the location of the locker. Downtown lockers are \$50 for three months or \$95 for six months, while lockers at transit stations are \$25 for six months.

² Estimated by the 2010 population of census blocks whose centroid is within the given network service area.

³ Source: <http://www.bicyclinginfo.org/facts/statistics.cfm>.

⁴ Alliance for Bicycling and Walking. 2012 Benchmarking Report.

http://www.peoplepoweredmovement.org/site/index.php/site/memberservices/2012_benchmarking_report/

Feeder bus access

Some residents may access the Triangle Transit stop via a transfer from Chapel Hill Transit. The CW bus stops at 403 W. Weaver St., one block away from the municipal parking lot. The J and F buses also serve the general vicinity. The earliest eastbound CW stops for the E. Weaver St. /Century Center timepoint are 7:35 and 8:05 AM. The earliest eastbound F stops on E. Weaver St. at the Century Center are 7:03 and 7:42 AM. The J stops at 15-minute frequencies between 6:28 and 10:43 AM. at E. Main St. in front of Weaver St. Realty. The number of transfers would likely be affected by how well the feeder bus services would be timed with the express service. Residents can already use these buses to access the 405 in downtown Chapel Hill.

Park-and-ride

A benefit of locating a stop at the 303 W. Weaver St. lot is its potential to serve as a park-and-ride lot. As noted above, peak demand for this lot is well short of capacity, suggesting that the designation of a certain number of spaces as park-and-ride spaces could occur without impacting parking lot level of service. The Town Code would need to be changed to reflect this designation and allow some cars to be parked for a full day. Some registration mechanism may be advisable to ensure that the spaces are actually used for regional transit riders. If the Town were to pursue a program of installing electric car charging stations in the future, this could serve as a potential station location.

Triangle Transit Short Range Transit Plan

Service expansion to Carrboro is not currently in Triangle Transit's five-year Short Range Transit Plan.⁵ Per a communication with Triagnle Transit staff, the plan is a broad overview and is not necessarily at the level of detail to include every specific route change that could occur in the short term. An extension of the 405 route to Carrboro could improve service in the U.S. 15-501 corridor if it results in additional bus trips. Service improvement in this corridor through coordination with other transit agencies is a recommendation in the SRTP (Ch. 4, Recommendation 4.2.3).

Draft Bus and Rail Investment Plan in Orange County

Improvements to the 405 route have been discussed as a high priority in the Draft Bus and Rail Investment Plan in Orange County.⁶ These discussions have referred to the improvements including an extension of the service into Carrboro. The annual operating cost of these service improvements is estimated to be \$630,000, which would increase annual bus hours by 3,300 and lead to increased frequencies for transit riders in the U.S. 15-501 corridor.

FISCAL AND STAFF IMPACT

No fiscal or staff impacts accrue from receiving the report.

⁵ The plan is available at: <http://www.triangletransit.org/srtp>

⁶ The draft plan is available at: <http://www.dchcmpo.org/dmdocuments/DraftOrangeCountyFinancialPlan.pdf>

RECOMMENDATION

Staff recommend that the Board of Aldermen adopt the resolution receiving the report (Attachment A).

A RESOLUTION RECEIVING A REPORT ON THE BEST APPROACH AND LOGISTICS
ASSOCIATED WITH LOCATING A TRIANGLE TRANSIT STOP AT W. WEAVER
STREET

Draft Resolution No. 83/2011-12

WHEREAS, *Carrboro Vision 2020* (4.13) states that the “town should cooperate with Chapel Hill and other regional entities in a comprehensive transportation plan to include: regional transit service conducted by the Triangle Transit Authority, seamless connections among all the region’s public transit systems, and shorter routes and more frequent service”; and

WHEREAS, 16.3 percent of Carrboro residents take public transportation to work, according to the 2006-2010 American Community Survey, conducted by the U.S. Census Bureau; and

WHEREAS, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization 2035 Long Range Transportation Plan set a goal to “Increase public transit ridership by enlarging the service area and increasing the frequency of service within the urban area”; and

WHEREAS, on November 15, 2011, the Board of Aldermen adopted a resolution requesting a report on the best approach and logistics associated with locating a Triangle Transit stop at W. Weaver St.;

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Board receives the staff report.

BE IT FURTHER RESOLVED that:

[Additional guidance, if necessary]

- a. _____
- b. _____
- c. _____

This is the 7th day of February in the year 2012.

1 Durham Station (Gate J)
2 Erwin Rd. at VA Hospital
3 Westgate Dr. at Burger King
4 New Hope Commons
5 E. Franklin St. at Variety Theater
6 Manning Dr. at UNC Hospitals

DURHAM STATION to CHAPEL HILL

6:15 am	6:22 am	6:30 am	6:43 am	6:57 am	7:10 am
6:45 am	6:52 am	7:00 am	7:13 am	7:27 am	7:40 am
7:15 am	7:22 am	7:30 am	7:43 am	7:57 am	8:10 am
7:45 am	7:54 am	8:03 am	8:16 am	8:30 am	8:40 am
8:15 am	8:24 am	8:33 am	8:46 am	9:00 am	9:10 am
8:45 am	8:53 am	9:03 am	9:16 am	9:30 am	9:40 am
9:15 am	9:22 am	9:30 am	9:43 am	9:57 am	10:10 am
10:00 am	10:08 am	10:17 am	10:29 am	10:45 am	10:55 am
11:00 am	11:08 am	11:17 am	11:29 am	11:45 am	11:55 am
12:00 pm	12:08 pm	12:17 pm	12:29 pm	12:45 pm	12:55 pm
1:00 pm	1:08 pm	1:17 pm	1:29 pm	1:45 pm	1:55 pm
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3:30 pm	3:38 pm	3:48 pm	4:02 pm	4:18 pm	4:30 pm
4:00 pm	4:08 pm	4:18 pm	4:32 pm	4:48 pm	5:00 pm
4:30 pm	4:40 pm	4:50 pm	5:05 pm	5:24 pm	5:35 pm
5:00 pm	5:10 pm	5:20 pm	5:35 pm	5:54 pm	6:05 pm
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6:00 pm	6:10 pm	6:20 pm	6:34 pm	6:47 pm	6:55 pm
6:30 pm	6:38 pm	6:47 pm	6:59 pm	7:14 pm	7:25 pm
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9:00 pm	9:08 pm	9:17 pm	9:29 pm	9:44 pm	9:55 pm
10:00 pm	10:08 pm	10:17 pm	10:29 pm	10:44 pm	10:55 pm

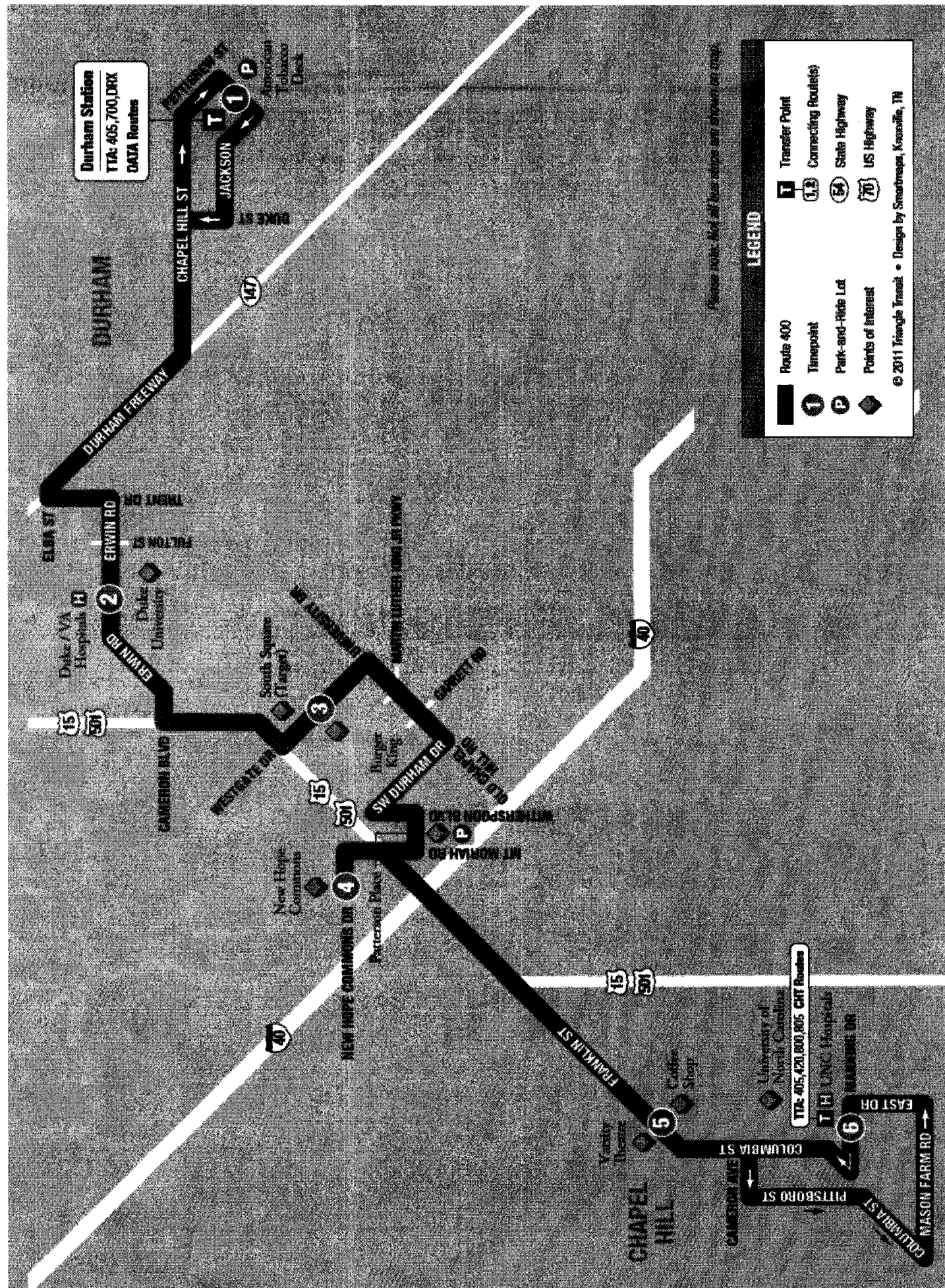
am

pm

Manning Dr. at UNC Hospitals **6**
 E. Franklin St. at Coffee Shop **5**
 New Hope Commons **4**
 Westgate Dr. at Target **3**
 Erwin Rd. at Duke Hospital **2**
 Durham Station (Gate J) **1**
 Lawson St. at Durham Tech (as Route 700)

CHAPEL HILL to DURHAM STATION

		6:35 am	6:47 am	6:57 am	7:10 am	*
6:45 am	6:51 am	7:05 am	7:17 am	7:27 am	7:40 am	*
7:15 am	7:21 am	7:35 am	7:47 am	7:57 am	8:10 am	*
7:45 am	7:51 am	8:05 am	8:17 am	8:27 am	8:40 am	*
8:15 am	8:21 am	8:35 am	8:47 am	8:57 am	9:10 am	*
8:45 am	8:51 am	9:05 am	9:17 am	9:27 am	9:40 am	*
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1:00 pm	1:08 pm	1:22 pm	1:34 pm	1:46 pm	1:55 pm	2:09 pm
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3:10 pm	3:18 pm	3:34 pm	3:47 pm	3:59 pm	4:10 pm	*
3:40 pm	3:48 pm	4:04 pm	4:17 pm	4:29 pm	4:40 pm	*
4:10 pm	4:18 pm	4:34 pm	4:47 pm	4:59 pm	5:10 pm	*
4:40 pm	4:48 pm	5:04 pm	5:17 pm	5:29 pm	5:40 pm	*
5:10 pm	5:18 pm	5:34 pm	5:47 pm	5:59 pm	6:10 pm	*
5:40 pm	5:48 pm	6:04 pm	6:17 pm	6:27 pm	6:40 pm	*
6:10 pm	6:18 pm	6:34 pm	6:47 pm	6:57 pm	7:10 pm	*
7:00 pm	7:08 pm	7:20 pm	7:32 pm	7:42 pm	7:55 pm	8:09 pm
8:00 pm	8:08 pm	8:20 pm	8:32 pm	8:42 pm	8:55 pm	9:09 pm
9:00 pm	9:08 pm	9:20 pm	9:32 pm	9:42 pm	9:55 pm	10:09 pm
10:00 pm	10:08 pm	10:20 pm	10:32 pm	10:42 pm	10:55 pm	no service



T Durham Station
(Gate J)
1

Erwin Rd at
VA Hospital
2

E. Franklin St at
Varsity Theater
3

Manning Dr. at
UNC Hospitals
4

DURHAM STATION to CHAPEL HILL

6:00 am	6:08 am	6:30 am	6:40 am
6:30 am	6:38 am	7:00 am	7:10 am
7:00 am	7:08 am	7:30 am	7:40 am
7:30 am	7:38 am	8:04 am	8:10 am
8:00 am	8:08 am	8:34 am	8:40 am
8:30 am	8:38 am	9:00 am	9:10 am
9:00 am	9:08 am	9:30 am	9:40 am
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4:45 pm	4:53 pm	5:24 pm	5:35 pm
5:15 pm	5:23 pm	5:54 pm	6:05 pm
5:45 pm	5:53 pm	6:24 pm	6:35 pm
6:15 pm	6:23 pm	6:50 pm	7:00 pm

Manning Dr. at
UNC Hospitals
4

E. Franklin St at
Coffee Shop
3

Erwin Rd at
Duke Hospital
2

T Durham Station
(Gate J)
1

Lawson St. at
Durham Tech (as
Route 700)
●

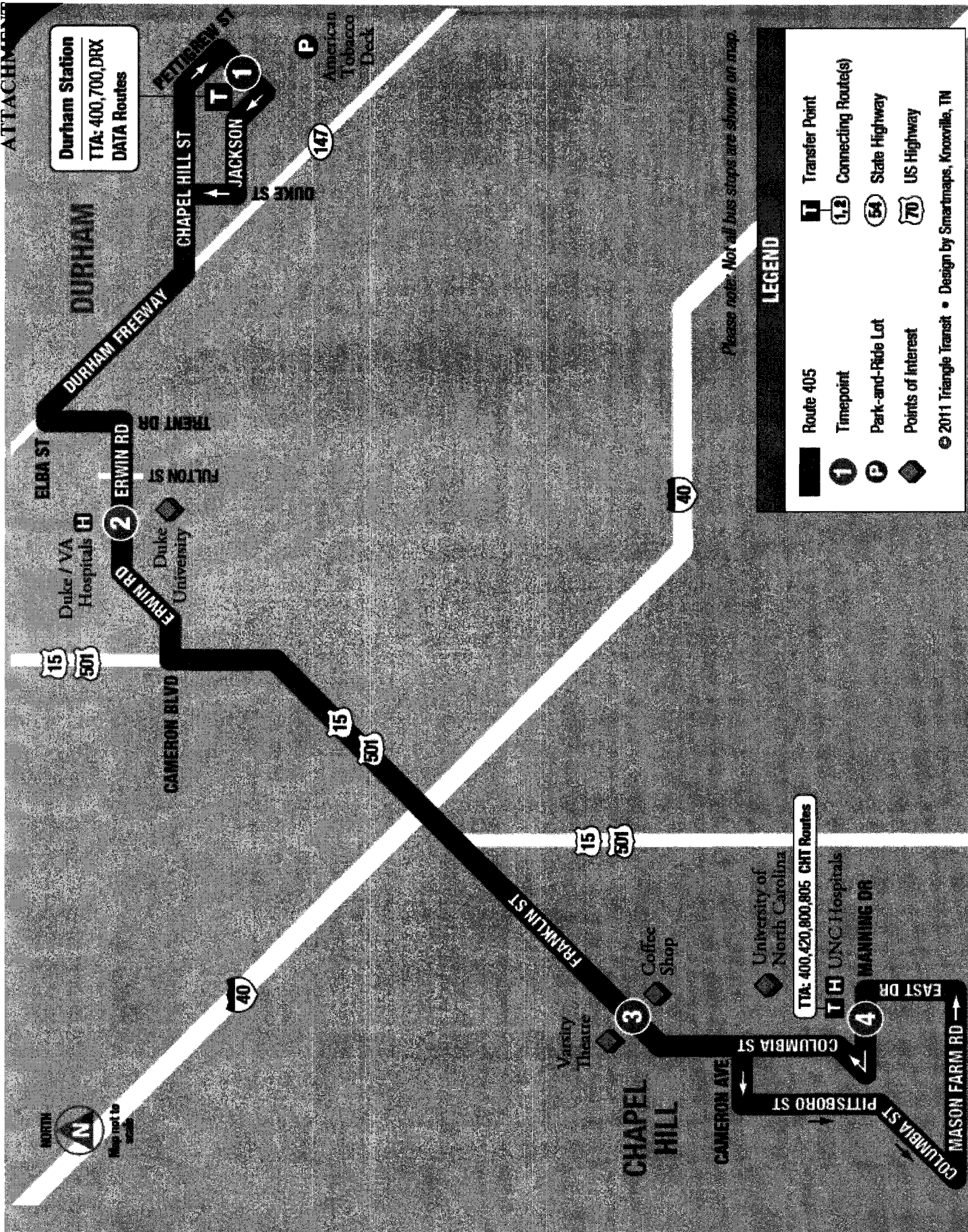
CHAPEL HILL to DURHAM STATION

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7:45 am	7:51 am	8:15 am	8:25 am	8:39 am
8:15 am	8:21 am	8:45 am	8:55 am	9:09 am
8:45 am	8:51 am	9:15 am	9:25 am	no service
3:10 pm	3:18 pm	3:43 pm	3:55 pm	4:09 pm
3:40 pm	3:48 pm	4:13 pm	4:25 pm	4:39 pm
4:10 pm	4:18 pm	4:43 pm	4:55 pm	5:09 pm
4:40 pm	4:48 pm	5:13 pm	5:25 pm	5:39 pm
5:10 pm	5:18 pm	5:43 pm	5:55 pm	6:09 pm
5:40 pm	5:48 pm	6:13 pm	6:25 pm	6:39 pm
6:10 pm	6:18 pm	6:43 pm	6:55 pm	7:09 pm

Mid-day, night and Saturday service between Chapel Hill and Durham provided on Route 400



Bus stop locations are occasionally changed. Please call 485-RIDE (7433) to verify current bus stop locations, or to request a new bus stop. This timetable shows the times and departures at major stops along the bus route. The bus will also stop at designated bus stop signs along the route. When you want to exit the bus, please press the strip or pull the cord located above the seats at least one-half block before your stop.



N. Columbia St. at Rosemary St. (Spanky's)	Eubanks Rd. Park-and-Ride	Hillsborough St. Brooks Ave. (NCSU)	Wilmington St. at Martin St.
1	2	3	4

CHAPEL HILL to RALEIGH*am*

6:00 am	6:08 am	6:45 am*	6:55 am
6:30 am	6:38 am	7:15 am*	7:25 am
7:00 am	7:08 am	7:45 am*	7:55 am
7:30 am	7:41 am	8:15 am*	8:25 am
8:00 am	8:11 am	8:45 am*	8:55 am
8:30 am	8:41 am	9:15 am*	9:25 am

am

Wilmington St. at Martin St.	Hillsborough St. Brooks Ave. (NCSU)	District Drive Park-and-Ride	South Rd. at UNC Student Union	North Columbia at Rosemary St. (Spanky's)
4	3	5	6	1

RALEIGH to CHAPEL HILL

6:00 am	6:09 am	6:16 am	6:50 am*	6:55 am
7:00 am	7:09 am	7:21 am	7:50 am*	7:55 am
7:30 am	7:39 am	7:50 am	8:20 am*	8:25 am
8:00 am	8:09 am	8:20 am	8:50 am*	8:55 am
8:30 am	8:41 am	8:50 am	9:20 am*	9:25 am
9:00 am	9:12 am	9:20 am	9:50 am*	9:55 am

Wilmington St. at Martin St.	Hillsborough St. Brooks Ave. (NCSU)	Eubanks Rd. Park-and-Ride	N. Columbia St. at Franklin St. (Odoba)
4	3	2	1

RALEIGH to CHAPEL HILL*pm*

4:05 pm	4:17 pm	4:53 pm*	5:05 pm
4:40 pm	4:52 pm	5:28 pm*	5:38 pm
5:15 pm	5:32 pm	6:07 pm*	6:20 pm
5:30 pm	5:47 pm	6:22 pm*	6:30 pm
5:45 pm	6:02 pm	6:37 pm*	6:45 pm
6:20 pm	6:35 pm	7:07 pm*	7:15 pm

pm

N. Columbia St. at Franklin St. (Odoba)	South Rd. at UNC Fetzar Gym	District Drive Park-and-Ride	Hillsborough St. Brooks Ave. (NCSU)	Wilmington St. at Martin St.
1	6	5	3	4

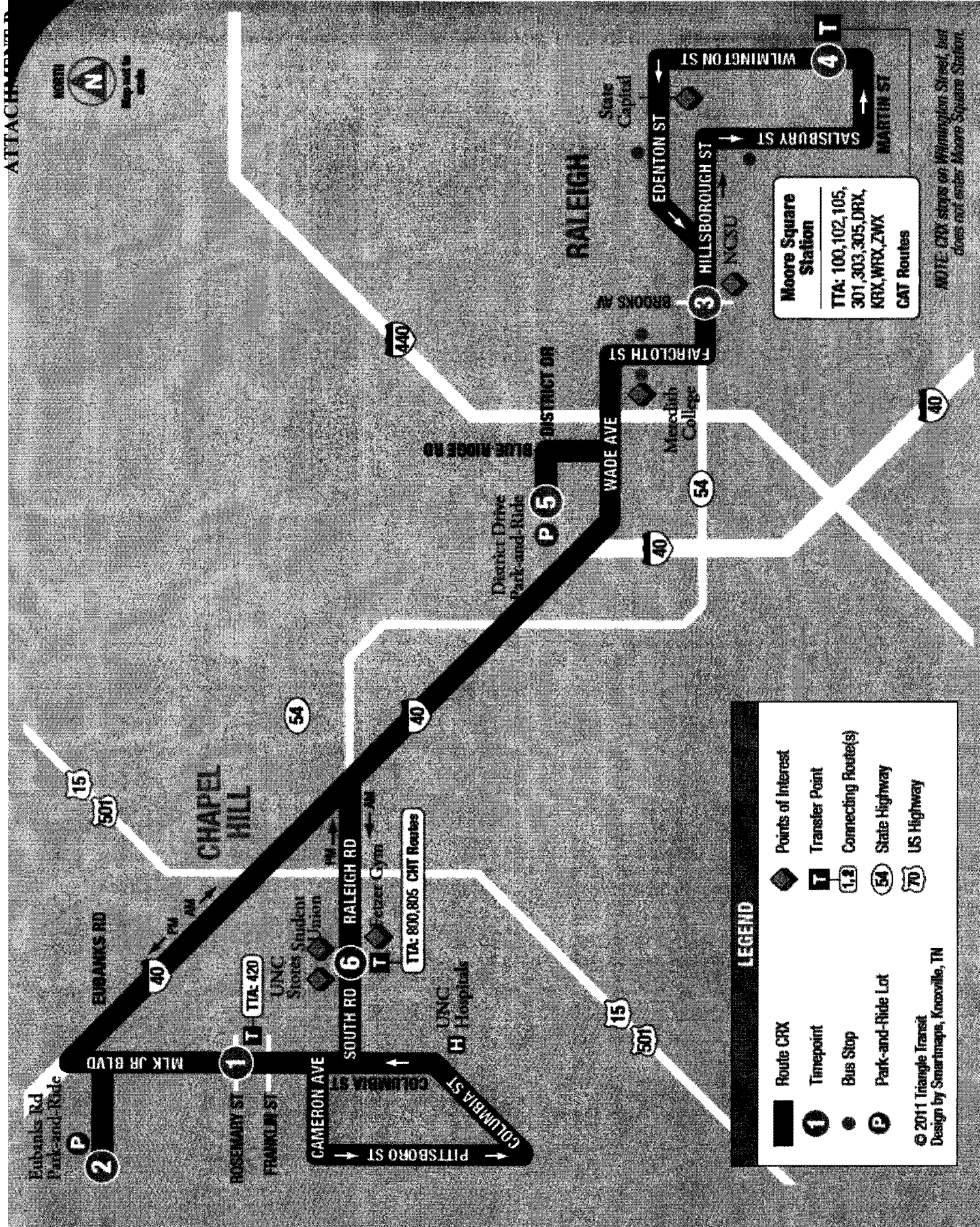
CHAPEL HILL to RALEIGH

4:00 pm	4:06 pm	4:43 pm*	4:53 pm*	5:06 pm
4:15 pm	4:21 pm	4:58 pm*	5:08 pm*	5:21 pm
4:30 pm	4:36 pm	5:13 pm*	5:23 pm*	5:36 pm
5:05 pm	5:16 pm	5:53 pm*	6:05 pm*	6:15 pm
5:40 pm	5:49 pm	6:26 pm*	6:38 pm*	6:48 pm
6:25 pm	6:31 pm	7:03 pm*	7:11 pm*	7:21 pm

* Times in **BOLD** are drop-off only stops. Bus only stops when it is requested by a rider on board. Times for these stops are estimates.



This route does not serve the Triangle Transit Regional Transit Center. There is no mid-day, late-night or weekend service on this route.



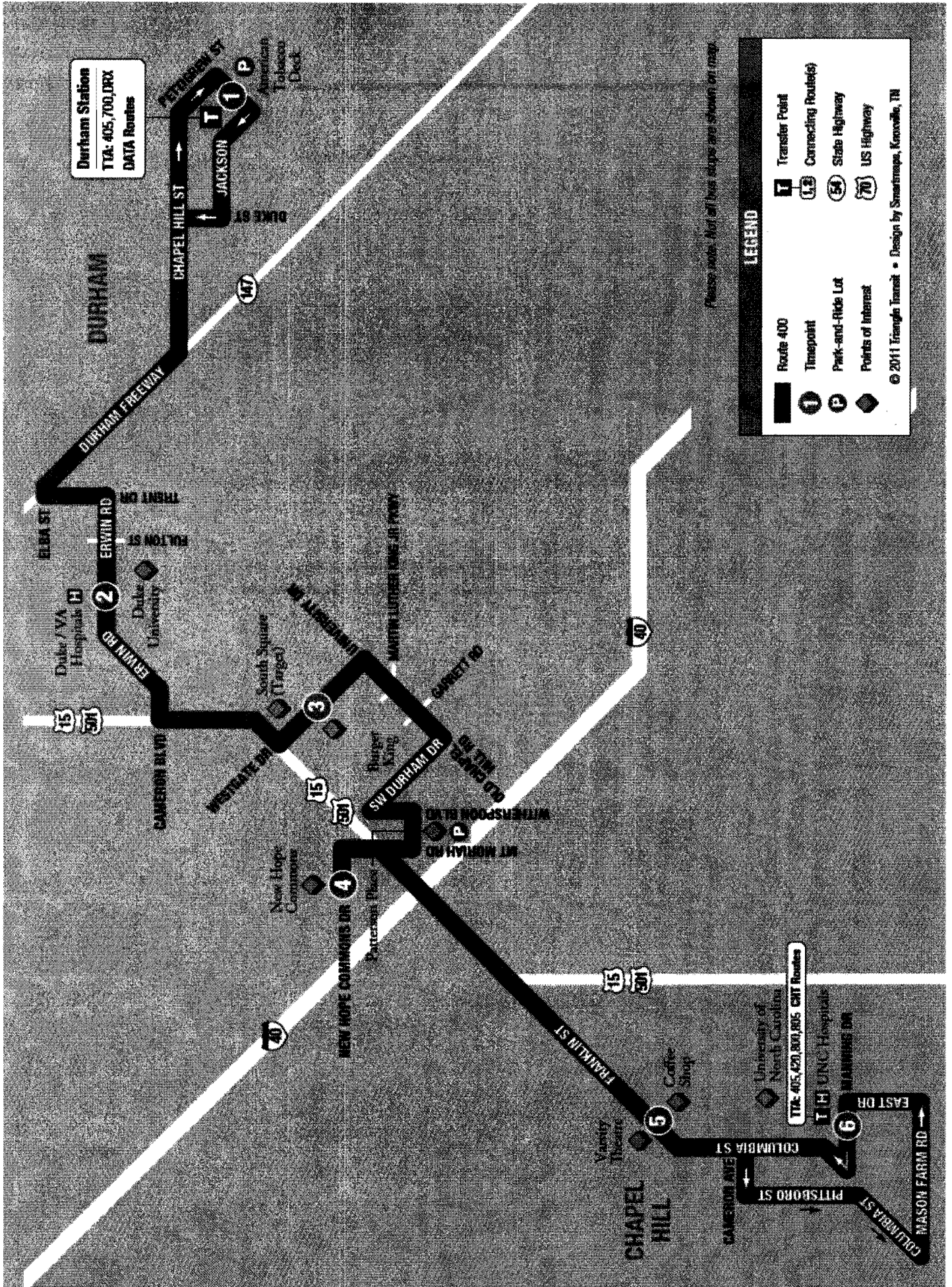
Saturday Service

- ⑥ Meeting Dr. at UNC Hospitals
- ⑤ E. Franklin St. at Coffee Shop
- ④ New Hope Commons
- ③ Westgate Dr. at Target
- ② E. Franklin St. at Duke Hospital
- ① Durham Station (Gate J)
- ⑦ Lawson St. at Durham Tech (as Route 700)

- ⑦ Durham Station (Gate J)
- ② E. Franklin St. at VA Hospital
- ③ Westgate Dr. at Burger King
- ④ New Hope Commons
- ⑤ E. Franklin St. at Variety Theater
- ⑥ Meeting Dr. at UNC Hospitals

CHAPEL HILL to DURHAM STATION						
7:05 am	7:10 am	7:26 am	7:38 am	7:47 am	7:55 am	8:09 am
8:05 am	8:10 am	8:26 am	8:38 am	8:47 am	8:55 am	9:09 am
9:05 am	9:10 am	9:26 am	9:38 am	9:47 am	9:55 am	10:09 am
10:05 am	10:10 am	10:26 am	10:38 am	10:47 am	10:55 am	11:09 am
11:05 am	11:10 am	11:26 am	11:38 am	11:47 am	11:55 am	12:09 pm
12:00 pm	12:07 pm	12:23 pm	12:37 pm	12:47 pm	12:55 pm	1:09 pm
1:00 pm	1:07 pm	1:23 pm	1:37 pm	1:47 pm	1:55 pm	2:09 pm
2:00 pm	2:07 pm	2:23 pm	2:37 pm	2:47 pm	2:55 pm	3:09 pm
3:00 pm	3:07 pm	3:23 pm	3:37 pm	3:47 pm	3:55 pm	4:09 pm
4:00 pm	4:07 pm	4:23 pm	4:37 pm	4:47 pm	4:55 pm	5:09 pm
5:00 pm	5:07 pm	5:23 pm	5:37 pm	5:47 pm	5:55 pm	6:09 pm
6:00 pm	6:07 pm	6:23 pm	6:37 pm	6:47 pm	6:55 pm	no service

DURHAM STATION to CHAPEL HILL						
7:00 am	7:07 am	7:16 am	7:28 am	7:43 am	7:50 am	
8:00 am	8:07 am	8:16 am	8:28 am	8:43 am	8:50 am	
9:00 am	9:07 am	9:16 am	9:30 am	9:46 am	9:55 am	
10:00 am	10:07 am	10:16 am	10:30 am	10:46 am	10:55 am	
11:00 am	11:07 am	11:16 am	11:30 am	11:46 am	11:55 am	
12:00 pm	12:07 pm	12:16 pm	12:30 pm	12:46 pm	12:55 pm	
1:00 pm	1:07 pm	1:16 pm	1:30 pm	1:46 pm	1:55 pm	
2:00 pm	2:07 pm	2:16 pm	2:30 pm	2:46 pm	2:55 pm	
3:00 pm	3:07 pm	3:16 pm	3:30 pm	3:46 pm	3:55 pm	
4:00 pm	4:07 pm	4:16 pm	4:30 pm	4:46 pm	4:55 pm	
5:00 pm	5:07 pm	5:16 pm	5:30 pm	5:46 pm	5:55 pm	
6:00 pm	6:07 pm	6:16 pm	6:30 pm	6:46 pm	6:55 pm	



Saturday Service

Triangle Transit
Regional Transit
Center ①

NC 54 at
Alston Ave. ②

Southpoint Mall at
Movie Theater ③

South Rd. at
Student Stores ④

Manning Dr. at
UNC Hospitals ⑤

RTC to CHAPEL HILL

7:30 am	7:39 am	7:52 am	8:07 am	8:15 am
8:30 am	8:39 am	8:52 am	9:07 am	9:15 am
9:30 am	9:39 am	9:52 am	10:07 am	10:15 am
10:30 am	10:39 am	10:52 am	11:07 am	11:15 am
11:30 am	11:39 am	11:52 am	12:07 pm	12:15 pm
12:30 pm	12:39 pm	12:52 pm	1:12 pm	1:20 pm
1:30 pm	1:39 pm	1:52 pm	2:12 pm	2:20 pm
2:30 pm	2:39 pm	2:52 pm	3:12 pm	3:20 pm
3:30 pm	3:39 pm	3:52 pm	4:12 pm	4:20 pm
4:30 pm	4:39 pm	4:52 pm	5:12 pm	5:20 pm
5:30 pm	5:39 pm	5:52 pm	6:12 pm	6:20 pm
6:30 pm	6:39 pm	6:52 pm	7:12 pm	7:20 pm

Manning Dr. at
UNC Hospitals ⑤

South Rd. at
Student Stores ④

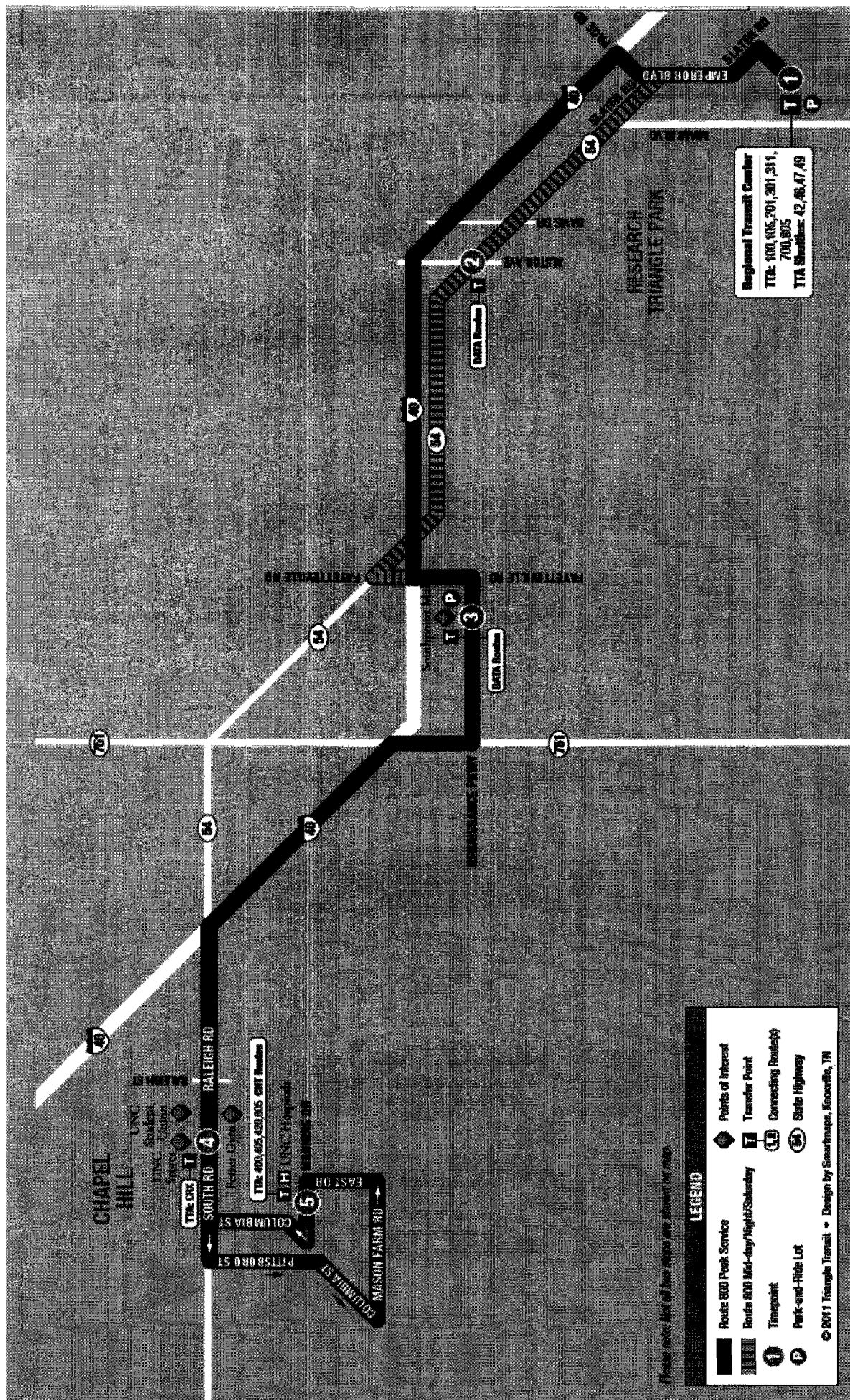
Southpoint Mall at
Movie Theater ③

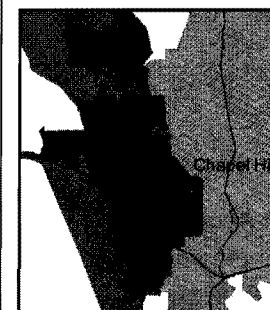
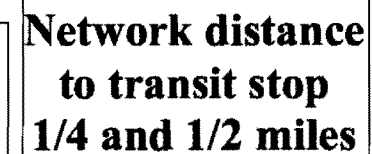
NC 54 at
Alston Ave. ②

Triangle Transit
Regional Transit
Center ①



CHAPEL HILL to RTC

6:40 am	6:43 am	6:59 am	7:10 am	7:20 am
7:40 am	7:43 am	7:59 am	8:10 am	8:20 am
8:40 am	8:43 am	8:59 am	9:10 am	9:20 am
9:40 am	9:43 am	9:59 am	10:10 am	10:20 am
10:40 am	10:43 am	10:59 am	11:10 am	11:20 am
11:35 am	11:39 am	11:56 am	12:09 pm	12:20 pm
12:35 pm	12:39 pm	12:56 pm	1:09 pm	1:20 pm
1:35 pm	1:39 pm	1:56 pm	2:09 pm	2:20 pm
2:35 pm	2:39 pm	2:56 pm	3:09 pm	3:20 pm
3:35 pm	3:38 pm	3:54 pm	4:10 pm	4:20 pm
4:35 pm	4:38 pm	4:54 pm	5:10 pm	5:20 pm
5:35 pm	5:38 pm	5:54 pm	6:10 pm	6:20 pm





Legend

-  Within 1/4 mile
-  Within 1/2 mile

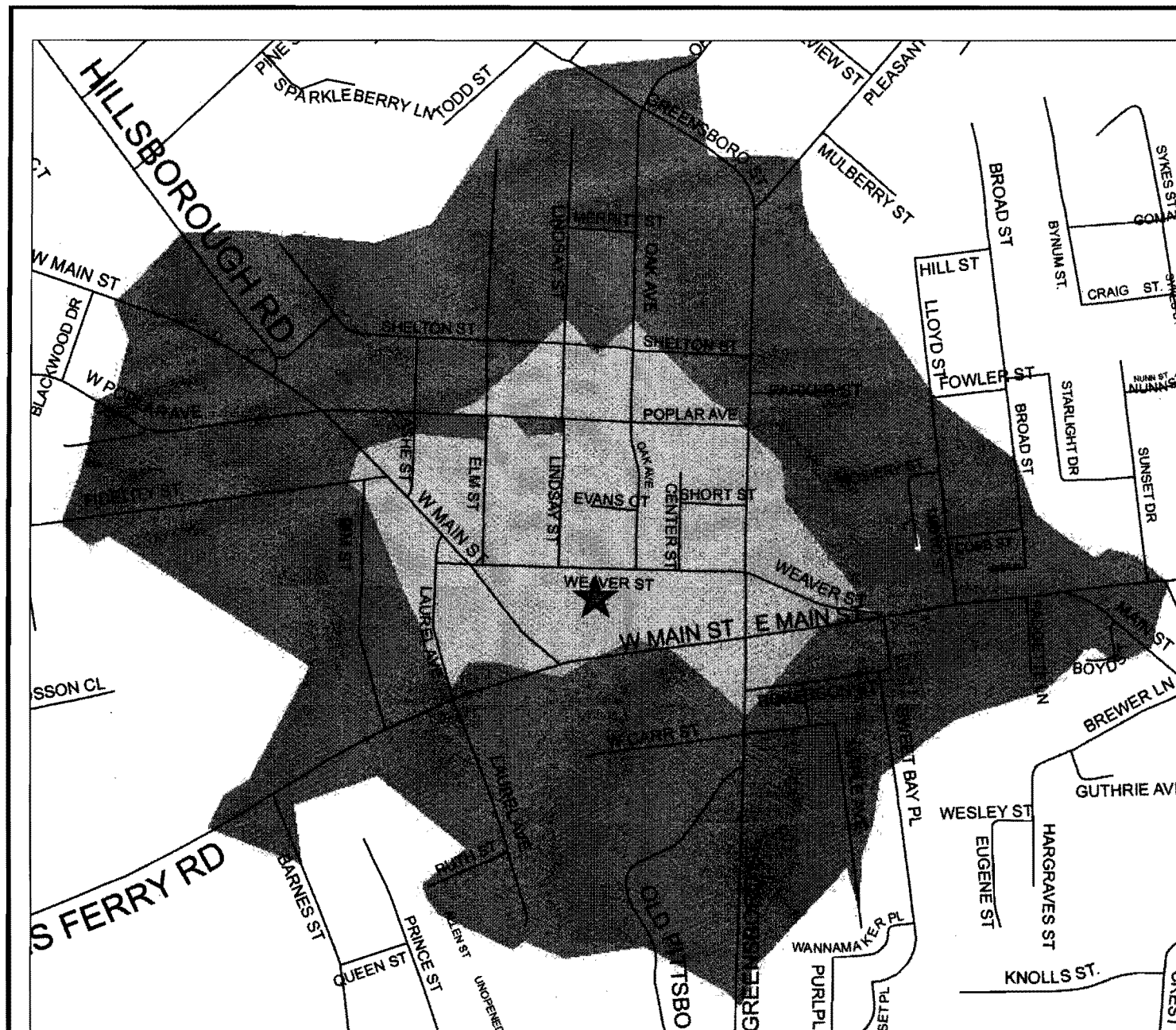
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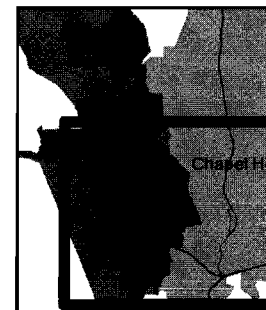


TOWN OF CARRBORO
301 W. Main St.
Carrboro, NC 27510

Created Jan 30, 2012



Network distance to transit stop 2 miles



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Carrboro, NC 27510

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