

A regular meeting of the Carrboro Board of Aldermen was held on Tuesday, November 17, 1998 at 7:30 p.m. in the Town Hall Board Room.

Present and presiding:

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

UNC STUDENTS' REQUEST FOR CHANGE IN VOTING PRECINCTS

Jessica Triche, UNC Student Liaison to the Town of Carrboro, asked for the Board of Aldermen's assistance in having one voting precinct established for the UNC campus. Ms. Triche stated that there are currently six precincts for the campus, five of which encompass the resident's halls. Many students do not have easy access to transportation and freshman students are not allowed to have cars on campus. There is general confusion about voting precinct division. Also students are required to re-register if they move. Another problem is the time required for students to find transportation to go to their voting precincts. Ms. Triche stated that the student body would like to have one precinct for the entire campus.

Aaron Nelson, the UNC Coordinator of Local Relations, stated that the Chancellor has been very supportive of student enfranchisement and the reauthorization of the Higher Education Act, which put in place a provision to encourage universities to pass out voter registration materials with campus registration materials. The current problems have been going on for several years, but students have been unable to have any changes made. The student body has been in contact with the Board of Elections about changing the precincts. Mr. Nelson stated that it is his understanding that when the 2000 census is done, redrawing of precincts will be done. Mr. Nelson stated that there has been an effort to get satellite pulse sites set up, but the legislation to set up these sites failed to pass the House vote in the 1996 session.

Alderman Zaffron questioned whether the student government had been in contact with the State Board of Elections about changing the precincts following the 2000 census.

Mr. Nelson stated that the State Board of Elections had told the student body that the legislation was necessary to set up the satellite pulse sites.

Ms. Triche stated that the students are currently working on a project to have the legislation considered again in the 1998 long session of the General Assembly.

Alderman McDuffee stated she felt the Board of Aldermen should assist the students.

Alderman Spalt suggested that the students contact Representatives Hackney and Insko. In addition, Alderman Spalt stated that he was confused as to why the Orange County Board of Elections was unable to change the precincts.

It was the consensus of the Board to request that Mayor Nelson forward a letter to the Board of Elections, Chancellor Hooker and the legislative delegation, supporting the students' request.

Alderman Gist questioned whether to include in this same letter the Town of Carrboro's problems with precincts relating to the larger percentage of citizens who have to vote at the Homestead precinct.

It was the consensus of the Board that this issue should be dealt with separately.

Alderman McDuffee suggested that satellite voting be extended to all senior citizen complexes.

Alderman Spalt suggested that a one-stop absentee voting station be established on campus for students.

Alderman Gist suggested that Aldermen McDuffee and Zaffron prepare the letters to the Board of Elections, Chancellor Hooker and legislative delegation for the Mayor's signature.

APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY HILLIARD CALDWELL TO APPROVE THE NOVEMBER 10, 1998 MINUTES. VOTE: AFFIRMATIVE ALL

REQUEST TO SET PUBLIC HEARING/LAND USE ORDINANCE TEXT AMENDMENT INCREASING SIDEWALK WIDTHS

The administration requested that the Board of Aldermen set a public hearing for December 8, 1998 to consider an amendment to the Land Use Ordinance to require that sidewalks be a minimum of five feet in width.

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY HILLIARD CALDWELL TO SET A PUBLIC HEARING FOR DECEMBER 8, 1998 AND THE PROPOSED AMENDMENT BE REFERRED TO THE TAB AND PLANNING BOARD FOR REVIEW AND RECOMMENDATION. VOTE: AFFIRMATIVE ALL

The Board requested that the report on the Walkable Communities Conference be scheduled for December 8th also.

OWASA AWARD

Mayor Pro-Tem Caldwell announced that Randy Horton, an employee of OWASA, had been honored as the distribution operator for the year.

COLLECTION FOR HURRICANE MITCH VICTIMS

Mayor Nelson announced that the town had collected \$250 thus far to aid the victims of Hurricane Mitch.

RESOLUTION ENDORSING THE RECOMMENDATIONS OF THE CHAPEL HILL LAND TRUST IMPLEMENTATION TASK FORCE

The Board of Aldermen at its meeting on November 10, 1998 received a report from the Chapel Hill Land Trust Implementation Task Force. The Board requested that the town staff prepare a resolution for the Board's consideration endorsing the recommendations of that Task Force.

The following resolution was introduced by Alderman Alex Zaffron and duly seconded by Alderman Hilliard Caldwell.

A RESOLUTION ENDORSING THE RECOMMENDATIONS
OF THE CHAPEL HILL LAND TRUST IMPLEMENTATION
TASK FORCE
Resolution No. 16/98-99

WHEREAS, on November 10, 1998 the Board of Aldermen received a report from Alison Weiner, Carrboro's representative on the Chapel Hill Land Trust Implementation Task Force, on the formation of a land trust for Orange County; and

WHEREAS, this report contained a list recommendations from the Task Force; and

WHEREAS, the Board of Aldermen expressed its desire to endorse those recommendations.

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

Section 1. The Carrboro Board of Aldermen hereby endorses the following recommendations of the Chapel Hill Land Trust Implementation Task Force:

- 1. That the establishment of a Community Land Trust (CLT) is a long-term commitment to the community and the residents it serves.

2. A CLT should be established to serve all of Orange County.
3. The CLT will be a non-profit 501 (c)3 membership organization that will have a volunteer Board of Directors. It will not have staff initially but will contract Orange Community Housing Corporation to implement its tasks.
4. The initial Board of Directors for the CLT shall include potential homeowners, community members, and a representative from each of the governments within the County.
5. The initial tasks of the land trust will be implemented as follows:
 - Policy: Board of Directors
 - Administration: OCHC
 - Pre-development and Development of Land and Housing: non-profit housing developers
 - Education and Outreach: Board of Directors and OCHC
6. The first project will be Scarlet Drive in Chapel Hill. With the assistance of the Town of Chapel Hill, the pre-development of Scarlet Drive is presently being carried out by Orange Community Housing Corporation. Committing the project to the CLT can be included in this phase, and can provide a great start for the implementation of the CLT.
7. The Board will work closely with the staff of all participating governments and the emerging county housing coalition to develop future land trust projects.
8. The Task Force, having completed its work, will become the Steering Committee for the CLT. This committee will be responsible for developing expertise on the CLT model and for organizing the CLT, developing the Bylaws, Articles of Incorporation, Lease and Resale Formula and educating the private and public sectors.
9. Upon acceptance of the Task Force recommendations, the participating governments shall make staff, facilities, and resources available, as they are able, at the request of the CLT Steering Committee.
10. It is requested that the CLT be included in the revised Chapel Hill Comprehensive Plan and Shaping Orange County's Future proposal.

Section 2. Copies of this resolution shall be forwarded to the Chapel Hill Town Council and Orange County Board of Commissioners.

Section 3. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this 17th day of November, 1998:

Ayes: Hilliard Caldwell, Diana McDuffee, Jacquelyn Gist, Michael Nelson, Allen Spalt, Alex Zaffron

Noes: None

Absent or Excused: None

PRESENTATIONS BY UNC DEPARTMENT OF CITY AND REGIONAL PLANNING STUDENTS/APPLICATION OF PROPOSED PLAN AND ORDINANCE REQUIREMENT AVAILABLE IN THE NORTHERN STUDY AREA

Alan Rimer, with the UNC Department of City and Regional Planning, stated that students from his class would present subdivision layouts that were prepared using the provisions of the Facilitated Plan and the draft ordinance for existing, undeveloped parcels of land in the Northern Study Area.

Greg Brown, presented a site plan for Ridgewood Homes. This proposed development would contain 28 single-family homes and 29 townhomes.

Rich Trickle presented a site plan for Maplecrest. This proposed development would contain single-family detached homes and condominiums for a total of 78 units.

Anna Ridling presented a site plan for Nature's Retreat. This proposed development would contain 43 townhomes and 43 single-family lots.

Sharon Kanouff, presented a site plan for Homestead Place. This proposed development would contain 55 single family and 30 townhomes.

REQUEST TO SET PUBLIC HEARING/LAND USE ORDINANCE TO IMPLEMENT THE FACILITATED SMALL AREA PLAN FOR THE NORTHERN STUDY AREA

The Board of Aldermen reviewed the final revisions to the ordinance that have been drafted to implement the Facilitated Small Area Plan for Carrboro's Northern Study Area and consider setting a public hearing on the ordinance for December 15, 1998.

Trish McGuire presented a revised version of the implementation ordinance dated November 13th, the Orange County Planning Board's recommendations on the proposed ordinance dated November 11th, Vernacular Architectural Standards, and proposed changes to Section 18 ad 19, including a stream buffer map recommended by the review group on November 16th.

Mike Brough expressed concern that the standards proposed for Section 18-263(a) "All developments shall be constructed and maintained so that they do not cause damage to other properties with their surface waters."

The Board requested that the Town Attorney prepare recommended language for Section 18-263(a).

It was the consensus of the Board that the Mayor forward a letter to the County Commissioners stating that the Board is opposed to the County Planning Board's recommendation that the County Commissioners be included in the decision-making process on the floating conditional use zoning district in the CJDA Transition Areas. The courtesy review process would be available. The Board is willing to be flexible on the appointments to the advisory board.

The Board requested that the town staff set informational meetings at Homestead Community Center to review the proposed ordinance with interested citizens.

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY HILLIARD CALDWELL TO SET A PUBLIC HEARING FOR DECEMBER 15, 1998, AND THAT THE PROPOSED ORDINANCE BE REFERRED TO THE PLANNING BOARD, APPEARANCE COMMISSION AND TAB FOR REVIEW AND RECOMMENDATIONS. VOTE: AFFIRMATIVE ALL

ADOPTION OF BUDGET CALENDAR FOR FISCAL 1999-2000 AND BUDGET REVIEW COMMITTEE ACTIVITIES

Bing Roenigk, the town's Assistant Town Manager, stated that the administration requested approval of the 1999-2000 budget calendar; to amend the ordinance that established the Budget Review Committee to include innovations and productivity improvements as a designated task of the Budget Review Committee; and to appoint the Budget Review Committee members.

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY HILLIARD CALDWELL TO APPROVE THE FOLLOWING BUDGET REVIEW SCHEDULE FOR THE 1999-2000 BUDGET:

FY 1999-2000 BUDGET CALENDAR

Tuesday, November 10	Management Services Department distributes FY99-2000 informal worksession materials
Wednesday, November 18	Management Services distributes CIP Budget Materials to Departments
Monday, November 30	Town Manager and Assistant Town Manger hold first meeting with Budget Review Committee to begin review of Town Budget
Tuesday, December 1	Agenda Planning Committee develops format for Planning Retreat on January 24 and 25
Friday, December 4	Management Services Department distributes FY99-2000 budget manual
Monday, December 7	Departments submit budget information: five-year assessments; department purpose/activity; goals, objectives, and projects; FY98-99 accomplishments and other materials for informal staff/board work session on Jan. 7
Tuesday, January 5	Board holds public hearing for community needs assessment
Thursday, January 7	Staff and Board hold work session to discuss Town goals
Tuesday, January 12	Board of Aldermen identifies policy goals for staff to develop cost estimates
Sunday, January 24 and Monday, January 25	Board of Aldermen and staff hold annual retreat to discuss priorities for the upcoming fiscal year. The Management Services Department presents revenue estimates for FY99-2000, five-year financial projections, other financial information, and reviews cost estimates for Board policy goals
Tuesday, February 2	Board decides upon policy goals and financial goals for FY99-2000
Wednesday, February 3	Manager gives department heads their allocations based upon Board and Management Team goal decisions
Friday, February 5	Departments submit Capital Improvement Plan information to Management Services Department
Friday, March 5	Departments submit budget requests to the Town Manager based upon the Manager's allocations, providing decision packages and supplemental budget request forms
Monday, March 8	Manager's Proposed 5-year Capital Improvement Plan is completed Budget Review Committee begins review of CIP
March 30 - April 3	Manager makes final decisions on his proposed budget
March 8- May 3	Budget Review Committee develops CIP recommendation
Tuesday, May 18	Manager submits Proposed Annual Budget and 5-year Capital Improvements Plan to Board
Wednesday, May 19	Manager also meets with employees to discuss budget recommendations
May 19 - June 2	Manager and Assistant Town Manager review proposed budget with budget review committee
Tuesday, May 25	Board holds public hearing on proposed budget

Thursday, May 27	Board holds first budget worksession
Tuesday, June 8	Budget review committee presents recommendations to Board
Thursday, June 10	Board holds second budget worksession
Tuesday, June 15	Board directs Manager to prepare a revised budget
Tuesday, June 22	Board adopts 1999-2000 budget

VOTE: AFFIRMATIVE ALL

MOTION WAS MADE BY ALEX ZAFRON AND SECONDED BY HILLIARD CALDWELL TO ADOPT THE ORDINANCE ENTITLED, "AN ORDINANCE AMENDING CHAPTER 3 OF THE TOWN CODE TO REVISE THE POWERS AND DUTIES OF THE BUDGET REVIEW COMMITTEE. VOTE: AFFIRMATIVE ALL

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY HILLIARD CALDWELL TO APPOINT ANTHONY GALIANI, SALLY EFIRD AND STUART BROWN TO ONE-YEAR TERMS ON THE BUDGET REVIEW COMMITTEE. VOTE: AFFIRMATIVE ALL

DISCUSSION OF PROCESS FOR FILLING VACANT SEAT ON THE BOARD OF ALDERMEN

The Board of Aldermen discussed the process for filling the vacant seat on the Board of Aldermen.

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY HILLIARD CALDWELL TO APPROVE THE FOLLOWING TIMELINE FOR FILLING THE VACANT SEAT:

Sunday, November 22nd and Sunday, November 29th th	Advertise that the Mayor and Board of Aldermen are accepting applications to fill the vacancy on the Board.
Noon Monday, December 14 th	Deadline for accepting applications in the Town Clerk's Office
Monday, December 14th	Town Clerk to deliver copies of applications to the Mayor and Board of Aldermen
Monday, January 11 th	Mayor and Board of Aldermen will hold a special meeting to interview applicants.
Tuesday, January 12 th	Mayor and Board of Aldermen will make the appointment.

IN ADDITION, THAT THE ADVERTISEMENT PROPOSED BE APPROVED FOR PUBLICATION, AND THAT THE APPLICATION FORM BE AMENDED AS DIRECTED IN ADDITION TO ADDING THE FOLLOWING QUESTIONS:

1. Do you think that growth needs to be controlled? If so, how would you control it?
2. We have a large population of senior citizens in our community. What kind of attention should the Board be giving to this segment?
3. What role, if any, should the Board of Aldermen have in relation to the Chapel Hill-Carrboro City Schools?
4. Would you support the name change of the Board of Aldermen?
5. Do you support the Northern Small Area Plan?
6. Please explain your understanding of an involvement in community conflict resolution.
7. How do you think the Board of Aldermen can address the issue of housing affordability for low- and middle-income individuals or families?
8. As a member of the Board of Aldermen, what role do you think the environment should play on decisions in Carrboro and how would you approach environmental protection?
9. Please name what you feel are the three greatest challenges and/or opportunities facing Carrboro and how you would address them.

For the interview process on January 11th, it was the consensus of the Board to allow each candidate a 3-4 minute presentation, followed by each Board member asking one or two questions of each candidate for a total of 15 minutes for each candidate. In addition, it was the consensus of the Board to televise the January 11th worksession.

AUTHORIZATION FOR NON-PROFITS TO SELL ON FRONT LAWN DURING CHRISTMAS PARADE

The Board authorized the Town Manager to charge \$25.00 per non-profit wishing to sell hot drinks, etc. during the Christmas parade.

REQUEST FOR USE OF ORANGE COUNTY'S PARK BOND FUNDS

Mr. Morgan stated that at the Board's request, Richard Kinney, the Recreation and Parks Director, had prepared a report on the town's park acquisition and development needs as they may pertain to some shared financing through Orange County's 1997 Parks Bond. Mr. Morgan stated that the administration recommended that the Board of Aldermen request that the County Commissioners consider funding the Town Commons Bandstand (\$26,000) and acquisition of 60+ acres of land in the Northern Transition Area for a community park (\$1.5 million) for a total of \$1,526,000.

Alderman Spalt questioned whether 60 acres would be enough acreage for the Community Park in the Northern Transition Area. He stated that if the Anderson Community Park is at least 50 acres in size, that 60 acres should be large enough for the Northern Transition Area Community Park.

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY DIANA MCDUFFEE TO AUTHORIZE THE MAYOR TO FORWARD A LETTER TO THE ORANGE COUNTY BOARD OF COMMISSIONERS REQUESTING A TOTAL OF \$1,526,000 OF THEIR 1997 PARK BOND FUNDS FOR THE TOWN COMMONS BANDSTAND AND LAND FOR A NORTHERN COMMUNITY PARK. VOTE: AFFIRMATIVE ALL

APPOINTMENT TO YOUTH COMMITTEE

Mayor Nelson stated that the Board had received a request from Judge Chuck Anderson asking that the town appoint a representative to serve on a youth committee. Mayor Nelson stated that Jay Bryan had agreed to serve on this committee as the town's representative.

MOTION WAS MADE BY ALEX ZAFFRON AND SECONDED BY DIANA MCDUFFEE TO APPOINT JAY BRYAN TO SERVE AS THE TOWN'S REPRESENTATIVE ON THIS COMMITTEE. VOTE: AFFIRMATIVE ALL

DISCUSSION OF FIRST QUARTER FINANCIAL STATEMENT

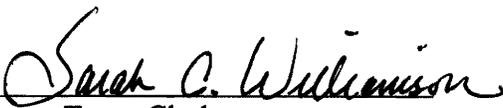
It was the consensus of the Board to delay discussion of this matter until December 1st.

CLOSED SESSION/EVALUATION OF TOWN MANAGER

MOTION WAS MADE BY JACQUELYN GIST AND SECONDED BY ALEX ZAFFRON TO ADJOURN TO CLOSED SESSION AT 10:30 P.M. TO EVALUATE THE TOWN MANAGER. VOTE: AFFIRMATIVE ALL

MERIT INCREASE FOR TOWN MANAGER

MOTION WAS MADE BY JACQUELYN GIST AND SECONDED BY DIANA MCDUFFEE TO GRANT THE TOWN MANAGER A 2% MERIT INCREASE, RETROACTIVE TO JANUARY 1, 1998. VOTE: AFFIRMATIVE ALL


Town Clerk

Mayor