



TOWN OF CHAPEL HILL

Town Council Meeting Agenda

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Mayor Pam Hemminger
Mayor pro tem Jessica Anderson
Council Member Donna Bell
Council Member Allen Buansi
Council Member Hongbin Gu

Council Member Nancy Oates
Council Member Michael Parker
Council Member Karen Stegman
Council Member Rachel Schaevitz

Wednesday, June 19, 2019 7:00 PM RM 110 | Council Chamber

OPENING

PUBLIC COMMENT FOR ITEMS NOT ON PRINTED AGENDA AND PETITIONS FROM THE PUBLIC AND COUNCIL MEMBERS

Petitions and other similar requests submitted by the public, whether written or oral, are heard at the beginning of each regular meeting. Except in the case of urgency and unanimous vote of the Council members present, petitions will not be acted upon at the time presented. After receiving a petition, the Council shall, by simple motion, dispose of it as follows: consideration at a future regular Council meeting; referral to another board or committee for study and report; referral to the Town Manager for investigation and report; receive for information. See the Status of Petitions to Council webpage to track the petition. Receiving or referring of a petition does not constitute approval, agreement, or consent.

ANNOUNCEMENTS BY COUNCIL MEMBERS

CONSENT

Items of a routine nature will be placed on the Consent Agenda to be voted on in a block. Any item may be removed from the Consent Agenda by request of the Mayor or any Council Member.

1. Approve all Consent Agenda Items. [\[19-0588\]](#)
By adopting the resolution, the Council can approve various resolutions and ordinances all at once without voting on each resolution or ordinance separately.
2. Approve the Year-End Miscellaneous Budget Ordinance Amendments to Adjust Various Fund [\[19-0589\]](#)

Budgets for FY 2018-19.

By enacting the budget ordinance amendment, the Council adjusts the General Fund, Grants Fund, Stormwater Fund, Vehicle Maintenance Fund and Transit Capital Reserve Fund. By enacting the attached project ordinance amendments, the Council adjusts the Capital Projects Ordinance Fund, Affordable Housing Fund, 2015 Streets and Sidewalks Bond Fund, and Transit Capital Grants Fund. By adopting the attached resolutions, the Council accepts the ABC Grant and the FY 2018 CMAQ Grant.

- 3.** Adopt the Public Libraries Records Retention and Disposition Schedule. [\[19-0590\]](#)

By adopting the resolution, the Council updates the Public Libraries Records Retention and Disposition Schedule.

- 4.** Approve a Framework for Chapel Hill's Participation in the Orange County Intergovernmental Work Group, Convey this Framework and Designate the Town's Representatives. [\[19-0591\]](#)

By adopting the resolution, the Council designates representatives to the Orange County Intergovernmental Collaborative Work Group, agrees to a framework for participation and conveys requests for several additions to the group's workflow to the Board of County Commissioners as well as the Carrboro and Hillsborough boards.

INFORMATION

- 5.** Receive Upcoming Public Hearing Items and Petition Status List. [\[19-0592\]](#)

By accepting the report, the Council acknowledges receipt of the Scheduled Public Hearings and Status of Petitions to Council lists.

DISCUSSION

- 6.** Receive the Chapel Hill Downtown Partnership Annual Report. [\[19-0427\]](#)

PRESENTER: Matt Gladdek, Executive Director, Chapel Hill Downtown Partnership

RECOMMENDATION: That the Council receive the Chapel Hill Downtown Partnership Annual Report for 2019.

- 7.** Charting Our Future - Review and Provide Feedback on the Draft Guiding Statements. [\[19-0593\]](#)

PRESENTER: Alisa Duffey Rogers, LUMO Project Manager

RECOMMENDATION: That the Council review and provide feedback on the draft Guiding Statements.

- 8.** Consider Pursuing a Text Amendment Process for Changes to the Land Use Management Ordinance in Response to Short Term Rentals (STR). [\[19-0594\]](#)

PRESENTER: Ben Hitchings, Planning Director
Anya Grahn, Senior Planner

RECOMMENDATION: That the Council receive the staff's report and offer direction on pursuing a potential text amendment process to address Short Term Rentals (STRs).

- 9.** Update on the UNC Health Care Eastowne Development Agreement Proposal. [\[19-0595\]](#)

PRESENTER: Ben Hitchings, Planning Director
Judy Johnson, Planning Operations Manager

RECOMMENDATION: That the Council receive the update and provide input as the project moves to the scenario development phase.

- 10.** Discuss Affordable Housing Goals for Rental Housing Development. [\[19-0596\]](#)

PRESENTER: Sarah Osmer Viñas, Assistant Director, Office for Housing and Community
Nate Broman-Fulks, Affordable Housing Manager

RECOMMENDATION: That the Council review and discuss the intended affordable housing goals in new rental housing development.

CONCEPT PLAN REVIEW(S)

Concept Plans: Presentations for Concept Plans will be limited to 15 minutes.

Concept Plan review affords Council members the opportunity to provide individual reactions to the overall concept of the development which is being contemplated for future application. Nothing stated by individual Council members this evening can be construed as an official position or commitment on the part of a Council member with respect to the position they may take when and if a formal application for development is subsequently submitted and comes before the Council for formal consideration.

As a courtesy to others, a citizen speaking on an agenda item is normally limited to three minutes. Persons who are organizing a group presentation and who wish to speak beyond the three minute limit are requested to make

prior arrangements through the Mayor's Office by calling 968-2714.

- 11.** Concept Plan Review: Bridgepoint, 2214 & 2312 Homestead Road.

[\[19-0597\]](#)

PRESENTER: Michael Sudol, Planner II

- a. Review of process
- b. Presentation by the applicant
- c. Comments from the Community Design Commission
- d. Comments from the public
- e. Comments and questions from the Mayor and Town Council
- f. Motion to adopt a resolution transmitting Council comments to the applicant.

RECOMMENDATION: That the Council adopt the attached resolution transmitting comments to the applicant regarding the proposed development.

REQUEST FOR CLOSED SESSION TO DISCUSS ECONOMIC DEVELOPMENT, PROPERTY ACQUISITION, PERSONNEL, AND/OR LITIGATION MATTERS



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
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Chapel Hill, NC 27514

Item Overview

Item #: 1., **File #:** [19-0588], **Version:** 1

Meeting Date: 6/19/2019

Approve all Consent Agenda Items.

Staff:

Sabrina M. Oliver, Director and Town Clerk
Amy T. Harvey, Deputy Town Clerk

Department:

Communications and Public Affairs

Overview: Items of a routine nature to be voted on in a block. Any item may be removed from the Consent Agenda by the request of the Mayor or any Council Member.



Recommendation(s):

That the Council adopt the various resolutions and ordinances.

Fiscal Impact/Resources: Please refer to each agenda item for specific fiscal notes.

Council Goals: Please refer to each agenda item for specific Council Goals.



Attachments:

- Resolution

**A RESOLUTION ADOPTING VARIOUS RESOLUTIONS AND ENACTING VARIOUS ORDINANCES
(2019-06-19/R-1)**

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts the following resolutions and ordinances as submitted by the Town Manager in regard to the following:

2. Approve the Year-End Miscellaneous Budget Ordinance Amendments to Adjust Various Fund Budgets for FY 2018-19. (R-2)(R-3)(O-1)(O-2)(O-3)(O-4)(O-5)
3. Adopt the Public Libraries Records Retention and Disposition Schedule. (R-4)
4. Approve a Framework for Chapel Hill's Participation in the Orange County Intergovernmental Work Group, Convey this Framework and Designate the Town's Representatives. (R-5)

This the 19th day of June, 2019.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By adopting the resolution, the Council can approve various resolutions and ordinances all at once without voting on each resolution or ordinance separately.



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 2., File #: [19-0589], Version: 1

Meeting Date: 6/19/2019

Approve the Year-End Miscellaneous Budget Ordinance Amendments to Adjust Various Fund Budgets for FY 2018-19.

Staff:

Amy Oland, Director

Department:

Business Management

Overview: After the Council approves the annual budget, periodic changes require the Town to amend the original budget.



Recommendation(s):

That the Council:

- Enact the attached budget ordinance amendments to adjust the General Fund, Grants Fund, Stormwater Fund, Vehicle Maintenance Fund and Transit Capital Reserve Fund; and
- Enact the attached project ordinance amendments to adjust the Capital Projects Ordinance Fund, Affordable Housing Fund, 2015 Streets and Sidewalks Bond Fund, and Transit Capital Grants Fund; and
- Adopt the attached resolutions to accept the ABC Grant and FY 2018 CMAQ Grant.

Key Issues:

- **General Fund**

Rogers Road - In the adopted budgets for FY2015- FY2018, \$100,000 was budgeted annually for the Community Center project in the Rogers Road neighborhood. The current total accumulated over the four years is \$400,000. Enactment of the attached budget ordinance amendment for the General Fund reduces the amount appropriated for this project in the General Fund and appropriates the \$400,000 as a transfer to the Capital Projects Ordinance Fund where the Rogers Road project has an existing project budget to be used towards future year payments to Orange County.

Fiber Line Repairs - The Town received \$22,406 from Choate Construction Company to reimburse the Town for emergency repair work performed on 144 feet of Town fiber cable along Manning Drive. The existing cable was damaged by construction work performed by Choate Construction Company. Enactment of the attached budget ordinance amendment for the General Fund recognizes the \$22,406 received as reimbursement and appropriates the \$22,406 to pay for the repair services rendered.

- **Grants Fund**

The Orange County ABC Board has awarded the Town of Chapel Hill \$31,000 to continue support for the Police Department's alcohol law enforcement efforts. These funds will be used for overtime salaries, equipment and supplies, and fuel and maintenance for the Town's designated vehicle used for alcohol law enforcement operations. There are no matching requirements for this grant. Adoption of the attached resolution authorizes acceptance of the ABC Grant, and enactment of the attached budget ordinance amendment for the Grants Fund establishes the grant budget of

\$31,000.

- **Stormwater Fund**

Elliott Road Flood Storage Project - The Town received \$429,948 for payments in lieu of providing recreation space from four developments within the Blue Hill Form Code District. Each residential project must make a minimum of 50% of its recreation space requirement as a payment in lieu. Developers can also choose to make a payment in lieu of the outdoor amenity space requirement. The following sources of payments in lieu were received:

Berkshire Apartments	Recreation Space	\$	89,712
Eastgate Shopping Center	Outdoor Amenity Space		1,956
Hillstone Apartments	Recreation Space		226,596
Fordham Blvd Apartments	Recreation Space		111,684
			<u>111,684</u>
		\$	429,948

These funds are eligible for the Elliott Road Flood Storage project, which includes park improvements such as a pedestrian bridge, overlook, and trail.

Enactment of the attached budget ordinance amendment for the Stormwater Fund recognizes the \$429,948 in payments in lieu and appropriates them for use on the Elliott Road Flood Storage project. Enactment of the attached project ordinance amendment for the Capital Projects Ordinance Fund reduces the payments in lieu previously applied to the Ephesus Fordham Phase I project budget by \$91,668, as the funds were intended for use on the Elliott Road Flood Storage Project, and reduces the project budget accordingly.

Homestead Exemption - Each year, the General Fund transfers to the Stormwater Management Fund the value of the stormwater fees that are waived for citizens with a homestead exemption from payment of property taxes. The current year total for these exemptions is \$10,245. Enactment of the attached budget ordinance amendment for the Stormwater Fund increases the Stormwater Fund budgeted transfer from the General Fund from \$7,400 to \$10,245 to balance transfers for the fiscal year.

- **Vehicle Maintenance Fund**

As a result of a higher than normal number of extraordinary vehicle maintenance repairs, we need to appropriate \$100,000 from the Vehicle Maintenance Fund's fund balance. The additional maintenance and repairs include unanticipated costs from a fire truck engine replacement, extensive repairs to a ladder truck, unanticipated costs resulting from an accident involving a dump truck, and repairs for a motor grader and backhoe. Enactment of the attached budget ordinance amendment for the Vehicle Maintenance Fund appropriates \$100,000 in fund balance to be used for vehicle maintenance and repairs on the Town's fleet.

- **Affordable Housing Fund**

The Town received a \$109,766 payment in lieu of providing affordable housing, as approved by the

Council, for the Murray Hill development on Meadowmont Lane. As stipulated in the special use permit approved for this project, funds are directed to the Town's Affordable Housing Fund. This fund was established to provide local funding support for affordable housing projects. The Council established eligible activities for the use of these funds.

Enactment of the attached project ordinance amendment for the Affordable Housing Fund recognizes and appropriates the \$109,766 payment in lieu and an additional \$9,872 in interest income earned by the fund for a total of \$119,638 to be allocated as follows:

- \$32,213 for the Town's portion of the FY 2019-20 HOME program match
- \$87,323 for a general category of grants and deferred loans to non-profit organizations for projects not yet identified. This allows the Town some flexibility to respond to requests from our affordable housing partners.

- **2015 Streets and Sidewalks Bond Fund**

The Estes Drive Bike and Pedestrian project will include raised bike lanes on both sides of Estes Drive, a multi-use path on the north side, and a sidewalk on the south side from Martin Luther King Jr. Blvd. to Caswell Drive. The total funding for the design, right-of-way acquisition, utility relocation, and construction of this project is \$3,864,273, with an 80% federal award passed through the North Carolina Department of Transportation (NCDOT) and a 20% local match.

Enactment of the attached project ordinance amendment for the 2015 Streets and Sidewalks Bond Fund: 1) recognizes the remaining \$6,400 in Surface Transportation Program Grant - Direct Allocation (STPGDA) design funds, 2) recognizes an additional \$2,378,618 in Congestion Mitigation and Air Quality Program (CMAQ) construction funds, 3) recognizes \$43,018 in interest earned on the bonds to act as the remaining match needed over the amount already allocated from the 2015 streets and sidewalks bonds and 4) appropriates the \$2,428,036 in revenues recognized towards the project costs for the Estes Drive Bike and Pedestrian project.

- **Transit Capital Grants Fund**


In April 2019, Chapel Hill Transit was awarded a Federal Transit Administration (FTA) Grant passed through the North Carolina Department of Transportation. The FY 2018 Congestion Mitigation and Air Quality Program (CMAQ) grant is for \$1,373,553 (federal share at \$1,093,015 or 80%). The grant is for the purchase of three 40' clean diesel buses. The State of North Carolina has provided \$136,628 towards the required match. The Town of Chapel Hill is responsible for the remaining \$136,628.

Adoption of the attached resolution authorizes acceptance of the FY 2018 CMAQ grant and enactment of the attached project ordinance amendment for the Transit Capital Grants Fund establishes the grant budget of \$1,373,553 and transfers \$136,628 from the Transit Capital Reserve Fund for the local match.

Where is this item in its process?



Council Goals:

<input checked="" type="checkbox"/>		Create a Place for Everyone	<input checked="" type="checkbox"/>		Develop Good Places, New Spaces
<input checked="" type="checkbox"/>		Support Community Prosperity	<input checked="" type="checkbox"/>		Nurture Our Community
<input checked="" type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration



Attachments:

- Resolution - ABC Grant
- Resolution - FY 2018 CMAQ Grant
- Budget Ordinance
- Project Ordinance - Capital Projects Ordinance Fund
- Project Ordinance - Affordable Housing Fund
- Project Ordinance - 2015 Streets and Sidewalks Bond Fund
- Project Ordinance - Transit Capital Grants Fund

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE ORANGE COUNTY ALCOHOLIC BEVERAGE CONTROL BOARD FUNDS (2019-06-19/R-2)

WHEREAS, the Orange County Alcoholic Beverage Control (ABC) Board Funds through the ABC Board has made funds available for Alcohol Law Enforcement for the Town of Chapel Hill; and

WHEREAS, the ABC Board has awarded funds for a total amount of \$31,000; and

WHEREAS, the funds would be used for overtime salaries and special use funds for alcohol operations, equipment and supplies relating to those operations, and fuel and maintenance for the Town's designated vehicle used during those operations.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Manager to accept the ABC Board Funds and to make all necessary assurances.

This the 19th day of June, 2019.

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION (2019-06-19/R-3)

WHEREAS, the Federal Transit Administration has made funds available for the Chapel Hill Transit Department; and

WHEREAS, the Federal Transit Administration has awarded funds in the total amount of \$1,093,015 made available for the Chapel Hill Transit Department; and

WHEREAS, the funds would be used for the purchase of three 40' clean diesel buses.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Manager to accept the Federal Transit Administration funds made available to the Chapel Hill Transit Department and to make all necessary assurances.

This the 19th day of June, 2019.

AN ORDINANCE TO AMEND "THE ORDINANCE CONCERNING APPROPRIATIONS AND THE RAISING OF REVENUE FOR THE FISCAL YEAR BEGINNING JULY 1, 2018" (2019-06-19/O-1)

BE IT ORDAINED by the Council of the Town of Chapel Hill that the Budget Ordinance entitled "An Ordinance Concerning Appropriations and the Raising of Revenue for the Fiscal Year Beginning July 1, 2018" as duly adopted on June 13, 2018, be and the same is hereby amended as follows:

ARTICLE I

APPROPRIATIONS	Current Budget	Increase	Decrease	Revised Budget
GENERAL FUND				
Mayor/Council	\$ 427,218	\$ -	\$ -	\$ 427,218
Town Manager/CaPA	2,669,970	-	-	2,669,970
Human Resource Dev't	1,981,352	-	-	1,981,352
Business Management	2,254,949	-	-	2,254,949
Technology Solutions	2,401,121	22,406	-	2,423,527
Attorney	351,379	-	-	351,379
Planning & Sustainability	2,432,516	-	-	2,432,516
Inspections	1,755,245	-	-	1,755,245
Housing and Community	843,548	-	-	843,548
Public Works	12,712,904	-	-	12,712,904
Police	13,471,302	-	-	13,471,302
Fire	9,412,341	-	-	9,412,341
Parks and Recreation	7,103,116	-	-	7,103,116
Library	3,716,049	-	-	3,716,049
Non-Departmental	6,405,496	402,845	400,000	6,408,341
	<u>\$67,938,506</u>	<u>\$ 425,251</u>	<u>\$ 400,000</u>	<u>\$67,963,757</u>
GRANTS FUND				
ABC Grant	-	31,000	-	31,000
	<u>\$ -</u>	<u>\$ 31,000</u>	<u>\$ -</u>	<u>\$ 31,000</u>
STORMWATER MANAGEMENT FUND				
Other Expenses	\$ 3,719,041	\$ -	\$ -	\$ 3,719,041
Elliott Road Storage Project	2,748,609	429,948	-	3,178,557
	<u>\$ 6,467,650</u>	<u>\$ 429,948</u>	<u>\$ -</u>	<u>\$ 6,897,598</u>
VEHICLE MAINTENANCE FUND				
	\$ 1,438,300	\$ 100,000	\$ -	\$ 1,538,300
TRANSIT CAPITAL RESERVE FUND				
Other Expenses	\$ 255,890	\$ -	\$ -	\$ 255,890
Transfer to Capital Grants	339,331	136,628	-	475,959
	<u>\$ 595,221</u>	<u>\$ 136,628</u>	<u>\$ -</u>	<u>\$ 731,849</u>

ARTICLE II				
REVENUES	Current Budget	Increase	Decrease	Revised Budget
GENERAL FUND				
Other Revenues	\$63,270,114	\$ -	\$ -	\$63,270,114
Fiber Relocation	52,903	22,406	-	75,309
Appropriated Fund Balance	<u>4,615,489</u>	<u>2,845</u>	-	<u>4,618,334</u>
	\$67,938,506	\$ 25,251	\$ -	\$67,963,757
GRANTS FUND				
ABC Grant	<u>-</u>	<u>31,000</u>	<u>-</u>	<u>31,000</u>
	\$ -	\$ 31,000	\$ -	\$ 31,000
STORMWATER MANAGEMENT FUND				
Other Revenues	\$ 6,467,650	\$ -	\$ -	\$ 6,467,650
Payment In Lieu - Recreation Space	-	429,948	-	429,948
Stormwater Fee Exemption	(7,400)	(2,845)	-	(10,245)
Transfer from General Fund	<u>7,400</u>	<u>2,845</u>	<u>-</u>	<u>10,245</u>
	\$ 6,467,650	\$ 429,948	\$ -	\$ 6,897,598
VEHICLE MAINTENANCE FUND				
Other Revenues	\$ 1,438,300	\$ -	\$ -	\$ 1,438,300
Appropriated Fund Balance	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>
	\$ 1,438,300	\$ 100,000	\$ -	\$ 1,538,300
TRANSIT CAPITAL RESERVE FUND				
Other Revenues	\$ 255,890	\$ -	\$ -	\$ 255,890
Appropriated Fund Balance	<u>339,331</u>	<u>136,628</u>	<u>-</u>	<u>475,959</u>
	\$ 595,221	\$ 136,628	\$ -	\$ 731,849

This the 19th day of June, 2019.

AN ORDINANCE TO AMEND THE CAPITAL PROJECT ORDINANCE FOR VARIOUS CAPITAL PROJECTS (2019-06-19/O-2)

BE IT ORDAINED by the Council of the Town of Chapel Hill that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the capital project ordinance for various capital projects funded from a variety of sources is hereby amended to read as follows:

"SECTION I

The capital projects as authorized by the Town Council include various capital projects funded from grants, the Capital Improvements Program funds, and other miscellaneous sources of revenues for a variety of projects extending beyond one year.

SECTION II

The Manager of the Town of Chapel Hill is hereby directed to proceed with implementation of these projects within terms of funds appropriated here.

SECTION III

Revenues anticipated to be available to the Town to complete the project are hereby amended as follows:

	Current Budget	Revised Budget
Other Revenues	\$ 39,219,536	\$ 39,219,536
Transfer from General Fund	-	400,000
Payment in Lieu - Recreation Space	<u>91,668</u>	<u>-</u>
Total Revenues	\$ 39,311,204	\$ 39,619,536

SECTION IV

Amounts appropriated for capital projects are hereby amended as follows:

	Current Budget	Revised Budget
Other Projects	\$ 34,697,049	\$ 34,697,049
Rogers Road	1,058,000	1,458,000
Ephesus Fordham Phase I	<u>3,556,155</u>	<u>3,464,487</u>
Total Expenditures	\$ 39,311,204	\$ 39,619,536

SECTION V

The Manager is directed to report annually on the financial status of the project in an informational section to be included in the Annual Budget, and shall keep the council informed of any unusual occurrences.

SECTION VI

Copies of this amended projects ordinance shall be entered into the minutes of the Council and copies shall be filed within five days of adoption with the Manager, Business Management Director and Town Clerk."

This the 19th day of June, 2019.

AN ORDINANCE TO AMEND THE AFFORDABLE HOUSING FUND ORDINANCE (2019-06-19/O-3)

BE IT ORDAINED by the Council of the Town of Chapel Hill that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the Affordable Housing Fund Ordinance to provide funds to support affordable homeownership opportunities is hereby amended as follows:

SECTION I

The Affordable Housing Fund Ordinance as authorized by the Town Council provides funds to purchase properties to create permanently affordable homeownership opportunities.

SECTION II

The Manager of the Town of Chapel Hill is hereby directed to proceed with implementation of these projects within terms of funds appropriated here.

SECTION III

Revenues anticipated to be available to the Town are hereby amended as follows:

	Current Budget	Revised Budget
Transfer from Housing Loan Trust Fund	\$ 155,778	\$ 155,778
Loan Repayment	650,799	650,799
Payment in lieu - Affordable Housing	3,042,810	3,152,576
Interest Income	<u>44,740</u>	<u>54,612</u>
Total Revenues	\$ 3,894,127	\$ 4,013,765

SECTION IV

Amounts appropriated to create permanently affordable homeownership opportunities are hereby amended as follows:

SECTION V

The Manager is directed to report annually on the financial status of the project in an informational section to be included in the Annual Budget, and shall keep the council informed of any unusual occurrences.

SECTION VI

Copies of this amended projects ordinance shall be entered into the minutes of the Council and copies shall be filed within five days of adoption with the Manager, Business Management Director and Town Clerk."

This the 19th day of June, 2019.

AN ORDINANCE TO AMEND THE 2015 STREETS AND SIDEWALKS BOND FUND FOR CAPITAL IMPROVEMENT PROJECTS (2019-06-19/O-4)

BE IT ORDAINED by the Council of the Town of Chapel Hill that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, that the following capital project is hereby amended for Streets and Sidewalk Improvements funded from 2015 General Obligation bonds approved by the voters in November 2015:

"SECTION I

The capital projects as authorized by bond referenda approved in November 2015, and as determined by the Town Council, includes streets and sidewalks capital improvements extending beyond one year.

SECTION II

The Manager of the Town of Chapel Hill is hereby directed to proceed with implementation of these projects within terms of funds appropriated here.

SECTION III

Revenues anticipated to be available to the Town to complete the project are hereby amended as follows:

	Current Budget	Revised Budget
Bond Proceeds	\$ 8,500,000	\$ 8,500,000
Premium on Bonds	878,998	878,998
NCDOT Grant - Sidepath Along Fordham	446,400	446,400
STBGDA Grant - Homestead Road	1,040,000	1,040,000
Community Waste Recycling Grant	14,768	14,768
Transfer from General Fund	1,025	1,025
Payment in Lieu - Estes Drive	107,237	107,237
Interest on Bonds - Estes Drive	-	43,018
CMAQ Grant - Estes Drive	508,000	2,886,618
STPGDA Grant - Estes Drive	-	6,400
Total Revenues	\$ 11,496,428	\$ 13,924,464

SECTION IV

Amounts appropriated for capital projects are hereby amended as follows:

	Current Budget	Revised Budget
Bond Issuance Costs	\$ 237,146	\$ 237,146
Capital Project Management & Faciliatic	451,852	451,852
Martin Luther King Jr Blvd Crosswalks	193,581	193,581
S Columbia St Pavement Marking Plan	11,400	11,400
Market St Crosswalks	47,120	47,120
Longview Drive Traffic Signal	156,933	156,933
Street Resurfacing - 2017	404,424	404,424
Rosemary Street Lighting	336,030	336,030
Rosemary Street Resurfacing	395,576	395,576
Rosemary Street Pavement Markings	54,100	54,100
Amber Alley Lighting	13,970	13,970
Downtown Streetscape - 2017	61,599	61,599
Friday Center Drive Reconstruction	200,000	200,000
Ephesus Fordham Traffic Impact Analy	190,000	190,000
Traffic Calming	113,000	113,000
Pavement Markings	74,000	74,000
Audible Pedestrian Signals	20,000	20,000
Sidewalks	774,000	774,000
Sidepath Along Fordham	558,000	558,000
Recycling Receptacles	18,460	18,460
1% for Art - 2017	30,000	30,000
Estes Drive Bike/Ped MLK to Caswell	1,188,237	3,616,273
Seawell School Road Sidewalk	286,300	286,300
Ephesus Church Road Sidewalk	440,300	440,300
Homestead Road Sidewalk	2,040,400	2,040,400
Street Resurfacing - 2018	775,000	775,000
Varsity&Post Office Alley Improvements	300,000	300,000
Downtown Streetscape - 2018	500,000	500,000
Estes Drive Bike/Ped MLK to Carrboro	70,000	70,000
Old Durham Chapel Hill Road Bike/Ped	1,500,000	1,500,000
1% for Art - 2018	55,000	55,000
Total Expenditures	\$ 11,496,428	\$ 13,924,464

SECTION V

The Town Manager is hereby directed to report annually on the financial status of the project in an informational section to be included in the Annual Budget, and shall keep the council informed of any unusual occurrences.

SECTION VI

Copies of this amended projects ordinance shall be entered into the minutes of the Council and copies shall be filed within five days of adoption with the Manager, Business Management Director and Town Clerk."

This the 19th day of June, 2019.

AN ORDINANCE TO AMEND A TRANSIT CAPITAL PROJECT ORDINANCE (2019-06-19/O-5)

BE IT ORDAINED by the Council of the Town of Chapel Hill that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, that the transit capital projects ordinance for various capital projects funded from a variety of sources is hereby amended to read as follows:

"SECTION I

Transit capital projects as authorized by the Town Council are capital projects funded from Federal Transit Administration (FTA) grants and grants from the State of North Carolina.

SECTION II

The Manager of the Town of Chapel Hill is hereby directed to proceed with implementation of these transit capital projects within terms of funds appropriated here.

SECTION III

Revenues anticipated to be available to the Town to complete the project are hereby amended as follows:

	Current Budget	Revised Budget
Federal Transit Administration	\$ 5,499,581	\$ 6,592,596
North Carolina Department of Transportation	139,913	276,541
Active Living By Design Grant	260,000	260,000
GO Triangle	2,290,000	2,290,000
UNC Contributions	4,535	4,535
Program Income	606	606
Transfer from Transit Fund	680,255	680,255
Transfer from Capital Reserve	<u>1,132,060</u>	<u>1,268,688</u>
Total Revenues	\$ 10,006,950	\$ 11,373,221

SECTION IV

Amounts appropriated for capital projects are hereby amended as follows:

Item #: 2., File #: [19-0589], Version: 1

Meeting Date: 6/19/2019

	Current Budget	Revised Budget
Active Living By Design Grant	265,141	265,141
FY11 Section 5307 Radio System Grant	1,505,000	1,505,000
FY13 & FY14 Section 5339 Grant	579,696	579,696
FY17 STP-DA Flex Fund Grant	1,373,586	1,373,586
FY17 CMAQ Bus Grant	1,400,000	1,400,000
FY18 GO Triangle Grant	2,838,894	2,838,894
FY16 Section 5339 Grant	534,037	534,037
FY18 Section 5339 Grant	592,708	592,708
FY18 STP-DA Flex Fund Grant	917,888	917,888
FY18 CMAQ Bus Grant	<u>-</u>	<u>1,366,271</u>
Total Expenditures	\$ 10,006,950	\$ 11,373,221

SECTION V

The Manager is directed to report annually on the financial status of the project in an informational section to be included in the Annual Budget, and shall keep the council informed of any unusual occurrences.

SECTION VI

Funds may be advanced from General funds for the purpose of making payments as due. Reimbursement requests should be made to FTA in an orderly and timely manner.

SECTION VII

Copies of this amended projects ordinance shall be entered into the minutes of the Council and copies shall be filed within five days of adoption with the Manager, Business Management Director and Town Clerk."

This the 19th day of June, 2019.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By enacting the budget ordinance amendment, the Council adjusts the General Fund, Grants Fund, Stormwater Fund, Vehicle Maintenance Fund and Transit Capital Reserve Fund. By enacting the attached project ordinance amendments, the Council adjusts the Capital Projects Ordinance Fund, Affordable Housing Fund, 2015 Streets and Sidewalks Bond Fund, and Transit Capital Grants Fund. By adopting the attached resolutions, the Council accepts the ABC Grant and the FY 2018 CMAQ Grant.



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 3., **File #:** [19-0590], **Version:** 1

Meeting Date: 6/19/2019

Adopt the Public Libraries Records Retention and Disposition Schedule.

Staff:

Sabrina M. Oliver, Director
Matthew DeBellis, Records Manager

Department:

Communications and Public Affairs

Overview: The Department of Cultural Resources issued an updated Public Libraries Records Retention and Disposition Schedule in 2009. Adopting this schedule in conjunction with the recently adopted [2019 Municipal Records Retention and Disposition Schedule](https://www.townofchapelhill.org/home/showdocument?id=42603) will allow the Town Library to dispose of certain records at the end of those records' retention periods, so long as those records are not needed for audit or legal purposes or in support of Town business. Some of the records covered under this schedule are: fines and replacement charge records, library usage statistics, equipment loan records, etc.

☆ **Recommendation(s):**

That the Council adopt the resolution to update the Public Libraries Records Retention and Disposition Schedule.

Key Issues:

- The NC Department of Cultural Resources requires that all Public Libraries adopt their Retention Schedule in order to dispose of records after their use in Town business has expired.

Fiscal Impact/Resources: There is no fiscal impact associated with this resolution.

Council Goals:

<input type="checkbox"/>		Create a Place for Everyone	<input type="checkbox"/>		Develop Good Places, New Spaces
<input checked="" type="checkbox"/>		Support Community Prosperity	<input type="checkbox"/>		Nurture Our Community
<input type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration

Attachments:

- Resolution
- 2009 Public Libraries Retention and Disposition Schedule

A RESOLUTION ADOPTING THE PUBLIC LIBRARIES RETENTION AND DISPOSITION SCHEDULE (2019-06-19/R-4)

WHEREAS, North Carolina General Statute § 132-1 defines public records as documents, maps, photographs, recordings, and other items in various media that are made or received in connection with the transaction of public business; and

WHEREAS, North Carolina General Statute § 121-5 prohibits disposal of any public record without the consent of the North Carolina Department of Cultural Resources; and

WHEREAS, the Department of Cultural Resources' Public Libraries Records Retention and Disposition Schedule identifies how long certain records must be retained in accordance with state and federal laws, rules, and regulations; and

WHEREAS, municipalities that adopt the Public Libraries Records Retention and Disposition Schedule, may lawfully dispose of certain records at the end of those records' retention periods, so long as those records are not needed for audit or legal purposes or in support of Town business.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council adopts the 2009 Public Libraries Records Retention and Disposition Schedule.

This the 19th day of June, 2019.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By adopting the resolution, the Council updates the Public Libraries Records Retention and Disposition Schedule.

RECORDS RETENTION AND DISPOSITION SCHEDULE

PUBLIC LIBRARIES



Issued By:

North Carolina Department of Cultural Resources
Division of Historical Resources
Archives and Records Section
Government Records Branch

October 12, 2009

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PUBLIC LIBRARY
Records Retention and Disposition Schedule

The records retention and disposition schedule and retention governing the records series listed herein are hereby approved. In accordance with the provision of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

This local government agency and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official public records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative purposes and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. This local government agency agrees to establish and enforce internal policies that will specify how long those records must be retained, and when they must be destroyed.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

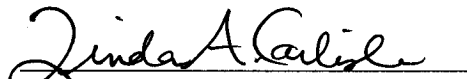
 Library Director



David Brook, Director
 Division of Historical Resources

APPROVED

 Chairman, Library Board of Trustees



Linda A. Carlisle, Secretary
 Department of Cultural Resources

County/Municipality/Region: _____

October 12, 2009

EXECUTIVE SUMMARY

According to G.S. §121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approving this schedule, your library is obligated to obtain the Department's permission to destroy *any* record, no matter how insignificant.

Each records series listed on this schedule has specific disposition instructions which will indicate how long that series must be kept in your offices. In some cases, the disposition instructions are simply "Retain in office permanently," which means that those records must be kept in your offices forever.

The Department of Cultural Resources provides microfilming of the minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver negative (the original) in our security vault.

There is a nominal fee for filming and duplicate film. Contact the analyst assigned to your county for the most current information.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. *What is this “records retention and disposition schedule”?*

- A.** This document is a tool for the employees of public libraries across the state to use when managing the records in their offices. It lists records commonly found in public library offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your public library and the Department of Cultural Resources.

This schedule serves as the inventory and schedule that the Department of Cultural Resources is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

Q. *How do I get it approved?*

- A.** This schedule must be approved by the governing board of the library for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. *Do I have to have all of the records listed on this schedule?*

- A.** No. This is not a list of records you must have in your office.

Q. *Do the standards correspond to the organizational structure of my library?*

- A.** Standards are grouped together to make it easier for users to find records. You may find that the records are grouped according to the organizational structure of your library, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule is to provide an easy reference guide for the records created in your library.

Q. *I can't find some of my records on this schedule.*

- A.** Call the Records Management Analyst assigned to your county. We will work with you to amend this records schedule so that you may destroy records appropriately.

Q. *What are public records?*

- A.** The *General Statutes of North Carolina*, Chapter §132, provides this definition of public records:

"Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data- processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. *Can anyone see my records?*

- A.** Yes, except as restricted by specific provisions in state or federal law. G.S. §132-6 instructs:

“Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. . . . No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. *What about my confidential records?*

- A.** Not all government records are open to public inspection. Exceptions to the access requirements in G.S. §132-6 and the definition of public records in G.S. §132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. *Do I have to make copies of drafts available to the public that haven't been approved?*

A. Yes, even if a report, permit, or other record has not been finalized. Any record that is not confidential by law must be copied when a request is received, whether it is “finished” or not.

Q. *What do I do with permanent records?*

A. Permanent records should be maintained in the office that created the records, forever. They must also have a preservation duplicate, which is either a paper or microfilm copy. The State Archives will store the silver halide (original) copy of your microfilm, as long as it has been properly processed.

Q. *What is historical value?*

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call the analyst assigned to your county for further assistance.

Q. *I don't have any records.*

A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and email, are public records. Even if your records aren't the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. *May I store our unused records in the basement (attic, outdoor shed)?*

A. Public records are public property. While we encourage offices to find places to store records that do not take up too much valuable office space, the selected space should be dry, secured, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems, while remaining readily available to your staff and the public.

Q. *Our old records are stored in the attic, basement or off-site building, etc. Do we have to let anyone who asks see them?*

A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. *Aren't all of our old records at the State Archives?*

A. Probably not. The State Archives collects only very specific types of records from county and municipal offices. You are certainly welcome to contact the analyst assigned to your county for more information about appraisal and accessioning.

Q. *I have found some really old records. What should I do with them?*

A. Call the analyst assigned to your county. We will help you examine the records and assess their historical value.

Q. *Can I give my old records to the historical society or public library?*

A. Before you offer any record to a historical society, public library, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives.

Q. *Whom can I call with questions?*

A. If you are located west of about Statesville, call our Western Office in Asheville at (828) 274-6789. East of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS

No record involved in a pending audit, legal or other official action may be destroyed before that audit or action is resolved.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated or may be subject to other official actions; however, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE** Item 6, page 2 and **AUDITS: FINANCIAL** Item 6, page 13.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the library should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

- A.** Each records series listed on this schedule has specific disposition instructions that indicate how long that series must be kept in your offices. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever. (See also the question below, “*How should I deal with my permanent records?*”)
-

Q. How do I destroy records?

- A.** After your library has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- a) burned, unless prohibited by local ordinance;
 - b) shredded, or torn up so as to destroy the record content of the documents or material concerned;
 - c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - d) buried under such conditions that the record nature of the documents or materials will be terminated;
 - e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records.
- N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner so that the information contained in them cannot be used.

Q. How can I destroy records if they are not listed on this schedule?

- A.** Contact the Records Management Analyst assigned to your county. Your analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives to be preserved permanently.

If the records do not have historical value, we will ask you to complete a **Request and Approval of Unscheduled Records Disposal** (located at the end of this schedule) if the records are not currently created. If the records are an active records series, your analyst will help you develop an amendment to this schedule so that you can continue to destroy the records appropriately.

Q. I have some old records that aren't on this schedule, but that we don't use any more. How can I get them destroyed?

- A.** At the end of this schedule is a form called the **Request and Approval of Unscheduled Records Disposal**. Complete that form and submit it to us. We will get in touch with you, and make a determination about that destruction.
-

Q. Do I have to tell anyone about the destruction?

- A.** We recommend that you report on your records retention activities to your Board of Commissioners on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board.
-

Q. Computer storage is cheap. I'll just keep my computer records.

- A.** The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.
-

Q. Can I give my old records to the historical society?

- A.** Before you offer any record to a historical society, or any other entity, you must contact the Records Management Analyst assigned to your county. Permanent records must be kept either in your offices or at the State Archives.

ELECTRONIC RECORDS AND DIGITAL IMAGING

Q. *When can I delete my email?*

- A.** Electronic mail is just as much a record as any traditional paper record, and must be treated in the same ways. It is the content of each message that is important. If a particular message would have been filed as a paper memo, it should still be filed (either in your email program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. It is inappropriate to destroy email simply because storage limits have been reached.

Three of our publications will be particularly helpful (available online at <http://www.records.ncdcr.gov/>):

- *E-Mail as a Public Record in North Carolina: A Policy for Its Retention and Disposition*
- *North Carolina Public Records with Short-Term Value: Guidelines for their Retention and Disposition*

Q. *We have an imaging system. Do we have to keep the paper?*

- A.** You may scan any record, including permanent records. Your office should follow the instructions in the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* to conduct the Self Warranty process, develop an Electronic Records Policy, and complete a copy of the **Request to Destroy Records Duplicated by Electronic Means**, (located at the end of this schedule). Then submit all three to us.

Permanent records must have a preservation copy as defined by G.S. §132-8.2:

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will have to take precautions with records that you must keep more than about 10 years. Computer systems do not have long life cycles. Each time you change computer systems, you will have to convert all records to the new system so that you can assure their preservation and provide access. Your office will still be required to conduct the Self-Warranty process, establish an Electronic Records Policy, and submit the **Request to Destroy Records Duplicated by Electronic Means** form for our approval.

Q. *Do I have to print my email to file it?*

- A.** As long as the email is not a permanent record, as defined by the schedule, you may elect to keep it in electronic format.

Q. *Computer storage is cheap. I'll just keep my computer records.*

- A.** The best practice is to destroy all records that have met their retention requirements at the same time, regardless of format.

Q. *I use my personal email account for work. No one can see my personal email.*

- A.** The best practice is to avoid using personal resources, including private email accounts, for public business. G.S. §132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal email account is irrelevant.

MICROFILM

Q. Why do you still use microfilm?

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. §8-45 and §153A-436. Our office provides a publication, *Micrographics: Technical and Legal Procedures*, on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Microfilm can be read with nothing more sophisticated than a magnifying glass. There is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection.

Q. What film services do you provide?

A. The Department of Cultural Resources provides microfilming of minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver original in our security vault.

There is a nominal fee for filming and duplicate film. Contact the analyst assigned to your county for the most current information.

Q. How do I get my minutes filmed?

A. We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the “*Certification of the Preparation of Minutes for Microfilming*” form (available online at <http://www.records.ncdcr.gov/imaging.htm#minutes>) with each shipment. For more detailed instructions, contact the analyst assigned to your county.

Alternatively, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call the analyst assigned to your county to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. What if I need my books while they’re being filmed?

A. Just call the Raleigh Office at (919) 814-6900, and ask for the analyst in charge of minutes.

Q. Can I email you my minutes?

A. Not at this time. We require photocopies of the approved minutes, complete with signatures.

Q. I have some old minutes that aren’t signed. Can they still be filmed?

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. What if my minutes are destroyed after they have been filmed?

A. Call the analyst assigned to your county, who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor, who can either make new printed books, or scan the film to create a digital copy.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 814-6903 for the Head of the Local Records Program or (919) 814-6876 for the State Preservation Officer. If you're in the western part of the state, call our Asheville Office at (828) 274-6789. Nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff is trained in preliminary recovery techniques, and professional vendors can handle your larger disasters.

Q. What help do you give in case of an emergency?

- A.** We will do everything we can to make a visit to you at the earliest opportunity to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.
-

Q. What can I do to prepare for an emergency?

- A.** We provide training to interested governments on disaster preparation. We discuss the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, just call the analyst assigned to your county.

STAFF TRAINING

Q. What types of workshops or training do you offer?

- A.** While we have a group of prepared workshops that we can offer at any time, we are also happy to work with you directly to develop training suited to your specific needs. Our basic workshops are:
- **Managing Public Records: Law and Practice in North Carolina** – our basic introduction to the Public Records law and records management;
 - **Evaluating Filing Systems** – how to evaluate and improve paper or electronic filing systems;
 - **Scanning Public Records: Laying the Groundwork** – considerations and procedures to establish an imaging system;
 - **Disaster Preparedness and Recovery** – how to be prepared for disasters, and what will have to be done after a disaster happens;
 - **Microfilming as a Preservation Tool: Digital Imaging and Microfilm** – why microfilm is still used, and how it can work with digital technologies.
-

Q. Will you design a workshop especially for our office?

- A.** Yes, we will. Let the analyst assigned to your county know what type of training you need.
-

Q. Do we have to come to Raleigh for workshops?

- A.** No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.
-

Q. Is there a fee for workshops?

- A.** Not at this time.

PUBLIC RECORDS WITH SHORT-TERM VALUE

GUIDELINES FOR THEIR RETENTION AND DISPOSITION

According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with any approved program records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- facsimile cover sheets containing only transmittal (“to” and “from”) information, or information that does not add significance to the transmitted material;
- routing slips or other records that transmit attachments;
- reservations and confirmations;
- personal messages (including electronic mail) not related to official business;
- preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records;
- documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business;
- records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

The records described above may be destroyed or otherwise disposed of when their reference value ends.

These guidelines are not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. They are intended to complement the use of an approved records retention and disposition schedule for the creating government or agency, not replace or supersede it. Should a creating government or governmental agency lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail) until it receives approval of its **Request and Approval of Unscheduled Records Disposal** (located at the end of the this schedule). Such offices should contact the Government Records Branch of the Division of Historical Resources for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the Public Records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.



As of March 1, 2019, all local government agencies in North Carolina will use the General Records Schedule for Local Government Agencies to find the appropriate disposition instructions for records that fall under these standards:

- Administration and Management Records
- Budget, Fiscal, and Payroll Records
- Geographic Information Systems Records
- Information Technology Records
- Legal Records
- Personnel Records
- Public Relations Records
- Risk Management Records
- Workforce Development Records

More information about this transition can be found on our blog at

<https://ncrecords.wordpress.com/2019/01/14/new-retention-schedule-model-for-north-carolina-local-governments/>.

This new Local Government General Records Schedule can be found on our website at

<https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules> and supersedes the correlating standards that were a part of previously approved local government agency schedules, so we have deleted those standards from the published version of this schedule.

If you have any questions, please contact [a records management analyst](#) in the Government Records Section of the State Archives of North Carolina.

STANDARD-6. PROGRAM OPERATIONAL RECORDS: LIBRARY RECORDS

Official records and materials created and accumulated by county, municipal, and regional library systems.

<i>ITEM #</i>	<i>STANDARD-6: PROGRAM OPERATIONAL RECORDS: LIBRARY RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	ACQUISITIONS FILE Lists of library materials ordered and received.	Destroy in office when superseded.	
2.	CATALOGING REPORTS AND STATISTICS Routine reports of cataloging work accomplished.	Retain in office for 1 year.	
3.	CIRCULATION RECORDS – ITEM HISTORY Records documenting the circulation history of specific items in the library collection.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
4.	CIRCULATION RECORDS – USER HISTORY Records documenting the borrowing history of library users.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
5.	COMPUTER WORKSTATION RESERVATIONS Logs and sign-in sheets for public computers.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
6.	EQUIPMENT USE RECORDS Records of the loan or use of library equipment by the public and may include the loan or use of public access computers, DVD, or videotape players, cassette tape recorders, film projectors and other audio-visual equipment.	Destroy in office when administrative value ends.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

<i>ITEM #</i>	<i>STANDARD-6: PROGRAM OPERATIONAL RECORDS: LIBRARY RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
7.	FEDERAL DEPOSITORY ACCOUNT FILE Deposit Account Statements (GPO Form 1395) which provide data concerning the library's account at the Superintendent of Public Documents Office. Forms may include account numbers, stock numbers, account balances and other related information. May include other records concerning the library's account.	Destroy in office after 5 years.*	
8.	FEDERAL DEPOSITORY LIBRARY CERTIFICATION Records concerning the certification of the library by the Superintendent of Documents for being an authorized depository library. File may include certificate of inspections, correspondence regarding the status of the library's certification, inspection reports and related records.	Destroy in office when administrative value ends.	
9.	FEDERAL DEPOSITORY SHIPPING LIST Shipping list concerning depository items received from the Government Shipping Office. Shipping list may include description of items, classification numbers, item numbers and related information.	Destroy in office after 2 years.	
10.	FEDERAL DOCUMENTS CHECK-IN RECORDS Information concerning library receipt of Federal Documents.	Destroy in office when administrative value ends.	
11.	FEDERAL DOCUMENTS STATISTICAL TRACKING REPORTS Reports concerning totals of federal documents received and/or destroyed by the library. Reports may include total number of acquisitions, total number of document withdrawals, and total number of documents remaining in the collection.	Destroy in office when administrative value ends.	

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

<i>ITEM #</i>	<i>STANDARD-6: PROGRAM OPERATIONAL RECORDS: LIBRARY RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
12.	FINES AND REPLACEMENT CHARGE RECORDS Records relating to payments for fines and replaced library materials. Includes interlibrary loan materials.	a) Destroy in office individual user records when administrative value ends. b) Transfer other records as applicable to DAILY CASH REPORT item 24, page 16.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
13.	HOLDINGS FILE Inventory of the library's holdings. Also known as Catalog Cards or Shelf list.	Destroy in office when superseded.	
14.	INTERLIBRARY LOAN DUPLICATION RECORDS Records of expenses and reimbursements to copy or duplicate materials for interlibrary loans.	a) Destroy in office individual user records when administrative value ends. b) Transfer other records as applicable to DAILY CASH REPORT item 24, page 15.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
15.	INTERLIBRARY LOAN REQUEST FILE (BORROWING LIBRARY) Interlibrary loan requests made from other libraries.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
16.	INTERLIBRARY LOAN REQUEST FILE (LENDING LIBRARY) Interlibrary loan requests received from other libraries.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
17.	LIBRARY ANNUAL REPORT Annual report submitted to the Department of Cultural Resources.	Retain in office permanently.	G.S. §125-5

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.

<i>ITEM #</i>	<i>STANDARD-6: PROGRAM OPERATIONAL RECORDS: LIBRARY RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
18.	LIBRARY USAGE STATISTICS Statistics collected on library usage, items circulated, information requests, and other library sponsored activities.	Destroy in office when incorporated into annual report.	
19.	PROGRAM REGISTRATION RECORDS Registration records for library sponsored events and may include sign-up sheets or completed registrations.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
20.	REFERENCE REQUEST RECORDS Records of reference requests submitted by users.	Destroy in office when administrative value ends.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.
21.	USER APPLICATIONS Forms submitted by individuals to request borrowing privileges from the library.	a) Destroy in office upon verification of input into automated system. b) Retain in office 30 days after expiration if not entered into an automated system.	Comply with applicable provisions of G.S. §125-19 regarding confidentiality of library user records.

*See *AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS*, page v.



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REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Mailing address _____
Phone or email _____

INSTRUCTIONS

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original, and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

CHANGE REQUESTED

- Add a new item
- Delete an existing item Standard Number _____ Page _____ Item Number _____
- Change an retention period Standard Number _____ Page _____ Item Number _____

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS _____ **APPROXIMATE VOLUME OF RECORDS** _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date



REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
Division of Archives and Records
Government Records Section
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Mailing address _____
Phone or email _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature (Requestor's supervisor) Date

Concurred by: _____, _____, _____
(except as indicated) Signature Assistant Records Administrator State Archives of North Carolina Date

Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for the Records Management Analyst assigned to your agency.

This form is used to request approval from the Department of Cultural Resources to dispose of non-permanent paper records which have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records which have been microfilmed or photocopied, or to records with a permanent retention.

Agency Contact Name:		Date (MM-DD-YYYY):
Phone (area code):	Email:	
County/Municipality:	Office:	
Mailing address:		

Record Series Title A group of records as listed in records retention schedule	Description of Records Specific records as referred to in-office	Inclusive Dates (1987-1989; 2005-present)	Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes")	Retention Period As listed in records retention schedule

Requested by: _____
 Signature Requestor Date

Approved by: _____
 Signature Requestor's Supervisor Date

Concurred by: _____
 Signature Assistant Records Administrator
 State Archives of North Carolina Date

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TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 4., File #: [19-0591], Version: 1

Meeting Date: 6/19/2019

Approve a Framework for Chapel Hill's Participation in the Orange County Intergovernmental Work Group, Convey this Framework and Designate the Town's Representatives.

Staff:

Pam Hemminger, Mayor
Jeanne Brown, Mayor's Aide

Department:

Mayor's Office

Overview: There is a desire to improve collaboration and cooperation with the municipalities within the County. The Orange County Board of Commissioners had several discussions and approved a framework for a pilot program to create an Intergovernmental Work Group with two representatives from each jurisdiction within the County. The Town is proposing some additional considerations.



Recommendation(s):

That the Council designate representatives to the Orange County Intergovernmental Collaborative Work Group, agree to a framework for participation and convey requests for several additions to the group's workflow to the Board of County Commissioners as well as the Carrboro and Hillsborough boards.

BACKGROUND: During the Orange County Board of County Commission's annual retreat, one of the themes that emerged was a desire to improve collaboration and cooperation with the municipalities within the County. This type of intergovernmental collaboration has historically been facilitated through a joint meeting process. However, some feedback to staff suggested that some elected officials felt the joint meeting framework lacked a clear purpose and few deliverables.

At the April 9, 2019 budget work session, the Board of Commissioners discussed using a new framework for intergovernmental collaboration that relies on smaller work group meetings rather than full joint meeting sessions. Based on this discussion, the Board resolved to proceed with an alternative, work group framework as a pilot project that would be evaluated for its effectiveness at the end of the pilot period.

On [May 2, 2019, the Board of County Commissioners voted to approve a framework <http://server3.co.orange.nc.us:8088/weblink8/0/doc/58491/Page1.aspx>](http://server3.co.orange.nc.us:8088/weblink8/0/doc/58491/Page1.aspx) for these meetings which outlined opportunities for the Board to give input on agenda items, review meeting notes and participate in an assessment of the pilot program.

To ensure that all members of the Chapel Hill Town Council are given similar opportunities, the following framework is proposed:

1. The pilot project will continue for a twelve (12) month period starting in September, 2019.
2. The County will contract with a professional facilitator to coordinate and facilitate agendas and meetings, prepare meeting notes, and help conduct an evaluation of the new framework.
3. The County will be represented by the Chair and Vice Chair of the Board of Commissioners.
4. The Town will designate the Mayor and Mayor Pro Tem as their representatives to the Work Group.

5. A minimum of two weeks prior to the Work Group Meeting, an item will be added to the Town Council agenda or, in off-meeting months, an email will be sent to solicit input from member of the council.
6. Meetings will be posted to the Town calendar along with links to the meeting agenda and materials at least 48 hours prior to the meeting.
7. Following each work group meeting, the work group meeting notes will be included as an information item on the Town Council's regular meeting agenda. The Mayor and/or Mayor Pro Tem may also report on the outcomes of each meeting.
8. Prior to the end of the twelve month pilot, the members of the Town Council will provide input to the Mayor and Mayor Pro Team relating to the effectiveness of the process and whether the Work Group framework should continue, be modified or be replaced.

**Attachments:**

- Resolution
- June 19, 2019 Draft Letter to BOCC Regarding Pilot Program Framework Requests

A RESOLUTION DESIGNATING REPRESENTATIVES TO THE ORANGE COUNTY INTERGOVERNMENTAL COLLABORATIVE WORK GROUP AND AGREEING TO A FRAMEWORK FOR PARTICIPATION (2019-06-19/R-5)

WHEREAS, there is a desire to improve collaboration and cooperation with the municipalities within the County. This type of intergovernmental collaboration has historically been facilitated through a joint meeting process. However, some feedback to staff suggested that some elected officials felt the joint meeting framework lacked a clear purpose and few deliverable; and

WHEREAS, at the April 9, 2019 budget work session, the Board of Commissioners discussed using a new framework for intergovernmental collaboration that relies on smaller work group meetings rather than full joint meeting sessions. Based on this discussion, the Board resolved to proceed with an alternative, work group framework as a pilot project that would be evaluated for its effectiveness at the end of the pilot period; and

WHEREAS, on [May 2, 2019, the Board of County Commissioners voted to approve a framework <http://server3.co.orange.nc.us:8088/webink8/0/doc/58491/Page1.aspx>](http://server3.co.orange.nc.us:8088/webink8/0/doc/58491/Page1.aspx) for these meetings which outlined opportunities for the Board to give input on agenda items, review meeting notes and participate in an assessment of the pilot program; and

WHEREAS, the Council has a desire to ensure that all members of the Chapel Hill Town Council are given similar opportunities.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council agrees to the following framework for participation:

1. The pilot project will continue for a twelve (12) month period starting in September, 2019.
2. The County will contract with a professional facilitator to coordinate and facilitate agendas and meetings, prepare meeting notes, and help conduct an evaluation of the new framework.
3. The County will be represented by the Chair and Vice Chair of the Board of Commissioners.
4. The Town will designate the Mayor and Mayor Pro Tem as their representatives to the Work Group.
5. A minimum of two weeks prior to the Work Group Meeting, an item will be added to the Town Council agenda or, in off-meeting months, an email will be sent to solicit input from member of the council.
6. Meetings will be posted to the Town calendar along with links to the meeting agenda and materials at least 48 hours prior to the meeting.
7. Following each work group meeting, the work group meeting notes will be included as an information item on the Town Council's regular meeting agenda. The Mayor and/or Mayor Pro Tem may also report on the outcomes of each meeting.
8. Prior to the end of the twelve month pilot, the members of the Town Council will provide input to the Mayor and Mayor Pro Team relating to the effectiveness of the process and whether the Work Group framework should continue, be modified or be replaced.

BE IT FURTHER RESOLVED that the Council designates the Mayor and Mayor Pro Tem as their representatives to the Orange County Intergovernmental Collaborative Work Group.

BE IT FURTHER RESOLVED that the Mayor will send the attached letter to the Orange County Board of

Item #: 4., File #: [19-0591], Version: 1

Meeting Date: 6/19/2019

County Commissioners Regarding the Pilot Program Framework Requests.

This the 19th day of June, 2019.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By adopting the resolution, the Council designates representatives to the Orange County Intergovernmental Collaborative Work Group, agrees to a framework for participation and conveys requests for several additions to the group's workflow to the Board of County Commissioners as well as the Carrboro and Hillsborough boards.

June 19, 2019

Dear Orange County Board of County Commissioners:

Thank you for your interest in improving collaboration and cooperation with and between the various municipalities in Orange County.

At your request, the Chapel Hill Town Council has designated the Mayor and Mayor Pro Tem to be our representatives in the Intergovernmental Collaboration Work Group pilot program which is set to begin meeting in September 2019.

Following your lead, we have outlined a similar framework for Chapel Hill participation which outlines ways that all members of the Chapel Hill Town Council will have opportunities to give input on agenda items and topics prior to meetings, review meeting notes and give feedback on the effectiveness of the pilot program.

Also, to help make sure we are all on the same page, we request that the BOCC and other municipal Boards consider including the following as part of the group's work flow:

- 1) Identify a timeframe, in advance of each meeting, by which municipalities should submit suggestions for agenda items.
- 2) Have the facilitator circulate the meeting notes within a prescribed timeframe for review by the Work Group prior to releasing them to the Boards.
- 3) Include all Work Group participants in the assessment of the pilot program at the end of the 1 year process.

We look forward to participating in the first meetings in the Fall and appreciate your consideration of these requests.

Sincerely,

Pam Hemminger



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 5., **File #:** [19-0592], **Version:** 1

Meeting Date: 6/19/2019

Receive Upcoming Public Hearing Items and Petition Status List.

Staff:

Sabrina Oliver, Director and Town Clerk
Amy Harvey, Deputy Town Clerk

Department:

Communications and Public Affairs



Recommendation(s):

That the Council accept the reports as presented.

Background:

Two pages on our website have been created to track:

- public hearings scheduled for upcoming Council meetings; and
- petitions received, including their status and who you can call for information.

The goal is to provide, in easily available spaces, information that allows people to know when Council will be seeking their comments on a particular topic of development and to know the status of a petition submitted at Council meetings.

In addition to being on the website, these pages will be included in each agenda for Council information,

Fiscal Impact/Resources: Staff time was allocated to create the semi-automated web pages, and additional staff time will be needed for maintenance.

Council Goals: Foundational Program: Govern with quality and steward public assets



Attachments:

- [Scheduled Public Hearings <http://www.townofchapelhill.org/town-hall/mayor-and-council/council-minutes-and-videos/scheduled-agenda-items>](http://www.townofchapelhill.org/town-hall/mayor-and-council/council-minutes-and-videos/scheduled-agenda-items)
- [Status of Petitions to Council <http://www.townofchapelhill.org/town-hall/mayor-and-council/council-minutes-and-videos/petition-status>](http://www.townofchapelhill.org/town-hall/mayor-and-council/council-minutes-and-videos/petition-status)

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

By accepting the report, the Council acknowledges receipt of the Scheduled Public Hearings and Status of Petitions to Council lists.

Scheduled Public Hearings

This webpage lists public hearings that are scheduled for a *specific Council meeting date*, although periodically, some may be continued to a future date. Public hearings may relate to the Land Use Management Ordinance (LUMO), Residential or Commercial Development, Budget, Transportation, or Housing issues. Meeting materials are posted at [Council Meeting Agendas, Minutes and Videos](#).

Interested in a development project not yet scheduled for Council review? See the [Development Activity Report](#) for the project's current status.

June 19

- Concept Plan Review: [Bridgepoint](#), Residential Development, 2214 & 2312 Homestead Rd.

June 26

- Consider a Land Use Management Ordinance Text Amendment to Section 3.11 Regarding Stormwater Management and Affordable Housing in the Blue Hill District.
- Consider a Land Use Management Ordinance Text Amendment to Section 4.5.4 Pertaining to Special Use Permit Modifications.
- Concept Plan Review: Canopy of Carol Woods Home Care

STATUS OF PETITIONS TO COUNCIL

Petitions submitted during the Town Council meetings are added to the list below, typically within five business days of the meeting date.

To contact the department responsible, click on the department name. Meeting materials are posted at [Council Meetings, Agendas, Minutes and Videos](#).

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
06/12/2019	Aaron Nelson	Request Regarding Short Term Rentals.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	
06/12/2019	West Saint Mark Church of Christ (Disciples of Christ)	Request for the Town Council to Waive any Final Application Fees Associated with Construction of a Church Sanctuary at 7708 Rogers Road.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	
05/22/2019	Joe Patterson	Request Modifications to the Town's Noise Control Code.	Police Chris Blue , Police Chief Phone: 919-968-2766 Town Attorney Ralph Karpinos , Attorney Phone: 919-968-2746	Staff is preparing information to respond to this request.
05/22/2019	Julie McClintock for CHALT	Request for Department of Transportation Data from May 1, 2019 Presentation.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	This data is available on the NCDOT website at the following link: https://connect.ncdot.gov/resources/State-Mapping/Pages/Traffic-Monitoring-Reports-Statistics.aspx

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
05/08/2019	Rebecca Cerese	Regarding Resolution in Support of HR1384.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707 Mayor Pam Hemminger , Mayor Phone: 919-968-2714	Staff is preparing information to respond to this request.
04/24/2019	Board of Adjustment	Request Regarding Neighborhood Conservation District Ordinances.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	Staff is preparing information to respond to this request.
04/24/2019	Cobb Terrace Residents	Petition Regarding Rooming Houses in the R-3 Zoning Districts.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	Staff will share some preliminary information with the Council at the 06/07/19 Council Committee on Economic Sustainability meeting.
04/17/2019	Amy Ryan for Planning Commission	Commission Regarding Site Plan Review Process.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	Staff is preparing information to respond to this request.
04/10/2019	Climate Reality Group	Request for Council Support of a Resolution Seeing a Local, State, and National Goal of 100% Clean Energy by 2050 and the Creation of Green Jobs.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Staff is preparing information to respond to this request.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
04/10/2019	Council Member Anderson	Regarding Meeting Minutes and Archives.	Communications & Public Affairs Sabrina Oliver , Communications & Public Affairs Director Phone: 919-968-2757	Staff is implementing a plan to post business and public hearing meeting minutes through March 2019 by the end of June. Other options for quicker turnaround are being explored, as are video options for some Council meetings not currently recorded.
03/20/2019	Cheri Hardman	Request to Explore Local Control over Transit Planning and Funding.	Transit Brian Litchfield , Transit Director Phone: 919-969-4908	Staff is preparing information to respond to this request.
03/06/2019	Environmental Stewardship Advisory Board	Request to Modify the Blue Hill Form Based Code to Include a Requirement for Installing Roof-Mounted Solar Energy Systems	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731 Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	As discussed at the 04/24/19 Council meeting, staff will develop options aimed at achieving the Council's energy efficiency goals for new development.
02/13/2019	David Adams and Julie McClintock	Regarding Evaluation of Town Transportation Needs.	Transit Brian Litchfield , Transit Director Phone: 919-969-4908 Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	At their 05/22/19 meeting, the Council authorized the Town Manager to submit a request to GoTriangle for an additional \$8 million from the Orange County Transit Plan for the North South Bus Rapid Transit Project.
02/13/2019	Citizens	Request Regarding Coal Use and Coal Ash.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	The Town plans to fund interim remedial measures based on recommendations from the human health and ecological risk assessment performed at the coal ash site. The Town continues to monitor NC Division of Air Quality's review of the power plant permit.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
01/30/2019	Jeff Charles	Request Regarding Police Participation in Review Process of New Developments.	<p>Planning & Development Services Ben Hitchings, Director Phone: 919-968-2731</p>	The Police Department already participates on the staff Technical Review Team that looks at proposed new development during the application process. Staff will continue to include recommendations related to law enforcement and public safety.
01/16/2019	John Morris	Regarding GoTriangle Meetings and Materials.	<p>Planning & Development Services Ben Hitchings, Director Phone: 919-968-2731</p> <p>Transit Brian Litchfield, Transit Director Phone: 919-969-4908</p>	Staff is preparing information to share with GoTriangle.
01/16/2019	Ann Loftin	Petition Regarding Flooding in Briarcliff and Ridgefield.	<p>Public Works Lance Norris, Public Works Director Phone: 919-969-5100</p>	Staff removed blockages in the creek and compiled information regarding allowable flood control measures on private property.
12/05/2018	Paul Pritchard	Request to Defer Reforestation at Cleland, Rogerson, and Oakwood Intersection.	<p>Parks & Recreation Linda Smith, Interim Director Parks and Recreation Phone: 919-968-2849</p>	This topic was added to the 01/15/19 agenda of the Parks, Greenways and Recreation Commission, with time allocated for the neighbors to speak. Another public meeting will be scheduled later in the year.
11/07/2018	Jeff Charles	Request Regarding Offering Toxicology and Public Safety Expertise.	<p>Town Manager Ross Tompkins, Assistant to the Town Manager Phone: 919-968-2707</p>	Following a published Request for Proposals and a review of qualified firms, the Town contracted with Duncklee and Dunham, P.C. to perform human health and ecological risk assessment services.
10/24/2018	Jeff Charles	Regarding Extended Speaking Time for Individuals with Disabilities.	<p>Mayor Pam Hemminger, Mayor Phone: 919-968-2714</p> <p>Town Manager Ross Tompkins, Assistant to the Town Manager Phone: 919-968-2707</p>	Staff is preparing information to respond to this request.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
10/24/2018	Susana Dancy	Regarding Town-owned Properties in Southern Area.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	At the Council's request, Town staff organized a public meeting on 04/25/19 to review the history of past planning efforts, as well as water and sewer service in the area, and to take public comment about the future direction of southern Chapel Hill.
10/24/2018	Justice in Action Committee	Request Regarding a New Location for the Teen Center of Chapel Hill.	Housing & Community Loryn Clark , Executive Director Phone: 919-969-5076 Community Arts and Culture	A staff workgroup, in coordination with the Mayor's Office, has been gathering data and seeking input from teens, service providers, and other stakeholders. The Council received an update on this initiative at their 01/30/19 business meeting.
10/10/2018	Jeff Charles	Regarding Creating Citizen Advisory Board for Seniors.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Staff is preparing information to respond to this request.
09/19/2018	Julie McClintock of CHALT	Regarding Land Use Intensification.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731 Public Works Lance Norris , Public Works Director Phone: 919-969-5100	Staff will include the Town's new Resiliency Map as part of the map series for the Future Land Use Map. Staff is preparing information to respond to the additional requests in this petition.
06/27/2018	Susanne Kjemtrup / Brian Hageman	Transportation and Connectivity Advisory Board Request for an Electric Vehicle Provision in the Land Use Management Ordinance.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	Referred to the Future Land Use Map and Land Use Management Ordinance rewrite process, which began in Fall 2017 and is expected to be completed in 2020.
06/13/2018	Mayor Pam Hemminger	Regarding Reviewing Policies, Procedures, and Practices for Development.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	Staff is preparing information to respond to this request.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
06/13/2018	Mayor pro tem Jessica Anderson	Request to Amend Bus Advertising Policy.	Transit Brian Litchfield , Transit Director Phone: 919-969-4908	At their 01/22/19 meeting, the Chapel Hill Transit Public Transit Committee considered the draft nonpublic forum transit advertising policy in order to provide feedback to the Chapel Hill Town Council on the option of amending the policy.
06/13/2018	Ondrea Austin	CHALT's Request to Revise the Tree Ordinance.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	Staff is preparing information to respond to this request.
03/14/2018	Council Members Anderson, Gu, and Schaevitz	Request Regarding Addressing Blue Hill District Community Interests.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	At the 06/27/18 business meeting, the Council enacted ordinance amendments to encourage non-residential development and address building size in the district. Remaining items are scheduled to come to Council in early 2019.
11/29/2017	Council Members Anderson and Parker	Regarding East Rosemary Street Design Guidelines.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731 Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Staff will engage with an Urban Designer at the start of review for any projects that come forward.
09/06/2017	Tom Henkel from the Environmental Stewardship Advisory Board	Request for Modification to the Ephesus-Fordham Form-Based Code for the Purposes of Energy Efficiency.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	Where feasible, modifications will be considered as part of the development process for the Blue Hill Design Guidelines.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
01/23/2017	Transportation and Connectivity Advisory Board	Request to Support Low/No Vision Guidelines to be Included in the Town's Engineering Manual as Stated in the April 11, 2016 Petition to Council	Public Works Lance Norris , Public Works Director Phone: 919-969-5100 Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	Request incorporated into process to update Public Works Engineering Design Manual.
11/07/2016	Heather Payne	Regarding Development Proposed at 111 Purefoy Road.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731 Town Attorney Ralph Karpinos , Attorney Phone: 919-968-2746	At its 10/16/18 meeting, the Planning Commission denied the applicant's request for site plan approval. On February 21, 2019 the Board of Adjustment reversed the Planning Commission and approved the site plan request.
11/07/2016	Mayor Hemminger	Regarding Parking and Transit Needs in Downtown Area.	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731 Police Chris Blue , Police Chief Phone: 919-968-2766 Public Works Lance Norris , Public Works Director Phone: 919-969-5100	The Council received an update on these items at their February 2019 work session. The next update on the design of the Wallace Parking Deck addition will occur in early 2019.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
05/09/2016	Stormwater Management Utility Advisory Board	Request for Orange County Commissioners to Increase Staffing in Soil and Erosion Control Division and Improve Efficiency of Temporary Soil Erosion and Sediment Controls During Construction.	Public Works Lance Norris , Public Works Director Phone: 919-969-5100	Petition forwarded to Orange County. Consider changes to soil erosion and sediment control as part of Public Works Engineering Design Manual updates.
04/11/2016	Transportation and Connectivity Advisory Board	Request to Incorporate Proposed No-Vision and Low-Vision Pedestrian Facilities Guidelines into Design Manual and Development Code as Required	Public Works Lance Norris , Public Works Director Phone: 919-969-5100	Request incorporated into process to update Public Works Engineering Design Manual.
04/11/2016	Transportation and Connectivity Advisory Board	Request for Senior Citizen Pedestrian Mobility and Complete Street Implementation	Public Works Lance Norris , Public Works Director Phone: 919-969-5100	Request incorporated into process to update Public Works Engineering Design Manual.
02/22/2016	Ken Larsen	Regarding Town Formulas for Development Parking Space	Planning & Development Services Ben Hitchings , Director Phone: 919-968-2731	Referred to the Future Land Use Map and Land Use Management Ordinance rewrite process, which began in Fall 2017 and is expected to be completed in 2020.



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 6., File #: [19-0427], Version: 1

Meeting Date: 6/19/2019

Receive the Chapel Hill Downtown Partnership Annual Report.

Staff:

Amy Oland, Director
Rae Buckley, Director

Department:

Business Management
Organizational and Strategic Initiatives

Overview: As required by state law, the Chapel Hill Downtown Partnership will provide its annual written report and presentation to the Council during a Council meeting.



Recommendation(s):







That the Council receive the annual report from the Chapel Hill Downtown Partnership.

Key Issues:

- North Carolina General Statutes allow a city to provide services to its Municipal Service District through a contract with a private agency. The statutes require that the contract be awarded through a bid process that includes a public hearing process and that the selected agency provide an annual report to the city in writing and during the course of a city council meeting. (N.C.G.S. Sec. 160A-536 et. seq.)
- On April 8, 2016, the Town issued a Request for Proposals to provide services that promote, maintain and enhance the Town's Municipal Services Districts.
- On June 13, 2016, the Council awarded the contract to the Chapel Hill Downtown Partnership (CHDP) for FY2016-17.
- The Contact provides for extensions annually until FY 2021-2022 (5 years) unless the Council, following an annual report, directs otherwise.

Fiscal Impact/Resources: The Town of Chapel Hill provided the Chapel Hill Downtown Partnership \$190,000 from the Municipal Services District and General Funds in FY 2019. The Council has increased this amount to \$210,000 in the FY 2020 budget. The Chapel Hill Downtown Partnership also receives funding from UNC-Chapel Hill.

Council Goals:

<input type="checkbox"/>		Create a Place for Everyone	<input checked="" type="checkbox"/>		Develop Good Places, New Spaces
<input type="checkbox"/>		Support Community Prosperity	<input type="checkbox"/>		Nurture Our Community
<input type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration

**Attachments:**

- 2019 Chapel Hill Downtown Partnership Annual Report

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTER: Matt Gladdek, Executive Director, Chapel Hill Downtown Partnership

RECOMMENDATION: That the Council receive the Chapel Hill Downtown Partnership Annual Report for 2019.

2019 ANNUAL REPORT

Chapel Hill Downtown Partnership



June 2019

TABLE OF CONTENTS

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Business Services: Positioning downtown as the best district for retention and expansion	5

LETTER FROM THE EXECUTIVE DIRECTOR

The past year has been a time of transition for the Chapel Hill Downtown Partnership. Meg McGurk, a long-time employee and Executive Director of the Partnership, stepped down, followed by Program Director Alex Rike who decided to return to school, and Elinor Landess served as interim Executive Director for half the year. The board of directors used this opportunity to bring in the International Downtown Association to evaluate the organization and determine what traits were needed in a new executive director.

The IDA process revealed some frustrations from stakeholders and a need for the Partnership to undertake some long-term strategic thinking. I'm humbled the selection committee chose me to lead the organization into this new phase.

This annual report covers July 2018 through June 2019 and will briefly lay out some of the larger projects we have worked on, and divides the rest of our work into Investment & Attraction, Placemaking, and Business Services.

We're excited for the strategic planning underway, and for where it will lead the Chapel Hill Downtown Partnership in the future.



Matt Gladdek
Executive Director

IDA REPORT

In August the International Downtown Association sent a team to Chapel Hill to meet with downtown stakeholders comprised of business owners, property owners, nonprofits, residents, and others. In total, almost 70 stakeholders were involved in conversations about the Partnership and the health of downtown Chapel Hill. After 48 hours in town, the IDA Advisory Panel returned observations and suggestions for how to move forward.

The Chapel Hill Downtown Partnership Board is currently implementing the recommendations of the report in the following areas:

- used the recommendations in the Executive Director search
- added four board seats:
 - three business or property owners
 - one municipal service district resident
- Public Process around Unified Vision
- Strategic Planning will happen this Fall

EXECUTIVE DIRECTOR SEARCH

The Board hired Moss & Ross to conduct a nationwide Executive Director search using recommendations from the IDA Advisory Services Panel to define the job description. The board assembled a selection team with town officials, town employees, local business owners, and UNC employees to interview and vet candidates. During this time Elinor Landess served as the interim Executive Director while maintaining her duties as Executive Director of the Campus Community Coalition.

After multiple rounds of interviews, Matt Gladdek was hired and began work mid-January. The board set onboarding expectations to get him introduced throughout the district, and in that time, he has had over 250 meetings with

stakeholders, including presentations to groups like the Friends of Downtown.

BUDGET

<i>Revenue</i>		<i>Expense</i>	
<i>MSD</i>	\$120,000	<i>Operations</i>	\$84,500
<i>Town</i>	\$70,000	<i>Personnel</i>	\$166,000
<i>UNC</i>	\$90,500	<i>Programming</i>	\$35,040
<i>Project Management</i>	\$468,000	<i>Project Management</i>	\$468,000
<i>Other</i>	\$5,040	<i>Total</i>	\$753,540
<i>Total</i>	\$753,540		

INVESTMENT & ATTRACTION: BUILDING THE ECONOMIC BASE OF DOWNTOWN FOR GREATER INVESTMENT

Objectives

- Supporting visionary strategies for a revitalized downtown
- Influences fiscal and policy decisions for downtown
- Strengthens relationships with downtown stakeholders
- Positions downtown as an attractive and predictable location for investment

This year we:

- Conducted training for Downtown Ambassadors
- Conducted IDA Advisory Council visit with 68 businesses and stakeholders
- Welcomed New Businesses: the PIT, The Pizza Press, Midici, DB Sutton's Wine Shop, Pho Happiness

PLACEMAKING: CREATING A VIBRANT AND WELCOMING SPACE WITH RENEWED COMMUNITY PRIDE

Objectives

- Making downtown safer
- Establishing downtown as a clean and beautiful destination
- Improving downtown's accessibility for all
- Building a healthy business environment full of healthy people
- Developing an active year-round downtown
- Telling the story of downtown

This year we:

- Purchased and Installed Bike FixIt Station
- Events:
 - Movies Under the Stars (Partnered with Town Arts & Culture)
 - 2nd Friday Art Walk
 - Morehead Family Halloween
 - MacBeth Pop-up Performance with Playmakers
 - Light up Festival
 - Food Truck Rodeo (Partnered with Town Arts & Culture)
 - Annual Meeting
 - 140 Tickets Sold
 - Raised \$200 for public art
 - Near & Far (Partnered with Town Arts & Culture)
 - Bloomfest (Sponsored)
 - Northside Neighborhood Block Party (Sponsored)
 - Bike From Work Party at Beer Study (Sponsored)
- Projects:
 - Good Neighbor Initiative
 - Wallace Deck Wayfinding and Cleanliness improvements
 - Downtown Maintenance Working Group
 - Downtown Bathrooms Working Group

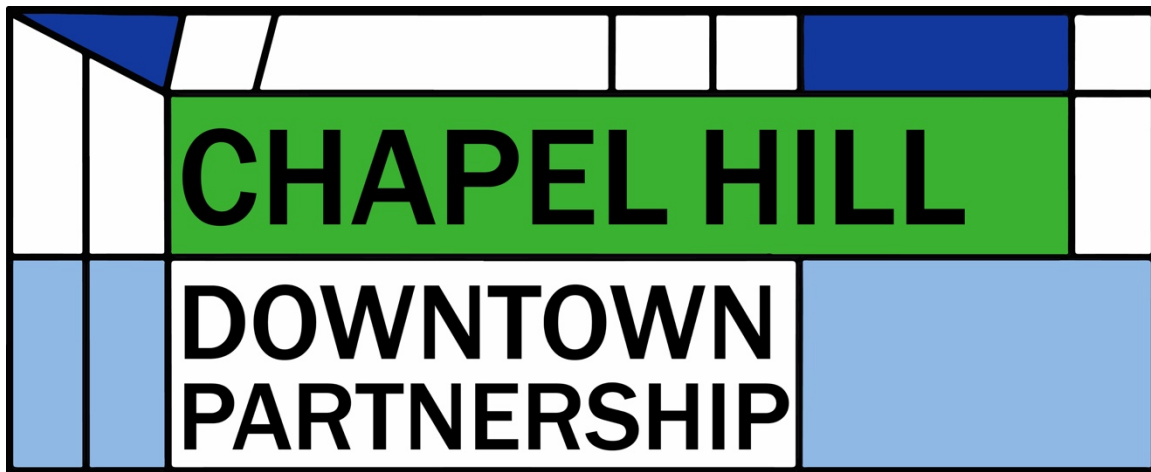
BUSINESS SERVICES: POSITIONING DOWNTOWN AS THE BEST DISTRICT FOR RETENTION AND EXPANSION

Objectives

- Being the leading voice for downtown
- Being a resource for businesses
- Bolstering downtown as an epicenter for entrepreneurship
- Providing businesses with educational and promotional tools
- Offering incentives and technical services to assist businesses

This year we:

- Valet Parking Program Overhaul
 - The Valet Program has been an important part of helping restaurants attract customers by making parking easy. Changes in the market made the costs difficult to predict for participating businesses, and changes to the program have attempted to make costs more predictable and equitably shared.
- Parking Working Group
 - Worked with businesses and the town to find more parking and ensure business interests were considered
- Parking FAQ
 - Helped to ensure the public understands how parking works
- Grants
 - \$5,790 Grants given for sidewalk dining and façade improvements
 - Grants were leveraged to bring in more than \$20,000 in investment in downtown.



919-967-9440

308 W Rosemary St,
Suite 202
Chapel Hill, NC 27516

published June 2019

Facebook /downtownchapelhill

Twitter @CHDPartnership

Instagram @CHDPartnership

www.downtownchapelhill.com



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 7., File #: [19-0593], Version: 1

Meeting Date: 6/19/2019

Charting Our Future - Review and Provide Feedback on the Draft Guiding Statements.

Staff:

Alisa Duffey Rogers, LUMO Project Manager
Ben Hitchings, Director

Department:

Planning

Overview: Council requested overarching principles to provide overall policy guidance for the refinement of the Future Land Use Map and the rewriting of the Land Use Management Ordinance. Town staff drafted the Guiding Statements to provide such policy guidance.

After Council provided feedback on an early draft in March of 2019, the Planning Commission, the Environmental Stewardship Advisory Board, the Community Design Commission, the Transportation and Connectivity Advisory Board, and the Housing Advisory Board reviewed the Guiding Statements.



Recommendation(s):

That the Council review and provide feedback on the Draft Guiding Statements.







Key Issues:

- On March 1, 2019, the [Council Committee on Economic Sustainability](https://www.townofchapelhill.org/businesses/council-economic-sustainability-committee) reviewed the draft Guiding Statements and provided preliminary feedback.
- On March 5, 2019, the [Planning Commission](https://www.townofchapelhill.org/Home/Components/Calendar/Event/14772/15) discussed the draft Guiding Statements and provided comments.
- On March 13, 2019, the [Town Council](http://chapelhill.granicus.com/MediaPlayer.php?view_id=7&clip_id=3684) considered the draft Guiding Statements and provided feedback on the Draft Guiding Statements
- These Guiding Statements will be in a draft form until the Council adopts an amendment to *Chapel Hill 2020* to formalize their inclusion into the Town's comprehensive plan.

Where is this item in its process?



Council Goals:

<input checked="" type="checkbox"/>		Create a Place for Everyone	<input checked="" type="checkbox"/>		Develop Good Places, New Spaces
<input checked="" type="checkbox"/>		Support Community Prosperity	<input checked="" type="checkbox"/>		Nurture Our Community
<input checked="" type="checkbox"/>		Facilitate Getting Around	<input checked="" type="checkbox"/>		Grow Town and Gown Collaboration



Attachments:

- Draft Staff Presentation
- Draft Guiding Statements

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTER: Alisa Duffey Rogers, LUMO Project Manager

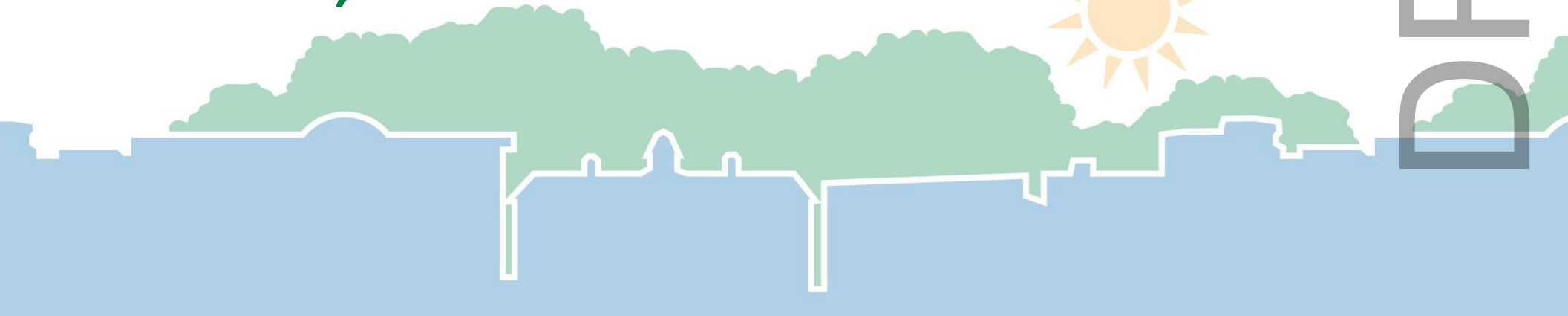
RECOMMENDATION: That the Council review and provide feedback on the draft Guiding Statements.

Town Council Review and Provide Feedback on the Draft Guiding Statements

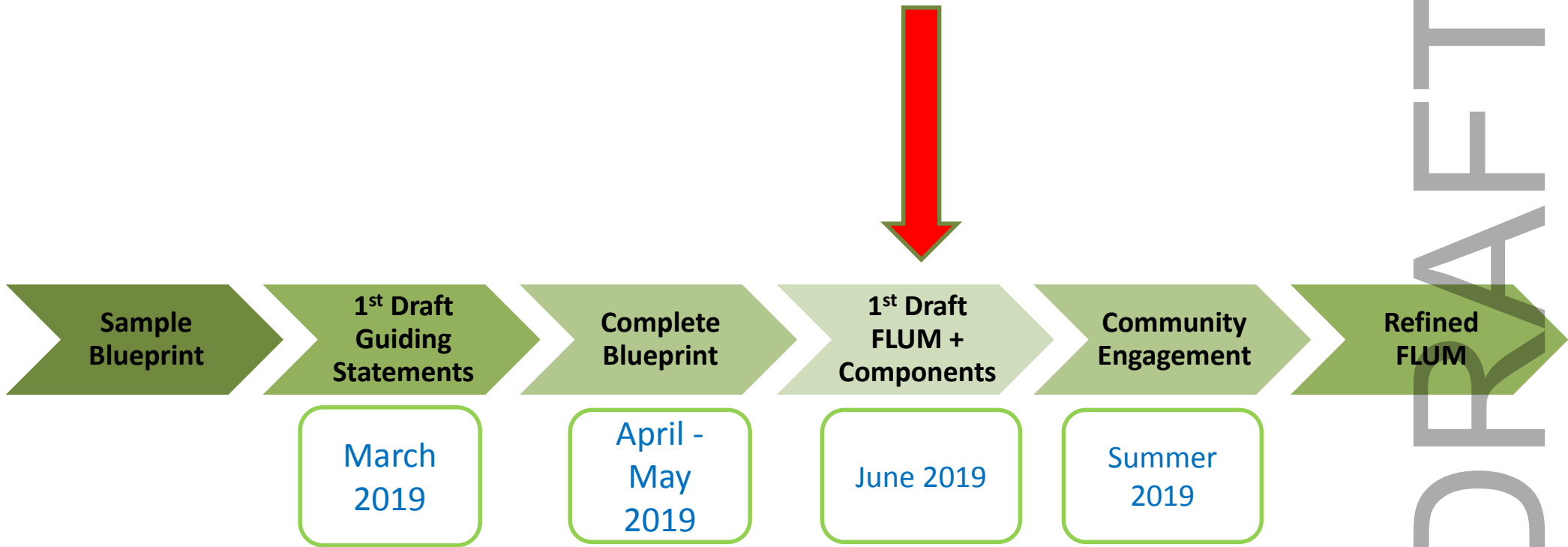
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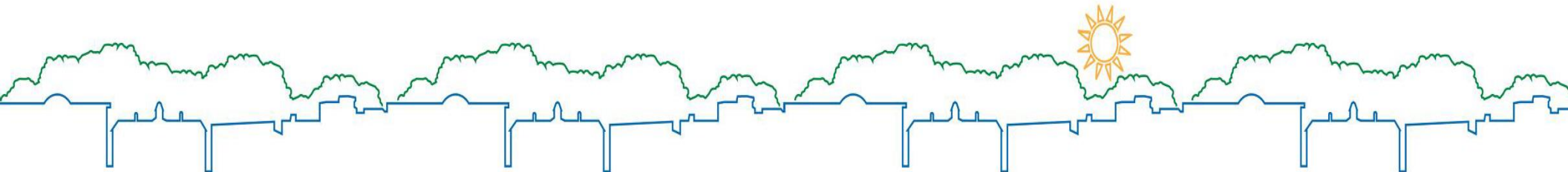
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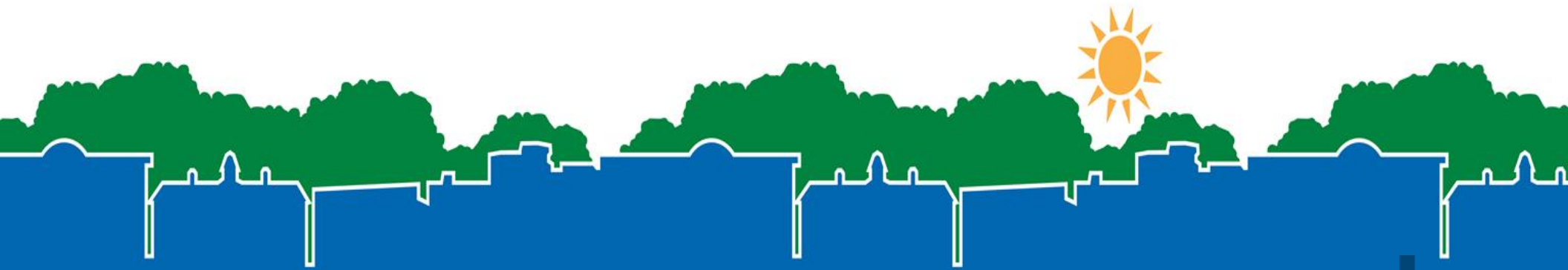


Refined FLUM: Process for Development



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PLAN
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Components of the Future Land Use Map

- Explanation of the Future Land Use Map & Its Components
- Guiding Statements
- Map Book
 - Resiliency Assessment Maps (Flooding & Extreme Heat)
 - Existing Habitat & Potential Connections Map
 - Long Term Network Facilities Map (Chapel Hill Mobility & Connectivity Plan)
 - Frontage Map
 - Overall Future Land Use Map
- Individual Focus Area Maps with Focus Area Characteristics

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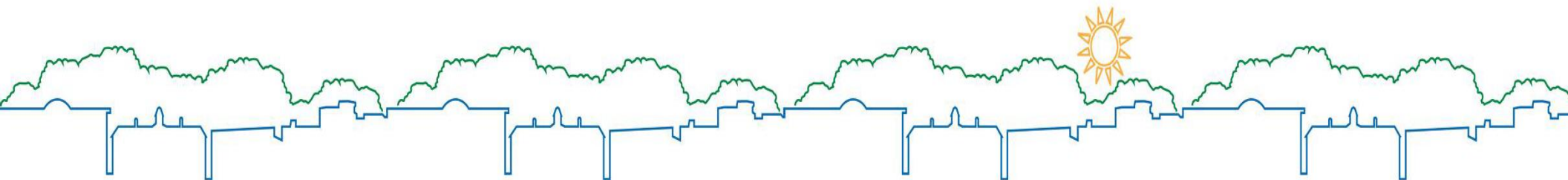
Guiding Statements

Creating a vibrant, equitable, economically sustainable, resilient future for Chapel Hill



- ❖ Council Committee on Economic Sustainability consideration on February 8 & March 1, 2019
- ❖ Council consideration on March 13, 2019
- ❖ Advisory Boards & Commissions consideration during March and April 2019

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Guiding Statements

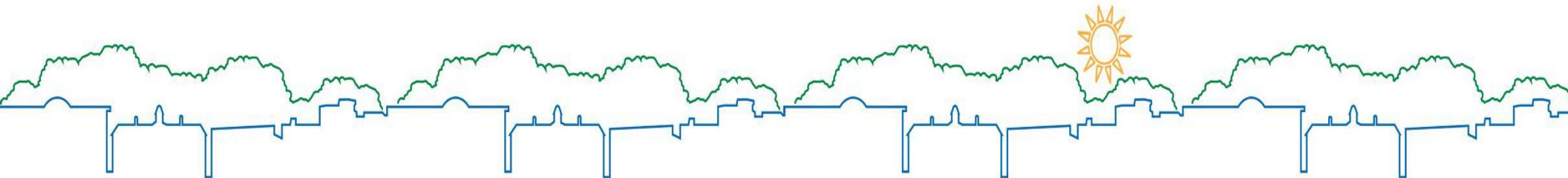
Creating a vibrant, equitable, economically sustainable, resilient future for Chapel Hill



Feedback from Boards & Commissions:

- ❖ Housing Advisory Board
- ❖ Community Design Commission
- ❖ Planning Commission
- ❖ Transportation & Connectivity Advisory Board
- ❖ Environmental Stewardship Advisory Board

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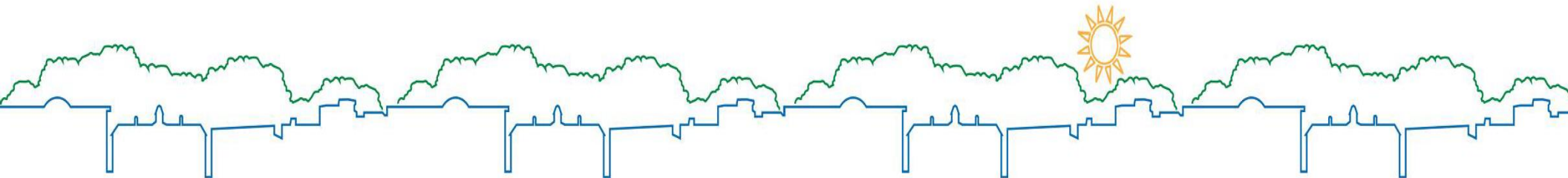
Guiding Statements

Creating a vibrant, equitable, economically sustainable, resilient future for Chapel Hill



- ❖ Revisions include:
 - Expanded introduction that explains the purpose of the Guiding Statements
 - Inserted definitions for clarity
 - More emphasis on:
 - Climate change responsiveness
 - The value of the Town's natural environment
 - Increasing & diversifying the Town's tax base
 - Expanded Guiding Statement regarding cooperation & collaboration with UNC & UNC Health Care

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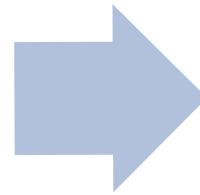


Next Steps



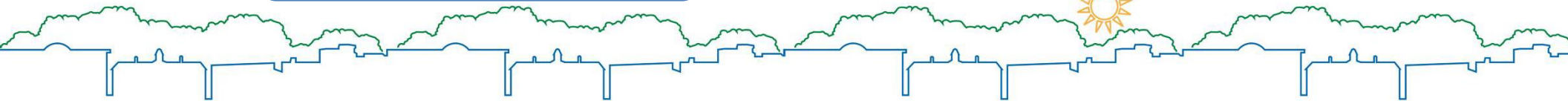
Council Consideration
1st Draft of FLUM &
Components

- June 26, 2019



Community
Engagement
1st Draft FLUM &
Components

- Summer 2019

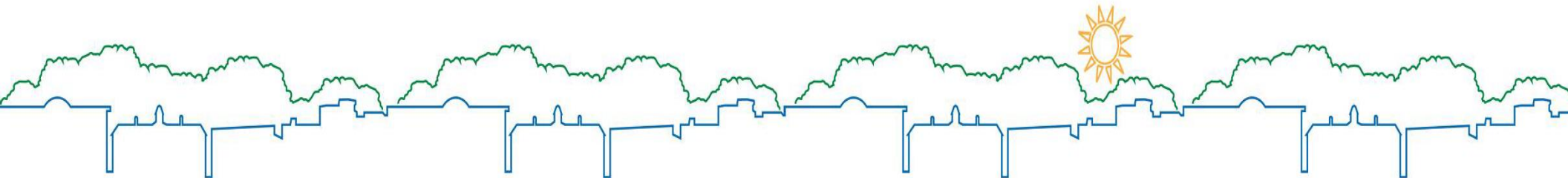


Guiding Statements

Recommendation

That the Council provide feedback on the draft Guiding Statements.

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Guiding Statements

Creating a vibrant, equitable, economically sustainable, resilient future for Chapel Hill

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Guiding Statements

Creating a vibrant, equitable, economically sustainable, resilient future for Chapel Hill Charting Our Future – What is it?

Charting Our Future is a two-phased process designed to chart the next course for the Town of Chapel Hill to the year 2049 and to make the Town’s Land Use Tools more predictable, functional, and intentional.

The first phase, refining the Future Land Use Map (FLUM), focuses on the Town’s key gateways, corridors, and activity nodes. The future land use designation for most of the Town, including much of the Town’s single-family neighborhoods, remains unchanged. The second phase of the Project is rewriting the Town’s Land Use Management Ordinance (LUMO), which is the Town’s “rule book” that specifies where in Town uses, be they commercial; residential; mixed use; open space etc., are allowed as well as dictating the height of buildings and their placement on lots in addition to a myriad of other details.

Charting Our Future by Looking to the Past

As part of the Charting Our Future Project, staff and consultants undertook a thorough review of previous planning efforts. A common theme in these plans is the community’s understanding that the physical environment of Chapel Hill—its neighborhoods, streets, utilities, and natural resources—deeply affect how people experience life in their Town. These past planning efforts include the creation of the rural buffer and the urban services boundary. These forward thinking efforts sought to limit the Town’s ability to sprawl and to maintain the semi-rural landscape that surrounded the Town at the time. Thirty years later, maintaining these sprawl control efforts translates into an opportunity for the Town to mature within its existing boundaries thereby taking advantage of existing infrastructure, transit investments, the benefits of being the home of UNC-Chapel Hill, and the cultural enrichment that accompanies diverse communities living in close proximity to each other.

Why does Chapel Hill need to Chart Its Future?

In 2012, the Town adopted its current Comprehensive Plan entitled “Chapel Hill 2020.” Chapel Hill 2020 established this Vision for the Town:

Chapel Hill will be a multicultural university town where each day celebrates connections and choice; where a dynamic downtown and networked community inspire connections among people, ideas, the region, and the world; where innovation, technology, discovery, learning, and the arts continually animate a town alive with choices, options, and opportunities to live, work, play, and prosper.

This Vision and Chapel Hill 2020 continue to guide the Town.

Nonetheless, the Town has changed since 2012 and forces, many outside the control of the Town, are working that make it necessary to amend Chapel Hill 2020 through the establishment of these Guiding Statements as well as the refined Future Land Use Map and all of its components. These forces

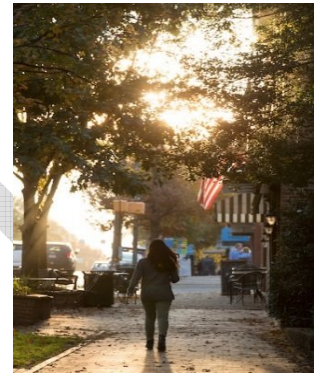


include climate change, population growth in both Chapel Hill and the Triangle Region, increasing urbanization, an aging population, an increasingly diverse population, aging housing stock, continued growth of the University of North Carolina at Chapel Hill (UNC), and technology changes.

Purpose of the Guiding Statements

While updating the Town's Future Land Use Map focuses only on a small portion of the Town, rewriting the Town's LUMO could potentially impact all portions; therefore, it is imperative to define a set of Guiding Statements for both portions of the Project that provides direction for the future of Chapel Hill as well as rationale for making the changes necessary to:

- Effectively mitigate the challenges of climate change;
- Foster land use decisions that recognize, integrate, and sustain the Town's unique natural environment;
- Support the Town's economic development strategies, including job creation;
- Ensure the Town's fiscal well-being by diversifying and increasing its tax base;
- Sustain and create a sense of place that is distinctive to Chapel Hill;
- Balance development/redevelopment while protecting and preserving the Town's natural environment and resources;
- Collaborate with the University of North Carolina at Chapel Hill and the UNC Health Care System on lifelong learning, innovation, and entrepreneurship; and,
- Create, in strategic locations, compact, mixed use communities focused on transit and multimodal transportation systems that effectively respond to the need to reduce traffic and the Town's carbon footprint; the desirability of such locations for both households and employers that prefer sites that are walkable and located within vibrant, connected communities; and the desire for an equitable community where all community members have access to jobs, transit, and places to reside.



Chapel Hill 2020 including all of its amendments, these Guiding Statements, and the revised Future Land Use Map and all of its components constitute a long-range land use and public infrastructure plan to guide future growth, to identify areas and resources to be preserved, and to shape the Town's physical development. This guidance is necessary as land use decisions, proposed developments, and capital improvements are considered. (A land use decision is one that has a substantial impact on present or future land uses, such as zoning decisions.) The Guiding Statements include a wide variety of topics, but they are all for the purpose of informing and guiding decision making.

When applying these Guiding Statements to particular situations, such as specific development proposals, some of these Guiding Statement may compete or conflict. Although it would be ideal to always fulfill every Statement, sometimes that is not possible, and proposals must satisfy these Guiding Statements on balance. This approach recognizes that there are trade-offs and compromises, and



allows flexibility while still guiding land use and capital decisions. These Guiding Statements provide an anchor or reference point to consider when making trade-offs and compromises.

The Guiding Statements are as follows:

1. **Demonstrate the Town's commitment to effectively respond to the threats associated with climate change as well as environmental stewardship and resiliency.** The Town should emphasize sustainable urban design principles that minimize impacts to Chapel Hill's sensitive natural areas and respond to the threat of climate change by:
 - A. Ceasing to permit low-density, auto-dominated corridors and instead, creating compact walkable, mixed-use communities, in targeted locations, where activities are located closer to one another requiring less time and energy to access the daily needs of life including work, school, commerce, and recreation;
 - B. **Densifying at strategic locations and mixing land uses.** By building up, the Town can absorb development in a more compact manner, support a lively mix of activities, protect open spaces, integrate public spaces into developments, conserve landscaped areas, preserve tree canopy, and create nodes that make transit more viable. Permitting a mix of activities along streets shortens trips, enlivens the public realm, and makes possible the day and night usage of shared parking;

The Public Realm belongs to everyone. It includes the streets, squares, parks, green spaces and other outdoor places that require no key to access and are available to everyone.
 - C. Creating a meaningful Climate Action Plan and fostering patterns and styles of development that are climate responsive, including energy efficient buildings and sites that utilize existing infrastructure and support local, renewable energy production like rooftop solar. Climate responsive design also supports habitat corridors, green infrastructure, and living landscapes, providing for tree canopy and other vegetative surfaces that mitigate the urban heat island effect and create more shaded and walkable streets throughout the Town. This style of development accommodates alternative and low carbon forms of transportation, such as biking, walking, transit and the increased adoption of electric vehicles. Reduced parking requirements helps to support these alternative forms of transportation and encourages the development of sustainable communities;



- D. Continuing to support transit, transit connections and integrated transit options. Such connections can integrate and knit together all parts of the Town, reduce vehicle miles traveled, and support additional housing units and more intense land uses, like office and retail uses, so that community members may shop and work in their community thereby potentially reducing the carbon footprint attributable to the Town. Transit supports the establishment of a prosperous and equitable community that is easily accessible by all;



- E. Establishing a “Connected Community” that includes a tight network of streets and multi-modal paths that are convenient everyday choices. Creating highly integrated multi-modal connections allows for a variety of mobility options that make trips more direct and reduces vehicular trips. To that end, the Town should continue to promote an active and interconnected community that supports initiatives like Vision Zero and provides safe routes to work and school, walkable neighborhoods, complete bicycle networks, and multi-modal transportation alternatives; and,



- F. Establishing resiliency measures to mitigate flooding concerns within the Town including utilizing “Green Stormwater Infrastructure” techniques that utilize natural and constructed landscape features that capture, absorb, and store rainwater; preserving existing open space; and where possible, developing new open space; improving tree canopy; daylighting creeks and other covered waterways; and creating “Green Infrastructure” connections such as habitat corridors between the natural areas of the Town.

Resilience, according to Triangle Regional Resilience Partnership Resilience Assessment, is the capacity of a community, business, or natural system to prevent, withstand, respond to, and recover from a disruption.

2. **Ensure equitable planning and development.** Equitable planning and development is a strategy that ensures all current and future community members participate in and benefit from development and economic growth and activity in the Town – especially low-income residents, communities of color, immigrants, and others at risk of being left behind. Equitable planning and development entails an intentional focus on eliminating inequities and barriers and making accountable and meaningful investments to assure that community members:

- Live in healthy, safe, and opportunity-rich neighborhoods;



- Connect to economic and ownership opportunities; and,
- Have voice and influence in the decisions that shape their neighborhoods.

Equitable Development is achievable by:

- A. Advancing economic opportunity. Promote local economic development and entrepreneur opportunities, enhance community-serving establishments, and increase quality living wage jobs for all community members;
 - B. Mitigating displacement. Develop plans, policies, and programs that mitigate residential displacement as development and redevelopment occurs in the Town and discourage the displacement of viable small businesses that serve community needs;
 - C. Providing affordable housing options. Create healthy, safe, and affordable housing for all family sizes and incomes in all neighborhoods;
 - D. Understanding and responding to local context. Respect local community character, cultural diversity, and values. Preserve and strengthen intact neighborhoods, building upon their local assets and resources;
 - E. Promoting broader mobility and connectivity. Prioritize an effective and affordable public transportation network that supports transit-dependent communities and provides equitable access to core services and amenities, including employment, education, and health and social services;
 - F. Practicing meaningful community engagement. Ensure local community participation and leadership in decision-making reflects a diversity of voices, including targeted strategies to engage historically marginalized communities. Structure planning processes to be clear, accessible, and engaging;
 - G. Developing healthy and safe communities. Create built environments that enhance community health through public amenities (schools, parks, open spaces, walkable neighborhoods, multi-modal paths, health care, and other services), access to affordable healthy food, improved air quality, and safe and inviting environments;
 - H. Promoting environmental justice. Eliminate disproportionate environmental burdens and ensure an equitable share of environmental benefits for existing communities; and,
 - I. Creating full accessibility. Ensure that the built environment is accessible and welcoming to people regardless of age, physical condition, or language.
3. **Encourage a diversity of housing types.** The Town will encourage additional housing options that are both affordable and desirable for households and individuals with a range of income levels. Accordingly, the Town seeks to facilitate both the development of traditional single-family homes as well as to address the “Missing Middle” of housing units, which includes a variety of housing types between single-family homes and apartments. In addition, this diversity of housing types should include provisions for student housing. Creation of these diverse housing types is constrained by the Town’s limited ability to annex property outside of



its borders and its desire to create housing units without contributing to sprawl. The intent of this statement is to enable:

- A. The development of duplexes, triplexes, and accessory dwelling units with an approval process similar to that of single-family detached dwellings. These small scale multi-family uses could fit within the fabric of some existing single family neighborhoods, as long as they are carefully designed, and provide additional housing units for the Town;
- B. The development of townhouses, at the edge of established neighborhoods, to act as a transitional use and provide for additional housing options;
- C. The continued development of single-family detached dwelling units;
- D. Small lot single-family subdivisions, where appropriate, that utilize the principles of traditional residential design to create compact, livable, and accessible neighborhoods; and,
- E. Purposefully built off-campus student housing in appropriate locations.



4. **Promote distinctive, safe, and attractive neighborhoods.** The Town should preserve and enhance established neighborhoods by directing growth to multimodal and key transportation corridors facilitating connections to those corridors in order to promote a multi-modal network thereby potentially reducing vehicular trips and increasing mobility options. Such connections should be done with care to minimize through traffic on residential streets.

The intent of this guiding statement is also to:

- A. Protect and preserve the Town's historic neighborhoods as well as its Neighborhood Conservation Districts;
- B. Preserve and enhance the varied and distinct residential character and integrity of existing residential neighborhoods;
- C. Protect neighborhoods from potential adverse impacts associated with adjacent non-residential uses by proper mitigation measures that address scale, massing, traffic, noise, appearance, lighting, drainage, and stormwater; and,
- D. Safeguard existing single-family neighborhoods as students move into established neighborhoods.



5. **Cultivate a vibrant and inclusive community.** The Town should encourage new opportunities, through the built environment, that promote a sense of place and community for those who live, work, and visit Chapel Hill. This encouragement includes the creation of “third places,” meaning those places close to home or work where unintentional connections happen routinely. These unintentional connections may happen on the sidewalk, in pocket parks, and at plazas. To facilitate these opportunities for unintentional connections, the Town will consider:

- A. Intentionally designing the public spaces of the Town including the interface between private properties and the public environment, which most often is the street;
- B. Methods to weave public space, including plazas and pocket parks, into private projects through public-private partnerships, regulatory incentives, and other creative means;
- C. Requiring a mixture of land uses, residential; retail; office; civic, adjacent to each other or stacked vertically in certain strategic locations to invigorate certain streets;
- D. Enabling the creation of publicly accessible spaces that contain seating, access to food, Wi-Fi, and landscape elements, especially near transit locations; and,
- E. Proactively planning for the location of publicly accessible spaces in each Focus Area.



6. **Direct investment along key transportation corridors.** The Town should encourage density and intensity in a mixture of uses along key transportation corridors and established activity nodes or centers with particular emphasis at future transit stations.

The intent of this guiding statement is to concentrate the siting of high-density housing, mid-rise office, and more intense mixed use development at targeted locations in order to achieve highly functional, walkable destinations.

7. **Support and facilitate economic development, including job creation; innovation; and entrepreneurship, through redevelopment and infill development, in order to expand and diversify the Town’s tax base to enable the Town’s fiscal resiliency.**



To support economic development policies, Chapel Hill will support and facilitate redevelopment and infill development, and where necessary, investigate the usage of public/private partnerships. The intent of this policy is to proactively address the fact that future economic development will need to occur, most often, on infill and/or redevelopment sites. Accordingly, this policy is intimately tied to Chapel Hill’s future economic health and the Town’s ability to accommodate employment centers.



Any redevelopment or infill projects should be designed in a manner to complement surrounding properties and to efficiently utilize and capitalize on existing public infrastructure, such as roads, water, sewer, and transit.

8. **Provide appropriate transitions between land uses.** Support the provision of appropriate transitions between sites and/or uses having significantly different types or intensities of land uses as well as built forms.

The intent of this guiding statement is to provide for harmonious transitions between different types and intensities of land uses as well as built form in order to help mitigate any negative impacts that a development might have on an adjacent site or use. Providing for appropriate transitions is especially important between the campus of the University of North Carolina at Chapel Hill and surrounding areas.

Appropriate transitions between developments and adjacent uses can be achieved by many different techniques, utilized either singularly or in combination. Determining the most appropriate design approach for managing transitions between developments and/or uses will depend on the objectives for the transitional space, which will vary by location. The most appropriate transition between sites and/or uses may also depend on the topography of the affected sites, such as differences in elevations, which must be considered whenever transitions are necessary.

Techniques for achieving transitions include, but are not limited to the following:

- A. **Form Transitions** – Varying the form of a building to provide for a change in building bulk, height, scale as well as the orientation of exterior spaces away from adjacent residential neighborhoods. This change in form could include “stepping back or down” in bulk or height in order to prevent negative impacts on adjacent neighborhoods or streets.
- B. **Use Transitions** – Designating a transitional use between uses or developments of different intensities, such as:
 - i. Multi-family residential or townhouses, between an office or retail use and a single family neighborhood,
 - ii. Permitting homes on the edge of an established neighborhood to be used for small offices
- C. **Architectural Transitions** – Utilizing the architectural elements of a new or renovated development to ensure compatibility with the adjacent neighborhood in terms of building materials and architectural design elements.
- D. **Landscape Transitions** – Preserving and/or installing vegetative landscape materials, which may differ in width, and may include sparse or dense plantings.



9. **Preserve and maintain Chapel Hill's appearance and create the quality of design and development the Town desires.** The Town should preserve and maintain Chapel Hill's unique appearance and create the quality of design and development the Town desires, with particular attention to the appearance of – and views from – the public realm, including streets; parks; multi-modal paths, and plazas, while also encouraging high quality development, understanding that different areas of Town will have different characters and defining characteristics. To this end, views from the public streets and public spaces should not be defined by parking facilities, but instead save the front of buildings for people, not cars.



The intent of this guiding statement is to create and maintain the pleasing qualities of our community because activated, desirable, comfortable, and appealing public streets and spaces help to create vibrant civic areas where community members want to walk, shop, bike, and spend time.

This guiding statement encourages high-quality development that embraces exceptional site design, architecture, and construction. This statement is concerned with the appearance of two different aspects of the community:

- A. **Public Areas** (owned, designed, and maintained by the public sector). Accordingly, this guiding statement emphasizes the design and appearance of roadways; public landscaping and streetscape design elements along roadways; public parks and greenways; and public buildings and properties, such as parks and recreation facilities, Town Hall, schools, and libraries; and,
- B. **Public Views** (refers to the appearance and views of private development as seen from public areas). Accordingly, this guiding statement emphasizes high-quality appearance and design for private development – including buildings, landscaping, signage, and art features – that can be seen from public roadways, or from other public spaces such as greenways, multi-use paths, parks, etc.

Implementation of this guiding statement may require:

- A. The development of design guidelines or regulations as well as streetscape plans and improvements tailored to each Focus Area or to particular portions of a Focus Area in



- order to create a unique sense of place within each Focus Area as well as a visual continuity of streetscapes; and,
- B. The establishment of Pedestrian Oriented Districts, which include site and design elements necessary to create the type and quality of development that the Town desires including specifications regarding the preferred location of parking facilities.
10. **Cooperate and collaborate with the University of North Carolina at Chapel Hill as well as UNC-Health Care.** Pursue a harmonious relationship where there is a strong emphasis on the pursuit of mutually beneficial goals with respect for the sometimes differing objectives of these institutions and the Town.

As it states in Chapel Hill 2020, “The richness of the University—its history; its physical beauty; its intellectual, entrepreneurial and artistic capital; its world class health care enterprise; the dynamic idealism of students and faculty—is part of the [Town’s] vision. The Town of Chapel Hill’s identity is based, in large part, on the presence of UNC. Chapel Hill is a college town. However, the relationship between the two institutions is much deeper than identity. The destinies of the Town and the University are inextricably linked, and strengthening the strategic alignment on issues of economic development; transportation; housing; student housing; recreational, open space, and cultural amenities; and other quality of life issues are essential to the Town and UNC’s sustainability and resiliency. To that end, the Town should continue to:

- “Aspire to use the intellectual and financial capital of the University and the UNC Health Care System to help the Town flourish,” as stated in Chapel Hill 2020;
- Work with UNC to develop economic strategies, especially related to research and development as well as entrepreneurship;
- Enhance the relationship between students and permanent residents;
- Coordinate transportation initiatives;
- Recognize the importance of UNC’s cultural and natural resources including Carolina North, Ackland Art Museum, and Morehead Planetarium and Science Center and work with the UNC to utilize these resources to the benefit of both the Town and the University; and,
- Work with the UNC to help mitigate the impact of student rental housing in established single-family neighborhoods and to provide safe and sanitary off-campus housing for students.





TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 8., **File #:** [19-0594], **Version:** 2

Meeting Date: 6/19/2019

Consider Pursuing a Text Amendment Process for Changes to the Land Use Management Ordinance in Response to Short Term Rentals (STR).

See the Staff Report on the next page.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTER: Ben Hitchings, Planning Director
Anya Grahn, Senior Planner

RECOMMENDATION: That the Council receive the staff's report and offer direction on pursuing a potential text amendment process to address Short Term Rentals (STRs).



CONSIDER PURSUING A TEXT AMENDMENT PROCESS FOR CHANGES TO THE LAND USE MANAGEMENT ORDINANCE IN RESPONSE TO SHORT TERM RENTALS (STR)

STAFF REPORT

TOWN OF CHAPEL HILL PLANNING DEPARTMENT
 Ben Hitchings, Director
 Anya Grahn, Senior Planner

BUSINESS MEETING DATE
 June 19, 2019

STAFF'S RECOMMENDATION
 That the Council receive the staff's report and offer direction on pursuing a potential text amendment process to address Short Term Rentals (STRs).

ITEM OVERVIEW
 In the LUMO, a STR is the renting of all or part of a residential dwelling unit for a period of seven (7) days or less. Searches on webpages such as Airbnb, Homeaway, and VRBO indicate that there are currently more than 300 STRs operating with the town limits of Chapel Hill.

Town staff made a [background presentation](#)¹ on STRs to the Council Committee on Economic Sustainability on June 7, 2019.

DECISION POINTS
 Staff is requesting that the Council offer direction on the following items:

1. STR Standards: Should the Town develop updated standards for STRs with input from community stakeholders?
2. Short-Term Approach to Enforcement: Should the Town focus short-term enforcement efforts on education and complaint notification until new code amendments are adopted, or more aggressively implement existing standards?
3. Education Campaign on New Standards: If the Council adopts updated standards, should the Town conduct an education campaign on the new standards prior to implementation?
4. Possible Assistance for Code Enforcement: Should the Town explore possible assistance from third party vendors who can help with local STR identification and enforcement, and evaluate potential cost recovery through a new STR annual permitting fee from operators?

PROJECT OVERVIEW AND BACKGROUND
 Many communities are experiencing a growth in STRs. Over the last several months, staff has been gathering information on the number of STRs in Chapel Hill, exploring how other municipalities are regulating this use, identifying key ordinance provisions, exploring potential missed revenue, and reviewing enforcement strategies. Staff has also been coordinating with key stakeholders, such as the Chapel Hill/Orange County Visitor's Bureau and the Chamber for a Greater Chapel Hill-Carrboro, to share information and coordinate on opportunities for public outreach.

The Land Use Management Ordinance (LUMO) currently permits STRs under these existing land use definitions:

- Home Occupation (allowed in most zoning districts)
- Tourist Home (allowed in non-residential zoning districts)
- Overnight Lodging (limited to the Blue Hill District)

A significant majority of the STRs are unregulated as the Town has only issued 5-10 Home Occupation permits for STRs. Most STRs have not gone through the Town's permitting process to determine compliance with health and safety standards. Additionally, STRs may have a negative impact on residential neighborhoods due to increased traffic, parking, trash, and noise. A revenue manager hired by the Visitor's Bureau has estimated that STRs in Chapel Hill generated approximately \$5 million in revenue in 2018 alone. Staff has also been exploring the potential for uncollected occupancy taxes.

With only one zoning officer for the town, staff has been considering new enforcement strategies including contracting with enforcement software companies that could provide additional administrative support to staff; however, most likely there would still be a need for additional staff capacity dedicated to managing STRs.

¹ <https://www.townofchapelhill.org/home/showdocument?id=43031>

ATTACHMENT	<ol style="list-style-type: none">1. Draft Staff Presentation2. Resolution3. Tourist Home Zoning Map
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Short Term Rentals (STRs)

Town Council
June 19, 2019



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Staff recommends that the Council receive the staff's report and offer direction on pursuing a potential text amendment process to address Short Term Rentals (STRs). The process includes:

- Focus on education and enforcement
- Develop updated standards with input from community stakeholders
- Delay the effective date to allow for an education campaign
- Potentially solicit proposals for third party support

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What we've learned:

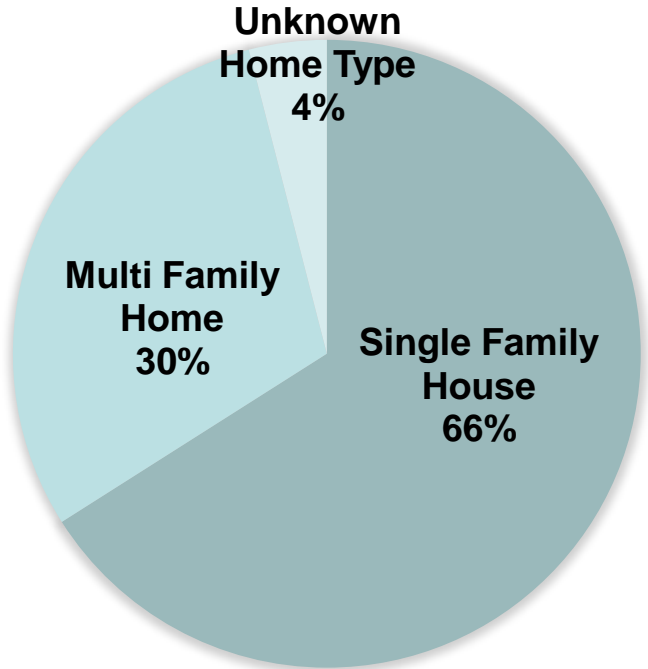
- +300 STRs currently
- \$5 million in revenue in 2018
- Approx. 40% increase in room nights, 2017 to 2018

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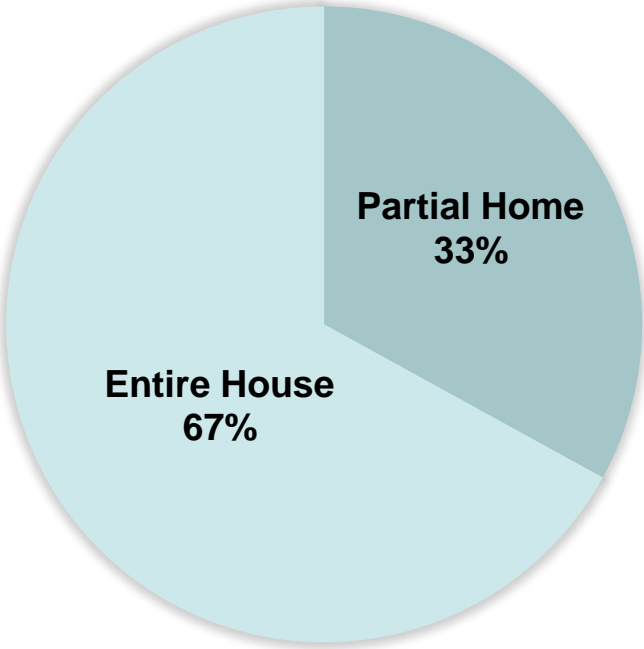
- Current LUMO regulations predate rise of STRs
- Health & safety concerns
- Potential missed occupancy tax revenue
- Limited staff capacity for enforcement

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Listing Type



Unit Type



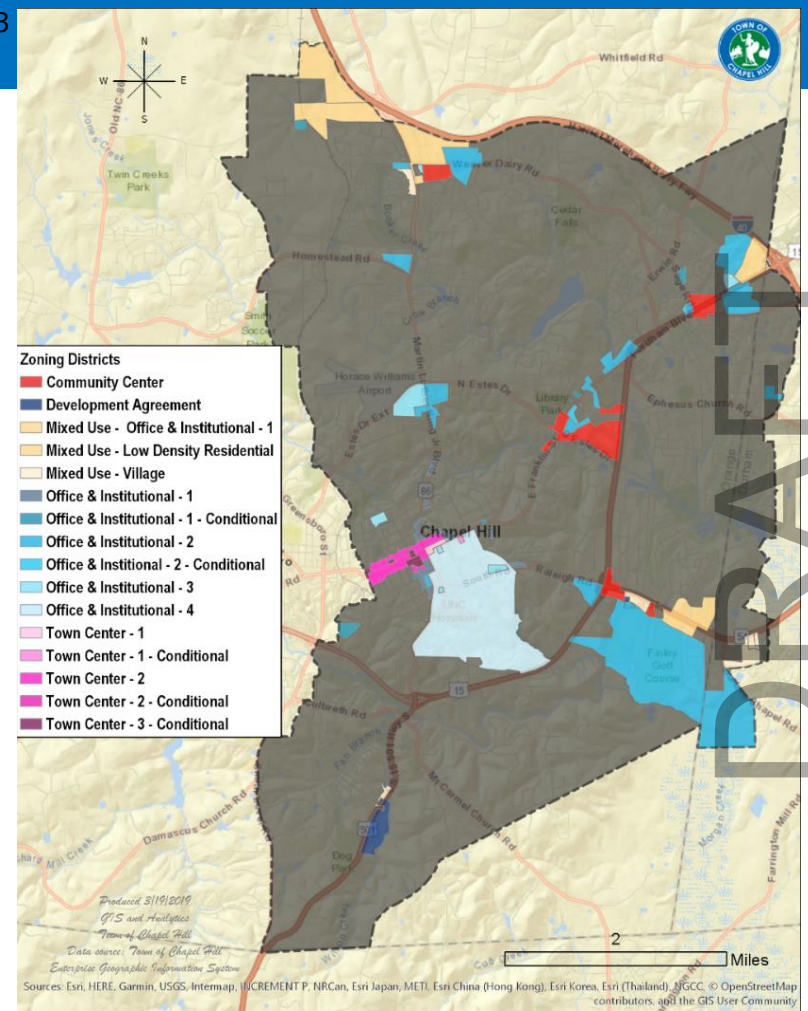
DRAFT



- Short-Term Rental
 - Hosted
 - Unhosted
 - Dedicated Vacation Rental
- Home Occupation
- Tourist Home
- Overnight Lodging

DRAFT

Zoning Districts Permitting Tourist Home



- Limited staff capacity
 - One zoning compliance officer for town
- Software to aid in enforcement:
 - \$5,000-\$25,000/year
 - Administrative support to staff
 - Additional staff time required

DRAFT

Short Term Rentals: Recommended Staff Approach

Short Term:

1. Education, Outreach, & Soft Enforcement

- Design a webpage & handout
- Inform property owners of complaint(s) and applicable requirements

Next 6-12 Months:

2. Ordinance Update

- Conduct community outreach
- Open house(s)
- Facilitated meeting(s)
- Determine key provisions
- Draft updated standards
- Present for Planning Commission review; Town Council approval

Next 15-18 Months:

3. Education & Enforcement

- Education on new ordinance
- Zoning Compliance Notice of Violations

DRAFT

- NCLM reports possibility of state STR legislation
- Could preempt local governments from establishing jurisdiction-specific STR regulations
- No specific bill filed on this topic; language could be included in other legislation

DRAFT

- Adopt resolution R-__ that would authorize the town manager to:
 - Focus on education and enforcement
 - Develop updated standards with input from community stakeholders
 - Delay the effective date to allow for an education campaign
 - Potentially solicit proposals for third party support

DRAFT



DRAFT

Discussion & Feedback

A RESOLUTION AUTHORIZING THE DRAFTING OF AN ORDINANCE FOR SHORT-TERM RENTALS WITH AMENDMENTS TO THE LAND USE MANAGEMENT ORDINANCE (2019-06-19/R-6)

WHEREAS, the Land Use Management Ordinance (LUMO) was adopted prior to the recent growth in short-term rentals available in the community; and

WHEREAS, staff has been researching the growing phenomenon of short-term rentals (STRs), including gathering information on the number of STRs in Chapel Hill, municipal regulations for this use, key ordinance provisions, potential missed revenue, and enforcement strategies; and

WHEREAS, staff has been coordinating on this topic with other stakeholders, including the Chapel Hill/Orange County Visitors Bureau, to share information and coordinate opportunities for public outreach; and

WHEREAS, staff made a background presentation on STRs to the Council Committee on Economic Sustainability on June 7, 2019; and

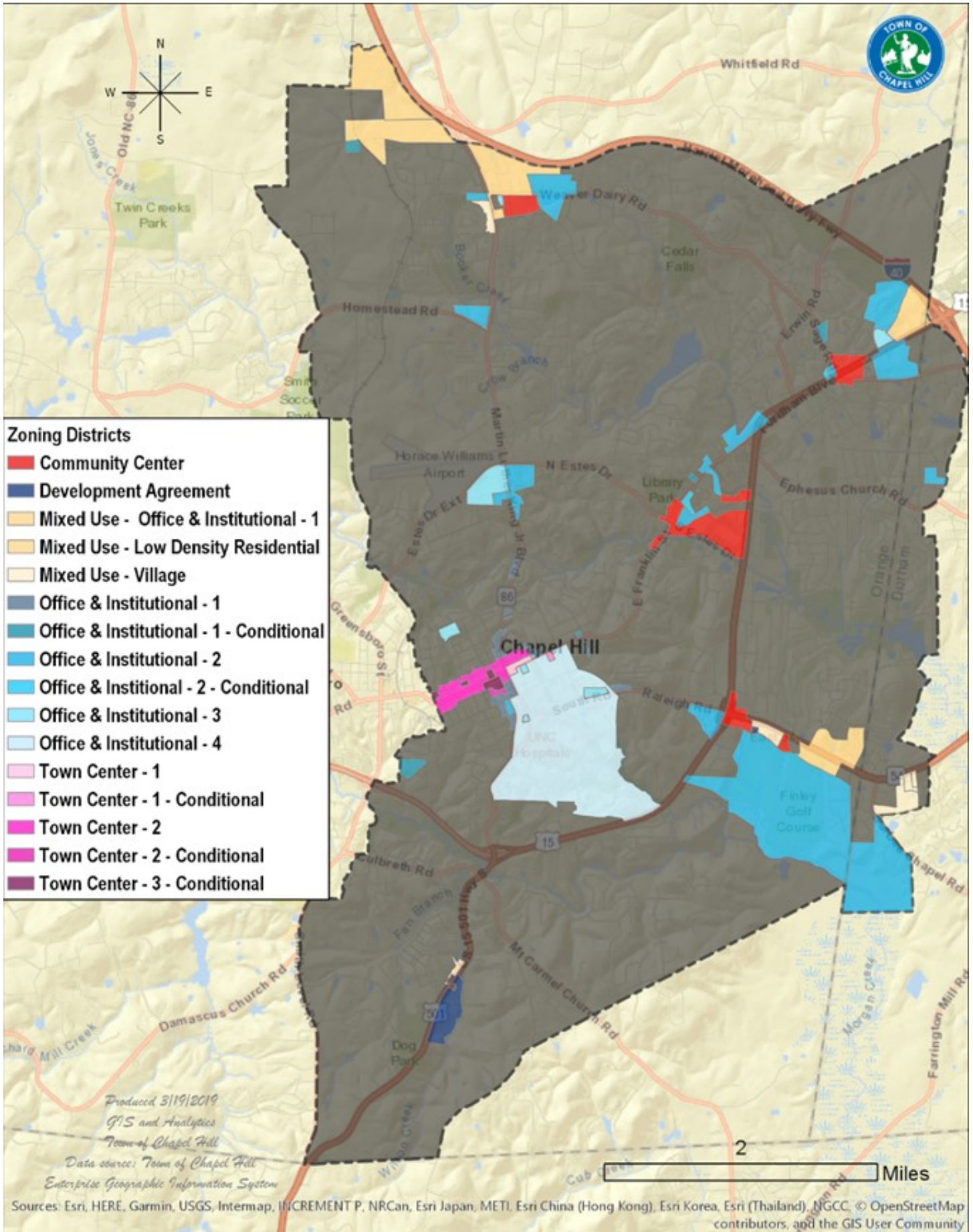
WHEREAS, the Council believes that the community would benefit from an updated framework for addressing STRs that is informed by substantial input from stakeholders in the community.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Town Manager to:

- 1) Develop updated standards for STRs for Council consideration with input from community stakeholders; and
- 2) Conduct short-term enforcement efforts consistent with Council direction provided at this meeting; and
- 3) Conduct an education campaign on any new STR standards adopted prior to their implementation; and
- 4) Explore possible assistance from third party vendors who can help with local STR identification and enforcement, and evaluate potential cost recovery through a new STR annual permitting fee from operators.

This the 19th day of June, 2019.

Zoning Districts Permitting Tourist Home





TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 9., **File #:** [19-0595], **Version:** 1

Meeting Date: 6/19/2019

Update on the UNC Health Care Eastowne Development Agreement Proposal.

See Staff Report on next page.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTER: Ben Hitchings, Planning Director
Judy Johnson, Planning Operations Manager


RECOMMENDATION: That the Council receive the update and provide input as the project moves to the scenario development phase.



UPDATE ON THE UNC HEALTH CARE EASTOWNE DEVELOPMENT AGREEMENT PROPOSAL

STAFF REPORT

TOWN OF CHAPEL HILL PLANNING DEPARTMENT
 Ben Hitchings, Director
 Judy Johnson, Operations Manager
 Becky McDonnell, Planner II
 John Richardson, Community Resilience Officer

<p>PROPERTY ADDRESS US 15-501 and Eastowne Drive</p>	<p>BUSINESS MEETING DATE June 19, 2019</p>	<p>APPLICANT UNC Health Care</p>
<p>UPDATE Tonight UNC Health Care will provide an update on the visioning and brainstorming phase of the Development Agreement, which is the first step in a four-phase process.</p>		
<p>STAFF'S RECOMMENDATION That the Council receive the update and provide input as the project moves to the scenario development phase.</p>		
<p>PROCESS</p> <p>Since the Development Agreement process began, the Council Eastowne Committee (Council Committee) held one meeting with the UNC Health Care Development team and a separate internal public meeting to discuss negotiation considerations. Additionally, UNC Health Care conducted a walking tour of the site, a sustainability workshop, and a community open house.</p> <p>UNC Health Care has held meetings with the Town's Advisory Boards, including the Community Design Commission, Environmental Stewardship Advisory Board, Housing Advisory Board, Planning Commission, Stormwater Management Utility Advisory Board, and Transportation and Connectivity Advisory Board. Each board has offered input and feedback on the proposal. Each board also designated a champion to represent its board as part of a UNC Health Care Development Agreement Joint Advisory Board.</p> <p>The Council Committee began crafting an Eastowne Negotiation Framework to be used as part of the development of preliminary design scenarios. The Framework uses the Town principles, identified at the March 13, 2019¹ Council meeting, and key considerations to establish metrics and standards to be used in the scenarios. Town staff are currently meeting with each of these advisory boards to get their input on the draft Negotiation Framework.</p>	<p>DECISION POINTS</p> <p>Tonight's discussion is to provide input as the project moves to the scenario development phase. In this phase, the Council and the applicant will jointly identify several scenarios for analysis and review using agreed-upon principles and input.</p> 	
<p>ATTACHMENT</p>	<ol style="list-style-type: none"> 1. Staff Presentation (to be distributed) 2. Town of Chapel Hill Eastowne Development Agreement Negotiation Framework 3. Development Agreement Schedule 	

¹ <https://chapelhill.legistar.com/LegislationDetail.aspx?ID=3881153&GUID=C40CCE8E-EC1B-4A0A-BCC6-7B0CA3411009>

Eastowne Negotiation Framework

	Town Principles	Key Considerations	Options/Metrics
A. Placemaking			
1)	High-quality gateway into Chapel Hill on US 15-501		
2)	High quality landscaping and buffering	<ul style="list-style-type: none"> What percentage of green spaces and tree canopy coverages will be required? 	Maintain as many existing trees on-site as possible
3)	Significant green space amenities		
4)	Quality urban design	<ul style="list-style-type: none"> What is the overall nature of the area – village, campus, other? What type of massing will be accepted and how will that be expressed? How many buildings will be allowed? 	Wrap parking decks; Design Guidelines
5)	Attractive buildings with appropriate building height, particularly at edge of property as it interfaces with surrounding development	<ul style="list-style-type: none"> What level of building heights will be permitted and how will that vary across the site? 	
6)	High-quality design standards and streetscapes	<ul style="list-style-type: none"> What level of density is desired and how will that be expressed? Tradeoffs between density and green spaces 	Wrap parking decks; Design Guidelines
7)	Sense of place throughout project	<ul style="list-style-type: none"> Other amenities? 	Farmers Market location Shared conference room spaces
B. Suitable Public Infrastructure for Development			
1)	Roadway capacity needs based on all anticipated development	<ul style="list-style-type: none"> Standards for assessing traffic and congestion-how to address in the context of overall area development. What mitigation will be required? 	Traffic Level of Service (LOS) standards
2)	Sequencing of development based on transportation capacities	<ul style="list-style-type: none"> Standards for assessing traffic and congestion – how to address in the context of overall area development. What mitigation will be required? 	

		<ul style="list-style-type: none"> • Level of parking required – where/how to accommodate? 	
3)	Multi-modal infrastructure	<ul style="list-style-type: none"> • Eastowne to be connected to the rest of the Town (and the UNC main campus) via transit, bike, and ped? 	Transit hub/BRT incorporated into design
4)	Appropriately designed and placed utilities		
5)	Connections to broader community		Engage with nearby properties and Durham
C. Sustainable Design			
1)	Ecological assessment and environmental mapping		
2)	Climate resilient and net-positive energy buildings	<ul style="list-style-type: none"> • What requirements for alternative/renewable energy sources? 	
3)	Green infrastructure		
4)	Minimizes carbon footprint	<ul style="list-style-type: none"> • What energy efficiency standards to be applied to buildings? 	
5)	Maximizes clean and renewable energy opportunities		
D. Walkable Design			
1)	Linked pedestrian and bicycle network throughout project, with connections to adjacent properties and other parts of town	<ul style="list-style-type: none"> • Eastowne to be connected to the rest of the Town (and the UNC main campus) via transit, bike, and pedestrian? • Minimize the need for/use of private automobiles 	Include plan for pedestrian bridge over US 15-501
2)	Strong connections to transit and other parts of town	<ul style="list-style-type: none"> • Additional transit will be required to service Eastowne, who will provide them, and who will pay? • Eastowne become the transit hub for the area (vs. Gateway) given the discontinuation of light rail and the uncertainty over what comes next? 	Use of parking decks as Park and Ride for special events
3)	Development that supports alternative transportation designs over time	<ul style="list-style-type: none"> • Provisions for transit, including ride share and other modalities, on site. 	Transit hub with connections to campus
4)	Walkable streetscape along Eastowne Drive	<ul style="list-style-type: none"> • How will the internal transportation/road/bike-ped network be and how will buildings be placed relative 	Design Guidelines

		to this network? Will there be defined frontages and what will they be? <ul style="list-style-type: none"> Minimize the need for/use of private automobile 	
E. Enhance the Natural Environment			
1)	Stream corridor improvement and restoration	<ul style="list-style-type: none"> How will environmentally sensitive areas (natural heritage areas) be dealt with? 	Biodiversity standards
2)	Water quality improvements		
3)	Effective stormwater management measures including reuse		Design to incorporate Jordan Lake standards
F. Support Community Prosperity			
1)	Affordable employee housing options		
2)	Employment opportunities		
3)	Significant contributions to public revenues/impacts on Town services	<ul style="list-style-type: none"> Municipal-type services to be provided by Town or UNC – how will the Town be paid? Other financial considerations to apply – including payment-in-lieu 	Retail/commercial spaces on-site; Farmers Market
4)	Wellness opportunities		Public places/playground

Eastowne Development Agreement Timeline

Date/Location	Description
Phase I – Visioning (continuation)	
June 3, 2019	Council Committee Meeting Conclude Phase I and provide final feedback
June 19, 2019 7:00pm Council Chambers, Town Hall	Town Council Meeting Eastowne Team to provide a summary of Phase I and introduction to Phase II
Phase II – Plan Scenarios	
Tuesday, June 11, 2019 7:00pm, 2 nd Floor Training Room	Environmental Stewardship Advisory Board Provide feedback on Negotiation Framework
Tuesday, June 11, 2019 6:30pm, 1 st Floor Conf. Room	Housing Advisory Board Provide feedback on Negotiation Framework
Tuesday, June 18, 2019 7:00pm, Council Chambers	Planning Commission Provide feedback on Negotiation Framework
Tuesday, June 25, 2019 6:30pm, Council Chambers	Community Design Commission Provide feedback on Negotiation Framework
Tuesday, June 25, 2019 6:00pm, Library Room B	Stormwater Management Utility Advisory Board Provide feedback on Negotiation Framework
Tuesday, June 25, 2019 7:00pm, 1 st Floor Conf. Room	Transportation and Connectivity Advisory Board Provide feedback on Negotiation Framework
July 22, 2019 1:00pm, Library Room B	Council Committee Meeting Discuss scenario characteristics
August 8, 2019 10:30am, 1 st Floor Conf. Room	Technical Review Team Meeting (Town Staff) Provide initial feedback on possible scenarios
August 8, 2019 6:00pm, Library Room B	Joint Advisory Board Meeting with Consultants Provide initial feedback on possible scenarios and Framework
August 16, 2019 9:00am, Library Room B	Council Committee Meeting Discuss possible scenarios
August 22, 2019 6:00pm, Library Room B	Community Meeting / Open House
September 16, 2019 9:00am, Library Room B	Council Committee Meeting Eastowne Team to present preliminary scenario analysis
September 25, 2019 7:00pm, Council Chambers	Town Council Meeting Eastowne Team to present scenarios and preliminary analysis to Town Council
Week of October 7, 2019 (TBD)	Council Committee Meeting Discuss and describe preferred scenario
October 14, 2019 6:00pm, Library Room B	Joint Advisory Board Meeting Provide feedback on preferred scenario

October 15, 2019 2:00pm, 1 st Floor Conf. Room	Technical Review Team Meeting (Town Staff) Provide feedback on preferred scenario
October 21, 2019 6:00pm, Library Room B	Community Meeting / Open House
Week of October 21, 2019 (TBD)	Council Committee Meeting Provide final feedback on preferred scenario
October 30, 2019	Preferred Scenario Public Presentation Eastowne Team to present preferred scenario
October 30, 2019 7:00pm, Council Chambers	Town Council Meeting Conclude Phase II and provide final feedback
Phase III – Plan Refinement	
TBD	TBD
Phase IV – Finalize Development Agreement	
TBD	TBD



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 10., File #: [19-0596], Version: 1

Meeting Date: 6/19/2019

Discuss Affordable Housing Goals for Rental Housing Development.

Staff:

Loryn Clark, Executive Director
Sarah Osmer Viñas, Assistant Director
Nate Broman-Fulks, Affordable Housing Manager
Emily Holt, Affordable Housing Development Officer

Department:

Housing and Community

Overview: The Town Council has expressed interest in developing an equitable and predictable formula and procedure for determining payments-in-lieu for rental housing development. This item:

1. Provides an overview of the Town's historical approach to negotiating affordable housing contributions for rental housing; and,
2. Reviews benchmarking research and findings; and,
3. Proposes a framework of guiding principles and goals for affordable housing in new rental housing development going forward. The establishment of these goals could then be used as a guide to inform the development of payment-in-lieu formula options for Council consideration.

We anticipate returning to the Council in the fall of 2019 with formula options.



Recommendation(s):

That the Council review and provide direction on the intended affordable housing goals for new rental housing development.

Background:

- The [Affordable Housing Policy <http://www.townofchapelhill.org/home/showdocument?id=24578>](http://www.townofchapelhill.org/home/showdocument?id=24578) adopted by the Council originally in 2000 and amended in 2009 states:

"It is the expectation of the Council that applicants seeking approval of rezoning applications containing a residential component will incorporate a "15% affordable" feature into their plans, and that mechanisms will be proposed to assure ongoing affordability of these so-designated dwelling units. At its discretion, the Council may accept a payment-in-lieu of all or part of the affordable housing obligation. The payment amount shall be established by Resolution."

This policy is applicable in cases where a rezoning is requested to increase residential density above what is allowed under the existing zoning for the property.

- To date, the Council has negotiated affordable housing in rental housing development in a variety of ways and for a variety of payment-in-lieu amounts. The Council has expressed an interest in establishing a consistent, predictable formula to serve as a guide for future negotiations.
- In February of 2018, the Town Council evaluated several payment-in-lieu formulas, including one recommended by the Housing Advisory Board. At that meeting, the Town Council expressed a desire to establish goals for the payment-in-lieu formula before approving a formula.
- Since the last Council discussion, staff researched the goals/guiding principles established by other

municipalities and solicited input from market-rate and affordable housing developers, and the Affordable Housing Coalition.







- The Housing Advisory Board (HAB) reviewed the research findings and input, and discussed potential goals over several meetings. This process resulted in the HAB's recommended *Guiding Principles for Considering Affordable Housing in New Rental Housing Development (attached)*.
- Alternatives to providing affordable housing units onsite are intended to be agreed to by a property owner/applicant and the Town when an application is submitted for rezoning. The alternatives to on-site affordable units are offered by a property owner/applicant in conjunction with the rezoning and any other needed development approval.

Next Steps:

- Based on feedback from the Council, we will continue to evaluate options for establishing a payment-in-lieu formula.
- We would return to the Council in the fall with options and a recommendation for consideration.

Fiscal Impact/Resources: Payments-in-lieu and affordable housing contributions generate funding for the Town's Affordable Housing Fund.

Council Goals:

<input checked="" type="checkbox"/>		Create a Place for Everyone	<input type="checkbox"/>		Develop Good Places, New Spaces
<input type="checkbox"/>		Support Community Prosperity	<input type="checkbox"/>		Nurture Our Community
<input type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration



Attachments:

- Draft Staff Presentation
- Housing Advisory Board Recommendation
- Research Overview

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTER: Sarah Osmer Viñas, Assistant Director, Office for Housing and Community
Nate Broman-Fulks, Affordable Housing Manager

RECOMMENDATION: That the Council review and discuss the intended affordable housing goals in new rental housing development.

GOALS FOR AFFORDABLE HOUSING IN RENTAL HOUSING DEVELOPMENT

DRAFT

Town Council Business Meeting
June 12, 2019



Agenda

1. Background

2. Research Overview

3. Discuss Potential Goals

4. Next Steps



Goal

- High level discussion on the Council's goals for affordable housing in new rental housing development

Council Consideration

- Provide feedback on draft affordable housing goals in new rental housing developments

DRAFT

Background

- Affordable Housing Policy (2000, 2009)
- Petition from Council (2017)
- Range of previously approved affordable housing components and contributions
- Council Discussion (Feb 2018)

DRAFT

Council Questions from Work Session

- Is the goal to create units on-site or receive payment to produce off-site?
- What is the target affordability level?
- What have other municipalities done?

DRAFT

Research Findings

1. What is the main goal for the affordable housing policy?
 - *Most jurisdictions aim for on site units*
2. What should the payment-in-lieu amount be based on?
 - *Cost of construction is most common underlying basis for payment formulas*

DRAFT

Research Findings

3. What is a reasonable percentage of units to expect on-site?
 - *16% is the average expectation of jurisdictions analyzed*

4. What affordability levels are being targeted?
 - *60-65% AMI households are most typically targeted*

DRAFT

Housing Advisory Board Recommendations

DRAFT GOAL:

- 15% of units on-site affordable to households at 60% AMI and below

DRAFT

Draft Principles – Units On-Site

- Physically indistinguishable from and comparable mix of development
- Affordability for at least a 30-year period
- Properties accept housing vouchers
- May seek partnerships with affordable housing developers to identify creative opportunities to produce units on-site
- Households not entirely comprised of full-time students
- Promote access to housing, including households with credit and criminal issues

DRAFT

Draft Principles – Alternatives to On-Site

- A payment-in-lieu, or other alternative may be considered when:
 - Providing units onsite would create an unreasonable financial hardship
 - Payment would directly provide an equivalent or greater amount of affordable units in a way that better achieves the Town's affordable housing goals

DRAFT

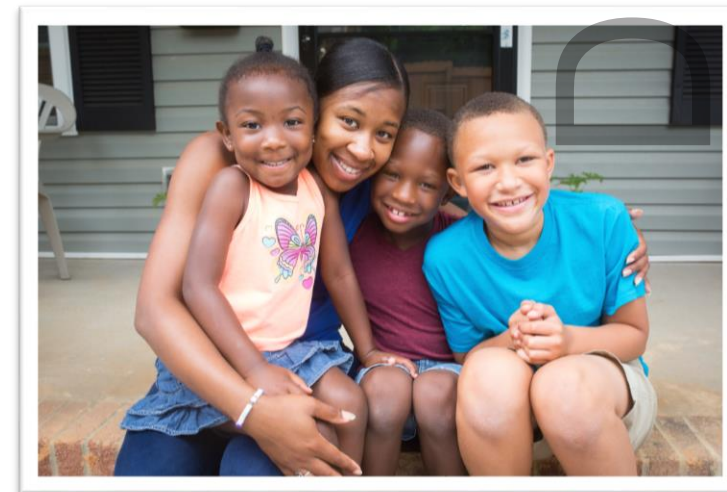
Draft Principles – Payment-in-Lieu

- The payment amount should be based on:
 - The cost to provide an equivalent number of affordable housing units off site to households at 60% AMI and below

DRAFT

Discussion Questions

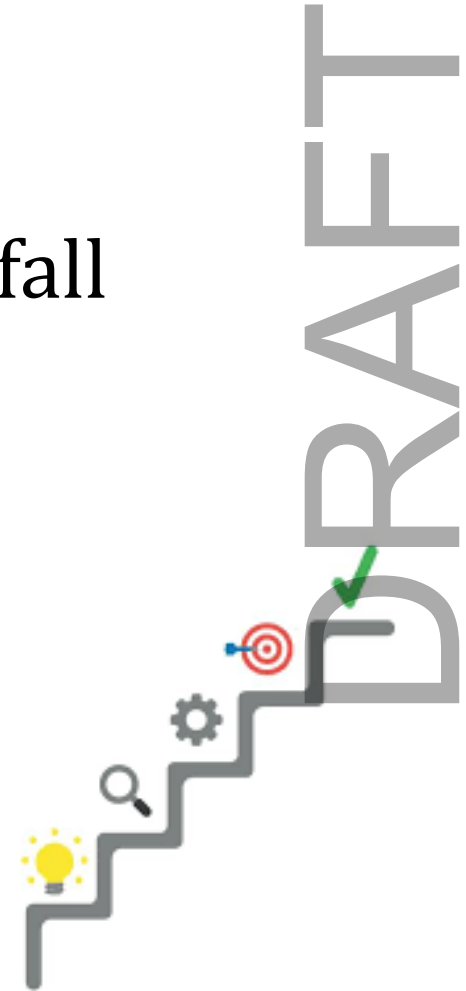
1. What feedback do you have on the HAB's recommendation?
2. What do you see as the overarching goal?
3. Is there anything missing in the HAB's recommendation?



RAAF

Next Steps

- Incorporate Council Feedback
- Present Payment-in-Lieu Options to Council in the fall



GOALS FOR AFFORDABLE HOUSING IN RENTAL HOUSING DEVELOPMENT

DRAFT

Town Council Business Meeting
June 12, 2019





Guiding Principles for Considering Affordable Housing in New Rental Housing Development



Housing Advisory Board Recommendations June 2019

Goal

- The goal is to provide 15% of units on-site in new rental developments as affordable units for households with an income at 60% of the Area Median Income (AMI) and below.

Principles

- Strong preference to receive the units on site rather than payments in lieu
- On-site Units
 1. Units should be physically indistinguishable from and of comparable mix to the rest of the development and interspersed throughout the development
 2. Affordable for at least a 30-year period
 3. May seek partnerships with affordable housing developers to create affordable housing on-site or pursue other creative solutions to create affordable housing on-site
 4. Properties to accept housing vouchers
 5. Dedicate all affordable units to households that are not comprised entirely of full-time students
 6. Promote access to housing, including by considering extenuating circumstances for applicants who may have criminal or credit issues
- Payments-in-Lieu
 1. A payment-in-lieu of affordable units on site may be considered when:
 - The applicant is able to clearly demonstrate that providing units onsite would create an unreasonable financial hardship; or
 - The applicant is able to clearly demonstrate that the payment-in-lieu would directly provide an equivalent or greater amount of affordable units in a way that better achieves the Town's affordable housing goals than providing units on-site.
 2. The payment should be based on the cost to provide an equivalent number of affordable housing units off site to households at 60% AMI and below.



Guiding Principles for Affordable Housing in New Rental Housing Development

Summary of Benchmarking Research

Overview

Staff conducted national benchmarking research on the underlying principles and policies for jurisdictions with inclusionary housing policies. This research was conducted to assist in guiding the Town's thinking in formulating guiding principles and goals for affordable housing in new rental housing development. The purpose of this document is to outline the findings from the benchmarking research.

Research Questions and Findings

Question 1: What is the main goal for the affordable housing policy?

Key Findings:

- a. Most jurisdiction's goal is to receive units on site
- b. Boulder has been successful in using payments to develop units, although with land becoming more scarce they are having more challenges with this
- c. Chicago's goal is largely dependent on the amount of affordable housing in the surrounding area of the development

Question 2: What should the payment-in-lieu amount be based on?

Key Findings:

- a. Most of the jurisdictions base their payment amount on the cost of constructing an affordable unit
- b. Three of the jurisdiction's payment amount vary based on the amount of affordable housing in the area and housing costs

Question 3: What is a reasonable percentage of units to expect on-site?

Key Findings:

- a. 16% was the average percentage of affordable units expected in new rental development for the jurisdictions researched
- b. Some jurisdictions had expectation ranges based on the amount of affordable housing in the area. For example, if a new development was in an area with little existing affordable housing, they would be expected to include a higher percentage of affordable housing.
- c. Four of the jurisdictions had ranges up to 20% or higher

Question 4: What affordability levels are being targeted?

Key Findings:

- a. Most jurisdictions targeted household income levels at 60-65% area median income (AMI) or below
- b. Three jurisdictions targeted a range of incomes, ranging from 50-130% AMI



Summary of Research Findings

Jurisdiction	Main Goal: Receive Units or Payment		Basis for Payment Amount			% Affordable Units Expected	Targeted Affordability Level
	Units on Site	Payment	Cost of Construction	Subsidy Required	Varies by Type or Location of Development		
Boulder, CO		X	X			25%	60% AMI
Burlington, VT	X			X		15-25%	65% AMI
Cambridge, MA	X		X			20%	65% AMI
Chicago, IL					X	10%	60% AMI
Fairfax County, VA	X				X	5-20%	60-100% AMI
San Francisco, CA	X		X			12%	55-130% AMI
Santa Fe, NM	X		X		X	15%	50-80% AMI

Policy Links

- Boulder
 - <https://bouldercolorado.gov/housing/inclusionary-housing>
- Burlington
 - <https://www.burlingtonvt.gov/CEDO/Inclusionary-Zoning>
- Cambridge
 - <https://www.cambridgema.gov/CDD/housing/fordevelopersandpropmanagers/inclusionarydevelopers>
- Chicago
 - <https://www.chicagorealtor.com/advocacy/advocacy-resources/affordable-requirements-ordinance-aro-faqs/>
- Fairfax County, VA
 - <https://www.fairfaxcounty.gov/housing/resources/affordable-dwelling-unit-program-resources-developer>
- San Francisco
 - <https://sfmohcd.org/inclusionary-housing-program-fee-schedule>
- Santa Fe
 - https://www.santafenm.gov/affordable_housing



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
Boulevard
Chapel Hill, NC 27514

Item Overview

Item #: 11., **File #:** [19-0597], **Version:** 1

Meeting Date: 6/19/2019

Concept Plan Review: Bridgepoint, 2214 & 2312 Homestead Road.

See the Staff Report on the next page.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTER: Michael Sudol, Planner II

- a. Review of process
- b. Presentation by the applicant
- c. Comments from the Community Design Commission
- d. Comments from the public
- e. Comments and questions from the Mayor and Town Council
- f. Motion to adopt a resolution transmitting Council comments to the applicant.

RECOMMENDATION: That the Council adopt the attached resolution transmitting comments to the applicant regarding the proposed development.



CONCEPT PLAN REVIEW: Bridgepoint, 2214 & 2312 Homestead Road (Project #19-046)

STAFF REPORT

TOWN OF CHAPEL HILL PLANNING DEPARTMENT
 Ben Hitchings, Director
 Judy Johnson, Operations Manager
 Michael Sudol, Planner II

<p>PROPERTY ADDRESS 2214 & 2312 Homestead Rd.</p>	<p>DATE June 19, 2019</p>	<p>APPLICANT Advanced Civil Design, Inc.</p>
<p>STAFF'S RECOMMENDATION That the Council adopt the attached resolution transmitting comments to the applicant regarding the proposed development.</p>		
<p>PROCESS</p> <ul style="list-style-type: none"> The Council has the opportunity tonight to hear this applicant's presentation, receive input from the Community Design Commission and Housing Advisory Board, hear public comments, and offer suggestions to the applicant. Because this is a Concept Plan submittal, statements by individual Council members this evening do not represent a commitment on an official position if the Council considers a formal application. The Community Design Commission reviewed a concept plan for this site on May 28, 2019. The Housing Advisory Board reviewed a concept plan for this site on May 14, 2019. 	<p>DECISION POINTS</p> <ul style="list-style-type: none"> A Special Use Permit (SUP) modification would typically be required with the submission of a formal application. Alternatives include Conditional Zoning or a Development Agreement. <p>Staff advised the applicant to discuss their preferred process with you tonight.</p>	
<p>PROJECT OVERVIEW</p> <p>The Concept Plan proposes construction of a Residential development consisting of 54 townhome lots and up to 121,100 square feet of floor area on the 9.2-acre site, with a density of 5.87 units per acre.</p> <p>The site is currently zoned Residential-5-Conditional (R-5-C), the result of a previous Special Use Permit that was approved for 99,978 square feet of floor area and up to 32 dwelling units, but was not constructed. The applicant is proposing a modification to the existing Special Use Permit while maintaining the current zoning designation.</p> <p>The developer is requesting a combination of physical development improvements and a payment-in-lieu to satisfy the affordable housing requirements. The physical improvement aspect of this request includes construction of an entrance and traffic circle for the Town's affordable housing project on the parcel immediately adjacent to the west.</p>	<p>PROJECT LOCATION</p> <p>2214 & 2312 Homestead Road Concept Plan Notification</p> <p>1000' Notification Boundary for Parcels 9870-91-4489 & 9870-91-9528</p>	
<p>ATTACHMENTS</p>	<ol style="list-style-type: none"> Resolution Draft Staff Presentation Application Materials Plan Set Advisory Board Comments 	

A RESOLUTION TRANSMITTING COUNCIL COMMENTS ON A CONCEPT PLAN FOR BRIDGEPOINT, 2214 & 2312 HOMESTEAD ROAD (2019-06-19/R-7)

WHEREAS, a Concept Plan has been submitted for review by the Council of the Town of Chapel Hill for 2214 & 2312 Homestead Road, PINs 9870-91-4489 & 9870-91-9528; and

WHEREAS, the Council has the opportunity tonight to hear this applicant's presentation, receive a set of comments from both the Community Design Commission and Housing Advisory Board, hear public comments, and offer suggestions to the applicant; and

WHEREAS, the Council has heard presentations from the applicant and members of the public; and

WHEREAS, statements by individual Council members this evening are not an official position or commitment on the part of a Council member with respect to the position he or she may take when and if a formal application for development is subsequently submitted to the Council for formal consideration; and

WHEREAS, the Council has discussed the proposal, with Council members offering reactions and suggestions.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council transmits comments to the applicant regarding this proposal, as expressed by Council members during discussions on June 19, 2019 and reflected in minutes of that meeting.

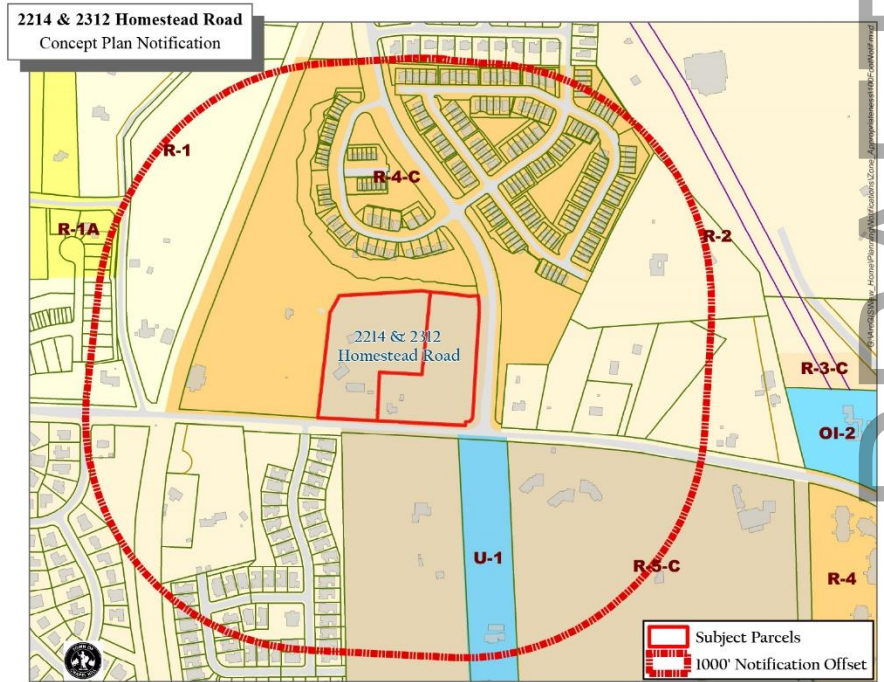
This the 19th day of June, 2019.



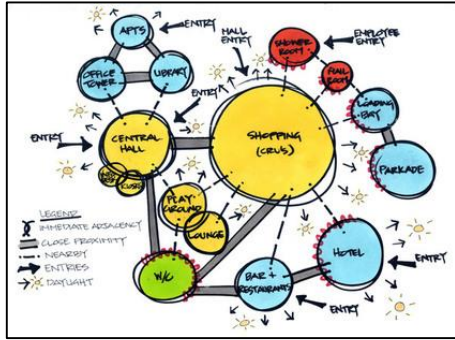
Bridgepoint Concept Plan

Town Council Public Hearing

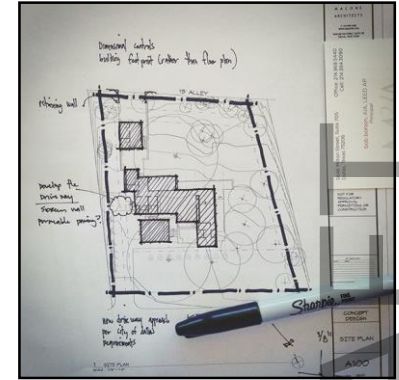
June 19, 2019



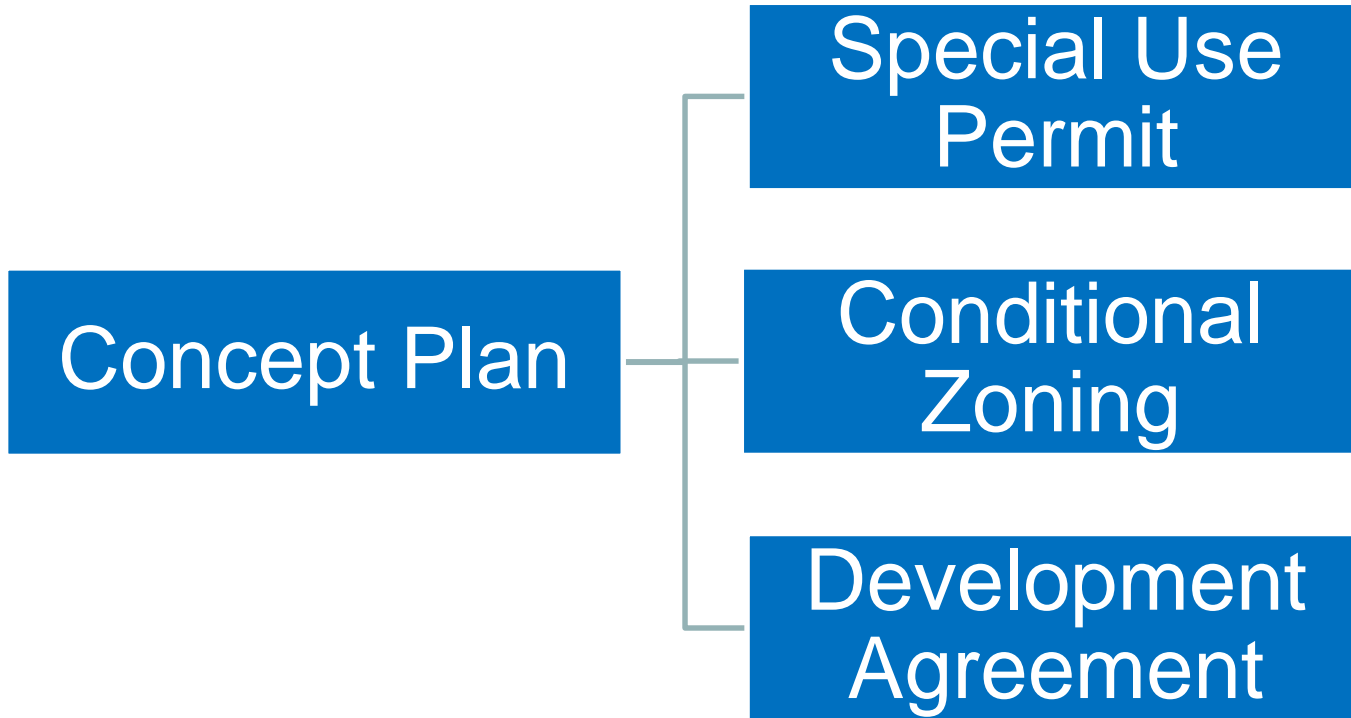
DRAFT



Concept Plans



- **No Decision; Feedback Only**
 - Applicant presents rough initial sketch
 - Staff does not conduct formal review of concept
 - Instead forwards sketch for preliminary feedback

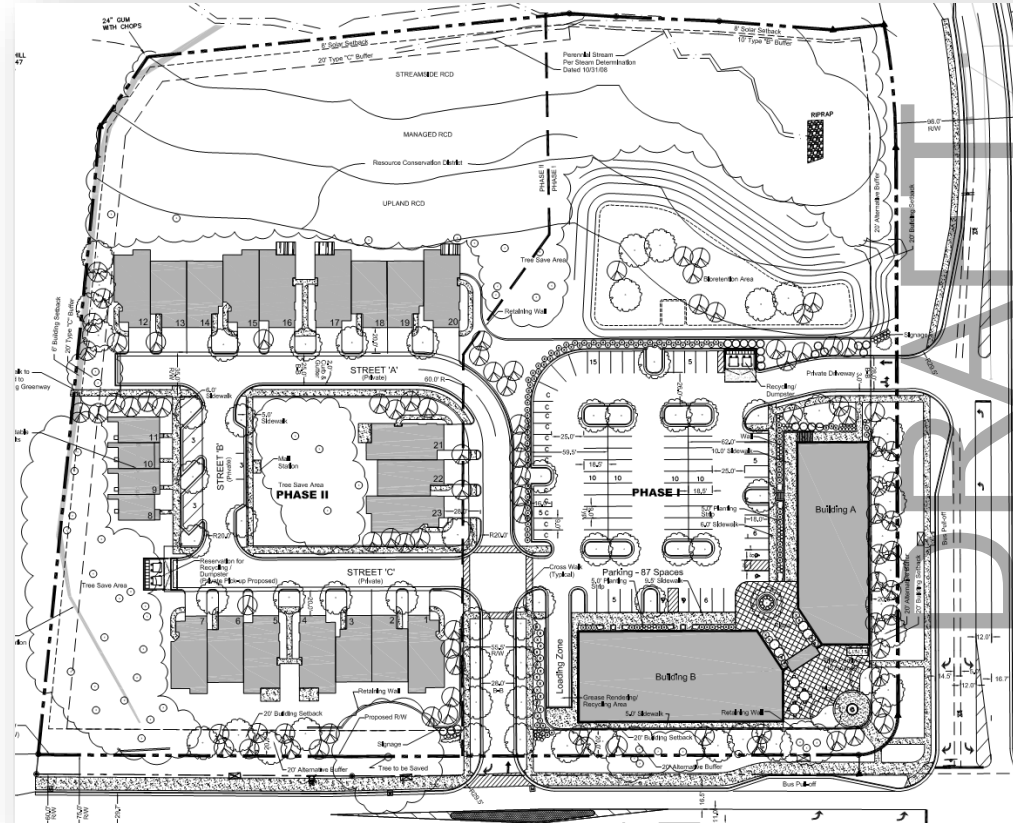


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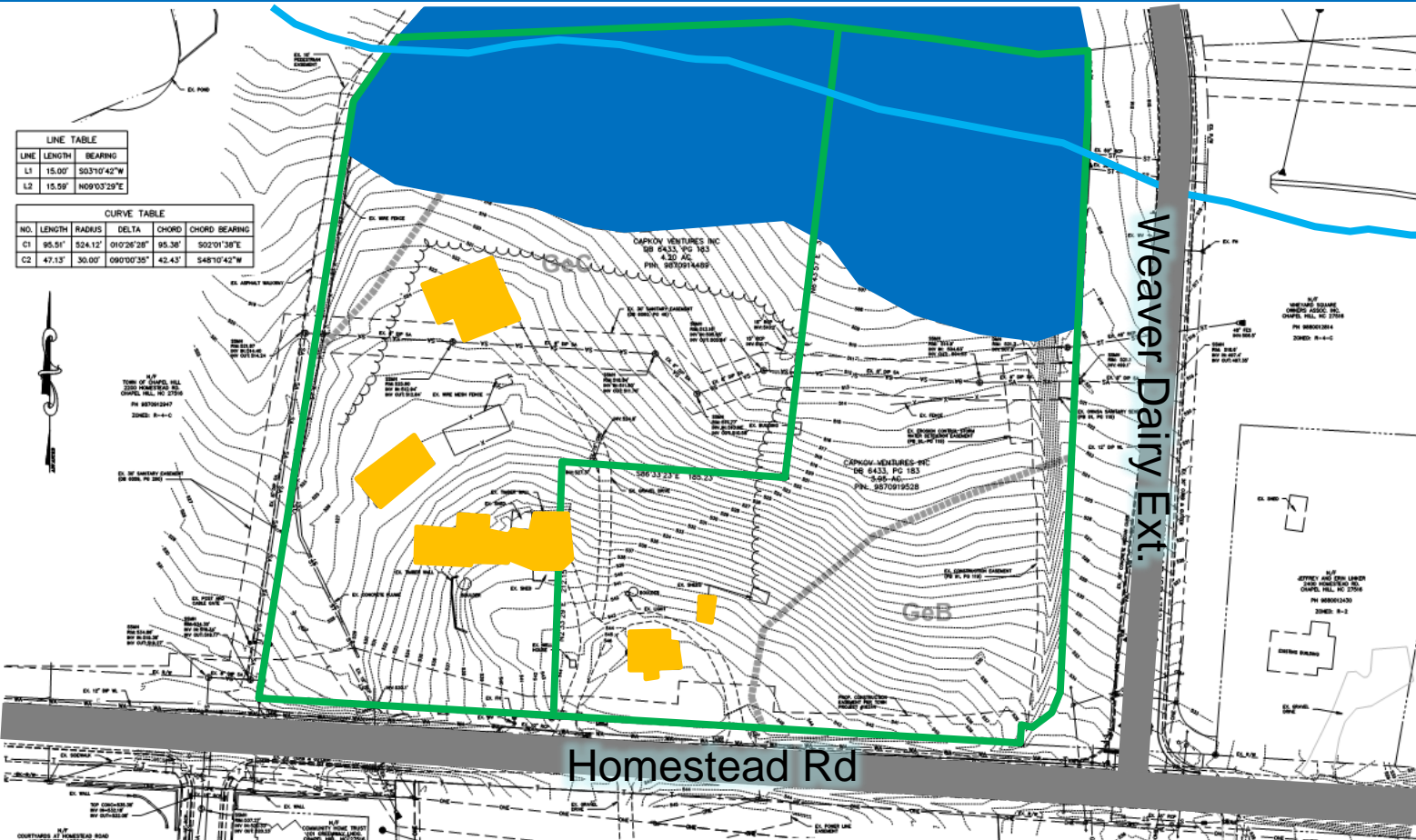
- Adopt a Resolution, transmitting comments to the applicant regarding the proposed development.

DRAFT

- 54 Townhomes proposed
- Up to 121,100 SF of floor area (5.87 units/acre)
- R-5-C, No rezoning
- Proposed construction of entrance and roundabout for adjacent affordable housing project



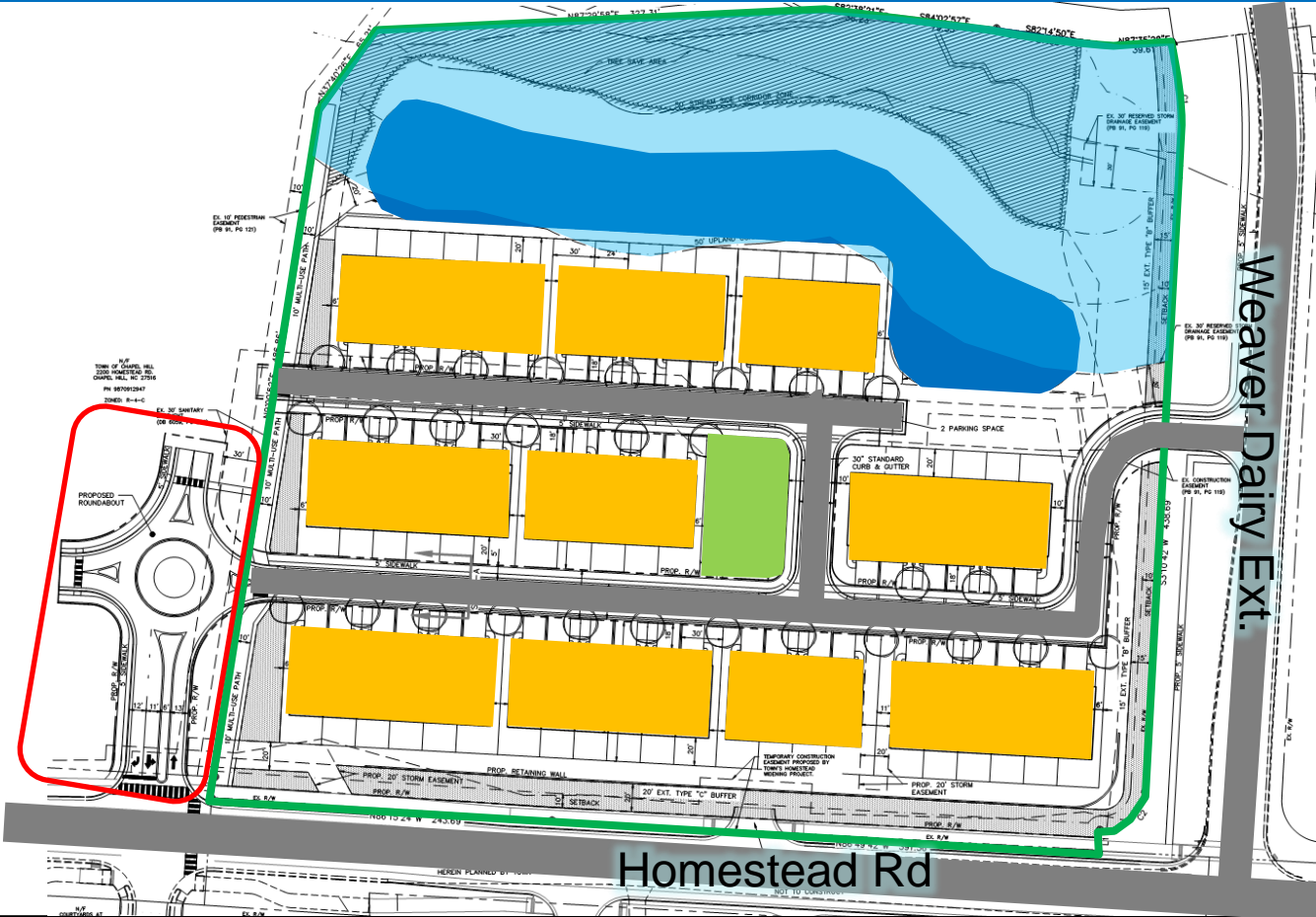
DRAFT



LINE TABLE	
LINE	LENGTH BEARING
L1	15.00' S03°10'42"W
L2	15.99' N09°03'29"E

CURVE TABLE					
NO.	LENGTH	RADIUS	DELTA	CHORD	CHORD BEARING
C1	95.51'	524.12'	01°02'28"	95.38'	S02°01'38"E
C2	47.13'	30.00'	090°00'38"	42.43'	S48°10'42"W





Weaver Dairy Ext.

Homestead Rd

DRAFT

- Coordinate design of the 10' wide multi-use path along Homestead Rd with the Town
- Concern over structures, traditional layout
- Reduce parking to avoid auto-dominant feel
- Ensure affordable housing is integral part of development
- Encourage design that engages the road directly
- Consider breaks in the wall along Homestead Rd.
- Use larger open spaces

DRAFT

- Strongly advocate for Affordable Units to be built on-site
- Limited opportunities left to develop affordable units in Town
- Shared driveway makes sense; applicant and Town should work closely together
- Applicant should clearly demonstrate through financial records why on-site affordable units is not feasible
- Request breakdown of units falling into \$250,000 selling range vs. \$350,000 range

DRAFT

- Adopt a Resolution, transmitting comments to the applicant regarding the proposed development.

DRAFT



Concept Plans are intended to be an opportunity for the Town Council and some Boards and Commissions, and the community to review and consider major development proposals and their potential benefits and impacts. Applicants propose a Concept Plan with the expectation of receiving feedback on their development idea.

The following are questions that the Council may ask of an applicant during the discussion of a Concept Plan. The attached application addresses the topics below. Please contact our staff if you have any questions or if we can provide additional information (planning@townofchapelhill.org)

1. Would this project demonstrate compliance with the Comprehensive Plan?

a. Compliance with:

- Small Area Plan
- Overlay Zone / NCD
- Study Area:
- Land Use Plan

Yes, Bridgepoint demonstrates compliance with the Comprehensive Plan and the Northern Area Task Force Report.

2. Would the proposed project comply with the Land Use map?

Yes, Bridgepoint demonstrates compliance with the Land Use Map.

3. Would the proposed project require a rezoning?

No re-zoning required.

4. What is the proposed zoning district?

The proposed/existing zoning is R-5C.

5. Would the proposed project require modifications to the existing regulations?

No substantive regulations will require modification.

6. If there is a residential component to the project, does the applicant propose to address affordable housing?

- Has the applicant presented its Concept Plan to the Housing Advisory Board (this is a voluntary step in the process)?

The applicant has proposed an affordable housing plan for Bridgepoint as part of the “Developers Program”. The applicant has presented a conceptual affordable housing plan to the Town Staff and will present the proposal to the Affordable Housing Board for feedback.

- Has the applicant met with appropriate Town staff to discuss affordable housing policy, expectations and options?

Town Staff has conveyed the Town’s affordable housing expectations and we have discussed options



- Is the project for ownership or rental?

The town homes in the community will be sold to individual owners.

7. Are there existing conditions that impact the site design (i.e. environmental features such as RCD, slopes, erosion and sedimentation, retention of trees and tree stands, stormwater drainage patterns, significant views into and out of the site)

The Bridgepoint site has proposed preserving 2.44 acres of RCD on the northern portion of the site. The perennial stream protected by the RCD flows from the Town owned property at 2200 Homestead Road from west to east across the Bridgepoint property. The site slopes moderately down from Homestead Road northward. The site has limited areas of steep slopes near Weaver Dairy Extension where the natural grade was filled to build Weaver Dairy Extension.

8. Has the applicant addressed traffic impacts? Traffic and circulation issues?

Yes, the applicant has discussed transportation patterns with Town Staff on several occasions including a meeting with the Technical Review Team which included the Fire Department, Engineering, and Planning.

9. Has the applicant discussed the project with adjacent neighbors?

The applicant has met on several occasions with the Town. The Town is the immediately adjoining neighbor to the west. The applicant will discuss the community with the residents of Vineyard Square and the EPCON community. These two communities are the neighboring communities to the north and south.



CONCEPT PLAN APPLICATION

Parcel Identifier Number (PIN): 9870914489 & 9870919528

Date: April 23, 2019

Section A: Project Information

Project Name: Bridgepoint

Property Address: 2214 & 2312 Homestead Road, Chapel Hill, NC Zip Code: 27516

Use Groups (A, B, and/or C): A Existing Zoning District: R-5-C

Project Description: A residential community with 54 lots designated for townhomes

Section B: Applicant, Owner and/or Contract Purchaser Information

Applicant Information (to whom correspondence will be mailed)

Name: Advanced Civil Design, Inc.

Address: 51 Kilmayne Drive, Suite 105

City: Cary State: NC Zip Code: 27511

Phone: 919-481-6290 Email: crice@advancedcivildesign.com

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

Signature: *Cam Arce* Date: 4/23/2019

Owner/Contract Purchaser Information:

Owner Contract Purchaser

Name: CapKov Ventures, Inc.

Address: P.O. Box 16815

City: Chapel Hill State: NC Zip Code: 27516

Phone: 919-942-8005 (Office) 919-260-7262 Cell Email: ericbchupp@bellsouth.net

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

Signature: *Eric Chupp* Date: 4/23/2019



Concept Plan Overview

Site Description	
Project Name	Bridgepoint
Address	2214 & 2312 Homestead Road Chapel Hill, NC 27516
Property Description	Two adjoining tracts of land that are currently occupied by two detached single-family dwelling units and various accessory structures. The site is partially wooded. The overall site includes a Net Land Area (NLA) of approximately 8.4 acres and a Gross Land Area (GLA) of 9.2 acres.
Existing Land Use	Single Family
Proposed Land Use	Multi-family Townhome
Orange County Parcel Identifier Numbers	9870914489 & 9870919528
Existing Zoning	R-5-C
Proposed Zoning	R-5-C
Application Process	Special Use Modification
Comprehensive Plan Elements	(1) Complements adjacent development; (2) Provides orderly redevelopment to achieve appropriate and compatible use of land; (3) Potential future greenway connections along western portion of site; (4) increases the availability of medium income housing; (5) Limit impervious area as delineated in Table 3.8-1; (5) Maintain the Urban Services Area/Rural Buffer Boundary; and (6) Conserve and protect the natural setting of Chapel Hill.
Overlay Districts	None

Regulatory Land Use Intensity

Design/LUMO Standards		Requirement		Proposal	Status
Sec. 3.7	Use/Density	Maximum 15 Units/Acre		5.87 Units/Acre	
Sec 3.8	Net Land Area	N/A		363,611 SF	
Sec 3.8	Gross Land Area	N/A		399,972 SF	
Sec. 3.8	Dimensional Standards	Street	20'	20'	
		Interior	6'	0'	
		Solar	8'	8'	
Sec. 3.8	Max. Floor area	121,192 SF		121,100 SF	
Sec. 4.5.6	Modification to Regulations	Disturb < 25% of 4:1 slopes		> 25% of manmade 4:1 slopes disturbed	
Sec. 5.5	Recreation Space	19,999 SF		(1) 12,000 SF greenway easement (2) 6,335 Pocket Park (3) 493 LF of multi-use trail	



Site Design

	Design/LUMO Standards	Requirement	Proposal	Status	
Landscape	Sec. 5.6	East (Ex. Weaver Dairy Rd)	30-ft Type D	20-ft Type C Alternate	
	Sec. 5.6	North	10-ft Type B	10-ft Type B (existing vegetation)	
	Sec. 5.6	South (Ex. Homestead Rd)	30-ft Type D	20-ft Type C Alternate	
	Sec. 5.6	West (Prop. Local Street)	15-ft Type B	15-ft Type A Alternate	
	Sec. 5.7	Tree Canopy	1.344 Ac.	1.35 Ac.	
	Sec. 5.11	Lighting Plan (footcandles)	In accordance w/ LUMO Section 5.11	In accordance w/ LUMO Section 5.11	
Environment	Sec. 3.6	Resource Conservation District	150'	150'	
	Sec. 5.18	Jordan Riparian Buffer	N/A	N/A	
	Sec. 5.3.2	Steep Slopes	< 25% of 4:1 slopes disturbed	52% of 4:1 slopes man- made slopes disturbed	
	Sec. 5.4	Stormwater Management	Section 2 of the 2005 Design Manual	Wet Pond	
		Land Disturbance	N/A	390,000 sf	
	Sec. 5.4	Impervious Surface	50%	196,000 (49%)	
	Sec. 5.13	Solid Waste & Recycling	Yes	Town	
Housing	Affordable Housing Proposal, if applicable	8	see attached developers plan		



Design/LUMO Standards		Requirement	Proposal	Status	
Access & Circulation	Sec. 5.8	Street Standards	Yes	25' B/B	
	Sec. 5.8	Vehicular Access	Yes	Two entrances provided	
	Sec. 5.8	Bicycle Improvements	N/A	Bike Lane improvements will be provided along the entire Homestead Road Frontage as part of the Homestead Road Improvement Project	
	Sec. 5.8	Pedestrian Improvements	Yes	Sidewalk Interconnectivity	
	Sec. 5.8	Distance from bus stop	Yes	Approx. 1/4 mile from site at Seymour Center	
	Sec. 5.8	Transit Improvements	N/A	N/A	
	Sec. 5.9	Vehicular Parking Spaces	1.5 per unit	2 per unit	
	Sec. 5.9	Bicycle Parking Spaces	1 per 4 DU	Parking provided in garage	
	Sec. 5.9	Parking Lot Standards	N/A	N/A	
Other		Homeowners Association	Yes	Will provide	
	Sec. 5.5	Recreation Space	19,999 SF	(1) 12,000 SF greenway easement (2) 6,335 Pocket Park (3) 493 LF of multi-use trail	
	Sec. 5.12	Utilities	Yes	Yes	
	Sec. 5.16	School Adequate Public Facilities	Yes	To be included as Stipulation in Resolution A	

Symbol	Meaning	Symbol	Meaning
	Meets Standard	M	Modification necessary
NA	Not Applicable	UNK	Not known at this time



Checklist

The following must accompany your application. Failure to do so will result in your application being considered incomplete. For assistance with this application, please contact the Chapel Hill Planning and Sustainability at (919)968-2728 or at planning@townofchapelhill.org.

<input checked="" type="checkbox"/>	Application fee (refer to fee schedule)	Amount Paid \$	360.00
<input checked="" type="checkbox"/>	Pre-application meeting – with appropriate staff		
<input checked="" type="checkbox"/>	Digital Files - provide digital files of all plans and documents		
<input checked="" type="checkbox"/>	Project Fact Sheet		
<input checked="" type="checkbox"/>	Statement of Compliance with Design Guidelines (2 copies)		
<input checked="" type="checkbox"/>	Statement of Compliance with Comprehensive Plan (2 copies)		
<input checked="" type="checkbox"/>	Affordable Housing Proposal, if applicable (Rezoning Policy or Inclusionary Ordinance)		
<input checked="" type="checkbox"/>	Mailing list of owners of property within 1,000 feet perimeter of subject property (see GIS notification tool)		
<input checked="" type="checkbox"/>	Mailing fee for above mailing list	Amount Paid \$	272
<input checked="" type="checkbox"/>	Developer’s Program – brief written statement explaining how the existing conditions impact the site design. Including but not limited to:		
	<ul style="list-style-type: none"> • Natural features of site • Access, circulation, and mitigation of traffic impacts • Arrangement and orientation of buildings • Natural vegetation and landscaping • Impact on neighboring properties • Erosion, sedimentation, and stormwater 		
<input checked="" type="checkbox"/>	Resource Conservation District, Floodplain, & Jordan Buffers Determination - necessary for all submittals		
<input checked="" type="checkbox"/>	Reduced Site Plan Set (reduced to 8.5"x11")		

Plan Sets (10 copies to be submitted no larger than 24"x36")

Plans should be legible and clearly drawn. All plan sets sheets should include the following:

- Project Name
- Legend
- Labels
- North Arrow (North oriented toward top of page)
- Property Boundaries with bearing and distances
- Scale (Engineering), denoted graphically and numerically
- Setbacks and buffers
- Streams, RCD Boundary, Jordan Riparian Buffer Boundary, Floodplain, and Wetlands Boundary, where applicable



Area Map

- a) Project name, applicant, contact information, location, PIN, & legend
- b) Dedicated open space, parks, greenways
- c) Overlay Districts, if applicable
- d) Property lines, zoning district boundaries, land uses, project names of site and surrounding properties, significant buildings, corporate limit lines
- e) Existing roads (public & private), rights-of-way, sidewalks, driveways, vehicular parking areas, bicycle parking, handicapped parking, street names.
- f) 1,000' notification boundary

Existing Conditions Plan

- a) Slopes, soils, environmental constraints, existing vegetation, and any existing land features
- b) Location of all existing structures and uses
- c) Existing property line and right-of-way lines
- d) Existing utilities & easements including location & sizes of water, sewer, electrical, & drainage lines
- e) Nearest fire hydrants
- f) Nearest bus shelters and transit facilities
- g) Existing topography at minimum 2-foot intervals and finished grade
- h) Natural drainage features & water bodies, floodways, floodplain, RCD, Jordan Buffers & Watershed boundaries

Proposed Site Plan

- a) Existing building locations
- b) General location of proposed structures
- c) Parking areas
- d) Open spaces and landscaped areas
- e) Access points and circulation patterns for all modes of transportation
- f) Approximate locations of trails, pedestrian and bicycle connections, transit amenities, and parking areas
- g) Approximate location of major site elements including buildings, open areas, natural features including stream buffers, wetlands, tree stands, and steep slopes
- h) Proposed land uses and approximate location



PROJECT FACT SHEET

TOWN OF CHAPEL HILL
Planning Department

Section A: Project Information

Use Type: (check/list all that apply)

Office/Institutional Residential Mixed-Use Other: _____

Overlay District: (check all that apply)

Historic District Neighborhood Conservation District Airport Hazard Zone

Section B: Land Area

Net Land Area (NLA): Area within zoning lot boundaries		NLA=	363,595	sq. ft.
Choose one, or both, of the following (a or b), not to exceed 10% of NLA	a) Credited Street Area (total adjacent frontage) x ½ width of public right-of-way	CSA=	51,662	sq. ft.
	b) Credited Permanent Open Space (total adjacent frontage) x ½ public or dedicated open space	COS=	0	sq. ft.
TOTAL: NLA + CSA and/or COS = Gross Land Area (not to exceed NLA + 10%)		GLA=	399,955	sq. ft.

Section C: Special Protection Areas, Land Disturbance, and Impervious Area

Special Protection Areas: (check all those that apply)

Jordan Buffer Resource Conservation District 100 Year Floodplain Watershed Protection District

Land Disturbance	Total (sq. ft.)
Area of Land Disturbance (Includes: Footprint of proposed activity plus work area envelope, staging area for materials, access/equipment paths, and all grading, including off-site clearing)	390,000
Area of Land Disturbance within RCD	65,024
Area of Land Disturbance within Jordan Buffer	0

Impervious Areas	Existing (sq. ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Impervious Surface Area (ISA)	20,491	20,491	196,000	196,000
Impervious Surface Ratio: Percent Impervious Surface Area of Gross Land Area (ISA/GLA)%	0.051	0.051	0.49	0.49
If located in Watershed Protection District, % of impervious surface on 7/1/1993	0	0	0	0



PROJECT FACT SHEET

TOWN OF CHAPEL HILL

Planning Department

Section D: Dimensions

Dimensional Unit (sq. ft.)	Existing (sq. ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Number of Buildings	(9) 8,510	(9) 8,510	(54) 121,100	(54) 121,100
Number of Floors	1 - 1.5	1 - 1.5	2	2
Recreational Space	0	0	20,000	20,000

Residential Space

Dimensional Unit (sq. ft.)	Existing (sq.ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Floor Area (all floors – heated and unheated)	3433	3433	2242	2242
Total Square Footage of All Units	3433	3433	121,100	121,100
Total Square Footage of Affordable Units	0	0	see developer program letter	see developer program letter
Total Residential Density	4 units/ac	4 units/ac	5.87 units/ac	5.87 units/ac
Number of Dwelling Units	2	2	54	54
Number of Affordable Dwelling Units	0	0	see developer program letter	see developer program letter
Number of Single Bedroom Units	0	0	0	0
Number of Two Bedroom Units	1	1	0	0
Number of Three Bedroom Units	1	1	54	54

Non-Residential Space (Gross Floor Area in Square Feet)

Use Type	Existing	Proposed	Uses	Existing	Proposed
Commercial					
Restaurant			# of Seats		
Government					
Institutional					
Medical					
Office					
Hotel			# of Rooms		
Industrial					
Place of Worship			# of Seats		
Other					

Dimensional Requirements		Req'd by Ordinance	Existing	Proposed
Setbacks (minimum)	Street	20'	0	20'
	Interior (neighboring property lines)	6'	0	6'
	Solar (northern property line)	8'	N/A	8'
Height (maximum)	Primary	39'	N/A	39'
	Secondary	60'	N/A	60'
Streets	Frontages	40	635' & 581'	635' & 581'
	Widths	50	60' & 98'	60' & 98'



PROJECT FACT SHEET

TOWN OF CHAPEL HILL

Planning Department

Section F: Adjoining or Connecting Streets and Sidewalks

Note: For approval of proposed street names, contact the Engineering Department.

Street Name	Right-of-Way Width	Pavement Width	Number of Lanes	Existing Sidewalk*	Existing Curb/Gutter
Homestead Road (SR 1777)	Variable	27'	2	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Weaver Dairy Road (SR 1733)	98'	28'	2	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes

List Proposed Points of Access (Ex: Number, Street Name): Homestead Road & Weaver Dairy Road

*If existing sidewalks do not exist and the applicant is adding sidewalks, please provide the following information:

Sidewalk Information			
Street Names	Dimensions	Surface	Handicapped Ramps
Greenway Landing - (278 lf +/-)	Varies	Asphalt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Street A - (959 lf +/-)	25' B/B 35' R/W	Asphalt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Street B - (87 lf +/-)	25' B/B 35' R/W	Asphalt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Street C - (433 lf +/-)	25' B/B 35' R/W	Asphalt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Section G: Parking Information

Parking Spaces	Minimum	Maximum	Proposed
Regular Spaces	1.5 per unit	2.25 per unit	2 per unit
Handicap Spaces	n/a	n/a	n/a
Total Spaces	80	122	110
Loading Spaces	n/a	n/a	n/a
Bicycle Spaces	1 per 2 units	n/a	0
Surface Type	Asphalt		

Section H: Landscape Buffers

Location (North, South, Street, Etc.)	Minimum Width	Proposed Width	Alternate Buffer	Modify Buffer
Homestead Road	20'	20'	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes
Weaver Dairy Road	15'	15'	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes
Western Property Line	15'	15'	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Northern Property Line	10'	10'	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes



PROJECT FACT SHEET
TOWN OF CHAPEL HILL
 Planning Department

Section I: Land Use Intensity

Existing Zoning District: R-5-C
 Proposed Zoning Change (if any):

Zoning – Area – Ratio			Impervious Surface Thresholds			Minimum and Maximum Limitations	
Zoning District(s)	Floor Area Ratio (FAR)	Recreation Space Ratio (RSR)	Low Density Residential (0.24)	High Density Residential (0.50)	Non-Residential (0.70)	Maximum Floor Area (MFA) = FAR x GLA	Minimum Recreation Space (MSR) = RSR x GLA
R-5-C	.303	0.05	N/A	0.50	N/A	121,186	19,999
TOTAL							
RCD Streamside		0.01					
RCD Managed		0.019					
RCD Upland							

Section J: Utility Service

Check all that apply:

Water	<input checked="" type="checkbox"/> OWASA	<input type="checkbox"/> Individual Well	<input type="checkbox"/> Community Well	<input type="checkbox"/> Other
Sewer	<input checked="" type="checkbox"/> OWASA	<input type="checkbox"/> Individual Septic Tank	<input type="checkbox"/> Community Package Plant	<input type="checkbox"/> Other
Electrical	<input checked="" type="checkbox"/> Underground	<input type="checkbox"/> Above Ground		
Telephone	<input checked="" type="checkbox"/> Underground	<input type="checkbox"/> Above Ground		
Solid Waste	<input checked="" type="checkbox"/> Town	<input type="checkbox"/> Private		



Bridgepoint Developers Program with Affordable Housing Plan

Developers Background: Capkov Ventures Inc. is a Chapel Hill owned and operated development company that has been building communities in Chapel Hill and Carrboro for the last 30 years. Capkov Ventures is owned by Scott Kovens who has lived in Chapel Hill for his entire adult life. Communities that have been designed and developed by Capkov Ventures Inc. include;

- 1) Weatherhill Pointe, Carrboro
- 2) Bolin Forest, Carrboro
- 3) Erwin Village, Chapel Hill
- 4) Columbia Place, Chapel Hill
- 5) Pickard Oaks, Chapel Hill
- 6) The Cedars at Bolin Forest, Carrboro
- 7) Franklin Grove, Chapel Hill
- 8) Chancellors View, Chapel Hill
- 9) Winmore, Carrboro
- 10) The Goddard School, Chapel Hill
- 11) Burch Kove, Chapel Hill (design and entitlements only)
- 12) Chandlers Woods (design and entitlements only)

Overview: Capkov Ventures is proposing to modify the existing and active Special Use Permit for the Bridgepoint site located adjacent to the Town owned property on the north side of Homestead Road. The site is roughly nine acres and we are proposing 54 townhomes, to replace up to 32 townhomes and 27,400 square feet of commercial space. The commercial space has proven unsustainable and the additional town homes will serve a tremendously underserved need. The current zoning of R5-C has been proposed to remain the same. The original site plan was approved by Special Use Permit in May of 2010. The site is immediately to the east of the Town owned property. The development of the Bridgepoint site provides a unique opportunity for the Owner of the Bridgepoint site to collaborate with the Town of Chapel Hill to create better communities on both properties at a lower cost for each. By working together on a wide range of site development issues both the Town and Bridgepoint will benefit.

Proposal Specifics: The proposed Bridgepoint community will require the modification of the existing Special Use Permit leaving the underlying zoning of R5-C unchanged. The proposed modification is for 54 town homes on 9.2 acres of gross land area. Dual access points will be provided from shared entrances with the Town of Chapel Hill on both Homestead Road and Weaver Dairy Extension Road. Storm water quality will be maintained in accordance with the Chapel Hill Land Use Ordinance through a wet pond running west to east on the northern portion of the site. All public utilities are located on the site and no extension of public utilities will be necessary. The public sewer main line was constructed as part of the development of the EPCON site across the street on the south side of Homestead Road. A public sewer easement running north was granted to EPCON by the Town of Chapel Hill, and a sewer easement running the length of the Bridgepoint site from west to east making a final connection in Weaver Dairy Extension Road was granted to EPCON by the owner of the Bridgepoint property. The sewer line constructed by EPCON is in alignment with the approved Special Use Permit for Bridgepoint. Water is available on both Homestead Road and Weaver Dairy Extension.

Access and Circulation: Two vehicular entrances are being proposed to access the Bridgepoint site. The location of these entrances on Homestead Road and Weaver Dairy Extension provides a significant improvement to traffic circulation and safety over the previously approved Bridgepoint plan. The two entrances also provide a great opportunity for the Town of Chapel Hill to collaborate with the applicant of the Bridgepoint site to make both entrances shared entrances thus reducing cost to both. The proposed shared entrance on Homestead Road will be located directly across the street from the entrance to the EPCON site allowing a full access intersection and the primary access into the Town of Chapel Hill's 2200 site. The entrance will be constructed over the existing sewer easement and will neck into a round-about providing great flexibility in the overall density of the adjoining sites. The second entrance on Weaver Dairy Extension Road will provide access to I-40 without entering Homestead Road creating a more efficient and safer traffic pattern. The Weaver Dairy Extension entrance will be shared as well. The applicant is proposing that all roadways including the shared entrances will be public roadways. The Homestead Road Improvement Project scheduled to begin this summer will provide non-vehicular transit opportunities along Homestead Road making a connection all the way to Seawell School Road. The Bridgepoint Proposal also includes providing a link in the Chapel Hill Greenway System that will eventually link the Horace Williams/ Bolin Creek Trails with the communities north of Homestead Road and eventually to the publicly owned Green Tract. Also, with the completion of the Homestead Road Improvement Project, multi-use paths and public sidewalk will extend from the Bridgepoint community all the way to Seawell Elementary School, Smith Middle School, and Chapel Hill High School. This will be significant to families with children which comprise a significant share of our target market. Other amenities within a mile of the site include, the new Robert and Pearl Seymour Center, the Orange County Health and Human Services Complex, the Chapel Hill Aquatic Center, Homestead Park, and eventually the University of North Carolina's next campus on the Horace Williams Tract. All will be a short walk from the Bridgepoint community. Public sidewalks are being proposed internally within the Bridgepoint community as well.

Buffers and Natural Constraints: Vegetative buffers are being proposed around the entire perimeter of the site, and street trees will be planted along the public streets. The western border adjoining the Town owned property will provide another excellent opportunity for the Town and the Bridgepoint applicant to work together to build a better overall community through collaboration. We will focus heavily on using native evergreen planting materials using the list developed by the Town of Chapel Hill as a guide. The site is generally sloping to the north away from Homestead Road with small areas of steep slopes where the Town filled the natural grade for the construction of Weaver Dairy Extension Road. A perennial stream runs from west to east across the northern section of the Bridgepoint site. Approximately 2.5 acres of RCD have been proposed to buffer the creek on the north side of the site. A greenway trail is being proposed to run through the natural area parallel with the perennial stream.

Stormwater Management: The Bridgepoint proposal includes a long “wet pond” running from west to east across the northern portion of the property. The pond has been located at the low point of the site and will conform with the Town of Chapel Hill’s design standards for storm water quality. Treating storm water quality, volume, and velocity will be another area we think we can work with the Town of Chapel Hill to create better communities for all.

Recreational Amenities: The Bridgepoint proposal includes a 6,335 square foot pocket park centrally located within the community. It will provide space to construct a playground as well as sitting and relaxing areas for adults. The proposal also includes the construction of a critical link in the Town of Chapel Hill’s Greenway Plan linking the Horace Williams/Bolin Creek Trails with the communities to the north of Homestead Road and eventually the publicly owned Green Tract. The applicant is also proposing a nature trail running west to east across the northern area of the site linking the Town owned property at 2200 Homestead Road and the Bridgepoint site to Weaver Dairy Extension Road through a peaceful natural area running parallel to the perennial stream. Homestead Park and the Chapel Hill Aquatic Center are both a short walk from the site.

Affordable Housing: The Bridgepoint Community proposes a unique combination of physical development improvements to the Town of Chapel Hills affordable housing community adjacent to Bridgepoint, and a residual payment in lieu to satisfy the affordable housing provisions of Section 3.10 of the Chapel Hill Land Use Ordinance “Inclusionary Zoning”. While we anticipate a robust exchange of ideas between the Bridgepoint applicant, the Town Staff, and the Affordable Housing Advisory Board, the general proposal is that the applicant of the Bridgepoint site construct the main entrance into the Town of Chapel Hill’s proposed affordable housing community at 2200 Homestead Road as a credit towards an agreed amount of payment in lieu based on the proposed number of market rate units in Bridgepoint. These improvements would include all engineering, traffic control, and construction of the round-about and entrance from Homestead Road. We believe that Section 3.10 of the Land Use Ordinance allows such flexibility especially and specifically when the resulting affordable housing commitment exceeds the expectations drafted in the Inclusionary Zoning Ordinance. This type of creative approach to affordable housing is alluded to in the Northern Area Task Force Report where it suggests that “Realizing these concepts and addressing these goals and objectives will require a cooperative effort between the Town,

property owners, developers, and citizens”. Not a single town home project has been brought forward in Chapel Hill since the Inclusionary Zoning Ordinance was approved and made part of the Land Use Ordinance. We believe a collaborative effort by the Town and the applicant can result in serving both the need to diversify the Town's stock of market rate town homes and realizing the overall goals of the Inclusionary Zoning Ordinance. Some of the advantages to the Bridgepoint site constructing the round-about entrance on the Town's property include;

1. The entrance into the Town's affordable housing community will be built when the Town is ready to build the homes saving months if not years in the development of the affordable housing community.
2. As a private developer developing local projects for 30 years the applicant will be able to build the infrastructure cheaper than the Town of Chapel Hill being a public entity. This will save both communities significant capital.
3. When the Town of Chapel Hill is ready, they will simply be able to plug their parking lots into the newly constructed round-about.
4. The round-about will provide a more efficient and safer entrance meeting the anticipated traffic volume requirements of the 140 units anticipated on the Town's site. It is a much more functional entrance than was shown on the Town's concept plan where the incoming and outgoing traffic was channeled from Homestead Road directly into a parking lot (see exhibit A).
5. Adding the round-about on Homestead Road and utilizing the Weaver Dairy Extension Road entrance constructed by the applicant of Bridgepoint will satisfy the circulation requirements for fire safety and allow the Town to eliminate the emergency entrance shown on their concept plan. This will add tremendously to traffic flow, circulation, connectivity, and safety. The 10' - 12' grade differential between Homestead Road and the grade of the Town's site would require huge side slopes from the 20' entrance consuming a large portion of the Town's overall site area. Utilizing the two entrances proposed by Bridgepoint will free up area on the Town's site for parking and homes.
6. Allows the entrance to be constructed with the Homestead Road Improvement Project rather than afterward which could result in demolition of recently installed improvements by the Town.
7. Allows the Town and the applicant of Bridgepoint to collaborate on the best location for bus shelters.

We believe working through the details of allowing infrastructure on the Town's affordable housing community to serve as a credit towards Bridgepoint's affordable housing commitment will result in a better overall mix of housing for the area both in terms of design and price range. It provides a great opportunity to work together where the resulting project will be far better than if developed individually.

Home Design: The town homes in the Bridgepoint community will be a traditionally designed homes with attached two car garages. The space between the public street and the garage, designed to be 18', will provide two additional off-street parking spaces. The lot size will allow for a town home with a footprint of 24' X 62' providing great flexibility in design

and size of the homes. Our primary market is starter homes for families to take advantage of the nearby schools and recreational opportunities, but downsizing adults moving from single family homes will also comprise a large share of anticipated home owners. Two story, three-bedroom two bath town homes will probably be the most frequently constructed. The town homes will be arranged in buildings ranging between 4-6 units.

Impact on Neighboring Properties: Bridgepoint is consistent in design and size of the adjacent neighboring community of Vineyard Square, will provide healthy balance of market rate homes adjacent to the Town's 2200 Homestead Road affordable community, and will provide a great transitional buffer between Vineyard Square and the denser multi-family recently approved to the south.

We are very excited about the possibility of having an opportunity to bring this town home community to Chapel Hill. We believe the townhome market in Chapel Hill is badly underserved and looking ahead at the development proposals being discussed in Chapel Hill there is nothing to reverse the trend. In the last 10 years over 3500 apartments have been approved in Chapel Hill with more on the drawing board. While the density is exciting it simply will not work for families with children and pets which make up a good deal of Chapel Hill's current and future work force. We believe that our proposed community of 54 townhomes will fill an essential part of the communities' housing needs and ask for your support.

Thank you, Eric Chupp

Director of Development
Capkov Ventures Inc.
(919) 260-7262
ericbchupp@bellsouth.net



**Bridgepoint Townhome Community
 Statement of Compliance with the Comprehensive Plan,
 Northern Area Task Force Report, and Future Land Use Map**

The proposed Bridgepoint townhome community has been designed to comply with the Town of Chapel Hill's Comprehensive Plan, Northern Area Task Force Report, and the Future Land Use Map. The site plan has been designed to meet the plans in the following ways;

A. Compliance with the Comprehensive Plan

1) A Place for Everyone

One of the major goals under the theme "A Place for Everyone" is to provide "A range of housing options for current and future residents". Diversity of housing options has become a significant problem in Chapel Hill. The proposed Bridgepoint community will provide 54 town homes and make a significant contribution to affordable housing at a time when virtually all development plans being proposed or approved within the last 10 years in Chapel Hill are for multi-family apartments. Over 3,500 multi-family apartment units have been approved in Chapel Hill over the last 10 years and there are more applications pending. At the same time not a single town home community has been approved. There have been a few duplex units constructed on odd lots and we provided nine (9) town homes as part of the affordable component of the Merin Road community but no significant contributions to the lack of diversity. If approved Bridgepoint will fill an essential need for a housing type that is missing in Chapel Hill, homes built for families and children. As the University of North Carolina tries to attract the best and the brightest to Chapel Hill those potential employees who have children or anticipate having children will have as one of their primary considerations the availability of family-oriented housing. The same is true for the wider community as Chapel Hill tries to encourage innovative businesses to locate in Chapel Hill. While Bridgepoint will not solve the problem of providing diversity in housing it will provide some additional options for families who, for whatever reason, are looking for something other than an apartment home.

2) *Community Prosperity and Engagement*

One of the major goals under the theme “Community Prosperity and Engagement” is to “Foster success of local businesses.” The Town of Chapel Hill has consistently expressed the desire to promote our world class university and to attract new employers who can utilize the talents and technologies developed at UNC to launch new and creative businesses. As mentioned in the preceding paragraph to successfully attract such businesses the Town must provide housing to meet the needs of the prospective employees. Bridgepoint will add housing diversity to the existing stock in a housing type that is underserved. The location of the Bridgepoint site immediately across Homestead Road from the Horace Williams tract, the University of North Carolina’s next big campus, makes the contribution to the diversity of housing all that more significant.

3) *Getting Around*

The goal is to promote “A connected community that links neighborhoods, businesses, and schools through the provision of greenways, sidewalks, bike facilities, and public transportation.” The Bridgepoint community will provide a critical link in providing a holistic transportation system in Chapel Hill. As part of our concept plan Bridgepoint is proposing to construct a link of the Chapel Hill Greenway System connecting the communities to the north of Homestead Road, and the Green Tract to the trail system south of Homestead Road referred to as the Horace Williams/ Bolin Creek Trail system (see exhibit A). In addition, the applicant has deeded NCDOT the necessary right-of-way to construct the Homestead Road Improvement Project which will begin this summer. The Bridgepoint frontage along Homestead Road will include bike lanes on both sides and a 10’ multi-use path to facilitate non-vehicular transportation opportunities. The Homestead Road Improvement project will link the Bridgepoint site to the public schools and the Horace Williams trail system. Perhaps even more important is the fact that in conjunction with the development of the Town owned site at 2200 Homestead Road enough critical mass may be established to warrant efficient bus service to an area where it has been sparsely provided in the past. Discussions are ongoing to determine the best location for bus stops along Homestead Road along the frontage of both the Bridgepoint Site and 2200 Homestead Road. The Applicant of the Bridgepoint project has offered to construct a traffic circle to serve as the primary entrance into the Town owned 2200 Homestead Road site in exchange for a credit towards its affordable housing commitment. This will provide the Town with many advantages in the development of its affordable housing community. Bridgepoint will also provide the Town’s secondary access point for the 2200 Homestead Road site on Weaver Dairy Extension Road. Moving this secondary access point from Homestead Road to Weaver Dairy Extension will allow direct access to I-40 without entering onto Homestead Road making access and circulation better for both sites and reducing the driveways onto Homestead Road.

4) *Good Places, New Spaces*

Bridgepoint will promote several of the goals of the theme “Good Places, New Spaces” including the goal of providing “Open and accessible common spaces for community

gathering, cultural uses, and community development.” As mentioned above Bridgepoint will provide the Greenway System link between the Horace Williams/ Bolin Creek Trails and the communities to the north of Homestead Road. The connection will also help link the future Green Tract to Homestead Road and the Horace Williams/ Bolin Creek Trails. We have also proposed an east to west nature trail along the creek and open space on the north side of the property. This will connect the Town owned 2200 Homestead Road site in a natural setting to Weaver Dairy Road Extension and is part of the Chapel Hill Greenway Plan. A second major goal of the “Good Places, New Spaces” theme is to provide a range of neighborhood types that addresses residential needs. The town homes proposed on the Bridgepoint site will provide badly needed housing diversity to the Town of Chapel Hill’s housing stock. Being placed immediately adjacent to the Town’s affordable housing community the market rate town homes at Bridgepoint will provide a healthy mix of housing types and price points.

5) *Nurturing Our Community*

In the design of the proposed Bridgepoint community we have made a conscious effort to leave the northern part of the site undisturbed where a perennial stream runs west to east through the site. The only exception will be the natural greenway path running along the corridor as is highlighted in the Chapel Hill Greenway Plan. We propose meeting or exceeding the rigorous Chapel Hill storm water, open space, and tree canopy standards. We have also proposed an onsite pocket park to provide an additional recreational opportunity for children and their parents.

6) *Town and Gown Collaboration*

While the proposed Bridgepoint community may not directly affect the operations of the University of North Carolina Chapel Hill, or their relationship with the Town of Chapel Hill we believe that adding to the diversity of the Chapel Hill housing stock near the Universities’ future northern campus on the Horace Williams site will provide opportunities for the families who move to Chapel Hill to work at the University. With the future supply of town homes seriously in question this may be important factor in the Universities ability to attract the best and the brightest work force.

B. Compliance with the Chapel Hill Future Land Use Map

- 1) The Chapel Hill Future Land Use Map list the Bridgepoint Site as a “Development Opportunity Area” (see exhibit B).

C. Compliance with the Northern Area Task Force Report

- 1) Bridgepoint Complies with several of the most significant recommendations of the Northern Area Task Force Report.
 - a. The first recommendation of the Report is that projects be “Served by transit stops on Homestead Road.” Bridgepoint is working with the Town of Chapel Hill to

determine the best placement of a transit stop along Homestead Road. It is not a question of whether there will be one, but where the best location is.

- b. The Report recommends “Improved pedestrian corridor along Homestead Road...” to include landscaping, pedestrian/bicycle path separate from the roadway. Bridgepoint will have a 10’ multi-use path and bicycle lanes on both sides of Homestead Road, and a landscaped buffer.
- c. The Bridgepoint site is identified in area four (4) of the Northern Area Task Force Report as a “Opportunity to compliment new adjacent development”.
- d. Most importantly the Report emphasizes that “Realizing these concepts and addressing these goals and objectives will require a cooperative effort between the Town, property owners, developers and citizens.” From the onset we have worked with the Town of Chapel Hill to collaborated on the development of the 2200 Homestead Road Project and the Bridgepoint Project. We have contributed right-of-way to facilitate the Homestead Road Improvement Project and worked very hard through many meetings to develop a joint entrance on Homestead Road that will improve the connectivity and safety for both developments while freeing up more development space on both sites and lowering cost for the Town and Bridgepoint.
- e. Finally, the Report emphasizes that physical improvements and expanded Town services will be in place at the same time as anticipated development. Bridgepoint is proposing that the development of the primary entrance into the Town owned 2200 Homestead Road site be constructed by the developer of Bridgepoint, so it is ready for the anticipated Town developed affordable housing community immediately adjacent to Bridgepoint.

Best Regards, Eric Chupp

Director of Development
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(919) 260-7262
ericbchupp@bellsouth.net



Bridgepoint Proposed Town Home Community Statement of Compliance with Design Guidelines

The proposed Bridgepoint community has been designed to comply with the Town of Chapel Hill's design guidelines as expressed by the Land Use Management Ordinance and related materials. The following are a few of the substantive ways we have designed the community in observance of the design guidelines.

Density: The proposed Bridgepoint plan conforms to the current and existing zoning of R5-C and is significantly below the maximum allowable density. The lot size, floor area and height limitations will conform to the Chapel Hill Land Use Ordinance. The density and building type will be consistent with the adjoining Vineyard Square community to the north and will provide a buffer between Vineyard Square and the denser multi-family project recently approved to the south of the Bridgepoint site.

Access and Circulation: Two access points have been proposed for the Bridgepoint site conforming to both the Chapel Hill Land Use Ordinance and a review by the Chapel Hill Fire Department for adherence to the State Fire Code. A round-about has been proposed off Homestead Road to appropriately handle the density from the future development of the Town owned 2200 Homestead Road property. A second entrance on Weaver Dairy Extension Road will provide direct access to I-40 and the northern sections of Chapel Hill. All roads will be built to public standards and dedicated to the Town of Chapel Hill as public roadways. The Homestead Road Improvement Project will provide a multi-use path and bike lanes along the Homestead Road frontage.

Buffers and Natural Constraints: Bridgepoint will provide vegetative buffers around the perimeter of the site and street trees along the internal public streets. Working with the Town of Chapel Hill we will create wonderful buffers between the properties which will accommodate both the Town's needs and the needs of Bridgepoint. While alternative vegetative buffers may be necessary in areas to accommodate the Chapel Hill Greenway Trail, all buffers will conform with the Land Use Management Ordinance. The proposed Bridgepoint plan will buffer the existing perennial stream on the north side of the property

with 150' buffers on each side of the stream in accordance with the Land Use Development Ordinance. Small areas of steep slopes exist where the Town of Chapel Hill filled the natural grade to construct Weaver Dairy Extension Road. This will necessarily mean that a certain percentage of the steep slopes will be disturbed as we tie in the entrance from Bridgepoint into Weaver Dairy Extension Road.

Stormwater Management: Bridgepoint proposes an elongated wet pond running parallel to the perennial stream in the northern section of the site. The pond will be designed to conform with volume, velocity, and water quality standards laid out in the Chapel Hill Land Use Management Ordinance. The applicant will work with the Town of Chapel Hill to accommodate any off-site storm water which may be more practical to pick up and treat on the Bridgepoint site.

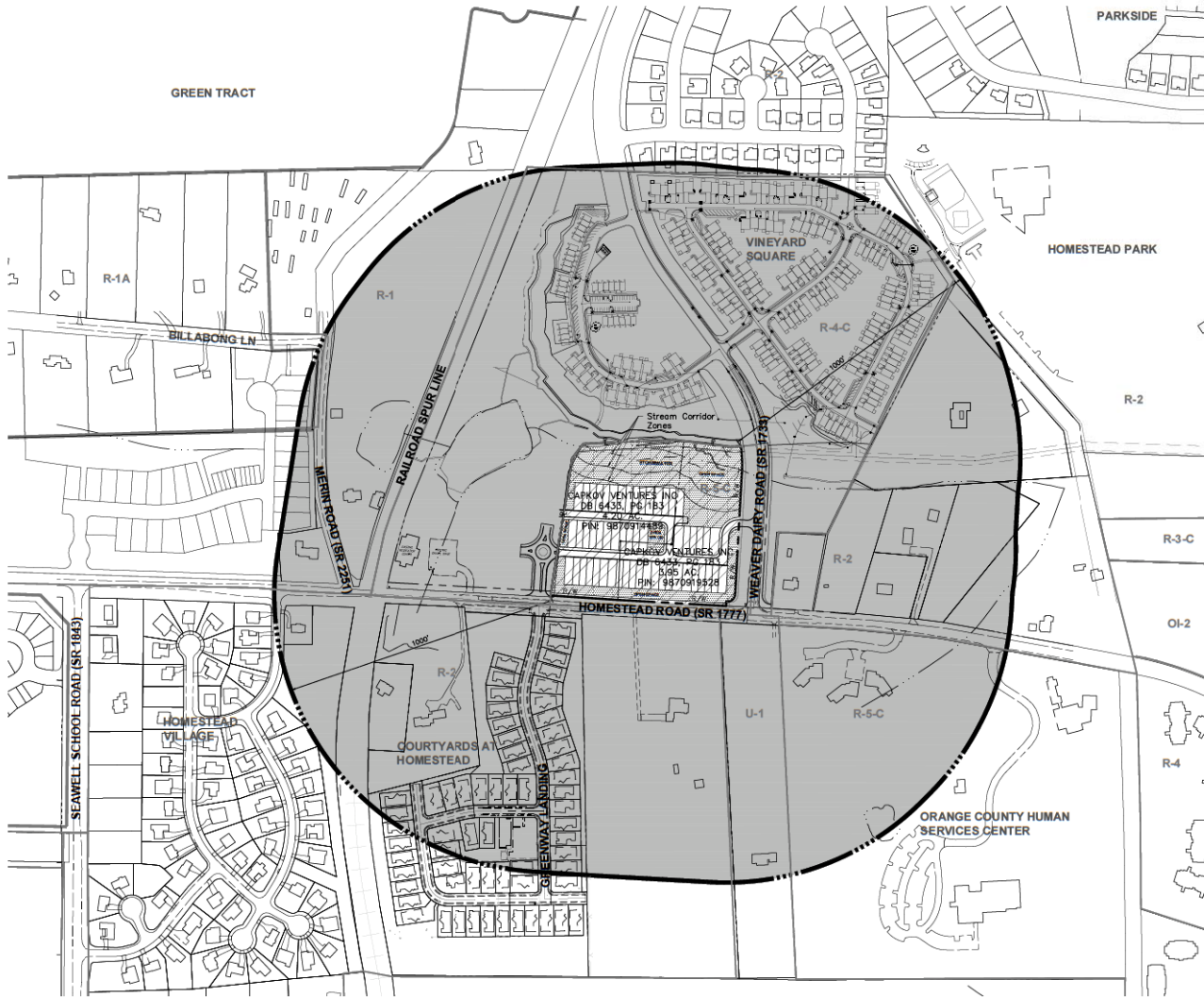
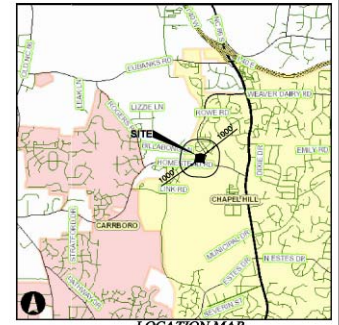
Recreational Amenities: The Bridgepoint proposal will provide onsite recreational facilities in the form of constructing essential links in the Chapel Hill Greenway Plan connecting the neighborhoods to the north of Homestead Road to the Horace Williams/Bolin Creek Trails to the south of Homestead Road. The applicant also proposes a west to east Greenway Plan connector which will serve both the Bridgepoint site and the 2200 Homestead Road site owned by the Town of Chapel Hill tying into Weaver Dairy Extension Road. The Bridgepoint proposal includes a 6335 square foot pocket park where the applicant proposes a children's playground and benches for parents to watch their children and relax.

Affordable Housing: The Bridgepoint proposal will conform to Section 3.10 of the Chapel Hill Land Use Management Ordinance and provide the requisite commitment to affordable housing. The preliminary details of the Affordable Housing Plan can be found in the Developers Program submitted with the Concept Plan Application.

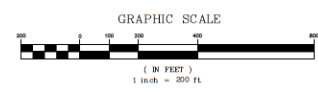
Thanks, Eric Chupp

Director of Development
Capkov Ventures Inc.
(919) 260-7262
ericbchupp@bellsouth.net

CONCEPT PLAN BRIDGEPOINT CHAPEL HILL, NC 2019



AREA MAP
SCALE 1" = 200'



SHEET INDEX

1	AREA MAP
2	EXISTING CONDITIONS PLAN
3	PROPOSED SITE PLAN
4	CONNECTIVITY PLAN

LEGEND

	CHAPEL HILL CORPORATE LIMITS
	ZONING BOUNDARY
	1000' NOTIFICATION LINE
	PROPERTY'S WITHIN NOTIFICATION AREA
	PROPOSED SITE
	OPEN SPACE

PLAN PREPARED BY:

ADVANCED CIVIL DESIGN
 P.L.L.C.
 3116-10th Street, Suite 100
 Cary, North Carolina 27513
 PHONE: 919.436.9277

PLAN PREPARED FOR:
KB HOME CAROLINAS
 4508 SOUTH HANCOCK BLVD., SUITE 100A
 DURHAM, NC 27702
 PHONE: 919.788.7950

PROJECT LOCATION:
 HOMETEAD ROAD, CHAPEL HILL, NC - ORANGE COUNTY
BRIDGEPOINT
 CONCEPT PLAN
 FOR
KB HOME CAROLINAS
 AREA MAP



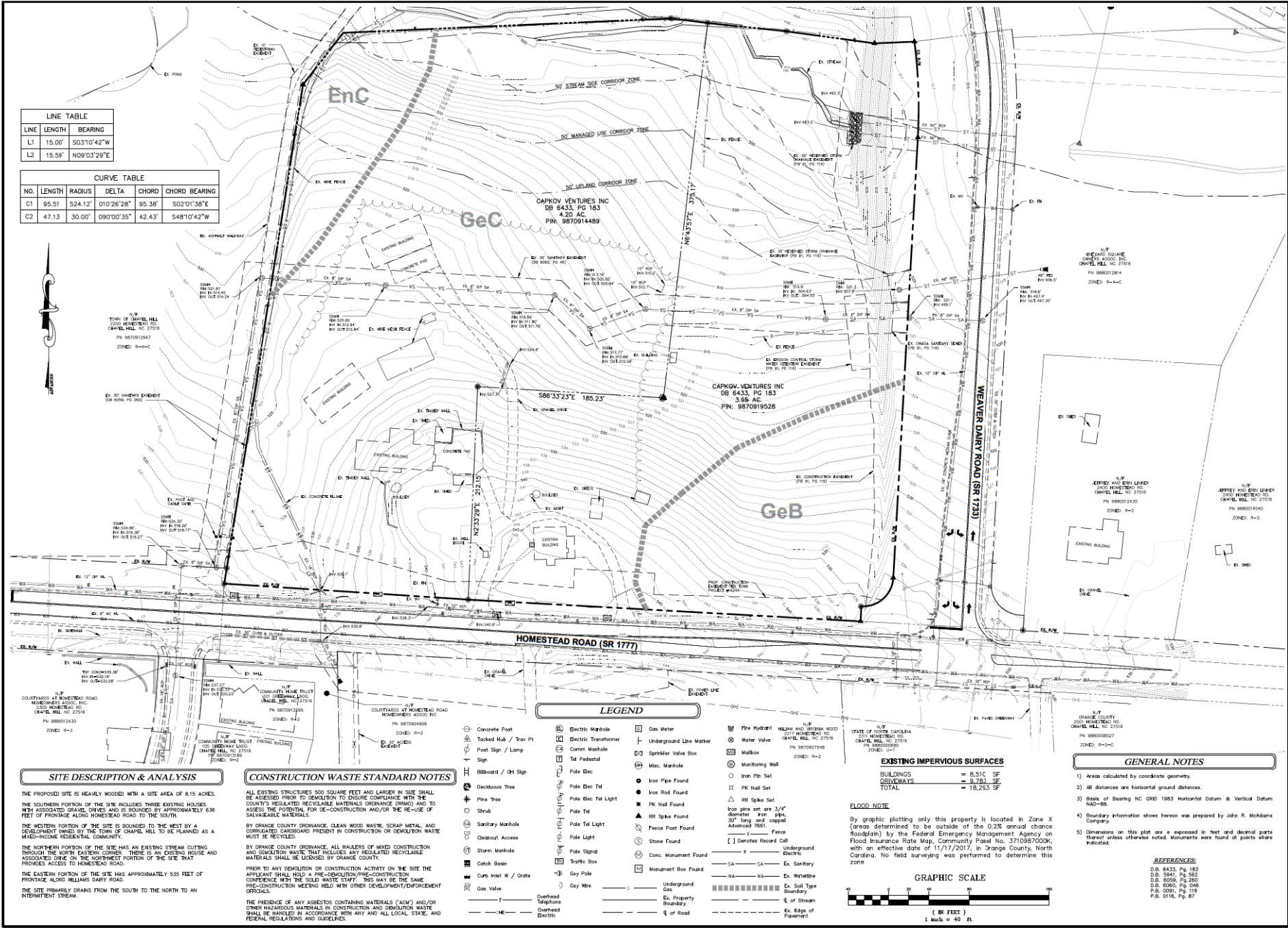
Issue Date:
 2019-04-23 CONCEPT PLAN SUBMITTAL #

Date: 04/23/2019
 Scale: 1" = 200'
 Drawn By: JER
 Checked By: CMP
 Project Number:
18-0001-978
 Drawing Number:
1 / 4

G:\18-0001-978\18-0001-978\CONCEPT PLAN\Concept Plans\18-0001-978-C01.dwg AREA MAP Apr 23, 2019 11:06:36am cnc

LINE TABLE			
LINE	LENGTH	BEARING	
L1	15.00'	S03°10'42"W	
L2	15.50'	N09°03'29"E	

CURVE TABLE				
NO.	LENGTH	RADIUS	DELTA	CHORD BEARING
C1	95.51	524.12'	010°26'28"	95.38' S02°01'38"E
C2	47.13	30.00'	090°00'35"	42.43' S48°10'42"W



SITE DESCRIPTION & ANALYSIS

THE PROPOSED SITE IS HEAVILY WOODED WITH A SITE AREA OF 8.15 ACRES. THE SOUTHERN PORTION OF THE SITE INCLUDES THREE EXISTING HOUSES WITH ASSOCIATED DRIVEWAYS AND IS BOUNDED BY APPROXIMATELY 636 FEET OF FRONTAGE ALONG HOMESTEAD ROAD TO THE SOUTH.

THE WESTERN PORTION OF THE SITE IS BOUNDED TO THE WEST BY A DEVELOPMENT OWNED BY THE TOWN OF CHAPEL HILL TO BE PLANNED AS A MID-INCOME RESIDENTIAL COMMUNITY.

THE NORTHERN PORTION OF THE SITE HAS AN EXISTING STREAM CUTTING THROUGH THE NORTH EASTERN CORNER. THERE IS AN EXISTING HOUSE AND ASSOCIATED DRIVE ON THE NORTHWEST PORTION OF THE SITE THAT PROVIDES ACCESS TO HOMESTEAD ROAD.

THE EASTERN PORTION OF THE SITE HAS APPROXIMATELY 535 FEET OF FRONTAGE ALONG WILLIAMS DAIRY ROAD.

THE SITE PRIMARILY DRAINS FROM THE SOUTH TO THE NORTH TO AN INTERMITTENT STREAM.

CONSTRUCTION WASTE STANDARD NOTES

ALL EXISTING STRUCTURES 500 SQUARE FEET AND LARGER IN SIZE SHALL BE ASSESSED PRIOR TO DEMOLITION TO ENSURE COMPLIANCE WITH THE COUNTY'S REGULATED RECYCLABLE MATERIALS ORDINANCE (RMO) AND TO ASSESS THE POTENTIAL FOR DE-CONSTRUCTION AND/OR THE RE-USE OF SALVAGEABLE MATERIALS.

BY ORANGE COUNTY ORDINANCE, CLEAN WOOD WASTE, SCRAP METAL, AND CORRUPTED CARDBOARD PRESENT IN CONSTRUCTION OR DEMOLITION WASTE MUST BE RECYCLED.

BY ORANGE COUNTY ORDINANCE, ALL HALLERS OF WOOD CONSTRUCTION AND CONCRETE WASTE THAT INCLUDES ANY REGULATED RECYCLABLE MATERIALS SHALL BE LICENSED BY ORANGE COUNTY.

PRIOR TO ANY DEMOLITION OR CONSTRUCTION ACTIVITY ON THE SITE, THE APPLICANT SHALL HOLD A PRE-DEMOLITION/PRE-CONSTRUCTION CONFERENCE WITH THE SOLID WASTE STAFF. THIS MAY BE THE SAME PRE-CONSTRUCTION MEETING HELD WITH OTHER DEVELOPMENT/ENFORCEMENT OFFICIALS.

THE PRESENCE OF ANY ASBESTOS CONTAINING MATERIALS (ACM) AND/OR OTHER HAZARDOUS MATERIALS IN CONSTRUCTION AND DEMOLITION WASTE SHALL BE HANDLED IN ACCORDANCE WITH ANY AND ALL LOCAL, STATE, AND FEDERAL REGULATIONS AND GUIDELINES.

LEGEND

- Concrete Post
- Ticketed H/A / Trap Pt
- Post Sign / Lamp
- Sign
- Billboard / OH Sign
- Deciduous Tree
- Pine Tree
- Shrub
- Sanitary Manhole
- Cleanout Access
- Storm Manhole
- Catch Basin
- Curb Inlet W / Grate
- Gas Valve
- Overhead Telephone
- Overhead Electric
- Magnetic Manhole
- Electric Transformer
- Corner Manhole
- Td Pedestal
- Pole Elec
- Pole Elec Td Light
- Pole Td Light
- Pole Light
- Pole Signal
- Traffic Box
- Gas Meter
- Underground Line Marker
- Sprinkler Valve Box
- Misc. Manhole
- Iron Pipe Found
- Iron Rod Found
- PK Nail Found
- RR Spike Found
- Fence Post Found
- Coc. Monument Found
- Monument Box Found
- Underground Gas
- Ex. Property Boundary
- Q of Road
- Fire Hydrant
- Water Valve
- Mailbox
- Monitoring Well
- Iron Pin Set
- PK Nail Set
- RR Spike Set
- Iron pins set are 3/4" diameter x 30" long and capped Advected 7605.
- Denotes Record Call
- Underground Electric
- SA - SA Ex. Sanitary
- WA - WA Ex. Waterline
- Ex. Soil Type Boundary
- Q of Stream
- Ex. Edge of Pavement

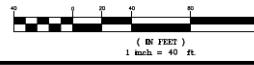
EXISTING IMPERVIOUS SURFACES

BUILDINGS	= 8,510 SF
DRIVEWAYS	= 2,783 SF
TOTAL	= 11,293 SF

FLOOD NOTE

By graphic plotting only this property is located in Zone X (areas determined to be outside of the 0.2% annual chance floodplain) by the Federal Emergency Management Agency on Flood Insurance Rate Map, Community Panel No. 3710987000K, with an effective date of 11/17/2017, in Orange County, North Carolina. No field surveying was performed to determine this zone.

GRAPHIC SCALE



GENERAL NOTES

- Areas calculated by coordinate geometry.
- All distances are horizontal ground distances.
- Basis of Bearing NC GRD 1983 Horizontal Datum & Vertical Datum NAD=88.
- Boundary information shown hereon was prepared by John R. McKams Company.
- Dimensions on this plot are s expressed in feet and decimal parts thereof unless otherwise noted. Monument are found at points where indicated.

REFERENCES:

- D.B. 6433, Pg. 183
- D.B. 5841, Pg. 562
- D.B. 0556, Pg. 560
- D.B. 8060, Pg. 046
- P.B. 0261, Pg. 119
- P.B. 0116, Pg. 87

PLAN PREPARED BY: **ADVANCED CIVIL DESIGN**

PROJECT: **BRIDGEPOINT CONCEPT PLAN FOR EXISTING CONDITIONS**

CLIENT: **KB HOME CAROLINAS**

ADDRESS: 4008 SOUTH MEADOW BLVD, SUITE 100A, DURHAM, NC 27703

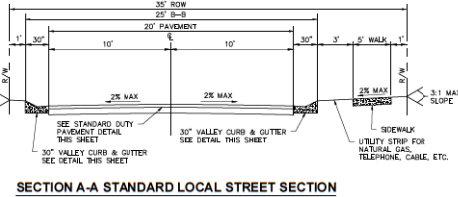
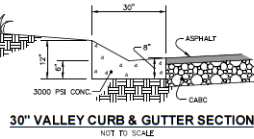
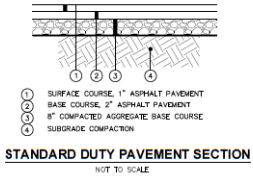
PHONE: 919.788.7950

DATE: 04/23/2019

SCALE: 1" = 40'

PROJECT NUMBER: **18-0001-978**

DRAWING NUMBER: **2/4**



SITE DATA TABLE

PROJECT NAME:	BRIDGEPOINT
APPLICANT:	ADVANCED CIVIL DESIGN, INC. 51 KILMAYNE DRIVE, SUITE 105 CARY, NC 27511
PARCEL ID NUMBERS:	9870914498, 9870919528
LAND AREA CALCULATIONS	8.4 ACRES
NET LAND AREA:	0.51 ACRES (1/2 HOMESTEAD R/W)
CREATED STREET AREA:	0.88 ACRES (1/2 WEAVER DAIRY RD R/W)
TOTAL GROSS LAND AREA (GLA):	9.2 ACRES (USED FOR DENSITY CALCULATION)
CURRENT ZONING:	R-5-C
OUTSIDE CORPORATE LIMITS:	NO
OUTSIDE WATERSHED PROTECTION DISTRICT:	YES
OUTSIDE FLOODPLAIN:	YES
OVERLAY DISTRICTS:	NONE
EXISTING LAND USE:	SINGLE FAMILY
PROPOSED LAND USE:	MULTIFAMILY WITH SPECIAL USE PERMIT
ALLOWABLE DENSITY R-5:	15 UNITS/AC GROSS LAND AREA = 9.2 AC # UNITS ALLOWED = 137
PROPOSED SINGLE FAMILY UNITS:	54
PROPOSED AFFORDABLE UNITS:	0
PROPOSED TOTAL # OF UNITS:	54
PROPOSED MINIMUM LOT SIZE:	2,400 SF
RECREATION SPACE REQUIRED:	0.23 AC. (2.05%)
RECREATION SPACE PROVIDED:	0.27 AC
PROPOSED INTERIOR LOT SETBACKS:	
FRONT:	0'
SIDE CORNER:	0'
REAR:	0'
REQUIRED PERIMETER SETBACKS:	
INTERIOR:	6'
STREET:	20'
SOLAR:	8'
PROPOSED BUILDING SEPARATION:	12'
MAXIMUM BUILDING HEIGHT (PRIMARY):	36'
MAXIMUM BUILDING HEIGHT (SECONDARY):	60'
MAXIMUM FLOOR AREA RATIO:	0.303
PROPOSED FLOOR AREA RATIO:	0.3028
MAXIMUM IMPERVIOUS SURFACE RATIO:	0.50
PROPOSED IMPERVIOUS SURFACE RATIO:	0.49

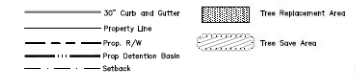
TREE CANOPY COVERAGE CALCULATIONS

TREE CANOPY COVERAGE REQUIRED:	30%
NET LAND AREA:	8.4 AC
AREAS NOT COUNTING TOWARD TREE CANOPY CALCULATIONS:	
RECREATION AREAS:	0.274 AC
EASEMENTS:	2.203 AC
RIGHT OF WAY:	1.227 AC
TOTAL LAND AREA NOT COUNTED:	3.754 AC
APPLICABLE LAND AREA:	4.593 AC
TREE CANOPY REQUIRED:	4.593 AC X 30% = 1.378 AC
EXISTING TREE CANOPY TO REMAIN:	0.839 AC
ADDITIONAL TREE CANOPY REQUIRED:	0.549 AC
ADDITIONAL TREE CANOPY PROVIDED:	0.549 AC
TREE CANOPY PROVIDED:	1.378 AC
REQUIRED # OF 2.5" CALIPER TREES:	43 TREES
PROPOSED STREET TREES:	28 TREES
PROPOSED BUFFER TREES:	80 TREES
TOTAL TREES:	76 TREES

GENERAL NOTES

A DESCRIPTION AND ANALYSIS OF ADJACENT LAND USES, ROADS, TOPOGRAPHY, SOILS, DRAINAGE PATTERNS, ENVIRONMENTAL CONSTRAINTS, FEATURES, EXISTING VEGETATION, AND UTILITIES CAN BE FOUND ON SHEET 3 - EXISTING CONDOGNAL PLAN.
 ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
 THE REQUIRED RECREATION SPACE HAS BEEN MET AND EXCEEDED. SEE SITE DATA TABLE ON THIS SHEET.
 ALL TRASH FOR SINGLE FAMILY LOTS WILL BE COLLECTED BY ROLL-OUT CURBSIDE PICK UP TRASH RECEPTACLES AND A COMMUNITY RECYCLING RECEPTACLE HAS BEEN PROPOSED ON THE NORTH SIDE OF THE TOWN HOMES. PARKING SHOWN FOR THE TOWNHOME LOTS ARE 90 DEGREE BAYS AND SPACE MARKINGS PER TOWN OF CHAPEL HILL CODE FOR PARKING LOTS.

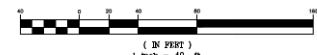
LEGEND



REQUIREMENTS

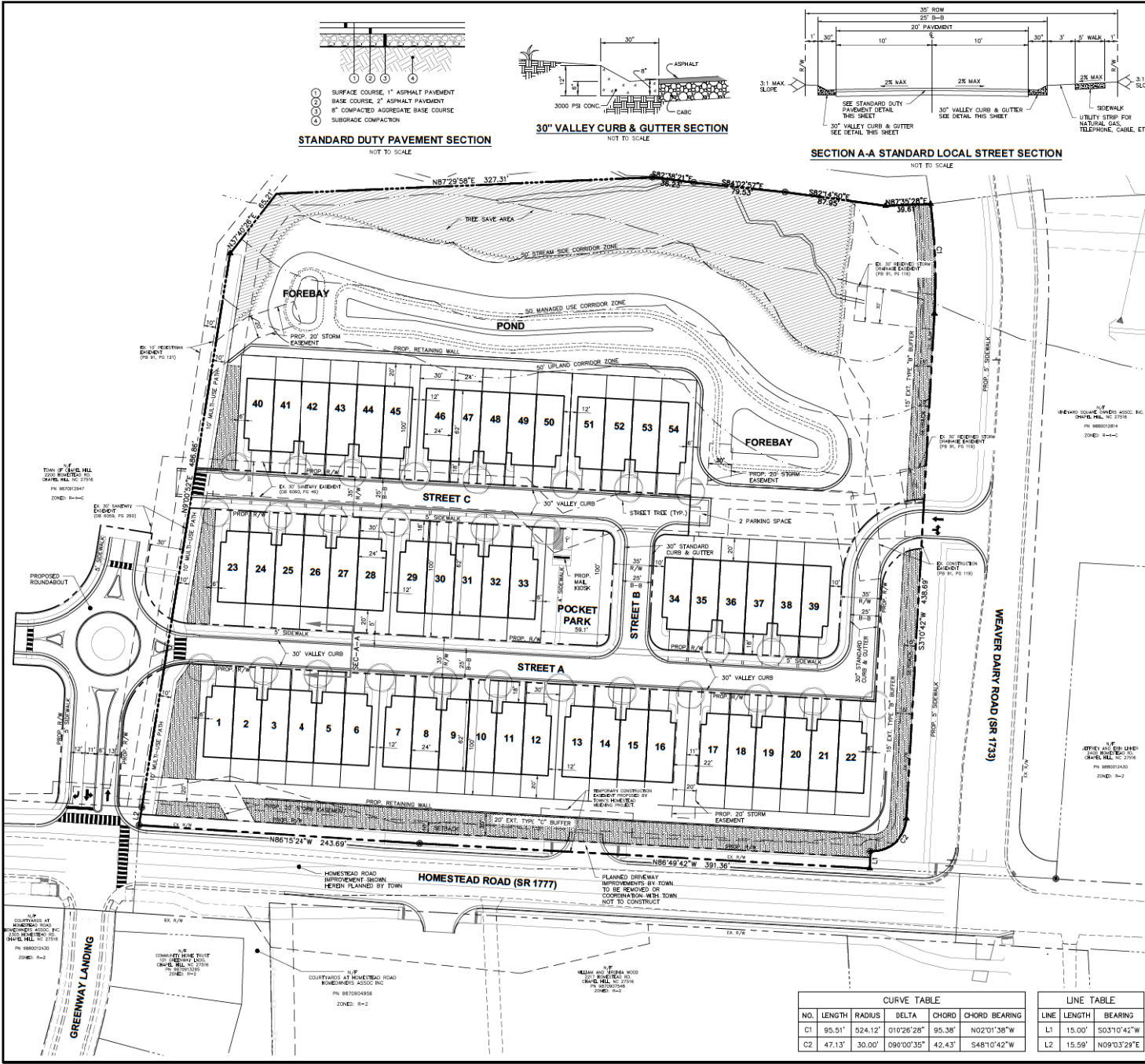
INTERNAL SETBACKS 0 FT

GRAPHIC SCALE



CURVE TABLE				
NO.	LENGTH	RADIUS	DELTA	CHORD
C1	95.51'	524.12'	010°26'28"	95.38'
C2	47.13'	30.00'	098°00'35"	42.43'

LINE TABLE	
LINE	BEARING
L1	15.00' S03°10'42"W
L2	15.59' N09°03'29"E



PLAN PREPARED BY: **ADVANCED CIVIL DESIGN, INC.**
 51 KILMAYNE DRIVE, SUITE 105, CARY, NC 27511
 PHONE: 919.336.3327

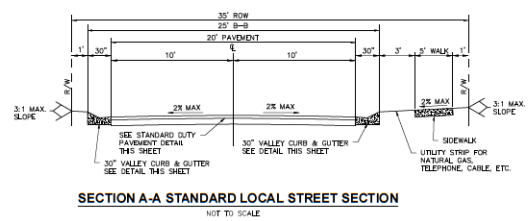
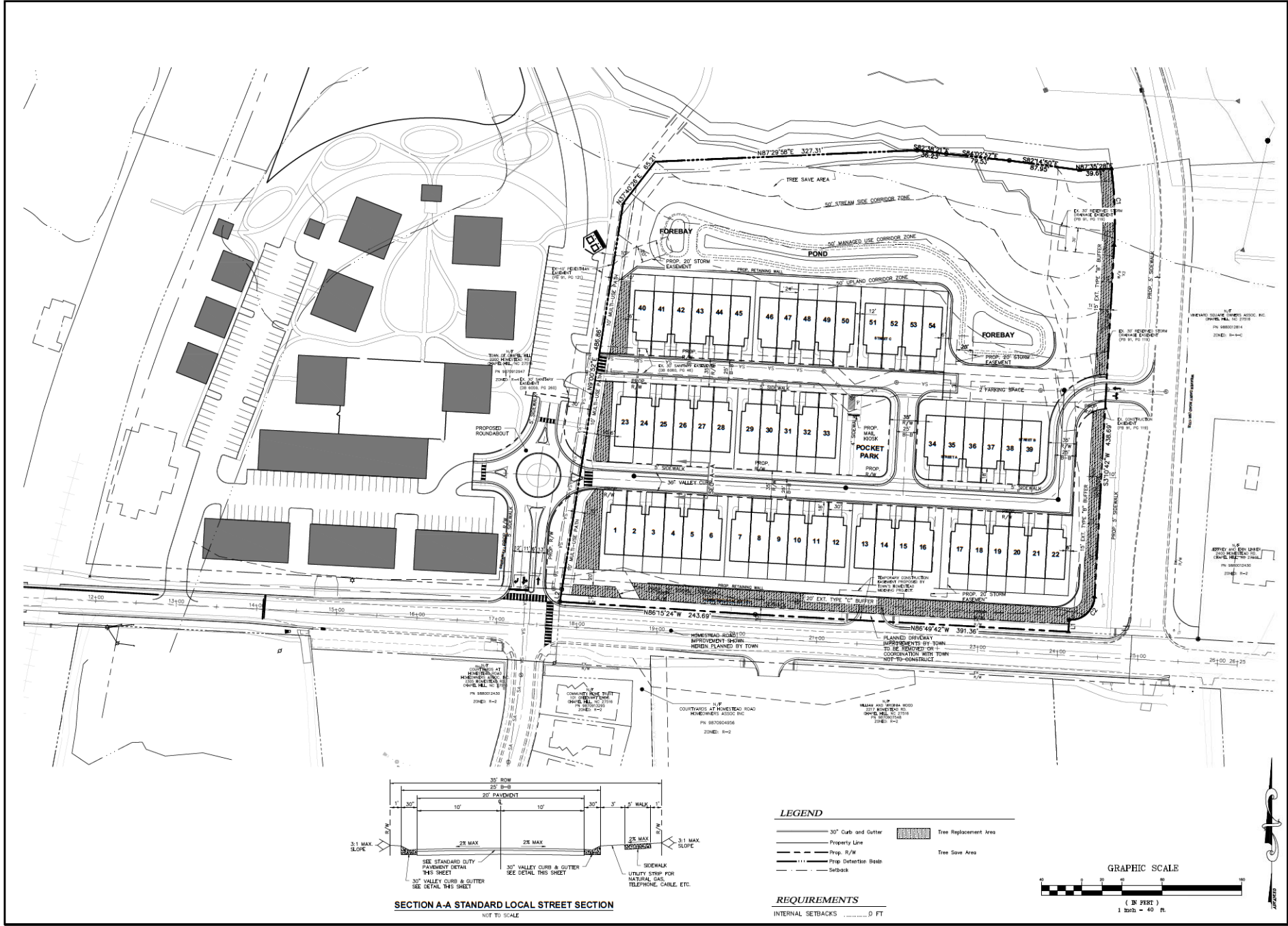
PLAN PREPARED FOR: **KB HOME CAROLINAS**
 4008 SOUTH WEAVER BLVD., SUITE 100A, DURHAM, NC 27702
 PHONE: 919.788.7950

PROJECT: **CONCEPT PLAN**
KB HOME CAROLINAS
PROPOSED SITE PLAN

DATE: 04/23/2019
 SCALE: 1" = 40'

DRAWN BY: JRR
 CHECKED BY: CMR

PROJECT NUMBER: **18-0001-978**
 DRAWING NUMBER: **3 / 4**

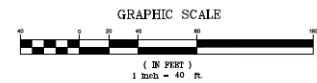


LEGEND

- 30" Curb and Gutter
- Property Line
- Prop. R/W
- Prop. Detection Basin
- Setback
- Tree Replacement Area
- Tree Save Area

REQUIREMENTS

INTERNAL SETBACKS D FT



G:\18-001-978\18-001-978\18-001-978-004.dwg CONNECTIVITY PLAN AP 23, 2019 - 11:02:28am rsh

PLAN PREPARED BY

31 Merritt Way, Suite 100
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ADVANCED CIVIL DESIGN
INC.

PLAN PREPARED FOR

KB HOME CAROLINAS
4608 SOUTH WALKER BLVD, SUITE 100A
DURHAM, NC 27702
PHONE: 919.988.7950

PROJECT LOCATION

HOMESTEAD ROAD, CHAPEL HILL, NC - ORANGE COUNTY

CONCEPT PLAN

KB HOME CAROLINAS

CONNECTIVITY PLAN

DATE: 04/23/2019
SCALE: 1" = 40'

DRAWN BY: JER
CHECKED BY: CMR

PROJECT NUMBER:
18-0001-978

DRAWING NUMBER:
4 / 4

DATE: 04/23/2019
SCALE: 1" = 40'

DRAWN BY: JER
CHECKED BY: CMR

PROJECT NUMBER:
18-0001-978

DRAWING NUMBER:
4 / 4

**SUMMARY OF A CONCEPT PLAN REVIEW: 2312 HOMESTEAD ROAD
HOUSING ADVISORY BOARD
May 14, 2019**

Key points made by members of the Housing Advisory Board during its review of a concept plan for 2312 Homestead Road include:

- Strongly advocate for affordable units on-site consistent with the Inclusionary Housing Ordinance requirements; this development represents a rare opportunity to gain additional affordable homeownership homes and the Board opposes losing out on the opportunity to increase the affordable homeownership stock in the community
- There are limited opportunities left to develop affordable units in Town and with every instance we need to look hard at seeing what we can do to include affordable units in developments
- Believe the shared driveway makes sense and it would be ideal to have the applicant and Town work closely together on their development plans to generate a cohesive development between the two sites and realize the efficiencies available for having the Town's project and this project moving forward at similar times
- The project itself is providing additional housing options in Town by creating new homeownership townhomes, but is lacking the affordable housing component on-site
- Would like to see a proposal for affordable housing on-site and if not, have the applicant clearly demonstrate through financial records why the provision of on-site units is not feasible
- Would like to see a breakdown of how many of the units fall into the \$250,000 selling point range vs \$350,000 range

Additional Notes:

Two residents signed up to speak and shared concerns about traffic, connectivity, and how the project might impact their neighborhood

Submitted by: Kayla Prestwood, Chair
Drafted by: Nate Broman-Fulks, Staff Liaison

SUMMARY OF A CONCEPT PLAN REVIEW
2312 HOMESTEAD ROAD
COMMUNITY DESIGN COMMISSION

May 28th, 2019

The Community Design Commission conducted a concept plan review for Bridgepoint at 2312 Homestead Rd. on May 28th, 2019. The project proposed construction of a residential townhome development. Surface parking, stormwater controls and greenspace were also proposed. Key points made by members of the Commission and Public about the concept plan include:

- Encouraged applicant to coordinate the potential uses, dimensions and the construction of the 10' multi-use path along Homestead Rd. w/ the Town.
- Expressed concern over the structured, traditional layout. Feels like the uninspired design could be re-imagined similar to developments like Franklin Grove.
- Asked for reduction in parking in keeping w/ wanting to make the development feel less auto dominant.
- Encouraged applicant to work to ensure affordable housing is included as an integral part of the development.
- Encouraged applicant to address Homestead Rd. w/ direct design intent to engage the road directly.
- Encouraged the study of moving the roundabout to the northern most street.
- Requested applicant consider breaks in the wall along Homestead Rd. to allow site permeability.
- Encouraged the use of larger open spaces.
- Relayed appreciation for the need of townhomes, but are concerned that the community is one only by proximity.
- Recommend pursuing a spatial layout that supports and enhances community within the development.