



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 Michael Parker
Council Member Jessica Anderson
Council Member Allen Buansi

Council Member Hongbin Gu
Council Member Tai Huynh
Council Member Amy Ryan
Council Member Karen Stegman

Wednesday, April 29, 2020 7:00 PM

Virtual Meeting

Virtual Meeting Notification

Town Council members will attend and participate in this meeting remotely, through internet access, and will not physically attend. The Town will not provide a physical location for viewing the meeting.

The public is invited to attend the Zoom webinar directly online or by phone. Register for this webinar:

https://zoom.us/webinar/register/WN_I_ybuQdqRo6Xb5UJQ-9ZcA After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 995-8302-0699

View Council meetings live at <https://chapelhill.legistar.com/Calendar.aspx> – and on Chapel Hill Gov-TV (townofchapelhill.org/GovTV).

OPENING

ANNOUNCEMENTS BY COUNCIL MEMBERS

INFORMATION

1. Receive Upcoming Public Hearing Items and Petition Status List. [\[20-0278\]](#)

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

DISCUSSION

2. Update on Town Efforts to Respond to the COVID 19 Crisis. (no attachment) [\[20-0279\]](#)

PRESENTER: Chris Blue, Police Chief/Community Safety Executive Director
 Vencelin Harris, Fire Chief
 Kelly Drayton, Emergency Management Coordinator

The purpose of this item is for the Town Emergency Management/Public Safety staff to provide an overview of Town efforts to respond to the COVID 19 crisis.

3. Public Forum and Consider Amending the 2019-2020 Community Development Block Grant Program Plan. [\[20-0280\]](#)

PRESENTER: Loryn B. Clark, Executive Director for Housing and Community

RECOMMENDATION: That the Council:

1. Open the forum to receive and provide comments on an amendment to the 2019-2020 CDBG program;
2. Close the public forum;
3. Adopt the resolution approving an amendment to the 2019-2020 CDBG program to use;
4. Authorize the Town Manager to submit an amended 2019-2020 Community Development Block Grant Annual Action Plan to the U.S. Department of Housing and Urban Development;
5. And enact the attached project ordinance to amend the CDBG budget for the 2019-2020 program.

4. Authorize the Mayor to Execute a Contract for the Process to Select a Town Attorney and Consider a Process for Recruiting and Selecting Community Members to Participate in the Town Attorney Assessment Center. [\[20-0281\]](#)

PRESENTERS: Pam Hemminger, Mayor
 Michael Parker, Mayor Pro Tempore
 Heather A. Lee, Ph.D., Developmental Associates, LLC
 Stephen K. Straus, Ph.D., Developmental Associates, LLC

RECOMMENDATIONS: That the Council authorize the Mayor to execute a contract with Developmental Associates to search for a Town Attorney. That the Council approve a process for recruiting and selecting community members to participate in the Town Attorney assessment center; and select three Council Members to serve on a Council Committee to recommend community members for appointment by the full Council.



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Item Overview

Item #: 1., File #: [20-0278], Version: 1

Meeting Date: 4/29/2020

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.



Attachments:

- Scheduled Public Hearings <<https://www.townofchapelhill.org/government/mayor-and-council/council-minutes-and-videos/scheduled-public-hearings>>
- Status of Petitions to Council <<https://www.townofchapelhill.org/government/mayor-and-council/how-to-submit-a-petition/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.

Continued to the next regular meeting, which is currently May 6

- Open the Public Hearing for the Code of Ordinances Text Amendment to Chapter 11A and Land Use Management Ordinance Text Amendment to Section 5.9 Pertaining to Off-Street Parking and Payment-in-Lieu Policy
- Update and Call a Public Hearing for a Land Use Management Ordinance Text Amendments Regarding Short Term Rental Regulations Related to Sections 3, 4, and 6, and Appendix A of the Land Use Management Ordinances.
- Concept Plan Review: [Aura Chapel Hill](#), 1000 Martin Luther King, Jr. Blvd.
- Open the Public Hearing and Consider a Request to Close a Portion of an Unmaintained and Unimproved Public Right-of-Way on Monroe Street
- Consider a Land Use Management Ordinance Text Amendment for [Blue Hill Massing and Permeability](#)

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
03/04/2020	Wayne Pein	Request Regarding Former Petition and Deer Feeding.	Public Works Lance Norris, Public Works Director Phone: 919-969-5100	Former Petition: requests for removal of traffic calming devices are required to go through the same petition process as installation requests. Deer Feeding: already prohibited by the Town's adoption of Orange County's Unified Animal Control Ordinance.
02/26/2020	Bayberry Drive Residents	Request to Amend the Water and Sewer Management, Planning, and Boundary Agreement to Allow Water and Sewage Services to Their Lots.	Planning & Development Services Judy Johnson, Interim Planning Director Phone: 919-969-5078	Staff is working with the other agencies on a WASMPBA amendment, which would need to be approved by the agencies' boards, including the Town Council.
02/26/2020	Lillian Pierce	Request to Abandon Bicycle/Pedestrian Easement at 205 Huntington Way.	Parks & Recreation Phillip Fleischmann, Director Parks and Recreation Phone: 919-968-2785 Planning & Development Services Judy Johnson, Interim Planning Director Phone: 919-969-5078	Staff has reviewed this request and will follow up with options for taking action.
02/26/2020	Carlisle Willard	Request Regarding Proposed Anti-Corruption Resolution.	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
02/19/2020	Steve Moore	Request Regarding Cemetery Needs.	Parks & Recreation Phillip Fleischmann , Director Parks and Recreation Phone: 919-968-2785 Communications & Public Affairs Sabrina Oliver , Communications & Public Affairs Director Phone: 919-968-2757	Staff met with the petitioner to discuss the needs he identified. While some concerns have been addressed, others require additional funding or resources that will need to be allocated in the future.
02/19/2020	Mayor Hemminger	Request Regarding Expanding Land Use to Include Experiential Retail.	Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078	Council will consider calling a public hearing for a LUMO Text Amendment permitting this use in the Town Center Zoning Districts.
01/08/2020	Beth Waldron	Request Regarding Revising the Deer Management Program.	Parks & Recreation Phillip Fleischmann , Director Parks and Recreation Phone: 919-968-2785 Police Chris Blue , Police Chief Phone: 919-968-2766	Staff is preparing information to respond to this request.
01/08/2020	Renuka Soll	Request for an Improved Petition Process.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Staff continues to look for ways to improve this process, including dedicating additional staff resources.
01/08/2020	Jeff Mallett	Request for Ordinance Review.	Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078	The specific situation referenced by the petitioner has been resolved. Council may still consider amending LUMO occupancy limits as part of the larger LUMO rewrite project.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
01/08/2020	Carl Schuler	Regarding Advisory Board Attendance Policy.	Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	At their 03/04/2020 meeting, Council adopted a resolution to amend the Advisory Board Membership Policy's attendance section.
01/08/2020	Parks, Greenways, and Recreation Commission	Request for Park Maintenance Funding.	Parks & Recreation Phillip Fleischmann , Director Parks and Recreation Phone: 919-968-2785	This request will be considered as part of the Fiscal Year 2020-2021 budget development process.
01/08/2020	Northwood Ravin	Request for Limited SUP Review for Carraway Village SUP Modification.	Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078	Staff discussed this request with the Council Committee on Economic Sustainability on 02/07/2020. The Council will consider this request at an upcoming meeting in March.
11/20/2019	John Morris	Request Regarding Local & Regional Transit Planning.	Transit Brian Litchfield , Transit Director Phone: 919-969-4908	Staff is preparing information to respond to this request.
11/13/2019	Sylvia Steere	Regarding Fordham Side Path.	Parks & Recreation Phillip Fleischmann , Director Parks and Recreation Phone: 919-968-2785 Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078	At their 03/04/2020 meeting, Council adopted a resolution authorizing the Town Manager to proceed with design of the sidepath project within NCDOT right-of-way from Ridgefield Road to Willow Drive.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
10/30/2019	Chapel Hill Public Library Advisory Board	Request Regarding Library Fines	Library Susan Brown , Library Director Phone: 919-969-2034 Business Management Amy Oland , Business Management Director Phone: 919-969-5017	Council received information from staff at their 02/26/2020 meeting. This request will be considered as part of the Fiscal Year 2020-2021 budget development process.
10/02/2019	Parks, Greenways, and Recreation Commission	Request to Reconsider the Designation of a Cemetery Champion Seat on the Commission.	Communications & Public Affairs Sabrina Oliver , Communications & Public Affairs Director Phone: 919-968-2757	At their 03/04/20 meeting, Council enacted an ordinance amending the Town Code to remove the designation of a cemeteries champion on the Parks, Greenways, and Recreation Commission.
10/02/2019	Daniel Dunn	Request Regarding Government Transparency.	Technology Solutions Scott Clark , CIO Phone: 919-968-2735 Communications & Public Affairs Sabrina Oliver , Communications & Public Affairs Director Phone: 919-968-2757	Town staff continue to work on improving and expanding the open data portal. This is one of many data sets that are candidates for inclusion on the portal. This information remains available to the public via a public records request.
09/11/2019	East Franklin Neighborhood Steering Committee & Neighbors	Request Regarding Neighborhood Preservation.	Police Chris Blue , Police Chief Phone: 919-968-2766 Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078	Staff is preparing information to respond to this request.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
06/26/2019	Burwell Ware	Request to Place a Moratorium on the Construction of New Fast-Food Drive-Throughs Until Future Town Councils Decide to Repeal the Moratorium.	Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078	Staff does not recommend making changes at this time since any drive-thru facility already requires approval by the Town Council.
06/26/2019	Julie McClintock	Request Regarding the Blue Hill Form Based Code.	Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078	Staff is preparing information to respond to this request.
06/26/2019	Community Design Commission	Request for Modifications to the Concept Plan Review Process.	Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078	At their 10/04/19 meeting, the Council Committee on Economic Sustainability received a staff update on the response to this request.
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 Judy Johnson , Interim Planning Director Phone: 919-969-5078	Staff is preparing information to respond to this request.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
04/24/2019	Cobb Terrace Residents	Petition Regarding Rooming Houses in the R-3 Zoning Districts.	Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078	Staff shared 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 Judy Johnson , Interim Planning Director Phone: 919-969-5078	Staff is preparing information to respond to this request.
03/20/2019	Cheri Hardman	Request to Explore Local Control over Transit Planning and Funding.	Transit Brian Litchfield , Transit Director Phone: 919-969-4908	The public comment period for the FY20 Work Plan closed 05/30/19. The Town also submitted a funding request for North South BRT project from the Orange County Transit Plan; all of the governing bodies (Orange County, GoTriangle, and DCHC MPO) approved it.
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 Judy Johnson , Interim Planning Director Phone: 919-969-5078 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.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
02/13/2019	David Adams and Julie McClintock	Regarding Evaluation of Town Transportation Needs.	<p>Transit Brian Litchfield, Transit Director Phone: 919-969-4908</p> <p>Planning & Development Services Judy Johnson, Interim Planning Director Phone: 919-969-5078</p>	The Town's request for an additional \$8 million from the Orange County Transit Plan for the North South Bus Rapid Transit Project was approved by the OC Board of Commissioners, the GoTriangle Board, and the DCHC MPO.
02/13/2019	Citizens	Request Regarding Coal Use and Coal Ash.	<p>Town Manager Ross Tompkins, Assistant to the Town Manager Phone: 919-968-2707</p>	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.
01/16/2019	John Morris	Regarding GoTriangle Meetings and Materials.	<p>Planning & Development Services Judy Johnson, Interim Planning Director Phone: 919-969-5078</p> <p>Transit Brian Litchfield, Transit Director Phone: 919-969-4908</p>	Staff is preparing information to share with GoTriangle.
12/05/2018	Paul Pritchard	Request to Defer Reforestation at Cleland, Rogerson, and Oakwood Intersection.	<p>Parks & Recreation Phillip Fleischmann, Director Parks and Recreation Phone: 919-968-2785</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.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
10/24/2018	Jeff Charles	Regarding Extended Speaking Time for Individuals with Disabilities.	Mayor Pam Hemminger , Mayor Phone: 919-968-2714 Town Manager Ross Tompkins , Assistant to the Town Manager Phone: 919-968-2707	Staff met with the petitioner and will update the "Comment at Council Meetings" web page to clarify the Town's willingness to extend speaking time and how to request this extension.
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	The petitioner is representing the Town on Orange County board and will provide updates to the Town as needed.
09/19/2018	Julie McClintock of CHALT	Regarding Land Use Intensification.	Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078 Public Works Lance Norris , Public Works Director Phone: 919-969-5100	The Town's Resiliency Map is part of the map series for the Future Land Use Map. On 06/12/19, the Council received a presentation on the Town's Stormwater program. 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 Judy Johnson , Interim Planning Director Phone: 919-969-5078	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.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
06/13/2018	Mayor Pam Hemminger	Regarding Reviewing Policies, Procedures, and Practices for Development.	Planning & Development Services Judy Johnson , Interim Planning Director Phone: 919-969-5078	A Town web page with TIA exemption requests is available. Staff continues to look for ways to apply the LUMO clearly and consistently for all stakeholders in the development process.
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 Judy Johnson , Interim Planning Director Phone: 919-969-5078	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 Judy Johnson , Interim Planning Director Phone: 919-969-5078	Council enacted ordinance amendments to improve outcomes for stormwater management and affordable housing, to encourage non-residential development, and to address building size. Council will consider amendments to address building massing on 02/19/2020.
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 Judy Johnson , Interim Planning Director Phone: 919-969-5078	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	<p>Public Works Lance Norris, Public Works Director Phone: 919-969-5100</p> <p>Planning & Development Services Judy Johnson, Interim Planning Director Phone: 919-969-5078</p>	Request incorporated into process to update Public Works Engineering Design Manual.
11/07/2016	Mayor Hemminger	Regarding Parking and Transit Needs in Downtown Area.	<p>Planning & Development Services Judy Johnson, Interim Planning Director Phone: 919-969-5078</p> <p>Police Chris Blue, Police Chief Phone: 919-968-2766</p> <p>Public Works Lance Norris, Public Works Director Phone: 919-969-5100</p>	Recent actions include replacing parking pay stations, implementing Downtown Ambassadors program, and including additional parking with required Wallace Parking Deck repairs. Next steps include parking payments-in-lieu and public/private partnerships.
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.	<p>Public Works Lance Norris, Public Works Director Phone: 919-969-5100</p>	Petition forwarded to Orange County. Consider changes to soil erosion and sediment control as part of Public Works Engineering Design Manual updates.

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status
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.

Last modified on 4/24/2020 3:15:05 AM



TOWN OF CHAPEL HILL

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Item Overview

Item #: 3., File #: [20-0280], Version: 1

Meeting Date: 4/29/2020

Public Forum and Consider Amending the 2019-2020 Community Development Block Grant Program Plan.

Staff:

Loryn B. Clark, Executive Director
Sarah Osmer Viñas, Assistant Director
Nate Broman-Fulks, Affordable Housing Manager

Department:

Housing and Community

Overview: The purpose of this memorandum is to receive public comment on a proposed amendment to the [2019-2020 Community Development Block Grant \(CDBG\) program](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=3924502&GUID=6F20008D-41EB-45AB-9F55-A5969AD5D3A8) <<https://chapelhill.legistar.com/LegislationDetail.aspx?ID=3924502&GUID=6F20008D-41EB-45AB-9F55-A5969AD5D3A8>> approved by the Council on April 24, 2019. We propose reallocating \$169,728 of 2019-2020 Community Development Block Grant funds to support temporary housing expenses related to decongregating the IFC Homeless Shelter facilities.

Decongregating the shelters will isolate people at high risk of contracting COVID-19 who do not have other non-congregate housing options per guidance from CDC/HUD and NC Department of Health and Human Services Program. We developed the proposal in partnership with Orange County Department of Social Services, Orange County Department of Housing & Community Development, the Orange County Partnership to End Homelessness (OCPEH), and the Inter-Agency Council for Social Service (IFC), under advisement by the Orange County Homeless System COVID Coordination group inclusive of service providers, UNC Healthcare, Piedmont Health Services, and Cardinal Innovations.

☆ Recommendation(s):

That the Council:

1. Open the forum to receive and provide comments on an amendment to the 2019-2020 CDBG program;
2. Close the public forum;
3. Adopt the resolution approving an amendment to the 2019-2020 CDBG program to use;
4. Authorize the Town Manager to submit an amended 2019-2020 Community Development Block Grant Annual Action Plan to the U.S. Department of Housing and Urban Development;
5. And enact the attached project ordinance to amend the CDBG budget for the 2019-2020 program.

Summary of Proposed CDBG Program Amendment

- We propose reallocating FY 20 funds previously approved for Neighborhood Revitalization activities.
- As in previous years, in FY 20, the Council allocated \$169,728 for activities that would serve households earning less than 80% of the Area Median income including: code enforcement; demolition; public housing improvements; public improvements such as installation of sidewalks; curb and gutter improvements; or parks and recreation facilities.
- The Neighborhood Revitalization activity provides a flexible source of funds not assigned to a specific activity. This allows us to be responsive to projects identified throughout the program year.

- We have not received requests for use of these funds, and we have not identified a Town project at this time.
- If we received a request for an unanticipated project, there are other sources of funds that could be considered to fund the request such as the Affordable Housing Fund, the Affordable Housing Development Reserve, or FY 21 CDBG Neighborhood Revitalization funds if approved by the Council.
- We propose to use funds to assist with temporary housing expenses related to decongregating the IFC Shelters.

Modifications to Federal Regulations

- To be responsive to community needs related to COVID-19 as quickly as possible, the U.S. Department of Housing and Urban Development modified some of the federal CDBG requirements related to the CDBG program, including:
 - Reducing the public notice requirement for amending program plans from 30 days to 5 days.
 - Approving the use of virtual meetings where input can be received, and elected officials are able to respond.
 - Removing the limitation of spending to no more than 15% of CDBG grant funds on public service activities for FY 20 and FY 21. Provision of funds for hotel expenses would be considered a public service.
- A notice of the proposed amendment was posted on the Town's website on April 22, 2020.

Fiscal Impact/Resources: If the Council approves the proposed amendment, funds would be provided as a grant. If presented with a project during the year, we would identify other sources of funds to respond to the request.

**Attachments:**

- Resolution
- Project Ordinance
- Draft Staff Presentation (to be distributed)

A RESOLUTION APPROVING AN AMENDMENT TO THE 2019-2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (2020-04-29/R-1)

WHEREAS, on April 24, 2019, the Chapel Hill Town Council approved a 2019-2020 Community Development Block Grant Program Plan; and

WHEREAS, in response to COVID-19, the Town of Chapel Hill supports decongregating the IFC shelters in accordance with local and federal recommendations (?) to address safety concerns of the residents; and

WHEREAS, the Town has identified \$169,728 of 2019-2020 Community Development Block Grant funds that could be used to support temporary housing expenses related to decongregating the shelters.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council approves an amendment to the 2019-2020 Community Development Block Grant Program as follows:

Agency	Activity	Approved Plan	Proposed Amendment
Town of Chapel Hill	Neighborhood Revitalization	\$169,728	\$0
Town of Chapel Hill	Temporary Housing Assistance	0	169,728
Community Home Trust	Homebuyer Assistance	30,000	30,000
Habitat for Humanity	Home Preservation	27,000	27,000
Town of Chapel Hill	Code Enforcement	25,000	25,000
Inter Faith Council	Homestart Case Management	28,500	28,500
Town of Chapel Hill	Summer Youth Employment Program	27,000	27,000
Exchange Club's Family Center	Children's Parenting Classes	2,040	2,040
Administration	Grant Administration/Compliance and Reporting	77,316	77,316
Total		\$386,584	\$386,584

BE IT FURTHER RESOLVED that the Council authorizes the Town Manager to submit an amended 2019-2020 Annual Action Plan to the 2015-2019 Consolidated Plan to the U.S. Department of Housing and Urban Development.

This the 29th day of April, 2020.

AN ORDINANCE AMENDING THE 2019-2020 COMMUNITY DEVELOPMENT ENTITLEMENT GRANT PROJECT ORDINANCE (2020-04-29/O-1)

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 following grant project is hereby established:

SECTION I

The projects authorized are the Community Development projects as approved by the Council on April 24, 2019: funds are as contained in the Funding Approval and Grant Agreement between the Town and the U.S. Department of Housing and Urban Development (HUD). The projects are known more familiarly as the 2019 Entitlement Community Development Block Grant. The grant activities include renovation of public housing, homebuyer assistance programs, community services to low-income residents, and administration costs for the program.

SECTION II

The Manager of the Town of Chapel Hill is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the U.S. Department of Housing and Urban Development, and the budget contained herein.

SECTION III

	Current Budget	Revised Budget
Community Development Block Grant	<u>\$ 386,584</u>	<u>\$ 386,584</u>
Total Revenues	\$ 386,584	\$ 386,584

SECTION IV

Amounts appropriated for capital projects are hereby amended as follows:

		Current Budget	Revised Budget
<u>Public Services</u>			
Town of Chapel Hill	Temporary Housing Assistance	\$ -	\$ 169,728
Inter Faith Council	Homestart Case Management	28,500	28,500
Town of Chapel Hill	Summer Youth Employment Program	27,000	27,000
Exchange Club's Family Center	Children's Parenting Classes	2,040	2,040
<u>Affordable Housing</u>			
Town of Chapel Hill	Neighborhood Revitalization	169,728	-
Town of Chapel Hill	Code Enforcement	25,000	25,000
Community Home Trust	Homebuyer Assistance	30,000	30,000

Item #: 3., File #: [20-0280], Version: 1
Meeting Date: 4/29/2020

Habitat for Humanity	Home Preservation	27,000	27,000
<u>Administration</u>			
Administration	Grant Administration/HUD Compliance	<u>77,316</u>	<u>77,316</u>
Total Expenditures		\$ 386,584	\$ 386,584

SECTION V

The Director of Business Management is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the U.S. Department of Housing and Urban Development as required by the grant agreement(s) and Federal and State regulations.

SECTION VI

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

This the 29th day of April, 2020.

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

PRESENTER: Loryn B. Clark, Executive Director for Housing and Community

RECOMMENDATION: That the Council:

1. Open the forum to receive and provide comments on an amendment to the 2019-2020 CDBG program;
2. Close the public forum;
3. Adopt the resolution approving an amendment to the 2019-2020 CDBG program to use;
4. Authorize the Town Manager to submit an amended 2019-2020 Community Development Block Grant Annual Action Plan to the U.S. Department of Housing and Urban Development;
5. And enact the attached project ordinance to amend the CDBG budget for the 2019-2020 program.



TOWN OF CHAPEL HILL

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

Item Overview

Item #: 4., File #: [20-0281], Version: 1

Meeting Date: 4/29/2020

Authorize the Mayor to Execute a Contract for the Process to Select a Town Attorney and Consider a Process for Recruiting and Selecting Community Members to Participate in the Town Attorney Assessment Center.

Staff:

Pam Hemminger, Mayor
Michael Parker, Mayor Pro Tempore

Department:

Town Council

Overview: The Town Attorney recently announced his retirement, effective later this year. The Council received a proposal from Developmental Associates on a process to recruit, assess, and select the next Town Attorney. One of the steps in the process is a candidate assessment center scheduled to take place in June 2020. The Council may consider recruiting community members to participate as assessors in the assessment center. Anyone participating in the assessment center must complete a Statement of Confidentiality and will receive training on how to apply behavioral-based rating systems when evaluating candidates.



Recommendation(s):

That the Council authorize the Mayor to execute a contract with Developmental Associates to search for a Town Attorney; and that the Council approve a process for recruiting and selecting community members to participate in the Town Attorney assessment center as well as select three Council Members to serve on a Council Committee authorized to recommend three to five community members for appointment by the full Council on May 27, 2020.

Additional Information:

- The Developmental Associates goals for recruitment, screening and selection are:
 - Provide high quality candidates from a national and statewide recruitment base.
 - Provide comprehensive information about candidates using a multi-method screening approach.
 - Provide in-depth and accurate information about the top candidates for the position using an assessment center process and psychometric tests in conjunction with more traditional selection methods.
- Community members who participate in the Developmental Associates assessment center process must be willing to commit to attending the assessment center for two full days and agree to keep candidate information confidential. The assessment center is tentatively scheduled for June 18-19, 2020.

Fiscal Impact/Resources: The fee for proposed services is \$24,900.



Attachments:

- Resolution Authorizing Mayor to Execute Service Contract
- Resolution Approving Process for Community Members
- Overview of Community Member Appointment Process
- Draft Community Member Application

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A SERVICE CONTRACT WITH DEVELOPMENTAL ASSOCIATES FOR THE SEARCH FOR A TOWN ATTORNEY (2020-04-29/R-2)

WHEREAS, Chapel Hill Town Attorney Ralph Karpinos publicly announced his pending retirement in February 2020; and

WHEREAS, the Council received a proposal from Developmental Associates on a process to search for a Town Attorney.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Mayor to execute a contract with Developmental Associates, consistent with the proposed terms presented to and reviewed by the Council, to search for a Town Attorney.

This the 29th day of April, 2020.

A RESOLUTION TO APPROVE A PROCESS FOR RECRUITING AND SELECTING COMMUNITY MEMBERS TO PARTICIPATE IN THE TOWN ATTORNEY ASSESSMENT CENTER (2020-04-29/R-3)

WHEREAS, the Council is working with Developmental Associates to recruit, assess, and select the next Town Attorney; and

WHEREAS, the Council wishes to recruit between three and five community members with a spectrum of viewpoints representing the diversity of the community to participate in the Town Attorney assessment center; and

WHEREAS, the Council may appoint additional or different community members as needed.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council approves a process consistent with the Community Member Appointment Process discussed on April 29, 2020 to solicit applications from community members to participate in the Town Attorney assessment center tentatively scheduled for June 18-19, 2020.

BE IT FURTHER RESOLVED that, in the interest of timely appointments, the Council selects _____, _____, and _____ to serve on a committee to review applications and make a recommendation of up to five community members to participate in the assessment center.

BE IT FURTHER RESOLVED that the committee will return to the Council on May 27th with a list of recommended community members.

BE IT FURTHER RESOLVED that these appointed community members shall have met their charge after participating in the Town Attorney assessment center, unless the Council determines otherwise.

This the 29th day of April, 2020.

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

PRESENTERS: Pam Hemminger, Mayor
 Michael Parker, Mayor Pro Tempore
 Heather A. Lee, Ph.D., Developmental Associates, LLC
 Stephen K. Straus, Ph.D., Developmental Associates, LLC

RECOMMENDATIONS: That the Council authorize the Mayor to execute a contract with Developmental Associates to search for a Town Attorney. That the Council approve a process for recruiting and selecting community members to participate in the Town Attorney assessment center; and select three Council Members to serve on a Council Committee to recommend community members for appointment by the full Council.

Town Attorney Selection: Overview of Community Member Appointment Process



Community Member Charge for Participation in the Town Attorney Assessment Center:

The following charge includes input from the consultant.

1. Complete a Statement of Confidentiality;
2. Attend both days of the assessment center from 8:30 a.m. to 5:00 p.m., (tentatively June 18-19, 2020 and subject to change);
3. Work on a team with assessors who are local government leaders from other communities to facilitate one of three exercises; and
4. Observe and rate candidate performance and, in some cases, serve as a role player.

Assessors will receive training on how to apply behavioral-based rating systems.

In the interest of providing a clear timeframe for volunteers participating in the Town Attorney assessment center process, these appointed community members shall have met their charge after participating in both days of the assessment center, unless the Council determines otherwise.

Appointment Process:

The Council will confirm community member appointments at an upcoming meeting, likely May 27, 2020. The following is a projected timeline to complete the appointment process.

- Week of May 4, 2020: Town staff solicits applications from community members to participate in the Town Manager assessment center through eNews, social media, and targeted recruitment efforts; staff will be available to assist community members with the application process.
- Applications accepted through Monday, May 18, 2020.
- Week of May 18, 2020: A Council Committee meets to review applications and make a recommendation for the appointment of three to five community members to participate in the assessment center.
- May 27, 2020: Council approves or proposes modifications to the Council Committee's recommendation.
- May 28, 2020: Applicants notified about selection.
- June 18-19, 2020 (*dates tentative, subject to change*): Appointed community members participate in the Town Attorney assessment center.

Community Assessor for Town Attorney Assessment Center

Question applies to Community Assessor

The Town of Chapel Hill is hiring a new Town Attorney. In an effort to get the best information about candidates, the Town will be using an assessment center process in June 2020. An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town attorney will face. In addition, there is typically a writing exercise and interview. Assessors from each scenario report back to a review committee where the information is analyzed and a recommendation made about the candidates moving to the next step in the hiring process.

The Town Council is interested in selecting between four and six community members to serve as assessors during the two-day assessment center. Community members must be available to serve on both days.

Question applies to Community Assessor

Please Agree with the Following Statement

Do you agree to maintain the confidentiality of all candidates in this process? This prohibition includes, but is not limited to, coworkers, supervisors, subordinates, friends, family members, professional contacts, etc.

I Agree

Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

I Agree

a_cordel@ [REDACTED]
Email Address

TEST _____ USERS _____
First Name Middle Initial Last Name

405 MARTIN LUTHER KING JR. BLV _____
Street Address

TECHNOLOGY SOLUTIONS _____
Suite or Apt

CHAPEL HILL _____
City

NC _____ 27514 _____
State Postal Code

Primary Phone Alternate Phone

Question applies to Community Assessor

Residency within the Town limits is required to participate as an assessor in the Town Attorney assessment center. What district do you live in? * (Chapel Hill Town Limits, Orange County ETJ/JPA, Carrboro, or Other)

What district do you live in? * Dropdown options include those listed above.

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

If you are a Chapel Hill Resident, How long have you lived here?

-
- 0-12 months
 1-3 years
 4-9 years
 Greater than 10 years

Which Boards would you like to apply for?

Community Assessor: Not Submitted

No option would display. This application is for Community Assessor only.

How did you find out about this opportunity? (select all that apply)

-
- Advisory Board or Council member
 Brochure
 Bus Poster
 Email
 Internet
 Magazine
 Newspaper
 Open House Event
 Radio
 Social Media
 Speaker at an event
 TV
 Video
 Other (provide additional information below)

(Note: These are available choices)

If you chose "Other" from the advertising opportunity listed above, please specify specify:

TEST

Question applies to Community Assessor

Are you available between 8:30am and 5:00pm on both June 18-19, 2020? (Yes or No)

Yes No

Interests & Experiences

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

TEST

Question applies to Community Assessor

What perspective(s) would you bring as a community member participating in the assessment center process?

TEST

Question applies to Community Assessor

Is there anything else you would like us to know about you and your interest in participating in the assessment center?

TEST

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

None Selected (See dropdown list in margin)

Gender *

None Selected (Dropdown: Male, Female, Nonbinary or third gender, Prefer not to answer, and Prefer not to say)

Ethnicity dropdown:
Asian or Pacific Islander
African American
American Indian/
Alaskan Native Aleutian
Hispanic
Caucasian/Non-Hispanic
Other
Unknown
Prefer not to answer

If other, please describe:

Please select your age from the following list. *

None Selected Dropdown options:
18-24
25-34
35-54
over 55

Occupation

Are you a caregiver for or identify with a disability?

Yes No

Have you participated in the Peoples Academy?

Yes No

Are you a Town of Chapel Hill employee?

Yes
