



# 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 Karen Stegman  
Council Member Jessica Anderson  
Council Member Camille Berry  
Council Member Tai Huynh

Council Member Paris Miller-Foushee  
Council Member Michael Parker  
Council Member Amy Ryan  
Council Member Adam Searing

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**Wednesday, May 10, 2023 7:00 PM**

**RM 110 | Council Chamber**

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### Language Access Statement

For interpretation or translation services, call 919-969-5105.

ဘာသာပြန်ဆိုခြင်းနှင့် စကားပြန်ခြင်းအတွက်၊ (၉၁၉) ၉၆၉-၅၁၀၅ ကိုဖုန်းခေါ်ပါ။

Para servicios de interpretación o traducción, llame al 919-969-5105.

如需口头或  
书面翻译服  
务，请拨打  
919-969-5105.

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### In-Person Meeting Notification

#### View the Meeting

- View and participate in the Council Chamber.
- Live stream the meeting - <https://chapelhill.legistar.com/Calendar.aspx>
- View on cable television channel at Chapel Hill Gov-TV ([townofchapelhill.org/GovTV](http://townofchapelhill.org/GovTV))
- The Town of Chapel Hill wants to know more about who participates in its programs and processes, including Town Council meetings.
- Participate in a voluntary demographic survey before viewing online or in person - <https://www.townofchapelhill.org/demosurvey>

#### Parking

- Parking is available at Town Hall lots and the lot at Stephens Street and Martin Luther King Jr. Boulevard.
- See <http://www.parkonthehill.com> for other public lots on Rosemary Street
- Town Hall is served by NS route and T route, and GoTriangle Routes of Chapel Hill Transit.

### *Entry and COVID-19 Protocols*

- *Entrance on the ground floor.*
- *Visitors and employees will self-screen. Do not enter if you have these symptoms: Fever, chills, cough, sore throat, shortness of breath, loss of taste or smell, headache, muscle pain*

### *Speakers*

- *Sign up with the Town Clerk to speak at the meeting.*
- *Individuals may speak for 3 minutes maximum, unless more than 14 people sign up for an item. Council may reduce time to 2 min./person.*
- *Please do not bring signs.*

## **ROLL CALL**

## **OPENING**

## **ANNOUNCEMENTS BY COUNCIL MEMBERS**

## **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.*

## **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. [\[23-0398\]](#)

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

2. Adopt the Recommended 2023-2024 Community Development Block Grant Program Plan. [\[23-0399\]](#)

By adopting the resolution, the Council approves the recommended

2023-2024 Community Development Block Grant Program Plan for use of \$629,892 and authorizes the Town Manager to submit the Plan to the U.S. Department of Housing and Urban Development as the annual update to the Five-Year Consolidated Plan. By enacting the attached project ordinances, the Council establishes the CDBG budget for the 2023-2024 program and amends the CDBG budgets for the 2021-2022 and 2022-2023 programs.

- 3.** Approve the 2023-2024 HOME Investment Partnership Program Annual Plan. [\[23-0400\]](#)

By adopting the resolution, the Council authorizes this plan to be incorporated into the Annual Update to the 2020-2024 Consolidated Plan, for submission to the U.S. Department of Housing and Urban Development.

- 4.** Amend the Joint Planning Land Use Plan regarding 2106 Mt. Carmel Church Road and Authorize the Town Manager to Execute the Agreement. [\[23-0401\]](#)

By adopting the resolution, the Council amends the Joint Planning Land Use Plan and authorizes the Town Manager to execute the amendment incorporating this change.

- 5.** Call a Legislative Hearing to Consider Amending the Future Land Use Map Designation of Properties Along Huse Street and Pope Road on May 24, 2023. [\[23-0402\]](#)

By adopting the resolution, the Council calls a legislative hearing to consider amending the Future Land Use Map designation of the properties along Huse Street and Pope Road on May 24, 2023.

## INFORMATION

- 6.** Receive Upcoming Public Hearing Items and Petition Status List. [\[23-0403\]](#)

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

- 7.** Receive the Public Housing FY23 Quarter 3 Report [\[23-0404\]](#)

By accepting this report, the Council acknowledges receipt of the Public Housing Quarterly Report.

- 8.** Receive the Third Quarter Fiscal Year (FY) 2023 Affordable Housing Report. [\[23-0405\]](#)

By accepting the report, the Council receive the Affordable Housing Fiscal Year 2023 third quarter report.

- 9.** Receive Quarterly Update on Climate Action Implementation. [\[23-0406\]](#)

By accepting this report, the Council acknowledges receipt of the Climate Action Implementation quarterly report.

## DISCUSSION

- 10.** Presentation: Recommended Budget for FY 2023-24. [\[23-0407\]](#)

PRESENTER: Chris Blue, Interim Town Manager

RECOMMENDATION: That the Council receive the FY2023-24 Manager's Recommended Budget.

- 11.** Consider American Rescue Plan Act (ARPA) Funding for Community-Based Budgeting Projects. [\[23-0408\]](#)

PRESENTERS: Amy Oland, Business Management Director  
Sarah Poulton, Senior Project Manager

RECOMMENDATION: That the Council enact the attached project ordinance amendment that allocates funding for electric leaf blowers and mowers for Parks and Recreation; a greenway connector from the new Tanyard Branch affordable housing neighborhood to the Tanyard Branch trail; sidewalk repairs needed for Americans with Disabilities Act (ADA) requirements; and a van for Parks and Recreation program users needing ADA accommodations.

- 12.** Close the Legislative Hearing and Consider Adopting Shaping Our Future: A Transportation and Land Use Initiative as an Amendment to the Town's Comprehensive Plan, Chapel Hill 2020. [\[23-0409\]](#)

PRESENTER: Caroline Dwyer, Transit Planning Manager

- a. Introduction and recommendation
- b. Comments from the public
- c. Comments and questions from the Mayor and Town Council
- d. Motion to close the Legislative Hearing
- e. Motion to adopt the resolution amending the Town's comprehensive plan to include Shaping Our Future: A Transportation & Land Use Initiative

RECOMMENDATION: That the Council adopt a resolution to incorporate this plan into the Comprehensive Plan.

- 13.** Close the Legislative Hearing and Consider Adopting the Complete Community Strategy as an Amendment to the Town's Comprehensive Plan, Chapel Hill 2020. [\[23-0410\]](#)

PRESENTER: Judy Johnson, Assistant Planning Director

- a. Introduction and revised recommendation
- b. Comments from the public
- c. Comments and questions from the Mayor and Town Council
- d. Motion to close the Legislative Hearing
- e. Motion to adopt the Resolution amending the Town's Comprehensive Plan to include the Complete Community Strategy

RECOMMENDATION: That the Council close the legislative hearing and adopt the Resolution amending the Town's Comprehensive Plan to include the Complete Community Strategy.

- 14.** Open a Legislative Hearing to Adopt the Connected Roads Plan as an Amendment to the Town's Comprehensive Plan, Chapel Hill 2020.

[\[23-0411\]](#)

PRESENTER: Timothy Tresohlavy, Senior Transportation Planner, Stantec, Inc.

- a. Introduction and preliminary recommendation
- b. Recommendation of the Planning Commission
- c. Comments from the public
- d. Comments and questions from the Mayor and Town Council
- e. Referral to the Manager and Attorney
- f. Motion to recess the Legislative Hearing to June 14, 2023.

RECOMMENDATION: That the Council open the legislative hearing to adopt the Connected Roads Plan as an amendment to the Town's Comprehensive Plan and provide feedback on the draft Plan.

### **ZONING ATLAS AMENDMENT(S)**

*Zoning Atlas Amendment: The Zoning Atlas Amendment, to change the zoning designation on this property, is Legislative. The Council receives and considers public comment on the merits of the proposed rezoning, including opinions, when making Legislative decisions.*

- 15.** Open the Legislative Hearing for Modification to Conditional Zoning for Columbia Street Annex, 1150 South Columbia Street.

[\[23-0412\]](#)

PRESENTER: Corey Liles, Planning Manager

- a. Without objection, the preliminary report and any other materials submitted at the hearing for consideration by the Council will be entered into the record
- b. Introduction and preliminary recommendation
- c. Presentation by the applicant

- d. Recommendation of the Planning Commission
- e. Recommendations of other boards and commissions
- f. Comments from the public
- g. Comments and questions from the Mayor and Town Council
- h. Referral to the Manager and Attorney.
- i. Motion to recess the Hearing to June 14, 2023.

RECOMMENDATION: That the Council open the legislative hearing, receive and provide comments on the proposed Conditional Zoning, and continue the legislative hearing to June 14, 2023.

- 16.** Open the Legislative Hearing: Conditional Zoning [\[23-0413\]](#)  
Application for Starpoint Refuel at 1950 U.S. 15 501.

PRESENTER: Corey Liles, Planning Manager

- a. Without objection, the preliminary report and any other materials submitted at the hearing for consideration by the Council will be entered into the record
- b. Introduction and preliminary recommendation
- c. Presentation by the applicant
- d. Recommendation of the Planning Commission
- e. Recommendations of other boards and commissions
- f. Comments from the public
- g. Comments and questions from the Mayor and Town Council
- h. Referral to the Manager and Attorney.
- i. Motion to recess the Hearing to June 14, 2023.

RECOMMENDATION: That the Council open the legislative hearing, receive and provide comments on the proposed Conditional Zoning, and continue the legislative hearing to June 14, 2023.

## APPOINTMENTS

- 17.** Appointments to the Environmental Stewardship Advisory Board. [\[23-0414\]](#)
- 18.** Appointments to the Grievance Hearing Board. [\[23-0415\]](#)
- 19.** Appointments to the Human Services Advisory Board. [\[23-0416\]](#)
- 20.** Appointments to the Planning Commission. [\[23-0417\]](#)

## 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.  
Boulevard  
Chapel Hill, NC 27514

## Item Overview

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**Item #:** 1., **File #:** [23-0398], **Version:** 1

**Meeting Date:** 5/10/2023

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### **Approve all Consent Agenda Items.**

**Staff:**

Sabrina M. Oliver, Director/Town Clerk  
Amy T. Harvey, Deputy Town Clerk  
Brenton Hodge, Assistant 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.



**Attachments:**

- Resolution

**A RESOLUTION ADOPTING VARIOUS RESOLUTIONS AND ENACTING VARIOUS ORDINANCES  
(2023-05-10/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. Adopt the Recommended 2023-2024 Community Development Block Grant Program Plan. (R-3) (O-1) (O-2) (O-3)
3. Approve the 2023-2024 HOME Investment Partnership Program Annual Plan. (R-4)
4. Amend the Joint Planning Land Use Plan regarding 2106 Mt. Carmel Church Road and Authorize the Town Manager to Execute the Agreement. (R-5)
5. Call a Legislative Hearing to Consider Amending the Future Land Use Map Designation of Properties Along Huse Street and Pope Road on May 24, 2023. (R-6)

This the 10<sup>th</sup> day of May, 2023.

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**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 #: [23-0399], Version: 1

Meeting Date: 5/10/2023

### Adopt the Recommended 2023-2024 Community Development Block Grant Program Plan.

#### Staff:

Sarah Osmer Viñas, Director  
Nate Broman-Fulks, Assistant Director  
Megan Culp, Community Development Program  
Manager

#### Department:

Affordable Housing & Community Connections

**Overview:** The Town of Chapel Hill receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) to address community development and affordable housing needs. The recommended 2023-24 CDBG Program Plan provides \$628,892 to eligible affordable housing, economic development, public services, and administration activities. Eligible activities must serve households earning less than 80% of the area median income, or \$76,400 for a family of four.



#### Recommendation(s):

That the Council:

1. Adopt the resolution approving the recommended 2023-2024 Community Development Block Grant Program Plan for use of \$629,892;
2. Authorize the Town Manager to submit the Plan to the U.S. Department of Housing and Urban Development as the annual update to the 2020-2024 Consolidated Plan;
3. Enact the attached project ordinance to establish the CDBG budget for the 2023-2024 program; and
4. Enact the attached project ordinances to amend the CDBG budgets for the 2021-22 and 2022-23 programs.

### Summary of Recommended Plan

#### 2023-2024 Community Development Block Grant Program Plan

	Requested	Committee Recommendation
<b>Public Services</b>		
Town's Summer Youth Employment Program	\$20,000	\$20,000
Inter-Faith Council Homeless Case Management	133,943	31,984
Refugee Community Partnership Crisis Case Mgmt	50,000	12,000
<b>Affordable Housing</b>		
Community Home Trust - Acquisition	70,000	70,000
EmPOWERment Inc. - Acquisition	240,000	240,000
Community Empowerment Fund - IDA Program	50,000	36,000

Rebuilding Together of the Triangle Home Preservation Administration and Repairs	165,600	119,258
<b>Economic Development</b>		
Transplanting Traditions Community Farm	21,375	15,338
<b>Administration</b>	85,312	85,312
<b>Total</b>	<b>\$836,230</b>	<b>\$629,892</b>

### CDBG Funding Process Overview

- November 16, 2022: The Council held a [public forum](#) [to receive comments on the Town's community development needs and potential uses of 2023-2024 CDBG funds.](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=5937008&GUID=D695DE36-B97F-446F-)
- November 18, 2022: Staff posted 2023-2024 funding applications on the Town's website.
- December 1, 2022: Staff held an information session for interested applicants.
- January 13, 2023: Application submission deadline.
- March 10, 2023: CDBG Application Review Committee met to review and evaluate applications to make recommendations. The Review Committee is made up of one member from the Housing Advisory Board, one member of the Human Services Advisory Board, and Town staff members from the Manager's Office and Parks and Recreation Department. Affordable Housing and Community Connections staff members act as liaisons to the Review Committee.
- March 31, 2023: Staff posted the recommended CDBG Annual Program Plan for public review and comment on the Town's website.
- April 19, 2023: The Council held a [public forum](#) [to receive comments on the recommended 2023-2024 CDBG Program Plan.](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=6172334&GUID=E70F1B80-13AB-4E10-)
- If the Council approves the CDBG Program Plan, our next steps would be:
  - Submit the Plan to HUD as the annual update to the 2020-2024 Consolidated Plan.
  - Post the approved annual CDBG plans on the [Town's CDBG webpage](#) [to receive comments on the recommended 2023-2024 CDBG Program Plan.](https://www.townofchapelhill.org/government/departments-services/housing-and-)
  - Enter into Performance Agreements with agencies, according to the approved program plan.

**Fiscal Impact/Resources:** The Town is a CDBG Entitlement Community and receives an annual funding allocation from HUD. The Town provides CDBG funding through performance agreements with agencies that implement approved programs and services.

### Where is this item in its process?



### Attachments:

- Resolution Approving the 2023-2024 CDBG Program Plan
- Project Ordinance Establishing the 2023-2024 CDBG Budget
- Project Ordinance Amending the 2021-2022 CDBG Budget

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**Item #: 2., File #: [23-0399], Version: 1**

**Meeting Date: 5/10/2023**

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- Project Ordinance Amending the 2022-2023 CDBG Budget
- Summary of Application Review Committee Recommended 2023-2024 Program Plan

**A RESOLUTION APPROVING THE 2023-24 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM PLAN (2023-05-10/R-3)**

WHEREAS, the Council of the Town of Chapel Hill used multiple methods to receive public input on use of 2023-2024 Community Development Block Grant funds; and

WHEREAS, the U.S. Department of Housing and Urban Development has notified the Town of the 2023-2024 Community Development Block Grant allocation of \$419,225; and

WHEREAS, the Town has \$203,329 available in prior year Community Development Block Grant allocations to be reprogramed; and

WHEREAS, the Town received \$7,338 in program income from the repayment of an affordable housing loan making \$629,892 available to be allocated.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that based on the Town's available funding of \$629,892 of 2023-2024 Community Development Block Grant funds, the Council approves the following 2023-2024 Community Development Block Grant Program:

**2023-2024 Community Development Block Grant Program Plan**

	<b>Recommendation</b>
<b>Public Services</b>	
Town's Summer Youth Employment Program	\$20,000
Inter-Faith Council Homeless Case Management	31,984
Refugee Community Partnership Crisis Case Mgmt	12,000
<b>Affordable Housing</b>	
Community Home Trust - Acquisition	70,000
EmPOWERment Inc. - Acquisition	240,000
Community Empowerment Fund - IDA Program	36,000
Rebuilding Together of the Triangle	119,258
<b>Economic Development</b>	
Transplanting Traditions Community Farm	15,338
<b>Administration</b>	85,312
<b>Total</b>	<b>\$629,892</b>

BE IT FURTHER RESOLVED that the Council authorizes the Manager to include this 2023- 2024 Annual Action Plan in the 2020-2024 Consolidated Plan, for submission to the U.S. Department of Housing and Urban Development.

This the 10th day of May, 2023.

**AN ORDINANCE TO ESTABLISH THE 2023-24 COMMUNITY DEVELOPMENT ENTITLEMENT GRANT PROJECT ORDINANCE (2023-05-10/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 May 10, 2023 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 2023 Entitlement Community Development Block Grant. The grant activities include eligible affordable housing, public services, 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**

The following revenues are anticipated to be available to complete the project:

	Current Budget
Community Development Block Grant	\$ 419,225
Program Income	7,338
	<hr/>
Total Revenues	\$ 426,563

**SECTION IV**

Amounts appropriated for projects are as follows:

	Current Budget
<b>Public Services</b>	
Town of Chapel Hill - Summer Youth Employment	\$ 20,000
Refugee Community Partnership	12,000
Inter-Faith Council - Homeless Case Management	31,984
<b>Economic Development</b>	
Transplanting Traditions Community Farm	15,338
<b>Affordable Housing</b>	
Community Home Trust - 204 Carver St Acquisition	70,000
The Community Empowerment Fund	36,000
Rebuilding Together of the Triangle - Home Repairs	92,113
Rebuilding Together of the Triangle - Administration	26,600
EMPOWERment Inc - 104 Grant St Acquisition	37,216
<b>Administration</b>	
Grant Administration	85,312
Total Expenditures	\$ 426,563

## 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

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 VII

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, Business Management Director and Town Clerk."

This the 10th day of May, 2023.

**AN ORDINANCE TO AMEND THE 2022-23 COMMUNITY DEVELOPMENT ENTITLEMENT GRANT PROJECT ORDINANCE (2023-05-10/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 following grant project is hereby amended:

**"SECTION I**

The projects authorized are the Community Development projects as approved by the Council on April 7, 2022 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 2022 Entitlement Community Development Block Grant. The grant activities include eligible affordable housing, public services, 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**

The following revenues are anticipated to be available to complete the project:

	Current Budget	Revised Budget
Community Development Block Grant	\$ 421,755	\$ 421,755
Program Income	51,964	51,964
	<hr/>	<hr/>
Total Revenues	\$ 473,719	\$ 473,719

**SECTION IV**

Amounts appropriated for projects are as follows:

	Current Budget	Revised Budget
<b>Public Services</b>		
Town of Chapel Hill - Summer Youth Employment	\$ 25,000	\$ 25,000
Inter-Faith Council - Homeless Case Management	34,935	34,935
Exchange Club - Family Center Youth Services	5,250	5,250
<b>Affordable Housing</b>		
Community Home Trust - Downpayment Assistance	20,000	20,000
Community Home Trust - Townhome Repairs	8,836	8,836
Community Empowerment - Homeowner Counseling	10,000	10,000
Community Empowerment - Downpayment Assistance	80,000	80,000
EMPOWERment Inc. 104 Grant St Acquisition	-	202,784
Neighborhood Revitalization	202,784	-
<b>Administration</b>		
Grant Administration	86,914	86,914
Total Expenditures	\$ 473,719	\$ 473,719

## 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

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 VII

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, Business Management Director and Town Clerk."

This the 10th day of May, 2023.



**AN ORDINANCE TO AMEND THE 2021-2022 COMMUNITY DEVELOPMENT ENTITLEMENT GRANT PROJECT ORDINANCE (2023-05-10/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 following grant project is hereby amended to read as follows:

**"SECTION I**

The projects authorized are the Community Development projects as approved by the Council on April 7, 2021: 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 2021 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**

The following revenues are anticipated to be available to complete the project:

	Current Budget	Revised Budget
Community Development Block Grant	\$ 418,300	\$ 418,300
Program Income	7,339	7,339
	<hr/>	<hr/>
Total Revenues	\$ 425,639	\$ 425,639

**SECTION IV**

Amounts appropriated for projects are as follows:

	Current Budget	Revised Budget
<b>Public Services</b>		
Inter-Faith Council Homeless Case Management	\$ 57,685	\$ 57,685
Exchange Club's Family Center	5,250	5,250
<b>Affordable Housing</b>		
EmPOWERment Inc.	135,000	134,455
Rebuilding Together of the Triangle	139,973	140,518
Neighborhood Revitalization	-	-
Community Home Trust	3,818	3,818
<b>Administration</b>		
Grant Administration	83,913	83,913
Total Expenditures	\$ 425,639	\$ 425,639

**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**

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 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 10th day of May, 2023.

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

By adopting the resolution, the Council approves the recommended 2023-2024 Community Development Block Grant Program Plan for use of \$629,892 and authorizes the Town Manager to submit the Plan to the U.S. Department of Housing and Urban Development as the annual update to the Five-Year Consolidated Plan. By enacting the attached project ordinances, the Council establishes the CDBG budget for the 2023-2024 program and amends the CDBG budgets for the 2021-2022 and 2022-2023 programs.

## Summary of 2023-2024 CDBG Funding Requests and Application Review Committee Recommendations

This document summarizes the Community Development Block Grant (CDBG) Application Review Committee's recommendation for \$629,892 in 2023-2024 CDBG funding. This includes a 2023-2024 CDBG grant award of \$419,225, \$203,329 in prior years' CDBG grants to be reallocated, plus \$7,338 in program income. The program income is received from the annual repayment of a loan made in 2008 to support development of the Dobbins Hill Low Income Housing Tax Credit development.

### Application Review Committee Recommended Funding Plan

Program	Requested	Recommended Plan	% of Request
<b>Affordable Housing</b>			
Community Home Trust - 204 Carver St. Acquisition	\$ 70,000	\$ 70,000	100%
EMPOWERment Inc. - 104 Grant St. Acquisition	\$ 240,000	\$ 240,000	100%
Community Empowerment Fund - IDA Program	\$ 50,000	\$ 36,000	72%
Rebuilding Together of the Triangle Home Repairs	\$ 165,600	\$ 119,258	72%
<b>Total</b>	<b>\$ 525,600</b>	<b>\$ 465,258</b>	
<b>Economic Development</b>			
Transplanting Traditions Community Farm Microenterprise Development	\$ 21,375	\$ 15,338	72%
<b>Total</b>	<b>\$ 21,375</b>	<b>\$ 15,338</b>	
<b>Public Services - 15% Cap of \$63,984</b>			
Town's Summer Youth Employment Program	\$ 20,000	\$ 20,000	100%
Inter-Faith Council - Homeless Case Management	\$ 133,943	\$ 31,984	24%
Refugee Community Partnership Crisis Case Management	\$ 50,000	\$ 12,000	24%
Exchange Club's Family Center	\$ 4,239	\$ -	0%
<b>Total</b>	<b>\$ 208,182</b>	<b>\$ 63,984</b>	
<b>Administration - 20% Cap of \$85,312</b>			
<b>Total</b>	<b>\$ 85,312</b>	<b>\$ 85,312</b>	
<b>Total</b>	<b>\$ 819,094</b>	<b>\$ 629,892</b>	

\*Federal Regulations cap the amount of CDBG funding used for **public services at 15%** of the Town's current year grant plus program income equaling an estimated \$63,984 for FY22-23. **Administration is capped at 20%** of current year grant plus program income equaling an estimated \$85,312 for FY22-23.

### Affordable Housing

1. **Community Home Trust – Single-Family Home Acquisition and Rehabilitation: \$ 70,000**  
Requested Amount: \$70,000

**Proposed Use:** Acquire and rehabilitate a single-family home located on Carver St. and currently held in the Northside Land Bank. The home will be resold to a qualified household earning 60-80% of the area median income at an affordable price, with costs not to exceed 30% of their gross monthly income. The unit will be sold with a renewable 99-year ground lease to maintain long-term affordability. This project also frees up Land Bank funds to preserve more units for affordable housing. This project was referred to apply for CDBG after it was not funded with other [Affordable Housing sources in Fall 2022](#).

**Committee Recommendation:** \$70,000 to fully fund the request.

2. **EMPOWERment Inc. – Affordable Rental Duplex Acquisition and Rehabilitation: \$ 240,000**

Requested Amount: \$240,000

**Proposed Use:** Acquire and rehabilitate a rental duplex located on Grant St. in Pine Knolls and currently held in the Land Bank. Both units are currently vacant and will be rehabilitated into a 3-bedroom unit for a household earning 50% of the area median income or below and a 2-bedroom unit for a household earning below 30% of the area median income. The units will remain affordable to future households for 99-years, creating 2 units of permanently affordable rental housing and freeing up Land Bank funds to preserve more units for affordable housing. This project was referred to apply for CDBG after it was not funded with other Affordable Housing sources in Fall 2022.

**Committee Recommendation:** \$240,000 to fully fund the request.

3. **Community Empowerment Fund – First-Time Homebuyers Program: \$ 36,000**

Requested Amount: \$50,000

**Proposed Use:** \$4,000 will be used to provide financial literacy education and personalized one-on-one financial coaching to support 8 low-income residents work toward purchasing their first home.

\$32,000 will provide 2-to-1 matches up to \$4,000 each for those 8 program participants' savings accounts to be used for closing costs and down payment.

**Committee Recommendation:** \$36,000 to fund 8 households of the 10 households proposed. After the two acquisition projects for permanently affordable housing were fully funded, the committee developed this recommendation by dividing the remaining balance available for Affordable Housing and Economic Development projects proportionally.

4. **Rebuilding Together of the Triangle – Rehabilitation Services & Home Repairs: \$ 119,258**

Requested Amount: \$165,600

**Proposed Uses:** \$26,600 for Rehabilitation Services to support the work of the Orange County Home Preservation Coalition (OCHPC), providing applicant intake, home assessments, work scopes, bid preparation, and project management of low-income homeowner repair and accessibility modification projects.

\$92,658 for repair projects identified through Rehabilitation Services to be completed by an OCHPC member agency/agencies and coordinated by Rebuilding Together. This program will serve at least 7 households earning up to 80% of the area median income.

**Committee Recommendation:** \$119,258 to allow the OCHPC to serve at least 7 households with repairs. After the two acquisition projects for permanently affordable housing were fully funded, the committee developed this recommendation by dividing the remaining balance available for Affordable Housing and Economic Development projects proportionally.

### **Economic Development**

1. **Transplanting Traditions Community Farm - Microenterprise Development: \$ 15,338**  
Requested Amount: \$21,375

**Proposed Use:** Microenterprise development through an 8-10 week intensive business, marketing and agricultural course called Growers School offered to low-income refugee farmers as they grow small agricultural businesses. The course includes monthly technical assistance as well as marketing and customer support. Transplanting Traditions anticipates up to 13 businesses owned and run by 22 refugee farmers in Chapel Hill will participate, creating new jobs and providing more sustainable income and livelihood security.

**Committee Recommendation:** \$15,338 to partially fund the request. After the two acquisition projects for permanently affordable housing were fully funded, the committee developed this recommendation by dividing the remaining balance available for Affordable Housing and Economic Development projects proportionally.

### **Public Services**

Public service activities, such as programs focusing on employment, childcare, healthcare, and education are eligible to be funded through the CDBG program. Federal regulations cap the amount of CDBG funding used for public services at 15% of the Town's Current Year grant plus program income equaling an estimated \$63,984 for FY 23-24.

1. **Summer Youth Employment Program: \$ 20,000**  
Requested Amount: \$20,000

**Proposed Use:** The Town of Chapel Hill offers job training and paid employment to youth ages 14-18 in Chapel Hill households earning less than 80% of the Area Median Income. Every summer, the hired youth work 20 hours a week for 8-10 weeks in a variety of Town departments and outside agencies. This funding will allow the Town to hire 14 Chapel Hill youth, in addition to 6 Carrboro youth funded by Carrboro Human Services funding applied for through their outside agency process.

**Committee Recommendation:** \$20,000 to fully fund the Town's program.

2. **Inter-Faith Council for Social Service (IFC): \$ 31,984**

Requested Amount: \$133,943

**Proposed Use:** Case Manager for IFC's residential programs to assist households experiencing homelessness in obtaining shelter, securing permanent affordable housing and accessing outside resources.

**Committee Recommendation:** \$31,984 to mostly fund 1 of the 3 requested full-time equivalent case manager staff positions. After the Town's Summer Youth Employment program was funded, the committee developed this recommendation by dividing the remaining balance available for Public Services proportionally between the two projects providing services to households experiencing homelessness or housing instability in line with the Town's consolidated plan goals.

3. **Refugee Community Partnership (RCP) –Crisis Case Management): \$ 12,000**

Requested Amount: \$50,000

**Proposed Use:** Staff positions to provide crisis case management and resource referral for refugee and migrant households that are experiencing homelessness or are at risk of homelessness through community-based, on-call interpretation/translation and accompaniment for non-English speaking residents in Karen, Arabic, Burmese/Chin, and Dari/Pashto. The goal is to increase access to existing safety net services that would otherwise be inaccessible due to linguistic and cultural barriers.

**Committee Reasoning:** \$12,000 to fund the crisis case management portion of their funding request. After the Town's Summer Youth Employment program was funded, the committee developed this recommendation by dividing the remaining balance available for Public Services proportionally between the two projects providing services to households experiencing homelessness or housing instability in line with the Town's consolidated plan goals.

**Program Administration: \$ 85,312**

The Committee recommends the Council allocate funds to meet oversight requirements of the CDBG and related affordable housing and community development programs, including Town staff salaries.

**Application Not Recommended for Funding**

1. **The Exchange Club's Family Center of Alamance County**

Requested Amount: \$4,239 in Public Services funding

**Proposed Use:** The Children's Parents program provides parenting classes to families at-

risk for and/or involved in child abuse or neglect. Professionally trained instructors use tested curricula to teach the parents, and trained childcare workers provide trauma-informed care and instruction to the children.

**Committee Recommendation:** There was not enough Public Services funding to fund all requests, and the Committee prioritized projects that met the needs of households experiencing homelessness or housing insecurity.

### **CDBG Application Review Committee Members**

Mychal Weinert (Human Services Advisory Board)

Tony Williams (Housing Advisory Board)

Shenekia Weeks (Town of Chapel Hill Diversity, Equity and Inclusion Officer)

Anita Badrock (Town of Chapel Hill Senior Ombuds)

John French (Town of Chapel Hill Parks and Recreation Supervisor of Hargraves Center)

Sarah Poulton (Town of Chapel Hill Senior Special Projects Manager)

Staff Liaisons: Megan Culp, Community Development Program Manager

Nate Broman-Fulks, Assistant Director of Affordable Housing and Community Connections





# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 3., File #: [23-0400], Version: 1

Meeting Date: 5/10/2023

### Approve the 2023-2024 HOME Investment Partnership Program Annual Plan.

**Staff:**

Sarah Osmer Viñas, Director  
Nate Broman-Fulks, Assistant Director  
Megan Culp, Community Development Program  
Manager

**Department:**

Affordable Housing and Community Connections

**Overview:** The Orange County HOME Consortium receives an annual allocation of federal [HOME Investment Partnership Program](#) <<https://www.hudexchange.info/programs/home/>> funds from the U.S. Department of Housing and Urban Development to address County-wide affordable housing needs. The recommended plan includes \$539,839 of 2023-2024 HOME Program funds for eligible affordable housing projects. HOME funded projects must benefit households earning 80% or less of the area median income (\$76,400 for a four-person household).

**Background**

- Orange County is the lead entity for the HOME Program Consortium.
- The Consortium includes four participating jurisdictions (Chapel Hill, Carrboro, Hillsborough, and Orange County).
- To enhance collaboration around affordable housing among the jurisdictions in the County, [the Orange County Local Government Affordable Housing Collaborative](#) <[http://chapelhill.granicus.com/MetaViewer.php?view\\_id=21&clip\\_id=3270&meta\\_id=174509](http://chapelhill.granicus.com/MetaViewer.php?view_id=21&clip_id=3270&meta_id=174509)> (the Collaborative) was formed in 2017.
  - The Collaborative includes elected officials and staff from the each of the four participating jurisdictions and serves as the HOME Program Consortium application review team, charged with developing an annual HOME Program plan.
  - Mayor Pro Tem Karen Stegman represents the Chapel Hill Town Council on the Collaborative.
- All participating jurisdictions must approve and authorize submission of the plan prior to submittal to the U.S. Department of Housing and Urban Development (HUD).
- The Collaborative recommends the Council review and approve a 2023-2024 HOME Program Plan.



**Recommendation(s):**

That the Council:

1. Approve a spending plan recommended by the Collaborative for use of \$539,439, including \$429,496 of 2023-2024 Orange County HOME Program funds, \$13,306 in program income, and \$96,637 local match funding.
2. Authorize this plan to be incorporated into the Annual Update to the 2020-2024 Consolidated Plan for Orange County.

**Summary of Recommended Plan:**

	Requested	Collaborative Recommendation
CASA - Homestead Gardens Construction	\$512,000	\$446,489
Pee Wee Homes - Hill St. Construction	50,000	50,000
Administration (10% of HOME, required per statute)	42,950	42,950
<b>Total</b>	<b>\$604,950</b>	<b>\$539,439</b>

### HOME Investment Partnership Funding Process Overview

- November 1, 2022: The Orange County Board of County Commissioners held a public hearing to receive comment on the 2021-2022 HOME Program Consolidated Annual Performance Report and assess community needs for development of the 2023-2024 HOME Annual Action Plan.
- February 21, 2023: Application submission deadline.
- March 9, 2023: Local Government Affordable Housing Collaborative met to review and evaluate applications to make recommendations.
- April 1, 2023: Orange County Staff posted the recommended HOME Investment Partnership Annual Program Plan for public review and comment on the County's website.
- April 4, 2023: The Orange County Board of County Commissioners held a public hearing to receive comments on the recommended 2023-2024 HOME Program Plan.
- May 2, 2023: The Orange County Board of County Commissioners and Carrboro Town Council consideration of the HOME Program Plan.
- May 8, 2023: Hillsborough Town Council consideration of the HOME Program Plan.
- The next steps are:
  - If all jurisdictions of the Consortium approve the plan, Orange County will submit the Plan to HUD, as the annual update to the 2020-2024 Consolidated Plan.
  - County posts the approved annual HOME plans on the [HOME Program website <https://www.orangecountync.gov/2336/HOME-Program>](https://www.orangecountync.gov/2336/HOME-Program).
  - County enters into Performance Agreements with agencies, according to the approved program plan.

### Key Issues:

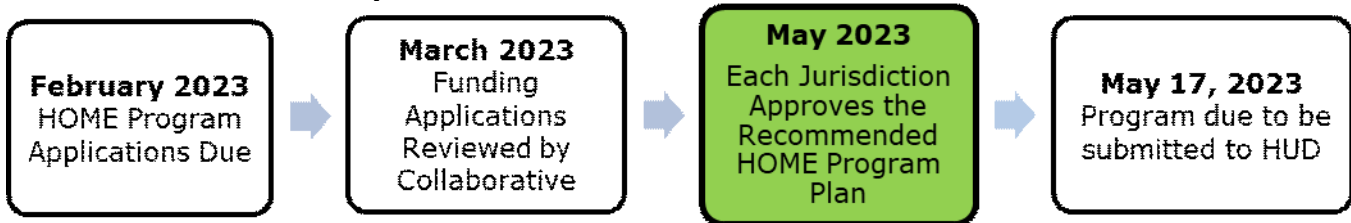
- HUD requires that at least 15% of the \$429,496 in HOME Program funds, or \$64,424, be reserved for use by Community Housing Development Organizations (CHDOs).
  - Both CASA and Pee Wee Homes qualify as CHDOs, meeting this requirement.
- The total local match requirement is \$96,637 and each jurisdiction contributes based on population. Below is the breakdown of match allocations by jurisdiction based on 2020 Census data:

▪ Chapel Hill	\$ 38,365
▪ Carrboro	\$ 13,819
▪ Hillsborough	\$ 6,281
▪ Orange County	\$ 38,172
<b>Total HOME Local Match</b>	<b>\$96,637</b>

  - As in previous years, we propose to use funds from the Affordable Housing Fund for the Town's portion of the match requirement.
- Housing projects funded with Orange County HOME Consortium Program funds are subject to the County's 99-year long-term affordability policy and must remain affordable for 99 years. Orange County records deed restrictions on the property with the Register of Deeds for affordable housing projects.
- If an agency does not implement a project after funding is awarded, the Collaborative would return to the governing bodies of the participating jurisdictions with a proposed plan for reallocation of funds.

**Fiscal Impact/Resources:**

- The recommended plan proposes to provide funds as grants to non-profit organizations for affordable housing activities.
- Participation in the HOME Program requires a local match. The Town's portion is \$38,365. As in previous years, we propose to use an allocation from the Affordable Housing Fund for this purpose.

**Where is this item in its process?****Attachments:**

- Resolution Approving the 2023-2024 HOME Program Plan
- 2023-2024 HOME Program Annual Plan Summary of Activities

**A RESOLUTION APPROVING THE 2023-2024 HOME INVESTMENT PARTNERSHIP PROGRAM ANNUAL PLAN (2023-05-10/R-4)**

WHEREAS, Orange County held two public forums to receive resident comments and proposals regarding the use of 2023-2024 HOME Program funds; and

WHEREAS, the HOME program application review team reviewed and evaluated funding applications received for proposed 2023-2024 HOME program activities; and

WHEREAS, HUD requires grantees to provide local match funds which the four local jurisdictions contribute proportionally based on population, and the Town of Chapel Hill's 2023-2024 match allocation is \$38,365.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council approves the following 2023-2024 HOME Investment Partnership Program Annual Plan to be carried out by the members of the Orange County HOME Consortium:

- |   |  |            |
|---|--|------------|
| • | CASA - New Affordable Rental Development (CHDO)          | \$ 446,489 |
| • | Pee Wee Homes - New Affordable Rental Development (CHDO) | \$ 50,000  |
| • | Administration   | \$ 42,950  |

**Total HOME Funds for Project Activities**

**\$539,439**

BE IT FURTHER RESOLVED that the Council approves the use of \$38,365 for the Town of Chapel Hill's portion of the overall HOME local match.

BE IT FURTHER RESOLVED that the Council authorizes this plan to be incorporated into the Annual Update to the 2020-2024 Consolidated Plan, for submission to the U.S. Department of Housing and Urban Development.

This the 10<sup>th</sup> day of May, 2023.

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

By adopting the resolution, the Council authorizes this plan to be incorporated into the Annual Update to the 2020-2024 Consolidated Plan, for submission to the U.S. Department of Housing and Urban Development.



## Orange County, NC HOME Consortium FY 2023-2024 Annual Action Plan Summary

### Annual Goals and Objectives

	Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
1	Rental Construction	2020	2024	Affordable Housing	Housing for Low- and Moderate-Income Households  Households Exiting Homelessness	\$496,489	Rental units Constructed: 25 Housing Units

### Projects

#	Project Name	Description
1	CASA – Affordable Rental Construction	\$446,489 will be allocated to CASA for new affordable rental development and construction of 22 units at Homestead Gardens in Chapel Hill to serve households earning below eighty percent (80%) of the area median income.
2	Pee Wee Homes – Affordable Rental Construction	\$50,000 will be allocated to Pee Wee Homes for new affordable rental construction of 3 units on Hill St. in Carrboro for households earning less than thirty percent (30%) of the area median income who are exiting homelessness

### Affordable Housing

One Year Goals for the Number of Households to be Supported	
Homeless	3
Non-Homeless	22
<b>Total</b>	<b>25</b>

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	25
Rehab of Existing Units	0
Acquisition of Existing Units	0
<b>Total</b>	<b>25</b>



# TOWN OF CHAPEL HILL

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

## Item Overview

**Item #:** 4., **File #:** [23-0401], **Version:** 2

**Meeting Date:** 5/10/2023

### **Amend the Joint Planning Land Use Plan regarding 2106 Mt. Carmel Church Road and Authorize the Town Manager to Execute the Agreement.**

**Staff:**

Britany Waddell, Director  
Judy Johnson, Assistant Director

**Department:**

Planning

**Overview:** The property is located within a geographic area subject to the Orange County-Chapel Hill-Carrboro Joint Planning Land Use Plan. Amendments to the Plan must be approved by the three jurisdictions. The North Carolina Session Law 2021-67 recently annexed the property into Orange County to avoid a parcel splitting the county line.

☆ **Recommendation(s):**

That the Council adopt a resolution amending the Joint Planning Land Use Plan.

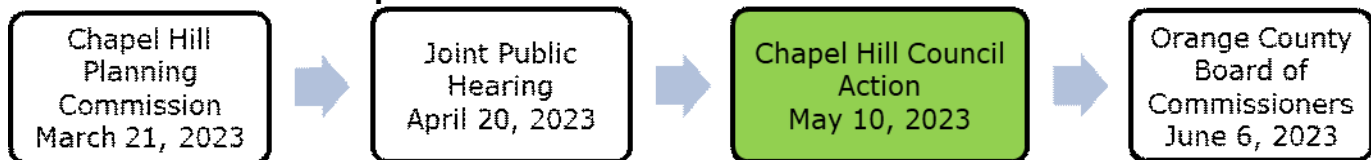
**Decision Points:**

- A Joint Public Hearing was held on April 20, 2023 and no public comment was received.
- The 4.66-acre property will be designated as part of the Rural Buffer on the Joint Planning Area map. Orange County will apply the associated Rural Buffer zoning.

**Key Documents:**

- Orange County-Chapel Hill-Carrboro Joint Planning Land Use Plan <<https://www.orangecountync.gov/DocumentCenter/View/4180/Joint-Planning-Area-JPA-Land-Use-Document->>
- Joint Planning Review Areas Map <<https://www.orangecountync.gov/DocumentCenter/View/4182/Joint-Planning-Area-JPA-Review-Areas-PDF>>

**Where is this item in its process?**



📎 **Attachments:**

- Resolution
- Planning Commission Recommendation

**A RESOLUTION AMENDING THE ORANGE COUNTY-CHAPEL HILL-CARRBORO JOINT PLANNING LAND USE PLAN TO ADD 2106 MT. CARMEL CHURCH ROAD, 4.66 ACRES, TO THE RURAL BUFFER (2023-05-10/R-5)**

WHEREAS, Orange County, the Town of Chapel Hill, and the Town of Carrboro have engaged in cooperative planning effort detailed within the Orange County-Chapel Hill-Carrboro Joint Planning Land Use Plan (hereafter 'Joint Planning Land Use Plan'), adopted October 13, 1986, and amended from time to time; and

WHEREAS, on June 30, 2021, North Carolina Session Law 2021-67 annexed 4.66 acres of land from Chatham County into Orange County; and

WHEREAS, the annexed property is part of a parcel of land subject to the Joint Planning Land Use Plan and staff has determined that it should be added to said Plan for continuity and regulatory purposes; and

WHEREAS, Section 2.6.A of the Joint Planning Agreement, which is part of the Joint Planning Land Use Plan, requires that amendments to the Joint Planning Area Land Use Map must be adopted by all parties to the Joint Planning Land Use Plan; and

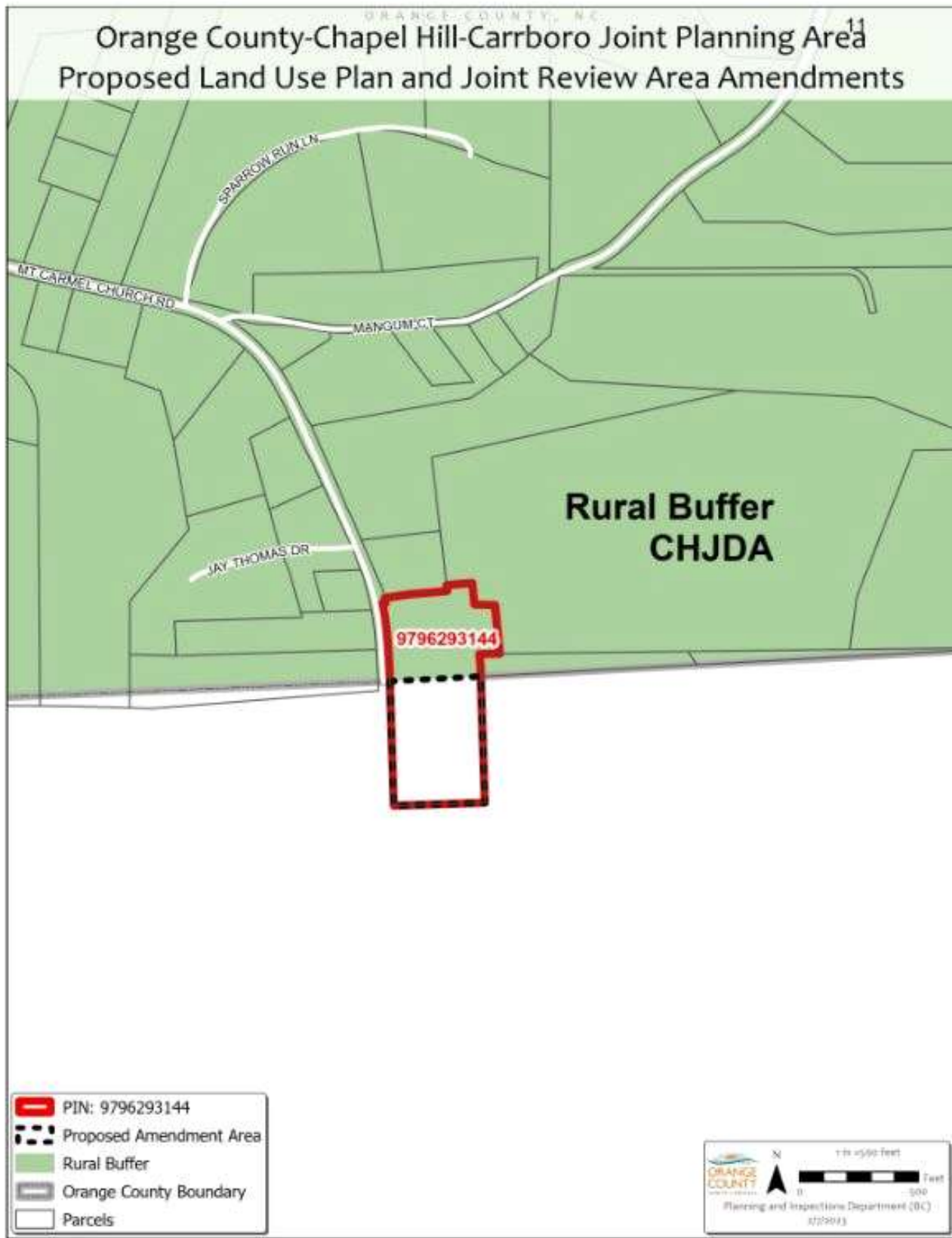
WHEREAS, a joint public hearing regarding the proposed Joint Planning Land Use Plan amendment was held on April 20, 2023, in accordance with the requirements of the Joint Planning Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council resolves that the Joint Planning Land Use Plan be amended as shown on the attached page and authorizes the Town Manager to execute the amendment incorporating this change.

BE IT FURTHER RESOLVED that the amendment to the Joint Planning Land Use Plan shall become effective upon adoption by the governing bodies of Orange County, Chapel Hill, and Carrboro.

This the 10th day of May, 2023.

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**Item #: 4., File #: [23-0401], Version: 2**

**Meeting Date: 5/10/2023**

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

By adopting the resolution, the Council amends the Joint Planning Land Use Plan and authorizes the Town Manager to execute the amendment incorporating this change.

## PLANNING COMMISSION

*The charge of the Planning Commission is to assist the Council in achieving the Town's Comprehensive Plan for orderly growth and development by analyzing, evaluating, and recommending responsible town policies, ordinances, and planning standards that manage land use and involving the community in long-range planning.*

### RECOMMENDATION FOR AMENDING THE ORANGE COUNTY- CHAPEL HILL-CARRBORO JOINT PLANNING LAND USE PLAN

March , 2023

**Recommendation:**    Approval                     Approval with Conditions                     Denial

**Motion:** Theodore Nollert moved and Elizabeth Losos seconded a motion to recommend that the Council adopt amendment to the Orange County-Chapel Hill-Carrboro Joint Planning Land Use Plan to add 4.66 acres to the Rural Buffer.

**Vote:**                    8 – 0

**Yeas:** Jon Mitchell (Chair), Elizabeth Losos, Wesley McMahon, Charles Mills, Theodore Nollert, John Rees, Louie Rivers, and Stephen Whitlow

**Nays:**

Prepared by:    Jon Mitchell, Chair  
                          Judy Johnson



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 5., File #: [23-0402], Version: 1

Meeting Date: 5/10/2023

### Call a Legislative Hearing to Consider Amending the Future Land Use Map Designation of Properties Along Huse Street and Pope Road on May 24, 2023.

#### Staff:

Britany Waddell, Director  
Judy Johnson, Assistant Director  
Jacob Hunt, Planner II  
Katherine Shor, Senior Planner  
Tas Lagoo, Senior Planner

#### Department:

Planning

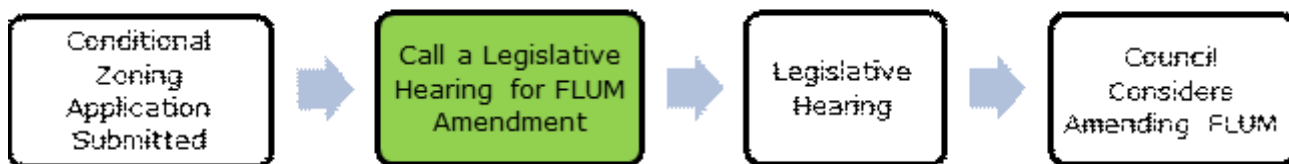
**Overview:** The Future Land Use Map (FLUM) currently designates 6 parcels, along Huse Street and Pope Road (identified by Durham County Parcel Identification Numbers 0709-08-88-9647, 0709-18-09-9567, 0709-18-18-1304, 0709-18-06-8944, 0709-18-26-4324, and 0709-08-94-8411) in northeast Chapel Hill for "Low Residential" use. The applicant for the Chapel Hill Crossing Conditional Zoning (Project #CZD-23-2) is requesting an amendment to the FLUM that would support the mixed-use development proposed for these properties.



#### Recommendation(s):

That the Council adopt a resolution calling a legislative hearing to consider amending the FLUM designation of properties along Huse Street.

#### Where is this item in its process?



#### Attachments:

- Resolution

**A RESOLUTION CALLING A LEGISLATIVE HEARING TO CONSIDER AMENDING THE FUTURE LAND USE MAP DESIGNATION OF PROPERTIES ALONG HUSE STREET ON MAY 24, 2023 (2023-05-10/R-6)**

WHEREAS, an application for a conditional zoning district for the proposed Chapel Hill Crossing development (Project #CZD-23-2) has been submitted to the Town of Chapel Hill; and

WHEREAS, the land uses proposed in the application are, in part, inconsistent with the Future Land Use Map; and

WHEREAS, the applicant of the aforementioned project has requested an amendment to the Future Land Use Map; and

WHEREAS, the Planning Commission is scheduled to consider and comment on the requested amendment to the Future Land Use Map on May 16, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council calls a legislative hearing to consider amending the Future Land Use Map designation of properties along Huse Street and Pope Road (identified by Durham County Parcel Identification Numbers 0709-08-88-9647, 0709-18-09-9567, 0709-18-18-1304, 0709-18-06-8944, 0709-18-26-4324, and 0709-08-94-8411) on Wednesday, May 24, 2023, at 7:00 PM in the Council Chamber, Town Hall, 405 Martin Luther King Jr. Blvd.

This the 10th day of May, 2023.

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

By adopting the resolution, the Council calls a legislative hearing to consider amending the Future Land Use Map designation of the properties along Huse Street and Pope Road on May 24, 2023.



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 6., File #: [23-0403], Version: 1

Meeting Date: 5/10/2023

### 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.

### May 10

- Open a legislative hearing to consider incorporating the Connected Roads Plan as a component of the Town's Comprehensive Plan
- Close a Legislative Hearing and Consider Updating the Town's Comprehensive Plan to include Shaping our Future: A Transportation and Land Use Initiative
- Close a Legislative Hearing and Consider Updating the Town's Comprehensive Plan to include the Complete Community Framework
- Open a Public Hearing for a Modification to the [Columbia St Annex](#)
- Open a Legislative Hearing for a Conditional Zoning Application for [Starpoint Refuel](#)

### May 24

- Open a Legislative Hearing for consideration of a Land Use Management Ordinance Text Amendment regarding Housing Regulations
- Open a Public Hearing to Consider Closing a Portion of Public Right-of-Way of Hamilton Road within the Glen Lennox Development
- Close the Legislative Hearing: Conditional Zoning Application for [UNC Health Eastowne, 100-988 Eastowne Drive](#)
- Close the Legislative Hearing and Consider a Conditional Zoning Application for [Barbee Chapel Apartments](#) at 5101 Barbee Chapel Road
- Close the Legislative Hearing and Consider a Conditional Zoning Application for [South Creek at 4511 S. Columbia Street](#)

# 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 on the [Council Meetings calendar](#).

Public Initiated	Council Initiated	LUMO	Closed		
Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
04/19/2023	Transportation and Connectivity Advisory Board	<a href="#">Request for Support Regarding GoTriangle CRX Bus Route Changes.</a>	Planning & Development Services		04/20/2023
04/19/2023	Joseph Patterson III	<a href="#">Request to Add Stop Signs at Intersection of North St and Henderson St</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100		04/20/2023
04/19/2023	Thomas Henkel	<a href="#">Request to Exclude 200 S. Elliott Rd. Development in the Blue Hill District.</a>	Planning & Development Services		04/20/2023
03/22/2023	Yaniv Cohen	<a href="#">Request for Home Occupation Permit Modification.</a>	Planning & Development Services	Staff is preparing information to respond to this request.	04/10/2023
03/08/2023	Eugene Farrar	<a href="#">Requests Speed Tables Near Hargrave Center.</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	Staff is preparing information to respond to this request.	03/13/2023
02/22/2023	Orange County Affordable Housing Coalition	<a href="#">Request for Bond Referendum and Increased Property Tax Towards Affordable Housing.</a>	Business Management <a href="#">Amy Oland</a> , Business Management Director Phone: 919-969-5017 Housing & Community	Staff will consider this request as public comment received for the budget development process.	04/13/2023
02/15/2023	Cultural Arts Commission	<a href="#">Request for Name, Membership and Charge Changes.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707  Communications & Public Affairs <a href="#">Sabrina Oliver</a> , Communications & Public	Staff will coordinate with the Council Committee on Boards and Commissions to respond to this request.	03/06/2023

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
			Affairs Director Phone: 919-968-2757		
02/15/2023	Matt Gladdeck	<a href="#">Request to Change Town Appointments to Board.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707  Communications & Public Affairs <a href="#">Sabrina Oliver</a> , Communications & Public Affairs Director Phone: 919-968-2757	At their 03/22/2023 meeting, the Council adopted a resolution authorizing changes to the Chapel Hill Downtown Partnership Board.	04/13/2023
01/25/2023	Environmental Stewardship Advisory Board (Tom Henkel)	<a href="#">Requests Follow-Up Regarding 828 Martin Luther King Jr. Blvd. Site</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	The Council received and referred this request to the Mayor and Town Manager for consideration. The Mayor's Office and Manager's Office have each provided project updates to the board.	04/13/2023
01/25/2023	Wendi Ramsden	<a href="#">Request for 2200 Homestead Limited Scope Review</a>	Planning & Development Services	Staff is preparing information to respond to this request.	02/13/2023
01/25/2023	Wendi Ramsden	<a href="#">Request for Limited Scope Review for 1100 S. Columbia St.</a>	Planning & Development Services	Staff is preparing information to respond to this request.	02/13/2023
01/25/2023	Will Raymond	<a href="#">Request for Ethics Guidelines</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	The Council received and referred this request to the Mayor and Town Manager for consideration.	02/13/2023
01/11/2023	Joe Patterson	<a href="#">Request to Make Existing No Parking Sections of Cobb Terrace Tow Away Zones.</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	Staff is preparing information to respond to this request.	01/20/2023
01/11/2023	Habitat For Humanity of Orange County (George Retschle)	<a href="#">Request that the Town Council of Chapel Hill Modify the Weavers Grove Conditional Zoning Permit</a>	Planning & Development Services	This request can be evaluated as part of the established permit application/modification process. No further response is needed.	04/13/2023
12/07/2022	Environmental Stewardship Advisory Board (Anthony Henage)	<a href="#">Request to Acquire Eastowne Natural Heritage Site and Designate Natural Conservation Area.</a>	Planning & Development Services	This request is preserved as public input and will be considered during the legislative hearing process for the conditional zoning application, scheduled to open at the 04/26/2023 Council meeting.	04/13/2023



Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
12/07/2022	Carol Conway	<a href="#">Request Regarding Affordable Housing Needs for IDD Members.</a>	Housing & Community	The Council received and referred this request to the Mayor and Town Manager for follow-up. Town staff are able to share how these needs are considered in affordable housing development.	04/13/2023
10/19/2022	Deon Temne	<a href="#">Request for Sidewalks at Northside Elementary School.</a>	Planning & Development Services	School zone markings are in place and Town staff are evaluating the Longfellow/Columbia intersection for a four-way stop.	04/13/2023
10/19/2022	Kelvin Hargraves	<a href="#">Request for Name Change to Hargraves Center Gym.</a>	Mayor <a href="#">Pam Hemminger</a> , Mayor Phone: 919-968-2714	The Council received and referred this request to the Mayor and Town Manager for consideration. Town staff are working with community members on how the signs showing the names will appear at the facility.	04/13/2023
10/12/2022	Lisa Ostrom	<a href="#">Request to Add an Informational Sign to the Dixie Ln and Rd Signs.</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	Staff is preparing information to respond to this request.	10/24/2022
10/12/2022	Elizabeth Onan (CHOCE)	<a href="#">Request for Council Review the Sign Ordinance and the Chapel Hill Transit Authority Policy and Standards to Ascertain They Fully Comply with Federal First Amendment Rights.</a>	Transit <a href="#">Brian Litchfield</a> , Transit Director Phone: 919-969-4908	Town staff have and will continue to draft and implement Town policies and ordinances in consideration of existing laws and continue to consult with the Town Attorney on these actions as needed.	04/13/2023
09/28/2022	Rachel Eberhard/CASA	<a href="#">Request for SUP Modification Limited Scope Review.</a>	Planning & Development Services	The Council opened a public hearing in October 2022 and took action at their 11/02/2022 meeting.	03/27/2023
09/14/2022	Barbara Driscoll and Lynda Haake	<a href="#">Request Regarding Lights Out Chapel Hill</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	The Council received and referred this request to the Mayor and Town Manager for follow-up.	10/17/2022
05/18/2022	Sandy Douglass	<a href="#">Request To Use ARPA Money Towards Pickleball.</a>	Parks & Recreation <a href="#">Phillip Fleischmann</a> , Parks and Recreation Director Phone: 919-968-2785	Final Decisions about ARPA funds will be made in January 2023.	11/21/2022
05/18/2022	Josh Romero	<a href="#">Recommendation for CPAC Charge Name Change</a>	Police <a href="#">Chris Blue</a> , Police Chief Phone: 919-968-2766	Staff will coordinate with the Council Committee on Boards and Commissions to respond to this request.	08/22/2022

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
05/04/2022	Cherec Morrison	<a href="#">Request to Add a Crosswalk at Holy Trinity Anglican Church.</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100 Planning & Development Services	Staff is supportive of the request and has submitted it for NCDOT SPOT funding.	04/13/2023
04/27/2022	Moriah Ridge, LLC	<a href="#">Request to Amend Consent Judgement to Permit the City of Durham to Annex a Property off of Mt. Moriah Road.</a>	Business Management <a href="#">Amy Oland</a> , Business Management Director Phone: 919-969-5017	The Council is scheduled to have a discussion related to this request at their 04/26/2023 meeting.	04/13/2023
01/12/2022	Environmental Stewardship Advisory Board	<a href="#">Request to Adopt New Electrification Policies for Chapel Hill.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	Staff will share information related to this request at an upcoming Council meeting..	08/22/2022
11/17/2021	Will Raymond	<a href="#">Request Regarding Ethical Rules Guiding Council, Staff and Advisory Board Conduct.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707  Mayor <a href="#">Pam Hemminger</a> , Mayor Phone: 919-968-2714	The Council Committee on Boards & Commissions discussed this at their 06/27/22 meeting and will share their recommendations for Council consideration at an upcoming meeting.	08/22/2022
10/13/2021	Tara Kachgal	<a href="#">Request Regarding 110 Jay Street.</a>	Housing & Community	Staff continues to work with legal experts to adhere to all relevant statutes. The Council opened a legislative hearing for a conditional zoning application on 03/23/22 and approved the application on 04/27/22.	01/20/2023
10/13/2021	Savannah Bowers	<a href="#">Request Regarding Operational Transparency for Town Government</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707 Council Committee on Boards and Commissions	The Council Committee on Boards & Commissions discussed this at their 06/27/22 meeting and will share their recommendations for Council consideration at an upcoming meeting.	08/29/2022
09/22/2021	Kate Sayre	<a href="#">Request To Build A Splash Pad in Chapel Hill</a>	Parks & Recreation <a href="#">Phillip Fleischmann</a> , Parks and Recreation	The Council discussed this at their 10/20/2021 work session. Staff will continue to evaluate locations, specifications, and costs for further Council consideration. UPDATE 1/20/23	01/20/2023

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
			Director Phone: 919-968-2785	discussions continue on this idea. Petitioner is engaged in the process.	
09/22/2021	Barry Nakell	<a href="#">Request to Rename Dixie Lane</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	The Council Naming Committee will review this request and make a recommendation to the Council for consideration.	08/22/2022
09/22/2021	Joan Rehm and Karin Nelson	<a href="#">Request Regarding Downtown Exhaust Noise.</a>	Police <a href="#">Chris Blue</a> , Police Chief Phone: 919-968-2766	Staff has been actively engaged with residents on this issue and will continue to do so.	01/20/2023
09/01/2021	Joe Patterson	<a href="#">Request for Modifications to the Town of Chapel Hill Noise Control Code.</a>	Police <a href="#">Chris Blue</a> , Police Chief Phone: 919-968-2766	Staff is preparing information to respond to this request.	08/22/2022
06/16/2021	Robert Beasley	<a href="#">Request Regarding Proposed Jay Street Apartments and Affordable Housing Development on Public Land Planning Process.</a>	Housing & Community	Staff continues to work with legal experts to adhere to all relevant statutes. The Council opened a legislative hearing for a conditional zoning application on 03/23/22 and approved the application on 04/27/22.	11/18/2022
06/09/2021	Robert Beasley	<a href="#">Request Regarding Jay Street Land Tract Development Project Funding.</a>	Housing & Community	110 Jay Street was one of five parcels purchased in 2005 with open space bond funding. Town Attorneys and outside counsel have advised there is no legal conflict with repurposing the site for affordable housing after this purchase.	08/22/2022
06/09/2021	Deborah Fulghieri	<a href="#">Request that Town Staff Bring Forward Historical and Environmental Information for the Town-Owned Property at Mt. Carmel Church Road and Bennett Road.</a>	Housing & Community	The Town used open space bond funds to pay closing costs for the land donation. There is no legal conflict with considering alternate uses of a site the Town acquired in this way. Council prioritized the parcel for affordable housing in September 2019.	08/22/2022
05/19/2021	Chapel Hill Public Library Advisory Board	<a href="#">Request for a Working Group on Equitable Library Funding.</a>	Mayor <a href="#">Pam Hemminger</a> , Mayor Phone: 919-968-2714  Library <a href="#">Susan Brown</a> , Library Director Phone: 919-969-2034  Town Manager	Orange County established a Library Services Task Force with staff and elected officials from both agencies participating. The task force first met in January 2022 and is continuing to meet regularly.	01/20/2023

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
			<a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707		
05/19/2021	Phil Post	<a href="#">Request to Refer the April 21 Petition Related to 160D to the Planning Commission.</a>	Planning & Development Services Planning Commission	Staff has reviewed this request and recommends no change to the ordinance language at this time. There will be an opportunity to revisit this as part of the Town's LUMO rewrite.	04/13/2023
11/04/2020	Residents in the area of Mason Farm Rd., Whitehead Circle, and Purefoy Rd	<a href="#">Request Improvements to Neighborhood Infrastructure to Promote Safe Walking and Biking and Improved Connectivity to Adjacent Neighborhoods and Campus.</a>	Planning & Development Services Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	Staff is preparing information to respond to this request.	08/22/2022
06/10/2020	Community Design Commission	<a href="#">Request to Create a Downtown Design District.</a>	Planning & Development Services	The Town's partnership with UNC on the Downtown Together initiative will help inform the future of downtown development and the role that design standards may have in achieving Downtown Together objectives.	08/22/2022
02/19/2020	Steve Moore	<a href="#">Request Regarding Cemetery Needs.</a>	<b>Parks &amp; Recreation</b> <a href="#">Phillip Fleischmann</a> , Parks and Recreation Director Phone: 919-968-2785  <b>Communications &amp; Public Affairs</b> <a href="#">Sabrina Oliver</a> , Communications & Public Affairs Director Phone: 919-968-2757	Staff is in contact with the petitioner and is working to respond to the items raised in the petition. The driveways in Old Chapel Hill Cemetery were resurfaced in July 2021.	08/22/2022
01/08/2020	Renuka Soll	<a href="#">Request for an Improved Petition Process.</a>	<b>Town Manager</b> <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	The petition page has been redesigned to provide additional information and context for petitions. Petitioners can contact the Manager's office or the supporting department if they have additional questions.	01/20/2023
06/26/2019	Julie McClintock	<a href="#">Request Regarding the Blue Hill Form Based Code.</a>	Planning & Development Services	The Council and staff continue to evaluate and update the Blue Hill Form Based Code.	08/22/2022
06/26/2019	Community Design Commission	<a href="#">Request for Modifications to the Concept Plan Review Process.</a>	Planning & Development Services	The Council most recently discussed this at their 09/16/2020 work session. Staff is piloting	08/22/2022

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
				new ways to present Concept Plans to boards, using Town projects as subjects.	
04/24/2019	Board of Adjustment	<a href="#">Request Regarding Neighborhood Conservation District Ordinances.</a>	Planning & Development Services	The Town is currently in the process of updating its Land Use Management Ordinance. This idea is under consideration as a part of this process.	08/22/2022
04/17/2019	Amy Ryan for Planning Commission	<a href="#">Commission Regarding Site Plan Review Process.</a>	Planning & Development Services	Staff will coordinate with the Council Committee on Boards and Commissions to consider this request.	08/22/2022
02/13/2019	Citizens	<a href="#">Request Regarding Coal Use and Coal Ash.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	Remediation work is almost complete along the Bolin Creek Trail near the Police Department. UNC is expected to release their Climate Action Plan in 2021, which is expected to address UNC coal use in the future.	08/22/2022
06/13/2018	Mayor Pam Hemminger	<a href="#">Regarding Reviewing Policies, Procedures, and Practices for Development.</a>	Planning & Development Services	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.	08/22/2022

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# STATUS OF PETITIONS TO COUNCIL

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Public Initiated	Council Initiated	LUMO	Closed		
Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
09/28/2022	Council Member Anderson	<a href="#">Request for Project Review by Complete Communities Team</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707 Planning & Development Services	The Council received and referred this request to the Mayor and Town Manager for follow-up. This was a short-term request pending the Council's formal adoption of the Complete Community Framework.	04/13/2023
05/18/2022	Council Members Stegman, Huynh, Berry, Miller-Foushee, and Parker	<a href="#">Request American Legion Property Update</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	The Mayor formed a Legion Property Committee which includes two of the petitioners to recommend next steps to the Council.	11/14/2022
10/27/2021	Mayor Hemminger and the Chapel Hill Downtown Partnership	<a href="#">Request that the Town Explore Taking Over the Downtown Portion of Franklin Street.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707  Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	The Council discussed this at their 01/05/22 work session.	08/22/2022
09/22/2021	Council Members Stegman, Huynh, Buansi, and Parker	<a href="#">Regarding Affordable and Missing Housing</a>	Housing & Community Planning & Development Services	Staff prepared a draft Work Plan to address the the petition's interests and is piloting an expedited application review for projects proposing 100% affordable units. Council will receive an update on expedited review at an upcoming meeting.	08/22/2022
09/22/2021	Council Members	<a href="#">Regarding Long Range Planning for Future Growth</a>	Planning & Development Services	The Town hired Jennifer Keesmaat & Alex Mather with The Keesmaat Group, Jennifer Hurley with Hurley~Franks & Associates, and Rod Stevens with Business Street to conduct a future visioning based on	08/29/2022

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
				"meeting the need" for housing in Chapel Hill.	
06/28/2021	Council Member Ryan on Behalf of Mayor Hemminger, Council Member Stegman, and Council Member Gu	<a href="#">Request Regarding Stormwater Storage Basin Projects.</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	The Town has paused proposed stormwater projects pending a broader community discussion. The Town hosted a community information meeting about the flood storage projects identified in the Lower Booker Creek Subwatershed Study on 09/13/2021.	08/22/2022
06/09/2021	Council Members Parker, Ryan, Huynh, Stegman, and Gu	<a href="#">Request Regarding Comprehensive Review of Stormwater Regulations.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707  Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	The Council discussed this at their 10/20/21 work session. Staff will explore options for partnering with the LUMO rewrite consultant to perform this review.	08/22/2022
05/19/2021	Council Members Stegman and Parker	<a href="#">Request Regarding Tax Equity Fund.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	In Fall 2021, Orange County launched a new Longtime Homebuyer Assistance program to provide property tax assistance to help people stay in their home. Staff recommends that funding for this program remains at the County level.	08/22/2022
05/05/2021	Mayor pro tem Parker, Council Member Buansi, and Council Member Stegman	<a href="#">Request Regarding Chapel Hill Increasing its Minority and Women Business Enterprise/Disadvantaged Business Enterprise (MWBE/DBE) Contracting Targets.</a>	Business Management <a href="#">Amy Oland</a> , Business Management Director Phone: 919-969-5017  Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	Based on Council direction, staff will build increased targets into the upcoming work on the East Rosemary Parking Deck project. Staff will continue working to respond to the broader request.	08/22/2022
03/24/2021	Council Member Anderson	<a href="#">Request Regarding Manufactured Home Parks</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707 Housing & Community	At their 04/27/22 meeting, the Council endorsed the County-Wide Manufactured Homes Action Plan.	08/22/2022
03/14/2018	Council Members Anderson, Gu, and	<a href="#">Request Regarding Addressing Blue Hill District Community Interests.</a>	Planning & Development Services	Council enacted ordinance amendments pertaining to stormwater	11/28/2022

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
	Schaevitz			management, affordable housing, and non-residential development, as well as building size, massing, and permeability. Council considered amendments for townhomes and deferred action.	
11/07/2016	Mayor Hemminger	<a href="#">Regarding Parking and Transit Needs in Downtown Area.</a>	Planning & Development Services <a href="#">Police Chris Blue</a> , Police Chief Phone: 919-968-2766  <a href="#">Public Works Lance Norris</a> , Public Works Director Phone: 919-969-5100	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.	11/28/2022

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Public Initiated	Council Initiated	LUMO	Closed		
Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
06/23/2021	Molly McConnell	<a href="#">Request Regarding Amending the LUMO to Allow 30 Feet Buffer from Roadway.</a>	Planning & Development Services	Request was forwarded to the LUMO project team for considering as LUMO is updated	08/22/2022
05/20/2020	Elaine McVey	<a href="#">Request to Amend the Land Use Management Ordinance Related to Deer Fencing.</a>	Planning & Development Services	Staff will work to bring forward a LUMO Text Amendment for Council consideration at a future date.	10/07/2022
09/11/2019	East Franklin Neighborhood Steering Committee & Neighbors	<a href="#">Request Regarding Neighborhood Preservation.</a>	Police <a href="#">Chris Blue</a> , Police Chief Phone: 919-968-2766 Planning & Development Services	Staff will continue to work with residents, the University, and other community members on concerns related to student rental housing. This topic will be considered as part of the LUMO rewrite.	08/22/2022
09/19/2018	Julie McClintock of CHALT	<a href="#">Regarding Land Use Intensification.</a>	Planning & Development Services  Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	On 6/12/2019, Council received a presentation on the Town's Stormwater program. On 12/9/2020 Council adopted the use of FEMA Flood Resiliency Maps. In 2/2021, Council received more info on Stormwater programs LUMO update will consider other ideas.	08/22/2022
06/27/2018	Susanne Kjemtrup / Brian Hageman	<a href="#">Transportation and Connectivity Advisory Board Request for an Electric Vehicle Provision in the Land Use Management Ordinance.</a>	Planning & Development Services	The Town is currently in the process of updating its Land Use Management Ordinance. These ideas are under consideration as a part of this process.	08/22/2022
06/13/2018	Ondrea Austin	<a href="#">CHALT's Request to Revise the Tree Ordinance.</a>	Planning & Development Services	The Town is currently in the process of updating its Land Use Management Ordinance. This idea is under consideration as a part of this process.	08/22/2022

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# TOWN OF CHAPEL HILL

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

## Item Overview

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**Item #:** 7., **File #:** [23-0404], **Version:** 1

**Meeting Date:** 5/10/2023

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### Receive the Public Housing FY23 Quarter 3 Report

**Staff:**

Faith M. Brodie, Director  
Lisa Edwards, Assistant Director  
Julian Gerner, Maintenance Supervisor  
Stacey Todd, Management Analyst

**Department:**

Public Housing

**Overview: This update from** Public Housing staff to Town Manager Blue and the Town Council describes our progress this past quarter towards maintaining our properties, facilitating programming for our residents, and acting as good stewards of our funding.



**Recommendation(s):**

That the Council receive this report.



**Attachments:**

- Public Housing FY23 Quarter 3 Report

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

By accepting this report, the Council acknowledges receipt of the Public Housing Quarterly Report.



# Public Housing Quarterly Report

## FY23 Quarter 3: Jan- Mar 2023

- **Summary**
- **Funds & Budget**
- **Properties & Maintenance**
- **Resident Programming**
- **Demographics**
- **Annual PHA Plan**
- **Goals & Next Steps**



# Summary

A project that has utilized much of staff's capacity this quarter has been the transition to YARDI, a new software system that manages public housing data. Staff began using YARDI the first week of March, but spent weeks prior preparing for the conversion of data. This has been an opportunity for staff to revisit processes in place related to applications, tenant recertifications, move outs, and work order management.

Another opportunity was created as we completed the Annual PHA (Public Housing Agency) Plan for the Department of Housing and Urban Development (HUD). Every April, the Chapel Hill Department of Public Housing provides updated policies and procedures to HUD after a 45-day review available to residents and the public.

The Annual PHA Plan shares any changes made to departmental policies or procedures, including those related to goals related to improving our occupancy, use of capital grant funds, and the conditions of our properties. Efforts made towards these goals are also measured by HUD through the Public Housing Assessment System (PHAS) score.

While our current status remains "troubled", we have shared our goals for improving our score and will touch on these goals in our report:

- improved unit-turnaround time
- continued replacements of major appliances, such as ranges and refrigerators
- timely use of capital grant funds
- timely payment to contractors

A note on occupancy: our occupancy ratio will improve once we are able to fully remove Trinity Court from our portfolio, which could happen in Quarter 4. This past quarter, our actual occupancy, without considering Trinity Court, was 96%.

## Funds & Budgeting

Maintenance has resumed regularly scheduled preventative maintenance (PM) inspections. PM inspections occur biannually in every public housing unit. A PM inspection entails an initial inspection being conducted then any repairs being made to bring the unit up to "move-in ready". Essentially, these are unit turnaround repairs made while the unit is still occupied. This assists staff in maintaining properties and reducing work required for actual unit turnarounds once the units become vacant.

Staff is currently working on PM repairs at Lindsay Street.

## Properties & Maintenance

Public Housing's maintenance staff has continued to develop an advanced prioritization method for repairs and appliance replacements of rental units.

This quarter, staff completed major repairs related to appliances, plumbing, and asphalt:

- Appliances: 20 new ranges and refrigerators at Church Caldwell
- Appliances: 10 new tubs in various neighborhoods
- Plumbing: a backflow water valve was replaced near the Louis Armstrong cul-de-sac at Eastwood
- Asphalt: a sidewalk was repaired at Church Caldwell
- Asphalt: the basketball court was resurfaced at Eastwood

Two new unit-turnaround contractors were chosen during the bidding process in early 2023. These new contractors will begin working in Public Housing units the beginning of FY24. We are hopeful this will improve our turnaround time for vacant units to be ready for leasing. HUD's guidance is for a unit to be vacant no more than 20 days; While we have not yet managed to meet HUD's guidelines, our addition of two new contractors should bring us closer to the mark.

# Resident Programming

The alternating neighborhood pop-ups and clean-ups have resumed! These are events Public Housing staff host in resident neighborhoods to foster community. The pop-ups are held on Friday afternoons and include a tabling event for community partners to share resources with residents. We also have some fun activities planned for the residents! The clean-ups are held Saturday mornings and are just what they sound like- staff and residents work together to pick up trash from the neighborhood lawns and shared spaces.

We held a pop-up at Bright Sun Place on Friday, April 21st at 4:00 P.M. and a clean-up at Eastwood on Saturday, April 29th from 9:00- 11:00 A.M.

We are continuing to build a working relationship with Orange County Health Department's Healthy Homes Program by providing welcome cleaning baskets for our new tenants or tenants with housekeeping issues. The baskets contain cleaning supplies and information on how to maintain a clean, mold-free home. All information has been translated into Arabic, Burmese, and Karen, which are the primary languages spoken in Public Housing. This will assist tenants in maintaining their rental units in a cleanly manner, so our physical inspections report less need for repair (such as moldy tubs due to water damage that can be prevented by use of shower curtains).

We continue to provide our monthly newsletters to all households sharing departmental updates and community resources.

Our new Resident Service's Coordinator, Marasia Moss, began this quarter and has been meeting residents and becoming familiar with community resources. She is currently working on identifying resident needs and brainstorming how to best connect with residents in a way that is most convenient for them. Two of the major goals for this position are to develop a sustainable Resident Council and to complete a Resident Assessment Survey.



# Demographics



As of March 2023, Public Housing is providing safe, affordable rental housing to 819 residents in 283 households.

Of the 819 residents:

- 44% are children
- 41% are elderly/ disabled
- 70% head of households are female

Of the 283 households:

- 64% are extremely low income (30% AMI)
- 24% are very low income (50% AMI)
- 10% are low income (80% AMI)
- 2% are over income (80%+ AMI)
- 2% of households were identified as "homeless" at time of move-in
- 52% of households' income are earned wages
- 36% of households' income are fixed sources, like SS, SSI, Pension and welfare

## Annual PHA Plan

The Annual PHA Plan is a collection of documents and reports shared by the Chapel Hill Department of Public Housing' to the Department of Housing and Urban Development (HUD) every April. The Plan provides information about operations of the department's programs and services. Residents and the public are engaged to solicit input and suggestions. All comments received are recorded and submitted to HUD with the plan.

### Communication Plan

March 14th: Zoom meeting for all residents; a survey was mailed to every household 3 weeks prior to the meeting asking for input on how the department should prioritize Capital Grant Funds.

Suggestions from residents on how capital funds should be prioritized include:

- Repairing screens, doors and windows
- Replacing bathroom and kitchen appliances
- Resident Security/ Neighborhood Watch program
- Homeownership Programs
- Fenced in backyards
- Planting more trees
- GED and financial literacy programs
- More covered bus stops

March 28th: Zoom meeting for all residents AND the public to share updates made to department policies and procedures. All updated policies and changes were made available for 45 days in the Public Housing Administrative offices for review. Also, recorded presentations are available on our website in English, Arabic, Burmese, and Karen.

# Goals & Next Steps for the remainder of FY23



## Resume monthly Pop-Ups and Clean Ups

Every month, staff meet in one of the Public Housing neighborhoods and invite residents to join them in either a pop-up event or a neighborhood clean up.



## Replace screen doors

This Capital Grant project will replace screen doors in every household with 22-gauge steel constructed doors including a kick panel and stainless steel mesh; will begin with Craig Gomains, Church/ Caldwell, and N. Columbia



## Reduce unit vacancy with Unit Turnaround Contractors

We have added unit turnaround contractors and are now in the process of scheduling them concurrently to improve unit turnaround time.



## Continue with major appliance replacements





# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 8., File #: [23-0405], Version: 1

Meeting Date: 5/10/2023

### Receive the Third Quarter Fiscal Year (FY) 2023 Affordable Housing Report.

#### Staff:

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

#### Department:

Affordable Housing and Community Connections

#### Overview:

- This quarterly report on affordable housing activities for Fiscal Year 2023 tracks:
- Community indicators related to the housing market and affordable housing
  - Our progress toward reaching the Town's affordable housing goals
  - The status of projects funded with Town resources



#### Recommendation(s):

That the Council receive this Fiscal Year 2023 third quarter report.

#### Community Indicator Data:

- The affordable housing gap is over 5,200 units for households below 60% of the Area Median Income (\$57,300 for a family of four). The gap has increased by about 25% over the past year, driven by housing prices that have increased at a much faster rate than incomes.
- The median household income for the Chapel Hill Metropolitan Statistical Area has increased to \$95,500, an increase of \$9,100 (or 10.5%) from last year.
- The 2022 home value index is \$623,892, an increase of \$137,000 (or 22%) from last year.
- The percentage of cost-burdened renters has slightly increased compared to last year's data at 58% of renters currently spending more than 30% of their income on housing expenses. The percentage of cost-burdened homeowners remained the same at 22%.

#### Highlights of our Progress:

Key results for the third quarter of Fiscal Year 2023 (January 1 - March 31, 2023) include:

- The affordable housing community Perry Place opened 24 new affordable units in Chapel Hill serving households earning less than 60% of Area Median Income. The project was developed by CASA and includes a total of 48 affordable units, including 24 in the Town of Carrboro.
- One additional Town employee received rental assistance through the Town's Employee Housing Program.
- The Town completed renovations on the Town-owned Transitional Housing Program home on Umstead Road. The residents transitioned from Public Housing and into the home in February.
- Self-Help oversaw the rehabilitation of two units in the Northside neighborhood.
- The Town began working with a consultant team from HR&A Advisors on the creation of an affordable housing plan. The plan will inform the development of an Affordable Housing Investment Strategy to inform resource allocation for affordable housing over the next five years.
- This quarter, 199 Chapel Hill households received assistance through the County-wide Emergency

Housing Assistance Program. This assistance is reflected in the total units preserved.

**Attachments:**

- Affordable Housing Quarterly Report - Fiscal Year 2023 Quarter 3

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

By accepting the report, the Council receive the Affordable Housing Fiscal Year 2023 third quarter report.

# AFFORDABLE HOUSING QUARTERLY REPORT



## Fiscal Year 2023 Quarter 3 (January 1 - March 31, 2023)



### Community Indicators

**\$15,991,145**

Town Budget for Affordable Housing Strategies



**\$95,500**

Median Household Income



**\$623,892**

Home Value Index



**58%**

of Renters spend more than 30% of income on Housing



**22%**

of Homeowners spend more than 30% of income on Housing

**41%**

of Housing Units affordable to households with income at 80% AMI\*



**28%**

of Units Approved in FY22 affordable to households with income at or below 80% AMI

**22,152**

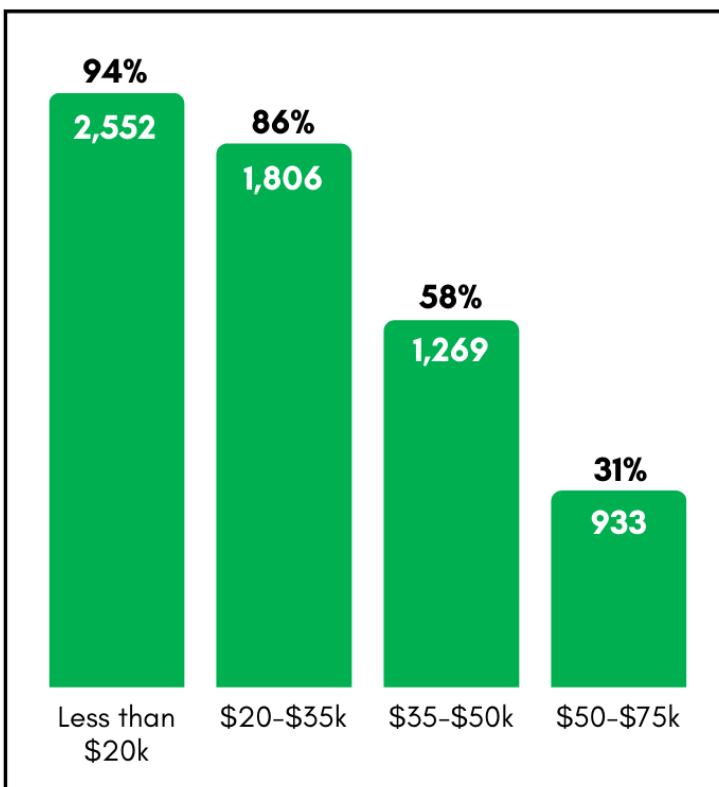
Total housing units in town



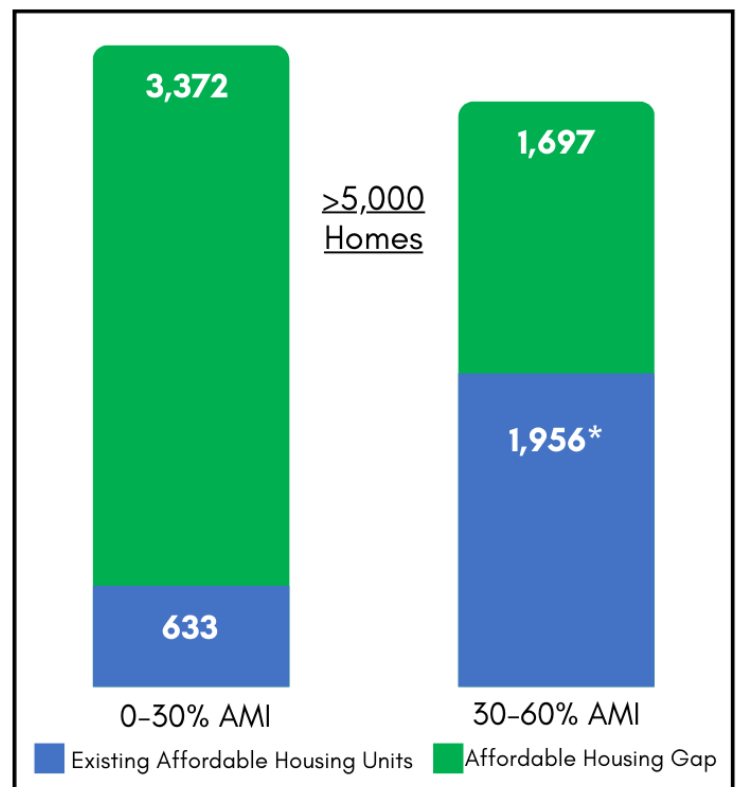
**442**

Units Approved in FY22

Number and Percent of Households that are Cost-Burdened by Income Level

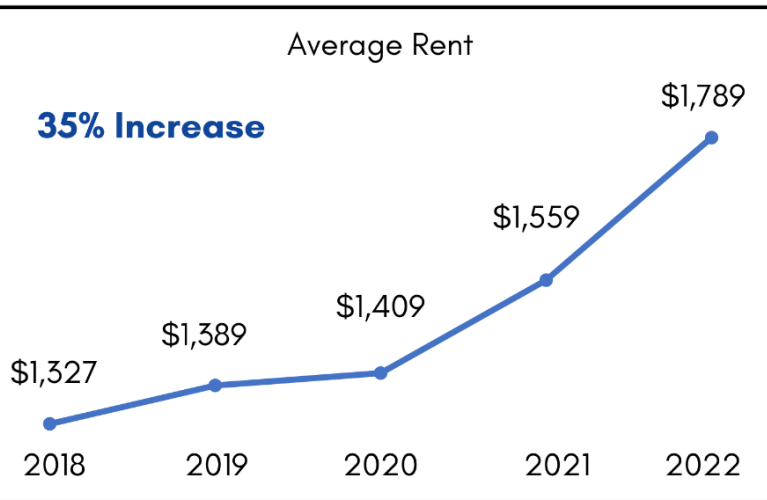


Additional Affordable Housing Units Needed by Income Level

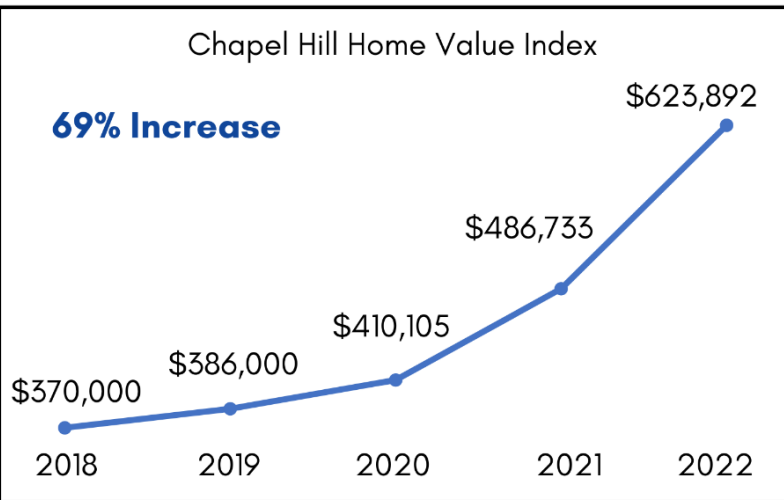


Housing costs have been rising in Chapel Hill since 2018:

### Rise in Rental Rates

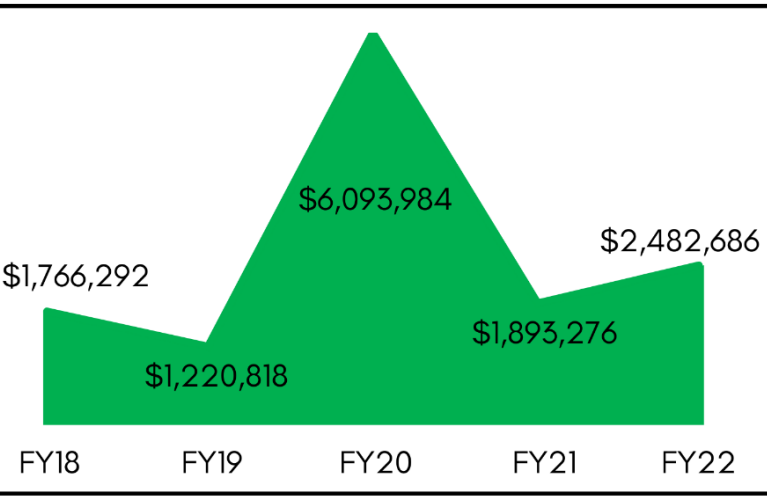


### Rise in Home Values

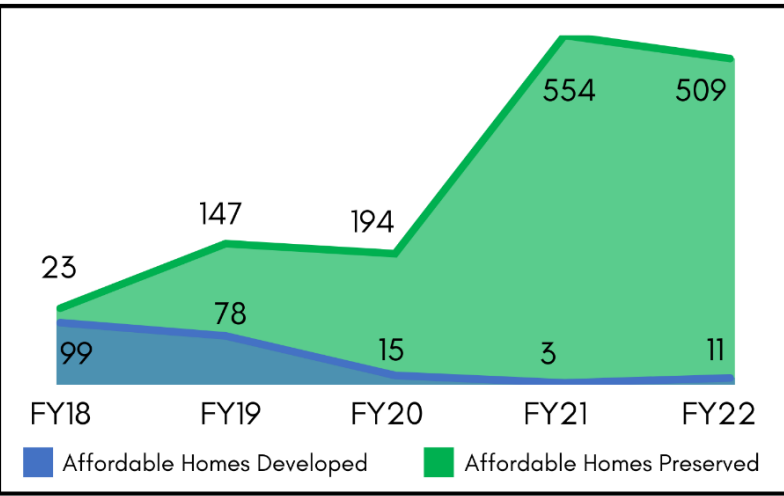


The Town has increased its support for affordable housing to address housing needs:

### Affordable Housing Funding Allocated to Projects

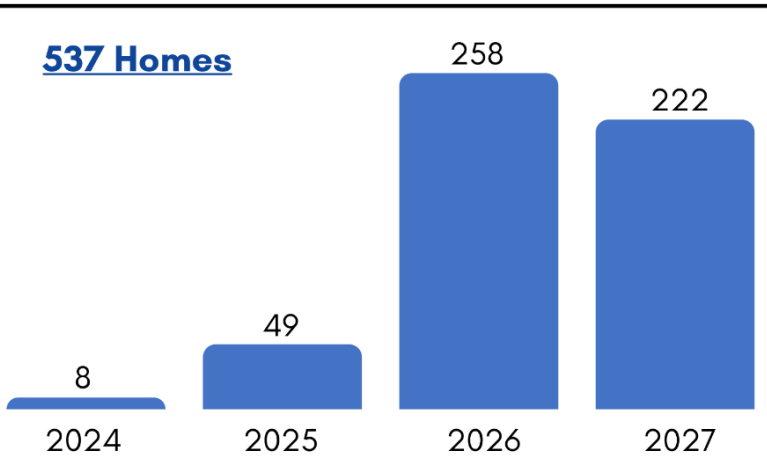


### Development and Preservation Units Completed

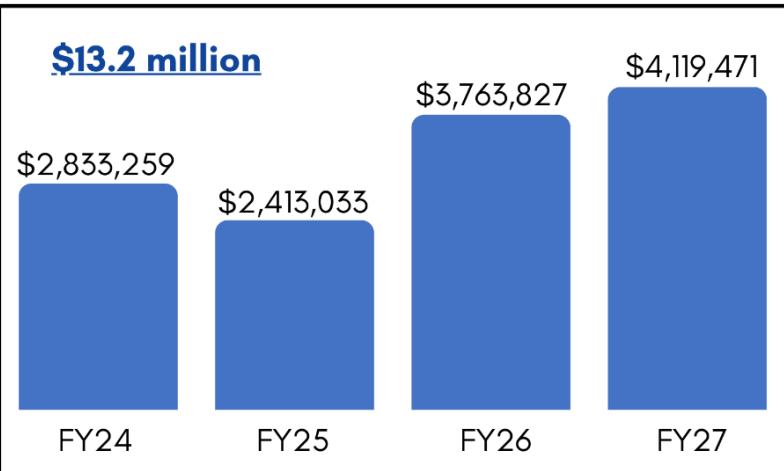


More affordable housing is planned to be created, but funding is still needed:

### Affordable Housing Development Pipeline



### Additional Funding Needed to Support Projects

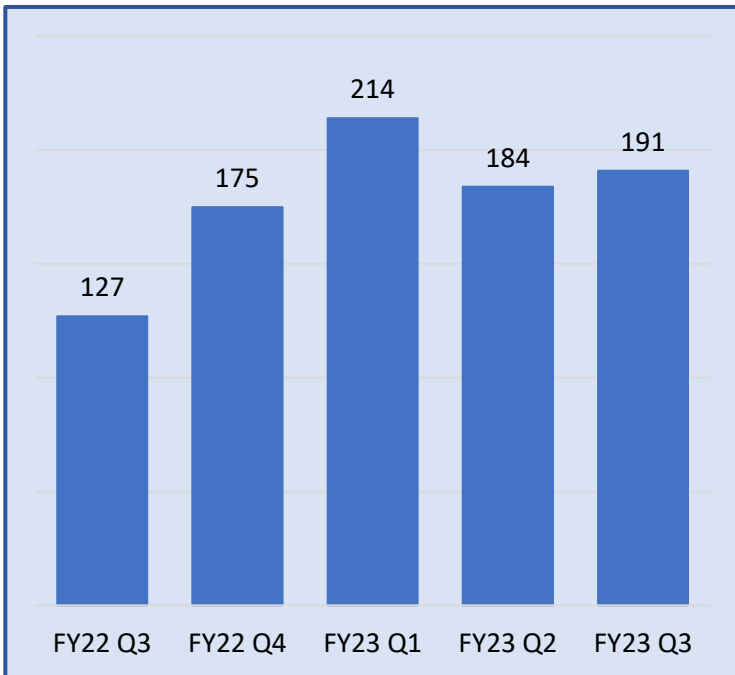


## FY23 Q3 Highlights

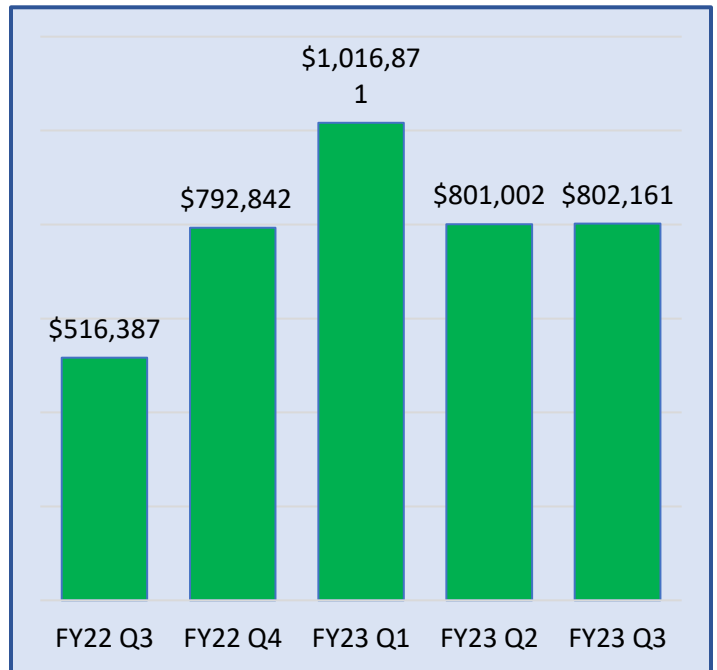
- The affordable housing community Perry Place opened 24 new affordable units in Chapel Hill serving households earning less than 60% of Area Median Income. The project was developed by CASA and includes a total of 48 affordable units, including 24 in the Town of Carrboro.
- One additional Town employee received rental assistance through the Town’s Employee Housing Program.
- The Town completed renovations on the Town-owned Transitional Housing Program home on Umstead Road. The residents transitioned from Public Housing and into the home in February.
- Self-Help oversaw the rehabilitation of two units in the Northside neighborhood.
- The Town began working with a consultant team from HR&A Advisors on the creation of an affordable housing plan. The plan will inform the development of an Affordable Housing Investment Strategy to inform resource allocation for affordable housing over the next five years.
- This quarter, 191 Chapel Hill households received assistance through the County-wide Emergency Housing Assistance Program. This assistance is reflected in the total units preserved.

## Emergency Housing Assistance

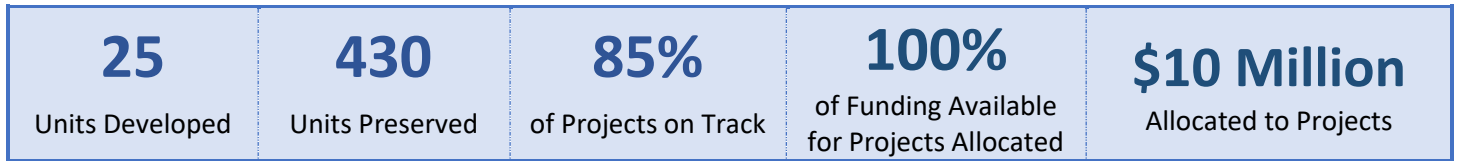
Number of Payments Made



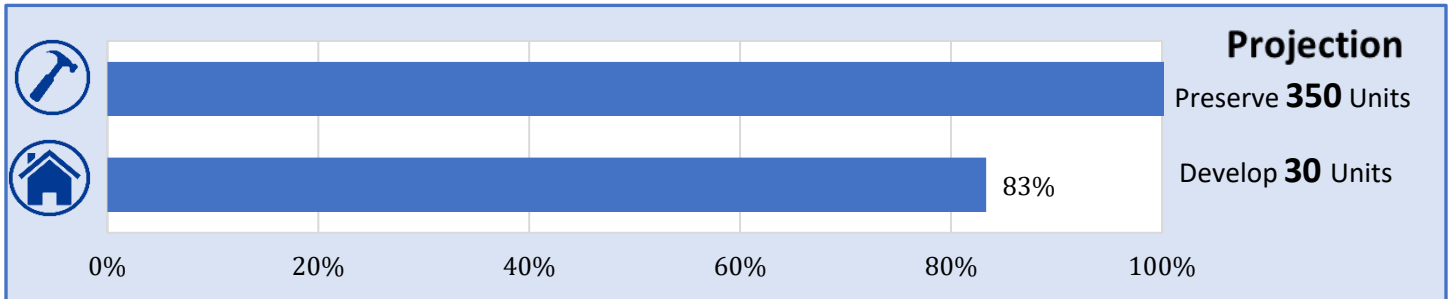
Amount of Assistance Provided



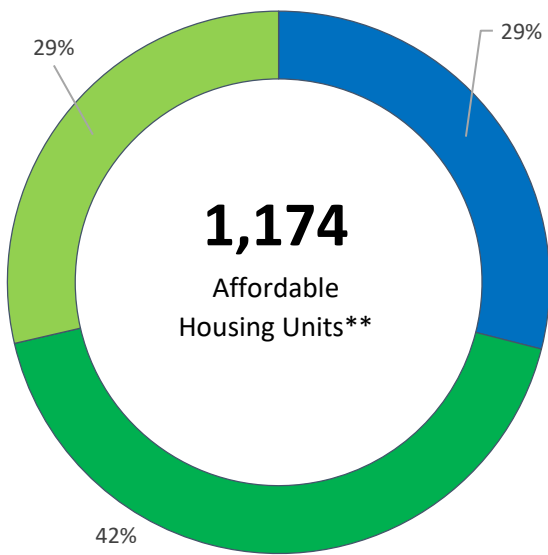
## FY23 Town Performance-to-Date



### Progress Towards FY23 Projection

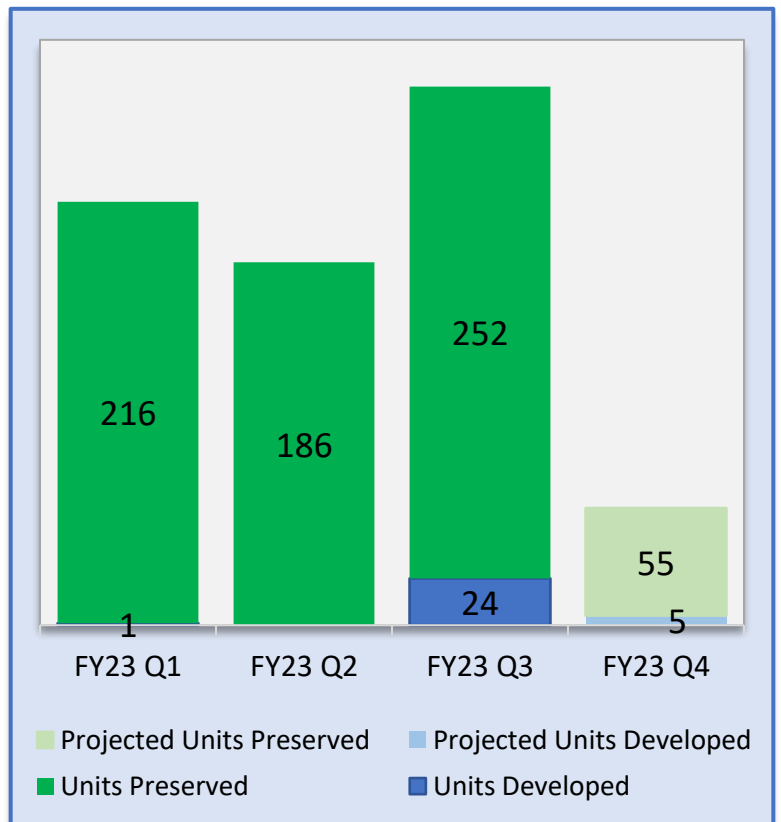


### Number of Subsidized Units in Town



- Home Ownership: 340
- Public Housing: 336
- Rental: 498



### Units Developed and Preserved by Quarter



## Affordable Housing Projects Underway Supported by the Town

Project Type	Provider	Project Name	Number of Units	Projected Completion	Status
	EmPOWERment, Inc.	707 Gomains St House Move	1	FY23 Q1	✓
	Town of Chapel Hill	Transitional Housing at Umstead Road	1	FY23 Q3	✓
	CASA	Perry Place at Merritt Mill	24	FY23 Q3	✓
	Town of Chapel Hill Public Housing	Craig Gomains Unit Rehab	1	FY23 Q3	✓
	Self-Help	Northside Housing Rehab	5	FY23 Q4	●
	Self-Help	Northside Acquisition and Development	4	FY23 Q4	●
	Town of Chapel Hill Transitional Housing	Ashley Forest Renovation	2	FY23 Q4	●
	Town of Chapel Hill	Employee Housing Program	6	FY23 Q4	●
	Orange County	Emergency Housing Assistance	300	FY23 Q4	●
	Orange County Preservation Coalition	Homeowner Rehabilitation	12	FY23 Q4	●
	Community Empowerment Fund	Down Payment Assistance	5	FY23 Q4	●
	Community Home Trust	Legion Rd Townhomes Crawl Space Renovation	14	FY24 Q1	●
	Self-Help/Community Home Trust	223 N. Graham	1	FY24 Q1	●
	Community Home Trust	Homebuyer Subsidy	2	FY24 Q2	●
	Habitat for Humanity	Gattis Court	4	FY24 Q3	●
	EmPOWERment, Inc.	PEACH Apartments	10	FY24 Q4	●
	Town of Chapel Hill	Trinity Court	54	FY25 Q2	●
	Town of Chapel Hill	Homestead Gardens	87	FY26 Q2	●
	Town of Chapel Hill	Jay Street	48	FY26 Q2	●
	Habitat for Humanity	Weavers Grove	100	FY28 Q2	●

### Legend:

- ✓: The project has been completed
- : The project is on track to meet its project scope and schedule
- : The project has been delayed in meeting its previous quarter project scope and schedule
- : The project has stalled and may not be completed
- : Development Project
- : Preservation Project

## Affordable Housing Work Plan Highlights

Project	Progress Update
<b>DEVELOPMENT</b>	
<b>Trinity Court</b>	<ul style="list-style-type: none"> <li>• Council unanimously voted to authorize the Manager to execute a development contract with Community Housing Partners.</li> <li>• The development team anticipates breaking ground on the project in summer 2023.</li> </ul>
<b>Homestead Gardens</b>	<ul style="list-style-type: none"> <li>• Staff and the development team confirmed the scope of work required to apply for a major modification to the project's existing zoning approval to accommodate proposed changes to the site plan. The project engineer anticipates submitting the application this spring for Council review in the fall.</li> <li>• Town staff finalized project materials required to execute a grant agreement with HUD for the project's \$2 million community project funding grant award.</li> </ul>
<b>Jay Street</b>	<ul style="list-style-type: none"> <li>• The development team submitted a 2023 9% LIHTC application in January and received noticed of a perfect site score in March. The final application is due in mid-May 2023 and award announcements are expected in late summer or early fall.</li> <li>• Town staff reviewed the project's affordable housing funding request.</li> <li>• Council will consider the request to allocate \$1.95M in already approved affordable housing funding to the project in April.</li> </ul>
<b>Plant Road</b>	<ul style="list-style-type: none"> <li>• Staff are working with their engineering partner to complete one or more preferred development scenarios with accompanying cost estimates. Staff expect to have the completed analysis by summer.</li> <li>• Staff are monitoring the status of the Municipal Services Building concept planning effort, which will inform the timing of a potential relocation of the Parks &amp; Recreation offices from the Plant Road property, potentially making that land available for development.</li> </ul>
<b>Legion Road</b>	<ul style="list-style-type: none"> <li>• Staff continue to provide guidance on the project workplan, to coordinate planning efforts for the development of parks and affordable housing on the Town-owned Legion Property.</li> <li>• In May, staff will seek Council authorization to release a developer solicitation for the housing component and begin negotiating a development contract with a selected development partner by fall 2023.</li> </ul>
<b>Bennett Road</b>	<ul style="list-style-type: none"> <li>• Staff assembled a possible scope of work for the Development Finance Initiative to begin evaluating development scenarios for the site.</li> <li>• Based on direction from the Manager, staff are not proceeding with the site evaluation at this time.</li> </ul>
<b>Eastowne</b>	<ul style="list-style-type: none"> <li>• Staff continue to negotiate with UNC Health on their affordable housing community benefit contribution for the Eastowne project.</li> <li>• UNC Health has secured internal approval to provide a \$5M no-interest loan to the Town to establish a revolving loan fund to support affordable housing preservation and development projects.</li> </ul>
<b>PRESERVATION</b>	
<b>Implement Manufactured Home Communities Strategy</b>	<ul style="list-style-type: none"> <li>• As part of the Town's Engagement, staff coordinated a community facilitator led conversation with manufactured home residents to gain a better understanding of how residents engage with the Town and develop recommendations to support new engagement approaches</li> <li>• Community Connections staff are beginning to outline the scope for developing a resident leadership team among manufactured housing residents.</li> </ul>
<b>Preservation Strategy Framework</b>	<ul style="list-style-type: none"> <li>• Staff have been researching examples of early warning systems around the country that strategically identify affordable housing properties at risk of redevelopment and/or purchase. Staff have begun to meet with GIS staff to review available data and brainstorm implementation methods.</li> <li>• Staff have conducted research and evaluated preliminary parameters for establishing an affordable housing preservation loan fund.</li> </ul>
<b>Emergency Housing Assistance (EHA) Program</b>	<ul style="list-style-type: none"> <li>• The County Commissioners approved changes to the Program in November, including limiting assistance to only households making 30% or less of AMI and placing a \$6,000 assistance cap.</li> </ul>



<b>POLICY</b>	
<b>Employee Housing Program</b>	<ul style="list-style-type: none"> <li>• Staff are continuing to see an increase in program interest from employees and have several that are currently approved for rental assistance that are looking for housing or preparing to move into housing in Chapel Hill. Eleven Town employees have received assistance to date.</li> <li>• Staff worked with an employee experiencing homelessness to qualify for both employee housing assistance and one of the master leased affordable units at Union Chapel Hill to ensure long-term stability for the employee and her sons</li> </ul>
<b>Inclusionary Housing</b>	<ul style="list-style-type: none"> <li>• Staff are working with development teams from the University Place, Stanat's Place, and Summit Place Townhomes projects to draft and finalize affordable housing agreements prior to the Town issuing their final plans approval.</li> <li>• Staff worked with development teams for Aspen Heights, 2217 Homestead, 101 E. Rosemary, Hillmont, and South Creek to clarify their affordable housing plans and finalize the affordable housing conditions prior to HAB and Council review.</li> <li>• Town staff have continued to work with UNC-Health to refine their affordable housing proposal that will accompany their rezoning application for the Eastowne parcel.</li> <li>• Town staff continue to field inquiries and data requests related to the design and impact of the Town's Inclusionary Housing policies from jurisdictions and groups interested in creating a similar program.</li> </ul>
<b>Source of Income Protection</b>	<ul style="list-style-type: none"> <li>• Staff have researched national and local examples of source of income protection policies that prohibit landlords from denying tenants and homebuyers based on the type of income they are using to pay rent or purchase a home.</li> </ul>
<b>Housing Petition: Expedited Review and Missing Middle</b>	<ul style="list-style-type: none"> <li>• Affordable housing staff continue to work with Planning staff to plan for the launch of the Community Priority Process for Affordable Housing Development Review (CPP-AHDR).</li> <li>• Staff have fielded questions from potential applicants of both 100% affordable and market-rate development projects and received the first eligible application for CPP-AHDR.</li> <li>• Affordable housing staff have worked with Planning to research possible strategies to encourage and support affordability in small-scale development related to the Housing Choices for a Complete Community Text Amendment.</li> </ul>
<b>Affordable Housing Plan</b>	<ul style="list-style-type: none"> <li>• Staff have been working with the selected consulting firm HR&amp;A to incorporate the Town's existing strategies, data, reports, and Work Plan into a comprehensive plan and accompanying investment plan to guide the Town's efforts over the next 5 years.</li> <li>• HR&amp;A has conducted initial engagement and staff have reviewed the preliminary existing conditions report.</li> <li>• Town Council is scheduled to receive a progress update at their April 26<sup>th</sup> meeting.</li> </ul>
<b>FUNDING</b>	
<b>Implement Investment Plan for Affordable Housing</b>	<ul style="list-style-type: none"> <li>• As part of The Affordable Housing Plan, HR&amp;A will include an investment strategy to identify what financial resources will be needed to implement the strategies approved in the plan.</li> </ul>
<b>Manage Funding Programs</b>	<ul style="list-style-type: none"> <li>• The CDBG Application Review Committee met on March 10<sup>th</sup> to hear from all 8 outside agency applicants and develop a recommended FY2023-2024 CDBG Annual Action Plan.</li> <li>• The public comment period for the draft FY23-24 CDBG Annual Action Plan runs from April 1-May 5, with the 2<sup>nd</sup> public forum to be held during the Council meeting on April 19<sup>th</sup>.</li> </ul>
<b>MANAGING TOWN-OWNED HOUSING</b>	
<b>Transitional Housing Program</b>	<ul style="list-style-type: none"> <li>• Staff are continuing to work on a sustainability plan for the program, with anticipated completion this spring.</li> <li>• In partnership with the Compass Center, the Town is holding virtual educational workshops with tenants in the Transitional Housing Program. The classes are being held the second Thursday of the month.</li> <li>• Staff received quote to replace the HVAC system at 110 Umstead Road</li> </ul>

## Notes & Citations

- \*The % of affordable housing units at 80% AMI increased by 2% points to 41% from the Q1 report due to a discrepancy in the Co-Star naturally occurring affordable housing database. The number of affordable rental units at 60% AMI was also affected by this discrepancy. We have addressed this issue and the Q2 report shows an increase of 136 units for a total of 1956 units. The total gap remains ~5,000 units.
- \*\*The number of subsidized homes in Chapel Hill in this report decreased by 4 units to 1150 from the Q1 report due to the discovery of a minor discrepancy in the Orange County Affordable Housing Coalition database.
- The percentage of renters and homeowners that pay more than 30% of their income on Housing, the number and percentage of cost-burdened housing, and total occupied housing units in town data source is U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates
- HUD defines cost-burdened families as those who pay more than 30% of their income for all housing-related expenses and may have difficulty affording necessities such as food, clothing, transportation, and medical care.
- Staff calculated the need for affordable housing units by income level by comparing the number of households with incomes that fall within the specified AMI levels to the number of affordable units available to households at those income levels. The data source for household income level was the American Community Survey. The unit count data was pulled from the Co-Star Naturally Occurring Affordable Housing database and the Orange County Subsidized Affordable Housing Inventory.
- The median household income data source is the HUD 2022 Median Family Income Estimates based on American Community Survey data for the Durham-Chapel Hill Metropolitan Statistical Area.
- The home value index data source is Zillow.com and average rent rate is from Co-Star data.
- The total budget this fiscal year for affordable housing strategies captures all Town expenditures for affordable housing. This includes the Affordable Housing Fund, CDBG Funds, and operating funds, among others.
- The percentage of housing units that are affordable to households with income under 80% AMI includes naturally occurring affordable housing and units subsidized by the Town. The data source for this metric and corresponding chart is the commercial real-estate research firm Co-Star and the County-wide data inventory created through the Orange County Affordable Housing Coalition.
- The percent-of-budget allocated metric displays the percentage of the Town budget for affordable housing projects allocated as of the date of the quarterly report.
- The data source for the number of units subsidized by the Town is the County-wide Data Inventory created through the Orange County Affordable Housing Coalition.
- The data source for subsidized housing unit development projections is the County-wide data inventory created through the Orange County Affordable Housing Coalition.



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 9., File #: [23-0406], Version: 1

Meeting Date: 5/10/2023

### Receive Quarterly Update on Climate Action Implementation.

**Staff:**

Chris Blue, Interim Town Manager  
Mary Jane Nirdlinger, Deputy Town Manager  
John Richardson, Community Sustainability Manager  
Brennan Bouma, Sustainability Program Analyst  
Elizabeth Houghton, Sustainability Outreach Coordinator

**Department:**

Manager's Office

**Overview:** Tonight's report is an implementation update on the Council's adopted [Climate Action and Response Plan](https://online.flippingbook.com/view/857144275/). <<https://online.flippingbook.com/view/857144275/>> The projects led by staff across the organization are presented in four main action categories: (1) buildings & energy, (2) transportation & land use, (3) water, wastewater & natural resources, and (4) resiliency. The Council identified some actions as priorities in 2020-2021 during development and adoption of the Climate Action and Response Plan.



**Recommendation(s):**

That the Council receive the information.

**Fiscal Impact/Resources:** The implementation actions are funded by the Town's Climate Action Fund, other Town resources, and various grant awards. There are no new fiscal impacts associated with this update.



**Attachments:**

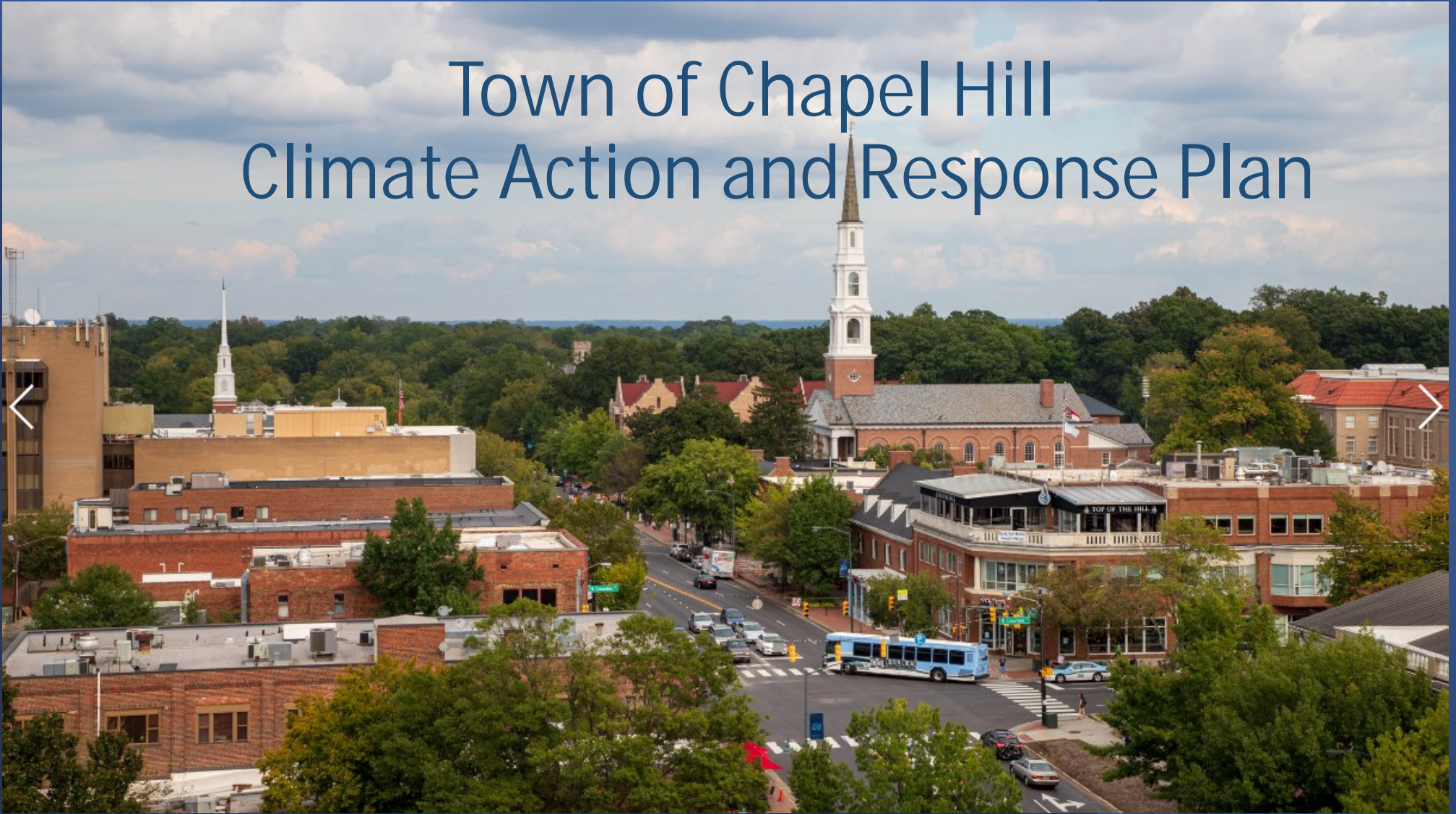
- Supplemental Information
- May 2023 Climate Action Update to Council

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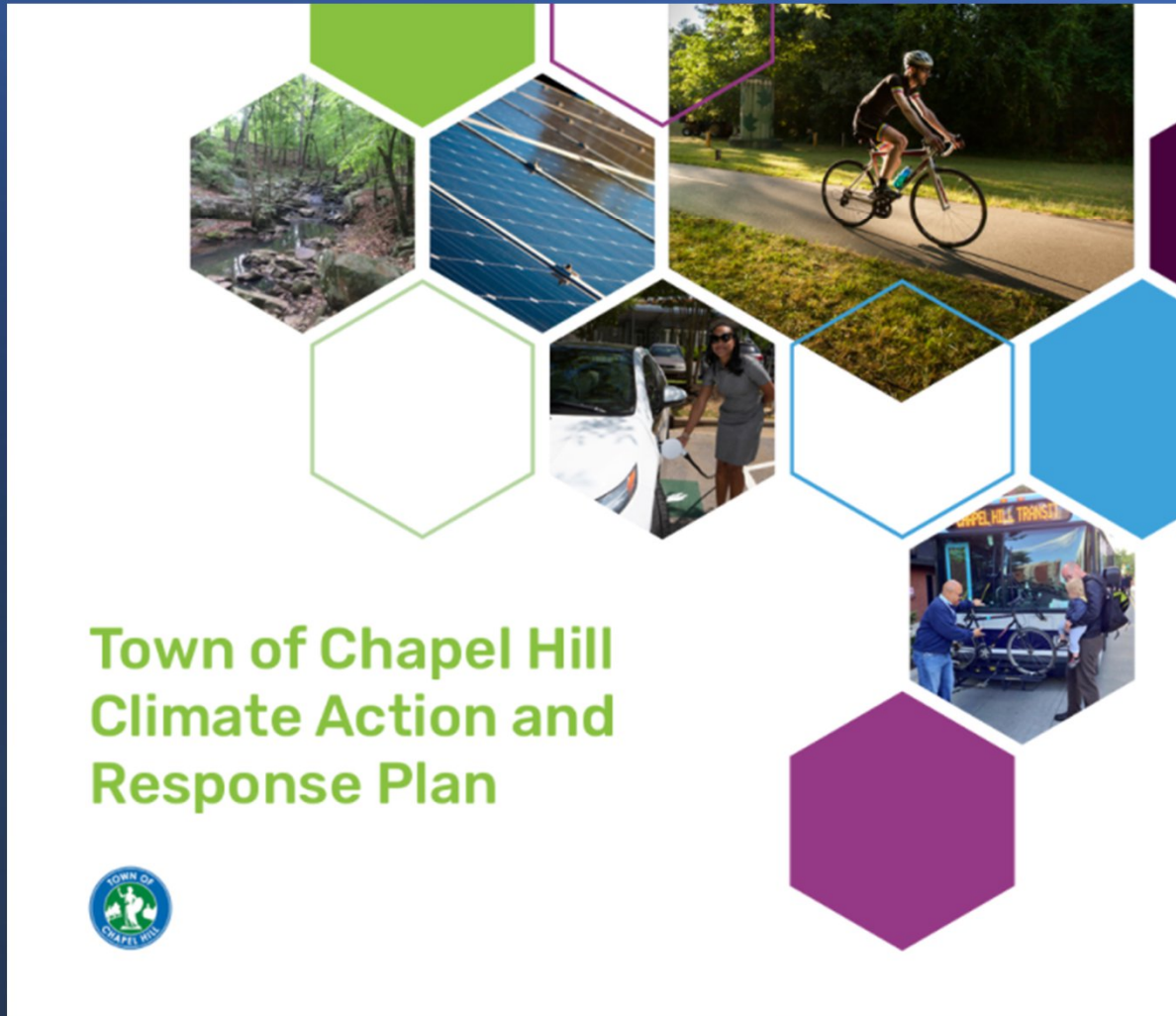
**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

By accepting this report, the Council acknowledges receipt of the Climate Action Implementation quarterly report.

# Town of Chapel Hill Climate Action and Response Plan



What's the context for  
climate action in Chapel Hill?



Town Council adopted the plan in 2021

Received a 2-year implementation plan

Authorized a \$470k climate budget for FY 2022

FY 2023 budget is \$550k

# Town & Community Climate Goals

50%

Emissions reduction by  
2030

80%

Clean, renewable  
energy by 2030

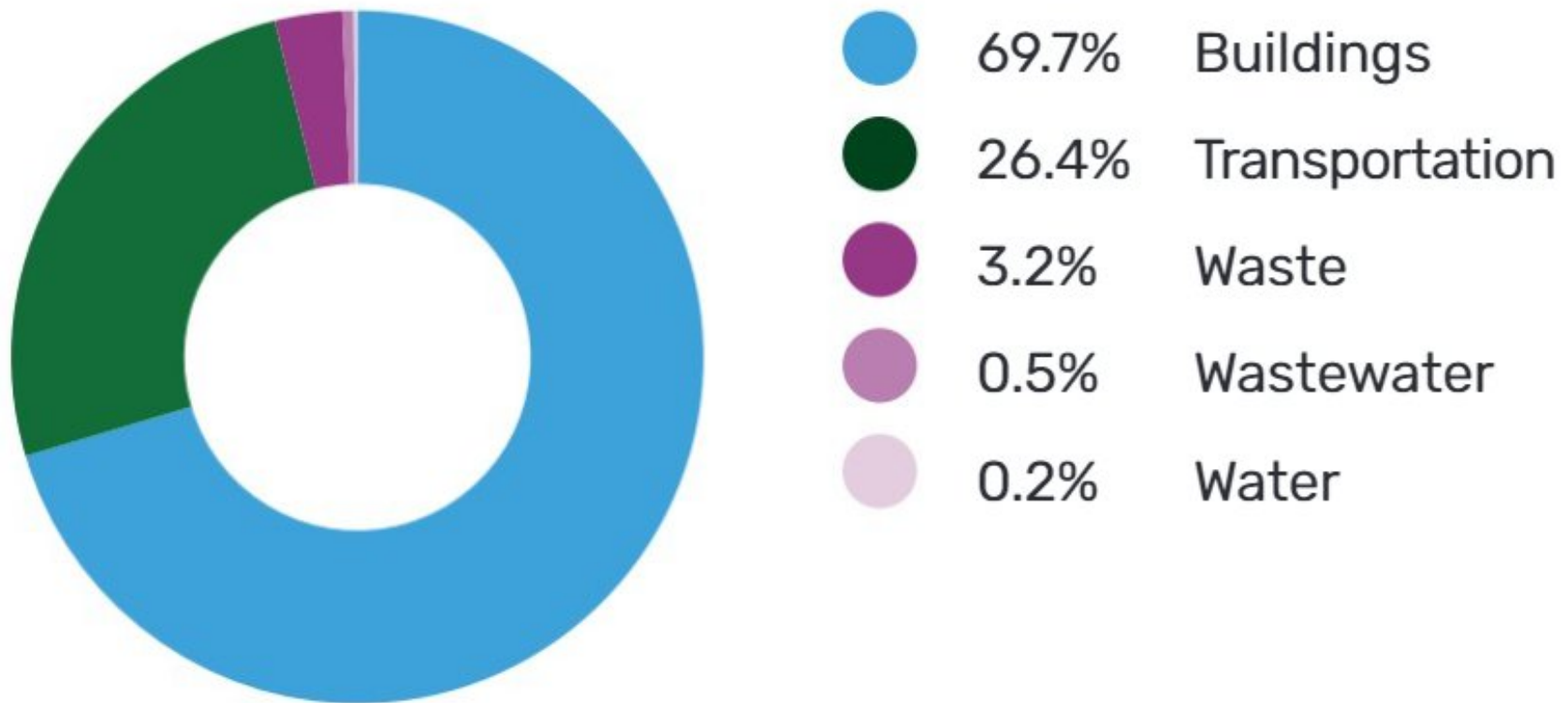
Net-zero

By 2050

100%

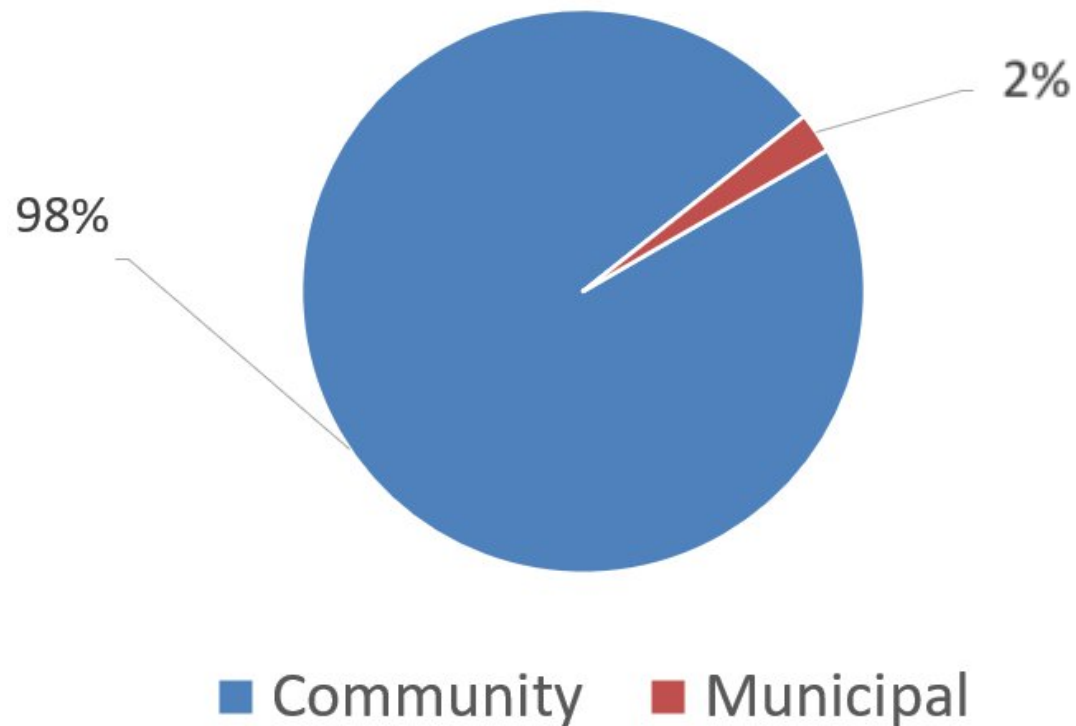
Clean, renewable  
energy by 2050

## Community GHG Emissions by Sector





## Chapel Hill Municipal Share of Community Emissions



What are the top emissions reduction action categories in Chapel Hill?



1. Green the grid ▼ 30-31%



2. Sustainable transportation ▼ 12-13%



3. Sustainable development ▼ 11%



4. Green building retrofits ▼ 6-7%

# Recent Climate Action Highlights



**1. Green the grid ▼ 30-31%**



## SOLARIZE THE TRIANGLE

Solar power and  
battery storage at  
crowdsourced prices



Join the movement  
to a cleaner and more  
resilient Triangle.

[SolarizetheTriangle.com](http://SolarizetheTriangle.com)

### 2022 CAMPAIGN MILESTONES

AS OF APRIL 7, 2023



**181**  
contracts signed



**1,731 kW**  
of new clean  
energy capacity



**2,404,614 kWh**  
produced annually



**\$300,500**  
in annual utility  
bill savings



**\$5.98M**  
in new clean energy  
development



**3.25M lbs**  
of CO<sup>2</sup> avoided  
annually

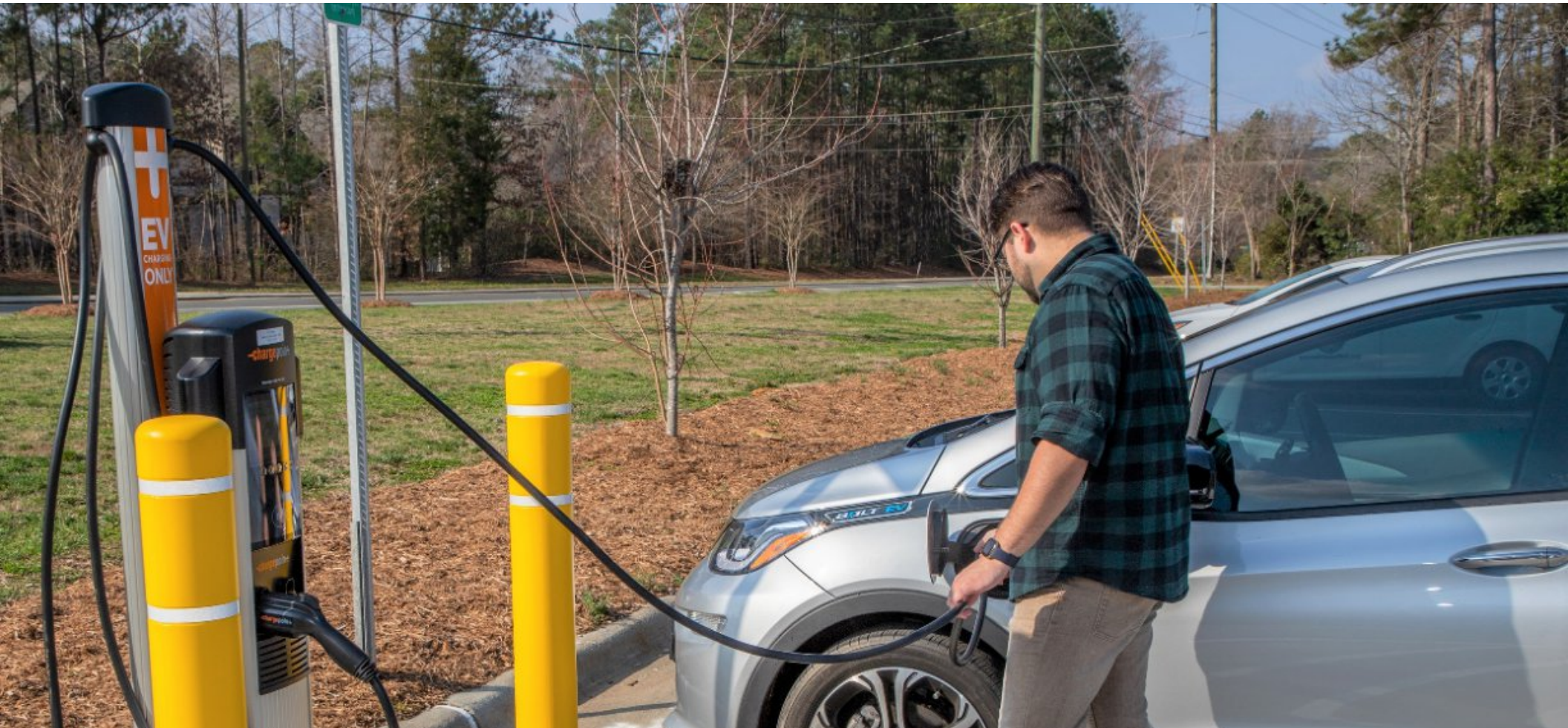


**2. Sustainable transportation ▼ 12-13%**

# EV Charging Infrastructure

Staff Lead: Brennan Bouma  
(Office of Sustainability & Resilience)





# EV Charging at Eubanks Park & Ride Lot

Reduces emissions 6.8 metric tons/year

# Fleet Electrification

Staff Leads: Mark Agosto (Public Works),  
Brennan Bouma (Office of Sustainability  
& Resilience)



**Ford E-Connect Van at Public Works**  
Equal to 61-66 mpg, 110+ mile range, zero tailpipe emissions



# EV Charging Stations at Public Works

6 level 2 electric vehicle chargers installed

# CHPD MACH-E



**200+ mile range**



**Equal to ~93 mpg**



**Zero tailpipe emissions**



Graphic: Alex Carrasquillo, CHPD

# Mobility Plan Implementation

Staff Leads: Bergen Watterson, Josh Mayo  
(Planning), Chris Roberts (Public Works)

# Mobility Plan Updates

✓ Wayfinding Strategy  
(needs implementation funding)

Old Durham-Chapel Hill Rd bike lanes,  
sidewalks  
(largely done, finalizing punch list)

Ephesus Church Rd bike lanes  
(installed, sidewalk needs funding)

Estes Dr Connectivity Project  
(estimated completion winter 2023)



# Mobility Plan Updates Continued

Homestead Rd Sidewalks, Multi-use Path  
(2<sup>nd</sup> bid opens May 10th)

Estes Drive Extension Bike-Ped  
(seeking design firm)

Bolin Creek Greenway Extension  
(seeking design firm)







**3. Sustainable development ▼ 11%**

# NC Building Code

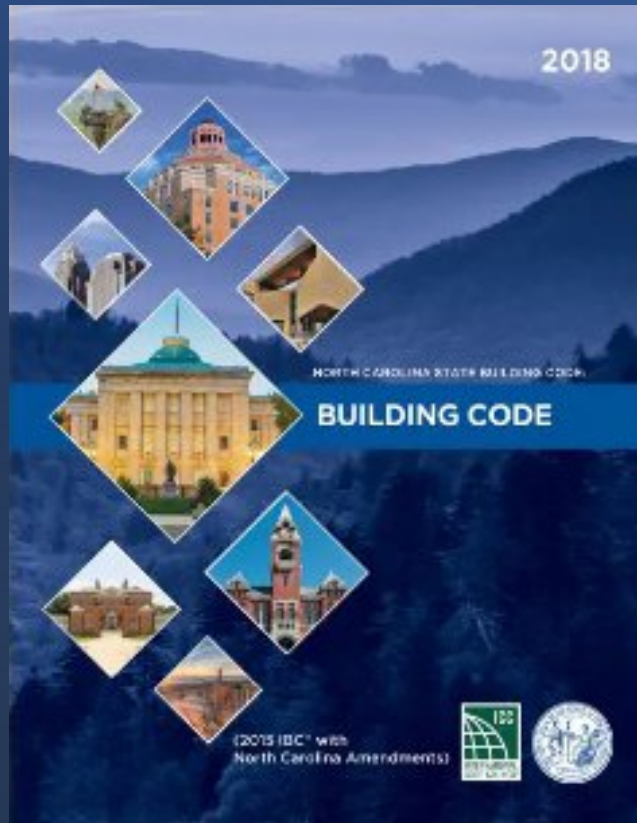
Comments submitted to NC Building Code Council in support of proposed amendments to the State's Energy Conservation Code

Projected benefits of proposal:

16.3% energy savings statewide

\$300+ in annual household utility savings

34 million metric tons of emissions avoided





**4. Green building retrofits ▼ 6-7%**

# Cedar Falls Turf Field Upgrades

Staff Lead: Kevin Robinson (Parks & Rec)



Cedar Falls LED Lighting + Turf Upgrades  
Reduces emissions 12.8 metric tons/year



Water, Wastewater & Natural Resources

# Storm Drain Murals

Staff Leads: Steve Wright (Community Arts and Culture), Sammy Bauer (Stormwater)

Artist: Alice Holleman  
Location: Town Hall





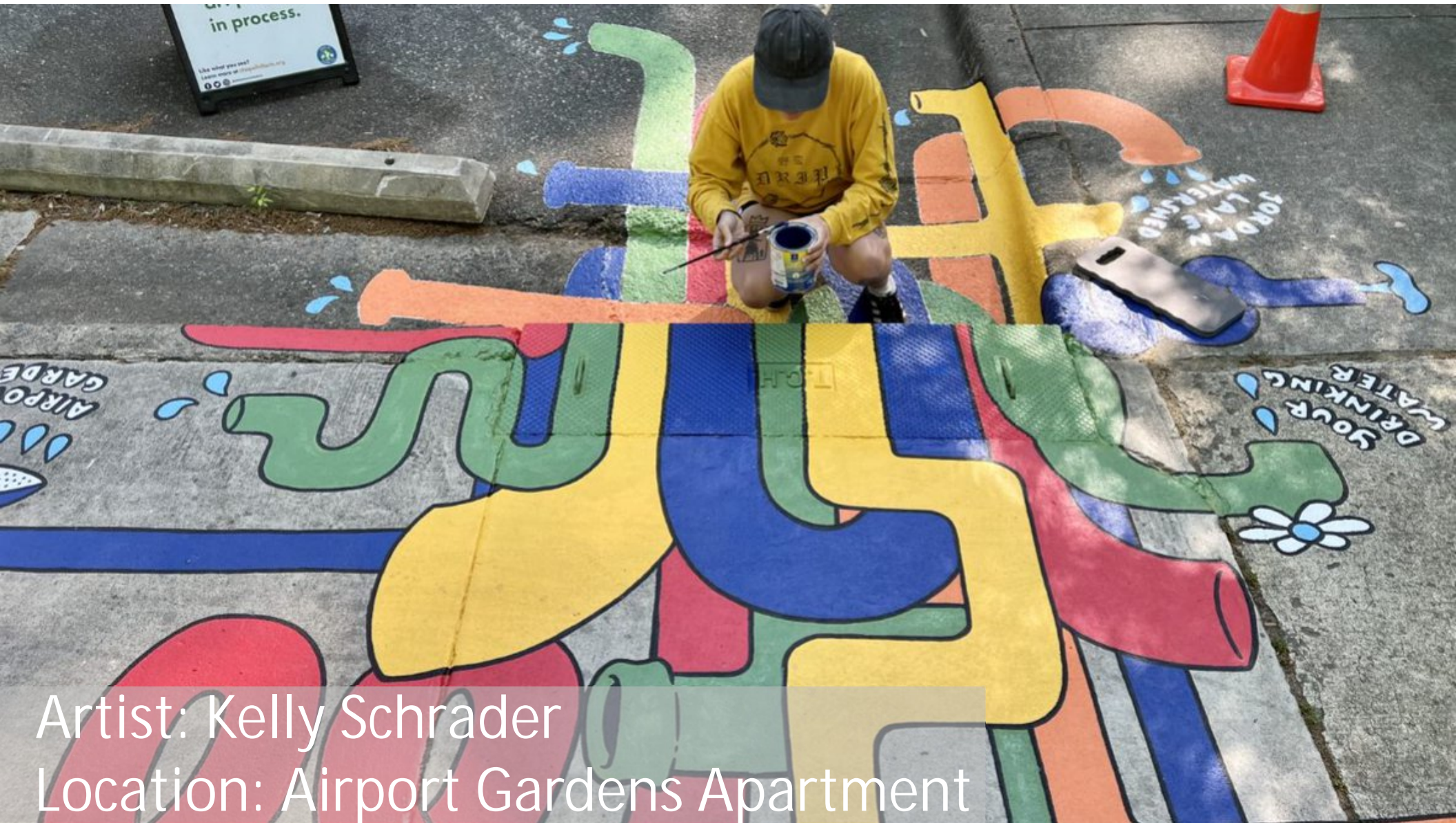
Artist: Anna Payne Rogers Previtte  
Location: Rosemary Street





Artist: Jesse White

Location: N. Columbia St.



Artist: Kelly Schrader

Location: Airport Gardens Apartment

# Orange County Creek Week

Staff Lead: Sammy Bauer (Stormwater)

**ORANGE COUNTY  
CREEK  
WEEK**

**March 17-26, 2023**

[www.orangecountync.gov/CreekWeek](http://www.orangecountync.gov/CreekWeek)

Orange County Creek Week celebrates the streams, lakes, and rivers that connect our human and non-human communities. It's a weeklong series of activities:

- Litter cleanup challenge
- Paddling trips
- Art workshops
- Invasive plant removal
- Green infrastructure tours
- And more!

ORANGE COUNTY NORTH CAROLINA  
Department of Environmental, Agriculture, Parks & Recreation

OWASA

HILLSBOROUGH STORMWATER AND ENVIRONMENTAL SERVICES

CITY OF ORANGE COUNTY

TOWN OF CHAPEL HILL

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

## By the numbers...

40 events

700+ participants

676 species observed

3,000 lbs. of trash removed

[YouTube video link](#)

Data: Kristin Prelipp, Orange County

# Earth Day Compost Pail Education Station and Giveaway

Staff Lead: Meeghan Rosen (Library)

# 500 compost pails given away on Earth Day

UNBOUND, 2016

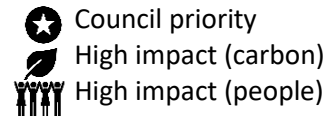
UNBOUND is a community organization of high school-age students with the mission to create change and to inspire other students. The idea of UNBOUND was to create an art space for students to use their talent and imagination.

The recent high school design contest collected from the community, reflecting students' passion of designing both functional and artistic. The contest winners have been selected from a pool of over 1000 entries. The contest winners are: 1. Designing a high school building, 2. Designing a high school building, 3. Designing a high school building, 4. Designing a high school building, 5. Designing a high school building, 6. Designing a high school building, 7. Designing a high school building, 8. Designing a high school building, 9. Designing a high school building, 10. Designing a high school building.



Next Quarterly Update:  
Fall 2023



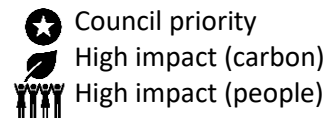









## STAFF REPORT – MAY 2023 CLIMATE ACTION UPDATE TO COUNCIL

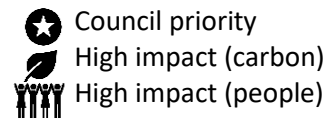
*The actions are implemented across several Town departments. This report was produced by the Town's Office of Sustainability and Resilience, with department support.*










May 10, 2023

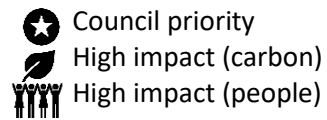
Buildings + Energy Actions		
Action	Benefits	Status / Target Date
1. Upgrade Library Lighting to LED	Projected savings/year: <ul style="list-style-type: none"> <li>\$23k utilities</li> <li>290k kWh</li> <li>206 MTCO<sub>2e</sub></li> </ul> 18-month payback Maintenance savings	✓ June 2022
2. Energy Assessment for Public Housing Units ★	Provides assessment indicating that existing energy and water saving measures are efficient	✓ June 2022
3. Create Solar Fact Sheet ★	Prepares Town for high-impact utility-scale solar investment opportunities 🌿	✓ September 2022
4. Submit Joint Letter to Utilities Commission re: Duke Energy Carbon Plan ★	Provides local government interests to help share a plan that is projected to achieve a 70% CO <sub>2</sub> reduction from Duke Energy NC-SC power generation by 2030 🌿	✓ August 2022
5. Support SSDN <a href="#">Letter</a> to North Carolina Utilities Commission re: Data Access	Voices local government interests re: utility data access, and how increased access can advance/support local climate action ( <a href="#">Docket E-100 Sub 161</a> )	✓ December 2022



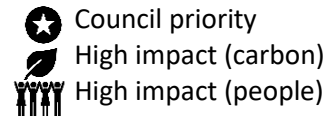
6. Upgrade Cedar Falls Athletic Fields Lighting to LED	The LED lighting uses 40% less energy and is projected to reduce emissions 28k pounds per year or 320 metric tons over the 25-year life of the project	✓ December 2022
7. Submit Comments to NC Building Code Council in Support of Proposed Energy Efficiency Amendments to the State's Energy Conservation Code	If approved, the proposed code is projected to lead to statewide energy savings of 16.3%, annual household utility savings of over \$300, and 34 million metric tons of emissions avoided over 30 years 	✓ April 2023
8. Participate in 2022 Solarize the Triangle Program	Creates more residential and commercial rooftop solar installations. 2022 triangle campaign annual benefits: <ul style="list-style-type: none"> <li>• 2.4M kWh produced</li> <li>• \$300,500 in utility savings</li> <li>• 3.25M lbs of carbon avoided</li> </ul>  	<a href="#">2022 campaign</a> ending and 2023 campaign launching in May, along with program to install solar on LMI-eligible homes  FY23, Q4
9. Scope Weatherization Gap Program 	Prepares Town to begin implementing weatherization gap program 	Scoping underway, with support from UNC Public Policy Master's-level intern  FY23, Q4 (orig. Q1)
10. Conduct Energy Burden Study 	Informs other weatherization program actions (see above) 	Scoping underway, with support from UNC Public Policy Master's-level intern  FY23, Q4 (orig. Q2)











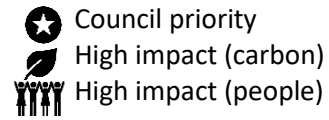
<p>11. Update Council's Green Building Framework</p> 	<p>Updates green building policy for new construction (projected benefits TBD)</p> 	<p>Draft to Council on June 14, 2023, with electrification petition</p> <p>FY23, Q4 (orig. Q2)</p>
<p>12. Scope Green Rentals Program</p> 	<p>Explores the costs/benefits of creating a sustainability program for rental property</p> 	<p>Scoping underway, with spring support from UNC EcoStudio intern; engaging with Duke Energy and Chamber</p> <p>FY23, Q4</p>
<p>13. Scope Big Buildings + Parking Lots Program</p> 	<p>Explores the costs/benefits of creating a sustainability program for large buildings and parking lots</p> 	<p>Scoping underway, with spring support from UNC EcoStudio intern</p> <p>FY23, Q4</p>
<p>14. Explore Orange County Solar Farm Partnership</p> 	<p>Explores the costs/benefits/options of a countywide partnership to build a utility-scale solar farm that helps meet municipal renewable energy goals</p>	<p>Scoping underway in collaboration with municipal partner staff</p> <p>FY24, Q1 (orig. FY23 Q4)</p>
<p>15. Participate in 2023 Solarize the Triangle Program</p>	<p>Creates more residential and commercial rooftop solar installations. (Projected benefits TBD)</p>  	<p>2023 campaign launching in May, along with program to install solar on LMI-eligible homes</p> <p>FY24, Q4</p>



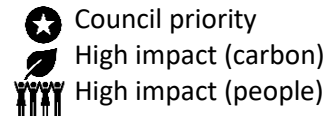
Transportation + Land Use		
Action	Benefits	Status / Target Date
1. Develop Public EV Station Site Suitability Map + Screening Tool 	Prepares Town for federal infrastructure funding and zoning application reviews	✓ September 2022 (click <a href="#">here</a> to view the StoryMap and tool)
2. Fleet Electrification Analysis 	Represents phase 1 of accelerated fleet electrification plan, with draft investment scenarios	✓ August 2022
3. Develop Wayfinding Strategy for Mobility Plan	Prepares Town for building out Mobility Plan network and enhancing use of existing transportation routes for all users	✓ November 2022
4. Install 6 EV Charging Stations at Public Works	Supports the reduction of fleet emissions and provides operational insights into fleet electrification (projected benefits TBD)	✓ December 2022
5. Install <a href="#">EV Charging Station with ADA Access at Eubanks Park + Ride</a> 	Enables EV charging and reduces vehicle emissions by 6.8 metric tons per year by displacing gasoline 	✓ January 2023
6. Install 4 EV Charging Stations at Police Headquarters	Supports the reduction of fleet emissions and provides operational insights into fleet electrification (projected benefits TBD)	✓ March 2023



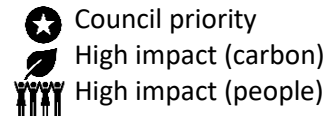
<p>7. Complete Solar Study for Transit Facility</p> 	<p>Provides cost-benefit analysis of solar, battery storage, and charging optimization for Transit facility</p> 	<p>Draft report under review by staff</p> <p>FY23, Q4 (orig. Q2)</p>
<p>8. Host Duke Energy Charging Stations at Town facilities</p> 	<p>Enables EV charging and reduces vehicle emissions by displacing gasoline (projected benefits TBD)</p> 	<p>Hosting agreement complete; permit applications under review for 3 locations</p> <p>FY23, Q3 (orig. Q2)</p>
<p>9. Fleet Electrification Planning</p> 	<p>Phase 2 of accelerated fleet electrification, with 5-year investment; prepares Town for continued transition to EVs and EV infrastructure</p>	<p>Staff review complete, final summary underway</p> <p>FY23, Q4</p>
<p>10. Purchase 4-8 Electric Vehicles for Town</p>	<p>Reduces fleet emissions and provides operational insights into fleet electrification (projected benefits TBD)</p>	<p>2 EVs in operation (Public Works, Police), 2 arriving in June (Public Works, Fire), 4 more on order</p> <p>FY23, Q4</p>
<p>11. Install 20 EV Charging Stations at New Rosemary Parking Deck</p> 	<p>Enables EV charging and reduces vehicle emissions by displacing gasoline (projected benefits TBD)</p> 	<p>Grant funds secured (\$25k), coordinating installation with Duke Energy</p> <p>TBD</p>
<p>12. Continue Building Out Mobility Plan Network</p> 	<p>Reduces emissions by creating a town-wide transportation network that doesn't require a car</p>	<p>Multiple projects moving forward, see presentation slide for more details</p> <p>Ongoing</p>
<p>13. Participate in TOD and LUMO Rewrite Visioning</p>	<p>Positions town with updated sustainable development and redevelopment practices (projected benefits TBD)</p>	<p>UNC EcoStudio intern researching model ordinances</p> <p>FY24</p>



<b>Water, Wastewater &amp; Natural Resources</b>		
<b>Action</b>	<b>Benefits</b>	<b>Status / Target Date</b>
1. Review of Town's Plan for Flood Mitigation Facilities ★	Understanding of impacts from flood mitigation facilities informs Council policy on stormwater infrastructure investments	Booker Creek Working Group has finalized their recommendations report and will present to Council no later than fall  FY24, Q2 (orig. FY23, Q3)
2. Review of Town Stormwater Regulations ★	Informs Council policy on sustainable stormwater infrastructure and regulations	Staff preparing to present to Council  FY23, Q4 (orig. Q2)
3. Expand Flood Alert System Sensor Technology ★	Enhances early warning system for low-lying areas of Town	UNC student project complete, scoping sensor project  FY24, Q2 (orig. FY23, Q2)
4. Participate in Countywide Solid Waste Master Planning ★	Prepares Orange County to meet zero waste goal by 2045	Draft plan released to SWAG review by end of June  FY24, Q2 (orig. FY23, Q4)

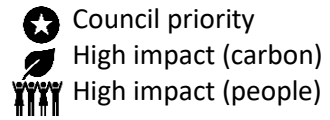



Resiliency		
Action	Benefits	Status / Target Date
1. Launch Year 2 of <a href="#">Leave Your Leaves Campaign</a> ★	Creates fertile soil and healthy trees, supports local wildlife, reduces flooding and improves water quality, and reduces emissions	✓ December 2022
2. Plant 200 or More Canopy Species Trees ★	Increases public and environmental health, sequesters carbon (projected benefits TBD) 👤	Grant funding secured, coordinating with Parks & Rec to plant in fall FY24, Q2 (orig. FY23 Q2)
3. Determine Who is Most Affected by Climate Stressors ★	Prepares Town for localized programming that builds sustainability and resiliency within communities that stand to benefit the most 👤	Developing more granular GIS analysis of most impacted areas FY23, Q4 (orig. Q2)
4. Launch New Interactive Climate Action Web Portal ★	Becomes a one-stop shop for climate communication, education and engagement 👤	Scoping project FY24, Q2 (orig. FY23 Q2)



<b>Grants Management</b>				
<b>Grant</b>	<b>Grantor</b>	<b>Amount</b>	<b>Match</b>	<b>Status</b>
1. Install 2 EV Charging Stations at Town Hall 	NCDEQ, VW Settlement Program	\$18,000	\$11,968	✓  Installed: October 2021  Reporting: thru 2025
2. Upgrade Library Lighting to LED 	Duke Energy Small Business Energy Saver Program (utility incentive)	\$67,114	\$34,855	✓  Installed: June 2022  Reporting: NA
3. Fleet Electrification Planning Internship 	Environmental Defense Fund Climate Corps Fellow	\$11,250	N/A	✓  Completed: August 2022  Reporting: NA
4. Upgrade Cedar Falls Turf Lighting to LED	Orange County Community Climate Action Grant Program	\$128,057	\$79,211	✓  Installed: December 2022  Reporting: NA
5. Install EV Charging Station at Eubanks Park + Ride 	Orange County Community Climate Action Grant Program	\$18,500	\$9,518	✓  Installed: January 2023  Reporting: NA





6. Plant 200 or More Canopy Species Trees 	Orange County Community Climate Action Grant Program	\$40,000	N/A	Active  Estimated Completion: FY24 Q2  Reporting: TBD
7. Install 10 EV Charging Stations at the Rosemary Parking Deck	NCDEQ, VW Settlement Program	\$25,000	TBD	Awarded  Estimated Completion: TBD  Reporting: TBD
		\$307,921	\$135,552	



# TOWN OF CHAPEL HILL

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

## Item Overview

**Item #:** 10., **File #:** [23-0407], **Version:** 1

**Meeting Date:** 5/10/2023

### **Presentation: Recommended Budget for FY 2023-24.**

**Staff:**

Chris Blue, Interim Town Manager  
Amy Oland, Director

**Department:**

Manager's Office  
Business Management

**Overview:** The Recommended Budget for 2023-24 recognizes Council's most important goals and invests in operations and strategic initiatives to achieve those objectives.



**Recommendation(s):**

That the Council receive the FY2023-24 Manager's Recommended Budget.

See also  [<https://www.townofchapelhill.org/budget>](https://www.townofchapelhill.org/budget).



**Attachments:**

- Manager's Budget Message 2023-24
- Manager's Draft Presentation

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

**PRESENTER:** Chris Blue, Interim Town Manager

**RECOMMENDATION:** That the Council receive the FY2023-24 Manager's Recommended Budget.



MANAGER'S OFFICE  
Town of Chapel Hill  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514-5705  
*phone* (919) 968-2743 *fax* (919) 969-2063  
[www.townofchapelhill.org](http://www.townofchapelhill.org)

May 5, 2023

Dear Mayor and Council,

After several years of conversation about our community's values, our needs, and our long-term vision, I am pleased to present a budget that implements long-awaited change.

We developed this recommendation as a team. Our departments have worked hard to identify our unaddressed core needs in support of the Council and the community's vision for Chapel Hill.

This budget includes a recommended increase of 5 cents to our tax rate because, as we have discussed with you, without additional revenues, we simply cannot keep pace with our basic services. For too many years, we have maintained funding levels while costs have risen and we are unable to continue operating this way. It is time to acknowledge that, in order to address the significant backlog of unaddressed needs, we need this increase. What I am recommending this year is not excessive. It only *begins* to address some of our needs, and we appreciate the Council's ongoing commitment to implementing a 5-year budget strategy to meet those long-term needs.

Instead of a lengthy written message, we have prepared a clear visual presentation to show the priorities this recommended budget will allow us to address: ***People, Services, Facilities, Fleet, and Housing***. This budget supports our employees, without whom we cannot deliver the exceptional service to which our community is accustomed, and it would begin to restore key operational funds for fleet, streets, greenways, and our departments' most critical needs. It brings the Affordable Housing Development Reserve to a full penny and includes a penny for Parks and Recreation, both of which are key elements of the Council's Complete Community Framework and the newly-adopted Council goals. There are also significant funds recommended to address the increased cost of services and the expansion of priority programs.

We appreciate the Council's collaborative approach to our budget conversations, and we look forward to your questions and continued support.

Sincerely,

Christopher C. Blue  
Interim Town Manager

**FY 2024  
MANAGER'S RECOMMENDED  
BUDGET**

**May 10, 2023**

Draft

# BUDGET HIGHLIGHTS

- Total budget = \$143,696,978
- 11% increase from prior year
- Tax increase of 5 cents
- Property tax rate of 57.2 cents
- 5% of market cost of living adjustment

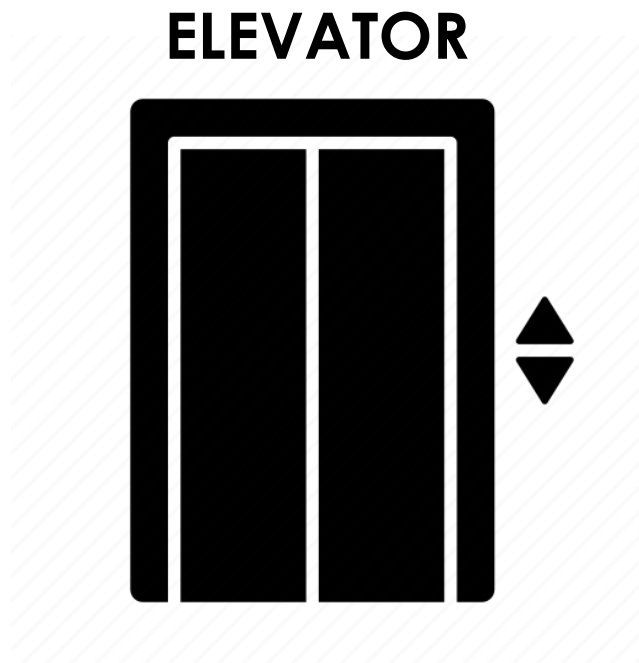
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- Have not had significant tax increase in years

- Our tax rate will still be lower than Carrboro

- Cost of doing Town business has gone up and Council has some big, bold goals

- Prioritizes our employees and the core services they provide



Draft

# GENERAL FUND REVENUES

<b>Revenue Source</b>	<b>Adopted FY2022-23</b>	<b>Estimated FY2022-23</b>	<b>Recommended FY2023-24</b>
Property Taxes	\$ 35,828,500	\$ 35,633,500	\$ 41,128,500
Sales Taxes	20,246,281	20,749,003	21,993,943
Other Taxes	1,337,000	1,614,000	1,610,000
State Shared Revenues	7,864,098	7,817,630	7,817,600
Charges for Services	4,815,824	5,040,154	5,417,705
Licenses & Permits	2,825,910	2,997,562	3,112,660
Grants	687,997	783,211	690,748
Other Revenues	420,000	626,994	549,350
Approp. Fund Balance	2,663,390	4,669,852	2,494,494
<b>Total</b>	<b>\$ 76,689,000</b>	<b>\$ 79,931,906</b>	<b>\$ 84,815,000</b>

## WHAT'S THE IMPACT OF THE 5 CENT INCREASE ON TAXPAYERS?

<b>Property Valuation</b>	<b>Annual Impact of a 5 Cent Increase</b>	<b>Monthly Impact of a 5 Cent Increase</b>
\$ 150,000	\$ 75	\$ 6.25
\$ 250,000	\$ 125	\$ 10.42
\$ 500,000	\$ 250	\$ 20.83
\$ 750,000	\$ 375	\$ 31.25
\$ 1,000,000	\$ 500	\$ 41.67
\$ 10,000,000	\$ 5,000	\$ 416.67

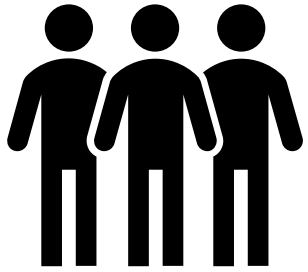


# WHAT'S THE IMPACT OF THE 5 CENT INCREASE ON OUR PRIORITIES?

<b>PRIORITY</b>	<b>FY 2024</b>
<b>Staffing</b>	1,850,000
<b>Operations</b>	250,000
<b>Facilities</b>	250,000
<b>Fleet</b>	750,000
<b>Parks Capital</b>	971,000
<b>Fire Capital</b>	250,000
<b>Affordable Housing</b>	282,605
<b>Greenways</b>	500,000
<b>TOTAL</b>	<b>5,103,605</b>

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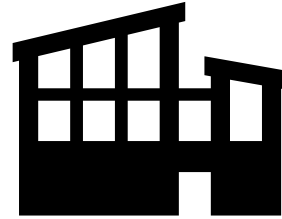
# BUDGET FOCUS AREAS



**PEOPLE**



**SERVICES**



**FACILITIES**



**FLEET**



**HOUSING**

raff



## PEOPLE

RECRUITMENT  
RETENTION  
COMPENSATION  
CAPACITY

\$1,850,000

- 5% Cost of Living Adjustment
- 2% Decrease in Health Insurance
- 11 New FT Positions & 2 Apprentices
- Continue Addressing Pay Compression
- Develop Dual Language Incentive Pay
- Develop Pay Progression Plans

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## SERVICES

CORE FUNCTIONS  
OPERATIONS  
SERVICES

\$250K

### **Cost Of Doing Business Increases**

- Solid Waste tipping fees
- Right of way mowing
- Body worn cameras

### **Cost Of Expanding Services**

- Library collections
- Human services agreements
- Zoom support for Boards
- Poet Laureate stipend

Draft



## FACILITIES

MAINTENANCE  
PAY/GO CAPITAL

\$250K

- Community Center Roof Replacement
- Post Office HVAC Replacements
- Small Roof Replacements
- Misc. Small Improvement Projects

Draft



## FLEET

REPLACEMENT  
MAINTENANCE  
ELECTRIFICATION

\$750K

### **Nine Vehicle Replacements**

- 4 Police vehicles
- Solid Waste front loader
- Parks crew truck
- Streets crew truck
- Construction crew truck

### **One Vehicle Purchase**

- Community Arts & Culture

Draft



**PENNY FOR  
PARKS CAPITAL**

**\$971K**

- Parks Master Plan
- Replace Basketball Goals
- Hargraves Park Site Assessment
- Pool Repairs
- Oakwood Tennis Court Replacement
- Neighborhood Park Playground Replacement Program

Draft



## FIRE CAPITAL

\$250K

- Hose & Appliance Replacement
- Cascade Air Unit
- Polaris All Terrain Vehicle
- Rescue Tools & Equipment

Draft





**GREENWAYS**  
\$500K

- Design the Campus to Campus Greenway
- Planning Manager position

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## HOUSING

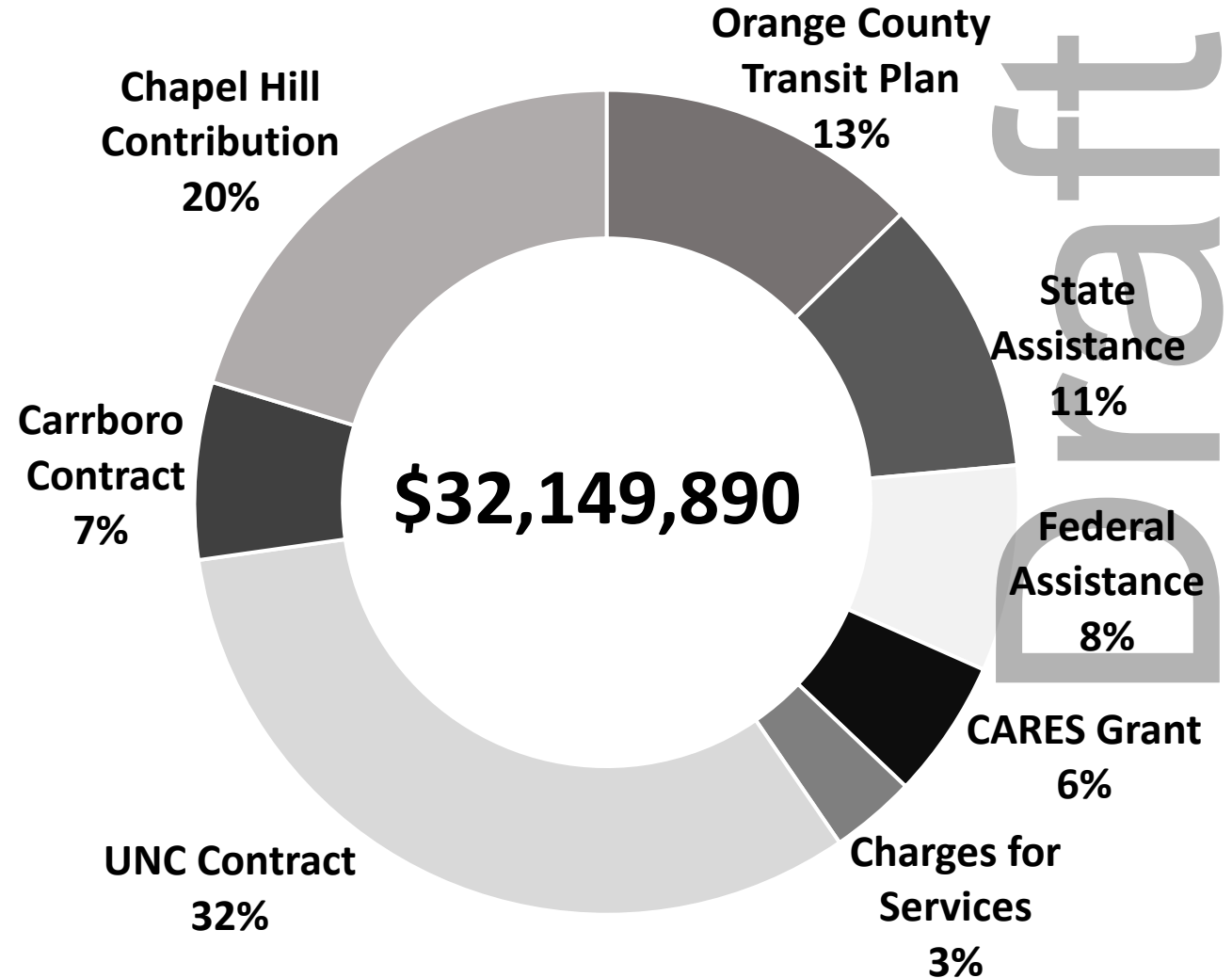
### AFFORDABLE HOUSING INITIATIVES

- Bring Affordable Housing Development Reserve allocation to one penny \$282,605
- Affordable Housing Manager position

Draft

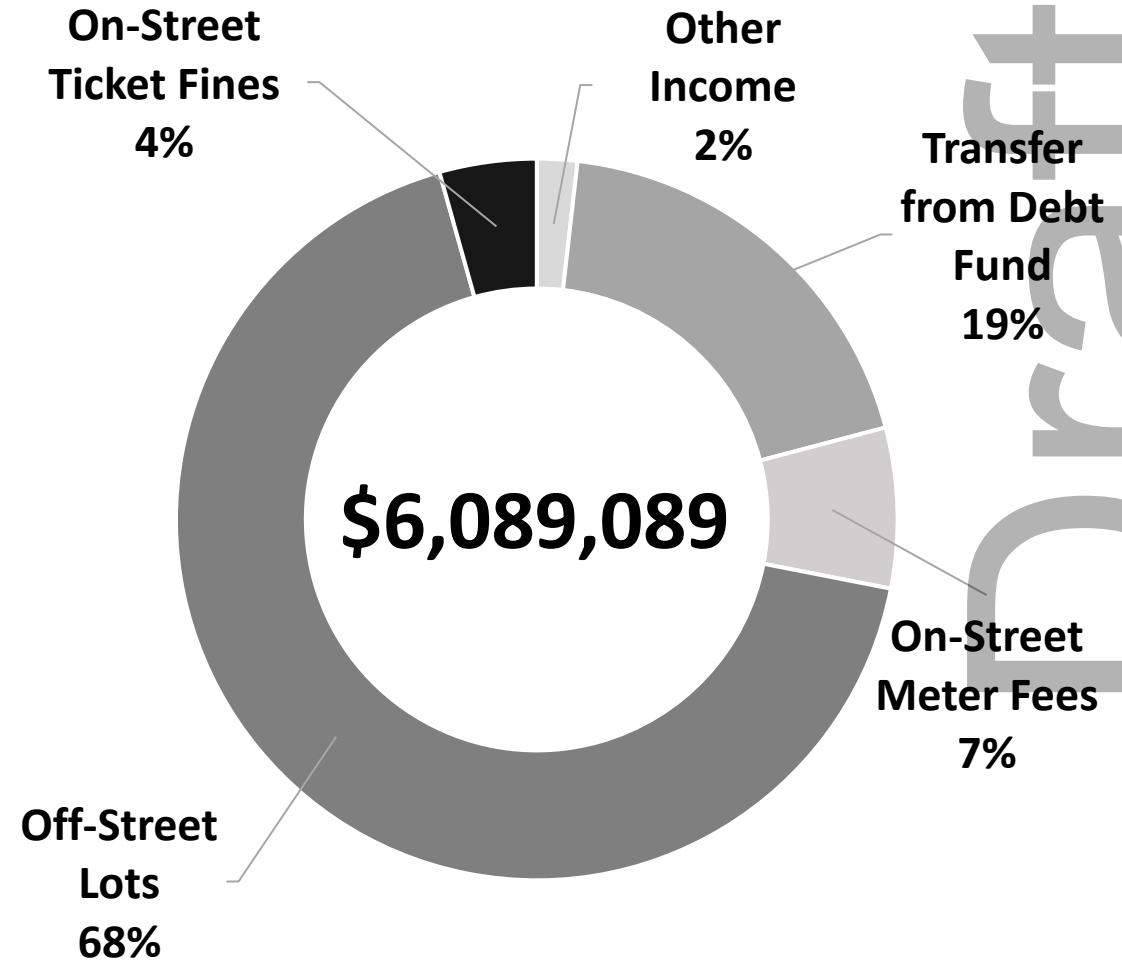
# Transit Fund Revenues

- 2.2% increase in overall budget
- No tax increase; flat contribution for UNC & Carrboro
- \$400K increase in federal & state assistance



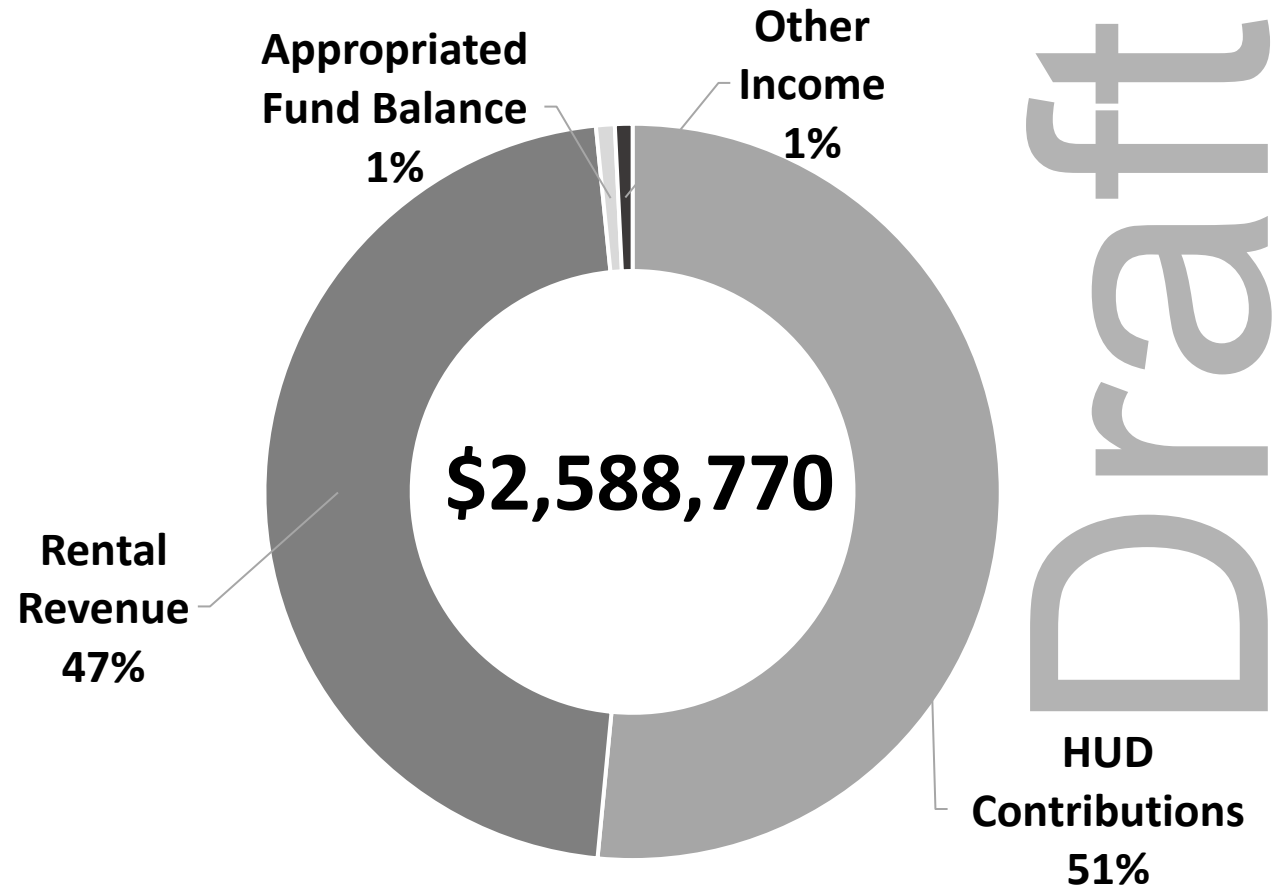
# Parking Fund Revenues

- 0.5% decrease in total budget
- Budget balanced with \$1.2 million Transfer from Debt Service Fund



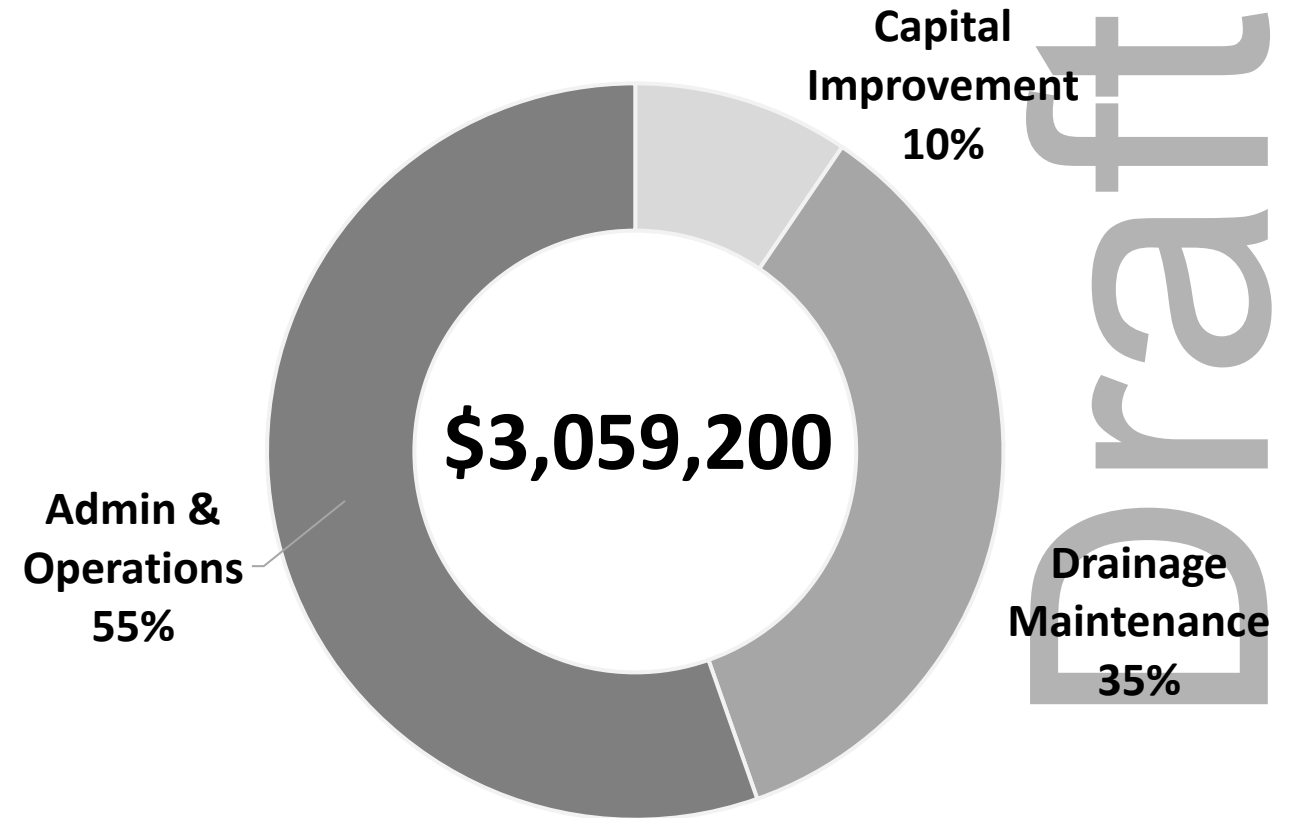
# Public Housing Fund Revenues

- 7% increase in budget
- 51% of expenses covered with HUD Operating Subsidy
- 47% of expenses covered with tenant rents
- 2% of expenses covered with appropriated fund balance & other income



# Stormwater Fund Expenses

- 1.6% increase in budget
- No stormwater fee increase proposed
- Continuation of existing services



# BUDGET CALENDAR

<b>May 10</b>	<b>Presentation of Manager's Recommended Budget</b>
May 17	Budget Work Session
May 24	Budget Public Hearing
May 31	Budget Work Session
June 7	Budget Work Session (if needed)
June 14	Proposed Budget Adoption

**2023-24 Budget Development Page**

[www.townofchapelhill.org/budget](http://www.townofchapelhill.org/budget)

Draft



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 11., File #: [23-0408], Version: 1

Meeting Date: 5/10/2023

### Consider American Rescue Plan Act (ARPA) Funding for Community-Based Budgeting Projects.

#### Staff:

Amy Oland, Director  
Sarah Poulton, Senior Project Manager

#### Department:

Business Management  
Town Manager's Office

**Overview:** Town Council set aside \$500,000 of the total ARPA funding of \$10.7M for a community-based budgeting pilot. Staff performed an extensive outreach campaign and received over 1,300 total votes on 21 potential projects. Staff will present a recommended funding allocation for community-based budgeting projects based on the community's voting.



#### Recommendation(s):

That the Council enact the attached project ordinance amendment that allocates funding for electric leaf blowers and mowers for Parks and Recreation; a greenway connector from the new Tanyard Branch affordable housing neighborhood to the Tanyard Branch trail; sidewalk repairs needed for Americans with Disabilities Act (ADA) requirements; and a van for Parks and Recreation program users needing ADA accommodations which received the most votes through the community-based budgeting initiative.

#### Decision Points:

- Staff will present the following scenario for the remaining ARPA funds:

Project	Total
Electric Leaf blowers and mowers for Parks and Recreation	\$142,000
ADA sidewalk repairs	\$100,000
Tanyard Affordable Housing connector greenway	\$200,000
ADA van for Parks and Recreation programs	\$72,000

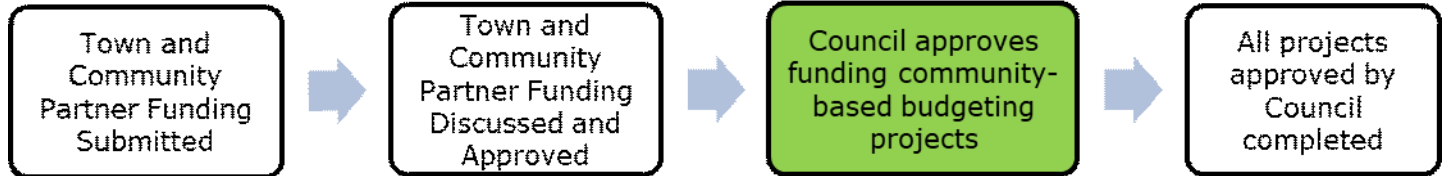
#### Key Issues:

- ARPA funding must be obligated by December 31, 2024.
- Staff informed Town Council on the approach of receiving input on Town projects using the remaining \$500,000 of ARPA funding set aside for a community-based budgeting pilot at their April 19, 2023 meeting ( <https://chapelhill.legistar.com/DepartmentDetail.aspx?ID=35834&GUID=197ED6B7-3603-4161-> )
- There are \$14,000 of unused OWASA-awarded ARPA funds from their original allocation due to customers paying their water bill debt.
- Staff have performed over 50 hours of in person events, talked with nearly 300 people, and received 1,039 responses to an online survey asking for the public's favorite projects.
- Projects were chosen based on total number of votes received.



**Fiscal Impact/Resources:** Allocate \$514,000 of ARPA funding towards electric leaf blowers and mowers for Parks and Recreation; greenway connector from the new Tanyard Branch affordable housing neighborhood to the Tanyard Branch trail; sidewalk repairs needed for Americans with Disabilities Act (ADA) requirements; and a van for Parks and Recreation program users needing ADA accommodations.

**Where is this item in its process?**



**Attachments:**

- Project Budget Ordinance Amendment
- Draft Staff Presentation

**AN ORDINANCE TO AMEND THE AMERICAN RESCUE PLAN ACT FUND (2023-05-10/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 American Rescue Plan Fund Ordinance provide funding for projects related to recovery from the COVID-19 pandemic funded from the U.S. Treasury is hereby amended to read as follows:

**"SECTION I**

The projects as authorized by the Town Council include various recovery and economic projects funded from the American Rescue Plan Act, for a variety of projects related to recovery from the COVID-19 pandemic.

**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
American Rescue Plan Act	\$ 10,668,497	\$ 10,668,497
Total Revenues	\$ 10,668,497	\$ 10,668,497

**SECTION IV**

Amounts appropriated for capital projects are hereby amended as follows:

Item #: 11., File #: [23-0408], Version: 1

Meeting Date: 5/10/2023

	Current Budget	Revised Budget
American Rescue Plan Act Reserve	\$ 512,828	\$ 12,828
ReVive	650,000	650,000
Trinity Court	500,000	500,000
9% LITEC Project	2,000,000	2,000,000
Cedar Falls Artificial Turf	1,150,000	1,150,000
Inclusive Playground Equipment	500,000	500,000
System Wide Playground Accessibility	285,000	285,000
Teen Center Study	65,000	65,000
Skate Park Replacement	500,000	500,000
East Morgan Creek Phase 3 Design	500,000	500,000
Bolin Creek Greenway Ext Design	500,000	500,000
Homestead Aquatics Center HVAC	1,200,000	1,200,000
Library Meeting Room AV System	300,000	300,000
Community Partner Funding	955,669	941,669
Community Based Budgeting	-	514,000
Bikeshare Program	50,000	50,000
Streetscape Enhancement Mobility Plan	500,000	500,000
Clean & Green	300,000	300,000
Old Town Hall Planning	50,000	50,000
Peace & Justice Plaza Planning	50,000	50,000
Downtown Together Projects	100,000	100,000
<b>Total Expenditures</b>	<b>\$ 10,668,497</b>	<b>\$ 10,668,497</b>

## 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 10th day of May, 2023.

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

PRESENTERS: Amy Oland, Business Management Director  
Sarah Poulton, Senior Project Manager

RECOMMENDATION: That the Council enact the attached project ordinance amendment

that allocates funding for electric leaf blowers and mowers for Parks and Recreation; a greenway connector from the new Tanyard Branch affordable housing neighborhood to the Tanyard Branch trail; sidewalk repairs needed for Americans with Disabilities Act (ADA) requirements; and a van for Parks and Recreation program users needing ADA accommodations.

# **ARPA Community-Based Budgeting Results**

**May 10, 2023**

Draft

# AGENDA

- Background and who has been helped by ARPA so far
- Projects and Outreach
- Results
- Recommendations

✓ Approve a Budget Amendment for 4 projects

Draft

# ARPA FUNDING PLAN

✓ Community partner funding	\$ 1,000,000
✓ Affordable housing and homelessness initiatives	\$ 2,500,000
✓ Parks and recreation facilities	\$ 2,500,000
✓ Bike, ped and greenway infrastructure	\$ 1,000,000
✓ Town facilities	\$ 1,200,000
✓ Downtown revitalization	\$ 1,000,000
✓ Digital access	\$ 300,000
○ Community based projects	\$ 500,000
✓ ReVive program	\$ 650,000

Draft

\$10.7M

# Who has been helped

## Town projects:

- Small businesses
- Downtown
- Cedar Falls Park users
- Greenway users
- Library meeting space users
- Homestead Aquatics Center users
- Affordable housing residents
- Playground and skatepark users
- Teens

## Community partners:

- BIPOC businesses
- Domestic assault survivors
- Food access
- Latino community members
- Low income OWASA customers
- Young children

Draft



# Community-Based Budgeting Projects

8 Departments submitted 21 total projects:

- Between \$50,000 and \$200,000
- Complete by 12/31/2024



145

Department	Project Name	Cost	Votes
Affordable Housing and Community Connections	Mobile resource van for Community Connections Team	\$80,000	
	Tanyard Branch affordable housing neighborhood greenway	\$200,000	
Library	All gender bathroom at the Library	\$120,000	
	Lactation station for the Library	\$33,000	
Parks and Recreation	Let's go Green! Electric leaf blowers and mowers for parks	\$170,000	
	ADA van for summer camps and field trips	\$72,000	
	Hoop it up! Replace indoor basketball goals at Northside and Community Center gyms	\$100,000	
Planning Department	E-Bikeshare program	\$50,000	
	Greenway user counters	\$130,000	
	Corner and concrete island upgrades	\$100,000	
Police Department	Decision-making training simulator	\$103,000	
	Mobile Crisis Response Team analysis and evaluation	\$50,000	
Public Housing	Staircase to Northside Elementary from Trinity Ct. neighborhood	\$65,000	
	Safety cameras for Public Housing neighborhoods	\$125,000	
	Redesign 3 neighborhood community centers	\$200,000	
Public Works	ADA sidewalk repairs	\$100,000	
	Speeding reducing improvements	\$100,000	
	Electric vehicles for Police and Fire Departments	\$160,000	
Sustainability	Solar power and emergency backup for Library	\$200,000	
	Solar charging shaded picnic tables	\$50,000	
	Solar power and emergency backup for Hargraves Community Center	\$200,000	

**AFFORDABLE HOUSING AND COMMUNITY CONNECTIONS**

**MOBILE RESOURCE VAN FOR COMMUNITY CONNECTIONS TEAM**

The Mobile Resource Unit would bring local government to the people, allowing residents to participate in ways that are welcoming and comfortable to them. The goal is to deepen the Town's connections with historically under-engaged groups by building relationships through increased staff presence in the community. The purchased van would pilot a new program based on the findings from the Community Engagement Study which revealed that a challenge residents face when interacting with the Town is that they are unaware of services, resources, and events, and that past engagement efforts were not conducted at convenient times or locations. The Mobile Resource Unit would provide Community Connections and other staff involved in engagement with the ability to more easily and frequently host mobile office hours on a variety of Town topics with historically under-engaged communities.

\$80,000

# Outreach

- English, Spanish and Mandarin
- Peoples Academy graduation
- Public Housing Office poster
- 800+ doorhangers
- Danita Mason-Hogans event
- Public Housing neighborhood popup
- 8 Library office hours
- 12 Downtown popups
- 14 Park popups
- 2 Campus popups
- 6 Let's Talk Town virtual office hours
- Town social media and newsletter



*50+ total hours  
of live events*

## American Rescue Plan Act in Chapel Hill

[www.townofchapelhill.org/arpa](http://www.townofchapelhill.org/arpa)



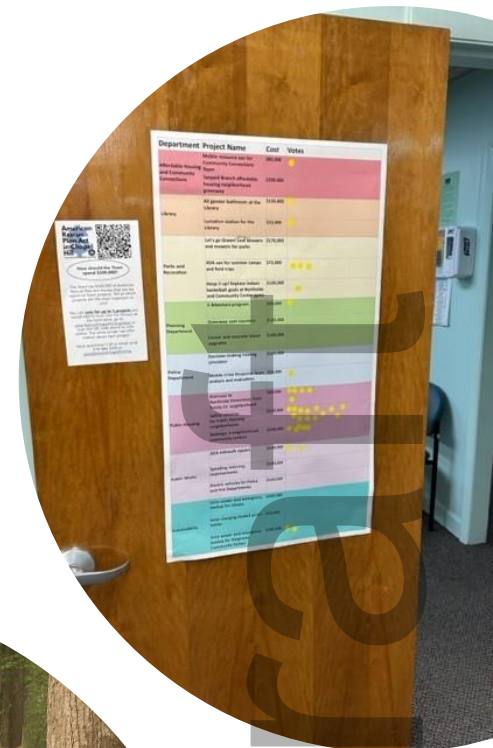
### How Should the Town Spend Remaining ARPA Funding?

The Town has \$500,000 of American Rescue Plan Act money that can be spent on Town projects. Tell us which projects are the most important to you! Find more information on each project [here](#) in English, Spanish or Mandarin Chinese or find us at [Let's Talk Town events](#). Have questions? Call or email us at 919-969-5009 or [arpa@townofchapelhill.org](mailto:arpa@townofchapelhill.org).

[Learn More](#)

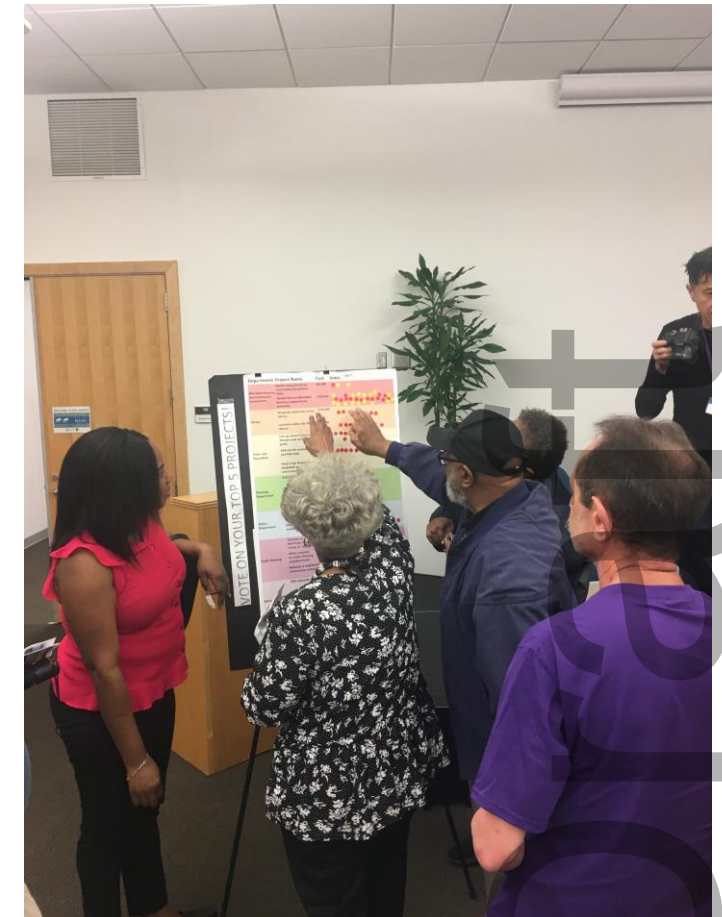
# Observations

- Kids love to vote
- People like projects that last
- Parks, Library and Downtown were especially successful locations
- Takes a lot of time
- Generally positive feedback to the process but can also be frustrating



# In Person Results

- 296 Respondents
- 1,479 total votes



Tanyard AH neighborhood greenway

- 154 votes

ADA sidewalk repairs

- 114 votes

Safety cameras at Public Housing

- 112 votes

Mobile Crisis Response Team analysis

- 104 votes

Redesign Public Housing community centers

- 97 votes

# Online Results

- 1,039 Respondents
- 5,195 total votes

149

How should the Town spend \$500,000?

The Town has \$500,000 of American Rescue Plan Act money that can be spent on Town projects. Tell us which projects are the most important to you.

<https://www.townofchapelhill.org/government/newsroom/american-rescue-plan-act-arpa/how-should-the-town-spend-arpa-money>

Have questions? Contact us at [arpa@townofchapelhill.org](mailto:arpa@townofchapelhill.org)

\* Required

1. Tell us which projects you would like to see funded. Please select 5 options.

Affordable Housing

告诉以下项目哪个对您来说是最重要的。请告诉我们您最喜欢的5个项目。每个项目的更改。

Please select 5 options.

计划部门：非紧急项目

公共工程：紧急项目

可持续性：紧急项目

¿En qué debería invertir \$500,000 el ayuntamiento?

El ayuntamiento tiene \$500,000 en fondos de la Ley del plan de rescate estadounidense que puede invertir en proyectos de la ciudad. ¡Díganos los proyectos que son más importantes para usted! Encontrará más información sobre cada proyecto en este sitio web:

[www.townofchapelhill.org/government/newsroom/american-rescue-plan-act-arpa/how-should-the-town-spend-arpa-money](https://www.townofchapelhill.org/government/newsroom/american-rescue-plan-act-arpa/how-should-the-town-spend-arpa-money)

¿Tiene alguna pregunta? Envíenos un correo electrónico a [arpa@townofchapelhill.org](mailto:arpa@townofchapelhill.org).

\* Required

Díganos cuáles de los siguientes proyectos son sus 5 FAVORITOS. Para votar, haga clic al lado de 1. los proyectos a los que quiere que se destinen fondos. Para más información sobre cada proyecto, visite este sitio web:

Please select 5 options.

Vivienda Asequible & Conexiones Comunitarias - Camioneta de recursos móviles para el equipo de conexiones con la comunidad

Electric leaf blowers and mowers

• 524 votes

ADA sidewalk repairs

• 466 votes

Tanyard AH neighborhood greenway

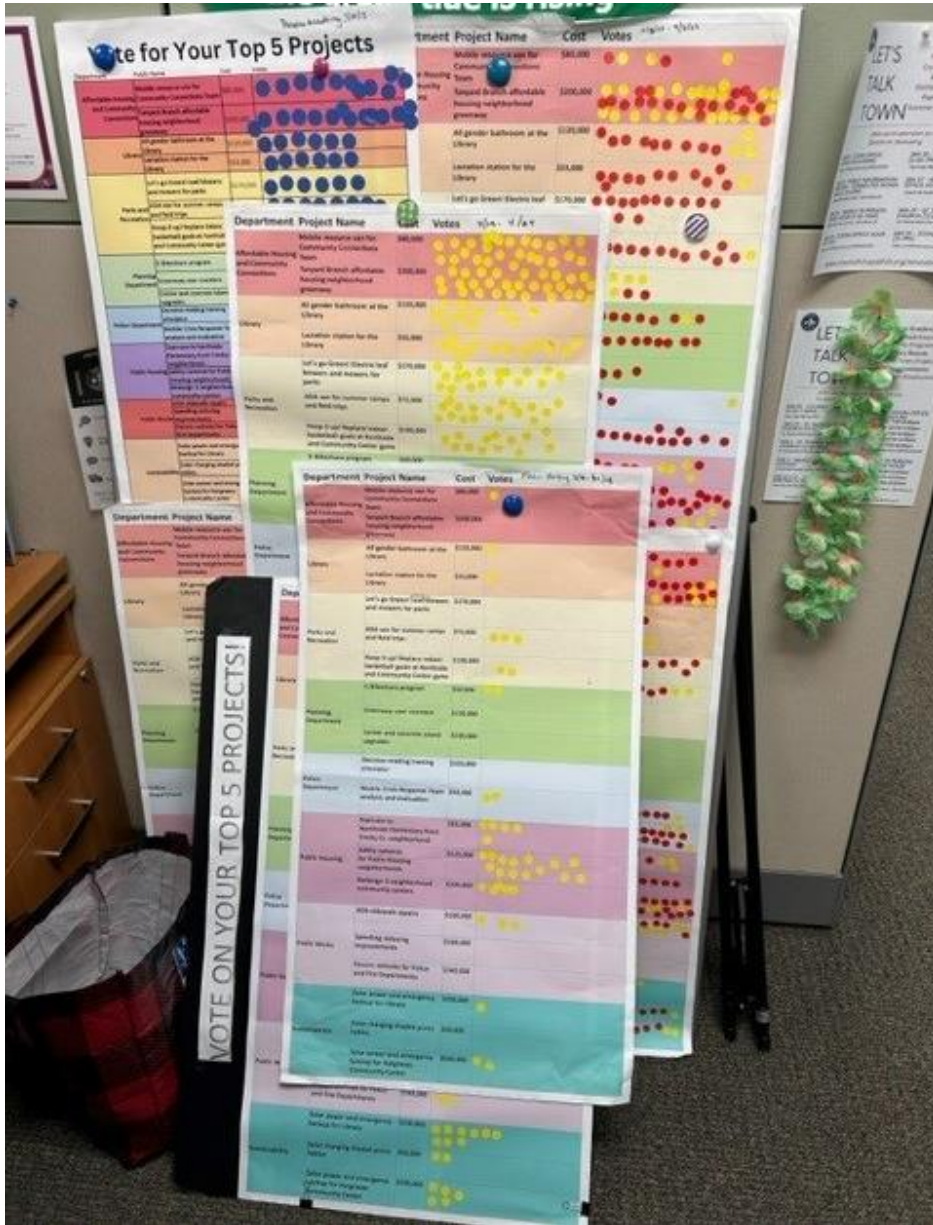
• 423 votes

ADA van for summer camps

• 358 votes

Electric vehicles for Police and Fire

• 300 votes



## Top 4 Combined Final Votes

Project	Total Votes
Electric leaf blowers and mowers	584
ADA sidewalk repairs	580
Tanyard Branch affordable housing neighborhood greenway	577
ADA van for summer camps and field trips	427

# Who has been helped

## Town projects:

- Small businesses
- Downtown
- Cedar Falls Park users
- Greenway users
- Library meeting space users
- Homestead Aquatics Center users
- Affordable housing residents
- Playground and skatepark users
- Teens

## Community partners:

- BIPOC businesses
- Domestic assault survivors
- Food access
- Latino community members
- Low income OWASA customers
- Young children

## Community-based budgeting projects:

- Those affected by P&R equipment noise
- Northside neighborhood families
- P&R program users with disabilities
- Sidewalk users

draft

# Recommendation

- Enact Budget Ordinance O-# for:
  - Electric Leaf Blowers and Mowers: \$142,000
  - ADA sidewalk repairs: \$100,000
  - Tanyard Branch AH neighborhood connector: \$200,000
  - ADA van for summer camps and field trips: \$ 72,000
  - Total: \$514,000

Draft