

## Amy Harvey

---

**From:** Maurice Jones  
**Sent:** Tuesday, December 07, 2021 5:02 PM  
**To:** Pam Hemminger; Allen Buansi; Amy Ryan; Hongbin Gu; Jess Anderson; Karen Stegman; Michael Parker; Tai Huynh; Camille Berry; Paris T Miller; Adam Searing  
**Cc:** Mary Jane Nirdlinger; Loryn Clark; Ross Tompkins; Dwight Bassett; Colleen Willger  
**Subject:** Planning Initiative Update

Mayor and Council,

I just wanted to take a moment to provide you with an update on the long-range planning initiative resulting from the Housing Needs Study discussion.

We are moving forward with a scope of work provided by Rod Stevens and his associates to work with the Town Manager to create a scope of work, budget, work products and schedule for an expedited visioning and public engagement process for meeting housing needs in Chapel Hill.

We anticipate the cost for Rod's services for the next phase to be roughly \$15,000. Once his work is complete, it will help serve as the basis for hiring consultants to assist with the public engagement process. The goal is to post the RFP/RFQ after we receive input from the Council at our January 5<sup>th</sup> work session, and to have a firm chosen in February.

There is interest in having a Council-led community engagement process for visioning as we move forward. We will provide information to the Council and seek your guidance on that process at the work session. If we receive clear guidance that evening, we will aim to bring the public engagement team on board in time for Council to begin the process in May with the goal of finishing up the work in July.

We understand that the council is also interested in having a Council Subcommittee who will work with Mr. Stevens, myself, and members of staff to help guide all phases of the process as it moves forward. We will seek Council guidance on this approach in coming weeks.

Please let me know if you have any questions.

All the Best,  
Maurice

Maurice Jones  
Town Manager  
Town of Chapel Hill, NC  
(919) 968-2743  
[www.townofchapelhill.org](http://www.townofchapelhill.org)

## 01-05-2022 Town Council Meeting Responses to Council Questions

### **ITEM #4: Long Range Planning Initiative**

**Council Question:**

I would appreciate it if we could have more clarity on the phasing and timing of the work being proposed. Similarly, I would appreciate understanding what specifically Rod's role will be and what would be the roles of additional consultants and how the entire process would be managed. In that regard, I think it would be very helpful if Rod could participate in Wednesday's meeting.

**Staff Response:**

*Mr. Stevens will attend Wednesday night's meeting to discuss next steps in the scoping.*

**Council Question:**

As noted above, I would appreciate more clarity around how this work fits in with the broader LUMO rewrite effort. Is this work a prequel to the LUMO work, do they proceed in parallel, or something else?

**Staff Response:**

*The information gained from the planning work proposed by Rod Stevens will inform the overall TOD Planning and UDO Visioning. Some of the engagement activities may also align, particularly in the beginning of both the initiatives. The timelines for both efforts are intended to support one another on parallel tracks.*

**Council Question:**

I am still unclear about the on-the-ground meaning of a Council led process. Ultimately a lot of work will still need to be done by staff so I'm not sure how all the pieces would work together.

**Staff Response:**

*We hope to reach agreement on the meaning of a Council led process as part of the work session discussion.*

## 01-05-2022 Town Council Meeting Responses to Council Questions

**Council Question:**

Do we have a budget for the entire process or is developing such a budget part of the first part of Rod's work?

**Staff Response:**

*Developing a budget will be part of this work and will be informed by the scoping and by prospective consultants responding to the proposed scope of work.*

**Council Question:**

Can Rod be present at the meeting so we can ask questions regarding the proposed consultancy?

**Staff Response:**

*Mr. Stevens will be in attendance at the work session.*

**Council Question:**

Can you/Rod share more details about the assessment - what will be included?

**Staff Response:**

*In preparation for an informed community dialogue, Rod has suggested identifying and quantifying different options for how and where to meet everyone's needs, that preserves the town's character, that creates new neighborhoods, and that is environmentally sustainable. That work will include analysis of the necessary relationships between housing and places to work and shop.*

**Council Question:**

Can Rod share more about his recommendation that we have a Council committee involved in this work and what role he sees for it?

**Staff Response:**

*Mr. Stevens will be in attendance at the work session.*

**Council Question:**

I would like Rod Stevens to be invited to Wednesday's meeting so council can address questions regarding the:

- Visioning & scope of the work he plans to do
- Timeframe
- Budget & schedule
- Technical analysis

## 01-05-2022 Town Council Meeting Responses to Council Questions

- Structures needed to put this process into place

***Staff Response:***

*Mr. Stevens will be in attendance at the work session.*

# 01-05-2022 Town Council Meeting

## Responses to Council Questions

### **ITEM #1: Provide Guidance on Options for Franklin Street Downtown**

**Council Question:**

Could we get a cost-sharing agreement with NCDOT in place to help pay for the major capital expenses associated with us taking over maintenance?

**Staff Response:**

*Town staff has only had preliminary conversations with NCDOT about the arrangement which have indicated that NCDOT would hand over all maintenance and the costs associated with “owning” the road.*

**Council Question:**

What is the timeline for executing the one-time upgrades?

**Staff Response:**

*The upgrades would be phased in over multiple years as budget allows. We would complete the necessary evaluation and fund the needed repairs within the next five years if possible.*

**Council Question:**

What are the pros and cons of the two bike lane options as it relates to ped and cyclist safety? Are there any impacts related to our local businesses?

**Staff Response:**

*Both bike lane options are advantageous for non-vehicular road users because vehicle speeds will naturally decrease due to less road width and the crossing distance for pedestrians is reduced. Below are advantages of each option specifically:*

- *Traffic running advantages:*
  - *Fewer conflicts with numerous driveways on W. Franklin St. and parking will be minimally affected*
  - *Bikes are more visible to buses and other road users because they are next to other moving traffic*
- *Traffic running drawbacks:*
  - *Bikes are not physically separated from moving vehicles*
- *Curb running advantages:*
  - *Bikes are physically separated from moving vehicles*
  - *Cars/buses/trucks cannot block the bike lane*
- *Curb running drawbacks:*

## 01-05-2022 Town Council Meeting Responses to Council Questions

- *On-street parking will be reduced: each driveway and intersection would need a longer clear zone to allow exiting vehicles to see past the parked cars that would be farther out in the road due to the location of the bike lane.*

**Council Question:**

How are we coordinating our vision for Franklin St with Rosemary St and how they'll interact?

**Staff Response:**

*Town staff have only been exploring petitions and changes to W. Franklin St. currently and will evaluate the entire downtown network once a direction is chosen.*

**Council Question:**

What does our Connectivity & Mobility Plan envision for Franklin St?

**Staff Response:**

*The Mobility and Connectivity Plan shows buffered/protected bike lanes on W. Franklin St.*

**Council Question:**

Is there any way in which we could get NCDOT to pay for all or some of the major capital expenses – stormwater and removing the crown – before the Town would take over maintenance, particularly since they will be saving nearly \$200,000 a year in maintenance costs?

**Staff Response:**

*Town staff has only had preliminary conversations with NCDOT about the arrangement, which have indicated that NCDOT would hand over all maintenance and associated costs. However, Town staff are hoping to explore the possibility of partnering with NCDOT – for example, the Town could pay for reducing the crown while NCDOT pays for the resurfacing next summer – assuming this aligns with Council's guidance and funding is available.*

**Council Question:**

Would the Town be assuming any other liabilities, such as responsibility for the consequences of accidents, by taking over maintenance?

**Staff Response:**

*Yes, the Town would assume all responsibility of the portion Franklin St. acquired from NCDOT.*

## 01-05-2022 Town Council Meeting Responses to Council Questions

**Council Question:**

If the Town is to pay for the above, what is the timeline for doing the work and incurring the costs?

**Staff Response:**

*The upgrades would be phased in over multiple years as budget allows. We would complete the necessary evaluation and fund the needed repairs within the next five years if possible.*

**Council Question:**

I believe that some Franklin St. merchants had concerns about curb running bike lanes. What are those concerns and what are the other challenges associated with these lanes?

**Staff Response:**

*Town staff is not aware of specific concerns but one drawback of curb running bike lanes is that such a design would reduce the number of on-street parking spaces. Each driveway and intersection, of which there are many along W. Franklin, would need a longer clear zone to allow exiting vehicles to see past the parked cars that would be farther out in the road due to the location of the bike lane.*

**Council Question:**

If we choose to change to curb running bike lanes, can we get all of the design work done in time to meet NCDOT's March deadline?

**Staff Response:**

*Town staff would need to re-engage our design consultant to complete this work but it is possible.*

**Council Question:**

Will the addition of the bike lanes on Franklin St. impact the bike lanes on Rosemary? I believe that there was some interest in closing the Rosemary lanes once the Franklin lanes were in place?

**Staff Response:**

*Town staff have only been exploring petitions and changes to W. Franklin St. currently and will evaluate the entire downtown network once a direction is chosen.*

**Council Question:**

Who is normally responsible for maintaining and repairing the stormwater infrastructure under Franklin Street – DOT? The Town? If it's DOT's responsibility now, and it's in poor condition,

## 01-05-2022 Town Council Meeting Responses to Council Questions

would we be able to negotiate a DOT contribution for all or some of the repairs as part of the transfer?

**Staff Response:**

*NCDOT is currently responsible for stormwater infrastructure on streets that it maintains, including Franklin St. Town staff has only had preliminary conversations with NCDOT about the proposed maintenance transfer. During those, NCDOT made it clear that they had no plans to make major stormwater repairs and would not contribute to repairs should the Town decide to takeover maintenance.*

**Council Question:**

The timeline for paving and re-stripping if we stick with DOT is clear. What is the timeline for changes if we take over from DOT?

**Staff Response:**

*The upgrades would be phased in over multiple years as budget allows. We would complete the necessary evaluation and fund the needed repairs within the next five years if possible.*

**Council Question:**

If we opted to stick with the traffic-running lanes, do we have an option to add bollards or other physical barrier between the bike lane and the parking spaces to provide an additional layer of safety for bikers?

**Staff Response:**

*We can explore this on parts of the street with no on street parking spaces but barriers would not be possible where there is on street parking because it would block access to the parking spaces.*

**Council Question:**

If we went with curb-running lanes, what is the impact on loading zones? Were there other concerns expressed by merchants about curb running?

**Staff Response:**

*Current loading zones (or future loading zones in current parking spaces) would be affected the same as if they were parking spaces. Town staff is not aware of specific concerns but one drawback of curb running bike lanes is that such a design would reduce the number of on-street parking spaces. Each driveway and intersection, of which there are many along W. Franklin, would need a longer clear zone to allow exiting vehicles to see past the parked cars that would be farther out in the road due to the location of the bike lane.*



## 01-05-2022 Town Council Meeting Responses to Council Questions

### **Council Question:**

When are/were the stormwater repair/updates due? Is there any possibility to have DOT pay for those updates AND have the Town take over the street, by delaying the takeover timeline, for instance?

### **Staff Response:**

*Franklin Street's stormwater infrastructure is aging and the Town is aware of multiple issues. Town staff believe repairs are overdue and needed within the next five years and would want to do them as soon as budget allows. NCDOT operates more reactively to this type of maintenance, acting only if there are problems. In preliminary conversations between Town staff and NCDOT, they have indicated that they would not pay for the stormwater upgrades prior to handing over the street.*

### **Council Question:**

How much more would it cost to take over Franklin to Deming? Will we be able to implement our mobility plan for this stretch without taking over the street?

### **Staff Response:**

*Staff would need time to do these calculations. The Mobility Plan shows a lane reallocation between Boundary St. and Deming Rd., which could potentially be accomplished without taking over that segment from NCDOT if the traffic analysis works out. Unfortunately, E. Franklin St. was resurfaced in the last few years, so the opportunity for cost savings by piggy-backing on that will not be available in the near future.*

### **Council Question:**

How do the proposed bike lane options fit into the Mobility and Connectivity Plan for bike lanes for East/West Franklin Street?

### **Staff Response:**

*The Mobility and Connectivity Plan shows buffered/protected bike lanes on W. Franklin St. between Merritt Mill Rd. and Columbia. E. Franklin St. shows buffered/protected bike lanes between Columbia and Estes Dr., with multiuse paths beginning on both sides at Boundary St. going east.*

### **Council Question:**

How do these options fit into discussions regarding Rosemary Street as a more designated loading zone and more biking structure on Franklin?

## 01-05-2022 Town Council Meeting Responses to Council Questions

**Staff Response:**

*Town staff has not yet considered changes to Rosemary Street but these could be discussed should Council desire moving forward with bike lanes on Franklin St.*

**Council Question:**

Will there be uninterrupted bike lane connectivity running from Merritt Mill towards East Franklin? What are the challenges?

**Staff Response:**

*The traffic running bike lane proposed by the Town and approved by NCDOT starts at approximately 140 W. Franklin St. and runs uninterrupted into and through downtown Carrboro. The Downtown Partnership has advocated for a loading zone in front of 201 W. Franklin St. which would interrupt the bike lane due to decreased width at that intersection. Challenges include variable road widths and turning radii for buses/trucks at the Columbia St. intersection.*

## 01-05-2022 Town Council Meeting Responses to Council Questions

### **ITEM #2: FY 2021 Excess Fund Balance Appropriation**

**Council Question:**

Is there a plan to have a community-driven process for allocating these funds?

**Staff Response:**

*The Town has not historically held a community input session for excess fund balance appropriation due to the amount of time it takes to complete (approx. 6 months). This question was discussed at the December 1st work session and it did not appear that Council thought it necessary to go through an in-depth community input process similar to the ARPA funding process. However, if Council is interested in doing a similar process than staff would need time to craft a plan or could simply add it to the ARPA initiative.*

**Council Question:**

Could you please provide a few examples of what would fall under the Department One-Time Adds category for funding allocation?

**Staff Response:**

*Examples of one-time budget adds that could be funded include:*

- *Implementation costs for new software (Executime (payroll & shift scheduling software), Docusign (electronic signature software), short-term rentals software, development review software, community engagement software)*
- *Emergency Operations Center upgrade at Public Works*
- *Leaf loader to support core business programs in streets, solid waste, and parking lots*
- *A Boom mower for Parks & Recreation*
- *COVID-related supplies, materials, cleaning supplies, and materials for workspace modifications*
- *Parks & Recreation comprehensive master plan*

**Council Question:**

How would setting a target of X% of vehicle replacements being fully electric impact the \$1M in the Vehicle category?

**Staff Response:**

*Town staff drafted a prioritized replacement list based on \$1,000,000 in funding. Staff were able to identify several fully electric vehicles (“EVs”) that meet the needs of our front-line staff who perform core services. Of the \$1M in funding, about 43% would be used to purchase fully electric vehicles. This would purchase seven EVs and four dual charging stations. Of the*

## 01-05-2022 Town Council Meeting Responses to Council Questions

*\$426,000 spent on EV's, 43% (\$185,000) represents the additional cost of EVs over traditional vehicles, including the cost for four new charging stations.*

*An additional 17% of the funding would be used to purchase three Hybrid Vehicles. These vehicles are much more efficient and produce less emissions than the vehicles they would be replacing.*

*About 40% of the funding would replace about eight vehicles and four riding mowers which currently do not have viable EV options that meet the needs of the core services we provide. However, these vehicles are still more efficient and produce less greenhouse gas emissions than the vehicles being replaced.*

### **Additional Context:**

*Because we have about 175 vehicles that are overdue for replacement, and because available and reliable EV options are largely limited to light duty and passenger vehicles, staff are working to accelerate energy efficiency/climate action with viable alternatives that meet operational demands. As part of this effort, staff are currently working on an accelerated fleet transition plan that will initially focus on light duty and passenger vehicles. We've also applied for a summer EDF Climate Corps Fellow to help us plan for phase 2: medium and heavy-duty vehicles. Over the next 5-8 years, we anticipate that there will be an increasingly large number of good EV options for all vehicle classes.*

### **Council Question:**

Can we incorporate funding the RICS recommendations into these allocations?

### **Staff Response:**

*The Town allocated \$100,000 in the FY 2022 budget to begin implementing recommendations from the Re-imagining Community Safety Task Force. \$34,000 of that funding has been proposed to assist in adding a position to the SOHRAD program. That item will be on a future Council agenda for consideration. The staff is continuing to work on developing a strategic plan based on these recommendations to share with the Council in the Spring. We anticipate recommending additional funding to implement this plan in the FY 22-23 budget.*

### **Council Question:**

We are planning a robust public process for the use of the ARPA funds. Why is a similar process not being considered for the excess fund balance?

## 01-05-2022 Town Council Meeting Responses to Council Questions

### **Staff Response:**

*The Town has not historically held a community input session for excess fund balance appropriation due to the amount of time it takes to complete (approx. 6 months). This question was discussed at the December 1st work session and it did not appear that Council thought it necessary to go through an in-depth community input process. However, if Council is interested in doing a similar process than staff would need time to craft a plan or could simply add it to the ARPA initiative.*

### **Council Question:**

Would it make sense to think about the ARPA funds and excess fund balance together and deal with them as a single pot of funds rather than handling them in what appear to be very separate ways?

### **Staff Response:**

*The American Rescue Plan Act (ARPA) funds need to be accounted for separately from any other funding source that the Town receives based on very clear guidance put out by the Treasury. We have created a separate fund for ARPA in order to ensure that we can easily report on all project expenditures. We have several years to spend these dollars which allows the Town to be strategic in the use of funds. The allowed uses of the ARPA Funds are also more restrictive than the fund balance dollars.*

*The excess fund balance allows us to help address short-term needs that were not met during the FY 2021 budget since we did not know what the impact of the pandemic would be on the Town. We highly recommend keeping these two funding sources separate.*

### **Council Question:**

Can you provide more rationale for your funding allocation breakdown? I'd especially like to see an analysis of if/how much each area was impacted by Covid, and where cumulative budget decisions have put us behind in meeting town needs.

### **Staff Response:**

*Please see the table below that summarizes the budget areas that we have discussed with Council as areas that have significant needs that were cut during COVID so that we could balance our FY 2021 and FY 2022 budgets. We cut \$2.2 million total from the FY 2021 budget. We were able to restore most of it in FY 2022, but there were still areas that were not brought back up to pre-pandemic levels.*

## 01-05-2022 Town Council Meeting Responses to Council Questions

	FY17	FY18	FY19	FY20	FY21	FY22
<b>Building Maintenance</b>	-	-	472,214	472,214	-	330,000
<b>Streets</b>	689,600	650,100	668,515	668,515	368,515	568,515
<b>Pay-Go Capital</b>	778,000	476,500	237,500	321,600	-	331,000
<b>Vehicle Replacements</b>	1,158,666	835,995	387,129	453,089	-	344,660
<b>OPEB</b>	525,000	630,000	630,000	500,000	250,000	250,000
<b>TOTAL</b>	<b>3,151,266</b>	<b>2,592,595</b>	<b>2,395,358</b>	<b>2,415,418</b>	<b>618,515</b>	<b>1,824,175</b>

*The five-year budget strategy identified gaps in these key areas of the following:*

- *Building Maintenance - \$11.4 million*
- *Streets - \$14.5 million*
- *Vehicle Replacements - \$5.6 million*

*The goal of the proposed allocation would be to help reduce the large gap in needs that was exacerbated by the pandemic.*

**Council Question:**

Can we have examples of what the “Department One-Time Adds” are?

**Staff Response:**

*Examples of one-time budget adds that could be funded include:*

- *Implementation costs for new software (Executime (payroll & shift scheduling software), Docusign (electronic signature software), short-term rentals software, development review software, community engagement software)*
- *Emergency Operations Center upgrade at Public Works*
- *Leaf loader to support core business programs in streets, solid waste, and parking lots*
- *A Boom mower for Parks & Recreation*
- *COVID-related supplies, materials, cleaning supplies, and materials for workspace modifications*
- *Parks & Recreation comprehensive plan*

**Council Question:**

Most of the items on the allocation list are one-time expenses, but would Comp & Class Implementation money involve recurring expenses (i.e., salary increases)?

## 01-05-2022 Town Council Meeting Responses to Council Questions

**Staff Response:**

*Excess fund balance is typically used to fund one-time expenditures since this funding source is not recurring. The Compensation & Classification implementation is a top priority project and therefore staff felt it important to address this need now. The total cost for the current year and next budget year will be included as part of the presentation at the January 12th Council Meeting.*

**Council Question:**

I would like to see a community-input approach like the ARP Funds for Excess Funds and not the suggested allocation recommendations.

**Staff Response:**

*The Town has not historically held a community input session for excess fund balance appropriation due to the amount of time it takes to complete (approx. 6 months). This question was discussed at the December 1st work session and it did not appear that Council thought it necessary to go through an in-depth community input process. However, if Council is interested in doing a similar process than staff would need time to craft a plan or could simply add it to the ARPA initiative.*

**Council Question:**

I was surprised to see a funding placeholder for the Splash Pad at \$500,000 and nothing for Re-Imagining Safety, SOHRAD, or much needed Public Housing maintenance & repair.

**Staff Response:**

*The Town allocated \$100,000 in the FY 2022 budget to begin implementing recommendations from the Re-imagining Community Safety Task Force, which could include the SOHRAD. The staff is continuing to work on developing a strategic plan based on these recommendations to share with the Council in the Spring. We anticipate recommending additional funding to implement this plan in the FY 22-23 budget*

*Public Housing is an enterprise fund and the revenues that are generated are used to pay expenditures related to the Town's public housing units. There is a recommendation to allocate \$500,000 for Affordable Housing out of the surplus funds. Some of that funding could be used to address Public Housing capital needs.*

## 01-05-2022 Town Council Meeting Responses to Council Questions

### **ITEM #3: Update on Land Use Management (LUMO) Rewrite and Community Engagement Process**

**Council Question:**

Will the SOM team be carrying out the public engagement process/strategy?

**Staff Response:**

*SOM is carrying out the engagement for TOD and UDO. Depending on the scope and amount budgeted (i.e. procurement process), we would need a contract amendment to have them carry out the long range planning engagement (Item #4 on this agenda).*

**Council Question:**

My understanding is that Kimley-Horn did a very good job in creating the FLUM. Why was a change to a new team made?

**Staff Response:**

*According to the TOCH Purchasing Policy, vendors whose contracts exceed over \$90,000 need to be competitively bid, therefore Town staff issued an RFP. SOM was selected by two selection committees. The first committee narrowed down the six submitted applications using evaluation criteria. The second committee was involved in the presentation/interview process. SOM outscored all other consultants in both phases of the selection process. The scoring criteria included firm experience with similar projects, quality and impact of prior work, approaches to public engagement, elevating equity, and cost competitiveness, to name a few.*

**Council Question:**

How does this work integrate with the planning work proposed by Rod Stevens or does it?

**Staff Response:**

*The information gained from the planning work proposed by Rod Stevens will inform the overall TOD Planning and UDO Visioning. Some of the engagement activities may also align, particularly in the beginning of both the initiatives.*



## 01-05-2022 Town Council Meeting

### Responses to Council Questions

#### **Council Question:**

The public process seems quite light – Just three open houses. How does the staff intend to bring our historically underrepresented/marginalized residents into the process given the claimed focus on equity and should there be separate public engagement processes for this work and the work in Item 4 or would it make more sense to have a combined process?

#### **Staff Response:**

*Three open houses are the large-scale engagement events. Supplemented by stakeholder interviews, focus groups, neighborhood walking tours, an online presence, and other events. Details of engagements and overall strategy will be finalized in the Public Engagement Plan. There will be a specific focus on including historically underrepresented and marginalized communities.*

*Public Engagement as outlined in the Scope of work:*

- *Public Engagement Plan*
- *“In-reach” Steering Committee*
- *Site Tours*
- *One-to-One Interviews and Meetings*
- *Group Discussions*
- *Open Houses, Public Workshops*
- *Public Webinars Held in Addition to Public Meetings*
- *Pop-up Events*
- *Organization Meetings*
- *Project Website*
- *Survey Tools Linked to Open Houses*
- *Reporting*

#### **Council Question:**

The timeline shown ends in June of 2023 (presumably the end of Phase 1), but the LUMO will not have been rewritten at that point. What are the components of subsequent phases (and how many are there) and are they part of SOM’s work scope?

#### **Staff Response:**

*Establishing the UDO Vision in June 2023 will then allow the Town to move into writing the new Ordinance. The technical writing and iterative review are expected to take about a year, followed by approximately four months of final review and adoption. This work is not part of SOM’s current work scope. Given the complexity of TOD Planning + UDO Visioning, staff elected to save the writing of the new Ordinance for a subsequent contract.*

## 01-05-2022 Town Council Meeting Responses to Council Questions

*The range of needed consulting expertise, including possible additional subconsultants as well as needed public engagement can be considered when the subsequent work scope is developed.*

### **Council Question:**

The timeline on page 62 implies that only TOD and focus areas are going to be addressed. If that is the case, it seems wholly inadequate given expressed desires for so-called “gentle density” and the like that would affect many areas of Town?

### **Staff Response:**

*The FTA grant for TOD work limits the TOD focus area to ½ mile around planned stations. This buffer of space allows us to examine the entire BRT corridor, with the only gap being between Culbreth Road and Southern Village.*

*Missing Middle considerations are integrated into the consultant’s scope of work and will be addressed town wide. Outside of Focus Areas and Station Areas, there will be a Code Audit that will include a Land Use Tools Inventory detailing possible components for the new Ordinance. The Land Use Tools Inventory will provide guidance on how to introduce ‘gentle density’ into neighborhoods through regulatory measures. Where we hear desire for other neighborhood enhancements during public engagement, we’ll address those through the Land Use Tools Inventory as well.*

### **Council Question:**

Can you remind me what the budget is for this phase of the LUMO work, and how much is being paid by the TOD grant?

### **Staff Response:**

*The LUMO rewrite is being funded by the Town’s General Fund. There is currently \$460,065 allocated for the current fiscal year which will fund the Unified Development Ordinance Visioning phase that includes several technical studies. Additional allocations are expected in future fiscal years, most notably for the code rewriting.*

*The Transit Oriented Development Planning is funded through a Federal Transit Authority grant and a local match totaling \$745,000.*

### **Council Question:**

Is there a deadline on when the TOD grant work must be completed?

### **Staff Response:**

*The FTA Grant has an 18-month expiration from the date of award. Staff is working to provide more specifics on the award date at the meeting.*

## 01-05-2022 Town Council Meeting Responses to Council Questions

**Council Question:**

Could the LUMO Critique 2011 referenced in the presentation be shared?

**Staff Response:**

Available here:

<https://www.townofchapelhill.org/home/showpublisheddocument/29520/635775800742170000>

**Council Question:**

Is the public engagement envisioned as virtual, in-person, or a combination?

**Staff Response:**

*There will be a combination of engagement formats. There will be virtual opportunities to accommodate ongoing public health concerns which will continue post-pandemic to encourage more participation.*

**Council Question:**

Is it possible to have a timeline that combines the LUMO and the long-range planning work into one?

**Staff Response:**

*Yes. Staff are working with Rod Stevens to support the long-range planning effort. The timelines for both efforts are intended to support one another.*

**Council Question:**

There are a lot of moving parts to the LUMO re-write, and I'm struggling to see how all the pieces fit & a clear path of HOW we get to where we need to be. I believe there needs to be a separate session to address public engagement plan and strategy. First, priority needs to be getting a clear understanding of the scope of Rod's work and getting a contract signed.

**Staff Response:**

*Staff anticipate bringing the public engagement plan and strategy to the January 26 Council meeting. The Overall Project Plan is below and outlines the different components of the LUMO rewrite. Staff are working with Rod Stevens to assist with scoping that effort and support the advancement of the long-range planning effort.*

# 01-05-2022 Town Council Meeting

## Responses to Council Questions

LUMO Rewrite Overall Project Plan – General Outline – 7/29/2021					
	Project Planning Phase (1/2021-8/2021)	Phase 1 (9/2021 – 6/2023) Code Diagnostic & Visioning	Phase 2 (7/2023-4/2024) Council Endorsement	Phase 3 (5/2024 – 7/2025) Code Rewrite & Zoning Atlas Alignment	Phase 4 (8/2025 – 12/2025) Code/Atlas Adoption
Meetings & Engagement	<ul style="list-style-type: none"> <li>Education Campaign – Videos, Speakers Series, etc.</li> <li>Facilitated Conversation with Council: LUMO - What does and doesn't work</li> <li>Advisory Board presentations</li> <li>Facilitated Conversation with Council: Types of UDO, What makes a good UDO?</li> <li>Facilitated Conversation with Council: Defining roles &amp; responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours – Real and/or Virtual</li> <li>Advisory Board presentations</li> <li>Stakeholder Interviews / Focus Group Discussions</li> <li>Staff Interviews</li> <li>Site visits / Neighborhood walks or similar</li> <li>Charrettes / Open Houses by Focus Area</li> <li>Facilitated Conversation with Council: Values &amp; Community Benefits</li> <li>Facilitated Conversation with Council: LUMO - What does and doesn't work</li> <li>Facilitated Conversation with Council: Public Engagement Results</li> </ul>	<ul style="list-style-type: none"> <li>Advisory Board presentations</li> <li>Planning Commission review (2 meetings minimum)</li> <li>Council review of Code Diagnosis Memo</li> <li>Council endorsement of Focus Area Specific Plans</li> <li>Council endorsement of results of facilitated conversations</li> <li>Council appointment of Technical Task Force</li> </ul>	<ul style="list-style-type: none"> <li>Education Campaign – Hands-on workshop, Book Club, etc.</li> <li>Office Hours and/or Focus Group Discussions</li> <li>Online engagement</li> <li>Attending community group meetings - updates to stakeholders</li> <li>Tabling at community events</li> <li>Technical Task Force Meetings (include facilitation by consultant, as appropriate)</li> <li>Advisory Board presentations (updates once per quarter)</li> <li>Planning Commission review (minimum once per quarter)</li> <li>Council update presentations (once per quarter)</li> </ul>	<ul style="list-style-type: none"> <li>Public meetings for comments on FINAL DRAFT UDO</li> <li>Advisory Board final review</li> <li>Planning Commission final review</li> <li>Council Public Hearings</li> <li>Events to showcase newly adopted UDO</li> <li>Training for staff, Advisory Boards, and Council on newly adopted UDO</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>UDO Visioning RFP</li> <li>Website</li> <li>Education Videos/Speakers Series</li> <li>Written report of past planning processes</li> <li>Relevant plans, studies, and data</li> </ul>	<ul style="list-style-type: none"> <li>Code Diagnosis Memo and Land Use Tools Inventory, incorporating results of technical analyses &amp; findings of Facilitated Conversations</li> <li>Specific Plans for each Focus Area including 3D modeling and Development Scenario(s)</li> <li>Summary of stakeholder interviews / interactions</li> <li>Findings of Facilitated Council Conversations</li> <li>Missing Middle scan – Cost/benefit analysis</li> <li>Public Engagement Plan &amp; Communications Plan</li> <li>Market Analysis – setting the stage for Focus Area planning</li> </ul>	<ul style="list-style-type: none"> <li>Council action endorsing Specific Plans</li> </ul>	<ul style="list-style-type: none"> <li>10 Events with consultant. Combination of public meetings (format TBD), Technical Task Force Meetings, and Planning Commission review</li> <li>Maps to compare existing &amp; proposed zoning</li> <li>Blueprint of proposed changes (Descriptive document before Code language is drafted)</li> <li>Summaries of public engagement results</li> <li>Missing Middle Scan - Analysis &amp; testing of regulatory tools</li> <li>Reports of technical analyses</li> <li>Draft UDO chapters with up to 4 revisions</li> <li>Complete DRAFT of new UDO and Zoning Atlas</li> </ul>	<ul style="list-style-type: none"> <li>FINAL DRAFT UDO and Zoning Atlas with 1 final revision</li> <li>Final UDO and Zoning Atlas after adoption</li> <li>Final UDO in interactive format</li> <li>Design files for UDO text, maps, and graphics</li> </ul>
Technical Analysis	<ul style="list-style-type: none"> <li>Review of 2003 LUMO, 2015 Revisions &amp; other past planning processes</li> </ul> <p style="text-align: center;"><b>Tasks outside of Contract Scopes performed by Town Staff</b></p>	<ul style="list-style-type: none"> <li>Analysis of LUMO Issues/Deficiencies</li> <li>Evaluation of Town Code and Engineering Design Manual</li> <li>Review &amp; Analysis of Chapel Hill 2020 &amp; amendments</li> <li>Land capacity for development within Focus Areas</li> <li>Fiscal impact analysis of Focus Area Development Scenarios</li> <li>Identify impacts of Development Scenarios for further study – e.g. stormwater, traffic</li> <li>Inventory of tools and technical solutions to align regulations with community values</li> </ul>	<p style="text-align: center;"><b>Included in Scope of this Contract</b></p>	<ul style="list-style-type: none"> <li>Market Analysis - costs of public benefits &amp; need for developer participation</li> <li>Continued analysis of tools and technical solutions to align regulations with community values</li> <li>Analysis of potential impacts of proposed regulations on traffic, climate change mitigation, equitable access, transit usage, stormwater, tree canopy, etc.</li> <li>Generalized testing of proposed regulations for unintended consequences</li> <li>Evaluation of likely redevelopment parcels to test fit proposed development standards</li> <li>Inventory of additional tools, beyond zoning, to implement Focus Area Specific Plans (public private partnerships, development incentives, capital projects, etc)</li> </ul>	<p style="text-align: center;"><b>Scope of future Contract</b></p>

**Council Question:**

If the SOM consultant group plans to include equity measures at every turn in this process, I would like to see equity & diversity reflected in the make-up of the consultants doing the work.

**Staff Response:**

*The consultant team will be prepared to speak to this interest during the presentation. The consultant team includes firms owned by historically underrepresented groups such as women and people of color. Additionally, there are reserved expenses for engagement of community-based organizations to assist with the engagement process. The team is discussing how to engage minority businesses as co-facilitators in the process as well.*

## 01-05-2022 Town Council Meeting Responses to Council Questions

### **ITEM #4: Long Range Planning Initiative**

**Council Question:**

I would appreciate it if we could have more clarity on the phasing and timing of the work being proposed. Similarly, I would appreciate understanding what specifically Rod's role will be and what would be the roles of additional consultants and how the entire process would be managed. In that regard, I think it would be very helpful if Rod could participate in Wednesday's meeting.

**Staff Response:**

*Mr. Stevens will attend Wednesday night's meeting to discuss next steps in the scoping.*

**Council Question:**

As noted above, I would appreciate more clarity around how this work fits in with the broader LUMO rewrite effort. Is this work a prequel to the LUMO work, do they proceed in parallel, or something else?

**Staff Response:**

*The information gained from the planning work proposed by Rod Stevens will inform the overall TOD Planning and UDO Visioning. Some of the engagement activities may also align, particularly in the beginning of both the initiatives. The timelines for both efforts are intended to support one another on parallel tracks.*

**Council Question:**

I am still unclear about the on-the-ground meaning of a Council led process. Ultimately a lot of work will still need to be done by staff so I'm not sure how all the pieces would work together.

**Staff Response:**

*We hope to reach agreement on the meaning of a Council led process as part of the work session discussion.*

## 01-05-2022 Town Council Meeting Responses to Council Questions

**Council Question:**

Do we have a budget for the entire process or is developing such a budget part of the first part of Rod's work?

**Staff Response:**

*Developing a budget will be part of this work and will be informed by the scoping and by prospective consultants responding to the proposed scope of work.*

**Council Question:**

Can Rod be present at the meeting so we can ask questions regarding the proposed consultancy?

**Staff Response:**

*Mr. Stevens will be in attendance at the work session.*

**Council Question:**

Can you/Rod share more details about the assessment - what will be included?

**Staff Response:**

*In preparation for an informed community dialogue, Rod has suggested identifying and quantifying different options for how and where to meet everyone's needs, that preserves the town's character, that creates new neighborhoods, and that is environmentally sustainable. That work will include analysis of the necessary relationships between housing and places to work and shop.*

**Council Question:**

Can Rod share more about his recommendation that we have a Council committee involved in this work and what role he sees for it?

**Staff Response:**

*Mr. Stevens will be in attendance at the work session.*

**Council Question:**

I would like Rod Stevens to be invited to Wednesday's meeting so council can address questions regarding the:

- Visioning & scope of the work he plans to do
- Timeframe
- Budget & schedule
- Technical analysis

## 01-05-2022 Town Council Meeting Responses to Council Questions

- Structures needed to put this process into place

***Staff Response:***

*Mr. Stevens will be in attendance at the work session.*