



# TOWN OF CHAPEL HILL

## Town Council Meeting Agenda

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

Mayor Pam Hemminger  
Mayor pro tem Michael Parker  
Council Member Jessica Anderson  
Council Member Allen Buansi

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

**Wednesday, June 3, 2020 7:00 PM**

**Virtual Meeting**

### Virtual Meeting Notification

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

*The public is invited to attend the Zoom webinar directly online or by phone. Register for this webinar: <https://bit.ly/3dhSJ9d> After registering, you will receive a confirmation email containing information about joining the webinar in listen-only mode. Phone: 301-715-8592, Meeting ID: 812 5599 4296*

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

### ROLL CALL

### OPENING

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

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

## ANNOUNCEMENTS BY COUNCIL MEMBERS

### CONSENT

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

1. Approve all Consent Agenda Items. [\[20-0393\]](#)

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

2. Appoint Community Members to Participate in the Town Attorney Assessment Center. [\[20-0394\]](#)

By adopting the resolution, the Council appoints Lily Farel, Phillip Lyons, and Annetta Streater, with Joseph Capowski and Nancy Campbell McCormick listed as alternates, to participate in the Town Attorney assessment center on June 18 and 19, 2020.

### INFORMATION

3. Receive Upcoming Public Hearing Items and Petition Status List. [\[20-0395\]](#)

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

4. Response to Council Questions Regarding the Recommended Budget. [\[20-0396\]](#)

By accepting the report, the Council acknowledges receipt of the Town Manager's response to questions regarding the Recommended Budget.

### DISCUSSION

5. Update on Town Efforts to Respond to the COVID 19 Crisis. (no attachment) [\[20-0397\]](#)

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

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

6. Consider Ordinance to Authorize the Town Manager to Permit Use of Public Sidewalks and Other Areas for Outdoor Retail and Restaurant Activity During the COVID-19 Pandemic State of Emergency.

[\[20-0398\]](#)

PRESENTER: Maurice Jones, Town Manager  
Laura Selmer, Economic Development Specialist

RECOMMENDATION: That the Council Authorize the Town Manager to temporarily permit expanded use of outdoor areas, including sidewalks, parking areas and other public and private and public outdoor spaces for dining, other retail activity, including additional temporary signage, subject to physical distancing and other standards as set out above and provided in the attached ordinance.

**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 #:** [20-0393], **Version:** 1

**Meeting Date:** 6/3/2020

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

**Staff:**

Sabrina M. Oliver, Director/Town Clerk  
Amy T. Harvey, 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  
(2020-06-03/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. Appoint Community Members to Participate in the Town Attorney Assessment Center. (R-2)

This the 3<sup>rd</sup> day of June, 2020.

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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 #: [20-0394], Version: 1

Meeting Date: 6/10/2020

### Appoint Community Members to Participate in the Town Attorney Assessment Center.

**Staff:**

Pam Hemminger, Mayor  
Michael Parker, Mayor Pro Tempore

**Department:**

Town Council

**Overview:** The Council is working with Developmental Associates to recruit, assess, and select the next Town Attorney. To get the best information about candidates, the Town will be using an assessment center to observe the candidates in simulated scenarios that a town attorney will face. At its [April 29, 2020](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=4427661&GUID=772D3132-10E1-4A37-ADC1-36A1A688C4A4&Options=&Search=&FullText=1) meeting, Council approved a process for recruiting and selecting community members to participate in the Town Attorney assessment center scheduled for June 18-19, 2020.

In the interest of timely appointments, Council established a committee to review applications and make a recommendation for appointment of three to five community members. The Council received the Committee's recommendation on [May 27, 2020](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=4544171&GUID=25E059C2-4E8F-4055-B886-092278F9BC94&Options=&Search=>).



**Recommendation(s):**

That the Council appoint three community members, with two alternates, to participate in the Town Attorney assessment center.



**Attachments:**

- Resolution
- Council Committee Recommendation Memorandum
- Applications for Town Attorney Community Assessor

**A RESOLUTION TO APPOINT COMMUNITY MEMBERS TO PARTICIPATE IN THE TOWN ATTORNEY ASSESSMENT CENTER (2020-06-03/R-2)**

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

WHEREAS, as part of the Town Attorney recruitment and selection process, the Council wishes to appoint between three and five community members representing the diversity of the community to participate in the Town Attorney assessment center; and

WHEREAS, on April 29, 2020 the Council approved a process for recruiting and selecting community members to participate in the assessment center, including that a Council Committee would meet to review applications and make a recommendation to the Council; and

WHEREAS, a Council Committee comprised of Council Member Jessica Anderson, Council Member Allen Buansi, and Council Member Tai Huynh met on May 21, 2020 and, after reviewing the applications submitted, recommends the appointment of Lily Farel, Phillip Lyons, and Annetta Streater, with Joseph Capowski and Nancy Campbell McCormick listed as alternates, to participate in the assessment center on June 18 and 19, 2020; and

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

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council appoints Lily Farel, Phillip Lyons, and Annetta Streater, with Joseph Capowski and Nancy Campbell McCormick listed as alternates to participate in the assessment center on June 18 and 19, 2020.

BE IT FURTHER RESOLVED that that these appointed community members shall have met their charge after participating in the assessment center on June 18 and 19, 2020 unless the Council determines otherwise.

This the 3<sup>rd</sup> day of June, 2020.

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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 appoints Lily Farel, Phillip Lyons, and Annetta Streater, with Joseph Capowski and Nancy Campbell McCormick listed as alternates, to participate in the Town Attorney assessment center on June 18 and 19, 2020.

**MEMORANDUM**

TO: Mayor and Town Council

FROM: Council Committee: Jess Anderson, Allen Buansi, and Tai Huynh

SUBJECT: Recommendation for the Town Attorney Assessment Center vacancies

DATE: MAY 21, 2020

**RECOMMENDATION:** The Council Committee met on May 21, 2020 and by a unanimous vote made the following recommendation(s) to the Town Council for consideration:

- Lily Farel, Appointment, Community Assessor
- Phillip Lyons, Appointment, Community Assessor
- Annetta Streater, Appointment, Community Assessor
- Joseph Capowski, Appointment, Community Assessor - Alternate
- Nancy Campbell McCormick, Appointment, Community Assessor - Alternate

*Note:* Communications and Public Affairs notes that the Council Committee reviewed the following applications: Joseph Capowski, Robert Epting, Lily Farel, Ed Harrison, Phillip Lyons, Nancy Campbell-McCormick, Annetta Streater, and Wendy Whitener.



### Town Attorney Assessment Center

Question applies to Town Attorney Assessment Center

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

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

Question applies to Town Attorney Assessment Center

### Please Agree with the Following Statement

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

I Agree

### Profile

#### Public Records Statement

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

I Agree

capowski@email.unc.edu

Email Address

Joseph

First Name

J

Middle Initial

Capowski

Last Name

404 Coolidge St

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (919) 929-1670

Primary Phone

Home:

Alternate Phone

Question applies to Town Attorney Assessment Center

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

What district do you live in? \*

Chapel Hill Town limits (Purple)

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

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

Greater than 10 years

Which Boards would you like to apply for?

Town Attorney Assessment Center: Eligible

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

None Selected

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

Question applies to Town Attorney Assessment Center

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

Yes  No

Interests & Experiences

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

I am a former Town Council member and mayor pro tem, an engineer, and retired UNC faculty, but not a lawyer. I often dealt with Ralph Karpinos and his predecessors. Ralph did an excellent job in my opinion, especially explaining legal issues to us non-lawyers on the town council. I think that I can use this experience to evaluate candidates to replace him.

Question applies to Town Attorney Assessment Center

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

See above

Question applies to Town Attorney Assessment Center

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

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

## Demographics

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

### Ethnicity \*

Caucasian/Non-Hispanic

### Gender \*

Male

**If other, please describe:**

**Please select your age from the following list. \***

over 55

Retired UNC faculty,  
computer-design engineer

Occupation

**Are you a caregiver for or identify with a disability?**

Yes  No

Have you participated in the Peoples Academy?

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Yes  No

Are you a Town of Chapel Hill employee?

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Yes  No

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### **Ethics Statement**

*Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.*

**Town Attorney Assessment Center**

Question applies to Town Attorney Assessment Center

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

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

Question applies to Town Attorney Assessment Center

**Please Agree with the Following Statement**

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

I Agree

**Profile**

Question applies to multiple boards

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

**Public Records Statement**

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

I Agree

bobepting@gmail.com

Email Address

Robert

First Name

Epting

Last Name

Middle Initial

707 East Franklin Street

Street Address

410 MLK JR. BLVD.

Suite or Apt

CHAPEL HILL

City

NC

State

27514

Postal Code

Home: (919) 967-0678

Primary Phone

Mobile: (919) 929-0323

Alternate Phone

Question applies to Town Attorney Assessment Center

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

Question applies to multiple boards

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

### What district do you live in? \*

Chapel Hill Town limits (Purple)

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

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

Greater than 10 years

Question applies to multiple boards

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than three groups from the list below to which you would like to apply.

### Which Boards would you like to apply for?

Historic District Commission: Appointed

Town Attorney Assessment Center: Eligible

Question applies to multiple boards

### Which Board is your First Choice? \*

Participation in the Town Attorney Assessment Center

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

Advisory Board or Council member

Other (provide additional information below)

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

I do not wish to be considered for re-appointment to the HDC

Question applies to Town Attorney Assessment Center

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

Yes  No

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## Interests & Experiences

Question applies to multiple boards

**How do you describe your previous advisory board experience?**

Chapel Hill Board Experience

Question applies to multiple boards

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

Practicing lawyer in Chapel Hill for fifty years. I have known and worked alongside each of the Chapel Hill Town Attorneys from and including Emery Denny and Ralph Karpinos, and their assistants, as well as the County Attorney, and the Town Attorneys for Carrboro, Pittsboro, and numerous other municipalities in NC.

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

I also served as a member of the Board of Aldermen for the Town of Chapel Hill 1975-79, and as Mayor Pro-Tem from 1977-79. (The Town Council was designated the Board of Aldermen in those days.) I have more than forty years of experience serving on, representing, and appearing before local government bodies here and elsewhere in North Carolina. I was appointed to serve on the HDC in February 2017, to fill an expiring term. I would like to be re-appointed to be able to serve a full term, and especially to finish my term as Commission Chair, to which I was elected in September, 2017. I have practiced law in Chapel Hill since 1972, where, after graduating from UNC and UNC School of Law, I began teaching as a member of the faculty of the Institute of Government, then transitioned into private practice, and have since operated my law firm with my law partner Joe Hackney in downtown Chapel Hill. I am licensed to practice as an Attorney and Counsellor at Law by the North Carolina Supreme Court, and I am admitted to practice as a member of the United States Supreme Court Bar, as well as before the trial and federal Courts of the Fourth Federal Circuit Court of Appeals, each of the Federal District Courts in North Carolina. For more than forty years I have practiced in the local District and Superior Courts in the trial division of the North Carolina General Court of Justice, and I have argued cases in the Court of Appeals, and the Supreme Court of North Carolina.

Question applies to Historic District Commission

**Do you have special interest, experience, or education/training in history, architecture, archaeology, or related fields? If yes, please explain.**

I do not wish to be re-appointed to the HDC.

Question applies to Town Attorney Assessment Center

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

The Town Attorney is obligated to advise the Town's Council, Boards and Commissions as to the pertinent laws applicable to questions presented. She or he must have the courage to do so, even when that advice may differ from what the Council wants to do, and when that legal advice is not what they want to hear. The Town Attorney must be able to offer his or her advice in ways that respect and encourage community dialogue, respect for the strength of differing opinions in our democratic setting. And the Town Attorney is deserving of the Council and Mayor's support for that ethic.

Question applies to Town Attorney Assessment Center

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

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

**Demographics**

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

**Ethnicity \***

Caucasian/Non-Hispanic

**Gender \***

Male

**If other, please describe:**

**Please select your age from the following list. \***

over 55

Attorney \_\_\_\_\_

Occupation

**Are you a caregiver for or identify with a disability?**

Yes  No

**Have you participated in the Peoples Academy?**

Yes  No



Are you a Town of Chapel Hill employee?

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Yes  No

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### **Ethics Statement**

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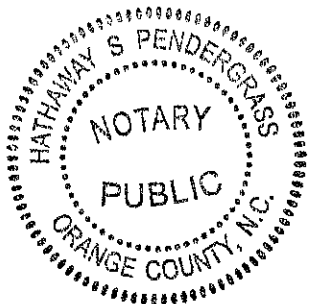
STATE OF NORTH CAROLINA  
COUNTY OF ORANGE

OATH OF OFFICE

I, ROBERT EPTING, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Historic District Commission, so help me God.

Robert Epting  
Signature

The above oaths were subscribed and sworn to before me this the 13th day of February, 2017.



Hathaway S. Pendergrass  
Notary Public

My commission expires 10/15/17

**Town Attorney Assessment Center**

Question applies to Town Attorney Assessment Center

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

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

Question applies to Town Attorney Assessment Center

**Please Agree with the Following Statement**

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

I Agree

**Profile**

Question applies to multiple boards

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

**Public Records Statement**

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

I Agree

lily.farel@gmail.com

Email Address

Lily

First Name

Middle Initial

Farel

Last Name

2131 N. Lakeshore Drive

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile:

Primary Phone

Home:

Alternate Phone

Question applies to Town Attorney Assessment Center

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

Question applies to multiple boards

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

**What district do you live in? \***

Chapel Hill Town limits (Purple)

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

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

1-3 years

Question applies to multiple boards

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than three groups from the list below to which you would like to apply.

**Which Boards would you like to apply for?**

Grievance Hearing Board: Appointed

Town Attorney Assessment Center: Eligible

Question applies to multiple boards

**Which Board is your First Choice? \***

Town Attorney Assessment Center

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

Email

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

Question applies to Town Attorney Assessment Center

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

Yes  No

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## Interests & Experiences

Question applies to multiple boards

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

I offer the board experience in general litigation as well as substantive experience in labor and employment law. I have been an attorney for twelve years, during which time I served as a law clerk for a federal judge, a trial attorney at both the Department of Justice and the Federal Communications Commission in Washington, DC, and now as in-house counsel at a software company in the Triangle. My practice as a litigator at DOJ spanned a broad range of law, from first amendment to national security, and I regularly appeared in courts across the country. During my time at the FCC, however, I focused almost exclusively on labor and employment matters. From my position in the FCC's office of general counsel, I mediated, negotiated, and litigated labor and employment claims before both judicial and administrative bodies. Through these experiences, I became accustomed to working with people of different backgrounds and facilitating interactions among competing interest groups. At DOJ, in order to arrive at a single, consistent position to present to the court, I had to mediate the divergent interests of various client agencies. At the FCC, I had to arbitrate the different interests of management and labor. I believe that my substantive experience with labor and employment law as well as my ability to work with people of different backgrounds, beliefs, and experience would allow me to contribute to this selection process.

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

I grew up in Chapel Hill, and both of my parents worked for UNC. I left home for college in 1998 and lived out-of-state until 2017, when I moved back to Chapel Hill with my husband and daughter. Twenty years spent living in cities both smaller and larger than Chapel Hill has given me a broad perspective on the challenges that every municipality faces and on the ways in which Chapel Hill is special. I recall my childhood in Chapel Hill fondly, and returning home has cast those memories in a new light, as I have been reintroduced to the town as an adult, homeowner, citizen, and mother of a child who will attend the same public schools that I did.

Question applies to Town Attorney Assessment Center

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

I am in-house counsel at a company based in the area. Part of my current job is helping identify and hire folks who will work well within the company while also bringing a new perspective to the work. I'm interested in finding candidates who offer unique skills and experiences, but who can also work within the existing structure to help find efficiencies and improve the organizations. I believe I can use this experience to assist in the selection of a town attorney.

Question applies to Town Attorney Assessment Center

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

I believe I can contribute to this process, and I very much look forward to participating!

[Farel Resume - March 2018.pdf](#)

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

## Demographics

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

### Ethnicity \*

Caucasian/Non-Hispanic

### Gender \*

Female

If other, please describe:

Please select your age from the following list. \*

35-54

attorney

Occupation

Are you a caregiver for or identify with a disability?

Yes  No

Have you participated in the Peoples Academy?

Yes  No

Are you a Town of Chapel Hill employee?

Yes  No

## Ethics Statement

*Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.*

**Lily Farel**

lily.farel@gmail.com

2131 N. Lakeshore Drive • Chapel Hill, NC 27514 • (919) 619-0260

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**PROFESSIONAL EXPERIENCE****SAS Institute Inc.**, Cary, NC February 2016 – present***Senior Legal Counsel***

- Draft, review, and negotiate contracts, including software licenses, hosting agreements, professional service agreements, and business associate agreements with federal, state, and local governments.
- Provide guidance to sales teams, including middle and upper management, on SAS' legal position.
- Advise sales teams on potential procurement path for government customers to license software or purchase services, including how to utilize a General Services Administration schedule.
- Analyze application of state and federal laws and regulations to company contracts and activities.

**Federal Communications Commission**, Washington, DC May 2014 – February 2016***Trial Attorney, Office of General Counsel***

- Defended the FCC in litigation, primarily in the federal circuit courts of appeals.
- Drafted dispositive motions and conducted discovery for the United States Department of Justice in federal district court litigation enforcing FCC forfeiture orders.
- Represented the FCC in employment litigation before the Merit Systems Protection Board and the EEOC.
- Reviewed and revised FCC orders subject to significant litigation risk.

**The George Washington University Law School**, Washington, DC August 2014 – August 2016***Professorial Lecturer at Law, "Government Lawyering"***

- Lectured on issues including executive privileges, who is the client of the government lawyer, whistleblowing, and the Freedom of Information Act.

**Department of Justice, Civil Division**, Washington, DC October 2008 – May 2014***Trial Attorney, Federal Programs Branch***

- Defended the United States in civil litigation in federal courts across the country. Cases included challenges under the First, Fourth, and Fifth Amendments, and statutes such as the Religious Freedom Restoration Act, the Rehabilitation Act, and the Freedom of Information Act.
- Argued dispositive and discovery motions, participated in trials, and negotiated settlements.

**The Honorable Graham C. Mullen**, Charlotte, NC August 2006 – September 2008***Law Clerk*****EDUCATION****Duke University School of Law**, Durham, NC

- Juris Doctor, 2006
- Executive Editor, Duke Law and Technology Review
- Teaching Assistant, Legal Research and Writing
- Mock Trial: Mock Trial Board; Best Lawyer, Twiggs, Beskind, Strickland & Rabenau Mock Trial Competition
- Moot Court: Moot Court Board; Best Oral Advocate, AIPLA Giles Sutherland Rich Moot Court Competition
- Member, School Judicial Board

**Washington University in St. Louis**, St. Louis, MO

- Bachelor of Arts in History, magna cum laude, 2002
- Study Abroad: University College London, Department of History, London, England

**BAR ADMISSIONS**

The Supreme Court of North Carolina, Western District of North Carolina, District of Columbia Circuit Court

**Town Attorney Assessment Center**

Question applies to Town Attorney Assessment Center

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

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

Question applies to Town Attorney Assessment Center

**Please Agree with the Following Statement**

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

I Agree

**Profile**

**Public Records Statement**

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

I Agree

edcharrison@gmail.com

Email Address

Ed

First Name

Middle Initial

Harrison

Last Name

58 Newton Drive

Street Address

Suite or Apt

Durham

City

NC

State

27707

Postal Code

Home: (919) 490-1566

Primary Phone

Home:

Alternate Phone



Question applies to Town Attorney Assessment Center

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

**What district do you live in? \***

---

Chapel Hill Town limits (Purple)

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

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

---

Greater than 10 years

---

**Which Boards would you like to apply for?**

---

Town Attorney Assessment Center: Eligible

---

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

---

Email

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

---

Question applies to Town Attorney Assessment Center

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

---

Yes  No

---

**Interests & Experiences**

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

Because of my experience with local government attorneys, in 16 years as a Town Council Member, in more years than that encountering them in focused issue meetings, and as a constituent attempting to deal with them, I believe I could offer unique expertise in assessing candidates for the challenges of the position. (Continuing comment will be attached).

Question applies to Town Attorney Assessment Center

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

The most significant perspective I can bring is that of a resident who has deep familiarity with the position to be filled. The recruiting announcement for this committee includes this: "An assessment center provides the opportunity for a team of assessors to view the candidates in simulated scenarios a town attorney will face." One event which local government attorneys have to face is a contentious closed session where he or she is on the spot. I have experience in well over 100 closed sessions, some of them including situations that were clearly challenging for the Town Attorney (TA). In the case of the current/retiring TA, I began working closely with him even before our first business meeting together, because we were re-uniting after a collegial relationship we had as fellow undergraduate newspaper editors and issue activists. During my terms of office, we served together on multiple committees of the NC League of Municipalities (NCLOM), so that our attorney-client discussions ranged wider than Chapel Hill alone, including the overall functions of local government attorneys all over the state. Part of my experience in the elected office I held before being a CM consisting of successfully negotiating with the Durham County Attorney and Manager a profound change in employee status for those who worked for the Durham Soil and Water Conservation District, that is, making them county staff. As Personnel Committee Chair for the GoTriangle Board of Trustees in 2015, I co-managed the hiring process for the first new General Counsel in 11 years; this resulted in the hiring of NC Rep. Deborah Ross for the position.

Question applies to Town Attorney Assessment Center

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

I am especially interested in and familiar with the operations of local government attorneys in the larger community picture. I have a long term interest in the functions and powers of NC local governments, going back to my years as a contract employee and board member for multiple statewide environmental organizations (1984-onward). Attorneys, such as our TA, are often the primary analyst for elected boards of what those powers are, and of the enforceability of specific ordinances. Much of my work in the 1980s, as one of the first NC environmentalists to analyze and advocate for local governments taking on major issues such as stormwater management and erosion control, dealt with the actual ability of locals to do those things. Local government attorneys such as Mr. Karpinos were willing to discuss these issues with me. As part of my work, I had to be able to evaluate both Federal and State regulations and local ordinances, which he and others – especially NCLOM staff – were willing to do for me.

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

**Demographics**

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

**Ethnicity \***

Caucasian/Non-Hispanic

**Gender \***

Male

**If other, please describe:**

**Please select your age from the following list. \***

over 55

Mostly retired ecological  
educator

Occupation

**Are you a caregiver for or identify with a disability?**

Yes  No

**Have you participated in the Peoples Academy?**

Yes  No

**Are you a Town of Chapel Hill employee?**

Yes  No

---

**Ethics Statement**

*Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.*

### Town Attorney Assessment Center

Question applies to Town Attorney Assessment Center

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

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

Question applies to Town Attorney Assessment Center

### Please Agree with the Following Statement

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

I Agree

### Profile

#### Public Records Statement

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

I Agree

phlaneur42@gmail.com

Email Address

Phillip

First Name

J

Middle Initial

Lyons

Last Name

140 W Franklin St #430

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (919) 932-6460

Primary Phone

Mobile: (919) 612-1045

Alternate Phone

Question applies to Town Attorney Assessment Center

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

What district do you live in? \*

Chapel Hill Town limits (Purple)

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

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

Greater than 10 years

Which Boards would you like to apply for?

Town Attorney Assessment Center: Eligible

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

Email

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

Question applies to Town Attorney Assessment Center

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

Yes  No

Interests & Experiences

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

Service on the Town's Board of Adjustment since 2014 with two years as chair. Familiarity with certain aspects of NC law and administrative procedure. A career in the NC Attorney General's office retiring as a Deputy AG. Supervised both legal and administrative staff providing legal advice and administrative support to a variety of NC boards and commissions.

Question applies to Town Attorney Assessment Center

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

My adult life has featured an interest in due process and fairness and equity in the provision of governmental services. I have extensive experience in observing the provision of legal advice to quasi judicial and legislative bodies. Representing the NC Attorney General in the General Assembly has given me exposure to many facets of black letter law, caselaw, common law, administrative law including issues affecting municipal and county government.

Question applies to Town Attorney Assessment Center

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

I've taught an undergraduate and graduate course on the American Criminal Justice System for over 25 years and have participated in assessment centers for my employer as well as for professional associations. The provision of effective legal advice, in my opinion, is important for boards and commission to perform at their best and in a fair and equitable manner and I want the best for my town.

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

## Demographics

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

**Ethnicity \***

Caucasian/Non-Hispanic

**Gender \***

Male

**If other, please describe:**

**Please select your age from the following list. \***

over 55

Retired NC Deputy AG \_\_\_\_\_

Occupation

**Are you a caregiver for or identify with a disability?**

---

Yes  No

**Have you participated in the Peoples Academy?**

---

Yes  No

**Are you a Town of Chapel Hill employee?**

---

Yes  No

---

### **Ethics Statement**

*Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.*

**Town Attorney Assessment Center**

Question applies to Town Attorney Assessment Center

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

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

Question applies to Town Attorney Assessment Center

**Please Agree with the Following Statement**

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

I Agree

**Profile**

Question applies to multiple boards

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

**Public Records Statement**

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

I Agree

nancycm@live.com

Email Address

Nancy

First Name

Campbell

Middle Initial

Mccormick

Last Name

920 EDGEWATER CIRCLE

Street Address

Suite or Apt

CHAPEL HILL

City

NC

State

27516

Postal Code



Home: (803) 331-2560

Primary Phone

Home:

Alternate Phone

Question applies to Town Attorney Assessment Center

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

Question applies to multiple boards

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

**What district do you live in? \***

Chapel Hill Town limits (Purple)

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

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

1-3 years

Question applies to multiple boards

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than three groups from the list below to which you would like to apply.

**Which Boards would you like to apply for?**

Historic District Commission: Appointed  
Town Attorney Assessment Center: Eligible

Question applies to multiple boards

**Which Board is your First Choice? \***

Historic District Commission

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

Social Media

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

Question applies to Town Attorney Assessment Center

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

Yes  No

---

## Interests & Experiences

Question applies to multiple boards

**How do you describe your previous advisory board experience?**

Chapel Hill Board Experience

Question applies to multiple boards

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

I served on the Columbia, SC, Design/Development Review Commission for about 10 years. I've owned a house on the National Register. Although not admitted to the Bar in NC I can bring a lawyer's perspective on procedural issues. I'm actually a second generation preservationist--my mother was instrumental in founding Stuart (Fla) Heritage.

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

I'd be happy to provide references from Columbia.

Question applies to Historic District Commission

**Do you have special interest, experience, or education/training in history, architecture, archaeology, or related fields? If yes, please explain.**

See above, [https://en.wikipedia.org/wiki/George\\_R.\\_Price\\_House](https://en.wikipedia.org/wiki/George_R._Price_House) I worked for many years at Protection & Advocacy for People with Disabilities in Columbia (the equivalent of Disability Rights NC) I have a strong interest in making historic sites accessible to all.

Question applies to Town Attorney Assessment Center

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

I'm a retired attorney for non-profits. I've served on historic commissions in both Columbia, SC, and in Chapel Hill. I have extensive experience working with attorneys for governmental entities (primarily state level). I think my experience as a lawyer and commission member would be useful in the search process.

Question applies to Town Attorney Assessment Center

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

Currently appointed to the Historic District Commission.

---

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

---

## Demographics

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

### Ethnicity \*

---

Caucasian/Non-Hispanic

### Gender \*

---

Female

If other, please describe:

---

Please select your age from the following list. \*

---

over 55

---

Occupation

Are you a caregiver for or identify with a disability?

---

Yes  No

Have you participated in the Peoples Academy?

---

Yes  No

Are you a Town of Chapel Hill employee?

---

Yes  No

---

## Ethics Statement

*Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.*

**Town Attorney Assessment Center**

Question applies to Town Attorney Assessment Center

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

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

Question applies to Town Attorney Assessment Center

**Please Agree with the Following Statement**

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

I Agree

**Profile**

**Public Records Statement**

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

I Agree

astreater@gmail.com

Email Address

Annetta

First Name

Middle Initial

Streater

Last Name

11 Heather Court

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Mobile: (919) 215-0100

Primary Phone

Home: (919) 918-2037

Alternate Phone

Question applies to Town Attorney Assessment Center

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

What district do you live in? \*

Chapel Hill Town limits (Purple)

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

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

Greater than 10 years

Which Boards would you like to apply for?

Town Attorney Assessment Center: Eligible

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

Email

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

Question applies to Town Attorney Assessment Center

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

Yes  No

**Interests & Experiences**

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

My qualifications include experience with board/committee interaction and operations, strong communication skills, the ability to review applications for merit and other unique values, and the ability to develop and evaluate policies.

Question applies to Town Attorney Assessment Center

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

I work in patient relations, investigating grievances and complaints. This work requires working with an attorney to seek a resolution. Experiences include review g legal documents and crafting letters that meet legal and regulatory expectations.

Question applies to Town Attorney Assessment Center

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

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

---

**Demographics**

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

**Ethnicity \***

African American

**Gender \***

Female

**If other, please describe:**

**Please select your age from the following list. \***

over 55

Director of Patient Relations  
Occupation

**Are you a caregiver for or identify with a disability?**

Yes  No

**Have you participated in the Peoples Academy?**

Yes  No

Are you a Town of Chapel Hill employee?

---

Yes  No

---

### **Ethics Statement**

*Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.*



STATE OF NORTH CAROLINA  
COUNTY OF ORANGE

OATH OF OFFICE

I, Annetta Streater, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as a member of the Cultural Arts Commission, so help me God.

Annetta Streater  
Signature

The above oaths were subscribed and sworn to before me this the 20<sup>th</sup> day of March, 2019.

Adriana Munoz  
Notary Public

ADRIANA MUNOZ  
Notary Public - North Carolina  
Orange County  
My Commission Expires Nov 7, 2022

My Commission Expires NOV 7, 2022



**Town Attorney Assessment Center**

Question applies to Town Attorney Assessment Center

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

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

Question applies to Town Attorney Assessment Center

**Please Agree with the Following Statement**

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

I Agree

**Profile**

Question applies to multiple boards

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

**Public Records Statement**

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

I Agree

carnivalprincess@yahoo.com

Email Address

Wendy

First Name

Whitener

Last Name

Middle Initial

704 Meadowmont Ln

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Home: (919) 349-9848

Primary Phone

Home:

Alternate Phone

Question applies to Town Attorney Assessment Center

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

Question applies to multiple boards

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

**What district do you live in? \***

Chapel Hill Town limits (Purple)

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

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

None Selected

Question applies to multiple boards

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than three groups from the list below to which you would like to apply.

**Which Boards would you like to apply for?**

Chapel Hill Downtown Partnership: Eligible

Parks, Greenways and Recreation Commission: Eligible

Town Attorney Assessment Center: Eligible

Question applies to Chapel Hill Downtown Partnership

**Select a Seat Category for the Chapel Hill Downtown Partnership \***

Chapel Hill Town Resident

Question applies to Parks, Greenways and Recreation Commission

**Select a Seat Category for the Parks, Greenways and Recreation Commission \***

Chapel Hill Resident

Question applies to multiple boards

**Which Board is your First Choice? \***

Town Attorney Assessment Center

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

Social Media

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

Question applies to Town Attorney Assessment Center

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

Yes  No

**Interests & Experiences**

Question applies to multiple boards

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

I am devoted resident of Chapel Hill and want to get more involved in local government and advocacy for this beautiful town.

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

I have worked with and managed teams of diverse individuals over the last 20 years. I look for synergies and ways to create partnerships to advance goals. My strongest skills are time management, presentation and public speaking and budgeting.

Question applies to Town Attorney Assessment Center

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

I bring an unbiased opinion and a willingness to help.

Question applies to Town Attorney Assessment Center

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

I'd be happy to help with the assessment center. I'm available the dates you needed.

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

---

## Demographics

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

### Ethnicity \*

---

Caucasian/Non-Hispanic

### Gender \*

---

Female

If other, please describe:

---

Please select your age from the following list. \*

---

35-54

Sales Director

Occupation

Are you a caregiver for or identify with a disability?

---

Yes  No

Have you participated in the Peoples Academy?

---

Yes  No

Are you a Town of Chapel Hill employee?

---

Yes  No

---

## Ethics Statement

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# TOWN OF CHAPEL HILL

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

## Item Overview

**Item #:** 3., **File #:** [20-0395], **Version:** 1

**Meeting Date:** 6/3/2020

### Receive Upcoming Public Hearing Items and Petition Status List.

**Staff:**

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

**Department:**

Communications and Public Affairs



**Recommendation(s):**

That the Council accept the reports as presented.

**Background:**

Two pages on our website have been created to track:

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

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

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

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



**Attachments:**

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

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

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

## SCHEDULED PUBLIC HEARINGS

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

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

June 10

- Public Hearing: [Recommended Budget](#) for FY 2020-21
- Close the Public Hearing for the Code of Ordinances Text Amendment to Chapter 11A and Land Use Management Ordinance Text Amendment to Section 5.9 Pertaining to Off-Street Parking and Payment-in-Lieu Policy
- Open the Public Hearing: Application for Zoning Atlas Amendment - [137 E. Franklin St. Innovation Hub](#)
- Open the Public Hearing: Application for Conditional Zoning - [125 E Rosemary Street Parking Deck](#)
- Economic Development Agreement for the East Rosemary Street Project
- Open the Public Hearing for Land Use Management Ordinance Text Amendments-Proposed Changes to Section 3.7 and Appendix a [Permitting Flex Office](#) in Town Center Zoning Districts and Expanding Definitions Related to Types of Retail
- Open the Public Hearing: Application for Conditional Zoning, [Weaver's Grove Development](#), 7516 Sunrise Road
- Land Use Management Ordinance Text Amendment – Permitting Residential-2 (R-2) general use district to allow conditional zoning for a place of worship only
- [Christ Community Church](#), 141 Erwin Road Conditional Zoning Application (Project 19-119)

Continued to the next regular meeting, which will be in September

- Open the Public Hearing and Consider a Request to Close a Portion of an Unmaintained and Unimproved Public Right-of-Way on Monroe Street
- Consider a Land Use Management Ordinance Text Amendment for [Blue Hill Massing and Permeability](#).

# STATUS OF PETITIONS TO COUNCIL

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

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

| Meeting Date | Petitioner                                  | Petition Request   | Departments Responsible   | Petition Status  |
|--------------|---|--|---|--|
| 05/20/2020   | Planning Commission                         | <a href="#">Request Regarding Payments in Lieu for Pedestrian/Biking Improvements.</a>                           | Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078 | Staff is preparing information to respond to this request.   |
| 05/20/2020   | Elaine McVey                                | <a href="#">Request to Amend the Land Use Management Ordinance Related to Deer Fencing.</a>                      | Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078 | Staff is preparing information to respond to this request.   |
| 05/20/2020   | Parks, Greenways, and Recreation Commission | <a href="#">Request to Designate all 36.2 Acres of the American Legion Property for Use as a Community Park.</a> | Town Manager<br><a href="#">Ross Tompkins</a> ,<br>Assistant to the Town Manager<br>Phone: 919-968-2707               | This request will be incorporated into the public engagement process for the future use of the site. |
| 05/20/2020   | Phil Post                                   | <a href="#">Regarding Christ Community Church Public Hearing Process.</a>  | Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078 | Staff is preparing information to respond to this request.   |
| 02/26/2020   | Carlisle Willard                            | <a href="#">Request Regarding Proposed Anti-Corruption Resolution.</a>   | Town Manager<br><a href="#">Ross Tompkins</a> ,<br>Assistant to the Town Manager<br>Phone: 919-968-2707               | Staff is preparing information to respond to this request.   |

| Meeting Date | Petitioner               | Petition Request  | Departments Responsible   | Petition Status   |
|--------------|--------------------------|---|---|---|
| 02/26/2020   | Bayberry Drive Residents | <a href="#">Request to Amend the Water and Sewer Management, Planning, and Boundary Agreement to Allow Water and Sewage Services to Their Lots.</a> | <b>Planning &amp; Development Services</b><br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078  | Staff is working with the other agencies on a WASMPBA amendment, which would need to be approved by the agencies' boards, including the Town Council. |
| 02/26/2020   | Lillian Pierce           | <a href="#">Request to Abandon Bicycle/Pedestrian Easement at 205 Huntington Way.</a>   | <b>Parks &amp; Recreation</b><br><a href="#">Phillip Fleischmann</a> ,<br>Director Parks and Recreation<br>Phone: 919-968-2785<br><br><b>Planning &amp; Development Services</b><br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078                  | Staff has reviewed this request and will follow up with options for taking action.  |
| 02/19/2020   | Mayor Hemminger          | <a href="#">Request Regarding Expanding Land Use to Include Experiential Retail.</a>  | <b>Planning &amp; Development Services</b><br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078  | Council will consider calling a public hearing for a LUMO Text Amendment permitting this use in the Town Center Zoning Districts.                     |
| 02/19/2020   | Steve Moore              | <a href="#">Request Regarding Cemetery Needs.</a>   | <b>Parks &amp; Recreation</b><br><a href="#">Phillip Fleischmann</a> ,<br>Director Parks and Recreation<br>Phone: 919-968-2785<br><br><b>Communications &amp; Public Affairs</b><br><a href="#">Sabrina Oliver</a> ,<br>Communications & Public Affairs Director<br>Phone: 919-968-2757 | Staff is in contact with the petitioner and is working to respond to the items raised in the petition.  |



| Meeting Date | Petitioner                                  | Petition Request   | Departments Responsible  | Petition Status  |
|--------------|---|--|--|--|
| 01/08/2020   | Renuka Soll                                 | <a href="#">Request for an Improved Petition Process.</a>                | <b>Town Manager</b><br><a href="#">Ross Tompkins</a> ,<br>Assistant to the<br>Town Manager<br>Phone: 919-968-2707  | Staff continues to look for ways to improve this process, including dedicating additional staff resources.   |
| 01/08/2020   | Beth Waldron                                | <a href="#">Request Regarding Revising the Deer Management Program.</a>  | <b>Parks &amp; Recreation</b><br><a href="#">Phillip Fleischmann</a> ,<br>Director Parks and Recreation<br>Phone: 919-968-2785<br><b>Police</b><br><a href="#">Chris Blue</a> ,<br>Police Chief<br>Phone: 919-968-2766                             | Staff is preparing information to respond to this request.   |
| 01/08/2020   | Parks, Greenways, and Recreation Commission | <a href="#">Request for Park Maintenance Funding.</a>                    | <b>Parks &amp; Recreation</b><br><a href="#">Phillip Fleischmann</a> ,<br>Director Parks and Recreation<br>Phone: 919-968-2785   | This request will be considered as part of the Fiscal Year 2020-2021 budget development process.   |
| 11/20/2019   | John Morris                                 | <a href="#">Request Regarding Local &amp; Regional Transit Planning.</a> | <b>Transit</b><br><a href="#">Brian Litchfield</a> ,<br>Transit Director<br>Phone: 919-969-4908  | Staff is preparing information to respond to this request.   |
| 10/02/2019   | Daniel Dunn                                 | <a href="#">Request Regarding Government Transparency.</a>               | <b>Technology Solutions</b><br><a href="#">Scott Clark</a> ,<br>CIO<br>Phone: 919-968-2735<br><b>Communications &amp; Public Affairs</b><br><a href="#">Sabrina Oliver</a> ,<br>Communications & Public Affairs<br>Director<br>Phone: 919-968-2757 | Town staff continue to work on improving and expanding the open data portal. This is one of many data sets that are candidates for inclusion on the portal. This information remains available to the public via a public records request. |

| Meeting Date | Petitioner  | Petition Request   | Departments Responsible   | Petition Status  |
|--------------|---|--|---|--|
| 09/11/2019   | East Franklin Neighborhood Steering Committee & Neighbors | <a href="#">Request Regarding Neighborhood Preservation.</a>                     | <p><b>Police</b><br/><a href="#">Chris Blue</a>,<br/>Police Chief<br/>Phone: 919-968-2766</p> <p><b>Planning &amp; Development Services</b><br/><a href="#">Judy Johnson</a>,<br/>Interim Planning Director<br/>Phone: 919-969-5078</p> | Staff is preparing information to respond to this request.   |
| 06/26/2019   | Community Design Commission                               | <a href="#">Request for Modifications to the Concept Plan Review Process.</a>    | <p><b>Planning &amp; Development Services</b><br/><a href="#">Judy Johnson</a>,<br/>Interim Planning Director<br/>Phone: 919-969-5078</p>   | At their 10/04/19 meeting, the Council Committee on Economic Sustainability received a staff update on the response to this request.   |
| 06/26/2019   | Julie McClintock  | <a href="#">Request Regarding the Blue Hill Form Based Code.</a>                 | <p><b>Planning &amp; Development Services</b><br/><a href="#">Judy Johnson</a>,<br/>Interim Planning Director<br/>Phone: 919-969-5078</p>   | Staff is preparing information to respond to this request.   |
| 04/24/2019   | Cobb Terrace Residents                                    | <a href="#">Petition Regarding Rooming Houses in the R-3 Zoning Districts.</a>   | <p><b>Planning &amp; Development Services</b><br/><a href="#">Judy Johnson</a>,<br/>Interim Planning Director<br/>Phone: 919-969-5078</p>   | The Town cannot place a moratoria on a residential use, such as a rooming house. There have only been two inquiries since 2002 for rooming houses. The request will be considered as part of the Land Use Management Ordinance update. |
| 04/24/2019   | Board of Adjustment                                       | <a href="#">Request Regarding Neighborhood Conservation District Ordinances.</a> | <p><b>Planning &amp; Development Services</b><br/><a href="#">Judy Johnson</a>,<br/>Interim Planning Director<br/>Phone: 919-969-5078</p>   | Staff is preparing information to respond to this request.   |

| Meeting Date | Petitioner                               | Petition Request  | Departments Responsible   | Petition Status   |
|--------------|--|---|---|---|
| 04/17/2019   | Amy Ryan for Planning Commission         | <a href="#">Commission Regarding Site Plan Review Process.</a>  | Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078   | Staff is preparing information to respond to this request.  |
| 03/20/2019   | Cheri Hardman                            | <a href="#">Request to Explore Local Control over Transit Planning and Funding.</a>   | Transit<br><a href="#">Brian Litchfield</a> ,<br>Transit Director<br>Phone: 919-969-4908  | The public comment period for the FY20 Work Plan closed 05/30/19. The Town also submitted a funding request for North South BRT project from the Orange County Transit Plan; all of the governing bodies (Orange County, GoTriangle, and DCHC MPO) approved it. |
| 03/06/2019   | Environmental Stewardship Advisory Board | <a href="#">Request to Modify the Blue Hill Form Based Code to Include a Requirement for Installing Roof-Mounted Solar Energy Systems</a> | Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078<br><b>Town Manager</b><br><a href="#">Ross Tompkins</a> ,<br>Assistant to the Town Manager<br>Phone: 919-968-2707 | As discussed at the 04/24/19 Council meeting, staff will develop options aimed at achieving the Council's energy efficiency goals for new development.  |
| 02/13/2019   | David Adams and Julie McClintock         | <a href="#">Regarding Evaluation of Town Transportation Needs.</a>  | Transit<br><a href="#">Brian Litchfield</a> ,<br>Transit Director<br>Phone: 919-969-4908<br>Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078                       | The Town's request for an additional \$8 million from the Orange County Transit Plan for the North South Bus Rapid Transit Project was approved by the OC Board of Commissioners, the GoTriangle Board, and the DCHC MPO.                                       |

| Meeting Date | Petitioner     | Petition Request   | Departments Responsible  | Petition Status   |
|--------------|----------------|--|--|---|
| 02/13/2019   | Citizens       | <a href="#">Request Regarding Coal Use and Coal Ash.</a>                                       | <b>Town Manager</b><br><a href="#">Ross Tompkins</a> ,<br>Assistant to the<br>Town Manager<br>Phone: 919-968-2707  | The Town plans to fund interim remedial measures based on recommendations from the human health and ecological risk assessment performed at the coal ash site. The Town continues to monitor NC Division of Air Quality's review of the power plant permit. |
| 01/16/2019   | John Morris    | <a href="#">Regarding GoTriangle Meetings and Materials.</a>                                   | <b>Planning &amp; Development Services</b><br><a href="#">Judy Johnson</a> ,<br>Interim Planning<br>Director<br>Phone: 919-969-5078<br><b>Transit</b><br><a href="#">Brian Litchfield</a> ,<br>Transit Director<br>Phone: 919-969-4908 | Staff is preparing information to share with GoTriangle.  |
| 12/05/2018   | Paul Pritchard | <a href="#">Request to Defer Reforestation at Cleland, Rogerson, and Oakwood Intersection.</a> | <b>Parks &amp; Recreation</b><br><a href="#">Phillip Fleischmann</a> ,<br>Director Parks and<br>Recreation<br>Phone: 919-968-2785  | This topic was added to the 01/15/19 agenda of the Parks, Greenways and Recreation Commission, with time allocated for the neighbors to speak. Another public meeting will be scheduled later in the year.  |
| 10/24/2018   | Jeff Charles   | <a href="#">Regarding Extended Speaking Time for Individuals with Disabilities.</a>            | <b>Mayor</b><br><a href="#">Pam Hemminger</a> ,<br>Mayor<br>Phone: 919-968-2714<br><b>Town Manager</b><br><a href="#">Ross Tompkins</a> ,<br>Assistant to the<br>Town Manager<br>Phone: 919-968-2707                                   | Staff met with the petitioner and will update the "Comment at Council Meetings" web page to clarify the Town's willingness to extend speaking time and how to request this extension.   |

| Meeting Date | Petitioner                       | Petition Request   | Departments Responsible   | Petition Status  |
|--------------|----------------------------------|--|---|--|
| 10/24/2018   | Justice in Action Committee      | <a href="#">Request Regarding a New Location for the Teen Center of Chapel Hill.</a>   | <b>Housing &amp; Community</b><br><a href="#">Loryn Clark</a> ,<br>Executive Director<br>Phone: 919-969-5076<br><b>Community Arts and Culture</b>   | A staff workgroup, in coordination with the Mayor's Office, has been gathering data and seeking input from teens, service providers, and other stakeholders. The Council received an update on this initiative at their 01/30/19 business meeting.         |
| 10/10/2018   | Jeff Charles                     | <a href="#">Regarding Creating Citizen Advisory Board for Seniors.</a>   | <b>Town Manager</b><br><a href="#">Ross Tompkins</a> ,<br>Assistant to the Town Manager<br>Phone: 919-968-2707  | The petitioner is representing the Town on Orange County board and will provide updates to the Town as needed.   |
| 09/19/2018   | Julie McClintock of CHALT        | <a href="#">Regarding Land Use Intensification.</a>  | <b>Planning &amp; Development Services</b><br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078<br><b>Public Works</b><br><a href="#">Lance Norris</a> ,<br>Public Works Director<br>Phone: 919-969-5100 | The Town's Resiliency Map is part of the map series for the Future Land Use Map. On 06/12/19, the Council received a presentation on the Town's Stormwater program. Staff is preparing information to respond to the additional requests in this petition. |
| 06/27/2018   | Susanne Kjemtrup / Brian Hageman | <a href="#">Transportation and Connectivity Advisory Board Request for an Electric Vehicle Provision in the Land Use Management Ordinance.</a> | <b>Planning &amp; Development Services</b><br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078  | Referred to the Future Land Use Map and Land Use Management Ordinance rewrite process, which began in Fall 2017 and is expected to be completed in 2020.   |
| 06/13/2018   | Mayor pro tem Jessica Anderson   | <a href="#">Request to Amend Bus Advertising Policy.</a>   | <b>Transit</b><br><a href="#">Brian Litchfield</a> ,<br>Transit Director<br>Phone: 919-969-4908   | At their 01/22/19 meeting, the Chapel Hill Transit Public Transit Committee considered the draft nonpublic forum transit advertising policy in order to provide feedback to the Chapel Hill Town Council on the option of amending the policy.             |

| Meeting Date | Petitioner   | Petition Request  | Departments Responsible   | Petition Status  |
|--------------|--|---|---|--|
| 06/13/2018   | Ondrea Austin  | <a href="#">CHALT's Request to Revise the Tree Ordinance.</a>   | Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078   | Staff is preparing information to respond to this request.   |
| 06/13/2018   | Mayor Pam Hemminger  | <a href="#">Regarding Reviewing Policies, Procedures, and Practices for Development.</a>  | Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078   | A Town web page with TIA exemption requests is available. Staff continues to look for ways to apply the LUMO clearly and consistently for all stakeholders in the development process.   |
| 03/14/2018   | Council Members Anderson, Gu, and Schaevitz                  | <a href="#">Request Regarding Addressing Blue Hill District Community Interests.</a>  | Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078   | Council enacted ordinance amendments to improve outcomes for stormwater management and affordable housing, to encourage non-residential development, and to address building size. Council will consider amendments to address building massing on 02/19/2020. |
| 09/06/2017   | Tom Henkel from the Environmental Stewardship Advisory Board | <a href="#">Request for Modification to the Ephesus-Fordham Form-Based Code for the Purposes of Energy Efficiency.</a>  | Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078   | Where feasible, modifications will be considered as part of the development process for the Blue Hill Design Guidelines.   |
| 01/23/2017   | Transportation and Connectivity Advisory Board               | <a href="#">Request to Support Low/No Vision Guidelines to be Included in the Town's Engineering Manual as Stated in the April 11, 2016 Petition to Council</a> | Public Works<br><a href="#">Lance Norris</a> ,<br>Public Works Director<br>Phone: 919-969-5100<br>Planning & Development Services<br><a href="#">Judy Johnson</a> ,<br>Interim Planning Director<br>Phone: 919-969-5078 | Request incorporated into process to update Public Works Engineering Design Manual.  |

| Meeting Date | Petitioner                                     | Petition Request  | Departments Responsible   | Petition Status   |
|--------------|--|---|---|---|
| 11/07/2016   | Mayor Hemminger                                | <a href="#">Regarding Parking and Transit Needs in Downtown Area.</a>   | <p><b>Planning &amp; Development Services</b><br/> <a href="#">Judy Johnson</a>,<br/> Interim Planning Director<br/> Phone: 919-969-5078</p> <p><b>Police</b><br/> <a href="#">Chris Blue</a>,<br/> Police Chief<br/> Phone: 919-968-2766</p> <p><b>Public Works</b><br/> <a href="#">Lance Norris</a>,<br/> Public Works Director<br/> Phone: 919-969-5100</p> | Recent actions include replacing parking pay stations, implementing Downtown Ambassadors program, and including additional parking with required Wallace Parking Deck repairs. Next steps include parking payments-in-lieu and public/private partnerships. |
| 05/09/2016   | Stormwater Management Utility Advisory Board   | <a href="#">Request for Orange County Commissioners to Increase Staffing in Soil and Erosion Control Division and Improve Efficiency of Temporary Soil Erosion and Sediment Controls During Construction.</a> | <p><b>Public Works</b><br/> <a href="#">Lance Norris</a>,<br/> Public Works Director<br/> Phone: 919-969-5100</p>   | Petition forwarded to Orange County. Consider changes to soil erosion and sediment control as part of Public Works Engineering Design Manual updates.   |
| 04/11/2016   | Transportation and Connectivity Advisory Board | <a href="#">Request to Incorporate Proposed No-Vision and Low-Vision Pedestrian Facilities Guidelines into Design Manual and Development Code as Required</a>   | <p><b>Public Works</b><br/> <a href="#">Lance Norris</a>,<br/> Public Works Director<br/> Phone: 919-969-5100</p>   | Request incorporated into process to update Public Works Engineering Design Manual.   |
| 04/11/2016   | Transportation and Connectivity Advisory Board | <a href="#">Request for Senior Citizen Pedestrian Mobility and Complete Street Implementation</a>   | <p><b>Public Works</b><br/> <a href="#">Lance Norris</a>,<br/> Public Works Director<br/> Phone: 919-969-5100</p>   | Request incorporated into process to update Public Works Engineering Design Manual.   |

Last modified on 5/29/2020 3:15:05 AM





# TOWN OF CHAPEL HILL

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

## Item Overview

**Item #:** 4., **File #:** [20-0396], **Version:** 1

**Meeting Date:** 6/3/2020

### Response to Council Questions Regarding the Recommended Budget.

**Staff:**

Maurice Jones, Town Manager  
Amy Oland, Director

**Department:**

Town Manager  
Business Management

**Overview:** The Council requested additional information regarding the Town Manager's Recommended Budget.



**Recommendation(s):**

That the Council acknowledges receipt of the Town Manager's response to questions regarding the Recommended Budget.



**Attachments:**

- Response to Questions (to be provided via email and added to this item before the meeting)

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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 acknowledges receipt of the Town Manager's response to questions regarding the Recommended Budget.





# TOWN OF CHAPEL HILL

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

## Item Overview

**Item #:** 6., **File #:** [20-0398], **Version:** 1

**Meeting Date:** 6/3/2020

### **Consider Ordinance to Authorize the Town Manager to Permit Use of Public Sidewalks and Other Areas for Outdoor Retail and Restaurant Activity During the COVID-19 Pandemic State of Emergency.**

**Staff:**

Laura Selmer, Economic Development Specialist  
Judy Johnson, Interim Director

**Department:**

Manager's Office  
Planning

**Overview:** Staff have coordinated with stakeholders including the Downtown Partnership, Chamber of Commerce, and local businesses and believe the retail and restaurant community would benefit from less restrictive regulations on the use of sidewalks and other outdoor areas, temporary signage, and socially distanced events during the reopening of Chapel Hill as part of the COVID-19 pandemic response.

Expanding use of outdoor space along the public right of way and on private property for dining and other commercial activity affords businesses the opportunity to respond to restrictions currently in place on indoor seating and occupancy under State and local orders.

The proposed ordinance includes regulations to promote physical distancing and to address other concerns for public safety as a result of the use of public pedestrian areas for outdoor retail activity.

The proposed ordinance specifically authorizes closure of portions of public sidewalk along East and West Franklin Street between 205 East Franklin Street and Merritt Mill Road. The proposed ordinance would authorize the Manager to identify and permit closure of portions of other public sidewalks for these purposes as well.

☆ **Recommendation(s):**

That the Council enact the attached Ordinance to:

Authorize the Town Manager to issue permits to allow use of public sidewalk areas, public parking areas, and private sidewalk and parking areas for outdoor retail activity during State and locally established state of emergency regulations which restrict the capacity of retail establishments to operate at full capacity in their normal indoor spaces. This ordinance also authorizes the Town Manager to allow temporary signage for businesses to advertise they are open for business.

Such permits would be permitted, under this ordinance, subject to the private retail establishments receiving:

- a. all necessary permits from County and State licensing agencies,
- b. approval from the Fire Department of emergency access and building exits

Pursuant to the proposed ordinance, rules for outdoor operations for restaurants and retail businesses on private property would include the following:

- Each business must follow social distancing recommendations for spacing of tables, chairs and other furniture.

- Business operators are responsible for cleaning and sanitizing the outdoor areas.
- Items may be stored outdoors after hours at the business owner's risk.
- The Town reserves the right to order the business operator to remove outdoor dining or retail sales.
- Parking requirements (required by Special Use Permits or other agreements) may be reduced temporarily to accommodate outdoor operations.

Pursuant to the proposed ordinance, rules for outdoor operations for restaurants and retail businesses on public property and public sidewalks and other public right of way would include the following

- All new outdoor dining and retail uses must apply for a sidewalk dining permit and comply with the included terms and conditions. Businesses already sidewalk dining may expand their sidewalk dining as long as the guidelines in the Sidewalk Dining Permit Application and physical distancing are followed. Fees will be waived for Sidewalk Dining Permits while COVID-19 social distancing guidelines are in place. Questions and applications can be directed to [permits@townofchapelhill.org](mailto:permits@townofchapelhill.org) <<mailto:permits@townofchapelhill.org>>.
- In addition to the stated sidewalk dining guidelines, businesses shall follow social distancing guidelines for spacing of tables, chairs and furniture. Outdoor uses must maintain a minimum of six feet of public pedestrian walkway space (pedestrian path).

**Decision Points:**

- Authorize the Town Manager to temporarily permit expanded use of outdoor areas, including sidewalks, parking areas and other public and private and public outdoor spaces for dining, other retail activity, including additional temporary signage, subject to physical distancing and other standards as set out above and provided in the attached ordinance.

**Key Issues:**

- Increase economic vitality in Chapel Hill as businesses engage in phased reopening in accordance with State and County orders by temporarily easing restrictions.
- Encourage physical distancing by creating additional space for pedestrians and business patrons.

**Fiscal Impact/Resources:** Franklin Street lane closures will require renting safety cones and barriers and minor consulting fees to develop traffic management and implementation plan.

**Attachments:**

- Ordinance

**AN ORDINANCE TEMPORARILY SUSPENDING CERTAIN ORDINANCES AND AUTHORIZING THE TOWN MANAGER TO PERMIT TEMPORARY MEASURES TO AID RETAIL AND RESTAURANT USE DURING THE COVID-19 PANDEMIC STATE OF EMERGENCY (2020-06-03/R-3)**

WHEREAS, on May 20, 2020, North Carolina Governor Roy Cooper entered Executive Order 141, authorizing retail activity, including restaurants and retail establishments, to reopen with restricted indoor occupancy during the COVID-19 State of Emergency; and

WHEREAS, on May 21, 2020, Orange County Chair Penny Rich and Chapel Hill Mayor Pam Hemminger adopted local directives adding further restrictions on retail and restaurant indoor capacity; and

WHEREAS, the Town of Chapel Hill currently has ordinances and regulations in place allowing limited use of public sidewalk areas for retail restaurant seating and other commercial activities; and

WHEREAS, the Town has other ordinances and has issued development permits which establish minimum number of parking spaces and which would preclude the use of such spaces, on a temporary basis, for other purposes; and

WHEREAS, the Town Council finds that the restrictions on indoor retail and restaurant activity are reasonable for the public welfare and that temporarily allowing greater retail and restaurant activity outdoors on public and private open areas would be in the public interest and can, subject to regulation, be conducted in a manner that is consistent with public safety; and

WHEREAS, the Council believes that the retail and restaurant communities would benefit with relief during the reopening of Chapel Hill as part of the COVID-19 pandemic; and

WHEREAS, the Council and Town staff has been coordinating with stakeholders, including the Downtown Partnership and local business owners, to develop and coordinate opportunities for outdoor operations on private property and on public rights-of-ways; and

WHEREAS, the Council has been working to aid and assist the retail and restaurant to permit additional signage for businesses located within any nonresidential zoning district; and

WHEREAS, the Council believes that temporarily suspending certain Town ordinances to permit greater use of public sidewalks, outdoor public parking areas and other outdoor public and private areas for restaurant seating and commercial activity is in the public interest and would benefit the public welfare by enhancing economic activity.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Chapel Hill as follows:

**Section 1.** Notwithstanding any provisions of: Chapter 3 (Alcoholic Beverages); Chapter 11, Article IX (Temporary Outdoor Activities in or Near Parking Lots or Public Streets); and Chapter 17, Article VI (Sale of Merchandise on Sidewalks, Public Streets); or any other provision of the Town's Code of Ordinances or Town-issued development permits to the contrary, the Town Manager is authorized to issue permits for the use of public sidewalk, public open spaces, public parking areas and private open spaces and parking areas for outdoor retail sales and restaurant service and seating and to allow temporary signage for businesses to advertise they are open for business provided:

1. all necessary permits from county and state health and alcohol regulatory agencies are in hand;
2. the specific locations have been approved by the Chapel Hill Fire Department for access and exits; and
3. any temporary signage meets otherwise applicable size standards for similar signage and does not block site-distance or otherwise interfere with pedestrian and vehicular safety; and
4. provisions are provided for pedestrian and vehicular separation and travel in the vicinity of areas

closed to permit said retail and restaurant activities and are reviewed and approved by the Chapel Hill Public Safety and Traffic Engineering staff in accordance with plans for any lane closures approved by the Town and, if required, the North Carolina Department of Transportation..

This authorization shall include East and West Franklin Streets between 205 East Franklin Street and Merritt Mill Road. In addition, the Manager is authorized to identify and permit closure of portions of other public sidewalks along areas fronted by private dining and other retail operations provided the provisions of this ordinance are met.

Private open spaces and parking areas may be identified by the private property owners for the uses authorized by this ordinance subject to the standards set out in this Section and Section 3 below. Said private use shall be subject to issue of a special event permit by the Town.

**Section 2.** During the term of any State of Emergency (State or Locally-imposed) the Town Manager is further authorized to designate town off street parking lots or other town or private areas for same dining and sales purposes.

**Section 3.** Any authorized activity engaged in pursuant to this ordinance shall be subject to regulations which include, in addition to others which may be imposed at the reasonable discretion of the Town Manager, the following:

- A. For outdoor operations for restaurants and retail businesses on private property:
  - Each business must follow social distancing recommendations for spacing of tables, chairs and other furniture.
  - Business operators are responsible for cleaning and sanitizing the outdoor areas.
  - The Town shall not be responsible for any private property stored outdoors on public property and/or right of way during or after business operating hours.
  - The Town reserves the right to order the business operator to remove outdoor dining or retail sales if there is a material interference with public interest or violation of terms of this ordinance.
  - Parking requirements otherwise applicable under the Town's Land Use Management Ordinance and any permit issued thereunder may be reduced temporarily to accommodate outdoor operations.
- B. For restaurants and retail businesses on public sidewalks and rights-of-way:
  - Each business must follow social distancing recommendations for spacing of tables, chairs and other furniture.
  - Outdoor dining and sidewalk sales may only operate outdoors during hours that are consistent with the business operating hours.
  - Business operators are responsible for cleaning and sanitizing the outdoor areas.
  - Items stored overnight are at the business owner's risk.
  - The Town reserves the right to order the business operator to remove outdoor dining or retail sales
  - All outdoor dining and retail uses must apply for a sidewalk dining permit and comply with the terms and conditions. (Fees will be waived for Sidewalk Dining Permits while this ordinance is in effect.)
- C. Outdoor uses can only be in areas where a minimum of six feet of public pedestrian walkway space (pedestrian path) can be provided.
  - No tables, chairs, umbrellas, merchandise racks, or other objects shall encroach into any area which is designated for use as pedestrian walkway.
  - Furniture, fixture, or equipment shall not be permanently affixed to the public sidewalk.
  - Access to fire hydrants, fire hose building connections for sprinkler systems, and building entrances and exits shall not be obstructed.
  - The Town Manager may order the business operator to remove outdoor dining or

sidewalk sales if there is a material interference with public interest or violation of terms of this ordinance

**Section 4.** This ordinance shall remain in effect until July 31, 2020, and shall expire on August 1, 2020, at which point all of the previously effective regulations of the Town shall be in effect; provided however that if the University of North Carolina delays, prior to July 31, 2020, announces the delay the opening of the Fall Semester beyond its announced beginning date of August 10, 2020, to August 24, 2020 or later, this ordinance shall remain in effect until ten days prior to the amended announced opening of the Fall Semester.

This the 3<sup>rd</sup> day of June, 2020.

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

PRESENTER: Maurice Jones, Town Manager  
Laura Selmer, Economic Development Specialist

RECOMMENDATION: That the Council Authorize the Town Manager to temporarily permit expanded use of outdoor areas, including sidewalks, parking areas and other public and private and public outdoor spaces for dining, other retail activity, including additional temporary signage, subject to physical distancing and other standards as set out above and provided in the attached ordinance.