



# TOWN OF CHAPEL HILL

## Town Council Meeting Agenda

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

Mayor Pam Hemminger  
Mayor pro tem Karen Stegman  
Council Member Jessica Anderson  
Council Member Camille Berry  
Council Member Tai Huynh

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

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**Wednesday, November 2, 2022 7:00 PM** **RM 110 | Council Chamber**

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### Language Access Statement

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

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如需口头或  
书面翻译服  
务，请拨打  
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Para servicios de interpretación o traducción, llame al 919-969-5105.

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### In-Person Meeting Notification

*The Chapel Hill Town Council will meet in person for the meeting. Where possible, the Council requests that members of the public continue to live stream the meeting and view it over the Town’s cable television channel access at <https://chapelhill.legistar.com/Calendar.aspx> - and on Chapel Hill Gov-TV ([townofchapelhill.org/GovTV](http://townofchapelhill.org/GovTV)) so that we can provide an opportunity for physical distance within the building. The Town of Chapel Hill wants to know more about who participates in its programs and processes, including Town Council meetings. Please participate in a voluntary demographic survey <https://www.townofchapelhill.org/demosurvey> before viewing online or in person.*

### Parking

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

### *Entry and COVID-19 Protocols*

- *Entrance on the ground floor.*
- *Visitors and employees will self-screen. Do not enter if you have these symptoms: Fever, chills, cough, sore throat, shortness of breath, loss of taste or smell, headache, muscle pain*
- *Attendees are encouraged to wear masks in the building and may sit physically distanced. Please do not sit in blocked chairs.*
- *Hand sanitizer is located near the main doors.*

## **ROLL CALL**

## **OPENING**

## **ANNOUNCEMENTS BY COUNCIL MEMBERS**

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

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

## **CONSENT**

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

1. Approve all Consent Agenda Items. [\[22-0817\]](#)

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

2. Approve the Chapel Hill Transit Public Transportation Agency Safety Plan. [\[22-0818\]](#)

By adopting the resolution, the Council approves the Public Transportation Agency Safety Plan (PTASP) for Chapel Hill Transit.

- 3.** Adopt a Calendar of Council Meetings through June 2023. [\[22-0819\]](#)

By adopting the resolution, the Council adopts its meeting calendar through June 2023.

- 4.** Adopt Minutes from September 14, and 19, 2022 Meetings. [\[22-0820\]](#)

By adopting the resolution, the Council approves the summary minutes of past meetings which serve as official records of the meetings.

## INFORMATION

- 5.** Receive Upcoming Public Hearing Items and Petition Status List. [\[22-0821\]](#)

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

## DISCUSSION

- 6.** Close the Legislative Hearing and Consider an application for Conditional Zoning Modification - 800 S. Merritt Mill Road Residential-Special Standards-Conditional Zoning District (R-SS-CZD) [\[22-0822\]](#)

PRESENTER: Judy Johnson, Assistant Planning Director

- a. Without objection, the revised report and any other materials submitted at the hearing for consideration by the Council will be entered into the record
- b. Introduction and revised recommendation
- c. Presentation by the applicant
- d. Comments from the public
- e. Comments and questions from the Mayor and Town Council
- f. Motion to close the Legislative Hearing
- g. Motion to adopt the Resolution of Consistency and Reasonableness with the Comprehensive Plan
- h. Motion to enact an Ordinance to rezone the property

RECOMMENDATION: That the Council adopt Resolution A and enact Ordinance A, approving the Conditional Zoning Application.

- 7.** Consider American Rescue Plan Act (ARPA) Final Community Partner Project Disbursement and Receive Town Department Update. [\[22-0823\]](#)

PRESENTERS: Amy Oland, Business Management Department

Director  
Sarah Poulton, Senior Project Manager

RECOMMENDATION: That the Council discuss the final list of Town department projects and approve the Community Partner projects.

- 8.** Receive the Complete Community Draft Plan and Guidelines for Selecting a Pilot Project.

[\[22-0824\]](#)

PRESENTER: Jennifer Keesmaat, The Keesmaat Group

RECOMMENDATION: That the Council receive the report and share feedback on the information presented this evening

**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 #:** [22-0817], **Version:** 1

**Meeting Date:** 11/2/2022

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

**Staff:**

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

**Department:**

Communications and Public Affairs

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



**Recommendation(s):**

That the Council adopt the various resolutions and ordinances.

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



**Attachments:**

- Resolution

**A RESOLUTION ADOPTING VARIOUS RESOLUTIONS AND ENACTING VARIOUS ORDINANCES  
(2022-11-02/R-1)**

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

- 2 Approve the Chapel Hill Transit Public Transportation Agency Safety Plan. (R-2)
- 3 Adopt a Calendar of Council Meetings through June 2023. (R-3)
- 4 Adopt Minutes from September 14, and 19, 2022 Meetings. (R-4)

This the 2<sup>nd</sup> day of November , 2022.

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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 #: [22-0818], Version: 1

Meeting Date: 11/2/2022

### Approve the Chapel Hill Transit Public Transportation Agency Safety Plan.

#### Staff:

Brian Litchfield, Director  
Henry DePietro, Deputy Director  
Nick Pittman, Assistant Director

#### Department:

Transit

**Overview:** Chapel Hill Transit is required by the Federal Transit Administration (FTA) to prepare and execute a Public Transportation Agency Safety Plan (PTASP). This PTASP incorporates existing Town and Chapel Hill Transit safety policies and procedures needed to meet FTA guidelines.



#### Recommendation(s):

That the Council adopt a resolution approving Chapel Hill Transit's Public Transportation Agency Safety Plan.

#### Background:

- Chapel Hill Transit (CHT) strives to provide safe, reliable, comfortable, and innovative transportation options to every member of the community. The Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all CHT system operations. By using the procedures contained in the PTASP, CHT can continue to improve the safety and security of CHT's operation and services.
- This PTASP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations personnel to provide a safe environment for CHT employees, customers, and the general public.
- The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle collisions.
- CHT must be aware that decisions and actions often affect the safety of those in other operations. By following the processes described in the PTASP, CHT will continue to improve performance and the safety of the system while creating a culture of safety.

**Fiscal Impact/Resources:** There are no fiscal impacts to adopting the PTASP. Failure to prepare and execute a PTASP could result in loss of federal funding and grant opportunities This plan will be executed with existing staff resources.



#### Attachments:

- Chapel Hill Transit's Public Transportation Agency Safety Plan

**A RESOLUTION APPROVING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) FOR CHAPEL HILL TRANSIT (2022-11-02/R-2)**

WHEREAS, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673), which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans and included processes and procures to implement Safety Management Systems (SMS); and

WHEREAS, the PTASP must include safety performance targets and transit operators must certify they have a safety plan in place meeting the requirements of the rule by December 31, 2022; and

WHEREAS, the PTASP for Chapel Hill Transit was written to comply with FTA requirements and to support Chapel Hill Transit's objective of providing transportation services responsive to the needs of residents of the Towns of Chapel Hill and Carrboro and visitors to the University of North Carolina at Chapel Hill; and

WHEREAS, Chapel Hill Transit developed the PTASP to integrate safety into all operations and services; and

WHEREAS, Chapel Hill Transit will use the procedures contained in the PTASP to continue to improve the safety and security of operations and services.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby approves the attached Public Transportation Agency Safety Plan (PTASP) for Chapel Hill Transit as provided in the November 2, 2022 meeting materials.

This the 2<sup>nd</sup> day of November, 2022.

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

By adopting the resolution, the Council approves the Public Transportation Agency Safety Plan (PTASP) for Chapel Hill Transit.

# Public Transportation Agency Safety Plan

## Town of Chapel Hill Transit



August 2022

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## Section 1. Transit Agency Information

### General Information

Town of Chapel Hill Transit

Accountable Executive: Brian Litchfield

405 Martin Luther King Jr Blvd.

Chapel Hill, NC 27514

Chief Safety Officer: Mark Lowry

919-968-2743

chtransit@townofchapelhill.org

### Modes of Service:

FTA Funding Sources: FTA Section 5307, 5339a, 5339b, 5339c, 5310

### Modes of Service Directly Provided:

Bus (MB)     Demand Response (DR)


CHT does provide transit services on behalf of another transit agency or entity (GoTriangle).

The primary mission of Chapel Hill Transit (CHT) is to provide safe, convenient, affordable, reliable, and responsive public transportation services to residents and visitors of the Chapel Hill, Carrboro, and University of North Carolina communities; to be accessible, efficiently operated and supportive of a healthy environment and a sustainable local economy; and to connect and coordinate with other transportation means in the Research Triangle area providing an alternative for local and regional travel.

CHT is made up of three divisions including the Administrative Division, the Operations Division and the Maintenance Division. Duties of the Operations division of CHT include fixed-route bus services and EZ Rider paratransit service for the mobility-challenged in the communities of Chapel Hill, Carrboro and the University of North Carolina. In addition, CHT operates the Tar Heel Express, a park and ride shuttle service for special events.

The Agency Safety Plan addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.

## Section 2. Plan Development, Approval, and Updates

<b>Name of Entity That Drafted This Plan</b>	Chapel Hill Transit		
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>	
		11/17/20	
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Individual/Entity That Approved This Plan</b>	<b>Date of Approval</b>	
	Public Transportation Committee	11/17/20	
	<b>Relevant Documentation (title and location)</b>		
	A copy of the minutes from the November 2020 Public Transportation Committee meeting, approving the Agency Safety Plan, is maintained by the Chief Safety Officer.		
<b>Certification of Compliance</b>	<b>Name of Individual/Entity That Certified This Plan</b>	<b>Date of Certification</b>	
	<b>Relevant Documentation (title and location)</b>		
<b>Version Number and Updates</b>			
<i>Record the complete history of successive versions of this plan.</i>			
<b>Version Number</b>	<b>Section/Pages Affected</b>	<b>Reason for Change</b>	<b>Date Issued</b>
1	All	Initial Agency Safety Plan	12/1/2020
2	System Reliability	Updated target numbers	4/21/2021
3	All	Updated to reflect changes with Bipartisan Infrastructure Law (49 U.S.C 5329(d))	8/1/2022
<b>Annual Review and Update of the Public Transportation Agency Safety Plan</b>			

*Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.*

CHT's Public Transportation Agency Safety Plan also referred to as Agency Safety Plan, will be jointly reviewed and updated in cooperation with the employee Safety Council in July of each year. The Safety Council will review and approve any changes, sign the revised Agency Safety Plan (ASP), and forward to the CHT's Public Transit Committee for final review and approval.

Along with annual updates, CHT may update the plan if CHT:

- Determines its approach to mitigating safety deficiencies is ineffective;
- Makes significant changes to service delivery;
- Introduces new processes or procedures that may impact safety;
- Changes or re-prioritizes resources available to support Safety Management Systems (SMS) and the Public Transportation Agency Safety Plan (PTASP);
- Changes are made to facilities, equipment or rolling stock with a potential to safety;
- Significant changes to CHT's organizational structure. Revisions will be submitted to CHT's Safety Council and Public Transit Committee. Upon adoption by the Council, revisions will be communicated to CHT's staff.

### Section 3. Safety Performance Targets

<b>Safety Performance Targets</b> Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan. <i>The following targets were developed based on the transit safety data collected by Chapel Hill Transit from the last three years and anticipated service level changes.</i>							
Mode of Service	Fatalities (Total)	Fatalities (Rate) per 100k VRM	Injuries (Total)	Injuries (Rate) per 100k VRM	Safety Events (Total)	Safety Events (Rate) per 100k VRM	System Reliability
Fixed Route (MB)	0	0	0	0	0	0	25,000
Demand Response/ Paratransit (DR)	0	0	0	0	2.34	0.60	50,000

### Safety Performance Target Coordination

*Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.*

CHT shares safety performance targets with North Carolina Department of Transportation (NCDOT) and Durham Chapel Hill Carrboro (DCHC) Metropolitan Planning Organization annually as part of our continued coordination of transit data. This data also includes Transit Asset Management Plan updates and anticipated capital replacement schedules. CHT will coordinate, to the maximum extent practicable, with NCDOT and DCHC MPO to support the selection of State and MPO transit safety performance targets.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	North Carolina Department of Transportation	7/15/2022
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Durham Chapel Hill Carrboro Metropolitan Planning Organization	7/15/2022

## Section 4. Safety Management Policy

### Safety Management Policy Statement

Chapel Hill Transit (CHT) strives to provide safe, reliable, comfortable, and innovative transportation options to every member of the community. The Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all CHT system operations. By using the procedures contained in the PTASP, CHT can continue to improve the safety and security of CHT's operation and services.

This PTASP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations personnel to provide a safe environment for CHT employees, customers, and the general public. The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle collisions.

Each department has a responsibility under the PTASP. The Director, Managers and Supervisors shall provide the continuing support necessary to achieve the PTASP objectives. A key to the success of this effort is for employees to be aware that they are accountable for safely performing the requirements of their position. The success of the program also depends on all employees actively identifying potential hazards and making a commitment to the safety of others.

CHT must be aware that decisions and actions often affect the safety of those in other operations. By following the processes described in the PTASP, CHT will continue to improve performance and the safety of the system while creating a culture of safety.

CHT's commitment is to:

- **Support** the management of safety through the provision of appropriate resources that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of all managers and employees;
- **Clearly define** for all staff, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of CHT's safety management system;
- ◆ **Establish and operate** hazard identification and analysis, and safety risk evaluation activities--including an employee safety reporting program as a fundamental source for safety concerns and hazard identification--to eliminate or mitigate the safety risks of the consequences of hazards resulting from CHT operations or activities to a point which is consistent with an acceptable level of safety performance;
- **Ensure** that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any

reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;

- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- ◆ **Ensure** externally supplied systems and services to support operations are delivered, meeting established safety performance standards.

CHT's Goals for Safety are established as follows:

- In collaboration with the town and university partners, CHT will design, construct, test, and operate a transportation system that achieves an optimum level of safety, exceeding the safety performance of other transit systems of a similar size in the United States.
- Identify and evaluate, then eliminate or control hazards to employees, customers, and the public.
- Meet or exceed all government and industry occupational health and safety standards and practices.
- Maximize the safety of future operations by affecting the design and procurement processes.

The objectives of the PTASP are the means to achieving its goals. They also provide a method of evaluating the effectiveness of CHT's safety efforts. The PTASP objectives are:

- Integrate safety management and hazard control practices within each CHT department.
- Assign responsibilities for developing, updating, complying with, and enforcing safety policies, procedures, and requirements.
- Verify compliance with CHT safety policies, procedures, and requirements through performance evaluations, collision/incident trends, and internal audits.

- Investigate all collisions/incidents, including identifying and documenting the causes for the purpose of implementing corrective action to prevent a recurrence.
- Increase investigation and systematic documentation of near misses.
- Identify, analyze and resolve safety hazards in a timely manner.
- Minimize system modifications during the operational phase by establishing and utilizing safety controls at system design and procurement phases.
- Ensure that system modifications do not create new hazards.
- Train employees and supervisors on the safety components of their job functions.

CHT takes these commitments seriously as the lives of CHT customers, employees and the general public depend on CHT's ability to operate in a culture of safety.



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Accountable Executive

11/17/20

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Date

## Safety Management Policy Communication

CHT realizes the importance of ensuring its employees and customers are aware of CHT safety management policies and procedures to effectively manage the system's day to day operations. To do this, CHT relies on several forms of effective communication.

**Employees:** CHT is constantly evaluating existing policies and procedures to verify their effectiveness. To do this, CHT seeks input from all staff, Town Department of Public Works and Human Resources Department, to determine if change is necessary based on trends, data analysis, operational changes or new assets. Several methods are used to communicate the Safety Management Policy Statement and/or procedure changes, including:

- ◆ Employee memorandum or policy change notice
- ◆ Bulletin board notices
- ◆ Transit Employee Forum
- ◆ Departmental meetings
- ◆ Monthly safety meetings

CHT includes a training element for safety management policies impacting safety or service delivery and is conducted before the policy effective date. New policies and procedures are incorporated into orientation training for new employees as well.

Depending on the importance of the policy or procedure change, an acknowledgement signature is required of each employee verifying their understanding of the change.

**Customers:** If a customer policy is changed or added, CHT and its Community Outreach Manager (COM) will notify customers through the following methods:

- ◆ Notice posted on vehicle and facilities including effective date and who to contact for more information
- ◆ Changes to digital customer guidance including schedules and ride guides as appropriate
- ◆ Public Meetings
- ◆ Social Media
- ◆ Any services impacted by policies changes will include outreach as required by Federal Guidance
- ◆ Customer service representatives informing customers scheduling demand response rides

## Authorities, Accountabilities, and Responsibilities

As mentioned in the Safety Policy Statement, the ultimate authority for the success of this PTASP falls to the Accountable Executive (AE), the Chief Safety Officer(CSO), administration and management team, as well as employees fulfilling their commitment to safety on a day-to-day basis support the AE.

**Accountable Executive (AE):** The Accountable Executive will determine, based on feedback from senior staff, the level of Safety Management System (SMS) principals to maintain to ensure a safe work environment, rider experience and community safety. CHT's AE is committed to providing employees



with the tools and training needed to be successful and safe in their roles with CHT. The AE will continually strive to create a culture of safety among the employees, and CHT expects each employee to play a role in maintaining a safe workplace.

CHT's AE is accountable for ensuring that the agency's SMS is effectively implemented throughout the agency's public transportation system. The AE is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. He may delegate specific responsibilities, but the ultimate accountability for the transit agency's safety performance cannot be delegated and always rests with the AE.

The current AE, Brian Litchfield, is also the Transit Director and has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the agency's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.

**Chief Safety Officer (CSO):** CHT has concluded one CSO will be sufficient to manage the day to day adherence to this Plan and, while in this role, report directly to the AE. As CSO, this individual will monitor safety and security throughout the organization. All departments have been notified of the CSO's role and the established reporting requirements relating to safety-related matters. The CSO has been adequately trained for this role and has the authority and responsibility for day-to-day implementation and operation of CHT's SMS. Along with CSO responsibilities, the CSO is also the Director of Safety and Emergency Management.

CHT's CSO will be responsible for the following:

- ◆ Developing and maintaining SMS documentation;
- ◆ Directing hazard identification and safety risk assessment;
- ◆ Managing updates to the Agency Safety Plan (ASP) in coordination with the Transit Safety Council;
- ◆ Monitoring safety risk mitigation activities;
- ◆ Providing periodic reports on safety performance;
- ◆ Briefing the Accountable Executive and Public Transportation Committee on SMS implementation progress;
- ◆ Coordinating Safety Council meetings;
- ◆ Planning safety management training; and
- ◆ Coordinating with Town and Regional Emergency Management staff.

## Roll of Staff to Develop and Manage Safety Management Systems (SMS)

### Accountable Executive

The Accountable Executive (AE), who also serves as Transit Director, will work with the Chief Safety Officer (CSO) and Administrative staff to adjust the PTASP as needed based on staff feedback, trends, and data analysis. The AE is vested with the primary responsibility for the activities of the transit system and overall safety performance. The AE fulfills these responsibilities by providing the resources

necessary to achieve PTASP goals and objectives by exercising the approval authority for system modifications as warranted. The AE also sets the agenda and facilitates the cooperative decision making of the management team.

#### Chief Safety Officer (CSO)

For purposes of managing the SMS and PTASP, the CSO will report directly to the AE to determine strategy, policy, and goals for maintaining safety and security for passengers, employees, and the general public. The CSO will monitor day to day operations and work with staff to identify and mitigate risk through evaluation, feedback, and data analysis.

#### Supervisors

Supervisors are responsible for the safety performance of all personnel and equipment under their supervision. They are responsible for the initial investigation of all collisions and incidents, and for reporting these collisions and incidents to the Human Resources, Risk Management and Operations Division

#### Employees

All CHT personnel are responsible for performing their work safely and for following established safety-related rules, procedures, and work practices. This includes reporting all collisions, incidents, and hazards to their supervisor per established requirements for the protection of themselves, co-workers, customers, facilities, and equipment.

#### Key Staff

CHT staff will be responsible for maintaining high standards of safety, customer service, and security. The Employee Safety Reporting Program (ESRP) will define the employees' role to identify and mitigate risk through open communication to superiors including the CSO and AE. Administrative staff will be instrumental in ensuring action is taken to reduce risk and the whole system is continuously monitored to ensure actions are effective and appropriate.

CHT staff will be involved with updates, modifications and implementation of the PTASP. Each staff member brings a valued perspective to the development of policies and procedures he or she will be expected to implement. Every opportunity will be given for employees and customers to provide input to increasing safety at CHT. Those opportunities include monthly safety meetings, annual employee meetings and training, department meetings, customer and employee surveys, customer feedback through customer service department and an open-door policy with access to all management staff.

#### Employee Safety Reporting Program (ESRP)

As stated in the [Safety Management Policy Statement](#), CHT is determined to provide a safe working environment for its employees, customers and the general public. To ensure success, CHT has developed an ESRP to enable employees to report any risk or perceived risk to a supervisor, CSO, or member of administration.

All hazards reported through the Employee Safety Reporting Program go straight to the CSO for review, assessment, investigation, mitigation and follow-up. If the hazard directly impacts the working relationship between two or more employees, the CSO will ensure no retaliation or hostile work environment will take place. CHT will ensure that no action will be taken against any employee who

discloses a safety concern through the respective Employee Safety Reporting Program unless the employee engaged in the following:

- ◆ Willful participation in illegal activity, such as assault or theft;
- ◆ Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- ◆ Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances

The ESRP allows each employee to report detailed information and observations whether they are a driver in service, maintenance staff, or other on-duty employee. This program dovetails with other methods currently in place to proactively identify hazards or threats. Those methods include but are not limited to the following:

- ◆ Pre/Post Trip Inspections
- ◆ Preventive Maintenance Inspections
- ◆ Employee Evaluations
- ◆ Visual Hazard Reporting
- ◆ Facility Maintenance Plan
- ◆ Service Evaluation and Planning Program
- ◆ Training Program
- ◆ Rider and Public Complaint/Compliment Process
- ◆ Safety and Department Meetings
- ◆ Incident/Collision Policies
- ◆ Safety Council

CHT's Employee Safety Reporting Program encourages employees who identify safety concerns in their day-to-day duties to report them to supervisors, CSO and senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- ◆ Report conditions directly to the dispatcher, who will add them to the daily Operations Log.
- ◆ Report conditions anonymously via locked comment box in the driver area.
- ◆ Report conditions directly to any supervisor, manager, or director.

Examples of information typically reported include:

- ◆ Safety concerns in the operating environment (for example, county or town road conditions or the condition of facilities or vehicles);
- ◆ Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection);
- ◆ Events that senior managers might not otherwise know about (for example, near misses, employee harassment); and
- ◆ Information about why a safety event occurred (for example, radio communication challenges).

CHT has developed an Incident Report Form used to identify and provide information about hazards observed by CHT employees while on-duty. The three-page form identifies vital information to assist employees in determining an action to mitigate the threat or hazard. This form is not meant to replace

collision forms currently being used, but instead used in conjunction with the collision forms. It is proactive reporting method to identify a perceived threat or hazard, potentially endangering employees, customers or the general public. The form serves a dual role as an incident, illness, and near miss report. The form is located in Appendix of this Plan.

Effective December 31, 2020 all CHT employees will receive one hour of training on the procedures associated with the Incident Report Form. The training will cover the following areas:

- ◆ Locations of blank Incident Report Form;
- ◆ When to use an Incident Report Form;
- ◆ Capturing critical information on the form;
- ◆ Notification process depending on the hazard;
- ◆ Proper assessment of the reported hazard;
- ◆ Levels of likelihood of repeat;
- ◆ Supervisor and CSO role in completing the form; and
- ◆ Follow-up process to determine effectiveness of mitigation.

The following process is used as part of the ESRP.

#### Immediate Action Required

If an employee has identified a hazard which is perceived to be a risk to the employee, fellow employees, passengers, or the public, the hazard must be reported immediately to the on-duty supervisor/dispatcher. Once reported, the employee or volunteer must determine if immediate action is necessary to prevent additional risk. If immediate action is required, the employee will communicate the risk of no action to the supervisor before taking action if time allows. Once action has been taken to mitigate the potential harm to the employee, customers, or property, employee will notify a supervisor of the results of actions taken. Once time allows, the employee will complete the Incident Reporting Form with complete information and give to the supervisor on duty.

#### Delayed Action Required

Once a hazard has been identified, the CHT employee should assess if the hazard requires immediate action to reduce the risk or if delayed action can be taken. If the employee determines delayed action is appropriate a full report must be completed using the Incident Report and submitted to the on-duty supervisor.

#### Role of Supervisor

The on-duty supervisor is responsible for advising the employee on immediate action or delayed action to mitigate a hazard. The supervisor must then review the Incident Report to ensure all information is included adding additional information from their perspective. Once the form is complete it must be reviewed by the CSO to determine action necessary, investigate root cause of hazard and follow-up.

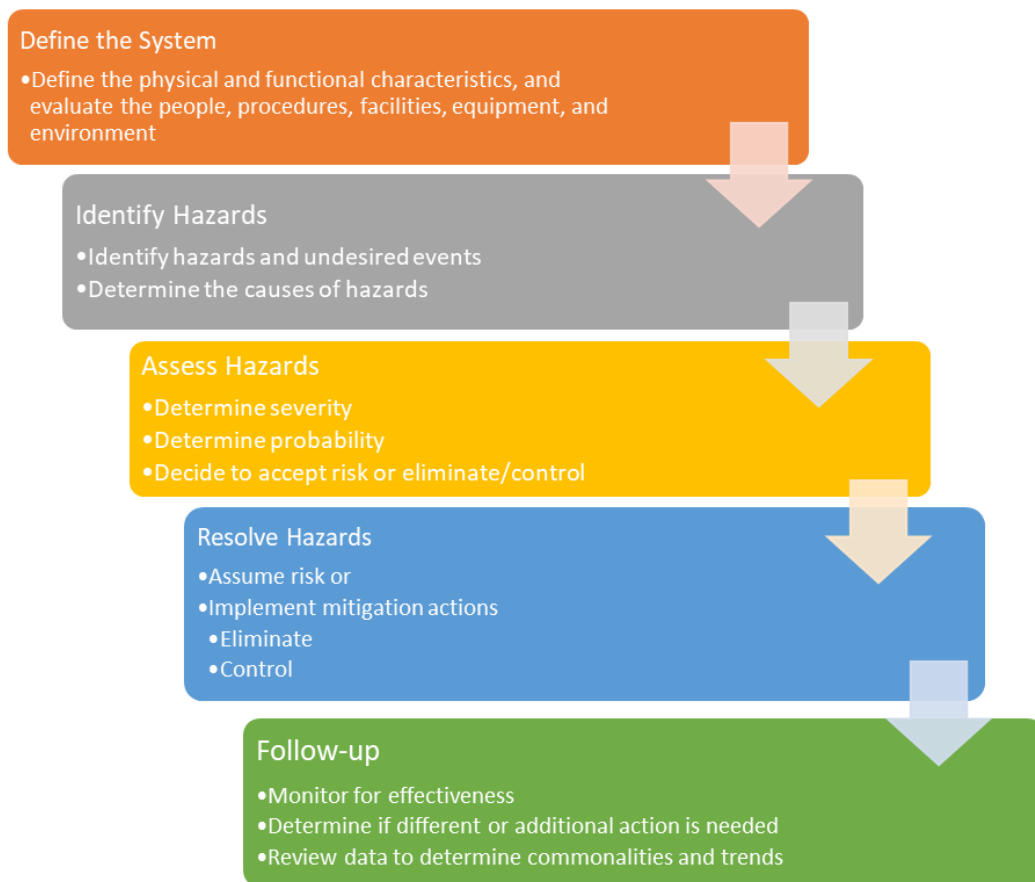
The CSO is responsible for determining the status of each hazard reported. In some cases, hazards may be identified and are not able to be resolved but actions are taken to reduce the risk of the hazard. It is CHT's goal to eliminate all identified hazards if possible. Some hazards may require continuous monitoring to ensure the hazard does not elevate to an action level.

All incident reports will be documented and integrated into current performance measures and the Condition Assessment Index, located in the Appendix. The CSO will track each hazard/incident to completion and recommend policy or procedural changes if needed as a result of the hazard mitigation.

#### CHT Responsibility

CHT takes every incident report seriously and investigates each one to determine if it's an isolated case, or emerging trend requiring evaluation of policies, procedures, training or service modifications.

The following process chart illustrates the steps taken as part of the hazard identification process through the ESRP.



## Section 5. Safety Risk Management

CHT provides training to all personnel in the identification of hazards and security threats while also providing tools to enable personnel to report these risks. The Safety Risk Management process will utilize hazard identification, hazard assessment, and hazard mitigation methods and processes to ensure an awareness of hazards and the implementation of step or eliminate and/or control the hazards.

#### Safety Hazard Identification:

Hazard and security threats are identified through different methods of monitoring the system. This includes system, employee and asset assessments conducted daily and on incremental basis.

Additionally, CHT communicates with peers across the state, FTA and NCDOT to identify common hazards impacting multiple systems. CHT conducts the following routine and random evaluations of the system in the following departments:

#### Personnel

Each CHT employee is evaluated twice a year to ensure they are performing their job to the expectations of the Agency. As part of their on-boarding process the employee is provided up to 240 hours of classroom and behind-the-wheel training and tools to perform their job. Employees will be in probationary status for the first six (6) months of employment. During the six (6) month period, the employee is evaluated at least twice to determine if they are properly prepared to perform their job.

Additional employee evaluations are conducted by the Training Department throughout the year through spot-checks and one-hour surveillance video reviews. The video evaluations are conducted daily with 40-50 operator clips reviewed a month. If through spot-checks, video reviews or annual evaluation it is determined the employee's performance does not meet expectations or training standards, remedial training will be provided, and additional evaluations will take place to ensure remedial training was effective. CHT provides coaching as the first alternative to operator deficiencies identified through the evaluation process. Depending on the deficiency, disciplinary action may be taken.

#### Assets

Rolling stock, facilities and equipment are monitored through a vigorous preventive maintenance plan aimed at identifying hazards and deficiencies as part of daily and scheduled inspections. Operations and Maintenance Departments coordinate the preventive maintenance program including daily Vehicle Inspection Reports (VIR)s, incremental, and annual inspections. Maintenance inspection records are kept in electronic and paper file systems, as well as documented in CHT's asset database, Dossier.

CHT updates the FTA required Transit Asset Management (TAM) Plan annually with data relevant to each asset to include a condition assessment, miles (with rolling stock and non-revenue vehicles) and age as to whether the asset is in a State of Good Repair (SGR). The TAM Plan allows CHT management to plan asset replacement or rehabilitation for future years.

#### System

As part of CHT's safety management system monitoring, the agency uses service evaluations when planning, spot-checking or responding to a safety event. New routes are strategically developed with safety being the first priority and passenger access second. CHT route planners plan and test all routes before activating the route for revenue service. All routes are reviewed periodically to determine if environmental hazards may exist requiring modification to the route, schedule or vehicle.

All front-line staff have been trained to note any changes to service which may be considered a hazard or security threat and through the ESRP and Incident Report Process, notify their supervisors immediately or upon return to CHT depending on the severity of the hazard. Supervisors review route and demand response performance to identify anomalies in performance due to possible hazards. Trapeze software produces performance reports to allow supervisors the ability to focus on routes or manifests performing poorly and investigate the cause.

## Hazard Identification Procedure

Any employee seeing something through inspection or observation they deem to be a hazard are instructed to immediately report that hazard to the on-duty supervisor regardless of the perceived level of threat. Depending on the situation, either the on-duty supervisor or the employee will complete an Incident Report Form and submit it to the CSO.

If the hazard requires immediate mitigation, the employee will be instructed on steps to take to reduce the risk which may or may not alleviate the risk completely. Additional actions may be taken once the immediate risk mitigation has been taken. Some hazards may not pose an immediate risk but are still reported and the CSO will be responsible for risk assessment, investigation and mitigation strategy.

In some cases, a passenger or member of the general public may call CHT with a complaint about a front-line employee which may rise to the level of hazardous behavior or actions. CHT currently documents all customer complaints/compliments and takes appropriate action to investigate any complaints. Complaints deemed hazardous will trigger immediate action by on-duty supervisors. Customer Service Representatives (CSR's) receiving information relative to safety concerns, will either through direct contact or email, notify the COM and/or the CSO

Incident Report Forms will be located on all vehicles along with standard safety kits for collision reporting, with all CSR's, Dispatch, Operations, and Maintenance Departments. A copy of the form is located in the Appendix.

The Incident Report Form will require the employee to briefly describe the hazard noting date, time of day, location, and other pertinent information. The form includes a section for the CSO or immediate supervisor to document immediate action taken to reduce risk, a risk assessment chart prioritizing the risk, determination of the potential for repeating, and a section for additional follow-up action. All forms will be processed by the CSO and summarized periodically for trend analysis and included in safety performance measures. A monthly summary or index of all safety events will be produced using a spreadsheet program and available for weekly management safety meetings and monthly safety committee meetings.

### 49 CFR part 673.5

*Hazard* means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

## Safety Risk Assessment

CHT assesses safety risk associated with identified safety hazards using its safety risk assessment process. This includes an assessment of the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

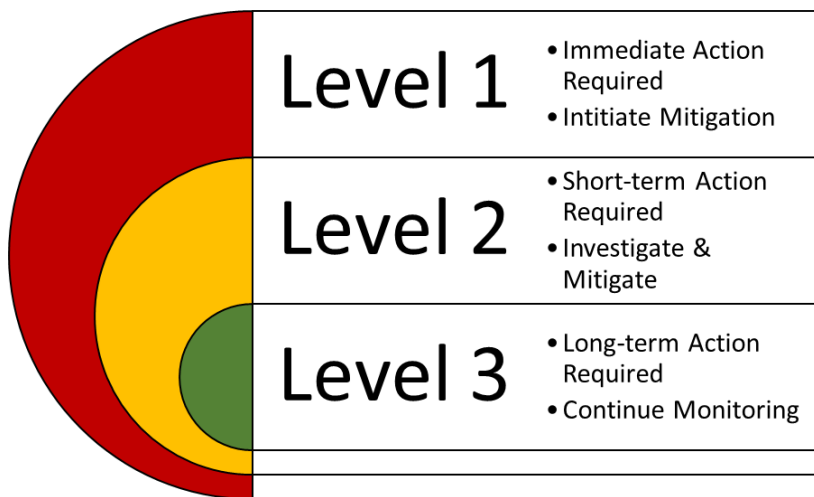
All CHT staff have been provided with training appropriate for their positions within the organization. CHT expects its employees to respond to hazards or threats with professional judgement as sometimes there might not be time to contact a supervisor to prevent a safety event. In cases where the hazard can be reported without immediate risk, the employee will make an initial assessment of the risk as part of their report.

Once received by the CSO, the initial risk assessment may be amended requiring immediate, short, or long-term response using the following scale.

**Level 1 - Immediate:** A deficiency, threat or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.

**Level 2 - Short Term:** Action is needed within seven days to mitigate an identified deficiency, threat or hazard. The deficiency, threat or hazard does not pose immediate danger but if no action is taken could elevate to an Immediate level risk.

**Level 3 - Long Term:** A deficiency, threat or hazard has been identified but does not pose a threat currently but could at a later time. Continued monitoring and awareness are required.



Additionally, the supervisor on-duty or the CSO will conduct an additional risk assessment to determine the level and timeline of mitigation response using the below Risk Assessment Matrix. The matrix allows the CHT to further define the initial assessment as well as modify mitigation strategies as appropriate. In some cases, complete risk removal may not be achieved, but reduced to the point of safe operation with routine monitoring of the risk.

The Risk Assessment Matrix includes four levels of consequence severity and five levels of likelihood of the risk/hazard repeating. For example, broken glass at a bus stop shelter may be the result of an



isolated incident with a “Occasional” chance of repeating, but the consequence of not mitigating the broken glass may have “Critical” level of severity if not mitigated resulting in a “Medium” level of response. Initial mitigation actions might include sending a notice to all passengers through web and social media outlets indicating the stop is closed until further notice; place safety tape around the stop; instruct all drivers on the route of the hazard; remove all remnants of broken glass. Additional actions would be to schedule glass repairs or shelter replacement.

The CSO in coordination with staff will investigate each identified hazard, assess the risk, and take appropriate action to mitigate the risk. Additional mitigation may be needed based on follow-up monitoring to the action taken.

<b>Risk Assessment Matrix</b>				
<b>Likelihood/ Severity</b>	<b>Catastrophic (1)</b>	<b>Critical (2)</b>	<b>Marginal (3)</b>	<b>Negligible (4)</b>
<b>Frequent (A)</b>	HIGH	HIGH	HIGH	MEDIUM
<b>Probable (B)</b>	HIGH	HIGH	MEDIUM	MEDIUM
<b>Occasional (C)</b>	HIGH	MEDIUM	MEDIUM	LOW
<b>Remote (D)</b>	MEDIUM	MEDIUM	LOW	LOW
<b>Improbable (E)</b>	LOW	LOW	LOW	LOW

<b>Safety Risk Index</b>	<b>Criteria by Index</b>
<b>HIGH</b>	<u>Unacceptable – Action Required:</u> Safety risk must be mitigated or eliminated.
<b>MEDIUM</b>	<u>Undesirable – Management Decision:</u> Executive management must decide whether to accept safety risk with monitoring or require additional action.
<b>LOW</b>	<u>Acceptable with Review:</u> Safety risk is acceptable pending management review.

## Safety Risk Mitigation

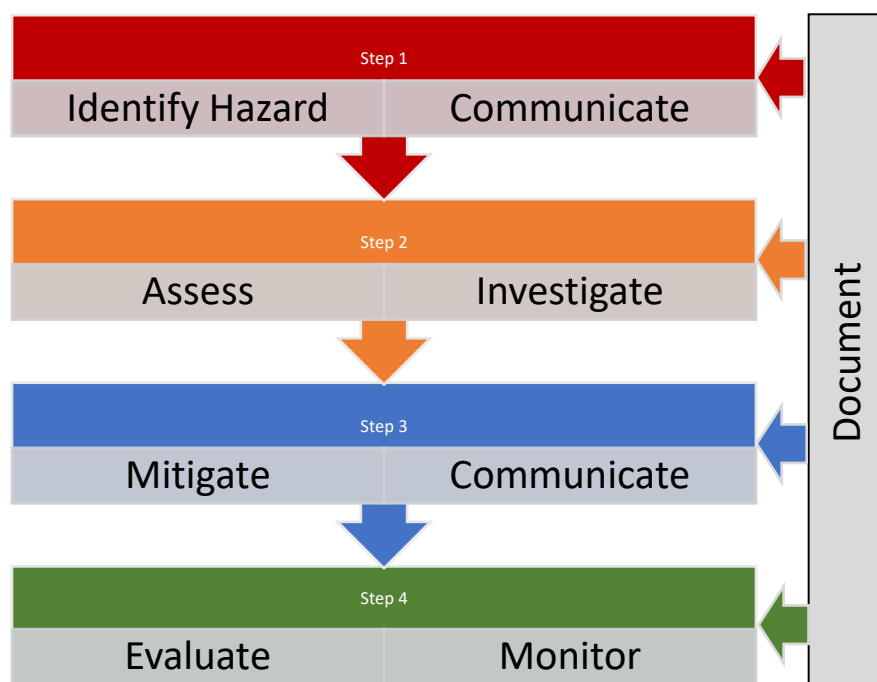
CHT's Accountable Executive and Chief Safety Officer review current methods of safety risk mitigation and establish methods or procedures to mitigate or eliminate safety risk associated with specific hazards based on recommendations from the Safety Council.

CHT can reduce safety risk by reducing the likelihood and/or severity of potential consequences of hazards. In response to all identified and assessed hazards, CHT will take steps to mitigate the hazard and reduce or eliminate the risk to employees, customers, and public. Mitigation strategies will be dependent on results of investigation into the elements contributing to the risks. The investigation may include more than one department and may include interviews outside of the transit system with subject matter experts.

Actions to mitigate risk will include all employees, customers, and public who may be impacted by either the hazard or the actions to reduce or alleviate the risk. CHT will communicate actions to appropriate staff through methods appropriate based on risk assessment. In some cases, immediate communication through two-way communications (dispatch system, text burst, email, or web alert) may be necessary. In other cases, bulletin board notices or memorandum posting may be appropriate.

Once a risk mitigation strategy has been implemented CHT will monitor the actions to determine if full mitigation is possible and if not, is additional action necessary to alleviate the risk or is stepped up monitoring necessary. Some risks may not be completely mitigated but awareness to the risk is a top priority.

All actions taken to mitigate risk will be responsibility of the CSO, documented and linked to the initial deficiency, threat, or hazard identification step.



## Section 6. Safety Assurance

### Performance Monitoring and Measurement

Safety performance monitoring and measurement involves the continual monitoring of the transit agency's activities to understand safety performance. Through these efforts, CHT can determine whether it is meeting its safety objectives and Safety Performance Targets (SPTs), as well as the extent to which it is effectively implementing Safety Management Systems (SMS).

CHT is constantly striving to maintain the highest level of safety through its monitoring methods to include adherence to policies and procedures, safety and maintenance plans, system and employee evaluation processes. These methods allow CHT to determine the need to make changes to improve policies, employee training and service delivery.

CHT has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal inspections;
- Regular review of onboard camera footage to assess drivers and specific incidents,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,
- Daily data gathering and monitoring of data related to the delivery of service, and
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends quarterly and annually by the CSO to determine where action needs to be taken.

The CSO will monitor operations daily through observation, data analysis, communication and safety updates to identify mitigation strategies that may be ineffective. If mitigation actions are found to be ineffective, additional strategies will be developed through key and impacted staff feedback. In some cases, mitigation may not completely eliminate the safety risk or hazard but may allow for safe operation with regular monitoring.

To ensure compliance with and sufficiency of operations and maintenance procedures, CHT carries out the following activities:

- **Ride-Along Evaluations:** A ride-along provides an opportunity for one-on-one interaction between CHT Operators and CHT Supervisors and Behind-the-Wheel trainers. During these evaluations, CHT supervisors and trainers perform firsthand observations of the Operator's driving habits and provide immediate verbal and written feedback. A ride-along is designed to uncover and point out unsafe practices, and give positive reinforcement for safe driving practices. A ride-along can occur as a reactive measure (post-event rides or rides initiated in response to customer complaints or documented violations of safety rules) or proactively, such as when the Operator is learning a new bus route or receiving other types of Operator refresher

instruction. The results of a ride-along are documented in Operator's employee and training folders.

- **Verification of Transit Training Compliance:** Bus Operator Training staff are responsible for ensuring bus operators comply with training requirements. Accordingly, Bus Training personnel are responsible for notifying Operators of available classes scheduled throughout the year so that they can complete the required refresher training annually or as needed.
- **Random Observations:** Transit Service Supervisors and Trainers may conduct observations of Bus Operators for compliance with traffic laws, CHT operating rules, and procedures. Any observed rule violations will be documented and submitted to the Transit Operations Division Manager or Manager of Safety, Security and Training.
- **Behavior-Based Safety Observations:** Managers or safety personnel observe employees performing their assigned tasks and evaluate their actions based on CHT's safety policies and procedures and task-specific processes or procedures, if applicable. After each session, the manager or safety personnel discusses what they observed with the employee and discuss any unsafe or potentially unsafe actions they may have observed. Sessions focus on constructively and positively reinforcing safe actions, gaining employee commitment to identify and avoid unsafe actions, and encouraging two-way communication about safety-related concerns. The manager or safety personnel performing the observations immediately addresses and acts on any observed life threatening and unsafe behaviors. Any CHT employee can stop an unsafe act.
- **Vehicle and Facility Inspections and Records Reviews:** Trained personnel from the maintenance and facility department conduct and document monthly safety inspections at the maintenance and operations facilities for vehicles and infrastructure. These personnel also perform records reviews and trend analyses regarding vehicle and facility inspection results to focus follow-up activities. Results are documented on standard CHT departmental forms.
- **Video Monitoring:** CHT's onboard monitoring system allows management staff the opportunity to review video footage on buses. When an event on a bus takes place, the supervisor, safety personnel, and trainers can request video footage download once the vehicle returns to the main base through the recording system. Operations and Safety staff review video events as needed to ensure timely coaching, retraining, or discipline for unsafe acts.
- **Supervisor Observation:** Supervisors conduct monthly Supervisor Video Observations to identify unsafe operator driving behavior before having an event. Coachable events are addressed one-on-one with operators by supervisors and training personnel. Coachable events are electronically documented in the Safety Department's folders. Additionally, supervisors review recordings when operators self-report non-compliance with safety rules or as a result of other employee reports. Operations staff also notify the Manager of Fleet Maintenance of any events that related to the Maintenance Department for coaching, retraining, and/or discipline.

Managers of CHT's Operations and Maintenance Departments report on these activities monthly (or as needed) to the CSO. Each report documents, for the previous month, the results of:

- Rules compliance activities in the department, including coaching, retraining, or discipline for unsafe acts,
- Inspections of the department's equipment and infrastructure elements,
- Quality control and quality assurance assessments and reviews in the department, and
- Supervisor observations of activities performed in the department. Data and information are analyzed to identify trends and allow monthly and annual comparisons.

## Maintenance

**Maintenance Standards and Procedures.** Standards and procedures are included in the Town of Chapel Hill's Fleet Maintenance Plan. In general, maintenance procedures are designed to ensure that the maintenance recommendations of the manufacturer are met, maximum efficiency in performance and operation is obtained, and maximum bus life and condition are maintained. Daily bus inspections, an active Preventive Maintenance Program, contractor oversight, and careful monitoring are included in procedures to ensure the safety of buses and adequacy of the Fleet Maintenance Plan.

Maintenance personnel coordinate with CHT dispatch to develop a daily vehicle availability list based on three maintenance shifts input of vehicles out of service using a tag out system. The list is distributed to dispatch and the CSO each morning before revenue service begins. CHT maintains a vehicle spare ratio allowing last minute vehicle replacements and minimizing service disruptions. The maintenance department reviews all vehicle inspection reports and takes appropriate and timely action to correct deficiencies. In some cases, the mechanic may ride with the operator to analyze a potential problem before taking corrective action.

Maintenance equipment is inspected weekly as part of the facility inspection process. Any equipment found to be defective is tagged out and vendors are notified to schedule repairs or replacement. The Town of Chapel Hill Fleet Safety Plan (2020) provides policies and procedures for all maintenance employees. Inspection reports are submitted to the CSO each week for review.

**Operator Inspections.** All operators are required to perform a pre-trip and post-trip inspection to ensure that the vehicle is safe and in good operating condition. If any defects are noted by the operator on the inspection form, the vehicle may be repaired or taken out of service until a repair can be made. In the case of a defect that develops or is noted once a vehicle is in service, the operator is required to communicate the problem to Operations, who will then notify Maintenance. Depending on the defect, the vehicle may be replaced with a spare vehicle. Inspection forms are turned into the Operations Supervisor each day for review prior to being submitted to the Lead Mechanic or Supervisor on shift for evaluation and, if necessary, a repair can be conducted.

**Daily Servicing and Inspections.** The CHT Maintenance Department inspects and services buses used in revenue service each day. The buses are fueled and washed, all fluids are checked, tires and lugs are checked, and the vehicle is inspected for any leaks or unusual noises. The Cleaners clean the bus interiors each day and exteriors twice a week. When a defect is noted, it is reported to the Lead Mechanic or Supervisor on shift so that evaluation and, if necessary, a repair can be conducted.

**Mileage-Based Maintenance Inspections.** All buses receive preventive maintenance inspections (PMI) at designated mileage intervals. Mileages are determined by vehicle and subcomponent manufacturers and real-world experience. Oil sampling is performed periodically for both engines and transmissions. A description of the schedule and type of inspection and service performed for each bus series is included in the CHT Fleet Maintenance Plan and entered into Dossier Fleet Maintenance software.

## Operations

### Facility Monitoring

Formal facility inspections of all CHT facilities and grounds are conducted weekly by the CSO using a facility checklist. The purpose of the inspections is to identify any unsafe or unhealthy conditions which may exist, and that may require maintenance or modification. Each facility is also visually inspected for compliance with OSHA and local fire codes.

Any guests to CHT's administration facility must check in through a secured process requiring check-in and validation of visit purpose. Employees are trained on procedures for visitors in the workplace and facility access is limited through security systems.

### Frequency

The CSO conducts its safety inspections periodically. Maintenance employees look for potential hazards with equipment whenever they are using that equipment. Preventive maintenance of equipment and facilities is performed in accordance with the manufacturer's recommended practice. Hazards are also identified by analyzing work collision trends, through Incident Report Forms and Workers Comp claims submitted by employees. Incident Forms are used by employees to report safety concerns and to make safety recommendations. CHT's management team meets each Monday to discuss system performance and safety. The Safety Committee meets monthly to review safety data, mitigation strategies and review safety events for root cause analysis.

### Reporting

When deficiencies are noted during weekly inspections by the CSO, they are documented and reported to the director of the department in which the safety hazard is located. When safety hazards are noted by non-scheduled observation, they must be reported by the observer to a supervisor or CSO. Incident Report Forms are routed to the department, CSO or director best equipped to evaluate the concern and, when necessary, propose a resolution. The CSO maintains copies of all documentation of CHT's investigation policies, process, forms, checklist, activities, and results.

### Hazard Resolution

The primary purpose of facility inspections and hazard reporting is to identify conditions that could lead to collisions and losses. In view of this, it is crucial that all departments and employees be involved in the facility inspection, hazard identification and resolution process. Hazard resolution is related to the severity of the hazard and the probability and severity of a negative consequence of the hazard.

### Follow-up

Corrective action for a confirmed hazard that has been identified by any established process is the responsibility of the manager of the department area in which the hazard exists in conjunction with the CSO. This includes arranging for the services of other CHT departments or subject matter experts, as necessary, to eliminate or control the hazard.

### Documentation

Hazards that have been identified, assessed, investigated and mitigated are recorded in hard copy by the CSO. All safety events are recorded in a Safety Assessment Index for analysis and sharing with other departments and management.

All front-line personnel are responsible for monitoring safety and security as part of their respective positions. If a hazard is identified through observation or interaction with customers or the general public, it is reported to the immediate supervisor as well as following CHT's hazard reporting process.

### Route/Operations Safety

Employees can fill out an Incident Report Form or discuss suggestions for making the system/route safer. CHT encourages employees to be advocates for safety while also suggesting methods of increasing performance. Management has an open-door policy and makes clear the importance of employee feedback; positive and negative.

### Safety Events

CHT maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing mitigations in place at the time of the event. These procedures also reflect all traffic safety reporting and investigation requirements established by NCDOT's Department of Motor Vehicles.

### Collision and Incident Reporting Process

All collisions and loss incidents are to be investigated. CHT's safe driving standards require professional safe performance of all operators. To ensure better than average safety performance, CHT employs the Smith System Defensive Driving, guidelines to determine if a collision or onboard incident could have been prevented. All personnel operating any CHT vehicle are held to this standard.

CHT's Employee Handbook includes procedures and responsibilities for collision/incident investigation. The combined manuals establish procedures for collision notification, response, and investigation.

Transit Operations coordinates with outside law enforcement agencies or subject matter experts if they investigate an event. Administrative staff coordinates with outside insurance providers and provides support among CHT departments and independent investigation to manage CHT liability and claims.

Most collisions and incidents involving CHT are relatively minor in severity and are investigated by Operations Field Supervision or the CSO. Since most collisions involve buses, this section focuses on bus collisions. However, all non-bus collisions and incidents are also investigated.

### Notification

Bus Operators are to notify the operations system supervisor anytime an CHT vehicle might have been damaged, anytime an CHT vehicle and another vehicle come into contact, or anytime an instance occurs in where a customer may have been injured. An Operations Supervisor will be directed to the scene. Police and ambulance will be dispatched, if necessary.

### At-Scene Procedures

Bus Operators will adhere to the following procedures defined in the CHT Operating Handbook:

- ◆ Assist the injured.

- ◆ If blocking traffic, set out reflective triangles.
- ◆ Do not move the vehicle unless required to do so by an Operations Supervisor, fire or police order, or impending danger from traffic.
- ◆ Obtain names, addresses, and phone numbers of all witnesses.
- ◆ Have all customers complete courtesy cards.

Operations Supervisors and the CSO are responsible for conducting on-scene investigations of collisions and incidents. Depending on the severity and the nature of the event, various mechanisms will be used for preserving transient evidence. These may include digital photography, bus video, field sketches, interviews, and observations.

### Investigation

An attempt is made to complete the investigation of most collisions within three days. Operations Supervisors are required to complete a Collision/Incident Report. Operators are required to complete a Collision Report. The Supervisor is required to file a hard copy and attach all relevant media for use by the Operations Manager and the CSO.

A Report of Injury Form must be completed if an employee suffers an injury or illness as a result of a collision or incident.

### Collision Review Process

Collisions and Incidents are classified as Preventable or Non-Preventable.

Preventable collisions are defined as those collisions that could have been reasonably avoided if the operator had followed all defensive driving techniques as established by the Five Keys of the Smith System, and/or Transit Operations Procedures and Policies. Collision investigation is conducted by Transportation Safety Institute's Collision Investigation trained staff.

After reviewing all related documents and evidence, the CSO, makes a final determination of whether:

- The accident was preventable or non-preventable;
- Personnel require discipline or retraining;
- The causal factor(s) indicate(s) that a safety hazard contributed to or was present during the event; and
- The accident appears to involve underlying organizational causal factors beyond just individual employee behavior.

The CSO follows all policies, procedures, and definitions as established in the Employee Handbook. Examples of investigations may include reviews of collision and injury reports, vehicle condition reports,



witness statements, employee interviews, collision scene sketches, bus videos, physical evidence, brake test reports, training manuals, and collision site visits. Employees who are not in agreement with the CSO's determination can appeal directly to the AE by providing additional evidence and testimony. The AE may review all relevant information, interview the employee making the appeal, and confer with any available person or resource he or she considers valuable to his or her deliberation.

#### Hazard Resolution

The primary purpose of the Collision Investigation process is to determine the cause(s) of collisions so that they may be prevented or mitigated in the future. To this end, it is crucial that all relevant departments be appropriately involved in the Process. A serious attempt is made to use lessons learned through the investigatory process to incorporate hazard resolutions into future procedures, designs, construction, modifications, training, and procurements.

#### Follow-up

Follow-up in the form of corrective actions is the responsibility of the employee's director. The responsibility may be delegated to the employee's manager, supervisor or CSO.

Any disciplinary action will be assessed using the Employee Handbook. Disciplinary consequences for collisions may include warnings, suspensions, and discharge.

Training will be provided for all employees who have been involved in preventable collisions and incidents. CHT prefers to coach employees to understand deficiencies before using disciplinary action when possible.

#### Internal Reporting

The Operations Supervisor is responsible for ensuring that all collision reports are completed and submitted to the Operations Manager for review before sending to the CSO for final determination. Once the CSO makes a final determination the report is filed with the Town's Human Resource and Risk Management Divisions. Human Resources will advise on the history of the employee if a pattern of safety events is evident. If disciplinary action is recommended by transit management it must be approved by the Town's Human Resource Department located in the transit facility. Additionally, disciplinary actions above written warnings are reviewed by the Town's legal department and Town's Deputy Town Manager.

The CSO routinely review safety data captured in employee safety reports, safety meeting minutes, customer complaints, and other safety communication channels. When necessary, the CSO ensure that the concerns are investigated or analyzed through CHT's SRM process.

The CSO also review internal and external reviews, including audits and assessments, with findings concerning CHT's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

#### Documentation

Transit Operations and Human Resources and CSO maintain the collision investigation documentation.

## Performance Measures

Through a series of performance measures relative to operations, maintenance, and safety, CHT can monitor the system's safety by identifying trends and gaps in policies, procedures, training, and monitoring efforts. The following performance measures are on a daily, monthly, and quarterly basis.

### Maintenance

- ◆ **Preventive Maintenance On-time Inspection Percentage** – determines the effectiveness of the maintenance department to ensure all inspections are conducted per manufacturing and CHT mileage intervals.
- ◆ **Vehicles Removed from Revenue Service** – tracks vehicles removed from service due to a mechanical defect developed while in service requiring immediate service either on-site of failure or once returned to the facility.
- ◆ **Annual Vehicle Condition Assessment** – through annual inspection, determines on a scale of 1-5 the overall condition of the asset. This performance measure is also used in annual updates of CHT's Transit Asset Management Plan.

### Operations

- ◆ **Customer Complaints Per Month** – tracks all customer complaints to identify areas of deficiency with vehicle, driver or other CHT areas. Safety-related complaints are immediately routed to a supervisor on-duty or the CSO for investigation mitigation and response. Complaints may be a result of phone calls, website or CHT public forums.
- ◆ **On-time Performance** – serves as an indicator to issues with time management, environmental factors, scheduling, and vehicle and driver performance.
- ◆ **On-board Surveys** – conducted annually, allow CHT to receive rider feedback about bus operator performance, customer service, and vehicle safety.

### Safety

- ◆ **Safety Performance Measure: Fatalities** (total number of reportable fatalities and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: Injuries** (total number of reportable injuries and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: Safety Events** (total number of reportable events and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: System Reliability** (mean distance between major mechanical failures by mode)

## Section 7. Safety Promotion

### Competencies and Training

Safety promotion ensures that CHT employees and contractors are aware of policies and procedures related to agency operation's safety, and specifically as related to their areas of work. CHT's comprehensive safety training program applies to all CHT employees directly responsible for safety, including:

- Bus vehicle operators
- Dispatchers
- Maintenance technicians
- Managers and supervisors
- Agency Leadership and Executive Management
- Chief Safety Officer
- Safety and Training Department personnel
- Accountable Executive

Training has been developed for each designated position throughout the agency, appropriate to the position's safety-related job responsibilities and role in the SMS. This training includes instruction and testing to verify individuals in positions are adequately trained, and refresher training and recertification requirements to ensure employees remain current on the agency's policies and procedures.

Operations safety-related skill training includes the following:

- New hire bus operator classroom and hands-on skill training; Bus operator refresher training;
- Bus operator retraining (recertification or return to work);
- Skill training for bus maintenance service attendants;
- Classroom and on-the-job training for transit service supervisors at the time of external hire or internal promotion; and
- Safety event investigation training, including the Transportation Safety Institute (TSI) Fundamentals of Bus Collision Investigation and on-the-job training.

Vehicle maintenance safety-related skill training includes the following:

- Ongoing vehicle maintenance technician skill training;
- Ongoing skill training for vehicle maintenance supervisors;
- Safety event investigation training for vehicle maintenance supervisors;
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, parts room assistants; and
- Training provided by vendors.

Facility maintenance safety-related skill training includes the following:

- Ongoing facility maintenance technician skill training;
- Ongoing skill training for facility maintenance manager;
- Ongoing hazardous material training for facility maintenance technicians and manager; and
- Ongoing fire prevention training for facility maintenance technicians and manager

Following the conclusion of this training, designated personnel will complete refresher training that includes, at a minimum, one hour of safety oversight training.

## Safety Communication

In accordance with CHT's SMP statement, CHT actively encourages the open sharing of information on all safety issues throughout our organization. To ensure effective communication throughout the agency, CHT has established formal processes and approaches, including:

- Dissemination of safety and safety performance information throughout CHT's organization. The communication of safety performance information follows the top-down, agency wide model of the agency's SMS. The CSO is responsible for reporting on the agency's safety performance to the Accountable Executive. These reports may include, but not limited to, performance relative to the agency's safety performance targets, updates related to mitigation monitoring plans, and unusual events

According to guidance distributed by the CSO, leadership throughout the agency (including senior executives, directors, managers, and supervisors) is responsible for communicating safety performance information with their teams.

The Safety Department is responsible for using the safety hazards log and safety risk register to develop regular status reports on safety risk mitigations for dissemination to the SMSC for discussion.

The Safety Department also issues quarterly reports to the SMSC on CHT's safety performance and progress in meeting the safety objectives outlined in the SMP statement throughout the agency.

- Communication of information on hazards and safety risk relevant to employees' roles and responsibilities throughout the agency. As part of new-hire training, CHT distributes safety policies and procedures, included in the Work Rules and Procedures Manual, to all employees. CHT provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle maintenance technicians. For newly emerging safety issues or safety events at the agency, CHT's CSO issues bulletins or messages to employees that are reinforced by supervisors in one-on-one or group discussions with employees. CHT's Training Department also develops materials and courses to explain the rationale behind changes to policies, procedures, and work instruction that address hazards and safety risks relevant to employees' roles and responsibilities.

The Safety Department works with CHT's executive, CSO, and management teams (representing all appropriate functions) to define specific, safety-related information that CHT needs to communicate to different employee groups. CHT also uses multiple approaches to communicate

pertinent safety information to the Board of Trustees, management, and individual employees across all CHT functions, as appropriate.

- Explaining actions taken in response to employee reporting. CHT provides targeted communications to inform employees of safety actions taken in response to reports submitted through the ESRP, such as newsletters, handouts and flyers, safety talks, updates to bulletin boards, one-on-one discussions between employees and supervisors.

The Safety Department works with each operating function to ensure that all SMS and safety communication-related activities take place as scheduled. The Safety Department also maintains documentation of communication processes and procedures and records of safety communications.

CHT's CSO is responsible for maintaining the Agency's documents, which set forth its PTASP, including those documents related to the implementation of its SMS, and results from SMS processes and activities. The ASP and SMS documents include in whole, or by reference, the programs, policies, and procedures that CHT uses to carry out its ASP. All ASP and SMS documents are maintained for a minimum of three years after they are created.

For reviews, investigations, audits, or other purposes, any ASP or SMS related documents will be made available upon request by FTA, NCDOT, and other Federal and State entities having jurisdiction.

## Section 8. Additional Information

CHT will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three (3) years after creation. This documentation will be available to the Federal Transit Administration or other Federal or oversight entity upon request.

## Section 9. Definitions of Terms Used in the Safety Plan

CHT incorporates all of FTA's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Collision** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the agency's Transit Asset Management Plan, in accordance with 49 U.S.C. 5326.
- **Equivalent Authority** means an entity that carries out duties similar to that of a Board of Directors for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.
- **Event** means any Collision, Incident, or Occurrence.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an collision, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Public Transportation Agency Safety Plan (or Agency Safety Plan)** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.

- **Safety Assurance** means processes within a transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety performance target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety risk assessment** means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within a transit agency's Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second or third-degree burns, or any burns affecting more than 5 percent of the body surface.
- **Transit agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

## Section 10. Commonly Used Acronyms

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
CFR	Code of Federal Regulations
CT	County Transit
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration

NCDOT	North Carolina Department of Transportation
MPO	Metropolitan Planning Organization
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
SMS	Safety Management System
SSP	System Safety Plan
U.S.C.	United States Code
VRM	Vehicle Revenue Miles

## Section 10. Additional Information

This PTASP was developed from information in other CHT documents, policies and procedures and manuals. Those documents are listed below:

- CHT Employee Handbook
- Safety and Security Plan (SSP)
- Vehicle Maintenance Plan
- Town of Chapel Hill Ordinances
- Facility Maintenance Plan
- Training Manual



## Appendix

INCIDENT REPORTING FORM							
Reporting Employee					Report #	<input type="text"/>	
Date of Report							
Time of Incident				Time Report Submitted			
Location of Incident				Route/Manifest			
Supervisor Notified							
(Check all that apply)							
<b>Type of Incident</b>							
Vehicle	<input type="checkbox"/>		Weather Related	<input type="checkbox"/>			
Passenger	<input type="checkbox"/>		Road Condition	<input type="checkbox"/>			
Facility	<input type="checkbox"/>		Security	<input type="checkbox"/>			
Employee	<input type="checkbox"/>		Near Miss	<input type="checkbox"/>			
<b>Description of Incident</b>							
<b>Initial Action Taken to Mitigate Incident</b>							
<b>Initial Assessment of Incident</b>							
	Level 1 - Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.						
	Level 2 - Short Term: Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an Immediate level risk.						
	Level 3 - Long Term: A deficiency, threat or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.						
<b>Likelihood of re-occurrence of this incident (1-10)</b>					<input type="text"/>		
Received by: _____					Date/Time _____/_____/_____		



INCIDENT CLASSIFICATION						
						Report # <input type="text"/>
Category of Incident						
<b>Vehicle</b>			<b>Passenger</b>			
Mechanical	<input type="checkbox"/>		Behavior	<input type="checkbox"/>		
Performance	<input type="checkbox"/>		Weapon	<input type="checkbox"/>		
Interior	<input type="checkbox"/>		Suspended from svc.	<input type="checkbox"/>		
Exterior	<input type="checkbox"/>		Medical Emergency	<input type="checkbox"/>		
Towed	<input type="checkbox"/>		Injury	<input type="checkbox"/>		
Repaired on scene	<input type="checkbox"/>		Death	<input type="checkbox"/>		
Safety equipment	<input type="checkbox"/>		Mobility Devise	<input type="checkbox"/>		
Lift/Ramp/Securemt	<input type="checkbox"/>					
See Pre-Trip	<input type="checkbox"/>					
<b>Facility</b>			<b>Facility</b>			
Safety Equipment	<input type="checkbox"/>		Shelter	<input type="checkbox"/>		
Security Systems	<input type="checkbox"/>		Fueling	<input type="checkbox"/>		
Plumbing	<input type="checkbox"/>		Hazardous Materials	<input type="checkbox"/>		
Electrical	<input type="checkbox"/>		Fencing/Gate	<input type="checkbox"/>		
Foundation	<input type="checkbox"/>		Passenger Amenities	<input type="checkbox"/>		
Parking	<input type="checkbox"/>					
Equipment	<input type="checkbox"/>		<b>Employee</b>			
HVAC/Heat	<input type="checkbox"/>		Behavior	<input type="checkbox"/>		
Roof	<input type="checkbox"/>		Theft	<input type="checkbox"/>		
Storage	<input type="checkbox"/>		Endangering Others	<input type="checkbox"/>		
Computer/Data	<input type="checkbox"/>		Property Abuse	<input type="checkbox"/>		
Farebox/Vault	<input type="checkbox"/>		Illegal Activity	<input type="checkbox"/>		
			Chief Safety Officer Initials			<input type="text"/>

Chapel Hill Transit Safety Risk Assessment Register						
Identification						
Hazard	Hazard Type	Identification Date	Identification Source	Analysis Date	Worst Possible, Worst Credible, or Most Common Potential Consequence(s)	Existing Mitigation(s)
Initial Safety Risk Rating			Further Mitigation Action	Revised Safety Risk Index		
Severity of Consequences	Likelihood of Consequences	Safety Risk Index	Further Mitigation Action	Revised Safety Risk Index	Revised Safety Risk Index Date	
Mitigation Owner and Implementation Date						
Department Responsible for Mitigation	Estimated Implementation Date	Contact Person				



# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 3., File #: [22-0819], Version: 1

Meeting Date: 11/2/2022

### Adopt a Calendar of Council Meetings through June 2023.

#### Staff:

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

#### Department:

Communications and Public Affairs

**Overview:** The [Town Charter <%3chttps://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances>](#) and the [Town Code <%3chttps://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances>](#) state that the Council shall fix suitable times for its regular meetings. Adopting the calendar establishes Regular meetings, Work Sessions, and other meetings.

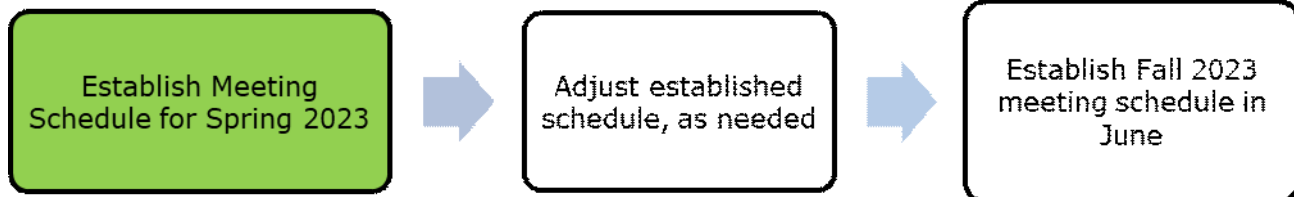


#### Recommendation(s):

That the Council adopt the attached resolution establishing the Council calendar through June 2023.

**Fiscal Impact/Resources:** Fiscal impact not determined.

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



#### Attachments:

- Resolution
- Proposed Chapel Hill Town Council 2023 Meeting Calendar

## A RESOLUTION ADOPTING A CALENDAR OF COUNCIL MEETINGS THROUGH JUNE 2023 (2022-11-02/R-3)

WHEREAS, the [Town Charter <%3chttps://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances>](https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances) and the [Town Code <%3chttps://library.municode.com/nc/chapel\\_hill/codes/code\\_of\\_ordinances>](https://library.municode.com/nc/chapel_hill/codes/code_of_ordinances) state that the Council shall fix suitable times for its regular meetings; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council adopt the following meeting schedule for January through June 2023

### January 2023<sup>1</sup>

- 11-W-Regular Meeting
- 18-W-Work Session
- 24-T-Assembly of Governments, *Whitted Bldg in Hillsborough, 7 PM*
- 25-W-Regular Meeting
- TBD- Legislative Meeting

### February 2023

- 3&4-F&S-Council Retreat
- 8-W-Work Session
- 15-W-Regular Meeting
- 22-W-Regular Meeting

### March 2023

- 8-W-Regular Meeting
- 15-W-Work Session
- 22-W-Regular Meeting

### April 2023

- 10-M-Work Session
- 19-W-Regular Meeting
- 26-W-Regular Meeting

### May 2023

- 10-W-Regular Meeting
- 17-W-Work Session
- 24-W-Regular Meeting
- 31-W-Budget Work Session

### June 2023

- 7-W-Budget Work Session (tentative)
- 14-W-Regular Meeting
- 21-W-Regular Meeting

<sup>1</sup> Unless otherwise noted, Council Regular meetings are held at 7:00 p.m. in the Chapel Hill Town Hall, Council Chamber (405 MLK Jr Blvd, Chapel Hill, NC 27514); Council Work Sessions are held at 6:30 p.m. in the Chapel Hill Public Library, Meeting Room B, (100 Library Drive, Chapel Hill, NC 27514)

<sup>2</sup> It is anticipated that the Council will go into closed session, as authorized by North Carolina General Statute Section 143-318.11(a) (6) to discuss a personnel matter.

This the 2<sup>nd</sup> day of November, 2022.

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Item #: 3., File #: [22-0819], Version: 1

Meeting Date: 11/2/2022

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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 adopts its meeting calendar through June 2023.



## Adopted Chapel Hill Town Council Fall 2022 Meeting Calendar

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

**Proposed Spring 2023 Meeting Calendar**

### JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19	Regular Meetings 7 PM @ Town Hall	8	Council Work Sessions 6:30 PM @ Library	7	Other Meetings *Check web calendar for time/location
34	Total Number of Meetings	12	Town Holidays	11	CCES Meetings**

## List of Meetings by Date

### August 2022<sup>1</sup>

- 31-W-Special Meeting<sup>2</sup>, 7 PM

### September 2022

- 14-W-Regular Meeting
- 19-M-Work Session
- 28-W-Regular Meeting

### October 2022

- 3-M-Work Session
- 12-W-Regular Meeting
- 19-W-Regular Meeting
- 20-R-Special Meeting<sup>2</sup>, 7:30 PM

### November 2022

- 2-W-Regular Meeting
- 14-M-Work Session
- 16-W-Regular Meeting

### December 2022

- 7-W-Regular Meeting

### January 2023<sup>1</sup>

- 11-W-Regular Meeting
- 18-W-Work Session
- 24-T-Assembly of Governments, Whitted Bldg in Hillsborough, 7 PM
- 25-W-Regular Meeting
- TBD- Legislative Meeting

### February 2023

- 3&4-F&S-Council Retreat
- 8-W-Work Session
- 15-W-Regular Meeting
- 22-W-Regular Meeting

### March 2023

- 8-W-Regular Meeting
- 15-W-Work Session
- 22-W-Regular Meeting

### April 2023

- 10-M-Work Session
- 19-W-Regular Meeting
- 26-W-Regular Meeting

### May 2023

- 10-W-Regular Meeting
- 17-W-Work Session
- 24-W-Regular Meeting
- 31-W-Budget Work Session

### June 2023

- 7-W-Budget Work Session (tentative)
- 14-W-Regular Meeting
- 21-W-Regular Meeting

*Proposed amendments for the November 2, 2022 consent item.*

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## \*\*Council Committee on Economic Sustainability

Meets monthly on the first Friday at 8 AM, unless otherwise indicated. These are held either virtually or in-person, see [web calendar](#) for details. For more Committee information, see <https://www.townofchapelhill.org/government/departments-services/economic-development/council-economic-sustainability-committee>

<sup>1</sup> Unless otherwise noted, Council Regular meetings are held at 7 PM in the Chapel Hill Town Hall, Council Chamber (405 MLK Jr Blvd, Chapel Hill, NC 27514); Council Work Sessions are held at 6:30 PM in the Chapel Hill Public Library, Meeting Room B, (100 Library Drive, Chapel Hill, NC 27514)

<sup>2</sup> It is anticipated that the Council will go into closed session, as authorized by North Carolina General Statute Section 143-318.11(a)(6) to discuss a personnel matter.



# TOWN OF CHAPEL HILL

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

## Item Overview

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**Item #:** 4., **File #:** [22-0820], **Version:** 2

**Meeting Date:** 11/2/2022

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### **Adopt Minutes from September 14, and 19, 2022 Meetings.**

**Staff:**

Sabrina M. Oliver, Director  
Amy Harvey, Deputy Town Clerk  
Nikki Catalano, Transcriptionist

**Department:**

Communications and Public Affairs

**Overview:** These minutes are prepared for the meetings listed below.



**Recommendation(s):**

That the Council approve the attached summary minutes of past meetings.



**Attachments:**

- Resolution
- September 14, 2022, Regular Meeting
- September 19, 2022, Work Session

**A RESOLUTION TO ADOPT SUMMARY MINUTES OF COUNCIL MEETINGS (2022-09-02/R-4)**

BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby adopts summary minutes for meetings held on September 14, and 19, 2022.

This the 2nd day of September, 2022.

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

By adopting the resolution, the Council approves the summary minutes of past meetings which serve as official records of the meetings.



# TOWN OF CHAPEL HILL

## Town Council

### Meeting Minutes - Draft

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

Mayor Pam Hemminger  
Mayor pro tem Karen Stegman  
Council Member Jessica Anderson  
Council Member Camille Berry  
Council Member Tai Huynh

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

**Wednesday, September 14, 2022 7:00 PM RM 110 | Council Chamber**

#### Language Access Statement

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

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919-969-5105.

#### In-person Meeting Notification

The Chapel Hill Town Council will meet in person for the Meeting. Where possible, the Council requests that members of the public continue to live stream the meeting and view it over the Town's cable television channel access at <https://chapelhill.legistar.com/Calendar.aspx> - and on Chapel Hill Gov-TV ([townofchapelhill.org/GovTV](http://townofchapelhill.org/GovTV)) so that we can provide an opportunity for physical distance within the building.

#### Parking

• Parking is available at Town Hall lots and the lot at Stephens Street and Martin Luther King Jr. Boulevard. Additional parking is available in several public lots on Rosemary Street. See <http://www.parkonthehill.com>

#### Entry and COVID-19 Protocols

- Entrance on the ground floor.
- Visitors and employees will self-screen. Do not enter if you have these symptoms: Fever, chills, cough, sore throat, shortness of breath, loss of taste or smell, headache, muscle pain
- Attendees are encouraged to wear masks in the building and will sit physically

distanced. Please do not sit in blocked chairs.

- The Town of Chapel Hill wants to know more about who participates in its programs and processes, including Town Council meetings. Please participate in a voluntary demographic survey <https://www.townofchapelhill.org/demosurvey> before viewing online or in person.
- Food and drinks are prohibited in the Council Chamber.
- Hand sanitizer is located near the main doors.

#### OPENING

Mayor Hemminger called the meeting to order at 7:00 p.m. and reviewed the agenda. She pointed out that it was the first in-person council meeting since the start of the COVID-19 pandemic.

#### ROLL CALL

Council Members Searing and Huynh were absent, excused.

- Present:** 7 - Mayor Pam Hemminger, Mayor pro tem Karen Stegman, Council Member Jessica Anderson, Council Member Camille Berry, Council Member Paris Miller-Foushee, Council Member Michael Parker, and Council Member Amy Ryan
- Absent:** 2 - Council Member Tai Huynh, and Council Member Adam Searing

#### OTHER ATTENDEES

Town Manager Maurice Jones, Deputy Town Manager Mary Jane Nirdlinger, Deputy Town Manager Loryn Clark, Town Attorney Ann Anderson, Planning Director Colleen Willger, Assistant Planning Director Judy Johnson, Principal Planner - Historic Preservation Anya Grahm, Library Director Susan Brown, Recreation Supervisor John French, Parks and Recreation Director Phil Fleischmann, Urban Designer Brian Peterson, Planning Manager Corey Liles, Communications Manager Ran Northam, Police Officer Bradley, Fire Marshal Justin Matthews and Assistant Town Clerk Brenton Hodge.

#### ANNOUNCEMENTS BY COUNCIL MEMBERS

##### 0.01 Proclamation: Hispanic Heritage Month

[22-0661]

Mayor pro tem Stegman read a proclamation for National Hispanic Heritage Month (September 15th to October 15th), which noted the many significant contributions that Hispanic Americans make to the Town, state, and country. The proclamation encouraged everyone to participate in the celebration and learn more about Hispanic culture.

This item was received as presented.

#### 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.

1. Jeff Charles Requests Regarding 2217 Homestead Road Project. [\[22-0634\]](#)

Jeff Charles, the Town's representative to the Orange County Advisory Board on Aging, recommended preserving a 50-foot tree buffer between the Courtyards at Homestead and the 2217 Homestead Road project. He asked the Council to require the developer to include 150-foot merge lanes on both sides of the 2217 development's entrance and to post a sign prohibiting automobile access to the road between the two developments.

A motion was made by Council Member Anderson, seconded by Council Member Berry, that the Council received and referred the petition. The motion carried by a unanimous vote.

2. Eric Plow Request for Buffer Review Prior to Site Plan Review Application. [\[22-0635\]](#)

Mayor Hemminger said that the Audubon Society was promoting two programs ("Leave the Leaves" and "Lights Out") that asked residents to leave fallen leaves on their lawns and to turn their outside lights off at night during the fall season. Leaving leaves would encourage wildlife and turning off lights would reduce confusion for migrating birds, she explained.

A motion was made by Council Member Anderson, seconded by Council Member Berry, that the Council received and referred the petition. The motion carried by a unanimous vote.

- 2.01 Barbara Driscoll and Lynda Haake Request Regarding Lights Out Chapel Hill Request for Town Assistance to Explore the Southern Village Site for New Museum. [\[22-0663\]](#)

A motion was made by Council Member Anderson, seconded by Council Member Berry, that the Council received and referred the petition. The motion carried by a unanimous vote.

## 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.

### *Approval of the Consent Agenda*

A motion was made by Council Member Anderson, seconded by Mayor pro tem Stegman, that R-1 be adopted as amended, which approved the Consent Agenda. The motion carried by a unanimous vote.

3. Approve all Consent Agenda Items. [\[22-0636\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
4. Enact the Annual Budget Ordinance Amendment to Re-appropriate Funds for Prior Year Encumbrances and Other Commitments. [\[22-0637\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
5. Approve a Reimbursement Resolution for Future Capital Projects. [\[22-0638\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
6. Approve a Regional Bus Procurement Interlocal Agreement (ILA). [\[22-0639\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
7. Amend Chapter 2 Town Code of Ordinances to Modify the Cultural Arts Commission Membership. [\[22-0640\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
8. Amend the Personnel Ordinance to Add Time Limited to Categories of Town Positions and Related Employee Benefits. [\[22-0641\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
9. Approve Chapel Hill Transit's Title VI Program. [\[22-0642\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
10. Amend the Advisory Board Membership Policy to Require an Application for Appointment. [\[22-0643\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
11. Approve the Council Naming Committee Recommendation to Install a Plaque Honoring Chapel Hill-Carrboro NAACP [\[22-0644\]](#)

- Founding Day at the Hargraves Community Center.  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
12. Continue the Legislative Hearing and Defer Considering an Amendment to the Chapel Hill Zoning Atlas for 101 East Rosemary Street Conditional Zoning Application to a Date Uncertain. [\[22-0645\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
13. Call a Public Hearing for a Time Extension to Issue 2015 General Obligation (G.O.) Bonds for October 12, 2022. [\[22-0646\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
14. Call a Legislative Hearing for Land Use Management Ordinance Text Amendments - Proposed Changes to Articles 3, 5, 6, and Appendix A Related to Housing Regulations on October 19, 2022. [\[22-0647\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
15. Call a Legislative Hearing for Land Use Management Ordinance Text Amendments - Proposed Changes to Articles 3, 4, and 5 Related to a Community Priority Review Process for Affordable Housing on October 19, 2022. [\[22-0648\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
16. Adopt Minutes from October 20, 2021, and November 10, 2021, and December 1 and 8, 2021, and January 5, 12, and 26, 2022 Meetings. [\[22-0649\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.
- 16.1 Approve a Contract Amendment for a Planning Systems Evaluation. (added 9/13/22) [\[22-0659\]](#)  
This resolution(s) and/or ordinance(s) was adopted and/or enacted.

**INFORMATION**

17. Receive Upcoming Public Hearing Items and Petition Status List. [\[22-0650\]](#)  
This item was received as presented.

**DISCUSSION**

18. Approve Council Naming Committee Recommendation to Name the Northside Gym at Hargraves Community Center for Nate Davis and the Indoor Basketball Court at Hargraves Community Center for Fred Battle. [\[22-0651\]](#)  
Public Library Director Susan Brown, liaison to the Council Naming Committee; and John French, Hargraves Center director; presented Naming Committee recommendations that asked to name the Northside Gym at the Hargraves Community Center in honor of Nate Davis and name the Hargraves indoor basketball court in honor of Fred Battle.  
Mr. French pointed out that friends and family of both Mr. Davis and Mr. Battle were in the audience. He shared memories of the two men and discussed projects and programs that they had established. He praised them for the impact that they had had on individual lives during their service to the Town.  
The Council and audience gave both men a standing ovation. Mayor Hemminger confirmed with Ms. Brown that Mr. Battle's name would also be added to those at the Town's Peace and Justice Plaza.  
A motion was made by Council Member Miller-Foushee, seconded by Council Member Berry, that the Council adopt R-12. The motion carried by a unanimous vote.
19. Open the Public Hearing and Consider Action on a Petition to Annex Property at 2200 Eubanks Road. [\[22-0652\]](#)  
Principal Planner Anya Grahn presented a petition to annex a 19-acre, undeveloped parcel along Eubanks Road in an area recently named Chapel Point Road. She said that the Council had approved a Conditional Zoning District application from Optimal Ventures LLC in June 2022 to build a Putt-Putt Fun Center and conditioned self-storage there. She reviewed the estimated revenues and costs of the annexation and recommended approval.  
A motion was made by Council Member Parker, seconded by Council Member Anderson, that the Council enact O-4. The motion carried by a unanimous vote.
20. Open the Public Hearing and Consider Action on a Petition to Annex Property at 7300 Millhouse Road. [\[22-0653\]](#)  
Planning Manager Corey Liles presented a petition to annex property along Mill House Road where a 116,900 square-foot flex warehouse had been proposed. He noted that the site was immediately south of Carolina Donor Services, which the Town had annexed in 2020. The Council had approved final plans for the site in May 2022 based on a Light Industrial

Conditional Zoning action that it had previously taken, he said. He reviewed the estimated revenues and costs of the annexation and recommended approval.

A motion was made by Council Member Ryan, seconded by Council Member Anderson, that the Council enact O-5. The motion carried by a unanimous vote.

### ZONING ATLAS AMENDMENT(S)

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

#### 21. Open the Legislative Hearing: Conditional Zoning Application for Stanat's Place at 2516 Homestead Road. [\[22-0654\]](#)

Ms. Grahn gave a PowerPoint presentation on a rezoning application for Stanat's Place, a proposed 47-unit, single-family townhome development on 8.97 acres along Homestead Road. She said that the applicant was asking to rezone the Residential-2 site to Residential-5/Conditional Zoning District.

Ms. Grahn showed the site plan and indicated property lines, building locations, ingress and egress, stormwater area, and a gathering space/children's playground. She noted a Resource Conservation District (RCD) on the southern portion that included a stream.

Ms. Grahn outlined the applicant's request to allow 73 percent RCD land disturbance, rather than the required 40 percent. The applicant had asked to permit 9.3 percent affordable housing (rather than the required 15 percent) and to disturb 95 percent of the steep slopes (rather than adhere to the Town's 25 percent limit), she said. She noted that the applicant was also proposing to maintain an existing 50-foot forested buffer along the stream, rather than build a new 10-foot buffer.

Ms. Grahn explained that the applicant had proposed to extend Vineyard Square's Cabernet Drive and connect it to new streets that would ultimately lead to Homestead Park. Due to Vineyard Square residents' concerns about traffic and safety, however, the applicant had proposed to place collapsible bollards at that connection, she said.

However, the Chapel Hill Fire Department was not in support of bollards because they could interfere with emergency response, Ms. Grahn said. She said that Town staff favored a full connection with Cabernet Drive because that would provide direct access to neighborhoods and amenities,

decrease miles traveled, improve emergency response time, and address Town connectivity goals. Ordinance A included full connectivity, she said.

Ms. Grahn indicated a list of Town advisory boards' and commissions' recommendations, and she commented on some of them. She recommended that the Council open the legislative hearing, receive public comment, and continue the hearing to October 12, 2022.

Applicant Eric Chupp, representing CapKov Ventures LLC, discussed the location's advantages and provided additional information on the site. He elaborated on plans for a central park and showed a diagram of where sidewalks would connect. He indicated where a greenway trail would run through the property and eventually connect to Homestead Park if a small section could be worked out with Vineyard Square. He proposed including a turnaround at the connection with Cabernet Drive where the bollards were being considered.

Mr. Chupp explained his requested modifications to regulations. He said that the RCD disturbance would be limited to the least sensitive zones. He pointed out that 96 percent of the site's steep slopes were man-made and located on only 2.5 percent of the site. He discussed CapKov Ventures's proposal to leave the 75-100 feet of dense vegetation rather than clearing it out and planting a 10-foot Type B buffer.

Mr. Chupp said that the affordable housing plan was that four of the 1,700 square-foot/2-car garage units would be affordable, which would open them up to larger families. Three of those four would be for families earning 65 percent, or less, of the area median income (AMI) and the other one would be for those earning 80 percent, or less, of AMI, he said. He mentioned that all of the affordable units would have three bedrooms and would look like the market rate ones.

Mr. Chupp said that he agreed with all of the advisory boards' comments. The proposed project was in line with the Town's Comprehensive Plan and its Future Land Use Map, he said.

The Council confirmed with Mr. Liles that the Planning Commission was in favor of a full connection with Cabernet Drive, with a condition that prohibited construction traffic there. Commission members had also advocated for reducing parking numbers in order to encourage Transit use, Mr. Liles said. Council Member Ryan pointed out that the Housing Advisory Board's vote had been 3-2. It would be helpful for the Council to see dissenters' comments as well, she said.

The Council confirmed with Mr. Chupp that the proposed 4.4 parking spaces per unit would include both garage and driveway spaces. That total had been based on the understanding that people use their garages for things other than cars and then park in their driveways, he said. The Council asked staff to look into whether reducing parking would enable a



better design and suggested that Ms. Willger draw from the Town's new Complete Community Plan.

Council Member Parker said that the applicant's proposed \$9,000 payment in lieu to Parks & Recreation for the greenway was insufficient and that the issue would need to be resolved before the Council could vote on the project. Mr. Chupp replied that he thought the plan was for a mulched path.

Mayor pro tem Stegman verified that CapKov Ventures was not interested in making a voluntary payment to Transit. The development would generate a very low amount of traffic, Mr. Chupp said.

The Mayor and Council ascertained that the applicant would adjust prices for the affordable units according to Community Home Trust's procedure. They also confirmed that CapKov Ventures would agree to no short-term rentals.

Mr. Chupp said that he hoped the issue regarding access from Vineyard Square to the greenway would be resolved during negotiations between Vineyard Square residents and the Town's Parks and Recreation Department.

Vineyard Square residents Shiyue Lu, Nidhi Sachdeva, Yehua Wei, Susan Nasser and Carl Schuler expressed concerns about their neighborhood becoming a short-cut to Stanat's Place and beyond. They expressed a preference for traffic-calming strategies over bollards, and Mr. Wei proposed lowering the speed limit on Cabernet Drive, if full vehicle access were allowed.

Ian Baltutis, a Vintage Drive resident, said it would be counterproductive to set a precedent for walling neighborhoods off from each other with bollards or other traffic-blocking devices. He also said that the applicant should abide by the Town's 15 percent affordable housing requirement and that the greenway connection should be paved rather than mulched for accessibility reasons.

Andrew Kane, a Chapel Hill renter, encouraged the Council to approve the project, noting that he and others were having difficulty finding affordable housing in Chapel Hill.

The Council said that the project was going in the right direction and getting close to the type of Complete Community design they sought. They emphasized Town connectivity goals and recommended that Town staff and the applicant work with the fire marshal to find a traffic-calming solution. They discussed the possibility of using bollards at Cabernet Drive, and Mayor Hemminger pointed out that collapsible bollards pop back up after being run over.

Council Members said that the applicant's affordable housing proposal would provide important benefits for the community even though it did not meet the Town's 15 percent standard. They noted that affordable units were typically much smaller than those being offered and that three of the four would be for 65 percent, or less, of AMI, and for sale. They emphasized the importance of not setting a precedent for 10 percent, however.

The Council asked staff to look for ways to reduce the parking. Mayor Hemminger said, in summary, that the Council supported having guest parking spaces that were not on the street but did not think that four spaces per unit made sense. She also stressed that the Town needed to consider going all electric.

Council Member Parker asked the applicant to look into creating a culture of bicycle use within the community. He pointed out that a hard surface greenway would be necessary for that, and Mayor Hemminger agreed that the greenway needed to be a real one. She recommended that staff work with the Bike and Pedestrian team on that.

Council Member Ryan said that roads going into the RCD would be okay but having a stormwater pond there would not. She noted the effects of stream disturbances on downstream flooding and asked the applicant to look into putting the stormwater system underground.

A motion was made by Council Member Anderson, seconded by Council Member Berry, that the Council continued the Legislative Hearing to October 12, 2022. The motion carried by a unanimous vote.

### CONCEPT PLAN REVIEW(S)

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

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

As a courtesy to others, people speaking on an agenda item are normally limited to three minutes. Persons who are organizing a group presentation and who wish to speak beyond the three minute limit are requested to make prior arrangements through the Mayor's Office by calling 968-2714.

22. Concept Plan Review: White Oak Drive Multifamily, 11 N. White

[\[22-0655\]](#)

### Oak Drive.

Planning Director Colleen Willger presented two concept plans for the Gateway Area, which the Town's Future Land Use Map (FLUM) had identified for high intensity/high density uses. She said that Planning staff had been following place-making principles and closely tracking a Complete Community strategy with consultants Jennifer Hurley and Rod Stevens. Staff had held community workshops over the summer and would continue to work with the community throughout the fall, she said.

Ms. Willger described how the total development would connect to nearby businesses, such as Wegmans and Eastowne, and have a multi-modal and walkable focus. She said that community members had raised concerns about traffic. Planners believed that adding more streets would disperse traffic and that adding greenways, bicycle connections, and multi-use trails would provide incentives to not use cars, she said.

Ms. Willger presented concept plans for two (White Oak and Gateway) of four potential developments for the Gateway Area. She began with White Oak, which was on a nine-acre site that was currently zoned Residential-1, even though the FLUM identified it as high density. The applicant was proposing 381 dwelling units in four- to five-story buildings wrapped around parking garages, she said. There would be up to four stories in the transitional area along Old Chapel Hill Road, but some community members wanted that reduced to three stories and stepped back, she said.

Ms. Willger said that there had been community discussion regarding the buildings' lengths, and she pointed out that shortening the buildings could mean having to make them taller. She said that the Community Design Commission (CDC) had thought the project was too dense, out of scale with the neighborhood, and lacking in open space. The Housing Advisory Board (HAB) had recommended that the project serve under 60 percent AMI levels, and the Stormwater Management Utility Advisory Board (SMUAB) had commented on stream protection, permeable surfaces, and green infrastructure, she said.

Ms. Willger then presented the Gateway concept plan, which showed a low-density, residential development on 16 acres zoned Residential-1. She pointed out that the site was twice as large as White Oak but had the same number (380) of dwelling units. She outlined a plan for surface parking, stormwater ponds, and an extended street network that would connect to White Oak.

Ms. Willger said that the CDC had recommended that the applicant reduce surface parking and add more internal connectivity and greenspace. The HAB had wanted to see the affordable units interspersed throughout the site. Some SMUAB members had commented on the RCD, even though the plan was consistent with state requirements, she said.

Mayor Hemminger confirmed with Ms. Willger that the CDC's comments had been made prior to work being done over the summer. The Council verified that both projects were within walking distance of transit and that the two Gateway Area projects that were not presenting had been participating in the planning process. The Council would consider all four projects together at some point, Ms. Willger said.

Applicant Lance Sherman, representing Davis Development, discussed the revised concept plan for White Oak. He pointed out how the street network had changed due to staff recommendations. He said that the total number of units had been reduced from 381 to 338 and that the building along Old Chapel Hill Road had been lowered from five to four stories. All of the parking would be covered and wrapped by units and there would be a pool on the top deck, he said.

Mr. Sherman showed renderings of what the four-story elevation would look like. He said that Davis Development was waiting to hear from the HAB regarding affordable housing, but they had heard that vouchers might be applicable. Davis Development wanted the Council's opinion on numbers and AMI percentages, he said.

A motion was made by Council Member Anderson, seconded by Mayor pro tem Stegman, that the Council adopt R-13. The motion carried by a unanimous vote.

### 23. Concept Plan Review: Gateway, E. Lakeview Drive.

[\[22-0656\]](#)

Jim Earnhardt, representing Bryan Properties Inc. and Northview Partners, explained that their 16-acre Gateway parcel included multiple owners and heirs. Bryan Properties had closed on about half of those and expected to close on the others in coming months, he said. He explained that the current goal was to create a sense of place and establish a pattern for future development. The primary focus thus far had been on the public realm, he said.

Mr. Earnhardt presented a concept plan that included two-lane roads with sidewalks, seven-foot tree planting areas, on-street parking, pocket parks, a club house/pool for market rate units, several ponds, and various courtyards throughout. Over the summer, they had extended the road network, added a multi-use path, linear park and greenway, and re-configured a senior living building, he said.

Mr. Earnhardt said that the Gateway site scored well for the Low-Income Housing Tax Credit (LIHTC) Program and Bryan Properties believed there would be a good market for up to 72 units of low-income senior housing at the site. He showed overhead and street-level views and discussed a potential east-west corridor. He discussed the streetscape and how the overall plan was similar to Southern Village, which Bryan Properties had

also developed.

Council Members confirmed that the applicant's intent was to build the infrastructure for affordable housing and then consider making a donation toward it if they did not receive LIHTC approval. They also confirmed that the plan included surface parking spaces on both sides of the streets and behind buildings. There would be 1.5 parking spaces per market rate unit and one space per affordable unit, Mr. Earnhardt said.

The Council verified that neither White Oak nor Gateway contained any vertical, integrated retail. Both developers said that they probably would include on-site amenities, such as coffee shops and co-working spaces. However, the logical place for retail would be on the two sites that had not yet presented, since those were closer to Highway 15-501, they said.

Mayor Hemminger confirmed that neither project planned to include for sale units, but Mr. Earnhardt said that Gateway could be a catalyst for some of those in the future. The Mayor emphasized a Town goal of including public gathering spaces that would bring people into the area. She ascertained from Ms. Willger that staff had tentatively identified an area for that along Highway 15-501.

Frank Christenson, a Chapel Hill resident, spoke in favor of the project. The entire Gateway Area development could enable the Town to be a national model for residential/commercial development, he said.

Joanna Pomerantz, a Chapel Hill native, said that development in the area would increase traffic on roads and intersections that were not able to handle it. She characterized having multi-use paths as "laughable" since it would not be possible to go anywhere beyond Old Chapel Hill Road without a car. She asked the Council to honor the intent of the FLUM and decrease the size and density of the proposed developments.

Charles Berlin, sponsor of a petition with 500 signatures that sought an improved and integrated plan, said that the extreme density of the White Oak plan was out-of-scale with the surrounding area and the opposite of what the Town's consultants had espoused. The White Oak applicant had failed to consider the characteristics of complete communities, had ignored Planning Department and CDC recommendations, and had brushed community concerns aside, he said.

Susan Rice, a Pope Crossing resident, said that any effort by the Town Council to rezone the land and add thousands of people to the area of single-family neighborhoods would be "unethical" since the property was located in Durham County.

Mayor Hemminger clarified that the Gateway Area was within Chapel Hill's zoning jurisdiction. She said that many other properties in Town were in a similar situation. Mayor pro tem Stegman commented on the importance

of making the benefits of a Complete Community clear to those who already live in the neighborhood.

All Council Members praised Town Planning staff for their fine work. Council Member Anderson said that having a shared-road network and shared amenities was a huge accomplishment and Council Member Parker said it was some of the best Planning work that he had seen. Mayor Hemminger thanked the developers for being willing to work together.

Council Members agreed that the Gateway project worked better than White Oak, since structured parking with a wrapped building was not what the Town wanted. They characterized White Oak as massive and lacking in any effort toward place-making and tree preservation. They urged the developer to move away from that suburban orientation. They preferred height over mass and going higher at the core might be preferable, some said.

The Council spoke more favorably about the Gateway project, due to its good human scale and walkability. The project was moving in the right direction but needed more community gathering spaces, they said. Council Member Ryan proposed moving away from the more suburban model of pool/clubhouse/exercise room and toward more gathering spaces, such as coffee shops and bodegas.

Council Member Parker pointed out that eliminating at least some of the surface parking would free up space for more public amenities. Mayor Hemminger raised the idea of combining the proposed pocket parks into one larger gathering area that would provide more of a sense of community.

Council Members said they wanted more certainty regarding affordable housing. Some expressed skepticism about the possibility of Gateway obtaining LIHTC approval and asked the applicant to provide additional options. They discussed traffic concerns, and Mayor Hemminger said that she wanted to know if the developers were willing to make road improvements.

The Council noted that neither plan included for sale housing, and Mayor Hemminger pointed out that it would be okay if the other two parcels provided it. Council Members stressed the importance of keeping as many internal stands of trees as possible, not just having trees in the buffers. Several Council Members commented on how they were still looking for "that wow factor" that would be key to integrating the four projects.

Mayor Hemminger mentioned changes that the Council had made to the Town's Blue Hill District's standards for block size and other factors. Such changes had led to a better sense of community at Blue Hill, she said, and she urged Gateway Area developers to consider those as well. She spoke about the Town's need for housing, the jobs coming, and the

Town's need for people to be able to live, work, and play in the same community, she said. She pointed out that condos sell fast in Chapel Hill.

A motion was made by Council Member Anderson, seconded by Mayor pro tem Stegman, that the Council adopt R-14. The motion carried by a unanimous vote.

#### **APPOINTMENTS**

24. Appointments to the Community Policing Advisory Committee. [\[22-0657\]](#)

The Council appointed Andrew Gary and Hilary Rau to the Community Policing Advisory Committee.

#### **ADJOURNMENT**

The meeting was adjourned at 10:29 p.m.



# TOWN OF CHAPEL HILL

## Town Council

### Meeting Minutes - Draft

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

Mayor Pam Hemminger  
Mayor pro tem Karen Stegman  
Council Member Jessica Anderson  
Council Member Camille Berry  
Council Member Tai Huynh

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

**Monday, September 19, 2022      6:30 PM      Library Meeting Room B**

#### Language Access Statement

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

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

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919-969-5105.

#### In Person Meeting Notification

The Chapel Hill Town Council will meet in person for the Meeting. Public attendance is welcome. The Town of Chapel Hill wants to know more about who participates in its programs and processes, including Town Council meetings. Please participate in a voluntary demographic survey <https://www.townofchapelhill.org/demosurvey>.

We will not live stream the event, but will provide the Post-Meeting Video <https://www.townofchapelhill.org/councilvideo>

#### Parking

• Parking is available at the Library lots. The Library is served by CL Route, D Route, F Route, and GoTriangle Routes of Chapel Hill Transit.

#### Entry and COVID-19 Protocols

- Meeting Room B is to the right from the main entrance.
- Visitors and employees will self-screen. Do not enter if you have these symptoms: Fever, chills, cough, sore throat, shortness of breath, loss of taste or smell, headache, muscle pain

- Attendees are encouraged to wear masks and will sit physically distanced.

#### OPENING

Mayor Hemminger called the work session to order at 6:30 p.m. and explained the rules.

#### ROLL CALL

Council Members Stegman and Searing joined the meeting at 6:32 and 6:57 p.m., respectively. Council Member Ryan attended remotely.

**Present:** 9 - Mayor Pam Hemminger, Mayor pro tem Karen Stegman, Council Member Jessica Anderson, Council Member Camille Berry, Council Member Paris Miller-Foushee, Council Member Tai Huynh, Council Member Michael Parker, Council Member Amy Ryan, and Council Member Adam Searing

#### OTHER ATTENDEES

Town Manager Maurice Jones, Deputy Town Manager Mary Jane Nirdlinger, Deputy Town Manager Loryn Clark, Town Attorney Ann Anderson, Business Management Director Amy Oland, Downtown Special Projects Manager Sarah Poulton, Police Officer Bradley, Deputy Town Clerk Amy Harvey, and Communications and Public Affairs Director/Town Clerk Sabrina Oliver.

#### ANNOUNCEMENTS BY COUNCIL MEMBERS

0.01. Mayor Hemminger Regarding Council Member Parker in OC Visitor's Guide. [\[22-0669\]](#)

Mayor Hemminger distributed a copy of the Town's new Visitors Guide and noted a photo of Council Member Parker on the cover.

0.02. Mayor Hemminger Thanks To Staff for Handling Meeting Logistics. [\[22-0670\]](#)

Mayor Hemminger thanked the Council and staff for rescheduling the current meeting after she had been unexpectedly called to the White House to discuss Chapel Hill's plan for American Rescue Plan Act (ARPA) spending. She said that the evening's work session would focus on the \$1 million in ARPA funds that the Council had agreed to allocate to community non-profits. The Council would discuss remaining ARPA allocations at its October 3, 2022, meeting, she said.

0.03 Mayor Hemminger Regarding TOCH and Carrboro Participating in NCDOT's Fall Litter Sweep. [\[22-0671\]](#)

Mayor Hemminger noted that Chapel Hill and Carrboro were participating with the N.C. Department of Transportation in a fall "Litter Sweep". She mentioned ways that the public could join the effort to remove trash from

streams and other areas.

0.04 Mayor Hemminger Regarding Planning Commission and Number of Units Approved by Council. [\[22-0672\]](#)

Mayor Hemminger said that the Council had approved approximately 1,900 units of housing over the past three years and that more than 400 (21 percent) of those had been affordable. She would forward a report on that to Council Members, she said.

0.05 Council Member Stegman Regarding the Durham Pride Parade on September 24, 2022. [\[22-0673\]](#)

Mayor pro tem Stegman reminded everyone that the annual Pride Celebration would be held in Durham on September 24th. Festivities would begin at 10:30 a.m. and continue all day, she said.

0.06 Council Member Berry Regarding Asia-Fest 2022. [\[22-0674\]](#)

Council Member Berry mentioned that she and Council Member Huynh had represented the Town at a recent "Asian Fest 2022" celebration in Cary.

0.07 Mayor Hemminger Regarding her Son's Engagement. [\[22-0675\]](#)

Mayor Hemminger shared that one of her sons had recently become engaged to be married.

## AGENDA ITEM(S)

1. American Rescue Plan Act (ARPA) Community Partner Application Update. [\[22-0662\]](#)

Director of Business Management Amy Oland and Special Projects Manager Sarah Poulton updated the Council on the plan to allocate \$1 million in ARPA funds to community projects. They presented a review of the application process and discussed the scores for each of 31 eligible projects. They asked the Council to consider which projects would qualify for funding and what additional information would be helpful.

Ms. Oland reviewed a proposed timeline and said that a Council vote in the fall would enable funds to be distributed by December 31, 2022. Ms. Poulton described the application process and the training that staff had provided to both the applicants and those scoring applications.

Ms. Poulton said that there had been 34 applications (from 30 different organizations). Nine of those supported public health, 20 addressed Covid's negative economic impacts, and five addressed both categories, she said. She reported that three of the projects had been deemed ineligible and that the remaining 31 had requested a total of \$6.8 million.

Ms. Poulton reviewed the scoring criteria. She said that 30 scorers came from four different groups and included graduates of the People's Academy. She described the evaluation process, which included applying an equity lens, and explained the scoring mechanism. She said that projects had been ranked in categories such as Food and Supplies, Public Health, Economic Impact, and Affordable Housing.

Ms. Poulton presented lists of recommended projects, which were divided into several groupings. She asked the Council to consider those, ask questions, and prepare to vote on the plan on October 19, 2022.

Council Members commented on the large range of projects and amounts being presented and expressed concern that some would need continuing funding after ARPA money ran out. They said that they had wanted to see one-time projects or those that were sustainable. They stressed the importance of having applicants understand that there would be no commitment to continue funding after the one-time grant.

Ms. Oland and Ms. Poulton said that staff had been specific about that. They believed that applicants understood that the funds were meant to alleviate the effects of the COVID-19 pandemic, they said.

The Mayor and Council proposed that staff obtain more information about the sustainability of the recommended projects. They proposed ranking applications and separating out those that would require only one-time funding. Mayor Hemminger pointed out that doing such an exercise would provide staff with useful information about how the Council would likely vote.

Council Member Huynh asked for more information regarding sub-categories and the nuances of how projects were scored. He did not feel certain about the idea of having the Council rank projects and would prefer that staff provide different scenarios on what the money could do, he said.

Council Member Searing expressed discomfort with the idea of the Council picking and choosing grant proposals outside of the budget process. However, he generally preferred projects that specifically addressed the effects of the pandemic, he said.

Council Member Parker said that he was reluctant to substitute his judgment from the staff's. He and Council Member Anderson proposed eliminating a portion of the list, such as the bottom third, and then obtaining more information on the remaining candidates. Mayor pro tem Stegman expressed concern, however, merely removing the lowest-scoring applicants could skew the distribution, she said. She wanted some additional categorization as well, she said.

The Council agreed that the list should be limited to self-limiting projects that were in direct response to COVID-19. Mayor Hemminger said that removing applications that did not fall into that category would allow a deeper analysis of the eligible applicants.

Council Member Huynh confirmed with Town Attorney Ann Anderson that Council Members could not rank or vote on projects by organizations where they were board members. Mayor Hemminger determined that Council Members Searing, Anderson, Stegman, Ryan and Parker were on applicant boards and would not be able to rank or vote on those applications.

The Council discussed trying to determine if there were other funding mechanisms for the remaining projects. Mayor Hemminger pointed out that many of the proposed programs would normally go through the Town's Human Services Advisory Board. Others could consider a different route for Town funding, such as the Affordable Housing Initiative or other ARPA funding categories, she said.

Council Member Parker noted that applicants needed to understand that the Town would not be able to help them financially prior to January 2023. Ms. Oland replied that staff would work with applicants regarding that, and Attorney Anderson pointed out that each organization receiving a grant would have a performance agreement with the Town.

Mayor Hemminger confirmed that staff had enough information to move forward with shortening the list and doing more research on remaining applicants. She said that a separate item regarding other ARPA funding would come before the Council at its October 3, 2022, meeting.

The discussion was continued to October 03, 2022.

### **ADJOURNMENT**

This meeting was adjourned at 7:56 p.m.



# TOWN OF CHAPEL HILL

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

## Item Overview

**Item #:** 5., **File #:** [22-0821], **Version:** 1

**Meeting Date:** 11/2/2022

### 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.

November 2, 2022

- Close a Legislative Hearing and Consider the [Perry Place](#) At 800-802 South Merritt Mill Road, Conditional Zoning District Modification Application

November 16, 2022

- Close an Evidentiary Hearing and Consider Harris Teeter Expansion and Fuel Center, 1800 Martin Luther King Jr Blvd Special Use Permit Modification Application ([Project 21-007](#))
- Close a Legislative Hearing and Consider a Land Use Management Ordinance Text Amendment regarding a community priority review process for affordable housing applications Related to Article 3, 4, and 5.

December 7

- Close a Legislative Hearing and Consider the Aspen Chapel Hill at 701 Martin Luther King Jr Blvd Conditional Zoning Application ([Project 21-060](#))

# STATUS OF PETITIONS TO COUNCIL

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

To contact the department responsible, click on the department name. Meeting materials are posted on the [Council Meetings calendar](#).

Public Initiated	Council Initiated	LUMO	Closed			
Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified	
10/19/2022	Kelvin Hargraves	<a href="#">Request for Name Change to Hargraves Center Gym.</a>	Mayor <a href="#">Pam Hemminger</a> , Mayor Phone: 919-968-2714	The Council received and referred this request to the Mayor and Town Manager for consideration.	10/24/2022	
10/19/2022	Deon Temne	<a href="#">Request for Sidewalks at Northside Elementary School.</a>	Planning & Development Services	Staff is preparing information to respond to this request.	10/24/2022	
10/12/2022	Elizabeth Onan (CHOCE)	<a href="#">Request for Council Review the Sign Ordinance and the Chapel Hill Transit Authority Policy and Standards to Ascertain They Fully Comply with Federal First Amendment Rights.</a>	Transit <a href="#">Brian Litchfield</a> , Transit Director Phone: 919-969-4908	The Council received and referred this request to the Mayor and Town Manager for follow-up.	10/17/2022	
10/12/2022	Lisa Ostrom	<a href="#">Request to Add an Informational Sign to the Dixie Ln and Rd Signs.</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	Staff is preparing information to respond to this request.	10/24/2022	
10/12/2022	Dina Adimari	<a href="#">Request to Consider Regulating Free-roaming Owned Cats with Updates to Section 4-14 of the Town Ordinances.</a>	Police <a href="#">Chris Blue</a> , Police Chief Phone: 919-968-2766	Staff is preparing information to respond to this request.	10/17/2022	
09/28/2022	Rachel Eberhard/CASA	<a href="#">Request for SUP Modification Limited Scope Review.</a>	Planning & Development Services	The Council will consider this request at an upcoming meeting.	10/11/2022	
09/28/2022	Eric Plow	<a href="#">Request for Exemption for Site Plan Review</a>	Planning & Development Services	Staff is preparing information to respond to this request.	10/11/2022	
09/28/2022	Parks, Greenways, and Recreation Commission	<a href="#">Request to Delay the October 3 American Legion Item and Allow the PGRC to Review and Provide Feedback on Design Concepts.</a>	Parks & Recreation <a href="#">Phillip Fleischmann</a> , Parks and Recreation Director Phone: 919-968-2785	The Council deferred their 10/03/22 discussion for a later date. Additional next steps are still being considered.	10/11/2022	
09/28/2022	Martin Johnson/NEXT	<a href="#">Request for Bicycle Facilities on West Cameron Ave.</a>	Planning & Development Services	Staff is preparing information to respond to this request.	10/11/2022	

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
09/28/2022	Wayne Pein	<a href="#">Request for Shared Lane Markings on West Franklin St.</a>	Planning & Development Services	Staff is preparing information to respond to this request.	10/11/2022
09/28/2022	Virginia Gray and Julie McClintock	<a href="#">Request for a Public Forum about the Legion Community Park.</a>	Parks & Recreation <a href="#">Phillip Fleischmann</a> , Parks and Recreation Director Phone: 919-968-2785	The Council deferred their 10/03/22 discussion for a later date. Additional next steps are still being considered.	10/11/2022
09/14/2022	Eric Plow	<a href="#">Request for Buffer Review Prior to Site Plan Review Process</a>	Planning & Development Services	Staff is preparing information to respond to this request.	09/26/2022
09/14/2022	Barbara Driscoll and Lynda Haake	<a href="#">Request Regarding Lights Out Chapel Hill</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	The Council received and referred this request to the Mayor and Town Manager for follow-up.	10/17/2022
09/14/2022	Jeffrey Charles	<a href="#">Request Related to 2217 Homestead Road Development</a>	Planning & Development Services	Staff is preparing information to respond to this request.	09/26/2022
06/08/2022	Chapel Hill Cultural Arts Commission	<a href="#">Requests for Arts Funding, Amending the Membership, and Delaying Spring Appointments.</a>	Library <a href="#">Susan Brown</a> , Library Director Phone: 919-969-2034 Cultural Arts	Staff will coordinate with the Council Committee on Boards and Commissions to respond to this request.	08/22/2022
06/08/2022	Jeffrey Charles	<a href="#">Request Regarding Transportation Concerns on Homestead Road.</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	Staff is preparing information to respond to this request.	08/22/2022
06/08/2022	Robert Beasley	<a href="#">Request for Bolin Creek and Trail Monthly Testing.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	Staff will coordinate with the Town's environmental consultant to respond to this request.	08/22/2022
05/18/2022	Maria Palmer	<a href="#">Request No Drive through at UPlace</a>	Planning & Development Services	Staff is preparing information to respond to this request.	08/22/2022
05/18/2022	Virginia Gray	<a href="#">Request for Community Park on Legion Site</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	Staff is preparing information to respond to this request.	08/22/2022

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
05/18/2022	Josh Romero	<a href="#">Recommendation for CPAC Charge Name Change</a>	Police <a href="#">Chris Blue</a> , Police Chief Phone: 919-968-2766	Staff will coordinate with the Council Committee on Boards and Commissions to respond to this request.	08/22/2022
05/18/2022	Charles Berlin	<a href="#">Request To Pause Development in NE Chapel Hill.</a>	Planning & Development Services	Staff is preparing information to respond to this request.	08/22/2022
05/18/2022	Sandy Douglass	<a href="#">Request To Use ARPA Money Towards Pickleball.</a>	Parks & Recreation <a href="#">Phillip Fleischmann</a> , Parks and Recreation Director Phone: 919-968-2785	Staff is preparing information to respond to this request.	08/22/2022
05/04/2022	Paul Urban	<a href="#">Request to Remove Three Stop Signs on Standish Drive located at Bluefield, Saint Thomas Drive and Elderberry.</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	Staff is preparing information to respond to this request.	08/22/2022
05/04/2022	Cherec Morrison	<a href="#">Request to Add a Crosswalk at Holy Trinity Anglican Church.</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100 Planning & Development Services	Staff is preparing information to respond to this request.	08/22/2022
04/27/2022	Neal Bench	<a href="#">Request to Resurface Playing Fields at Cedar Falls Park.</a>	Parks & Recreation <a href="#">Phillip Fleischmann</a> , Parks and Recreation Director Phone: 919-968-2785	Staff is preparing information to respond to this request.	08/22/2022
04/27/2022	Charles Fiore	<a href="#">Request for Pedestrian Amenities During Construction on Caswell Road.</a>	Planning & Development Services	The requested temporary pedestrian path was installed.	08/22/2022
04/27/2022	Moriah Ridge, LLC	<a href="#">Request to Amend Consent Judgement to Permit the City of Durham to Annex a Property off of Mt. Moriah Road.</a>	Business Management <a href="#">Amy Oland</a> , Business Management Director Phone: 919-969-5017	Durham and Chapel Hill staff will coordinate on a response to this request.	08/22/2022
04/06/2022	Robert Beasley	<a href="#">Petition to Extend the N Route to Carr Mill Mall</a>	Transit <a href="#">Brian Litchfield</a> , Transit Director Phone: 919-969-4908	Staff will follow up through the Transit Partners Committee and share their recommendation following the 05/24/22 meeting.	08/22/2022

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
03/09/2022	Wayne Pein	<a href="#">Request to Reconstruct Estes Drive with Alternate Bicycle Facilities.</a>	Planning & Development Services	Staff is preparing information to respond to this request.	08/22/2022
03/09/2022	Steve Moore	<a href="#">Request for Protection of Old Chapel Hill Cemetery.</a>	<a href="#">Parks &amp; Recreation Phillip Fleischmann,</a> Parks and Recreation Director Phone: 919-968-2785	Parks and Rec will retain responsibility for cemetery and will consult with Historic District Commission on issues that may affect historic character of cemetery. Staff is reviewing ordinance language as requested.	08/22/2022
02/23/2022	Wayne Pein	<a href="#">Request to Overhaul the Door Zone Bike Lane on Country Club Road and Correctly Place Shared Lane Markings.</a>	Planning & Development Services Bike Ped Team	Staff is preparing information to respond to this request.	08/22/2022
02/09/2022	Jeffrey Charles	<a href="#">Jeffrey Charles Request Homestead Development.</a>	Planning & Development Services	The Council reviewed a concept plan for this location at their 02/09/22 meeting. The Council has not yet reviewed a formal application for this site.	08/22/2022
01/12/2022	Joel Hornstein	<a href="#">Request for Underground Electric Lines on East Franklin Street.</a>	<a href="#">Public Works Lance Norris,</a> Public Works Director Phone: 919-969-5100	Staff is preparing information to respond to this request.	08/22/2022
01/12/2022	Environmental Stewardship Advisory Board	<a href="#">Request to Adopt New Electrification Policies for Chapel Hill.</a>	<a href="#">Town Manager Ross Tompkins,</a> Assistant to the Town Manager Phone: 919-968-2707	Staff will share information related to this request at an upcoming Council meeting..	08/22/2022
11/17/2021	Will Raymond	<a href="#">Request Regarding Ethical Rules Guiding Council, Staff and Advisory Board Conduct.</a>	<a href="#">Town Manager Ross Tompkins,</a> Assistant to the Town Manager Phone: 919-968-2707  <a href="#">Mayor Pam Hemminger,</a> Mayor Phone: 919-968-2714	The Council Committee on Boards & Commissions discussed this at their 06/27/22 meeting and will share their recommendations for Council consideration at an upcoming meeting.	08/22/2022
11/17/2021	Pristine Onvoha	<a href="#">Request to Prioritize Bolin Creek Restoration.</a>	<a href="#">Public Works Lance Norris,</a> Public Works Director Phone: 919-969-5100 Stormwater	Staff is preparing information to respond to this request.	08/22/2022

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
10/13/2021	Savannah Bowers	<a href="#">Request Regarding Operational Transparency for Town Government</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707 Council Committee on Boards and Commissions	The Council Committee on Boards & Commissions discussed this at their 06/27/22 meeting and will share their recommendations for Council consideration at an upcoming meeting.	08/29/2022
10/13/2021	Tara Kachgal	<a href="#">Request Regarding 110 Jay Street.</a>	Housing & Community	The Council referred the petition to the Mayor and Manager for follow-up.	08/22/2022
09/22/2021	Kate Sayre	<a href="#">Request To Build A Splash Pad in Chapel Hill</a>	Parks & Recreation <a href="#">Phillip Fleischmann</a> , Parks and Recreation Director Phone: 919-968-2785	The Council discussed this at their 10/20/2021 work session. Staff will continue to evaluate locations, specifications, and costs for further Council consideration.	08/22/2022
09/22/2021	Barry Nakell	<a href="#">Request to Rename Dixie Lane</a>	Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	The Council Naming Committee will review this request and make a recommendation to the Council for consideration.	08/22/2022
09/22/2021	Joan Rehm and Karin Nelson	<a href="#">Request Regarding Downtown Exhaust Noise.</a>	Police <a href="#">Chris Blue</a> , Police Chief Phone: 919-968-2766	Staff is preparing information to respond to this request.	08/22/2022
09/01/2021	Tamra Finn	<a href="#">Request to Amend Town Code to Permit Golf Cart Use on Neighborhood Streets.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	Staff has researched regulations in other NC communities and will develop recommendations for a local ordinance for Council to consider.	08/22/2022
09/01/2021	Joe Patterson	<a href="#">Request for Modifications to the Town of Chapel Hill Noise Control Code.</a>	Police <a href="#">Chris Blue</a> , Police Chief Phone: 919-968-2766	Staff is preparing information to respond to this request.	08/22/2022
06/16/2021	Robert Beasley	<a href="#">Request Regarding Proposed Jay Street Apartments and Affordable Housing Development on Public Land Planning Process.</a>	Housing & Community	Staff continues to work with legal experts to adhere to all relevant statutes. The Council opened a legislative hearing for a conditional zoning application on 03/23/22 and approved the application on 04/27/22.	08/22/2022

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
06/09/2021	Robert Beasley	<a href="#">Request Regarding Jay Street Land Tract Development Project Funding.</a>	Housing & Community	110 Jay Street was one of five parcels purchased in 2005 with open space bond funding. Town Attorneys and outside counsel have advised there is no legal conflict with repurposing the site for affordable housing after this purchase.	08/22/2022
06/09/2021	Deborah Fulghieri	<a href="#">Request that Town Staff Bring Forward Historical and Environmental Information for the Town-Owned Property at Mt. Carmel Church Road and Bennett Road.</a>	Housing & Community	The Town used open space bond funds to pay closing costs for the land donation. There is no legal conflict with considering alternate uses of a site the Town acquired in this way. Council prioritized the parcel for affordable housing in September 2019.	08/22/2022
05/26/2021	Mary Cummings	<a href="#">Request to Ban Gas-Powered Leaf Blowers</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	Local governments do not have the statutory authority to impose this kind of ban. The Town will continue to look for ways to incentivize adoption as well as evaluate its own use of alternative-power equipment.	08/30/2022
05/19/2021	Phil Post	<a href="#">Request to Refer the April 21 Petition Related to 160D to the Planning Commission.</a>	Planning & Development Services Planning Commission	Staff is reviewing this request.	08/22/2022
05/19/2021	Chapel Hill Public Library Advisory Board	<a href="#">Request for a Working Group on Equitable Library Funding.</a>	Mayor <a href="#">Pam Hemminger</a> , Mayor Phone: 919-968-2714  Library <a href="#">Susan Brown</a> , Library Director Phone: 919-969-2034  Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	Orange County established a Library Services Task Force with staff and elected officials from both agencies participating. The task force first met in January 2022.	08/22/2022



Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
02/24/2021	Parks, Greenways, and Recreation Commission	<a href="#">Request Regarding Facilities Repair.</a>	<p><b>Parks &amp; Recreation</b>  <a href="#">Phillip Fleischmann</a>,  Parks and Recreation Director  Phone: 919-968-2785</p> <p><b>Business Management</b>  <a href="#">Amy Oland</a>,  Business Management Director  Phone: 919-969-5017</p>	The Council's adopted budget for FY22 included restored pay-go capital funding. The Town made repairs at Ephesus Park in early 2022. The project to replace Cedar Falls tennis courts is underway with construction expected to finish by the end of 2022.	08/22/2022
11/04/2020	Residents in the area of Mason Farm Rd., Whitehead Circle, and Purefoy Rd	<a href="#">Request Improvements to Neighborhood Infrastructure to Promote Safe Walking and Biking and Improved Connectivity to Adjacent Neighborhoods and Campus.</a>	<p>Planning &amp; Development Services</p> <p><b>Public Works</b>  <a href="#">Lance Norris</a>,  Public Works Director  Phone: 919-969-5100</p>	Staff is preparing information to respond to this request.	08/22/2022
06/10/2020	Community Design Commission	<a href="#">Request to Create a Downtown Design District.</a>	Planning & Development Services	The Town's partnership with UNC on the Downtown Together initiative will help inform the future of downtown development and the role that design standards may have in achieving Downtown Together objectives.	08/22/2022
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>	<p><b>Town Manager</b>  <a href="#">Ross Tompkins</a>,  Assistant to the Town Manager  Phone: 919-968-2707</p>	This request will be incorporated into the public engagement process for the future use of the site.	08/22/2022
02/19/2020	Steve Moore	<a href="#">Request Regarding Cemetery Needs.</a>	<p><b>Parks &amp; Recreation</b>  <a href="#">Phillip Fleischmann</a>,  Parks and Recreation Director  Phone: 919-968-2785</p> <p><b>Communications &amp; Public Affairs</b>  <a href="#">Sabrina Oliver</a>,  Communications &amp; Public Affairs Director  Phone: 919-968-2757</p>	Staff is in contact with the petitioner and is working to respond to the items raised in the petition. The driveways in Old Chapel Hill Cemetery were resurfaced in July 2021.	08/22/2022



Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
01/08/2020	Renuka Soll	<a href="#">Request for an Improved Petition Process.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	Additional effort is being made to track and update petition status on this website so that the public has access. Petitioners can contact the Mgr.'s office or responding department if they have questions after reviewing updates.	08/22/2022
10/02/2019	Daniel Dunn	<a href="#">Request Regarding Government Transparency.</a>	Technology Solutions <a href="#">Scott Clark</a> , CIO Phone: 919-968-2735  Communications & Public Affairs <a href="#">Sabrina Oliver</a> , Communications & Public Affairs Director Phone: 919-968-2757	This information is readily available via a public records request in order to assure accuracy and maintain the security of personally identifiable information.	08/22/2022
06/26/2019	Community Design Commission	<a href="#">Request for Modifications to the Concept Plan Review Process.</a>	Planning & Development Services	The Council most recently discussed this at their 09/16/2020 work session. Staff is piloting new ways to present Concept Plans to boards, using Town projects as subjects.	08/22/2022
06/26/2019	Julie McClintock	<a href="#">Request Regarding the Blue Hill Form Based Code.</a>	Planning & Development Services	The Council and staff continue to evaluate and update the Blue Hill Form Based Code.	08/22/2022
04/24/2019	Board of Adjustment	<a href="#">Request Regarding Neighborhood Conservation District Ordinances.</a>	Planning & Development Services	The Town is currently in the process of updating its Land Use Management Ordinance. This idea is under consideration as a part of this process.	08/22/2022
04/17/2019	Amy Ryan for Planning Commission	<a href="#">Commission Regarding Site Plan Review Process.</a>	Planning & Development Services	Staff will coordinate with the Council Committee on Boards and Commissions to consider this request.	08/22/2022
02/13/2019	Citizens	<a href="#">Request Regarding Coal Use and Coal Ash.</a>	Town Manager <a href="#">Ross Tompkins</a> , Assistant to the Town Manager Phone: 919-968-2707	Remediation work is almost complete along the Bolin Creek Trail near the Police Department. UNC is expected to release their Climate Action Plan in 2021, which is expected to address UNC coal use in the future.	08/22/2022
06/13/2018	Mayor pro tem Jessica Anderson	<a href="#">Request to Amend Bus Advertising Policy.</a>	Transit <a href="#">Brian Litchfield</a> , Transit Director Phone: 919-969-4908	At their 01/22/19 meeting, the Chapel Hill Transit Public Transit Committee considered the draft nonpublic forum transit advertising policy in order to provide feedback to the Chapel Hill Town Council on the option of amending the policy.	08/22/2022

Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
06/13/2018	Mayor Pam Hemminger	<a href="#">Regarding Reviewing Policies, Procedures, and Practices for Development.</a>	Planning & Development Services	A Town web page with TIA exemption requests is available. Staff continues to look for ways to apply the LUMO clearly and consistently for all stakeholders in the development process.	08/22/2022
03/14/2018	Council Members Anderson, Gu, and Schaevitz	<a href="#">Request Regarding Addressing Blue Hill District Community Interests.</a>	Planning & Development Services	Council enacted ordinance amendments pertaining to stormwater management, affordable housing, and non-residential development, as well as building size, massing, and permeability. Council considered amendments for townhomes and deferred action.	08/22/2022
11/07/2016	Mayor Hemminger	<a href="#">Regarding Parking and Transit Needs in Downtown Area.</a>	Planning & Development Services  Police <a href="#">Chris Blue</a> , Police Chief Phone: 919-968-2766  Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	Recent actions include replacing parking pay stations, implementing Downtown Ambassadors program, and including additional parking with required Wallace Parking Deck repairs. Next steps include parking payments-in-lieu and public/private partnerships.	08/22/2022

Last modified on 10/28/2022 3:15:04 AM

# STATUS OF PETITIONS TO COUNCIL

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

To contact the department responsible, click on the department name. Meeting materials are posted on the [Council Meetings calendar](#).

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

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

Last modified on 10/28/2022 3:15:04 AM

# STATUS OF PETITIONS TO COUNCIL

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To contact the department responsible, click on the department name. Meeting materials are posted on the [Council Meetings calendar](#).

Public Initiated	Council Initiated	LUMO	Closed		
Meeting Date	Petitioner	Petition Request	Departments Responsible	Petition Status	Modified
01/12/2022	Burwell Ware	<a href="#">Request to Regulate Fast-food Drive-Throughs.</a>	Planning & Development Services	Council currently regulates these through development approval process; request is being forwarded to LUMO project as public input for further consideration.	10/07/2022
06/23/2021	Molly McConnell	<a href="#">Request Regarding Amending the LUMO to Allow 30 Feet Buffer from Roadway.</a>	Planning & Development Services	Request was forwarded to the LUMO project team for considering as LUMO is updated	08/22/2022
05/20/2020	Elaine McVey	<a href="#">Request to Amend the Land Use Management Ordinance Related to Deer Fencing.</a>	Planning & Development Services	Staff will work to bring forward a LUMO Text Amendment for Council consideration at a future date.	10/07/2022
09/11/2019	East Franklin Neighborhood Steering Committee & Neighbors	<a href="#">Request Regarding Neighborhood Preservation.</a>	Police <a href="#">Chris Blue</a> , Police Chief Phone: 919-968-2766 Planning & Development Services	Staff will continue to work with residents, the University, and other community members on concerns related to student rental housing. This topic will be considered as part of the LUMO rewrite.	08/22/2022
09/19/2018	Julie McClintock of CHALT	<a href="#">Regarding Land Use Intensification.</a>	Planning & Development Services  Public Works <a href="#">Lance Norris</a> , Public Works Director Phone: 919-969-5100	On 6/12/2019, Council received a presentation on the Town's Stormwater program. On 12/9/2020 Council adopted the use of FEMA Flood Resiliency Maps. In 2/2021, Council received more info on Stormwater programs LUMO update will consider other ideas.	08/22/2022
06/27/2018	Susanne Kjemtrup / Brian Hageman	<a href="#">Transportation and Connectivity Advisory Board Request for an Electric Vehicle Provision in the Land Use Management Ordinance.</a>	Planning & Development Services	The Town is currently in the process of updating its Land Use Management Ordinance. These ideas are under consideration as a part of this process.	08/22/2022
06/13/2018	Ondrea Austin	<a href="#">CHALT's Request to Revise the Tree Ordinance.</a>	Planning & Development Services	The Town is currently in the process of updating its Land Use Management Ordinance. This idea is under consideration as a part of this process.	08/22/2022

Last modified on 10/28/2022 3:15:04 AM



# TOWN OF CHAPEL HILL

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

## Item Overview

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**Item #:** 6., **File #:** [22-0822], **Version:** 1

**Meeting Date:** 11/2/2022

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**Close the Legislative Hearing and Consider an application for Conditional Zoning Modification - 800 S. Merritt Mill Road Residential-Special Standards-Conditional Zoning District (R-SS-CZD)**

See Staff Summary on next page.

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

**PRESENTER:** Judy Johnson, Assistant Planning Director

- a. Without objection, the revised report and any other materials submitted at the hearing for consideration by the Council will be entered into the record
- b. Introduction and revised recommendation
- c. Presentation by the applicant
- d. Comments from the public
- e. Comments and questions from the Mayor and Town Council
- f. Motion to close the Legislative Hearing
- g. Motion to adopt the Resolution of Consistency and Reasonableness with the Comprehensive Plan
- h. Motion to enact an Ordinance to rezone the property

**RECOMMENDATION:** That the Council adopt Resolution A and enact Ordinance A, approving the Conditional Zoning Application.





**CONSIDER AN APPLICATION FOR A MODIFICATION TO CONDITIONAL REZONING FOR 800 MERRITT MILL ROAD**

**STAFF SUMMARY**

TOWN OF CHAPEL HILL PLANNING DEPARTMENT  
 Colleen Willger, Planning Director  
 Judy Johnson, Assistant Planning Director  
 Anya Grahn, Principal Planner

<b>PROPERTY ADDRESS</b> 800 S. Merritt Mill Road	<b>DATE</b> November 2, 2022	<b>APPLICANT</b> Jess Brandes, CASA on behalf of Merritt Mill Apartments, LLC
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**TOWN MANAGER’S RECOMMENDATION**

That the Council 1) close the legislative hearing, 2) receive the Town Manager’s recommendation, 3) consider adopting the Resolution of Consistency and Reasonableness, and 4) consider enacting the Ordinance approving the Conditional Zoning Modification application.

**UPDATES SINCE THE OCTOBER 19, 2022 LEGISLATIVE HEARING**

No change

**PROCESS**

Conditional Zoning is a legislative process that allows Town Council to review the rezoning application for consistency with the Land Use Plan in the Comprehensive Plan. Modifications to an approved Conditional Zoning Ordinance may be approved by the Town Council.

**DECISION POINTS**

Town staff understands that the North Carolina Department of Transportation (NCDOT) plans to repave Merritt Mill Road in the next year and engaged Town staff to design the lane allocations to include bicycle lanes on both sides of the street. Since the proposed NCDOT improvements would include bicycle lanes, CASA requests modifying the Conditional Zoning Ordinance to remove two stipulations related to constructing a bicycle lane along the project’s Merritt Mill Road frontage. Removing this requirement would save the project more than \$200,000.

**PROJECT OVERVIEW**

The site straddles the Town limit line between Chapel Hill and Carrboro. The 2018 Special Use Permit entitles 24 affordable dwelling units within the 1.2-acre Chapel Hill portion of the site. An additional 24 units were approved within the Carrboro’s jurisdiction. The project is under construction with an estimated completion date of early 2023.

**PROJECT LOCATION**



**ATTACHMENTS**

1. Draft Staff Presentation
2. Resolution A, Resolution of Consistency and Reasonableness
3. Ordinance A (Approving the Application)
4. Resolution B (Denying the Application)
5. Applicant Materials





# TOWN COUNCIL

11.02.2022

## Perry Place at 800 Merritt Mill Road





## RECOMMENDATION

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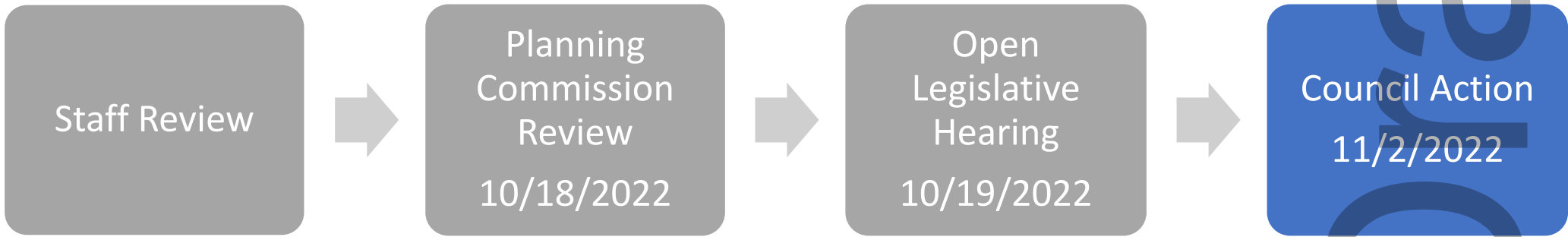
- Close the Legislative Hearing
- Adopt Resolution A
- Enact Ordinance A

Draft



# PROCESS

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Draft





# PROJECT SUMMARY

- 1.2-acre site in Chapel Hill
- Conditional Zoning Modification
- Residential-Special Standards-CZD
- 24 affordable units in Chapel Hill
- 24 affordable units in Carrboro
- Under construction





## RECOMMENDATION

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- Close the Legislative Hearing
- Adopt Resolution A
- Enact Ordinance A

Draft

**RESOLUTION A**  
**Resolution of Consistency and Reasonableness**

**A RESOLUTION REGARDING THE APPLICATION FOR MODIFICATION TO THE  
CONDITIONAL ZONING FOR PERRY PLACE LOCATED AT 800 MERRITT MILL ROAD  
IS REASONABLE AND CONSISTENCY WITH THE COMPREHENSIVE PLAN (2022-11-  
02/R-5)**

WHEREAS, Jess Brandes, on behalf of CASA, has filed an application for Conditional Zoning Atlas Amendment modification for a 1.2-acre parcel located at 800 Merritt Mill Road and identified as Orange County Parcel Identifier Number 9778-93-2136 to Residential-Special Standards-Conditional Zoning District (R-SS-CZD) to change improvements to Merritt Mill Road; and

WHEREAS, on October 12, 2022, the Town Council limited the scope of the modification request in response to the petition received from CASA;

WHEREAS, the Town staff have completed a review of the application for compliance with the Land Use Management Ordinance, Town Code, and for Consistency with the Comprehensive Plan; and

WHEREAS, the Planning Commission reviewed the application on October 18, 2022 and recommended/did not recommend that the Council enact the Conditional Zoning Atlas Amendment modification for the property; and

WHEREAS, the Council of the Town of Chapel Hill has considered the application for Conditional Zoning Atlas Amendment modification and finds that the amendment if enacted, is reasonable and in the public's interest and is warranted to achieve the purposes of the Comprehensive Plan, as explained by, but not limited to, the following goals of the Comprehensive Plan:

- Chapel Hill has a shortage of affordable rental units, particularly those under 50% AMI. This development will include 24 rental units that are affordable to household under that income level. (Place For Everyone.3)
- If a family cannot afford to live in Chapel Hill, they cannot experience access to opportunities. (Place For Everyone.4)
- The development will convert a vacant, underutilized urban infill lot into a vibrant residential community which connects tenants to walkable amenities in both downtown Chapel Hill and downtown Carrboro as well as convenient transit connectivity to the greater community. (Community Prosperity and Engagement.3)
- The development will activate a vacant urban lot, and the provision of sidewalks and bicycle parking facilities will create non-vehicular connections to the many nearby amenities. (Getting Around.2)
- In order to minimize sprawl outside urban areas, the Town must maximize density within urban areas. The development will be moderate density of approximately 15 units/acres. (Good Places, New Spaces.1)

- Providing more high-quality affordable housing in Chapel Hill is critical to strengthening social equity and economic prosperity for many Chapel Hill households. (Good Places, New Spaces.8)
- While this development will not provide housing to full-time students, it will help to fill a critical need in housing for the many employees of our local institutions who earn less than 60% of AMI such as grounds workers, cafeteria and food service workers, janitorial workers and nursing assistants. (Town Gown Collaboration.4)

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council hereby finds the proposed Conditional Zoning Atlas Amendment Modification to be reasonable and consistent with the Town Comprehensive Plan.

This the 2<sup>nd</sup> day of November, 2022.

**ORDINANCE A**  
Approving the Application

**AN ORDINANCE AMENDING THE RESIDENTIAL-SPECIAL STANDARDS-  
CONDITIONAL ZONING DISTRICT FOR PERRY PLACE, THE PROPERTY LOCATED AT  
800 S. MERRITT MILL ROAD, (2022-11-02/O-1)**

WHEREAS, North Carolina Department of Transportation (NCDOT) is considering to reallocate the travel lane on S. Merritt Mill Road to accommodate bike lanes one each side of the street, so the developer would not need to add pavement and create the bike lane at a cost exceeding \$200,000; and

WHEREAS, the previous Council approval was for a Special Use Permit with a Conditional Use Zone. The proposal before Council this evening is a Conditional Zoning due to changes to Chapter 160D of the General Statutes; and

WHEREAS, the Council of the Town of Chapel Hill has considered a modification to an application for a Conditional Zoning Atlas Amendment submitted by CASA to rezone the property located at 800 S. Merritt Mill Road identified as Orange County Property Identifier Number 9778-93-2136, to modify the Special Use Permit approved on April 25, 2018, to modify stipulations #8 and #9 and finds that the amendment if enacted, is reasonable and in the public's interest and is warranted to achieve the purpose of the Comprehensive Plan, as explained by, but not limited to, the following goals of the Comprehensive Plan:

- Chapel Hill has a shortage of affordable rental units, particularly those under 50 percent Area Median Income (AMI). This development will include 24 rental units that are affordable to household under that income level. (Place For Everyone.3)
- If a family cannot afford to live in Chapel Hill, they cannot experience access to opportunities. (Place For Everyone.4)
- The development will convert a vacant, underutilized urban infill lot into a vibrant residential community which connects tenants to walkable amenities in both downtown Chapel Hill and downtown Carrboro as well as convenient transit connectivity to the greater community. (Community Prosperity and Engagement.3)
- The development will activate a vacant urban lot, and the provision of sidewalks and bicycle parking facilities will create non-vehicular connections to the many nearby amenities. (Getting Around.2)
- In order to minimize sprawl outside urban areas, the Town must maximize density within urban areas. The development will be moderate density of approximately 15 units/acres. (Good Places, New Spaces.1)
- Providing more high-quality affordable housing in Chapel Hill is critical to strengthening social equity and economic prosperity for many Chapel Hill households. (Good Places, New Spaces.8)
- While this development will not provide housing to full-time students, it will help to fill a critical need in housing for the many employees of our local institutions who earn less than 60% of AMI such as grounds workers, cafeteria and food service workers, janitorial workers and nursing assistants. (Town Gown Collaboration.4)



WHEREAS, the Residential-Special Standards-Conditional Zoning District (R-SS-CZD) application, if modified, according to the rezoning plan dated October 2, 2022, and the conditions listed below would:

- a) Conform with the applicable provisions of the Land Use Management Ordinance and Town Code
- b) Conform with the Comprehensive Plan
- c) Be compatible with adjoining uses
- d) Mitigate impacts on surrounding properties and the Town as a whole
- e) Be harmonious with existing and proposed built systems including utility infrastructure, transportation facilities, police and fire coverage, and other public services and facilities
- f) Be harmonious with natural systems such as hydrology, topography, and other environmental constraints

BE IT FURTHER ORDAINED by the Council of the Town of Chapel Hill that the Chapel Hill Zoning Atlas be amended as follows:

### **SECTION I**

LEGAL DESCRIPTION OF A .85 ACRE PARCEL FORMERLY IDENTIFIED AS PARCEL IDENTIFICATION NUMBER 9778-93-3103

The Orange County parcel identified by Parcel Identification Number 9778-93-3103 along with one-half of the abutting right-of-way of S. Merritt Mill Road to be rezoned to Residential-Special Standards-Conditional (R-SS-C) and lying and being in Chapel Hill Township, Orange County North Carolina on the West side of Merritt Mill Road and being a part of Tract 5 of the Subdivision of the property of the National Munitions Corporation, as surveyed by J. Ralph Weaver of May 4, 1964 and more particularly described as BEGINNING at a stake in the centerline of Merritt Mill Road, the Southeast corner of the Jesse Lyons and Marie W. Lyons property; running thence with the centerline of Merritt Mill Road North 85 degrees East 40 feet to another point in the centerline; running thence North 72 degrees 02 minutes East 71.52 feet to a third point in the centerline of said road, a corner with Henry A. Atwater; running thence North 10 degrees 37 minutes West 21.38 feet to a stake in the northern margin of the road; running thence North 120 degrees 37 minutes West 131.30 feet to a stake; running thence North 86 degrees 59 minutes East 94.14 feet to a stake, a corner with Ed Carver; running thence with Carver's line North 20 degrees West 98.47 feet to a stake, a corner with the Town of Chapel Hill; running thence with the Town's line North 53 degrees 19 minutes 30 seconds West 34.60 feet to a stake; running thence North 81 degrees 58 minutes West 50.00 feet to a stake, a corner with Sturdivant and Lyons; running thence South 3 degrees 57 minutes 10 seconds 22.78 feet back to the point and place of BEGINNING and being a part of the property conveyed to Fred Watson by deed of K. B. Cole et al, dated May 16, 1946 and containing .905 acres according to the plan and survey by Clay V. Fulton R. L. S. dated January 6, 1977, entitled "Property of Columbus G. Watson." (TM 7.100.C.17A)

LEGAL DESCRIPTION OF A .25 ACRE PARCEL FORMERLY IDENTIFIED AS PARCEL IDENTIFICATION NUMBER 9778-93-4008

The following metes and bounds within the Orange County parcel identified by Parcel Identifier Number (PIN) 9778-93-4008 along with one-half of the abutting right-of-way of S. Merritt Mill Road to be rezoned to Residential-Special Standards-Conditional (R-SS-C) one half of the certain lot or parcel of land situated, lying and being south of the Town of Carrboro, N.C. on the north side of Merritt Mill Road and being a part of Tract 5 of the subdivision of the property of National Munition Corporation as survey by Ralph Weaver on May 4, 1964, and more particularly described as:

Beginning at a stake or the southwest corner of Willie Carver's property thence running West with the North line of the front lot to a point comprising on half of the said front lot; thence running southward to the north of the right-of-way line of Merritt Mill Road; Thence running eastward with said line to the point and place of beginning, and being a part of the property conveyed to Fred Watson by deed of K. C. Cole et al dated May 16, 1946 then conveyed to Columbus Garrett Watson by deed, and as surveyed by Ralph Weaver, registered surveyor, on May 4, 1964 being also that property conveyed to Henry Anderson Atwater by deed recorded in Book 199, page 557, Orange County registry;

And being more particularly described as beginning at an iron stake located in the Northern margin of the right-of-way of Merritt Mill Road at the Southwest corner of the property or Edward Carver Jr. as described in Book 150, Page 375, Orange County registry (being a control corner, NAS 1983 [corps], N = 793,080.10 feet, E = 1,979,512.62 feet); running thence from such beginning point along the Northern margin of the right-of-way of Merritt Mill Road the following courses and distances; south 67 degrees, 43 minutes, 34 seconds West 51.95 feet to an iron stake and south 74 degrees, 45 minutes, 14 seconds west 56.47 feet to an iron stake; located on the Southeast corner of the property of Sustainable Living, Inc. and in the Northern margin of the right-of-way of Merritt Mill Road as described in Book 3962, Page 305, Orange County registry; running thence with the property of Sustainable Living, Inc. the following courses and distances: North 11 degrees, 57 minutes, 05 seconds West 110.77 feet to an iron stake and North 85 degrees, 31 minutes, 11 seconds East 94.08 feet to a pipe; running thence South 21 degrees, 20 minutes, 06 seconds East 87.15 feet to the point and place of beginning, containing 0.231 acres (10,055 square feet), according to the unrecorded survey prepared by Terry L. Westendorf, PLS, and dated February 24, 2010.

The property described hereon is subject to all rights-of-way, easements and restrictions of record.

## **SECTION II**

1. Existing Permit: The existing Special Use Permit dated April 25, 2018 on file at the Town of Chapel Hill Planning Department, and recorded in the Orange County Registry (Book 6744, Pages 2311-2320) remains in effect except as modified by this ordinance.
2. Stipulation 8. Curb and Pavement Transition Taper: ~~It will be necessary to provide a minimum curb and pavement transition taper length of 50 feet for transitions to and from the bike lane prior to issuance of a Certificate of Occupancy.~~
3. Stipulation 9. Sidewalk and Bicycle Improvement: Prior to issuance of a Certificate of Occupancy, the developer shall construct a 5-foot sidewalk ~~and 5-foot bike lane~~ along the property frontage. That the design and construction details must be approved by the

Town Manager and the North Carolina Department of Transportation prior to issuance of the Zoning Compliance Permit.

BE IT FURTHER ORDAINED that the Council hereby approves the application for an amendment of the Residential-Special Standards-Conditional Zoning District (R-SS-CZD) for the property located at 800 S. Merritt Mill Road.

This the 2<sup>nd</sup> day of November, 2022.

**RESOLUTION B**  
**DENYING THE CONDITIONAL ZONING MODIFICATION**

**A RESOLUTION DENYING AN APPLICATION FOR MODIFICATION TO A  
CONDITIONAL ZONING MODIFICATION FOR MERRITT MILL EAST MULTI-FAMILY  
DEVELOPMENT AT 800 S. MERRITT MILL ROAD (2022-11-02/R-6)**

BE IT RESOLVED by the Council of the Town of Chapel Hill that it finds that a Conditional Zoning Modification application, proposed by CASA, Inc., located at 800 S. Merritt Mill Road on property identified as Orange County Parcel Identifier Number 9778-93-2136, if developed according to the Site Plan dated October 2, 2022 and the conditions listed below would not:

1. Be located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare;
2. Comply with all required regulations and standards of the Land Use Management Ordinance;
3. Be located, designed, and operated so as to maintain or enhance the value of contiguous property; and
4. Conform with the general plans for the physical development of the Town as embodied in the Land Use Management Ordinance and in the 2020 Comprehensive Plan.

BE IT FURTHER RESOLVED that the Council hereby denies the application for a Conditional Zoning modification for Merritt Mill East at 800 S. Merritt Mill Road.

This the 2<sup>nd</sup> day of November, 2022.



September 29, 2022

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

Town of Carrboro  
301 West Main Street  
Carrboro, NC 27510

Re: Request for Major Modification (Special Use Permit 9778-93-2136)

Greetings,

CASA is requesting a modification to **Stipulation #8** and **Stipulation #9** in the approved Special Use Permit 9778-93-2136 related to the Merritt Mill East, Multi-Family Development, or Perry Place Apartments:

8. Curb and Pavement Transition Taper: It will be necessary to provide a minimum curb and pavement transition taper length of 50 feet for transitions to and from the bike lane prior to issuance of a Certificate of Occupancy.
9. Sidewalk and Bicycle Improvements: Prior to issuance of a Certificate of Occupancy, the developer shall construct 5-foot sidewalk and 5-foot bike lanes along the property frontage. That the design and construction details must be approved by the Town Manager and the North Carolina Department of Transportation prior to issuance of the Zoning Compliance Permit.

It has come to CASA's attention that planning is underway for NCDOT improvements to Merritt Mill Road that includes Perry Place's property frontage. As a result, the requirements under Stipulation #8 related to providing a curb and pavement transition taper and Stipulation #9 involving the construction of a 5-foot sidewalk and 5-foot bike lane along the property frontage will be a duplicative effort for CASA to provide as owner/developer. NCDOT's approval timeline for improvements is scheduled to occur at the end of 2022 at the earliest, while CASA is currently anticipating certificate of occupancy for the entire project in early 2023.



The removal of Stipulation #8 and Stipulation #9 will save the project over \$200,000 in additional costs, which is critical to ensuring the success of Perry Place as an affordable tax credit project. Therefore, CASA is requesting a modified limited scope of review for a forthcoming Conditional Zoning District application. All other stipulations in our original approval remains the same.

CASA is grateful to both the Town of Chapel Hill and the Town of Carrboro for their continued support and collaboration on Perry Place. We appreciate the accommodation.

Sincerely,

MERRITT MILL APARTMENTS, LLC,  
a North Carolina limited liability company

By: CASA, a North Carolina nonprofit corporation,  
its Managing Member

A handwritten signature in black ink that reads "Jess Brandes". The signature is written in a cursive, flowing style.

Jess Brandes  
Senior Director of Real Estate Development  
CASA

# CONDITIONAL ZONING APPLICATION



**TOWN OF CHAPEL HILL**  
**Planning Department**  
 405 Martin Luther King Jr. Blvd.  
 (919) 968-2728 fax (919) 969-2014  
 www.townofchapelhill.org

Parcel Identifier Number (PIN): 9778-93-2136

Date: 9/29/2022

## Section A: Project Information

Project Name: Merritt Mill East, Multi-Family Development, or Perry Place Apartments

Property Address: 800 S Merritt Mill Rd Zip Code: 27615

Use Groups (A, B, and/or C): \_\_\_\_\_ Existing Zoning District: R-2-CU

Project Description: 48-unit affordable tax credit property serving households earning 60% AMI and below

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

### Applicant Information (to whom correspondence will be mailed):

Name: Merritt Mill Apartments, LLC

Address: P.O. Box 12545

City: Raleigh State: NC Zip Code: 27605

Phone: 919-307-3454 Email: reberhard@casanc.org

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

Signature: Rachel Eberhard Date: 10/5/2022

### Owner/Contract Purchaser Information:

**Owner**

**Contract Purchaser**

Name: Merritt Mill Apartments, LLC

Address: P.O. Box 12545

City: Raleigh State: NC Zip Code: 27605

Phone: 919-307-3454 Email: reberhard@casanc.org

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

Signature: Rachel Eberhard Date: 10/5/2022

Click [here](#) for application submittal instructions.



## CONDITIONAL ZONING

TOWN OF CHAPEL HILL  
Planning Department

Conditional Rezoning applications are reviewed by staff, Planning Commission, and Town Council. The application is part of an open public process that enables Town Council to discuss and decide on the key issues of a rezoning proposal. If a rezoning is approved, the applicant may then submit a detailed final plan application to staff for compliance review with the technical development standards and with the Council rezoning approval.

The establishment of a Conditional Zoning District shall be consistent with the Land Use Plan in the Comprehensive Plan. A proposed Conditional Zoning District is deemed consistent if the proposed District will be located in conformance with an adopted small area plan and/or in one of the following Land Use Categories:

- Medium Residential
- High Residential
- Commercial
- Mixed Use, Office/Commercial Emphasis
- Mixed Use, Office Emphasis
- Town/Village Center
- Institutional
- Office
- University
- Development Opportunity Area
- Light Industrial Opportunity Area

If the proposed conditional zoning districts is located in a Low Residential or a Rural Residential Land Use Category, the Town Council must approve a Land Use Plan amendment prior to proceeding.

**SIGNED CONDITIONS:** All conditions shall be in writing, prepared by the owner of the property or an attorney and must be signed by all property owners and contract purchasers, if applicable. The Town Attorney may require additional signatures if necessary and will determine whether or not the conditions statement is legally sufficient. Within thirty (30) days after receipt of the conditions the Planning Division Manager will notify the applicant of any deficiencies in the conditions statement or if any additional information is needed. The applicant may make changes to the written conditions statement provided it is submitted at least thirty (30) prior to Planning Commission meeting or thirty (30) days prior to Town Council public hearing.

**RECORDATION OF CONDITIONS:** After a rezoning has been approved by the Town Council, the conditions statement shall be recorded with the Register of Deeds Office. After a rezoning has been approved by Town Council and recorded by the Register of Deeds Office, the conditions may not be amended except through a new rezoning application.



**PROJECT FACT SHEET**

TOWN OF CHAPEL HILL

Planning Department

**Section A: Project Information****Use Type:** (check/list all that apply)
 Office/Institutional   
  Residential   
  Mixed-Use   
  Other: \_\_\_\_\_
**Overlay District:** (check all that apply)
 Historic District   
  Neighborhood Conservation District   
  Airport Hazard Zone
**Section B: Land Area**

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

**Section C: Special Protection Areas, Land Disturbance, and Impervious Area****Special Protection Areas:** (check all those that apply)
 Jordan Buffer   
  Resource Conservation District   
  100 Year Floodplain   
  Watershed Protection District

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

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

**PROJECT FACT SHEET**

TOWN OF CHAPEL HILL

Planning Department

**Section D: Dimensions**

Dimensional Unit (sq. ft.)	Existing (sq. ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Number of Buildings				
Number of Floors				
Recreational Space				

**Residential Space**

Dimensional Unit (sq. ft.)	Existing (sq. ft.)	Demolition (sq. ft.)	Proposed (sq. ft.)	Total (sq. ft.)
Floor Area (all floors – heated and unheated)				
Total Square Footage of All Units				
Total Square Footage of Affordable Units				
Total Residential Density				
Number of Dwelling Units				
Number of Affordable Dwelling Units				
Number of Single Bedroom Units				
Number of Two Bedroom Units				
Number of Three Bedroom Units				

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

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

Dimensional Requirements		Required by Ordinance	Existing	Proposed
<b>Setbacks (minimum)</b>	Street			
	Interior (neighboring property lines)			
	Solar (northern property line)			
<b>Height (maximum)</b>	Primary			
	Secondary			
<b>Streets</b>	Frontages			
	Widths			

**PROJECT FACT SHEET**

TOWN OF CHAPEL HILL

Planning Department

**Section F: Adjoining or Connecting Streets and Sidewalks**

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

Street Name	Right-of-Way Width	Pavement Width	Number of Lanes	Existing Sidewalk*	Existing Curb/Gutter
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

**List Proposed Points of Access** (Ex: Number, Street Name):

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

Sidewalk Information			
Street Names	Dimensions	Surface	Handicapped Ramps
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**Section G: Parking Information**

Parking Spaces	Minimum	Maximum	Proposed
Regular Spaces			
Handicap Spaces			
Total Spaces			
Loading Spaces			
Bicycle Spaces			
Surface Type			

**Section H: Landscape Buffers**

Location (North, South, Street, Etc.)	Minimum Width	Proposed Width	Alternate Buffer	Modify Buffer
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes



**PROJECT FACT SHEET**  
**TOWN OF CHAPEL HILL**  
 Planning Department

**Section I: Land Use Intensity**

Existing Zoning District:  
 Proposed Zoning Change (if any):

Zoning – Area – Ratio			Impervious Surface Thresholds			Minimum and Maximum Limitations	
Zoning District(s)	Floor Area Ratio (FAR)	Recreation Space Ratio (RSR)	Low Density Residential (0.24)	High Density Residential (0.50)	Non-Residential (0.70)	Maximum Floor Area (MFA) = FAR x GLA	Minimum Recreation Space (MSR) = RSR x GLA
<b>TOTAL</b>							
RCD Streamside		0.01					
RCD Managed		0.019					
RCD Upland							

**Section J: Utility Service**

Check all that apply:

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



**CONDITIONAL ZONING APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning Department**

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

	<b>Application fee</b> (including Engineering Review fee) (refer to fee schedule)	Amount Paid \$	<input type="text"/>
	<b>Pre-application meeting</b> –with appropriate staff		
	<b>Digital Files</b> – provide digital files of all plans and documents		
	<b>Recorded Plat or Deed of Property</b>		
	<b>Project Fact Sheet</b>		
	<b>Traffic Impact Statement</b> – completed by Town’s consultant (or exemption)		
	<b>Description of Public Art Proposal</b> , if applicable		
	<b>Statement of Justification</b>		
	<b>Response to Community Design Commission and Town Council Concept Plan comments</b> , if applicable		
	<b>Affordable Housing Proposal</b> , if applicable		
	<b>Statement of Consistency with Comprehensive Plan or request to amend Comprehensive Plan</b>		
	<b>Mailing list of owners of property within 1,000 feet perimeter of subject property</b> (see <a href="#">GIS notification tool</a> )		
	<b>Mailing fee for above mailing list</b> (mailing fee is double due to 2 mailings)	Amount Paid \$	<input type="text"/>
	<b>Written Narrative describing the proposal, including proposed land uses and proposed conditions</b>		
	<b>Resource Conservation District, Floodplain, &amp; Jordan Buffers Determination</b> – necessary for all submittals		
	<b>Jurisdictional Wetland Determination</b> – if applicable		
	<b>Resource Conservation District Encroachment Exemption or Variance</b> (determined by Planning)		
	<b>Jordan Buffer Authorization Certificate or Mitigation Plan Approval</b> (determined by Planning)		
	<b>Reduced Site Plan Set</b> (reduced to 8.5" x 11")		

**Stormwater Impact Statement (1 copy to be submitted)**

- a) Written narrative describing existing & proposed conditions, anticipated stormwater impacts and management structures and strategies to mitigate impacts
- b) Description of land uses and area (in square footage)
- c) Existing and proposed impervious surface area in square feet for all subareas and project area
- d) Ground cover and uses information
- e) Soil information (classification, infiltration rates, depth to groundwater and bedrock)
- f) Time of concentration calculations and assumptions
- g) Topography (2-foot contours)
- h) Pertinent on-site and off-site drainage conditions
- i) Upstream and/or downstream volumes
- j) Discharges and velocities
- k) Backwater elevations and effects on existing drainage conveyance facilities
- l) Location of jurisdictional wetlands and regulatory FEMA Special Flood Hazard Areas
- m) Water quality volume calculations
- n) Drainage areas and sub-areas delineated
- o) Peak discharge calculations and rates (1, 2, and 25-year storms)
- p) Hydrographs for pre- & post-development without mitigation, post-development with mitigation
- q) Volume calculations and documentation of retention for 2-year storm



**CONDITIONAL ZONING APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning and Development Services**

- r) 85% TSS removal for post-development stormwater runoff
- s) Nutrient loading calculations
- t) BMP sizing calculations
- u) Pipe sizing calculations and schedule (include HGL & EGL calculations and profiles)

### Plan Sets (10 copies to be submitted no larger than 24" x 36")

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

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

### Cover Sheet

- a) Include Project Name, Project fact information, PIN, and Design Team

### Area Map

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

### Existing Conditions Plan

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



**CONDITIONAL ZONING APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning and Development Services**

### Detailed Site Plan

- a) Existing and proposed building locations
- b) Description & analysis of adjacent land uses, roads, topography, soils, drainage patterns, environmental constraints, features, existing vegetation, vistas (on and off-site)
- c) Location, arrangement, & dimension of vehicular parking, width of aisles and bays, angle of parking, number of spaces, handicapped parking, bicycle parking. Typical pavement sections & surface type.
- d) Location of existing and proposed fire hydrants
- e) Location and dimension of all vehicle entrances, exits, and drives
- f) Dimensioned street cross-sections and rights-of-way widths
- g) Pavement and curb & gutter construction details
- h) Dimensioned sidewalk and tree lawn cross sections
- i) Proposed transit improvements including bus pull-off and/or bus shelter
- j) Required landscape buffers (or proposed alternate/modified buffers)
- k) Required recreation area/space (including written statement of recreation plans)
- l) Refuse collection facilities (existing and proposed) or shared dumpster agreement
- m) Construction parking, staging, storage area, and construction trailer location
- n) Sight distance triangles at intersections
- o) Proposed location of street lights and underground utility lines and/or conduit lines to be installed
- p) Easements
- q) Clearing and construction limits
- r) Traffic Calming Plan – detailed construction designs of devices proposed & associated sign & marking plan

### Stormwater Management Plan

- a) Topography (2-foot contours)
- b) Existing drainage conditions
- c) RCD and Jordan Riparian Buffer delineation and boundary (perennial & intermittent streams; note ephemeral streams on site)
- d) Proposed drainage and stormwater conditions
- e) Drainage conveyance system (piping)
- f) Roof drains
- g) Easements
- h) BMP plans, dimensions, details, and cross-sections
- i) Planting and stabilization plans and specifications

### Landscape Protection Plan

- a) Rare, specimen, and significant tree survey within 50 feet of construction area
- b) Rare and specimen tree critical root zones
- c) Rare and specimen trees proposed to be removed
- d) Certified arborist tree evaluation, if applicable
- e) Significant tree stand survey
- f) Clearing limit line
- g) Proposed tree protection/silt fence location
- h) Pre-construction/demolition conference note
- i) Landscape protection supervisor note
- j) Existing and proposed tree canopy calculations, if applicable



**CONDITIONAL ZONING APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning and Development Services**

### **Planting Plan**

- a) Dimensioned and labeled perimeter buffers
- b) Off-site buffer easement, if applicable
- c) Landscape buffer and parking lot planting plan (including planting strip between parking and building, entryway planting, and 35% shading requirement)

### **Steep Slope Plan**

- a) Classify and quantify slopes 0-10%, 10-15%, 15-25%, and 25% and greater
- b) Show and quantify areas of disturbance in each slope category
- c) Provide/show specialized site design and construction techniques

### **Grading and Erosion Control Plan**

- a) Topography (2-foot contours)
- b) Limits of Disturbance
- c) Pertinent off-site drainage features
- d) Existing and proposed impervious surface tallies

### **Streetscape Plan, if applicable**

- a) Public right-of-way existing conditions plan
- b) Streetscape demolition plan
- c) Streetscape proposed improvement plan
- d) Streetscape proposed utility plan and details
- e) Streetscape proposed pavement/sidewalk details
- f) Streetscape proposed furnishing details
- g) Streetscape proposed lighting detail

### **Solid Waste Plan**

- a) Preliminary Solid Waste Management Plan
- b) Existing and proposed dumpster pads
- c) Proposed dumpster pad layout design
- d) Proposed heavy duty pavement locations and pavement construction detail
- e) Preliminary shared dumpster agreement, if applicable





**CONDITIONAL ZONING APPLICATION  
SUBMITTAL REQUIREMENTS  
TOWN OF CHAPEL HILL  
Planning and Development Services**

### **Construction Management Plan**

- a) Construction trailer location
- b) Location of construction personnel parking and construction equipment parking
- c) Location and size of staging and materials storage area
- d) Description of emergency vehicle access to and around project site during construction
- e) Delivery truck routes shown or noted on plan sheets

### **Energy Management Plan**

- a) Description of how project will be 20% more energy efficient than ASHRAE standards
- b) Description of utilization of sustainable forms of energy (Solar, Wind, Hydroelectric, and Biofuels)
- c) Participation in NC GreenPower program
- d) Description of how project will ensure indoor air quality, adequate access to natural lighting, and allow for proposed utilization of sustainable energy
- e) Description of how project will maintain commitment to energy efficiency and reduced carbon footprint over time
- f) Description of how the project's Transportation Management Plan will support efforts to reduce energy consumption as it affects the community

### **Exterior Elevations**

- a) An outline of each elevation of the building, including the finished grade line along the foundation (height of building measured from mean natural grade)

**DRAWING LIST**

SHEET	DRAWING TITLE	LATEST ISSUED DATE
G0001	COVER	05 OCT 22
C0100	AREA MAP	04 AUG 21
C0101	EXISTING CONDITIONS, DEMOLITION & LANDSCAPE PROTECTION PLAN	04 AUG 21
C0201	DEMOLITION & LANDSCAPE PROTECTION PLAN	04 AUG 21
C1001	SITE PLAN	05 OCT 22
C1002	SOLID WASTE MANAGEMENT PLAN	04 AUG 21
C1003	RECREATION AREA & OPEN SPACE PLAN	04 AUG 21
C1004	ACCESSIBILITY ROUTE	04 AUG 21
C1101	UTILITY PLAN	04 AUG 21
C1110	SANITARY SEWER PROFILE	04 AUG 21
C1111	WATER PROFILE	04 AUG 21
C1201	GRADING & STORMWATER MANAGEMENT PLAN	05 OCT 22
C1210	STORM PROFILE	05 OCT 22
C1301	CONSTRUCTION MANAGEMENT PLAN & EROSION CONTROL PHASE 1	04 AUG 21
C1302	EROSION CONTROL PHASE 2	04 AUG 21
C1303	EROSION CONTROL PHASE 3	04 AUG 21
C1304	CONSTRUCTION MANAGEMENT PLAN & EROSION CONTROL NOTES	04 AUG 21
C1305	SEDIMENT BASIN ENLARGEMENT	04 AUG 21
C1306	EROSION CONTROL PHASE 3 EXTENTS	04 AUG 21
C1401	TRAFFIC & PEDESTRIAN CONTROL PLAN	04 AUG 21
C4201	STORMWATER CONTROL MEASURE ENLARGEMENTS	04 AUG 21
C4202	BIORETENTION CELL SECTIONS & DETAILS	04 AUG 21
C4203	STORM FILTER & UNDERGROUND DETENTION SECTIONS & DETAILS 1	04 AUG 21
C4204	STORM FILTER & UNDERGROUND DETENTION SECTIONS & DETAILS 2	04 AUG 21
C5001	SITE DETAILS 1	04 AUG 21
C5002	SITE DETAILS 2	04 AUG 21
C5003	SITE DETAILS 3	04 AUG 21
C5004	SITE DETAILS 4	04 AUG 21
C5101	UTILITY DETAILS 1	04 AUG 21
C5102	UTILITY DETAILS 2	04 AUG 21
C5103	UTILITY DETAILS 3	04 AUG 21
C5201	STORM DRAINAGE DETAILS 1	04 AUG 21
C5202	STORM DRAINAGE DETAILS 2	04 AUG 21
C5203	STORM DRAINAGE DETAILS 3	04 AUG 21
C5204	STORM DRAINAGE DETAILS 4	04 AUG 21
C5301	EROSION CONTROL DETAILS 1	04 AUG 21
C5302	EROSION CONTROL DETAILS 2	04 AUG 21
C5303	EROSION CONTROL DETAILS 3	04 AUG 21
C5304	EROSION CONTROL DETAILS 4	04 AUG 21
L1001	LANDSCAPE PLAN	22 JUN 21
L1002	LANDSCAPE DETAILS & BIORETENTION PLANTINGS	22 JUN 21
M OF 1	PHOTOMETRIC PLAN	29 JUL 21
A310	EXTERIOR BUILDING ELEVATIONS	11 MAY 21
A311	EXTERIOR BUILDING ELEVATIONS	11 MAY 21

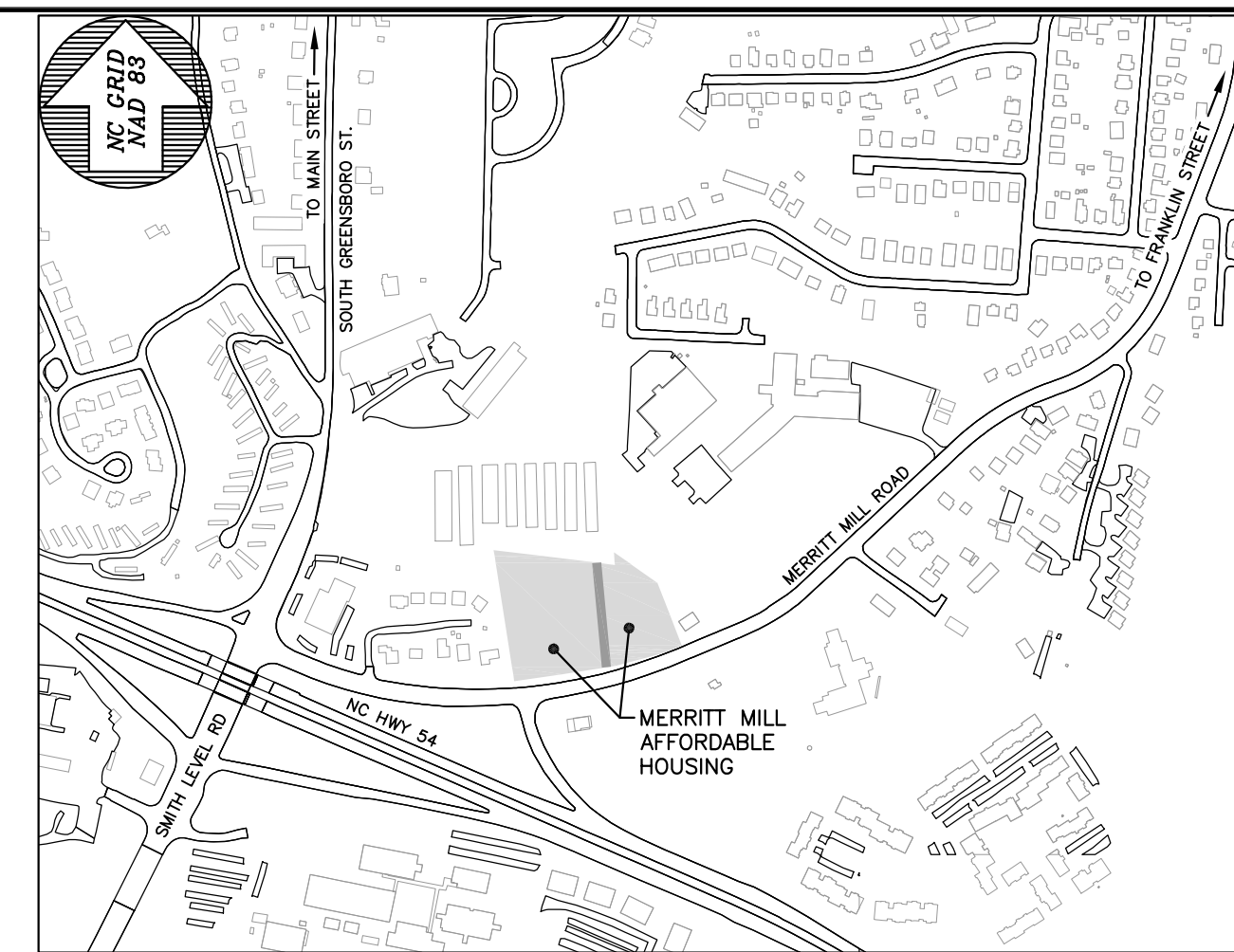
# CONSTRUCTION PLANS FOR PERRY PLACE

## CHAPEL HILL & CARRBORO

**PIN:**  
**9778-93-2136**

**LAND DISTURBANCE SUMMARY**

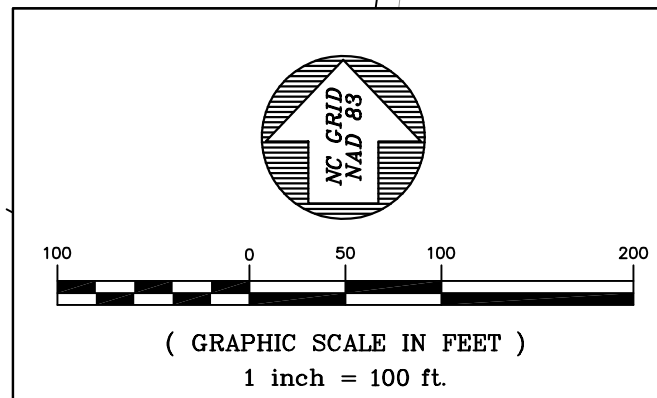
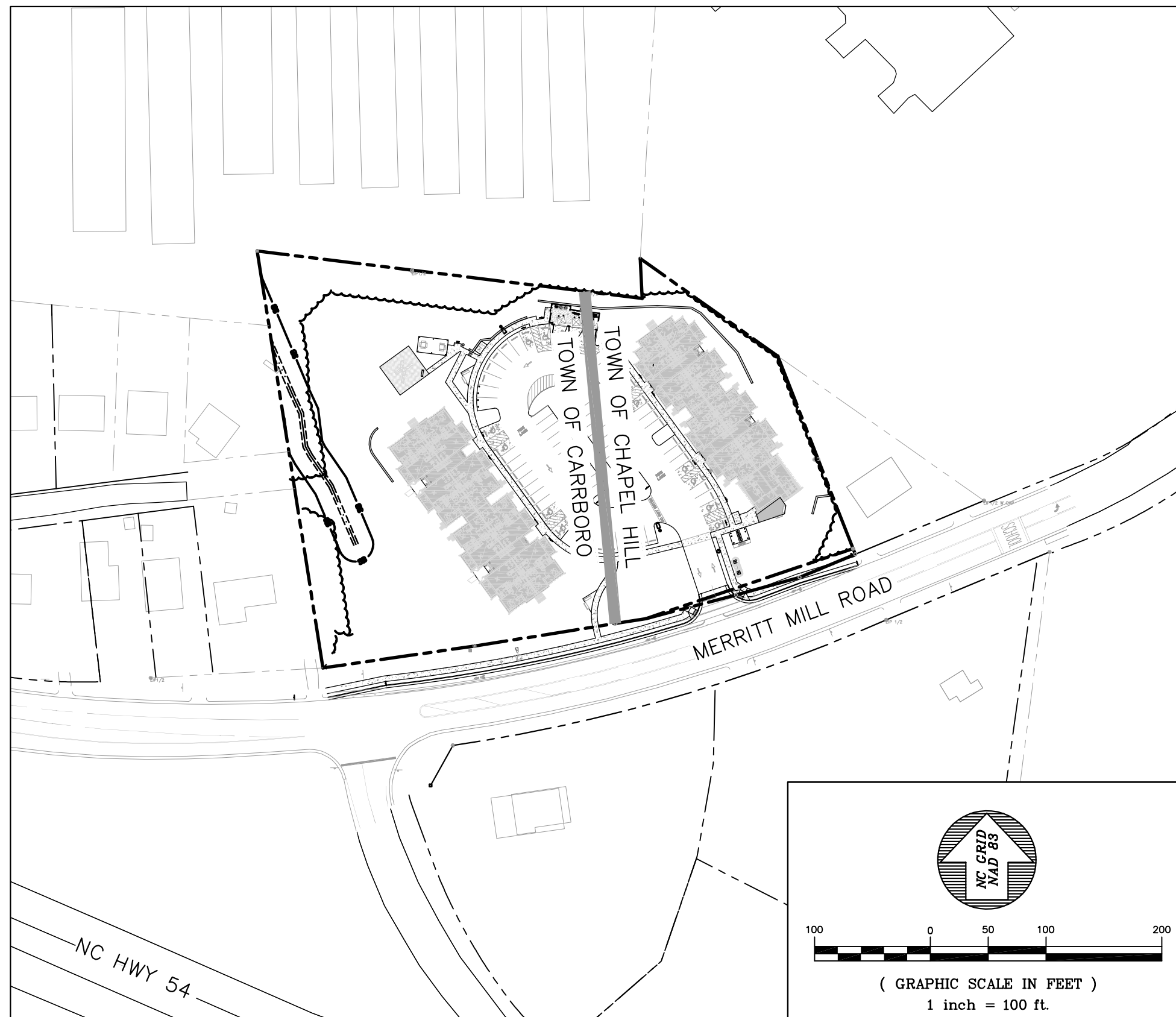
ON-SITE	115,445 SF (2.65 AC)
OFF-SITE	17,130 SF (0.39 AC)
<b>TOTAL</b>	<b>132,575 SF (3.04 AC)</b>



**VICINITY MAP**

SCALE: 1"=500'

SITE DATA – WEST (CARRBORO PORTION)		
APPLICANT:	CASA	
PROPERTY OWNER:	CASA	
PROPERTY ADDRESS:	800 S. MERRITT MILL ROAD, CARRBORO, NC	
PIN NUMBER:	9778-93-2136	
DEED REFERENCES:	DB 6745 PG 22	
EXISTING ZONING:	R-2-CU	
EXISTING USE:	VACANT	
PROPOSED USE:	1,330 MULTI-FAMILY APARTMENTS	
NET LAND AREA (NLA)	86,833 SF (1.99 AC)	
<b>RESIDENTIAL DENSITY SUMMARY:</b>		
DWELLING UNITS (DU) ALLOWED	43 (1 DU / 2,000 SF NLA) (R-2-CU)	
DU ALLOWED W/AFFORDABLE BONUS	64 (MAX. 150% OF ALLOWED)	
DU PROPOSED	24 (ALL AFFORDABLE)	
PROPOSED FLOOR AREA	22,648 SF	
<b>VEHICLE PARKING SUMMARY:</b>		
REQUIRED	*24	
PROPOSED (CARRBORO SIDE ONLY)	36	
PROPOSED (OVERALL SITE)	66	
*1 SPACE REQUIRED PER AFFORDABLE UNIT.		
<b>BICYCLE PARKING SUMMARY:</b>		
REQUIRED (1.5 SPACES PER UNIT)	36 (50% COVERED)	
PROPOSED	**8 (2 EA. @ LOWER LEVEL STAIRWELLS) *24 PORCH CLOSET 6 (3 INVERTED "U" UNCOVERED)	
TOTAL	38 (**14 UNCOVERED)	
<b>IMPERVIOUS SUMMARY: (CARRBORO PORTION ONLY)</b>		
EXISTING	0 SF (0.000 AC)	
POST DEVELOPED TOTAL	30,026 SF (0.689 AC)	
NET IMPERVIOUS INCREASE	30,026 SF (0.689 AC)	
SITE DATA – EAST (CHAPEL HILL PORTION)		
APPLICANT:	CASA	
PROPERTY OWNER:	CASA	
PROPERTY ADDRESS:	800 S MERRITT MILL ROAD, CHAPEL HILL, NC	
PIN NUMBERS:	9778-93-2136	
DEED REFERENCES:	DB 6745 PG 22	
EXISTING ZONING:	R-SS-C2D	
EXISTING USE:	VACANT	
PROPOSED USE:	MULTI-FAMILY	
<b>LAND AREA SUMMARY:</b>		
NET LAND AREA	46,656 SF (1.07 AC)	
CREDITED STREET AREA (10% NET LAND AREA)	4,666 SF (0.11 AC)	
GROSS LAND AREA	51,322 SF (1.18 AC)	
<b>FLOOR AREA SUMMARY:</b>		
MAX. FLOOR AREA	1.10 (FAR) X 51,322 SF (GLA) = 56,454 SF	
PROPOSED FLOOR AREA	22,658 SF	
<b>VEHICLE PARKING SUMMARY:</b>		
REGULAR	ACCESSIBLE	
MINIMUM REQUIRED (CH SIDE)	24	1 (VAN)
MAXIMUM ALLOWED (CH SIDE)	30	1 (VAN)
PROPOSED (CH SIDE ONLY)	24	6 (2 VAN)
PROPOSED (OVERALL SITE)	66	12 (4 VAN)
<b>BICYCLE PARKING SUMMARY:</b>		
REQUIRED	PROPOSED	
CLASS I	5	*24
CLASS II	1	**22
TOTAL	6	46
*EACH UNIT WILL HAVE A LOCKABLE PORCH CLOSET		
**INVERTED "Us" AS SHOWN ON PLAN		
<b>IMPERVIOUS SUMMARY: (CHAPEL HILL PORTION ONLY)</b>		
EXISTING	0 SF (0.000 AC)	
POST DEVELOPED TOTAL	26,153 SF (0.600 AC)	
NET IMPERVIOUS INCREASE	26,153 SF (0.600 AC)	
<b>RECREATION SPACE SUMMARY:</b>		
REQUIRED (0.05 X GLA)	2,567 SF	
PROVIDED:		
COMMUNITY BUILDING	1,330 SF	
COURTYARD	284 SF	
PLAYGROUND	930 SF	
PICNIC AREA	350 SF	
SITTING AREAS	188 SF	
TOTAL REC. SPACE PROVIDED:	3,082 SF	

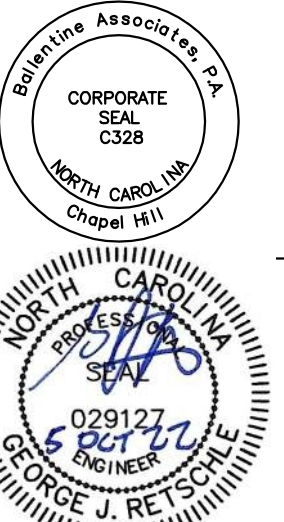


CIVIL ENGINEER:  
**BALLENTINE ASSOCIATES, P.A.**  
221 PROVIDENCE ROAD CHAPEL HILL, N.C. 27514  
(919) 929-0481 www.bapa.eng.pro

DEVELOPER:  
**CASA**  
624 W Jones Street  
Raleigh NC 27603  
Direct line: 919.307.3429

ARCHITECT:  
**R/DA**  
Ross/Deckard Architects  
4010 Wake Forest Rd  
Raleigh, NC 27609  
919.875.0001

**BALLENTINE ASSOCIATES, P.A.**  
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DATE	REVISIONS
05 OCT 21	MODIFICATIONS TO APPROVED ZCP
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18 JULY 22	CONCRETE IN HANDICAP SPACES PER RFI#3
27 SEP 22	SEWER ADJUSTMENT
05 OCT 22	BIKE LANE REMOVAL MODIFICATION

**OWNER INFORMATION**  
CASA  
624 W. JONES STREET  
RALEIGH, NC 27603  
**OWNERS REPRESENTATIVE:**  
JESS BRANDES  
PH. (919) 307-3429  
FAX jbrandes@casonc.org

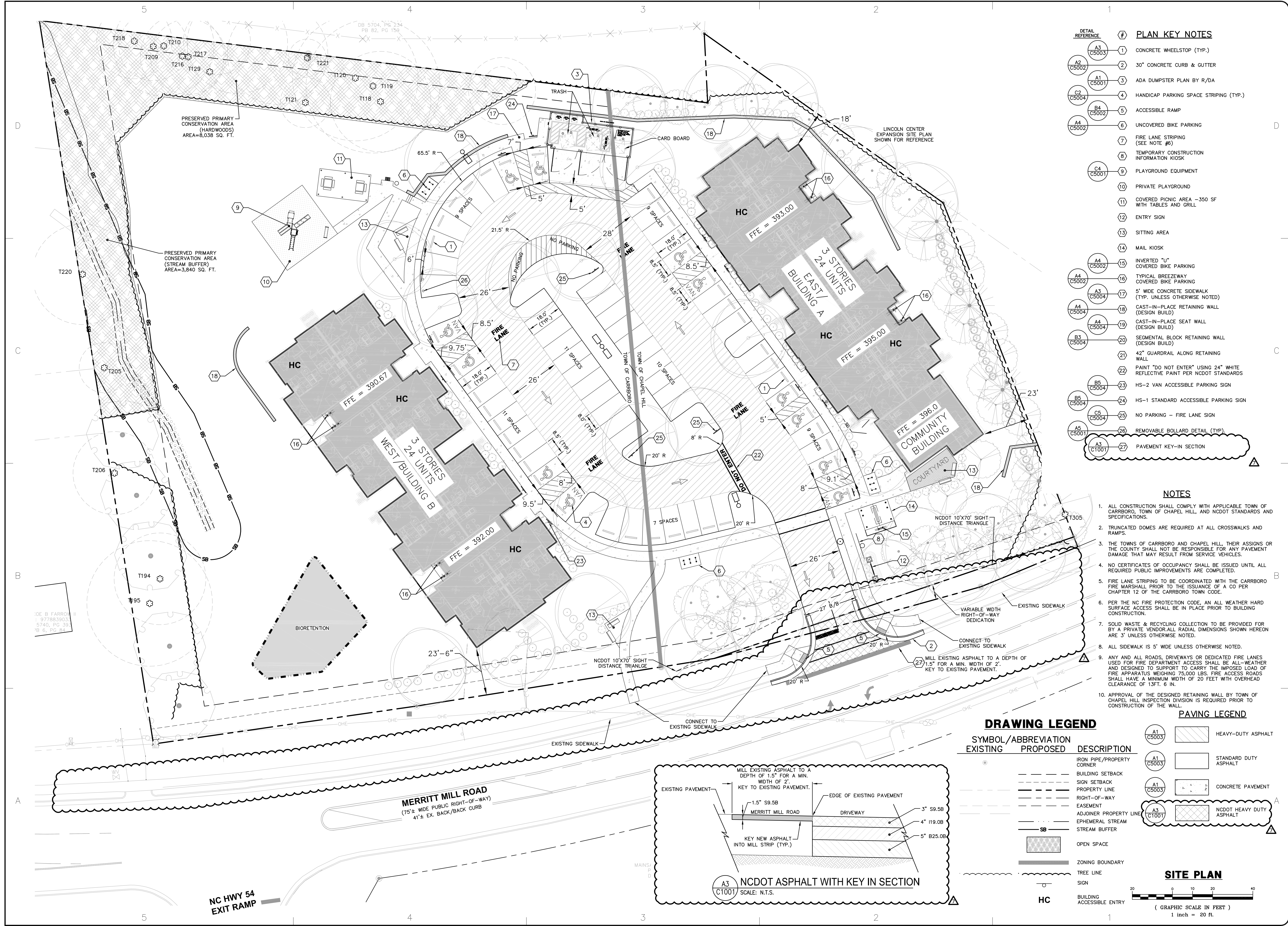
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**PERRY PLACE**  
CHAPEL HILL/CARRBORO, ORANGE COUNTY, NORTH CAROLINA  
**CONSTRUCTION PLANS**

JOB NUMBER: 116031.03  
DATE: 29 MAR 21  
SCALE: AS NOTED  
DRAWN BY: S.R.H./A.A.A.  
REVIEWED BY: G.J.R.

**SHEET**  
**G0001**





- ### PLAN KEY NOTES
- ① CONCRETE WHEELSTOP (TYP.)
  - ② 30" CONCRETE CURB & GUTTER
  - ③ ADA DUMPSTER PLAN BY R/DA
  - ④ HANDICAP PARKING SPACE STRIPING (TYP.)
  - ⑤ ACCESSIBLE RAMP
  - ⑥ UNCOVERED BIKE PARKING
  - ⑦ FIRE LANE STRIPING (SEE NOTE #6)
  - ⑧ TEMPORARY CONSTRUCTION INFORMATION KIOSK
  - ⑨ PLAYGROUND EQUIPMENT
  - ⑩ PRIVATE PLAYGROUND
  - ⑪ COVERED PICNIC AREA - 350 SF WITH TABLES AND GRILL
  - ⑫ ENTRY SIGN
  - ⑬ SITTING AREA
  - ⑭ MAIL KIOSK
  - ⑮ INVERTED "U" COVERED BIKE PARKING
  - ⑯ TYPICAL BREEZEWAY COVERED BIKE PARKING
  - ⑰ 5' WIDE CONCRETE SIDEWALK (TYP. UNLESS OTHERWISE NOTED)
  - ⑱ CAST-IN-PLACE RETAINING WALL (DESIGN BUILD)
  - ⑲ CAST-IN-PLACE SEAT WALL (DESIGN BUILD)
  - ⑳ SEGMENTAL BLOCK RETAINING WALL (DESIGN BUILD)
  - ㉑ 42" QUARDRAIL ALONG RETAINING WALL
  - ㉒ PAINT "DO NOT ENTER" USING 24" WHITE REFLECTIVE PAINT PER NCDOT STANDARDS
  - ㉓ HS-2 VAN ACCESSIBLE PARKING SIGN
  - ㉔ HS-1 STANDARD ACCESSIBLE PARKING SIGN
  - ㉕ NO PARKING - FIRE LANE SIGN
  - ㉖ REMOVABLE BOLLARD DETAIL (TYP.)
  - ㉗ PAVEMENT KEY-IN SECTION

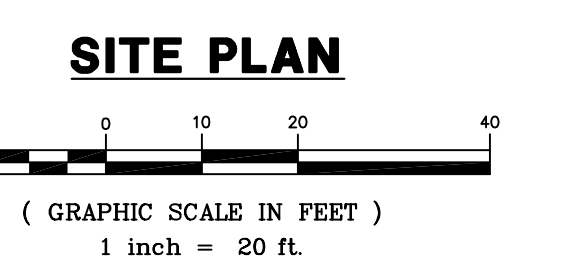
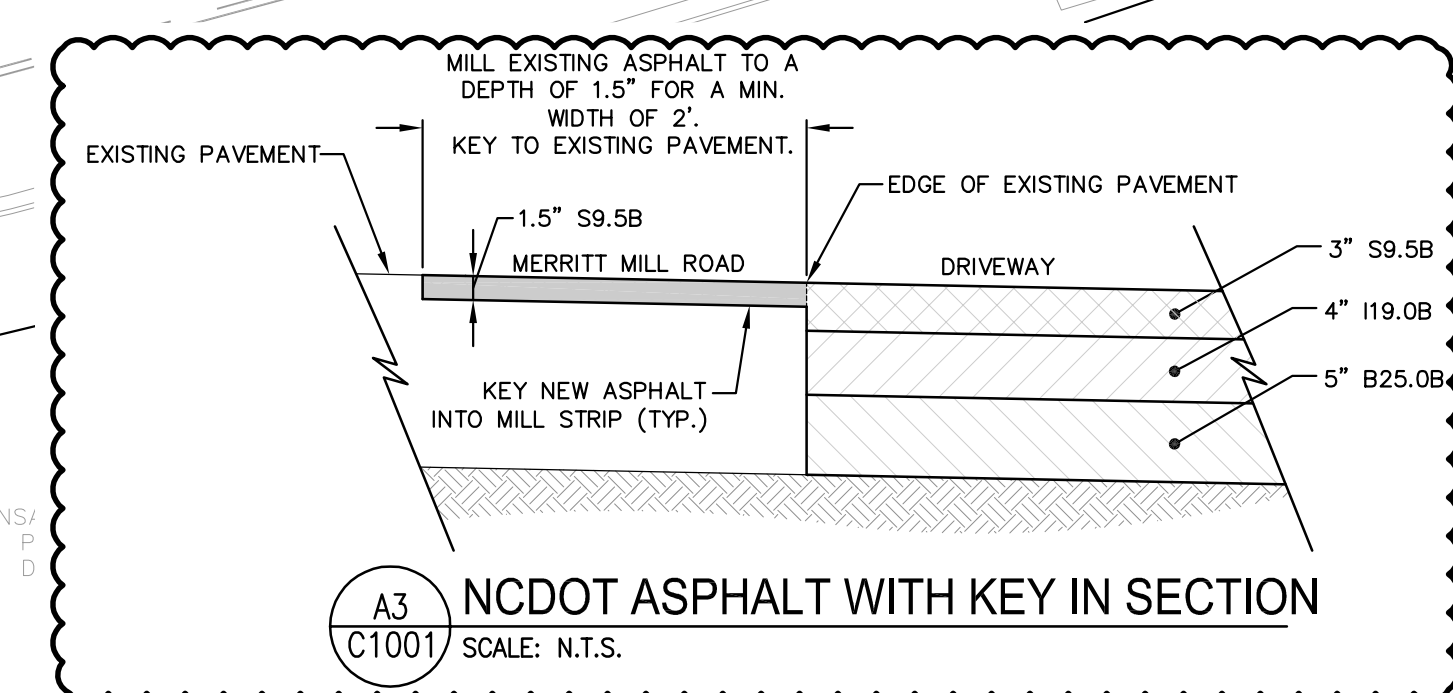
- ### NOTES
1. ALL CONSTRUCTION SHALL COMPLY WITH APPLICABLE TOWN OF CARRBORO, TOWN OF CHAPEL HILL, AND NCDOT STANDARDS AND SPECIFICATIONS.
  2. TRUNCATED DOMES ARE REQUIRED AT ALL CROSSWALKS AND RAMPS.
  3. THE TOWNS OF CARRBORO AND CHAPEL HILL, THEIR ASSIGNS OR THE COUNTY SHALL NOT BE RESPONSIBLE FOR ANY PAVEMENT DAMAGE THAT MAY RESULT FROM SERVICE VEHICLES.
  4. NO CERTIFICATES OF OCCUPANCY SHALL BE ISSUED UNTIL ALL REQUIRED PUBLIC IMPROVEMENTS ARE COMPLETED.
  5. FIRE LANE STRIPING TO BE COORDINATED WITH THE CARRBORO FIRE MARSHALL PRIOR TO THE ISSUANCE OF A CO PER CHAPTER 12 OF THE CARRBORO TOWN CODE.
  6. PER THE NC FIRE PROTECTION CODE, AN ALL WEATHER HARD SURFACE ACCESS SHALL BE IN PLACE PRIOR TO BUILDING CONSTRUCTION.
  7. SOLID WASTE & RECYCLING COLLECTION TO BE PROVIDED FOR BY A PRIVATE VENDOR. ALL RADIAL DIMENSIONS SHOWN HEREON ARE 3' UNLESS OTHERWISE NOTED.
  8. ALL SIDEWALK IS 5' WIDE UNLESS OTHERWISE NOTED.
  9. ANY AND ALL ROADS, DRIVEWAYS OR DEDICATED FIRE LANES USED FOR FIRE DEPARTMENT ACCESS SHALL BE ALL-WEATHER AND DESIGNED TO SUPPORT TO CARRY THE IMPOSED LOAD OF FIRE APPARATUS WEIGHING 75,000 LBS. FIRE ACCESS ROADS SHALL HAVE A MINIMUM WIDTH OF 20 FEET WITH OVERHEAD CLEARANCE OF 13FT. 6 IN.
  10. APPROVAL OF THE DESIGNED RETAINING WALL BY TOWN OF CHAPEL HILL INSPECTION DIVISION IS REQUIRED PRIOR TO CONSTRUCTION OF THE WALL.

### DRAWING LEGEND

SYMBOL/ABBREVIATION	DESCRIPTION
○	EXISTING
○	PROPOSED
—	IRON PIPE/PROPERTY CORNER
---	BUILDING SETBACK
---	SIGN SETBACK
---	PROPERTY LINE
---	RIGHT-OF-WAY
---	EASEMENT
---	ADJOINER PROPERTY LINE
---	EPHEMERAL STREAM
---	STREAM BUFFER
○	OPEN SPACE
---	ZONING BOUNDARY
○	TREE LINE
○	SIGN
HC	BUILDING ACCESSIBLE ENTRY

### PAVING LEGEND

▨	HEAVY-DUTY ASPHALT
□	STANDARD DUTY ASPHALT
▨	CONCRETE PAVEMENT
▨	NCDOT HEAVY DUTY ASPHALT



**BALLENTINE ASSOCIATES, P.A.**  
CORPORATE SEAL  
NORTH CAROLINA  
Chapel Hill

**REGISTERED PROFESSIONAL ENGINEER**  
029127  
GEORGE J. RETZSCHLE

DATE	REVISIONS	NUM	OWNER INFORMATION
05 OCT 21	MODIFICATIONS TO APPROVED ZCP		CASA
05 OCT 21	MODIFICATIONS SINCE LAST PRICING SET		624 W. JONES STREET
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FAX (919) 307-3429  
jbrandes@casacorp.com

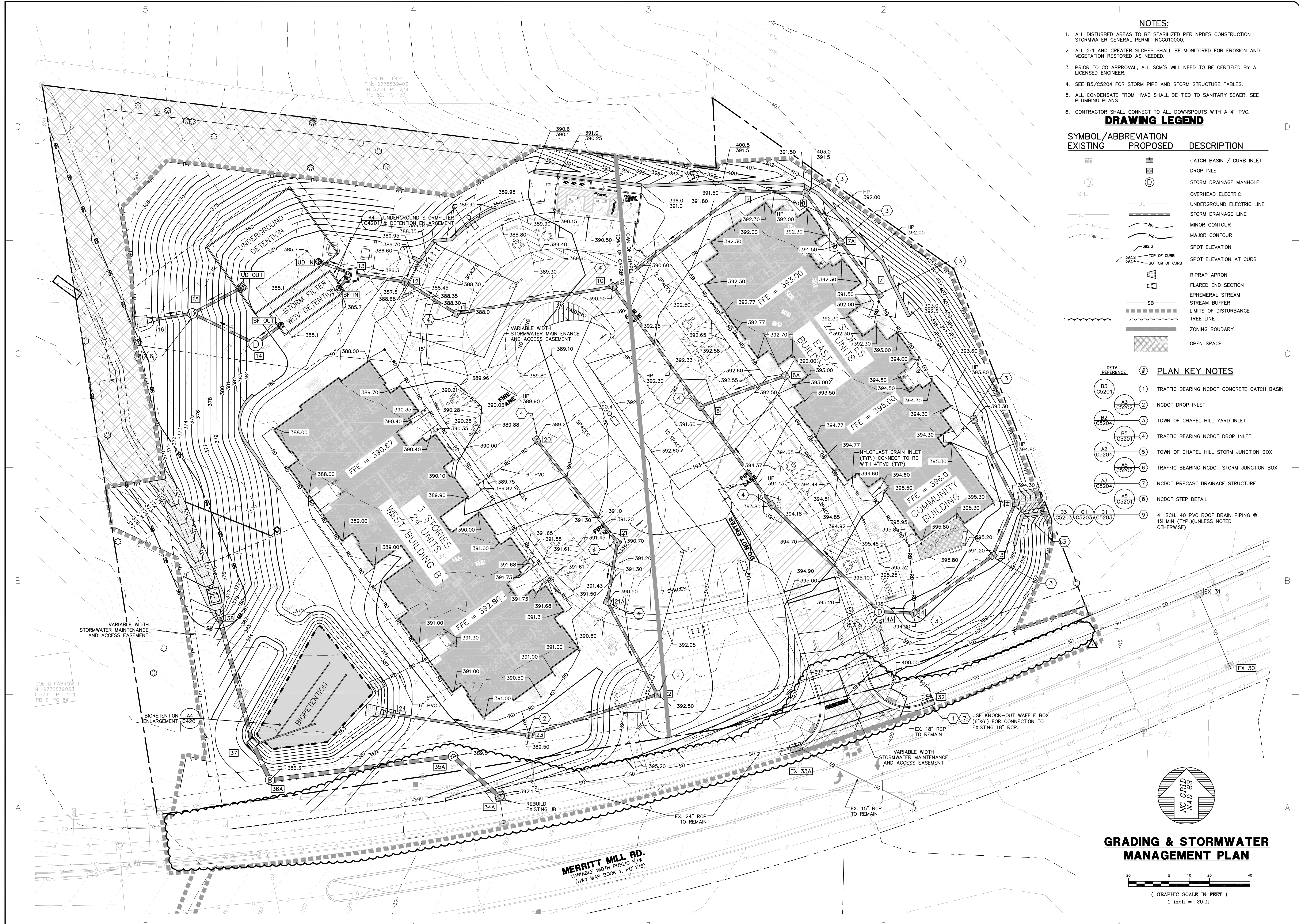
**PERRY PLACE**  
CHAPEL HILL/CARRBORO, ORANGE COUNTY, NORTH CAROLINA

**CONSTRUCTION PLANS**

JOB NUMBER: 116031.03
DATE: 29 MAR 21
SCALE: AS NOTED
DRAWN BY: S.R.H./A.A.A.
REVIEWED BY: G.J.R.

**SHEET**  
**C1001**





- NOTES:**
- ALL DISTURBED AREAS TO BE STABILIZED PER NPDES CONSTRUCTION STORMWATER GENERAL PERMIT NCG010000.
  - ALL 2:1 AND GREATER SLOPES SHALL BE MONITORED FOR EROSION AND VEGETATION RESTORED AS NEEDED.
  - PRIOR TO CO APPROVAL, ALL SCM'S WILL NEED TO BE CERTIFIED BY A LICENSED ENGINEER.
  - SEE B5/C5204 FOR STORM PIPE AND STORM STRUCTURE TABLES.
  - ALL CONDENSATE FROM HVAC SHALL BE TIED TO SANITARY SEWER. SEE PLUMBING PLANS
  - CONTRACTOR SHALL CONNECT TO ALL DOWNSPOUTS WITH A 4" PVC.

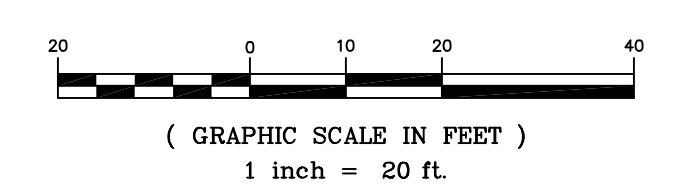
**DRAWING LEGEND**

SYMBOL/ABBREVIATION	EXISTING	PROPOSED	DESCRIPTION
[Symbol]	[Symbol]	[Symbol]	CATCH BASIN / CURB INLET
[Symbol]	[Symbol]	[Symbol]	DROP INLET
[Symbol]	[Symbol]	[Symbol]	STORM DRAINAGE MANHOLE
[Symbol]	[Symbol]	[Symbol]	OVERHEAD ELECTRIC
[Symbol]	[Symbol]	[Symbol]	UNDERGROUND ELECTRIC LINE
[Symbol]	[Symbol]	[Symbol]	STORM DRAINAGE LINE
[Symbol]	[Symbol]	[Symbol]	MINOR CONTOUR
[Symbol]	[Symbol]	[Symbol]	MAJOR CONTOUR
[Symbol]	[Symbol]	[Symbol]	SPOT ELEVATION
[Symbol]	[Symbol]	[Symbol]	SPOT ELEVATION AT CURB
[Symbol]	[Symbol]	[Symbol]	RIPRAP APRON
[Symbol]	[Symbol]	[Symbol]	FLARED END SECTION
[Symbol]	[Symbol]	[Symbol]	EPHEMERAL STREAM
[Symbol]	[Symbol]	[Symbol]	STREAM BUFFER
[Symbol]	[Symbol]	[Symbol]	LIMITS OF DISTURBANCE
[Symbol]	[Symbol]	[Symbol]	TREE LINE
[Symbol]	[Symbol]	[Symbol]	ZONING BOUNDARY
[Symbol]	[Symbol]	[Symbol]	OPEN SPACE

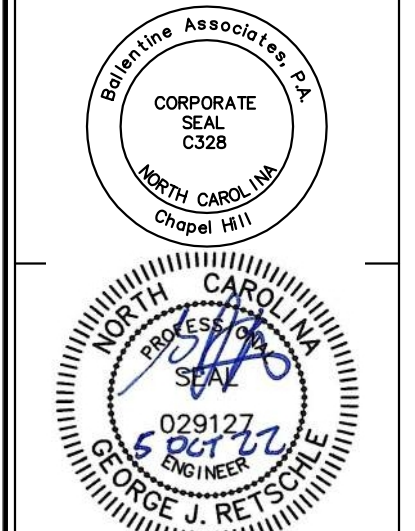
**PLAN KEY NOTES**

DETAIL REFERENCE	#	DESCRIPTION
B3 C5201	1	TRAFFIC BEARING NCDOT CONCRETE CATCH BASIN
A3 C5202	2	NCDOT DROP INLET
B2 C5204	3	TOWN OF CHAPEL HILL YARD INLET
B5 C5201	4	TRAFFIC BEARING NCDOT DROP INLET
A2 C5204	5	TOWN OF CHAPEL HILL STORM JUNCTION BOX
A5 C5202	6	TRAFFIC BEARING NCDOT STORM JUNCTION BOX
A3 C5204	7	NCDOT PRECAST DRAINAGE STRUCTURE
A5 C5201	8	NCDOT STEP DETAIL
B3 C5203, C1 C5203, D1 C5203	9	4" SCH. 40 PVC RCP DRAIN PIPING @ 1/2" MIN (TYP.) (UNLESS NOTED OTHERWISE)

**GRADING & STORMWATER MANAGEMENT PLAN**



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**OWNER INFORMATION**  
 CASE 624 W. JONES STREET RALEIGH, NC 27603  
**OWNERS REPRESENTATIVE:**  
 JESS BRANDES  
 PH. (919) 307-3429  
 FAX (919) 307-3429  
 jbrandes@caseinc.org

DATE	ISSUED
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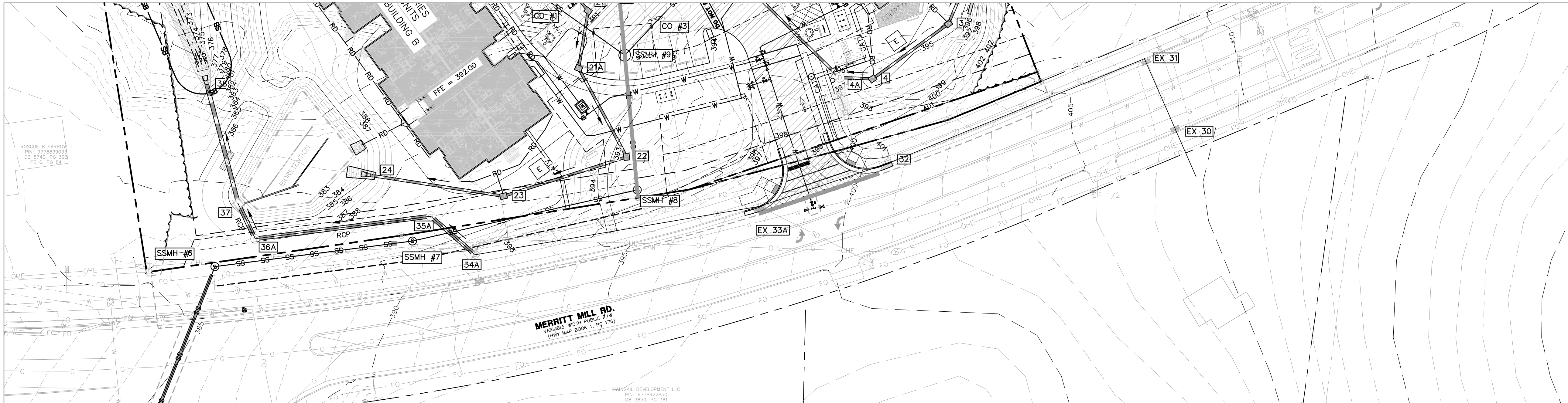
**PERRY PLACE**  
 CHAPEL HILL/CARRBORO, ORANGE COUNTY, NORTH CAROLINA  
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JOB NUMBER: 116031.03  
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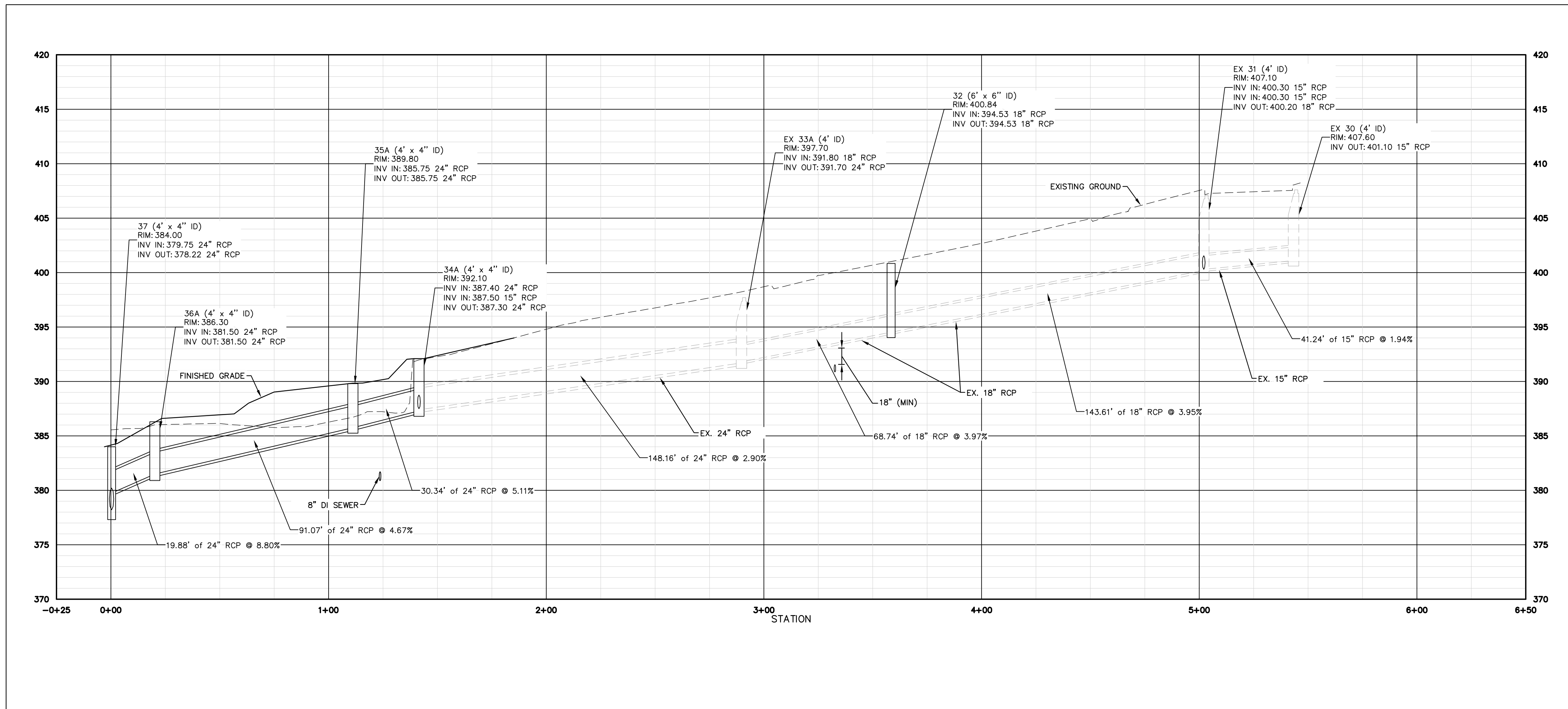
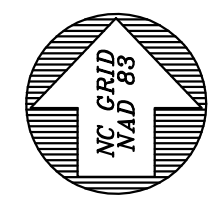
**SHEET C1201**

N:\Projects\116031.00 Merritt Mill Housing\1\_Dwg\BA-Model\Elec\C1200-Grading\M11.dwg, 10/4/2022 6:00:02 PM, Bluebeam PDF  
 COE B FARROW II  
 No. 97788390333  
 1 5740, PG 393  
 PB 6, PG 84



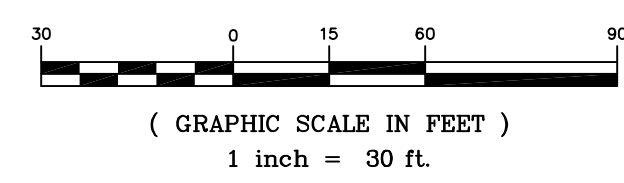


**C4** STORMWATER BY-PASS PLAN  
 C1210 SCALE: 1" = 30'

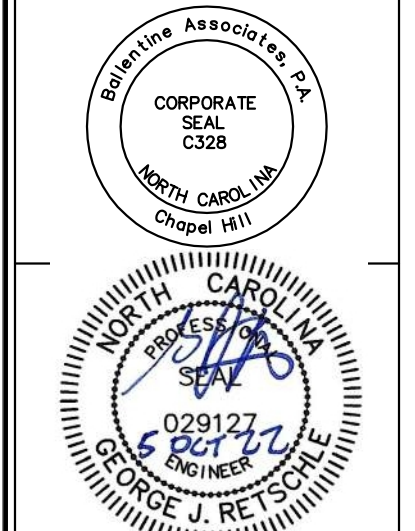


**D4** STORMWATER BY-PASS PROFILE  
 C1210 SCALE: H: 1" = 30' V: 1" = 6'

**UTILITY OVERVIEW**



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**OWNER INFORMATION**  
 C&S  
 624 W. JONES STREET  
 RALEIGH, NC 27603

ISSUED	DATE
ISSUED/REVISION	05 MAR 22
ISSUE FOR CONSTRUCTION	02 MAY 22
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**PERRY PLACE**  
 CHAPEL HILL/CARRBORO, ORANGE COUNTY, NORTH CAROLINA  
**CONSTRUCTION PLANS**

JOB NUMBER: 116031.03  
 DATE: 28 FEB 23  
 SCALE: AS NOTED  
 DRAWN BY: B.R.H./A.A.A.  
 REVIEWED BY: G.J.R.

**SHEET C1210**







# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 7., File #: [22-0823], Version: 1

Meeting Date: 11/2/2022

### Consider American Rescue Plan Act (ARPA) Final Community Partner Project Disbursement and Receive Town Department Update.

#### Staff:

Amy Oland, Director  
Sarah Poulton, Senior Project Manager

#### Department:

Business Management  
Town Manager's Office

**Overview:** Staff will present a recommended funding allocation for Community Partner projects for Council to approve and Town Department project scenarios for discussion.



#### Recommendation(s):

That the Council approves the final list of Community Partner projects and discusses Town Department project scenarios.

#### Decision Points:

- Staff will present a scenario for Community Partner projects based on feedback from the October 3 work session:

Community Partner	Project Name	Total Request
Farmer Foodshare	CSA for All Pilot	\$265,164
EMPOWERMENT Inc.	BrightPath Solutions	\$80,000
El Centro Hispano	COVID Recovery Initiative	\$278,375
Orange County Partnership for Young Children	Mitigating Early Learning Loss	\$139,130
OWASA	Water Bill Debt Forgiveness	\$123,000
Compass Center	Lethality Assessment Program	\$120,000
	Total	\$1,005,669

- This list of projects assists a wide variety of community member groups most affected by the pandemic while balancing a manageable number of projects to oversee and report back to the Department of the Treasury. It is based on Scenario 2 from the October 3 work session and a reduction for El Centro Hispano of \$100,000 to get close to the \$1,000,000 target.
- Staff will also present multiple scenarios for Parks & Recreation facilities; bike and pedestrian connection projects; and Downtown initiatives.

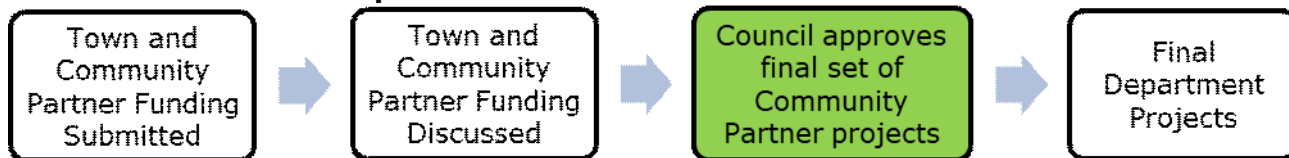
#### Key Issues:

- Staff presented Town department projects at the Town Council's [October 3 work session](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=5861277&GUID=F0A4DED7-BD99-4E70-) <https://chapelhill.legistar.com/LegislationDetail.aspx?ID=5861277&GUID=F0A4DED7-BD99-4E70->
- Staff presented Community Partner projects at the Town Council's [September 19 work session](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=5842036&GUID=9E5CD5B1-B09D-4A2E-) <https://chapelhill.legistar.com/LegislationDetail.aspx?ID=5842036&GUID=9E5CD5B1-B09D-4A2E->

- Staff seeks approval on a final list of Community Partner projects for approval and Department projects based on feedback received.
- If approved, staff will execute performance agreements with each of the awarded Community Partners.
- Staff will bring further Town Department projects based on feedback at this meeting.

**Fiscal Impact/Resources:** Allocate \$1,005,669 of ARPA funding towards Community Partner projects.

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



**Attachments:**

- Project Budget Ordinance Amendment
- Draft Staff Presentation

**AN ORDINANCE TO AMEND THE AMERICAN RESCUE PLAN ACT FUND (2022-11-02/O-2)**

BE IT ORDAINED by the Council of the Town of Chapel Hill that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, that the American Rescue Plan Fund Ordinance provide funding for projects related to recovery from the COVID-19 pandemic funded from the U.S. Treasury is hereby amended to read as follows:

**"SECTION I**

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

**SECTION II**

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

**SECTION III**

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

	Current Budget	Revised Budget
American Rescue Plan Act	<u>\$ 5,334,248</u>	<u>\$ 5,334,248</u>
Total Revenues	\$ 5,334,248	\$ 5,334,248

**SECTION IV**

Amounts appropriated for capital projects are hereby amended as follows:

	Current Budget	Revised Budget
American Rescue Plan Act Reserve	\$ 1,534,248	\$ 528,579
ReVive	650,000	650,000
Cedar Falls Artificial Turf	1,150,000	1,150,000
East Morgan Creek Phase 3 Design	500,000	500,000
Homestead Aquatics Center HVAC	1,200,000	1,200,000
Library Meeting Room AV System	300,000	300,000
Community Partner Funding	<u>-</u>	<u>1,005,669</u>
Total Expenditures	\$ 5,334,248	\$ 5,334,248

**SECTION V**

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



**SECTION VI**

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

This the 2<sup>nd</sup> day of November, 2022.

---

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

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

RECOMMENDATION: That the Council discuss the final list of Town department projects and approve the Community Partner projects.

# AMERICAN RESCUE PLAN

Council Business Meeting – November 2, 2022

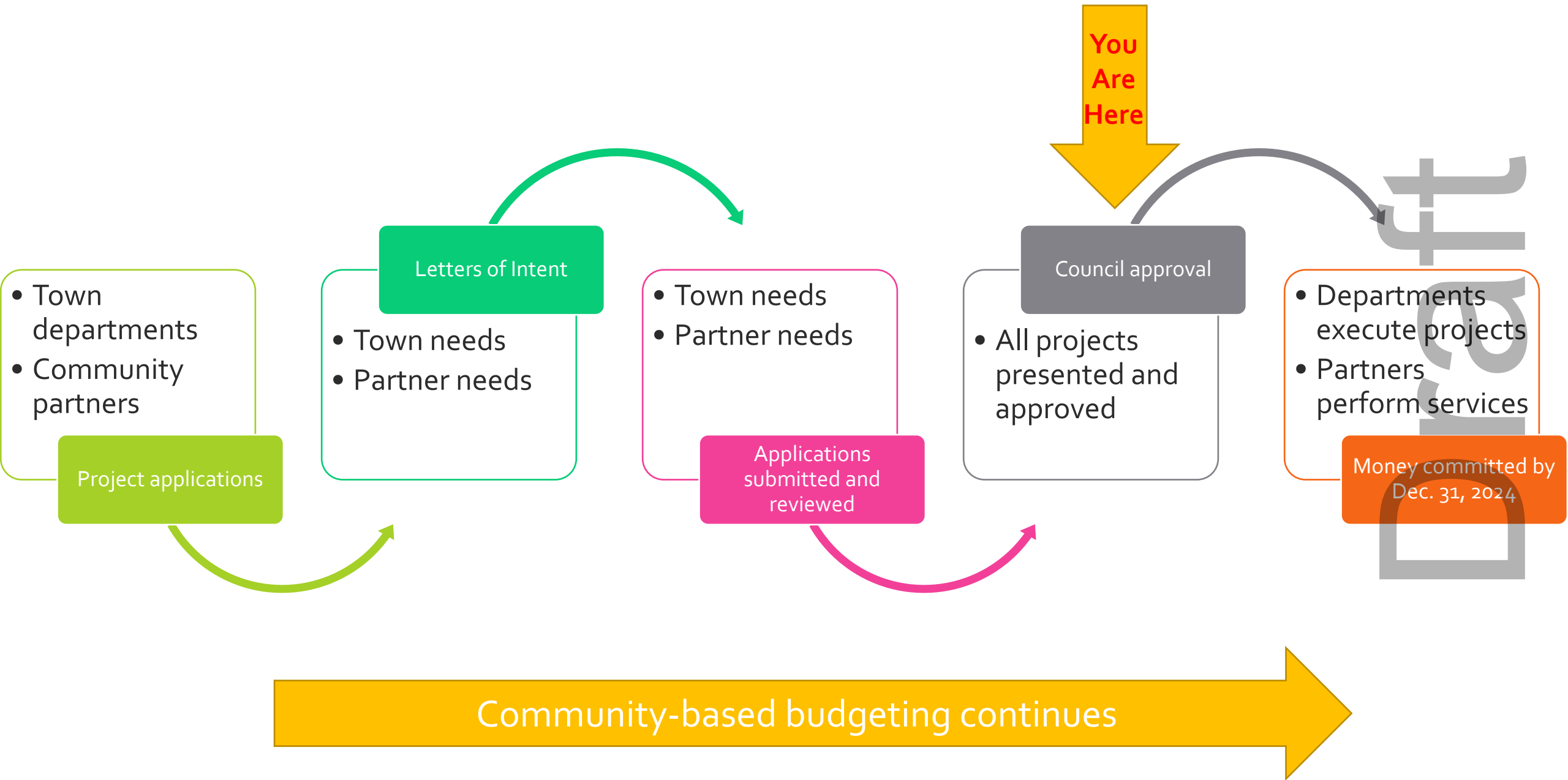
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# Agenda

- Department project scenarios
- Proposed final list of Community Partner projects
- Questions to consider:
  - Do the scenarios meet your interests?
  - What projects are missing?

Draft



# Funding Breakdown

▪ <b>Community partner funding</b>	\$1,000,000	} \$10.7M
▪ Affordable housing and homelessness initiatives	\$2,500,000	
▪ <b>Parks and recreation facilities</b>	\$2,500,000	
▪ <b>Bike, ped and greenway infrastructure</b>	\$1,000,000	
▪ Town facilities	\$1,200,000	
▪ <b>Downtown revitalization</b>	\$1,000,000	
▪ Digital access	\$300,000	
▪ <b>Community based projects</b>	\$500,000	
▪ ReVive program	\$650,000	

Draft

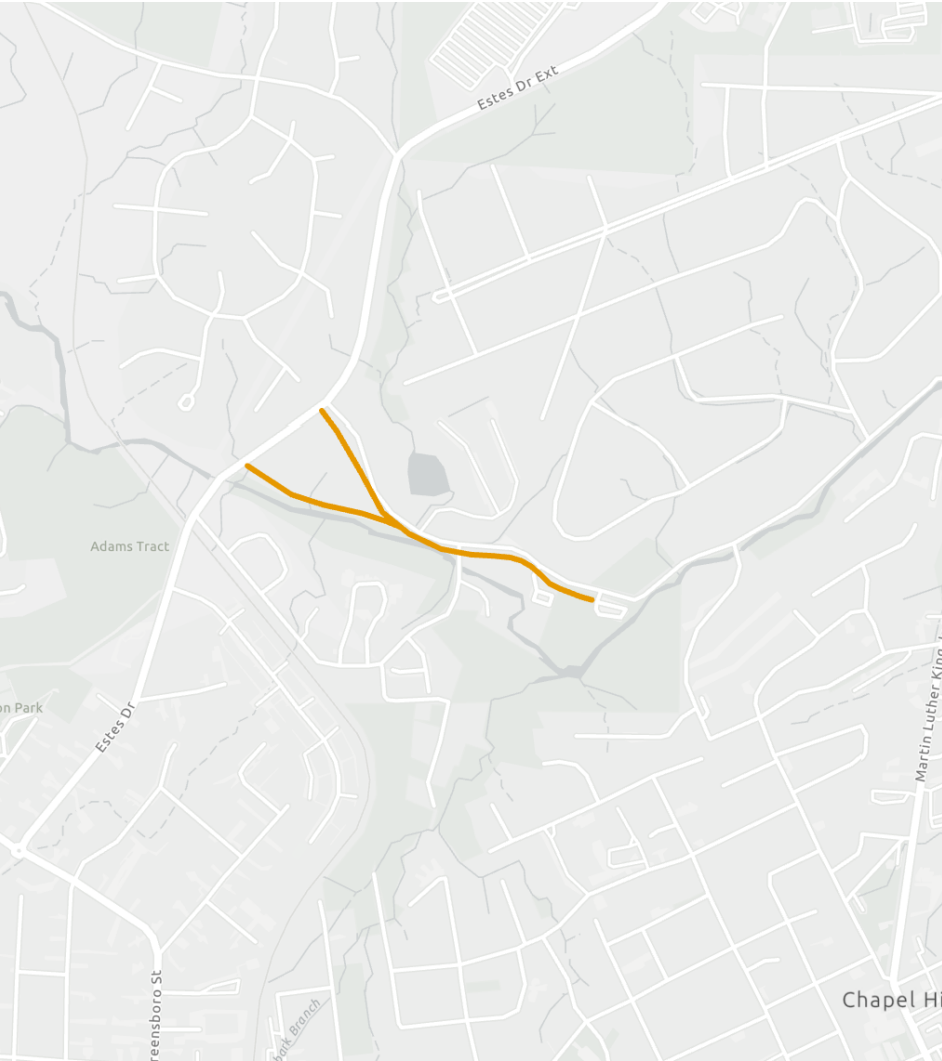
Category	Allocated	Approved	Remaining
Parks and Recreation facilities	\$2,500,000	\$1,150,000	\$1,350,000
Bike, ped, and greenway infrastructure	1,000,000	500,000	500,000
Town facilities	1,200,000	1,200,000	0
Downtown revitalization	1,000,000	0	1,000,000
Digital access	300,000	300,000	0
<b>Total</b>	<b>\$6,000,000</b>	<b>\$3,150,000</b>	<b>\$2,850,000</b>

## REMAINING TOWN PROJECT FUNDING

Project	Near CHT	Households w/in 1/4 mile	Trails Nearby	Community Housing w/in Walking Dist.	Property Site in QCT	Cost
Teen Center	Yes	17	Yes		Yes	\$400,000
Skate Park	Yes	582	Yes	Yes		\$200,000
Repairs						
Pickleball Complex	TBD	TBD	TBD	TBD	TBD	\$400,000
Inclusive Playground or Splash Pad	Yes	Varies from 262-1285 for 8 sites	Yes	TBD	TBD	\$350,000
Cedar Falls General Needs	Yes	262	Yes			Any remaining funds
					<b>Total</b>	<b>\$1,350,000</b>

## PARKS & RECREATION POTENTIAL SCENARIO

# BOLIN CREEK GREENWAY EXTENSION: UMSTEAD TO ESTES DRIVE EXT.



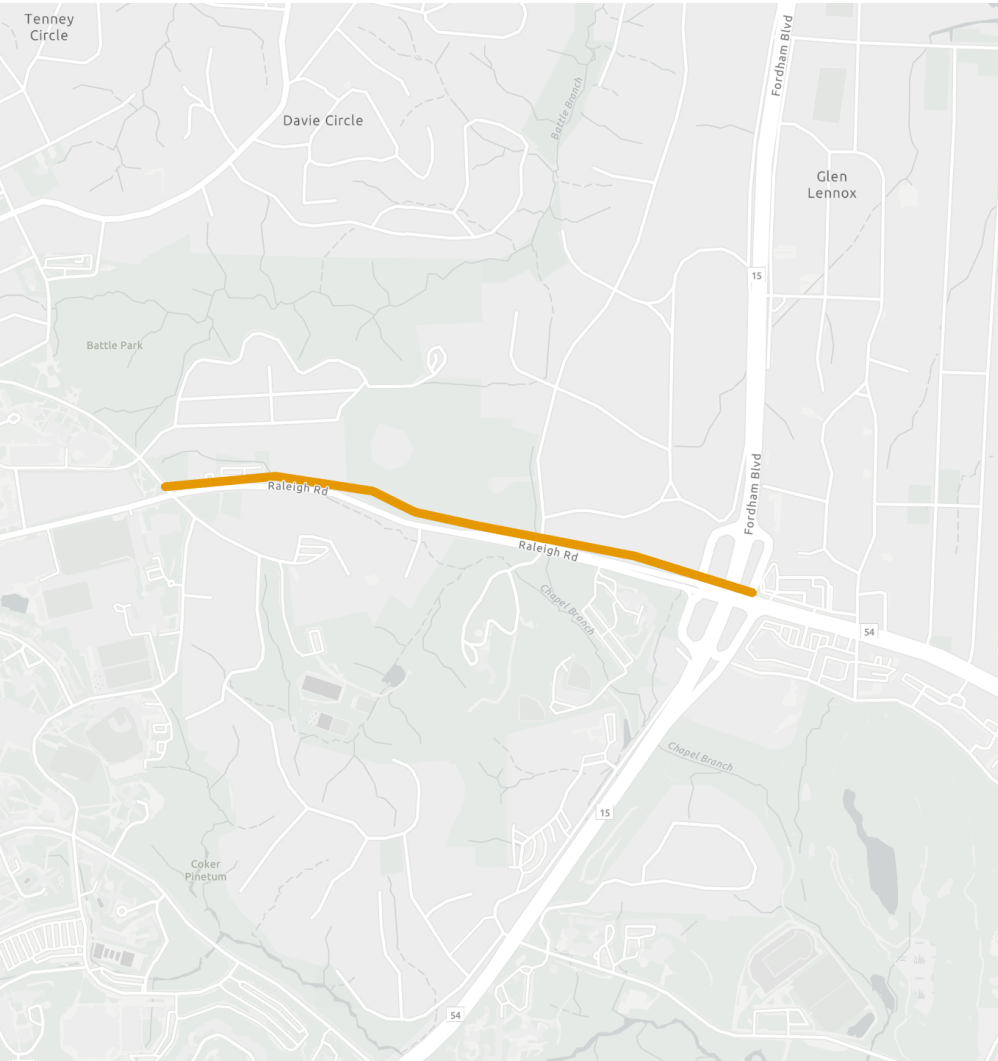
- Design Cost Estimate (20%): \$510,000
- Total Cost Estimate (100%): \$3,200,000
- Extends Bolin Creek Greenway to funded improvements on Estes Drive Extension
- Provides continuous facility between downtown Carrboro and CH Comm. Center
- TCAB & PGRC's top 6 priority projects
- Opportunity to combine design/construction timelines with Estes Extension

Timeline for design and property acquisition: 30 months

Timeline for construction: 18 months



# RALEIGH ROAD SIDEPATH: GLEN LENNOX TO COUNTRY CLUB RD.



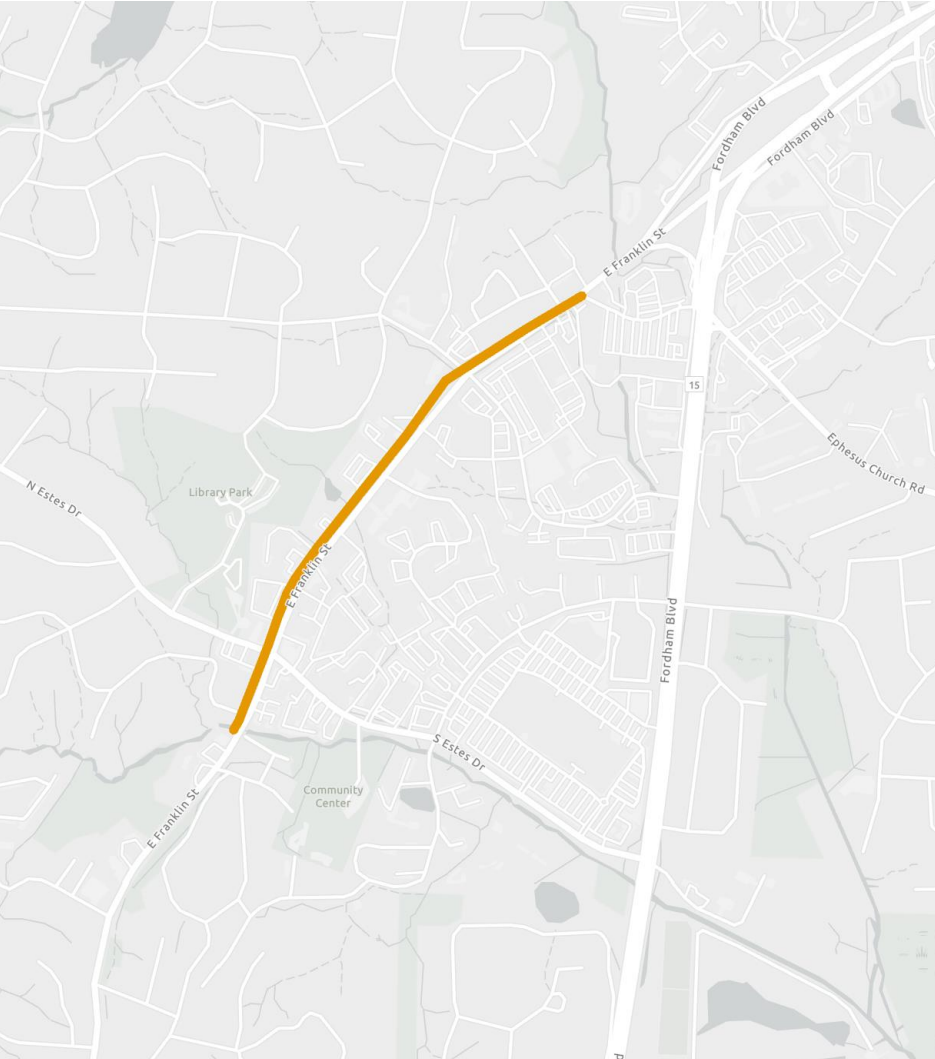
- Design Cost Estimate (20%): \$590,000
- Total Cost Estimate (100%): \$3,700,000
- Connects growing development at Glen Lennox to UNC campus
- TCAB & PGRC's top 6 priority projects
- Provides almost continuous facility between UNC and Meadowmont

Timeline for design and property acquisition: 2 years

Timeline for construction: 18 months

Draft

# BOLIN TO BOOKER SIDEPATH: EASTGATE TO SUNRISE BISCUIT KITCHEN

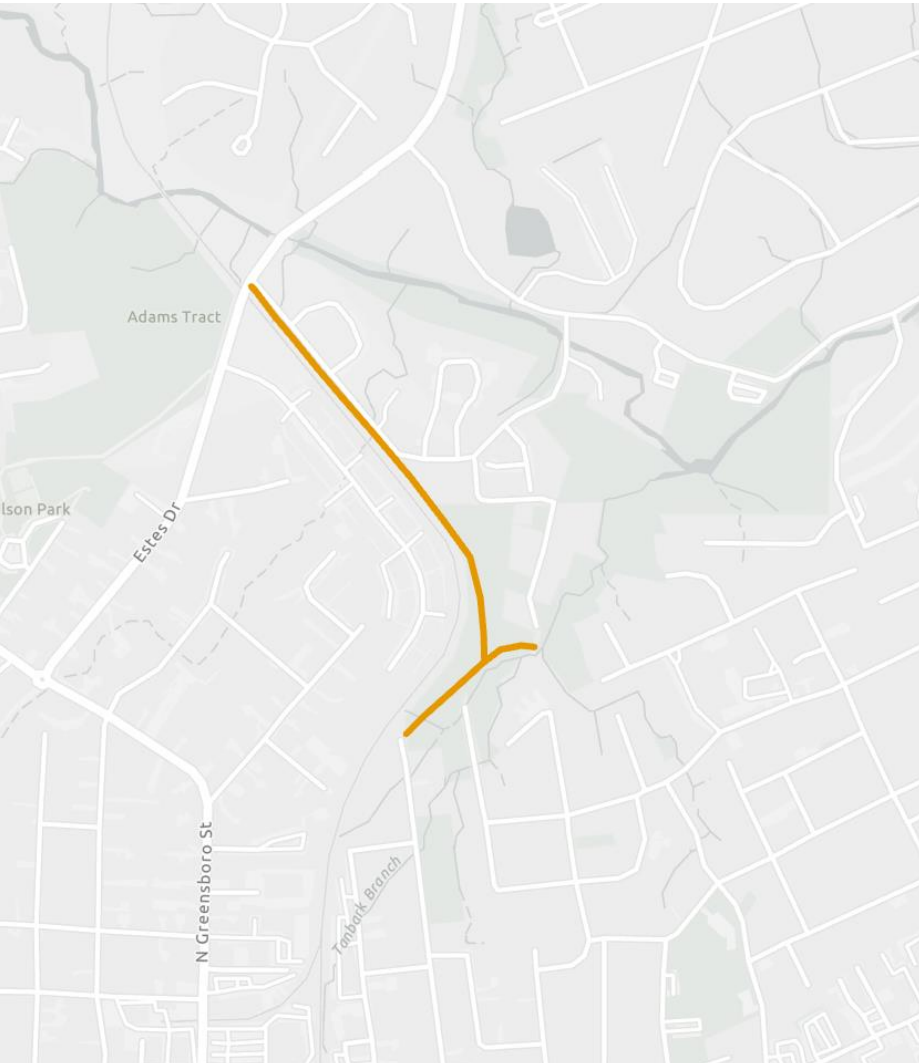


- Design Cost Estimate (20%): \$565,000
- Total Cost Estimate (100%): \$3,500,000
- Connects Bolin Creek and Booker Creek Greenways
- Provides connections to shopping, library, and parks
- Possibility for federal funding

Timeline for design and property acquisition: 2 years  
Timeline for construction: 18 months

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# CAMPUS TO CAMPUS CONNECTOR: BROAD ST. TO ESTES DRIVE EXT.



- Design Cost Estimate (20%): \$350,000
- Total Cost Estimate (100%): \$2,200,000
- Connects Tanyard Branch Greenway and Northside to funded improvements on Estes Drive Extension
- Opportunity to combine construction timelines with Estes Extension and Jay Street Affordable Housing
- Mostly on Town property

Timeline for design and property acquisition: 2 years

Timeline for construction: 18 months

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Project	Connection	Design Cost
Bolin Creek greenway extension	Umsted Park to Estes Dr. Ext.	\$510,000
Raleigh Rd. side path	Glen Lennox to Country Club Rd.	\$590,000
Bolin Creek to Booker Creek multiuse path	Greenway to greenway along E. Franklin St.	\$565,000
Campus to Campus Connector	Broad St. (Carrboro) to Estes Dr. Ext.	\$350,000

## BIKE, PED AND GREENWAY DESIGN OPTION SUMMARY

**\$500K  
remaining**

Project	Activity	Cost
Portland Loo	Purchase 2 units	\$300,000
Portland Loo	Installation	Unknown
Downtown Facility Day Porter	Contract employee to monitor all Downtown bathrooms 2 years	\$100,000
	<b>Total</b>	<b>\$400,000+ over 2 years</b>
Porta-Potty	2 years of rental and service on 3 units	\$ 60,000

## DOWNTOWN BATHROOM OPTIONS

**\$1M  
remaining**

# Community Partner Projects Proposal

- ✓ Scenario 2 from October 3 except:
  - ✓ Reduced El Centro by \$100,000
  - ✓ Added Compass Center Lethality Assessment Program
- ✓ All projects scored highest level of equity except OWASA which scored second highest
- ✓ Variety of project types and people served
- ✓ 6 total projects, only 5 ongoing

Community Partner	Project Name	Total Score	Total \$
Farmer Foodshare	CSA for All Pilot	34	\$265,164
EMPOWERMENT Inc.	BrightPath Solutions	31.33	\$80,000
El Centro	COVID Recovery Initiative	30.11	\$278,375
Orange County Partnership for Young Children	Mitigating Early Learning Loss	28.11	\$139,130
OWASA	Water Bill Debt Forgiveness	26.33	\$123,000
Compass Center	Lethality Assessment Program	30.33	\$120,000

**Total: \$1,005,669**

# Who has been or will be helped



ReVive: Small businesses and Downtown



Cedar Falls: Athletic groups



Morgan Creek Trail: Trail users, southern side of town



Homestead: Pool users



Library AV: Any group needing meeting space in the Library

## Community Partner Projects:

- Latinx community members and business owners
- Food insecure and low-income families
- BIPOC business owners
- Young children
- Potential victims of domestic violence



## Potential Town Department Projects:

- Teens
- Skate park users
- Pickleball players or families with children
- Children with accessibility challenges
- Downtown patrons, visitors and those living unsheltered
- Residents along proposed connectors

# Community Project Ideas for Town Departments

- Develop a process to receive project ideas from the community
  - Designed over the summer
  - Brought back to Council in the fall
- Town projects and responsibilities only to test participatory budgeting process

**\$500K**

**COMING early  
2023**

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# Action and Next Steps

- Approve Budget Amendment for Community Partner projects
- Discuss Town Department project scenarios
- Next steps:
  - Consent agenda item for Budget Amendment for 11/16 for Town Department projects
  - Staff designs Community-based budgeting engagement process for early 2023
  - Bring community input back to Council in late Winter/early Spring

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# TOWN OF CHAPEL HILL

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

## Item Overview

Item #: 8., File #: [22-0824], Version: 1

Meeting Date: 11/2/2022

### Receive the Complete Community Draft Plan and Guidelines for Selecting a Pilot Project.

**Staff:**

Dwight Bassett  
Jennifer Keesmaat

**Department:**

Director of Economic Development  
The Keesmaat Group

**Overview:**

The Complete Community initiative is a follow-up to the 2021 Housing Report. ([Housing Report <https://www.townofchapelhill.org/home/showpublisheddocument/50141/637715343396500000>](https://www.townofchapelhill.org/home/showpublisheddocument/50141/637715343396500000)) This Housing Report suggested that we hire a global firm to explore how and where we could grow in the future to meet our housing demand and to identify a Pilot Project to set the tone of the intent and work.

The Town hired a team to complete the work: Jennifer Keesmaat & Alex Mather with The Keesmaat Group, Jennifer Hurley with Hurley~Franks & Associates, and Rod Stevens with Business Street.

As the team lead, Jennifer Keesmaat initiated the Complete Community work at the June Council Committee on Economic Sustainability meeting. ([Presentation <https://www.townofchapelhill.org/home/showpublisheddocument/51694/637898405446470000>](https://www.townofchapelhill.org/home/showpublisheddocument/51694/637898405446470000))

At a Town Council Work Session on June 21, 2022, Jennifer Keesmaat presented a schedule of outreach and deliverables to help Council address the community's future housing needs. ([Council meeting <https://chapelhill.legistar.com/MeetingDetail.aspx?ID=983706&GUID=7D5ADCAF-B18E-4722-A73B-2C0719807D2F&Options=&Search=>](https://chapelhill.legistar.com/MeetingDetail.aspx?ID=983706&GUID=7D5ADCAF-B18E-4722-A73B-2C0719807D2F&Options=&Search=>))

The Team worked to develop a list of individuals to talk about Complete Community and gain perspective. At the same time, the Team developed a Capacity Analysis for the future housing growth of Chapel Hill and where it might occur.

Community outreach has included:

- Interviewed over 40 people,
- Held two focus groups,
- Hosted a Development Focus Group with 8 participants
- Held a Trails + Equity Focus Group had seven individuals, and
- Held community workshops to solicit the community's input.

The goal of tonight's presentation is to share a draft of the Complete Community Plan and guidelines for selecting a Pilot Project to show a first step in implementing the framework.

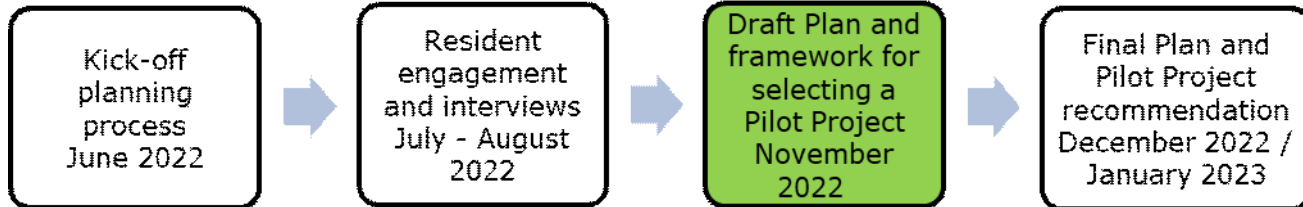
This will return to Council November 16, 2022 and December 7, 2022 for further consideration.

Additional information about this project may be found at: [www.ChapelHillCompleteCommunity.org](http://www.ChapelHillCompleteCommunity.org)  
<<http://www.ChapelHillCompleteCommunity.org>>

**Recommendation(s):**

That the Council receive the report and share feedback on the information presented this evening.

**Fiscal Impact/Resources:** Implementation of Pilot Project. Costs are not known at this point.

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

- Draft Staff Presentation

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

PRESENTER: Jennifer Keesmaat, The Keesmaat Group

RECOMMENDATION: That the Council receive the report and share feedback on the information presented this evening

# Meeting the Need:

## A Strategy for Where and How to Build Complete Communities

TOWN OF CHAPEL HILL  
Town Council

November 2nd, 2022

Draft

The  
Keesmaat  
Group.

HFA

HURLEY  
FRANKS  
ASSOCIATES

# Agenda

1. Project Update
2. Complete Community Framework
3. Key Decision Points for Council
4. Pilot Project Approach

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# Project Objectives

To begin the process of building consensus about where and how to build

To determine where complete communities can be advanced, exploring trade-offs and opportunities

To identify a viable pilot project

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# Complete Communities to Project End

## Overview of Upcoming Dates

- **Nov 1st: Community Leaders Workshop (TBD)**
- **Nov 1st and 2nd: UNC and UNC Health Focus Groups**
- **Nov 2 Council Meeting: Key Decisions Overview to Council, Pilot Project Approach**
- **Nov 16th Council Meeting: Complete Community Plan and Proposed Pilot Project**
- **December 7th: Resolution, Final Recommendation**

## TODAY

- **Discuss Pilot Projects**
  - **Approach**
  - **Evaluation Criteria**

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# Stakeholder Consultation Process Update

## **41 people in one-on-one interviews in two rounds**

- Names of those invited and interviewed are posted on the project website
- Focus on 'setting the stage', testing and discussing emerging directions, discussing possible pilot projects

## **Development Focus Group and Trails and Equity Focus Groups**

- Focus on testing concepts and ideas, soliciting input, sharing perspectives

## **Community Leader Workshops**

- Discussing and testing the pilot project approach and long list

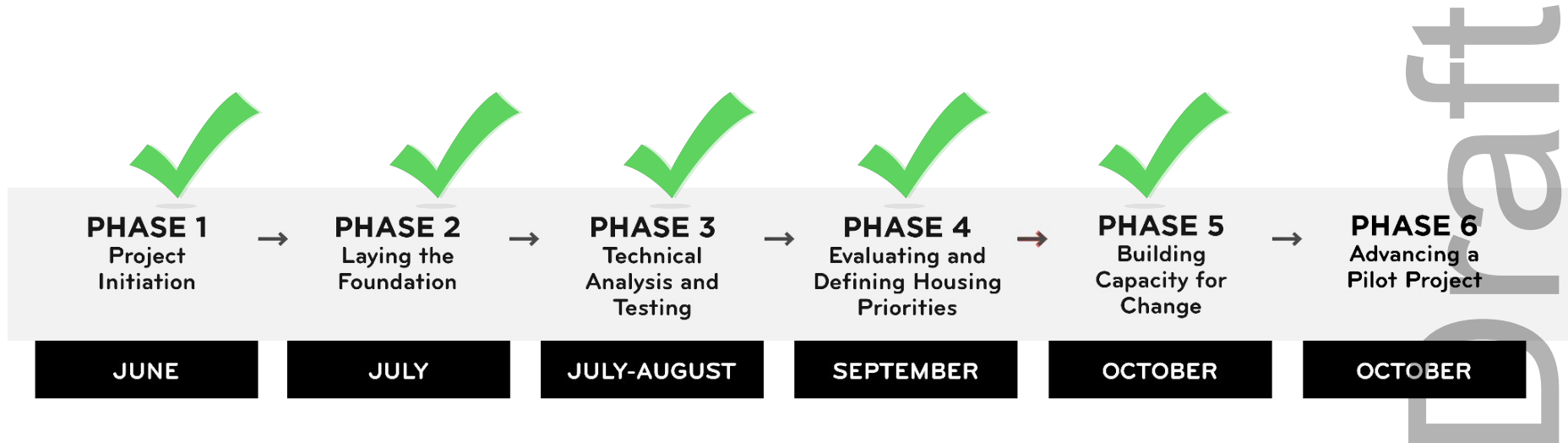
## **Staff Workshop**

- Focus on implementing the Complete Community Framework

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# Six Phases over Five Months



# Complete Community Framework

Draft

# Chapel Hill Complete Community Framework



Draft

## Where to Grow

Chapel Hill will direct growth to:

### Greenways

to enable walkable communities and minimize cars and parking

### Transit corridors

to generate sufficient density for higher order transit

### Large infill sites with existing infrastructure

to better use land and remediate the mistakes of the past

### Smaller infill sites

to add housing diversity and create more inclusive neighbourhoods

Draft

# Greenways are key to accommodating future growth.

## Why does Active Transportation matter?

### There has been a fear that Chapel Hill has no room to grow.

But currently, Chapel Hill has a 'land-intensive' approach to growth.

- Low densities that are costly to service and require significant road right-of-way per capita.
- Lots of room is given to cars and parking...that could be better used for housing.
- This is wildly expensive and therefore inequitable.

### To accommodate growth, you need to plan differently.

Better uses of land requires more density.

More dense housing requires alternative approaches to transportation.

Walking and biking require an inter-connected network, but Chapel Hill's road network does not provide this. As a result, Greenways become critical to Active Transportation.

## Greenways enable denser forms of housing in Chapel Hill.

### Why?

- Less parking is required
- More people and uses are in close proximity

**Greenways are a critical 'hook' for a denser, more sustainable future Chapel Hill.**

# Key Decision Points for Council

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# Key Decision Points for Council

1. **Adoption of the Complete Community Framework as a tool for city-building and a guide for future growth, to be implemented across all departments.**
  - a. **Integrate into Council strategic goals**
  - b. **Integrate into departmental goals and the five-year budget**
  - c. **Cross departmental collaboration and evaluation as to how Complete Communities is to be implemented city-wide**
  - d. **Create a Complete Community dashboard that is publicly accessible**

Draft

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  - d. Create a Complete Community dashboard that is publicly accessible
2. **Adoption of the Complete Community Framework as a lens through which to advance development review. This is achieved through:**
  - a. The forthcoming update to the FLUM
  - b. The forthcoming update to the LUMO (Orion)
  - c. Complete Communities Checklist to be developed through the PSR



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3. Adoption of the recommendation to target **building 500 new homes per year** (aggregate and evaluated on a five-year rolling total).
4. Adoption of Pilot Project(s)

Draft

# Pilot Project Approach

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# Evaluation Considerations



You can change the outcomes by changing the criteria.



This is a tool to help with decision making; it does not give you a decision.

## Approach:

- You will see a variety of scales and timelines
- We eliminated early possibilities that became clearly impossible
- Some are challenging; some are straightforward
- Goal: to choose a pilot(s) that demonstrates Council's appetite for advancing Complete Communities by making a stake in the ground decision

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# Pilot Project Evaluative Criteria

#	Criteria (weighted equally)	153 Description
1	Speed of Implementation	How quickly can the project be implemented? What are the barriers to implementation, and are they easily overcomable? Does the Town have jurisdiction over implementation?
2	Financial Viability	There a reasonable expectation that it can be funded in the near-term? Does it require other partnerships or stakeholders to provide financial support?
3	Magnitude of Impact	What is the scale of the impact the project will deliver? Is it located on one site or multiple sites?
4	Contribution towards the Creation of Complete Communities	To what degree does the project demonstrate complete communities?
5	Scalability	Is the project (or concept) scalable across the Town, or does it deliver change at a significant scale?
6	Social Equity Considerations	How does the pilot address the needs of historically marginalized communities? Does it present the opportunity to address the needs of historically marginalized communities? Does it add housing diversity or enhance equitable housing?

# Pilot Project Framework

## Two Categories of Pilot Projects

### 1. New active transportation strategies/connections







- e.g. protected bike lanes, greenway implementation strategy, Greenway wayfinding
- PSE has proposed an approach to these potential projects

### 2. New Development Approaches

- e.g. Expedited approvals, new collaborations on specific sites
- Seven specific sites/projects have been identified and evaluated

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## Long List of Potential Pilot Project - Active Transportation

#	Name of Project	Description	Timeline to Delivery	Impact	Next Steps
1	Everywhere to Everywhere Greenways Federal Funding	Pursue Federal funding to build out Everywhere to Everywhere Greenways as transportation infrastructure, to transform mobility in Chapel Hill.	9-18 months		Advance
2	Everywhere to Everywhere Greenways: Phase 1	Build out a strategic series of links in the Greenways network to increase transportation access, particularly for historically marginalized neighborhoods. Project could be phased, with the pilot project focusing on the completion of the first phase, funded from existing budget.	6 months		Direct to Staff
3	New Bike Protected Lane (Details TBC)	Route to be determined by Transportation Planning	6 - 12 months		Direct to Staff
4	Better signs highlighting current greenway connections	Goal is to generate awareness about the existing Greenway network and the role that it can provide in providing transportation choice. New signage throughout Chapel Hill, and an advertising campaign by the Town, could build better awareness around the existing infrastructure.	3 months		Direct to Staff
5	Elevating the role of e-bikes	Programs to introduce people to the use of e-bikes, provide introductory rides. Subsidies for e-bikes.	2 months		Direct to Staff
6	Greatly expanding bike share	Making bikeshare a true transportation choice in Chapel Hill, with station locations that specifically prioritize access for low income groups. Programming and funding for low income households.	One year, minimum		Direct to Staff

# Meeting the Need:

## A Strategy for Where and How to Build Complete Communities

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